

**Black Butte School District 41**  
**Communicable Disease Management Plan**  
**with COVID-19 Specific Protocols Identified**  
**School Year: 2021- 2022**

This plan, updated August 24, 2021, describes how Black Butte School (BBS) will plan for and respond to the spread of a communicable disease in or near our school and community. This plan is not intended to build fear but to provide a thoughtful, measured response to help support health and safety in the school community. The plan provides a *general framework* for preparedness planning, response and recovery in dealing with a large-scale outbreak of a communicable disease. It outlines the protocols, roles and responsibilities of District personnel, specific to preventing and minimizing the spread of COVID 19 and other communicable diseases within our school and community.

There are some diseases that are *endemic*, such as the seasonal flu, which are expected to infect people at a general rate every year. According to the World Health Organization (WHO), a *pandemic* is the worldwide spread of a new disease. This can be concerning as the new disease and its impacts are not well known.

There is usually some warning, and therefore time, to prepare for a pandemic before it reaches the community. As a pandemic is the spread of new disease, disease-specific information for prevention, protection, mitigation, and recovery from infection and community impact will become available as experts learn more about the disease. While disease-specific information may not always be known, there are general communicable disease prevention practices that can help protect people from infection.

There is the potential for great impact on general community and school functions in relation to pandemics. As such, the creation of this plan is intended to help prepare the District to support the school community (students, staff, visitors, and their families) to be safe and healthy *before, during, and after* a pandemic. BBS will adhere to the ODE [Communicable Disease Guidance](#) and collaborate with the Jefferson County Local Public Health Authority (JeffCoPH) to prevent and manage the spread of disease within our school and local community. As of August 24th, 2021, BBS will be providing full, in person learning per state and local guidelines. The primary purpose of this plan is to promote the safety and well-being of BBS students, staff, families and community members by:

- Preventing the spread of disease
- Protecting staff and students in order to maintain full, in-person instruction.
- Providing support for the essential services that must be maintained.

**Prevention:**

**Goal:** To protect the school community from the spread of new communicable diseases.

**Objective:** Prepare the school community with non-medical ways to limit the spread of illness.

- The Head Teacher will review the hand hygiene practices outlined by the Centers for Disease Control and Prevention (CDC) <https://www.cdc.gov/handwashing/index.html> with all members of the school community.
- The Head Teacher will work with the Facilities manager to ensure that hand washing health promotion materials from the CDC, <https://www.cdc.gov/handwashing/materials.html> are posted throughout the school.
- Staff will be trained on the necessary steps to control the spread of the disease.
- Students will be educated on the importance of respiratory etiquette:
  - Cover coughs and sneezes with a tissue or elbow;
  - Throw the tissue away immediately into a garbage receptacle; and
  - Clean hands after covering coughs and sneezes, and after throwing away used tissues.
- The Oregon Department of Education (ODE) and the Oregon Health Authority (OHA) collaborated to create this simplified guide of [“Mitigating Spread of COVID-19 In Schools”](#). We will ask our families to help reduce the spread of this disease by supporting us in our efforts to adhere to these guidelines.
- The Oregon Health Authority (OHA) website, <https://www.oregon.gov/oha/pages/index.aspx>, will be used as a frequent resource and will be listed on our District website.
- The Facilities Operations Manager will check District first aid and biohazard kits as needed.
- The Head Teacher and District Administrator will educate the school community on “physical distancing” practices which are things that can be done to reduce the spread of disease from person to person by discouraging people from coming into close contact with one another.

**Objective:** Maintain a clean environment in all school buildings and transportation vehicles.

**Courses of Action:**

- The Facilities Operations Manager will inventory hand washing, hand sanitizing, and cleaning supplies and notify the Business Manager of inventory counts and needs.
- The District Administrator will ensure all staff has appropriate training on proper cleaning and disinfecting of work and play areas per available guidelines as specific to the disease.
- The Facilities Operations Manager and staff will work together to clean and disinfect all high frequency touch surfaces such as doorknobs, tabletops, telephones, and computers daily.
- The District Administrator will ensure the teaching and support staff have training on and access to proper disinfecting supplies.
- Teaching and support staff will use provided cleaning supplies to wipe down high touch surfaces during the school day.

