



## OPERATIONAL BLUEPRINT FOR SCHOOL REENTRY 2020-21

Updated 6/30/2020

Under ODE’s **Ready Schools, Safe Learners** guidance, each school<sup>1</sup> has been directed to submit a plan to the district<sup>2</sup> in order to provide on-site and/or hybrid instruction. Districts must submit each school’s plan to the local school board and make the plans available to the public. This form is to be used to document a district’s, school’s or program’s plan to ensure students can return for the 2020-21 school year, in some form, in accordance with Executive Order 20-25(10). Schools must use the [Ready Schools, Safe Learners guidance](#) document as they complete their Operational Blueprint for Reentry. ODE recommends plan development be inclusive of, but not limited to school-based administrators, teachers and school staff, health and nursing staff, association leadership, nutrition services, transportation services, tribal consultation,<sup>3</sup> parents and others for purposes of providing expertise, developing broad understanding of the health protocols and carrying out plan implementation.

1. Please fill out information:

SCHOOL/DISTRICT/PROGRAM INFORMATION	
Name of School, District or Program	Lincoln City Career Technical High School
Key Contact Person for this Plan	Sean Larsen
Phone Number of this Person	541-758-2649
Email Address of this Person	<a href="mailto:slarsen@communityservices.us">slarsen@communityservices.us</a>
Sectors and position titles of those who informed the plan	Education Supervisor - Rebecca Bahr Principal - Sean Larsen Health Careers Teacher - Amy Getter, RN Office Manager – Donna Seeto HR Operation Manager - Rich Shelton
Local public health office(s) or officers(s)	Lincoln County Public Health – Public Health 541-265-4112 ext. for Communicable Disease
Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements	Rebecca Bahr
Intended Effective Dates for this Plan	February 22 <sup>nd</sup> , 2021 – June 30th, 2021
ESD Region	Linn Benton Lincoln ESD

2. Please list efforts you have made to engage your community (public health information sharing, taking feedback on planning, etc.) in preparing for school in 2020-21. Include information on engagement with communities often underserved and marginalized and those communities disproportionately impacted by COVID-19.

<sup>1</sup> For the purposes of this guidance: “school” refers to all public schools, including public charter schools, public virtual charter schools, alternative education programs, private schools and the Oregon School for the Deaf. For ease of readability, “school” will be used inclusively to reference all of these settings.

<sup>2</sup> For the purposes of this guidance: “district” refers to a school district, education service district, public charter school sponsoring district, virtual public charter school sponsoring district, state sponsored public charter school, alternative education programs, private schools, and the Oregon School for the Deaf.

<sup>3</sup> Tribal Consultation is a separate process from stakeholder engagement; consultation recognizes and affirms tribal rights of self-government and tribal sovereignty, and mandates state government to work with American Indian nations on a [government-to-government](#) basis.

Career Tech students were surveyed in early March of 2020 about their technology needs for distance learning. The survey included data on having access to both a computer and internet access at home. Using this information, the school successfully addressed distance learning accessibility for the vast majority of its students.

Career Tech parents and guardians were sent a survey in early June of 2020 inquiring about comfort levels for returning to the school building in the fall, which educational delivery models would be preferred, and primary concerns and suggestions for creating a safe and effective environment for in-person instruction.

The school followed up in the fall of 2020 to again assess at-home technology needs and any special concerns regarding access to learning materials for the 20/21 school year. Every effort was made to reach each family via phone, text or e-mail to ensure we had representation from the entire school community.

School staff has been regularly interacting with students, families and other community members via phone calls, emails, text messages and social media to continue gathering feedback and input while the school has been engaged in Comprehensive Distance Learning.

Career Tech has consulted with and received approval from Lincoln County Public Health Authority on its Hybrid Plan for returning to in-person instruction, as well as pandemic response plans; and will be coordinating with the Emergency Preparedness Coordinator for the City Hall Building (where the school is located) to coordinate further re-opening plans.

We have been engaging with workforce investment, youth reengagement, mental health providers and CTE partners to identify strategies to connect students with additional educational and support opportunities.

3. Indicate which instructional model will be used.

Select One:

On-Site Learning     Hybrid Learning     Comprehensive Distance Learning

4. If you selected Comprehensive Distance Learning, you only have to fill out the green portion of the Operational Blueprint for Reentry (i.e., page 2 in the initial template).
5. If you selected On-Site Learning or Hybrid Learning, you have to fill out the blue portion of the Operational Blueprint for Reentry (i.e., pages 3-15 in the initial template) and [submit online](https://app.smartsheet.com/b/form/a4dedb5185d94966b1dffc75e4874c8a). (<https://app.smartsheet.com/b/form/a4dedb5185d94966b1dffc75e4874c8a>) by August 15, 2020 or prior to the beginning of the 2020-21 school year.

\* **Note:** Private schools are required to comply with only sections 1-3 of the *Ready Schools, Safe Learners* guidance.

## REQUIREMENTS FOR COMPREHENSIVE DISTANCE LEARNING OPERATIONAL BLUEPRINT

*This section must be completed by any school that is seeking to provide instruction through Comprehensive Distance Learning.*

*Schools providing On-Site or Hybrid Instructional Models do not need to complete this section.*

Describe why you are selecting Comprehensive Distance Learning as the school's Instructional Model for the effective dates of this plan.

Describe how your school's model aligns to the Comprehensive Distance Learning Guidance. In completing this part of the Blueprint you are attesting that you have reviewed the Comprehensive Distance Learning Guidance. Please name any requirements you need ODE to review for any possible accommodations.

Describe the school's plan, including the anticipated timeline, for returning to Hybrid Learning or On-Site Learning consistent with the *Ready Schools, Safe Learners* guidance.

