

Sutherlin Adventist Christian School Communicable Disease School Management Plan

This document outlines the steps necessary to implement the reduction of a virus outbreak on our campus and maintain, to the greatest extent possible, the health of students and staff. In order for on-site learning to take place certain precautions must be observed, processes put in place, cleaning protocols followed, and all school personnel properly educated and trained.

Sutherlin Adventist Christian School designated Safety Officer is:

The principal, Karie MacPhee, is to be responsible for implementation of health and safety protocols.

The Safety Officer is responsible to:

1. Ensure that daily records, including contact tracing information, are kept of all who come and go throughout the school day. These logs must be maintained for a minimum of 4 weeks after completion of in-person/on-site instruction.
2. Maintain a student contact tracing plan, which must include student name, family and emergency contact information, drop-off/pick-up time and adults responsible for both drop-off/pick-up and all staff that interact with each group of students.
3. Ensure health and safety precautions are followed.

Sutherlin Adventist Christian School Emergency Preparedness Plan – Response to Outbreak

1. Document any observed case of elevated temperature or other symptoms of COVID-19.
2. Report any cluster of illness (2 or more people with similar illness in the same cohort) to local public health authority (LPHA), typically the county Health Department (24/7 Douglas County's Public Health number is 541-440-4471 Dr. Bob Dannenhoffer Public Health Director) and follow any instructions received from them.
3. Report any confirmed case of COVID-19 to the LPHA.
4. Communicate potential or confirmed COVID-19 cases to the school community, local school board, and other stakeholders.
5. If a positive case is confirmed, notify local superintendent, David Davies (Cell/Office 541-601-0441).
6. Pending instructions from the LPHA:
 - Discourage extracurricular activities and gatherings of staff, students and their families, both private and public. We recommend sheltering-in-place at home.
 - Modify, postpone, or cancel any large-group school activities.
7. Collaborate with the LPHA to determine the need for and/or length of a cohort or whole-school closure.

Staff & Teacher Preparation Prior to Resuming Instruction

- Follow ODE guidelines in communicating this plan to families and constituents.
- Post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and wear a face covering as needed.
- Ensure that instructional spaces have at least 35 square feet per person, including teaching staff.

- Establish routines for effective sanitizing of all high-touch surface areas throughout the day (e.g. doorknobs, light switches, toilets, faucets, etc).
- Each teacher will routinely clean touchpoints at various times, including disinfecting daily.
- Staff will be instructed on:
 - Proper use, removal, and washing of face masks/shields.
 - Avoiding touching the face or face covering as much as possible.
 - Washing or sanitizing hands every day upon entry to the school.
 - Washing hands or sanitizing frequently during the school day, especially before/after meals, playground usage.

Staff & Teacher Responsibilities Upon Resuming Instruction

- Provide “Coronavirus (COVID-19) Fact Sheet” to all adult guardians with children participating in instruction.
- Conduct a visual health screening of all staff, students, and visitors upon arrival, following other county and CDC guidelines to monitor for symptoms.
 - Symptoms of COVID-19 include cough, fever, chills, shortness of breath or difficulty breathing, muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose.
 - Maintain a thermometer on the premises for use when needed.
 - Students or staff members with fevers above 99.0F will be encouraged to return home.
 - Students or staff members with a temperature above 100.4F and above will be required to return home.
 - Visitors will not be allowed to remain on campus.
- Teacher will maintain daily student attendance log.
- Principal will maintain a daily log of employees on campus as well as of visitors who come during the school day.
- Use of cloth face coverings/face shields according to ODE guidelines. All staff and students age 5 and above will wear appropriate face coverings.
- Monitor student physical distancing on playground, fields, recess, and breaks to the greatest extent possible.

Joint School & Student Responsibilities

- Create and support conditions for students to be successful in practicing and learning new and not-so-intuitive safe health guidelines and procedures.
- Maintain a developmental view of students while elevating and practicing heightened awareness of health and safety needs.
- When students falter in adhering to the new operating procedures, maintain a positive attitude, focusing on grace and patience instead of punishment. Never implement consequences that deny access to learning.
- Avoid touching faces or face masks as much as possible, and monitor closely the use of face coverings by children.
- Cover coughs and sneezes with a tissue or elbow. Tissues should then be immediately discarded, and hands should be washed or sanitized.
- Avoid immediate contact acts such as shaking or holding hands, hugging, or other forms of touching.

- Encourage use of personal water bottles labeled with students' names, as school drinking fountain has been disabled. The faucet will be disinfected frequently.
- Utilize handwashing facilities and teach/learn routines for effective handwashing of at least 20 seconds with soap and water.
 - Wash or sanitize hands every day upon entry to the school building.
 - Wash or sanitize hands before eating, preparing or serving food, before/after meals, after elective classes, before/after playground activities or following each cohort. Hands will be washed appropriately after bathroom use.
 - Encourage the use of songs or other motivators to teach/promote effective hand-washing practices.
- In assessing work, limit paper exchange as much as possible by providing immediate verbal feedback and response instead.
- Limit sharing of school supplies, books, electronic devices, etc. unless properly washed/sanitized between uses or adequate time is given between uses (more than 72 hours).