- The Facilities Operations Manager will have appropriate training on proper cleaning of transportation vehicles.
- The Facilities Operations Manager will use provided cleaning supplies to wipe down high touch surfaces during the school day.
- Sanitizing stations will be made available at the main entrances of each school building with signs instructing people to sanitize their hands upon entering the building.
- Signs will be posted instructing people to sanitize, or wash, their hands prior to eating.

**Objective:** Maintain clear communications with students, staff, parents, and the community on school pandemic planning efforts.

**Courses of Action:**

- The Head Teacher will make the Communicable Disease Management Plan available for access online by the general public via the District website (<https://www.blackbutte.k12.or.us/>)
- The District website will include a link to information online, regarding pandemic planning for families. If there are disease-specific recommendations available from the CDC or OHA utilize those resources. If not, utilize the CDC published “Get Your Household Ready for Pandemic Flu April 2017” which can be found here: <https://www.cdc.gov/nonpharmaceutical-interventions/pdf/gr-pan-flu-ind-house.pdf>.
- Prior to the start of any in-person instruction, the District Administrator and Head Teacher will plan for communication to families sharing the steps being taken to protect the school community.
- District staff will review and/or test emergency communications protocols.
- The Head Teacher will establish a direct line of communication with the local Public Health Authority during normal business hours at 541-763-2725 and after hours via the non-emergency phone number to County dispatch services at 541-384-2080

**Objective:** Track student and staff attendance and absenteeism rates.

**Courses of Action:**

- The Head Teacher will identify a staff person, and backup individual, to be responsible for tracking attendance and absenteeism rates of both students and staff.
- If necessary, we will share attendance and absenteeism rates with JeffCoPH
- Staff, students, and visitors who observe potential pandemic symptoms in themselves or others while on school grounds are to notify the Head Teacher or District Administrator.

**Objective:** Support mental wellbeing in the school community.

**Courses of Action:**

- If available, our Counselor will support student mental wellbeing. Any students displaying visible signs of distress or unease are to be given the option of connecting with our school Counselor.
- All staff will maintain calm, supervise, and reassure students of the efforts and monitoring being done by the District and JeffCoPH to take appropriate actions relating to the pandemic.
- Staff may only share information related to the pandemic that has been verified by JeffCoPH as accurate and approved by the school for sharing within the school community. Approved information will be provided to school staff by District and/or school leadership.

**Protocol** to notify the Local Public Health Authority (JeffCoPH) of

1. **Any confirmed COVID-19 case(s)** among students or staff.
2. **Any cluster of illness** among students or staff (2 or more)

Our Local Public Health Authority is Jefferson County Public Health. We will be in close contact with their staff during the development, implementation, and review of our plan. We will report any concerns of local outbreaks within our school community to them immediately and follow their advice in how we respond.

**Protocol** for screening students and staff upon entry to school each day.

If students are boarding the bus, our bus driver will visually screen students for possible symptoms of COVID-19. As students enter the building, the teaching staff will visually screen students for signs of symptoms associated with the COVID-19 virus (fever, cough, difficulty breathing, [etc](#)). We recognize that students and staff who have conditions that cause chronic symptoms (e.g., asthma, allergies, etc.) should not be automatically excluded from school. **Cough is an exception:** Staff or students with a chronic or baseline cough that has worsened or is not well-controlled with medication should be excluded from school. We will not exclude staff or students who have other symptoms that are chronic or baseline symptoms (e.g., asthma, allergies, etc.) from school.

For students or staff with other symptoms, we will refer to the [guidance](#) from the ODE and the OHA.

**Communication Protocol** for COVID-19 cases (Communication Tree)

Due to our small size, the Head Teacher and District Administrator will contact any families and/or staff, and JeffCoPH in the event that someone in our school has been exposed to the COVID-19 virus.