*The remainder of this operational blueprint is not applicable to schools operating a Comprehensive Distance Learning Model.*

## ESSENTIAL REQUIREMENTS FOR HYBRID / ON-SITE OPERATIONAL BLUEPRINT

*This section must be completed by any school that is providing instruction through On-Site or Hybrid Instructional Models. Schools providing Comprehensive Distance Learning Instructional Models do not need to complete this section.*



### 1. Public Health Protocols

#### 1a. COMMUNICABLE DISEASE MANAGEMENT PLAN FOR COVID-19

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Implement measures to limit the spreads of COVID-19 within the school setting.</li> <li><input checked="" type="checkbox"/> Update written Communicable Disease Management Plan to specifically address the prevention of the spread of COVID-19.</li> <li><input checked="" type="checkbox"/> Designate a person at each school to establish, implement and enforce physical distancing requirements, consistent with the <b>Ready Schools, Safe Learners</b> guidance and other guidance from OHA.</li> <li><input checked="" type="checkbox"/> Include names of the LPHA staff, school nurses, and other medical experts who provided support and resources to the district/school policies and plans. Review relevant local, state, and national evidence to inform plan.</li> </ul>	<p>Career Tech follows the published Communicable Disease Guidelines from ODE and OHA as well as the Lincoln County School District Communicable Disease Management Plan.</p> <p>The on site administrator is responsible for establishing, implementing and enforcing health and safety protocols consistent with published guidance.</p> <p>Career Tech has received regular updates from Lincoln Co Public Health. Amy Getter, R.N. has helped inform the school plan and additional resources have been accessed through the OR School Nurses Association. Mollie Vance, CD Nurse Supervisor at the LPHA provides support and resources.</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Process and procedures established to train all staff in sections 1 - 3 of the <b>Ready Schools, Safe Learners</b> guidance. Consider conducting the training virtually, or, if in-person, ensure physical distancing is maintained to the maximum extent possible.</li> <li><input checked="" type="checkbox"/> Protocol to notify the local public health authority (<a href="#">LPHA Directory by County</a>) of any confirmed COVID-19 cases among students or staff.</li> <li><input checked="" type="checkbox"/> Plans for systematic disinfection of classrooms, offices, bathrooms and activity areas.</li> <li><input checked="" type="checkbox"/> Process to report to the LPHA any cluster of any illness among staff or students.</li> <li><input checked="" type="checkbox"/> Protocol to cooperate with the LPHA recommendations and provide all logs and information in a timely manner.</li> <li><input checked="" type="checkbox"/> Protocol for screening students and staff for symptoms (see section 1f of the <b>Ready Schools, Safe Learners</b> guidance).</li> <li><input checked="" type="checkbox"/> Protocol to isolate any ill or exposed persons from physical contact with others.</li> <li><input checked="" type="checkbox"/> Protocol for communicating potential COVID-19 cases to the school community and other stakeholders (see section 1e of the <b>Ready Schools, Safe Learners</b> guidance).</li> <li><input checked="" type="checkbox"/> Create a system for maintaining daily logs for each student/cohort for the purposes of contact tracing. This system needs to be made in consultation with a school/district nurse or an LPHA official. <ul style="list-style-type: none"> <li>• If a student(s) is part of a stable cohort (a group of students that are consistently in contact with each other or in multiple cohort groups) that conform to the requirements of cohorting (see section 1d of the <b>Ready Schools, Safe Learners</b> guidance), the daily log may be maintained for the cohort.</li> <li>• If a student(s) is not part of a stable cohort, then an individual student log must be maintained.</li> </ul> </li> <li><input checked="" type="checkbox"/> Required components of individual daily student/cohort logs include: <ul style="list-style-type: none"> <li>• Child's name</li> <li>• Drop off/pick up time</li> <li>• Parent/guardian name and emergency contact information</li> <li>• All staff (including itinerant staff, substitutes, and guest teachers) names and phone numbers who interact with a stable cohort or individual student</li> </ul> </li> <li><input checked="" type="checkbox"/> Protocol to record/keep daily logs to be used for contact tracing for a minimum of four weeks to assist the LPHA as needed.</li> <li><input checked="" type="checkbox"/> Process to ensure that the school reports to and consults with the LPHA regarding cleaning and possible classroom or program closure if anyone who has entered school is diagnosed with COVID-19.</li> <li><input checked="" type="checkbox"/> Protocol to respond to potential outbreaks (see section 3 of the <b>Ready Schools, Safe Learners</b> guidance).</li> </ul>	<p>A formal training will be conducted virtually for all staff on the plan prior to in-person services. This training will include information on protocols related to the communicable disease plan and public health requirements.</p> <p>A protocol derived from the OR School Nurses Association's <a href="#">School Communication Protocol</a> has been established for notifying the public health authority of any confirmed cases.</p> <p>A process has been established for systematic disinfection twice per day of all school areas between cohorts in coordination with Career Tech's janitorial staff and City facilities staff.</p> <p>Career Tech's <a href="#">School Communication Protocol</a> outlines the process for reporting illnesses, including illness clusters, to the LPHA.</p> <p>The on site administrator will ensure implementation and communication to Career Tech staff of LPHA recommendations as well as provide all logs and information in a timely manner.</p> <p>Career Tech will assign staff to its school entry points for visual screening of students at the beginning of each cohort session. Please see 1f for additional detail.</p> <p>Staff will be trained on the protocols to isolate and monitor any ill or exposed person until they can be picked up from the school.</p> <p>The school will communicate potential cases to the school community through e-mail, text and letters. If necessary, phone calls will also be utilized.</p> <p>The on site administrator will work with an LPHA official to create a system for contact tracing. Cohorts will be assigned specific rooms within the school for instruction, and a daily log for cohort tracing will be maintained.</p> <p>The on site administrator will work with an LPHA official to create the daily cohort and student logs for contact tracing with the required components.</p> <p>Daily logs will be retained for a minimum of 4 weeks and a Career Tech administrator will consult with the LPHA about when to dispose of them.</p> <p>The on-site administrator will communicate immediately with the LPHA upon awareness that someone has entered the school with COVID-19 for the purpose of receiving direction regarding additional cleaning requirements or needed closures.</p> <p>The on-site administrator will consult directly with the LPHA to determine if an outbreak has occurred and next steps for appropriate response.</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input checked="" type="checkbox"/> Serve students in high-risk population(s) whether learning is happening through On-Site, Hybrid (partially On-Site and partially Comprehensive Distance Learning models), or Comprehensive Distance Learning models.</p> <p><b>Medically Fragile, Complex and Nursing-Dependent Student Requirements</b></p> <p><input checked="" type="checkbox"/> All districts must account for students who have health conditions that require additional nursing services. Oregon law (<a href="#">ORS 336.201</a>) defines three levels of severity related to required nursing services:</p> <ol style="list-style-type: none"> <li>1. Medically Complex: Are students who may have an unstable health condition and who may require daily professional nursing services.</li> <li>2. Medically Fragile: Are students who may have a life-threatening health condition and who may require immediate professional nursing services.</li> <li>3. Nursing-Dependent: Are students who have an unstable or life-threatening health condition and who require daily, direct, and continuous professional nursing services.</li> </ol> <p><input checked="" type="checkbox"/> Staff and school administrators, in partnership with school nurses, or other school health providers, should work with interdisciplinary teams to address individual student needs. The school registered nurse (RN) is responsible for nursing care provided to individual students as outlined in ODE guidance and state law:</p> <ul style="list-style-type: none"> <li>• Communicate with parents and health care providers to determine return to school status and current needs of the student.</li> <li>• Coordinate and update other health services the student may be receiving in addition to nursing services. This may include speech language pathology, occupational therapy, physical therapy, as well as behavioral and mental health services.</li> <li>• Modify Health Management Plans, Care Plans, IEPs, or 504 or other student-level medical plans, as indicated, to address current health care considerations.</li> <li>• The RN practicing in the school setting should be supported to remain up to date on current guidelines and access professional support such as evidence-based resources from the Oregon School Nurses Association.</li> <li>• Service provision should consider health and safety as well as legal standards.</li> <li>• Work with an interdisciplinary team to meet requirements of ADA and FAPE.</li> <li>• High-risk individuals may meet criteria for exclusion during a local health crisis.</li> <li>• Refer to updated state and national guidance and resources such as: <ul style="list-style-type: none"> <li>○ U.S. Department of Education Supplemental Fact Sheet: Addressing the Risk of COVID-19 in Preschool, Elementary and Secondary Schools While Serving Children with Disabilities from March 21, 2020.</li> <li>○ ODE guidance updates for Special Education. Example from March 11, 2020.</li> <li>○ OAR 581-015-2000 Special Education, requires districts to provide ‘school health services and school nurse services’ as part of the ‘related services’ in order ‘to assist a child with a disability to benefit from special education.’</li> <li>○ OAR 333-019-0010 Public Health: Investigation and Control of Diseases: General Powers and</li> </ul> </li> </ul>	<p>All staff and students will be given the opportunity to self-identify as vulnerable or living with a vulnerable family member.</p> <p>Career Tech coordinates with Lincoln County School District for services for students requiring additional nursing services.</p> <p>Career Tech will provide high-risk students full access to instruction and support services in the classroom and other designated settings in coordination with the district nurse, district special education staff, health provider, family and student to ensure individual student needs are met.</p> <p>Additionally, students and families who choose not to return for in-person instruction have the option to attend distance education courses throughout the year.</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
Responsibilities, outlines authority and responsibilities for school exclusion.	

