

**Black Butte School District**  
**Communicable Disease Management Plan**  
**with COVID-19 Specific Protocols Identified**  
**School Year: 2022-2023**

This plan, updated August 19, 2022 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. The purpose of this plan is to provide a general, comprehensive plan to help protect our whole school community (students, staff, and community members) from getting sick. 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.

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.

Whether or not schools will be closed, or for how long, is impossible to say in advance since all pandemics are different in their scope and severity. However, it is well established that infectious disease outbreaks most often start in schools so the District may close schools early in an event. Any decision to close schools will be done at the recommendation of the Jefferson County PUBLIC HEALTH AGENCY (local public Health Authority), the Oregon Department of Education, or our local school board.

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, and visitors) 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 to prevent and manage the spread of disease within our school and local community.

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 maximize 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.

- Delaney Sharp 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.
- Delaney Sharp 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 hand after covering coughs and sneezes, and after throwing away used tissues.
- 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.
- Our Facilities manager will check district first aid and biohazard kits frequently.
- We 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:**

- Facilities manager will inventory hand washing, hand sanitizing, and cleaning supplies and notify the Supervisor of inventory counts and needs.
- Ensure all staff have appropriate training on proper cleaning and disinfecting of work and play areas per available guidelines as specific to the disease.
- Facilities manager and staff will work together to clean and disinfect all high frequency touch surfaces such as doorknobs, tabletops, telephones, and computers daily.
- Ensure 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.

- Ensure transportation support staff has appropriate training on proper cleaning of transportation vehicles.
- Transportation and support staff 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 the 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:**

- Make the Communicable Disease Management Plan available for access online by the general public via the District website (<https://www.blackbutte.k12.or.us/>)
- Link to information online, via the District website, regarding pandemic planning for families. If there are disease-specific recommendations available from the CDC or Oregon Health Authority (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>.
- The District Administrator and the Head Teacher will plan for communication to families sharing the steps being taken to protect the school community.
- Review and/or test emergency communications protocols.
- 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:**

- 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 the local Public Health Authority.
- Staff, students, and visitors who observe potential pandemic symptoms in themselves or others while on school grounds are to notify the front office or a supervisor.

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

**Courses of Action:**

- Our staff and school counselor will provide support to students and families, as needed. 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 local Public Health Authority to take appropriate actions relating to the potential pandemic.
- Staff may only share information related to the potential pandemic that has been verified by the local Public Health Authority 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.
- We will maintain open communication with the Local Public Health Authority (Jefferson County Public Health) should a resurgence of COVID-19 or other pandemic occur. Our plan will be adjusted as new information becomes available. 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 illness. As students enter the building, we will visually screen students for signs of symptoms associated with communicable illnesses (fever, cough, vomiting, 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 Oregon Department of Education and the Oregon Health Authority.

**Communication protocol** Due to our small size, the Head Teacher and District Administrator will contact any families and/or staff in the event that someone in our school has been exposed to a communicable virus.

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

All staff, students(kindergarten and up) will be encouraged to wear face masks within the building and moving around the school premises if they are exhibiting symptoms of a flu, or other virus, etc.

**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 if deemed necessary.

- All frequently touched surfaces and shared objects (e.g., educational materials, games, art supplies) will be cleaned regularly.
- Normal routine cleaning 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 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, only accessible by staff.

## **Physical Distancing and Protection 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 (available at [healthoregon.org/coronavirus](http://healthoregon.org/coronavirus)) on how to stop the spread of the disease, 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 5 days after illness onset and until 24 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.
- Staff or attendees who have a family member at home with symptoms of the disease, 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.
  - Mask wearing: we will encourage students and staff to wear a mask if they are feeling sick, when at school.
  - Enforce appropriate “social distancing” practices as necessary and/or mandated by the local Public Health Authority, Oregon Health Authority, and 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 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.
- In the event a vaccine becomes available, the District will partner with the local Public Health Authority on vaccination availability.

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

**Courses of Action:**

- Those at high-risk for severe illness (see following) 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 or district-wide 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.
- Review the substitute teacher pool list and verify they are willing and able to work during the pandemic.
- 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 the local Public Health Authority 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 the local Public Health Authority 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 local Public Health Authority 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 Pandemic Annex and any changes in school functions.
- Maintain a direct line of communication with the local Public Health Authority. 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 individual school(s) or district-wide closure, 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 when school is likely to 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 staffed, and if available, school-based Counselors will support student mental well-being. Any students displaying visible signs of distress or unease are to be given the option of connecting with a school Counselor.

- All staff will maintain calm, supervise, and reassure students of the efforts and monitoring being done by the District and local Public Health Authority to take appropriate actions relating to the pandemic.
- Staff may only share information related to the pandemic that has been verified by the local Public Health Authority 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.

### **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:**

- Facilities manager will inventory all cleaning and disinfecting materials and supplies making note of any products that need to be ordered. Inform supervisor of inventory numbers and needs.
- Facilities manager will inventory hand sanitizer supplies. In collaboration with school leadership determine the necessary amount of hand sanitizer needed to be prepared for future pandemics. 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 the local Public Health Authority 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.
- Facilities 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 main entrances of each school building with signs instructing people to sanitize their hands upon entering the building.
- Sanitizing stations will be made available in the cafeteria of each school building with signs instructing people to sanitize, or wash, their hands prior to eating.

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

**Courses of Action:**

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

**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.
- Ensure handwashing health promotion materials from the CDC, <https://www.cdc.gov/handwashing/materials.html>, are in the common areas throughout the school.
- Facilities manager will check district first aid and biohazard kits as needed.

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

**Courses of Action:**

- If available, school-based Counselors will support student 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 local Public Health Authority to take appropriate actions relating to the pandemic.
- Staff may only share information related to the pandemic that has been verified by the local Public Health Authority 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**

- Striving to maintain a 3' distance from others
- Not holding hands.
- Not sharing writing or eating utensils.

- Not sharing beverages. Encourage students/staff to bring their own reusable water bottle and Making sure to stay 6 feet or more away from other people; this does not apply to students/staff who are sharing a household.
- Not shaking hands, hugging, or kissing.
- Stopping non-essential functions in the school and administrative offices.
- Encouraging students and staff to eat box lunches in the classroom instead of gathering together in the cafeteria.
- Allowing only essential school visitors.
- Organize movement through common areas to minimize the gathering of students and staff in the hallways and doors in and out of building.
- Separate student desks and work areas when possible.
- Closure of school buildings and/or 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.**