**Protocol** designating who is responsible for keeping each daily log.

Format for [daily logs](#) for individual students or cohorts (sample attached with statement on retention and technology; link to log with statement on retention and technology).

The Head Teacher will ensure that this log is completed each day. This Google form enables another staff to access this document, should the Head Teacher be unable to complete this on any given day.

We will maintain these logs for a minimum of 4 weeks after completion of the term. Should an outbreak occur, we will provide all logs and information to JeffCoPH.

**Protocol** to restrict any potentially sick persons from physical contact with others.

Per [Ready Schools, Safe Learners 2021-2022](#), all students, kindergarten and up will be required to wear face masks as will all adults within the building, moving around the school premises.

Anyone developing symptoms that reflect the “primary COVID-19 symptoms” while at school must be isolated from others immediately; and sent home as soon as possible.

Primary COVID-19 Symptoms: Cough • Temperature of 100.4oF or higher • Chills • Shortness of breath • Difficulty breathing • New loss of taste or smell

Non-primary COVID-19 symptoms: • Fatigue • Muscle or body aches • Headache • Sore throat • Nasal congestion or runny nose • Nausea or vomiting • Diarrhea

We will isolate students and staff who report or develop symptoms, with staff supervision and symptom monitoring by another staff person, until they are able to go home. \*If students are nauseous, struggling to breath, or in distress, they should not wear any face covering while waiting to go home.

Students will be isolated in our Solarium with an adult until a parent/guardian can pick them up. Staff members who exhibit symptoms associated with COVID-19 will be sent home immediately.

**Protocol for cleaning and disinfecting** for routine prevention:

- We will follow the CDC’s guidelines for cleaning and disinfecting surfaces within and around the school grounds, including this [infographic](#) that provides guidance on cleaning.
- Gloves will be worn when cleaning.
- All frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, bus seats, tables/desks) and shared objects (e.g., educational materials, games, art supplies) will be cleaned between uses and at least 1 time per day.
- Normal routine hand washing with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure.
- Disinfection using EPA-approved disinfectants against COVID-19 can also help reduce the risk. Frequent disinfection of surfaces and objects touched by multiple people is important. When EPA-approved disinfectants are not available, alternative disinfectants will be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). We will not mix bleach or other

cleaning and disinfection products together as this can cause fumes that may be very dangerous to breathe in.

- All disinfectants will be kept out of the reach of children in a locked closet, accessible only by staff.

### **Protocol for cleaning and classroom closure in case of a COVID case in a single cohort.**

- Available staff will close off areas used by the person who is sick.
- Staff will open outside doors and windows to increase air circulation in the area.
- Staff will wait 24 hours before cleaning or disinfecting surfaces. If 24 hours is not feasible, wait as long as possible.
- Staff will clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- The Facilities Operations Manager will vacuum the space if needed using a vacuum equipped with a high-efficiency particulate air (HEPA) filter, if available.

### **Physical Distancing and Protection Protocols**

**Protocol** for minimizing interactions between cohorts. See **Safe Return to In-Person Instruction and Continuity Plan** for our physical distancing protocols.

### **During a Pandemic**

This is the point at which a new communicable disease has been declared a pandemic and is likely to impact the community.

**Goal:** To mitigate the impact of the spread of new communicable diseases on the school community.

**Objective:** Prepare the school community with non-medical ways to limit the spread of illness.

### **Courses of Action:**

- Repeat all “Courses of Action” listed in the “Before a Pandemic” section as appropriate.
- Wash hands frequently (e.g., before and after meals, after coming inside, after using the restroom, after sneezing, blowing your nose, or coughing) with soap and water for at least 20 seconds.
  - Post clear signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures and properly wear a face covering.
- Advise staff not to work and parents not to bring their students to school if the student or staff member has or recently had an illness with fever or cough. They should remain home for at least 10 days after illness onset and until 72 hours

after fever is gone, without use of fever-reducing medicine, and COVID-19 symptoms (fever, cough, shortness of breath, and/or diarrhea) are improving.