### 1c. PHYSICAL DISTANCING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li>☒ Establish a minimum of 35 square feet per person when determining room capacity. Calculate only with usable classroom space, understanding that desks and room set-up will require use of all space in the calculation.</li> <li>☒ Support physical distancing in all daily activities and instruction, maintaining at least six feet between individuals to the maximum extent possible.</li> <li>☒ Minimize time standing in lines and take steps to ensure that six feet of distance between students is maintained, including marking spacing on floor, one-way traffic flow in constrained spaces, etc.</li> <li>☒ Schedule modifications to limit the number of students in the building (e.g., rotating groups by days or location, staggered schedules to avoid hallway crowding and gathering).</li> <li>☒ Plan for students who will need additional support in learning how to maintain physical distancing requirements. Provide instruction; don't employ punitive discipline.</li> </ul>	<p>Classroom spaces have been measured for usable space and calculated for occupancy limitations based on 35 sq ft per person; classes will be well under the maximum allowable occupancy limit.</p> <p>Flow charts, signage, physical markers and classroom furniture configurations will be utilized to assist with maintaining six foot distance guidelines. Staff will be trained to provide verbal guidance to students. Staggered start and end times will be utilized to minimize students gathering in groups in front of doorways or other areas.</p> <p>Students will attend school in cohorts with half of the students attending morning sessions and half attending afternoon sessions. Morning and afternoon sessions will each include a maximum of 40 students distributed among three classrooms. The morning cohort will depart prior to the arrival of the afternoon cohort and disinfection of all classroom areas and surfaces will occur between cohorts. CTE mid-day sessions will be held in a separate classroom not exceeding 20 students.</p> <p>Staff training will include a process for providing regular and clear instruction to students regarding maintaining physical distancing requirements to students.</p>

### 1d. COHORTING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li>☒ Where feasible, establish stable cohorts: groups should be no larger than can be accommodated by the space available to provide 35 square feet per person, including staff. <ul style="list-style-type: none"> <li>• The smaller the cohort, the less risk of spreading disease. As cohort groups increase in size, the risk of spreading disease increases.</li> </ul> </li> <li>☒ Each school must have a system for daily logs to ensure contract tracing among the cohort (see section 1a of the <b>Ready Schools, Safe Learners</b> guidance).</li> <li>☒ Minimize interaction between students in different stable cohorts (e.g., access to restrooms, activities, common areas). Provide access to All Gender/Gender Neutral restrooms.</li> <li>☒ Cleaning and wiping surfaces (e.g., desks, door handles, etc.) must be maintained between multiple student uses, even in the same cohort.</li> <li>☒ Design cohorts such that all students (including those protected under ADA and IDEA) maintain access to general education, grade level learning standards, and peers.</li> <li>☒ Staff who interact with multiple stable cohorts must wash/sanitize their hands between interactions with different stable cohorts.</li> </ul>	<p>Cohorts will be established for specific classroom sessions with a morning cohort of 40 students maximum and an afternoon cohort of 40 students maximum. These cohorts will be further divided into three smaller stable classroom cohorts of 10-15 students each.</p> <p><b>For Limited In-Person Instruction under CDL</b>, the maximum class size will be 10 students for a maximum of 2 hours of instruction.</p> <p>Teachers will maintain a daily log of stable cohorts .</p> <p>Students are assigned to specific classrooms and must enter/exit the school through designated external doorways. Access to single-use, all gender restrooms is facilitated through a checkout/check-in system at the front desk.</p> <p>Students will have a single designated chair, desk, laptop and learning materials for the duration of the daily learning session.</p> <p>All students will have generally available course options, instruction, assistance and resources in a classroom setting with their peers.</p> <p>Training will be provided, reminders given and guidance posted for staff to wash/sanitize hands between interactions with cohorts. Staff will interact with up to 3 cohorts per session.</p>