Cleaning Procedures

Sutherlin Adventist Christian School will be cleaned at least daily according to the following CDC-aligned protocols to minimize the risk of exposure to COVID-19. Cleaning frequency will be increased for frequently touched surfaces.

Step 1: Clean

- Clean surfaces daily using disinfectant.
- More frequent cleaning and disinfecting may be required based on level of use. High touch surfaces include: Doorknobs, light switches, handles, learning areas, keyboards, toilets, faucets, sinks, etc.

Step 2: Disinfect

- Use EPA-registered household disinfectant.
- Follow the instructions on the label to ensure safe and effective use of the product.
- Alcohol solutions with at least 60% alcohol may also be used.

Safety, Cleaning, and Disinfecting Supplies

- Principal will ensure that employees are provided with masks and gloves to accomplish recommended cleaning and disinfecting activities, in a timely manner.
- Principal will ensure that soap, hand sanitizer, tissues, paper towels and no-touch trash cans are readily available for student and staff use.
- Principal will ensure that cleaning and disinfecting supplies are readily available to accomplish periodic cleaning and disinfecting activities.

Technology/Electronics

- For electronics, such as tablets, touch screens, and keyboards follow manufacturer's instruction for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 60% alcohol.

Playground Equipment/Outdoor Areas

- Students should wash/sanitize their hands before and after using play equipment.
- Keep playground closed to the public until park, playground equipment, and benches reopen in the community.
- Playground will be cleaned and disinfected daily upon use.

Common-Use Areas

- Hand sanitizer stations will be located at each entry point. Hand sanitizer should be at least 60% alcohol.
- Principal has disabled all drinking fountains. (Water and bottle refilling stations on drinking fountains may still be used as long as the drinking fountain mouthpiece is rendered inoperable.)

STEAM/Art Supplies

- Karie MacPhee, principal and safety officer will ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, lab equipment, etc.) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.

Student Pick-up/Drop-off

- Parents will be instructed to remain in their vehicles to drop off and pick up students. Students will be dropped off in the driveway near the front stairs. Students will be dismissed by the teacher as their vehicle arrives and instructed to go directly to their vehicles. Students will be instructed to maintain social distancing during these times.
- Upon arrival, staff members will conduct a health screening of all students prior to their entering the school building. Once class has begun, tardy students will be screened in the front office area.
- Logs of health screening will be kept for a minimum of 4 weeks.

Maintaining Health & Safety during Student Transitions

- For the health and safety of those in the school, visitors to the building and classrooms shall be limited to those with essential business.
- When leaving for recess or P.E., students will be dismissed to wash or sanitize hands and exit to their designated area.
- Establish an exit path from the classroom to the restroom that maintains 6ft distancing.
- For classrooms with sinks, rotate students washing hands as needed.
- Encourage students to wash hands when transitioning between activities, before and after every snack and meal; after coming inside; after sneezing, blowing the nose, or coughing.
- Prohibit the sharing of food or utensils.

Essential Visitor Responsibilities

- Undergo health screening for symptoms upon every entry into school.
- Maintain appropriate physical distancing.
- Wash or sanitize hands upon entry and exit.
- Wear face covering.

Staff Member, Student, or Essential Visitor Illness

- Communicate with families on protocol for self-reporting symptoms of students.

- Students and staff must remain at home when sick or if they have recently had an illness with a fever or a cough.
- Before students and staff who have Covid-19 related symptoms return to school, they must wait at least 10 days after onset and/or 72 hours after fever is gone, without use of fever reducing medicine, and other COVID-19 symptoms (cough, shortness of breath, and/or diarrhea) are improving.
- Individuals who have been exposed to a confirmed or presumptive case of COVID-19 must remain at home and quarantine for 14 days after their last date of exposure before returning to work or school.
- Students who come to school sick or become sick at school will be sent to wait in the office until their ride arrives to pick them up.

All above protocols are subject to change based on new guidelines that may be issued by the Oregon Conference Office of Education, the Oregon Department of Education, the Governor's Office, and state and local health departments. Sutherlin Adventist Christian School may need to adjust operations accordingly as changes occur. Presently, field trips, most large-group extra-curricular activities, and other non-essential events are either not permitted or severely restricted. *Ready Schools, Safe Learners*, the ODE website, and our superintendent will be consulted as part of our planning of such events.

Primary Sources:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf#page=40>

<https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Supporting%20All%20Learners%20Beyond%20Distance%20Learning%20for%20All.pdf> Other Sources:

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#pickup>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

<https://www.oregon.gov/ode/students-and-family/SpecialEducation/Documents/Emergency%20Child%20Care%20Guidance.pdf>