- Advise staff not to work and families not to bring children who have been exposed to a confirmed or presumptive case of COVID-19. The exposed individual needs to be quarantined for a minimum of 14 days after their last date of exposure to a known case.
- Staff or attendees who have a family member at home with symptoms of COVID-19 who has not been tested need to be monitored for symptoms carefully. The ill family or household member should be strongly encouraged to seek testing.
- Practice and safely promote the avoidance of touching one's face.
- Provide easy access to soap and warm water for handwashing for all students and staff.
- Children of any age should not wear a face covering:
  - If they have a medical condition that makes it difficult for them to breathe with a face covering;
  - If they experience a disability that prevents them from wearing a face covering;
  - They are unable to remove the face covering independently
- Enforce appropriate "physical distancing" practices as necessary and/or mandated by JeffCoPH, OHA, and the local, State, and Federal Government. The Appendix provides a non-exhaustive list of physical distancing practices.
- Staff will work to maintain calm, supervise, and reassure all students of the efforts the school is taking to support health and limit the spread of disease.
- When possible, during the day when weather and operations permit, increase ventilation to the facility to decrease potential spread of disease.
- When possible, following each school day, the school should be thoroughly ventilated, opening all doors and windows or turning the air conditioning/heating systems up.

**Objective:** Support vulnerable populations to stay at home and limit exposure.

**Courses of Action:**

- Those at high-risk for severe illness (see following) from COVID-19 shall not be required to provide or attend in-person instruction.
- Individuals who have an at-risk member in their household are to take actions only consistent with public health recommendations and/or the advice of their individual physician.

**Objective:** Prepare the school community for possible closure.

**Courses of Action:**

- Encourage parents to have alternative childcare plans in the event of a school building closure. For parents who are employed, inform them of Oregon's Family Leave Law which entitles them to 12 weeks unpaid leave within a 12-month

period for care of a family member with a serious health condition. This is to be done via the website, social media, and mass email whenever possible.

- Determine the point at which an administrative closure would be necessary.
- Inform the school community of the different kinds of potential closures:
  - Administrative closure – done in the event the school can no longer maintain staffing levels necessary to provide essential school functions and ensure student safety.
  - School Emergency Closure – done in the event the school is unsafe, unhealthy, inaccessible, or inoperable due to one or more unforeseen natural events, mechanical failures, or actions or inactions by one or more persons.
- The District will work in consultation with JeffCoPH in order to decide whether or not a school closure is necessary at any point in the pandemic.
- In the event someone tests positive for the infection and has been on school grounds the District will work with JeffCoPH to determine the process moving forward and whether or not a school, or District closure, will occur.
- If, and when, possible, the District will prepare the school community for distance education options in the event of a school closure.
- Essential personnel, in partnership with JeffCoPH representatives, maintain regular contact via phone to stay up to date on pandemic status on any changes to the impact on school closure and functions.

**Objective:** Maintain clear communications with students, staff, parents, and the community on school pandemic response efforts.

**Courses of Action:**

- As needed, and when possible, communications are posted and available in both English and Spanish.
- Provide information to the public regarding the Communicable Disease Management Plan and any changes in school functions.
- Maintain a direct line of communication with JeffCoPH. Business and after hour messages: 541-475-4456. After hours Communicable Disease & Emergency: Website: [www.JeffCo.net/PublicHealth](http://www.JeffCo.net/PublicHealth) 1. 911 or County Dispatch: 541-475-2201 2. Director: 458-292-7136 3. State Epidemiologist: 971-673-1111
- In the case of a District-wide closure, the District Administrator will communicate with the public via available pathways. Include clear, concise information on:
  - Reason for closure.
  - Planned length of closure.
  - How the decision was made.
  - Agencies involved in the decision-making process.
  - Date it is anticipated school will restart.
  - Impact on student schoolwork, how students can obtain necessary materials, and plan for distance education options.
  - How updates will be communicated.