### 1e. PUBLIC HEALTH COMMUNICATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li>☒ Develop a letter or communication to staff to be shared at the start of on-site instruction and at periodic intervals explaining</li> </ul>	<p>The letter of communication to staff will cover all school protocols as they are informed by ODE and OHA. A virtual training will also be</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>infection control measures that are being implemented to prevent spread of disease.</p> <ul style="list-style-type: none"> <li>Consider sharing school protocols themselves.</li> </ul> <p><input checked="" type="checkbox"/> Develop protocols for communicating with students, families and staff who have come into close contact with a confirmed case.</p> <ul style="list-style-type: none"> <li>Consult with your LPHA on what meets the definition of "close contact."</li> </ul> <p><input checked="" type="checkbox"/> Develop protocols for communicating immediately with staff, families, and the community when a new case(s) of COVID-19 is diagnosed in students or staff members, including a description of how the school or district is responding.</p> <p><input checked="" type="checkbox"/> Provide all information in languages and formats accessible to the school community.</p>	<p>provided to staff prior to in-person instruction. Periodic letters will reinforce regularly scheduled staff meetings where updates to guidance will be provided.</p> <p>A communication protocol described in section 1a is in place.</p> <p>Career Tech provides information in languages and formats accessible to the school community.</p>

### 1f. ENTRY AND SCREENING

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input checked="" type="checkbox"/> Direct students and staff to stay home if they, or anyone in their homes or community living spaces, have COVID-19 symptoms, or if anyone in their home or community living spaces has COVID-19. COVID-19 symptoms are as follows:</p> <ul style="list-style-type: none"> <li>Primary symptoms of concern: cough, fever or chills, shortness of breath, or difficulty breathing.</li> <li>Note that muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose are also symptoms often associated with COVID-19. More information about COVID-19 symptoms is available <a href="#">from CDC</a>.</li> <li>In addition to COVID-19 symptoms, students should be excluded from school for signs of other infectious diseases, per existing school policy and protocols. See pages 9-12 of <a href="#">OHA/ODE Communicable Disease Guidance</a>.</li> <li>Emergency signs that require immediate medical attention: <ul style="list-style-type: none"> <li>Trouble breathing</li> <li>Persistent pain or pressure in the chest</li> <li>New confusion or inability to awaken</li> <li>Bluish lips or face</li> <li>Other severe symptoms</li> </ul> </li> </ul> <p><input checked="" type="checkbox"/> Screen all students and staff for symptoms on entry to bus/school every day. This can be done visually and/or with confirmation from a parent/caregiver/guardian.</p> <ul style="list-style-type: none"> <li>Anyone displaying or reporting the primary symptoms of concern must be isolated (see section 1i of the <b>Ready Schools, Safe Learners</b> guidance) and sent home as soon as possible.</li> <li>They must remain home until 72 hours after fever is gone (without use of fever reducing medicine) and other symptoms are improving.</li> </ul> <p><input checked="" type="checkbox"/> Follow LPHA advice on restricting from school any student or staff known to have been exposed (e.g., by a household member) to COVID-19 within the preceding 14 calendar days.</p> <p><input checked="" type="checkbox"/> Staff or students with a chronic or baseline cough that has worsened or is not well-controlled with medication should be excluded from school. Do not exclude staff or students who have</p>	<p>Career Tech will follow OHA and ODE requirements regarding entry and screening and will regularly communicate those requirements with staff and students.</p> <p>Students will be directed to stay home if they, or anyone in their homes have or display symptoms. This process will be communicated through letter, e-mail, text and orientations for parents and students.</p> <p><b>Arrival and Entry:</b> The morning cohort arrives through one of three designated and assigned entryways where students will be visually screened for symptoms by assigned teaching staff. External doors will be utilized where they exist for specific classroom entry and exit.</p> <p>The afternoon cohort arrives two hours after the morning cohort has departed and follows the same entry and exit procedures as the morning students.</p> <p>The mid-day CTE session occurs in a separate part of the building on the first floor away from students arriving for the afternoon session on the 4<sup>th</sup> floor.</p> <p>Career Tech will follow LPHA guidance on restricting from school any student or staff known to have been exposed to the virus within the preceding 14 calendar days. Staff are responsible for notifying school administration when they may have been exposed to, or have symptoms related to COVID-19.</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>other symptoms that are chronic or baseline symptoms (e.g., asthma, allergies, etc.) from school.</p> <p><input checked="" type="checkbox"/> Hand hygiene on entry to school every day: wash with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol.</p>	<p>If staff identifies a student who is symptomatic or is exhibiting chronic symptoms, the student will be immediately isolated and monitored until a parent or guardian can pick up the student.</p> <p>Parents will be encouraged to provide information to the school about their child regarding existing conditions that may cause COVID-like symptoms (such as asthma and allergies).</p> <p>Sanitizer stations are set up at entryways for staff and students as they enter (and exit) the school and they will be instructed to use it each day.</p>

### 1g. VISITORS/VOLUNTEERS

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input checked="" type="checkbox"/> Restrict non-essential visitors. Only allow visitors if six feet of physical distance between all people can be maintained.</p> <p><input checked="" type="checkbox"/> Visitors must wash or sanitize their hands upon entry and exit.</p> <p><input checked="" type="checkbox"/> Visitors must wear face coverings in accordance with OHA and <a href="#">CDC</a> guidelines.</p> <p><input checked="" type="checkbox"/> Screen all visitors for symptoms upon every entry. Restrict from school property any visitor known to have been exposed to COVID-19 within the preceding 14 calendar days.</p>	<p>Non-essential visitors will not be permitted in the school. Only essential personnel will be permitted on site and will be required to follow OHA and CDC protocols as enforced at the school. The school will provide face coverings and require use of hand sanitizer upon entry.</p> <p>Front office staff will conduct a visual screening and ask screening questions prior to entry.</p> <p>Parents picking up students during classroom session times will be asked to text or call the front desk from the parking area upon arrival. If necessary, school staff will accompany a student to the parking area.</p>

### 1h. FACE COVERINGS, FACE SHIELDS, AND CLEAR PLASTIC BARRIERS

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input checked="" type="checkbox"/> Face coverings or face shields for:</p> <ul style="list-style-type: none"> <li>• Staff who are regularly within six feet of students and/or staff <ul style="list-style-type: none"> <li>○ This can include staff who support personal care, feeding, or instruction requiring direct physical contact.</li> <li>○ Staff who will sustain close contact and interactions with students.</li> </ul> </li> <li>• Bus drivers.</li> <li>• Staff preparing and/or serving meals.</li> </ul> <p><input checked="" type="checkbox"/> Face shields, face coverings or clear plastic barriers for:</p> <ul style="list-style-type: none"> <li>• Speech Language Pathologists, Speech Language Pathology Assistants, or other adults providing articulation therapy.</li> <li>• Front office staff.</li> </ul> <p><input checked="" type="checkbox"/> Face masks for school RNs or other medical personnel when providing direct contact care and monitoring of staff/students displaying symptoms. School nurses should also wear appropriate Personal Protective Equipment (PPE) for their role.</p> <p><input checked="" type="checkbox"/> <b>Students who choose not to wear face coverings must be provided access to instruction.</b></p> <p><input checked="" type="checkbox"/> <b>ADA accommodations:</b> If a staff member requires an accommodation for the face covering or face shield requirements, districts and schools should work to limit the staff member's proximity to students and staff to the extent possible to minimize the possibility of exposure.</p>	<p><b>Face coverings:</b> All staff will be required to wear face coverings while on the school grounds. Staff may provide their own face covering or use one provided by the school.</p> <p>A face shield and/or clear plastic barrier will be provided for front office staff. For district speech language pathologists and related personnel visiting the school, face shields will be required.</p> <p>District nurses will have access to face masks and PPE if visiting the school. Any staff monitoring staff/students displaying symptoms will be provided with a face mask.</p> <p>Students will be required to wear a face covering while on the school campus, but Career Tech will not deny onsite instruction to any student with existing medical conditions, a doctor's order to not wear face coverings or other health-related concerns.</p> <p>If students require a break from their covering, staff will ensure proper social distancing to maintain a safe and healthy learning environment.</p> <p>Career Tech will work with staff members who need accommodations for the face covering or face shield requirement to ensure a safe and effective learning environment is maintained.</p>

### 1i. ISOLATION MEASURES



OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li>☒ Protocols for surveillance COVID-19 testing of students and staff, as well as exclusion and isolation protocols for sick students and staff whether identified at the time of bus pick-up, arrival to school, or at any time during the school day.</li> <li>☒ Protocols for assessment of students, as well as exclusion and isolation protocols for sick students and staff identified at the time of arrival or during the school day. <ul style="list-style-type: none"> <li>• Work with school nurses, health care providers, or other staff with expertise to determine necessary modifications to areas where staff/students will be isolated.</li> <li>• Consider required physical arrangements to reduce risk of disease transmission.</li> <li>• Plan for the needs of generally well students who need medication or routine treatment, as well as students who may show signs of illness.</li> </ul> </li> <li>☒ Students and staff who report or develop symptoms must be isolated in a designated isolation area in the school, with adequate space and staff supervision and symptom monitoring by a school nurse, other school-based health care provider or school staff until they are able to go home. Anyone providing supervision and symptom monitoring must wear appropriate face covering or face shields. <ul style="list-style-type: none"> <li>• School nurse and health staff in close contact with symptomatic individuals (less than six feet) should wear a medical-grade face mask. Other Personal Protective Equipment (PPE) may be needed depending on symptoms and care provided. Consult a nurse or health care professional regarding appropriate use of PPE. Any PPE used during care of a symptomatic individual should be properly removed and disposed of prior to exiting the care space, and hands washed after removing PPE.</li> <li>• If able to do so safely, a symptomatic individual should wear a face covering.</li> <li>• To reduce fear, anxiety, or shame related to isolation, provide a clear explanation of procedures, including use of PPE and handwashing.</li> </ul> </li> <li>☒ Establish procedures for safely transporting anyone who is sick to their home or to a health care facility.</li> <li>☒ Staff and students who are ill must stay home from school and must be sent home if they become ill at school, particularly if they have COVID-19 symptoms. <ul style="list-style-type: none"> <li>• Symptomatic staff or students should seek COVID-19 testing from their regular physician or through the local public health authority.</li> <li>• If they have a positive COVID-19 viral (PCR) test result, the person should remain home for at least 10 days after illness onset and 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving. <ul style="list-style-type: none"> <li>○ Alternatively, a person who had a positive viral test may return to school when they have received two subsequent negative COVID-19 viral tests at least 24 hours apart and 72 hours have passed since fever is gone, without use of fever reducing medicine, and other symptoms are improving.</li> </ul> </li> <li>• If they have a negative COVID-19 viral test (and if they have multiple tests, all tests are negative), they should remain home until 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.</li> </ul> </li> </ul>	<p>A designated primary isolation area will be used for students and staff who are symptomatic or develop symptoms during school.</p> <p>Symptomatic students will remain at school in an isolated, monitored area until a caretaker can pick them up.</p> <p>Staff will be assigned to supervise students who are symptomatic, and will need to maintain at least six feet of distance and wear facial coverings.</p> <p>Parents or guardians of sick students will be contacted to arrange transportation for their sick child. Sick staff will be asked to leave school if they are able to drive. Otherwise, medical transport will be called to transport to a health care facility.</p> <p>Sick students or staff will be required to stay home in accordance to OHA/ODE Requirements and Guidelines.</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li>If they do not undergo COVID-19 testing, the person should remain home until 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.</li> </ul> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Involve school nurses, School Based Health Centers, or staff with related experience (Occupational or Physical Therapists) in development of protocols and assessment of symptoms (where staffing exists).</li> <li><input checked="" type="checkbox"/> Record and monitor the students and staff being isolated or sent home for the LPHA review.</li> </ul>	<p>Logs will be maintained for every student entering the isolation space to include:</p> <ul style="list-style-type: none"> <li>Name</li> <li>Reported symptoms/reason for entering the isolation space</li> <li>Action taken</li> <li>Other relevant information</li> </ul>