**Objective:** Support mental wellbeing in-school community.

**Courses of Action:**

- When, and if available, our school Counselor will support our students' mental well-being. Any students displaying visible signs of distress or unease are to be given the option of connecting with our school Counselor.
- All staff will maintain calm, supervise, and reassure students of the efforts and monitoring being done by the District and JeffCoPH to take appropriate actions relating to the pandemic.
- Staff may only share information related to the pandemic that has been verified by JeffCoPH as accurate and approved by the school for sharing within the school community. Approved information will be provided to school staff by District and/or school leadership.
- The District Administrator will contact JeffCoPH for support services and resources.

**After a Pandemic**

This is the point at which the community has either been declared free of the disease or the disease has become endemic in the population which means outbreaks are expected to continue occurring on a seasonal basis, similar to seasonal flu.

**Goal:** Return the school community to normal, daily functions.

**Objective:** Inventory and stock supplies needed for daily function.

**Courses of Action:**

- The Facilities Operations Manager will inventory all cleaning and disinfecting materials and supplies making note of any products that need to be ordered. Inform Business Manager of inventory numbers and needs.
- The Facilities Operations Manager will inventory hand sanitizer supplies and, in collaboration with school leadership, determine the necessary amount of hand sanitizer needed to be prepared for future pandemics. The product is to be ordered, stocked, and cycled through on a regular basis so as not to expire.

**Objective:** Maintain a clean environment in all school buildings and transportation vehicles.

**Courses of Action:**

- The District will consult with JeffCoPH to determine whether or not supplemental contracted custodial staff and/or specialized training is necessary to properly disinfect the school prior to returning to normal daily functions.
- The Facilities Operations Manager will clean and disinfect all high frequency touch surfaces such as doorknobs, tabletops, telephones, and computers daily on an ongoing basis.

- Sanitizing stations will be made available at the front and rear entrances of the school building with signs instructing students, families, and visitors to sanitize their hands upon entering the building.
- Signs will be posted in the multi-purpose room or other dining areas, instructing students and staff to sanitize or wash their hands prior to and after eating.

**Objective:** Support the school community to return to the learning environment.

**Courses of Action:**

- The District will work with ODE to determine an appropriate course of action following school closures.
- School District Leadership will document and share with the school community information on any waivers from the ODE.

**Objective:** Continue messaging and education to the school community on non-medical ways to limit the spread of illness.

**Courses of Action:**

- The District will review the hand hygiene practices outlined by the Centers for Disease Control and Prevention (CDC) <https://www.cdc.gov/handwashing/index.html> with all members of the school community.
- The District will ensure handwashing health promotion materials from the CDC, <https://www.cdc.gov/handwashing/materials.html>, are in the common areas throughout the school.
- The Facilities Operations Manager will check District first aid and biohazard kits as needed.

**Objective:** Support mental well-being in the school community.

**Courses of Action:**

- If available, our school Counselor will support our students mental well-being in a variety of ways, aligned with identified needs. Any students displaying visible signs of distress or unease are to be given the option of connecting with our school Counselor.
- All staff will maintain calm, supervise, and reassure students of the efforts and monitoring being done by the District and JeffCoPH to take appropriate actions relating to the pandemic.
- Staff may only share information related to the pandemic that has been verified by JeffCoPH as accurate and approved by the school for sharing within the school community. Approved information will be provided to school staff by District and/or school leadership.
- The District will contact the local Mental Health Authority for support services and resources.

## Appendix

### 1. **Physical Distancing Practices**

- No holding hands.
- No sharing writing or eating utensils.
- No sharing beverages. Encourage students/staff to bring their own reusable water bottle
- Make sure to stay 6 feet or more away from other people; this does not apply to students/staff who are sharing a household.
- No shaking hands, hugging, or kissing.
- Stop non-essential functions in the school and administrative offices.
- Encourage students and staff to eat box lunches outside, weather permitting, or in the multipurpose room, on a staggered schedule.
- Allow only essential school visitors.
- Organize movement through common areas to minimize the gathering of students and staff in the hallways and exits.
- Separate student desks and work areas when possible.
- Close the entire district, if necessary.

**A portion of this plan was developed thanks to the efforts of the Fossil School District who's Pandemic Annex [plan](#) was listed on their website.**