## 2. Facilities and School Operations

Some activities and areas will have a higher risk for spread (e.g., band, choir, science labs, locker rooms). When engaging in these activities within the school setting, schools will need to consider additional physical distancing or conduct the activities outside (where feasible). Additionally, schools should consider sharing explicit risk statements for higher risk activities (see section 5f of the *Ready Schools, Safe Learners* guidance).

### 2a. ENROLLMENT

*(Note: Section 2a does not apply to private schools.)*

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Enroll all students (includes foreign exchange students) following the standard Oregon Department of Education guidelines.</li> <li><input checked="" type="checkbox"/> Do not disenroll students for non-attendance if they meet the following conditions: <ul style="list-style-type: none"> <li>Are identified as high-risk, or otherwise considered to be part of a population vulnerable to infection with COVID-19, or</li> <li>Have COVID-19 symptoms for 10 consecutive school days or longer.</li> </ul> </li> <li><input checked="" type="checkbox"/> Design attendance policies to account for students who do not attend in-person due to student or family health and safety concerns.</li> </ul>	<p>All school policies and procedures for enrollment follow ODE guidelines.</p> <p>Students will be offered CDL until county and state reopening metrics have been met. Any student may opt to remain in online courses through CDL even after the school is permitted to open for limited on-site instruction or hybrid learning.</p> <p>Special cohorts of 10 or less will allow for limited on-site instruction during CDL for a maximum of 2 hours per day.</p> <p>No student will be unenrolled for non-attendance if they meet the high-risk or vulnerable population guidelines, or if they have COVID-19 symptoms during the prior 14 days.</p>

### 2b. ATTENDANCE

*(Note: Section 2b does not apply to private schools.)*

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>On-Site school students:</b> Full-time and part-time students follow normal reporting policy and procedures.</li> <li><input checked="" type="checkbox"/> <b>Full-Time Online and/or Hybrid school students:</b> Full-time students who are enrolled in school and taking online and/or hybrid courses only are reported on an FTE basis using a standard record (ADMProgTypCd = 01) as identified in the Oregon Cumulative Average Daily Membership (ADM) Manual. This is an existing policy previously used in the online setting. As such, there</li> </ul>	<p>Career Tech will follow the most current attendance policies and procedures as required by ODE. Staff who report attendance are attending annual ESD trainings.</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>should not be any need to reprogram student information systems to accommodate for this change and the addition of the hybrid setting.</p> <ul style="list-style-type: none"> <li>Note: Because the students in the online and/or hybrid setting do not regularly attend classes at the district facilities, the standard procedures for recording student days present and days absent cannot be effectively applied to those students. This will reduce accuracy of attendance data for the state while this is in effect.</li> <li>For the purposes of this section, please use the following definition and clarification: <b>Online and/or Hybrid Check-in:</b> The responsibility of taking attendance must be performed by the teacher of record. "Check-ins" with appropriately licensed instructional staff are two-way communications between the student and the teacher. A check-in does not include a student leaving a message on an answering machine or sending an email that does not receive a response from the appropriately licensed instructional staff by the end of the next school day.</li> <li>The student must check-in <b>at least</b> twice a week with their teacher(s) of record on <b>at least</b> two separate weekdays in order to be counted as present for all five days of that week.</li> <li>If the student only checks in once during the week, the student must be counted as absent for half of the scheduled week (2.5 days, if there are five days scheduled in the week).</li> <li>The student must be counted as absent for the entire week (five days, if there are five days scheduled in the week) if they do not report in at all during the week.</li> <li>Note: If a district schedule is based on a four-day school week, the student would still need to check in twice a week as described above in order to be counted as present for the entire week (four days) and once a week to be counted as present for half of the week (two days).</li> <li>Days in attendance may not be claimed for days in which the student did not have access to appropriately licensed instructional staff. The purpose of the rule regarding checking in with the teacher of record is to assure that the teacher can evaluate whether the student is making adequate progress in the course and the student has additional guaranteed opportunities to engage with a teacher. The responsibility of taking attendance must be performed by the teacher of record, not another staff member (e.g., the registrar or school secretary).</li> </ul> <p>☒ <b>Part-time students receiving online and/or hybrid instruction (not college courses):</b> Students who are not enrolled full-time and are taking online and/or hybrid courses offered by the school district or charter school are reported as large group instruction (program type 4), unless they are an ESD-registered homeschooled or private school student receiving supplemental coursework in public school, which are reported as shared time (program type 9). The district may count up to one hour per day per course taken, provided appropriately licensed teachers for the coursework taken, are available and accessible to the student during regular business hours on each school day to be claimed. Because this is online and/or hybrid instruction, attendance is based on check-ins with the student's appropriately licensed teacher(s) of record at least two times (on different days) during the school week.</p>	<p>For students in CDL (online) or hybrid learning, two-way communication may include:</p> <ul style="list-style-type: none"> <li>Synchronous Google or similar classroom sessions</li> <li>Virtual meeting/conferencing</li> <li>Assignment submission</li> <li>App communication</li> <li>Email communication</li> <li>Phone communication</li> <li>Text communication</li> <li>In person attendance in class (when school re-opens)</li> </ul> <p>The designated attendance team will review individual and school-wide attendance data weekly.</p> <p>This is not common. Should the situation arise, Career Tech will follow current guidance.</p>

2c. TECHNOLOGY

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Update procedures for district-owned or school-owned devices to match cleaning requirements (see section 2d of the <b>Ready Schools, Safe Learners</b> guidance).	<p>A follow-up family technology and connectivity survey has been conducted. All students have been (or will be) assigned a school-owned device for use at home and a separate device will be assigned for use at the school. Deployment of hotspots/cellular devices as needed will ensure adequate internet access for all families.</p> <p>Physical distancing for distributing devices, as well as equipment cleaning protocols are in place following ODE guidance.</p>
<input checked="" type="checkbox"/> Procedures for return, inventory, updating, and redistributing district-owned devices must meet physical distancing requirements.	

## 2d. SCHOOL SPECIFIC FUNCTIONS/FACILITY FEATURES

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> <b>Handwashing:</b> All people on campus should be advised and encouraged to wash their hands frequently.	<ul style="list-style-type: none"> <li>● <b>Handwashing:</b> All students will have access to hand sanitizer at each entry/exit and opportunities to use sanitizer as needed or instructed during school.</li> <li>● <b>Equipment:</b> School supplies such as pencils, calculators and related items will be assigned to, and stored by, each student to discourage sharing of items. On-site computers will not be shared within cohorts and will be properly cleaned between users.</li> <li>● <b>Events:</b> Due to COVID, no events have been planned at this stage of the school year. Events may be scheduled only when they may be held safely and following current CDC and OHA guidance.</li> <li>● <b>Transitions/Hallways:</b> The use of directional arrows and signs, staggered start/end times and staggered breaks will promote physical distancing and minimize gatherings.</li> <li>● <b>Personal Property:</b> Bringing personal property to school will be discouraged. If personal property must be brought to school and cannot be stored in a student locker or cubby, it will be labeled and its use limited to the item owner.</li> <li>● <b>Emergency Procedures and Drills:</b> Emergency drills will be carried out in accordance with state regulations monthly for all students and in consideration of social distancing protocols as much as is practicable. Staff will receive training prior to conducting drills. Students will use hand sanitizer upon re-entering the classroom.</li> </ul>
<input checked="" type="checkbox"/> <b>Equipment:</b> Develop and use sanitizing protocols for all equipment used by more than one individual or purchase equipment for individual use.	
<input checked="" type="checkbox"/> <b>Events:</b> Cancel, modify, or postpone field trips, assemblies, athletic events, practices, special performances, school-wide parent meetings and other large gatherings to meet requirements for physical distancing.	
<input checked="" type="checkbox"/> <b>Transitions/Hallways:</b> Limit transitions to the extent possible. Create hallway procedures to promote physical distancing and minimize gatherings.	
<input checked="" type="checkbox"/> <b>Personal Property:</b> Establish policies for personal property being brought to school (e.g., refillable water bottles, school supplies, headphones/earbuds, cell phones, books, instruments, etc.). If personal items are brought to school, they must be labeled prior to entering school and use should be limited to the item owner.	

## 2e. ARRIVAL AND DISMISSAL

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Physical distancing, stable cohorts, square footage, and cleaning requirements must be maintained during arrival and dismissal procedures.	<p><b>Arrival and Entry</b></p> <p>Each student will be assigned an entrance door to the school building at a designated time. Staggered arrival and departure times for cohorts will be implemented to minimize gatherings.</p> <p>Upon entry, students will go to their cohort group classroom.</p> <p>Staff will be present at each entry point to visually screen students for symptoms and track cohort data. Staff will sign-in/out students.</p> <p>Students identified as potentially symptomatic will be directed to the isolation area.</p> <p>Hand sanitizer dispensers will be located at all entry doors and high traffic areas.</p>
<input checked="" type="checkbox"/> Create schedule(s) and communicate staggered arrival and/or dismissal times.	
<input checked="" type="checkbox"/> Assign students or cohorts to an entrance; assign staff member(s) to conduct visual screenings (see section 1f of the <b>Ready Schools, Safe Learners</b> guidance).	
<input checked="" type="checkbox"/> Develop sign-in/sign-out protocol to help facilitate contact tracing: <ul style="list-style-type: none"> <li>● Eliminate shared pen and paper sign-in/sign-out sheets.</li> <li>● Ensure hand sanitizer is available if signing children in or out on an electronic device.</li> </ul>	
<input checked="" type="checkbox"/> Install hand sanitizer dispensers near all entry doors and other high-traffic areas.	

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Establish and clearly communicate procedures for keeping caregiver drop-off/pick-up as brief as possible.	Drop-off/pick-up procedures will be communicated to parents and will be restricted to the parking areas rather than inside the school.

## 2f. CLASSROOMS/REPURPOSED LEARNING SPACES

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> <b>Seating:</b> Rearrange student desks and other seat spaces to at least six feet apart; assign seating so students are in the same seat at all times.	<ul style="list-style-type: none"> <li>● <b>Seating:</b> Students will be assigned to the same seat at all times and will be arranged to maintain physical distancing guidelines.</li> </ul>
<input checked="" type="checkbox"/> <b>Materials:</b> Avoid sharing of community supplies when possible (e.g., scissors, pencils, etc.). Clean these items frequently. Provide hand sanitizer and tissues for use by students and staff.	<ul style="list-style-type: none"> <li>● <b>Materials:</b> Classroom materials and supplies will be assigned to specific students and sharing of items will be discouraged. Items will be cleaned between cohort groups.</li> </ul>
<input checked="" type="checkbox"/> <b>Handwashing:</b> Remind students through signage and regular reminders from staff of the utmost importance of hand hygiene and respiratory etiquette. Respiratory etiquette means covering coughs and sneezes with an elbow or a tissue. Tissues should be disposed of and hands washed or sanitized immediately. <ul style="list-style-type: none"> <li>● Wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Handwashing:</b> Individuals on campus will be advised and encouraged to wash their hands frequently. Appropriate signage will be posted at handwashing locations.</li> </ul>

## 2g. PLAYGROUNDS, FIELDS, RECESS, BREAKS, AND RESTROOMS

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Keep school playgrounds closed to the general public until park playground equipment and benches reopen in the community (see Oregon Health Authority's <a href="#">Specific Guidance for Outdoor Recreation Organizations</a> ).	<p>Career Tech does not have a school playground or outdoor activity area.</p> <p>Guidance on hand washing will be provided to all staff and students prior to in-person instruction, at regular intervals, and through signage posted in restrooms.</p>
<input checked="" type="checkbox"/> After using the restroom students must wash hands with soap and water for 20 seconds.	
<input checked="" type="checkbox"/> Students must wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol before and after using playground equipment.	
<input checked="" type="checkbox"/> Designate playground and shared equipment solely for the use of one cohort at a time. Disinfect between sessions and between each group's use.	<p>All outdoor equipment used for outdoor courses will not be shared within cohorts and will be cleaned between cohorts.</p>
<input checked="" type="checkbox"/> Cleaning requirements must be maintained (see section 2j of the <i>Ready Schools, Safe Learners</i> guidance).	
<input checked="" type="checkbox"/> Maintain physical distancing requirements, stable cohorts, and square footage requirements.	<p>Outdoor activities conducted in open spaces such as forests, parks and beaches will enforce physical distancing requirements and stable cohorts.</p>
<input checked="" type="checkbox"/> Provide signage and restrict access to outdoor equipment (including sports equipment, etc.).	<p>Access to outdoor equipment is restricted by the course teacher and will be assigned to each student for their exclusive use.</p>
<input checked="" type="checkbox"/> Design recess activities that allow for physical distancing and maintenance of stable cohorts.	
<input checked="" type="checkbox"/> Clean all outdoor equipment between cohorts.	

## 2h. MEAL SERVICE/NUTRITION

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Include meal services/nutrition staff in planning for school reentry.	<p>Career Tech does not provide meal service on site.</p>
<input checked="" type="checkbox"/> Staff serving meals must wear face shields or face covering (see section 1h of the <i>Ready Schools, Safe Learners</i> guidance).	
<input checked="" type="checkbox"/> Students must wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol before meals and should be encouraged to do so after.	
<input checked="" type="checkbox"/> Appropriate daily cleaning of meal items (e.g., plates, utensils, transport items) in classrooms where meals are consumed.	

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Cleaning and sanitizing of meal touch-points and meal counting system between stable cohorts. <input checked="" type="checkbox"/> Adequate cleaning of tables between meal periods.	

## 2i. TRANSPORTATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Include transportation departments (and associated contracted providers, if used) in planning for return to service. <input checked="" type="checkbox"/> Buses are cleaned frequently. Conduct targeted cleanings between routes, with a focus on disinfecting frequently touched surfaces of the bus (see section 2j of the <i>Ready Schools, Safe Learners</i> guidance). <input checked="" type="checkbox"/> Develop protocol for loading/unloading that includes visual screening for students exhibiting symptoms and logs for contact-tracing. <ul style="list-style-type: none"> <li>• If a student displays symptoms, provide a face shield or face covering and keep student at least six feet away from others. Continue transporting the student.</li> <li>• If arriving at school, notify staff to begin isolation measures.</li> <li>• If transporting for dismissal and the student displays an onset of symptoms, notify the school.</li> </ul> <input checked="" type="checkbox"/> Consult with parents/guardians of students who may require additional support (e.g., students who experience a disability and require specialized transportation as a related service) to appropriately provide service. <input checked="" type="checkbox"/> Drivers wear face shields or face coverings. <input checked="" type="checkbox"/> Inform parents/guardians of practical changes to transportation service (i.e., physical distancing at bus stops and while loading/unloading, potential for increased route time due to additional precautions, sanitizing practices, and face coverings).	<p>Career Tech does not provide, nor does it contract to provide, transportation services to students. Students may access school district buses for transportation and will be required to follow district safety protocols.</p> <p>Use of activity vehicles for student field trips or activities is not currently planned. Should Career Tech opt to transport students for a school activity, the school will follow ODE guidance on social distancing, face coverings for students and drivers, visual screening for symptoms and frequent disinfecting of surfaces.</p>

## 2j. CLEANING, DISINFECTION, AND VENTILATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Clean, sanitize, and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and shared objects (e.g., toys, games, art supplies) between uses multiple times per day. Maintain clean and disinfected ( <a href="#">CDC guidance</a> ) environments, including classrooms, cafeteria settings, restrooms, and playgrounds. <input checked="" type="checkbox"/> Apply disinfectants safely and correctly following labeling direction as specified by the manufacturer. Keep these products away from students. <input checked="" type="checkbox"/> To reduce the risk of asthma, choose disinfectant products on the EPA List N with asthma-safer ingredients (e.g. hydrogen peroxide, citric acid, or lactic acid) and avoid products that mix these with asthma-causing ingredients like peroxyacetic acid, sodium hypochlorite (bleach), or quaternary ammonium compounds. <input checked="" type="checkbox"/> Operate ventilation systems properly and/or increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and through other methods. Do <u>not</u> use fans if they pose a safety or health risk, such as increasing exposure to pollen/allergies or exacerbating asthma symptoms. For example, do not use fans if doors and windows are closed and the fans are recirculating the classroom air. <input checked="" type="checkbox"/> Consider the need for increased ventilation in areas where students with special health care needs receive medication or treatments. <input checked="" type="checkbox"/> Facilities should be cleaned and disinfected at least daily to prevent transmission of the virus from surfaces (see <a href="#">CDC's guidance on disinfecting public spaces</a> ).	<p>All frequently touched surfaces and shared objects will be cleaned, sanitized and disinfected regularly.</p> <p>Disinfectants will be used in accordance with labeling and safety protocols.</p> <p>EPA List N disinfectants will be used at the school.</p> <p>Ventilation systems are checked and maintained by the City of Lincoln City facilities department. Career Tech will communicate with the City regarding regular checks and system maintenance. Windows and doors will be opened whenever possible and practicable.</p> <p>Facilities will be cleaned twice daily between morning and afternoon cohorts during hybrid learning. During CDL limited in-person instruction, facilities will be cleaned at least daily.</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Air circulation and filtration are helpful factors in reducing airborne viruses. Consider modification or enhancement of building ventilation where feasible (see <a href="#">CDC's guidance on ventilation and filtration</a> and <a href="#">American Society of Heating, Refrigerating, and Air-Conditioning Engineers' guidance</a> ).	

### 2k. HEALTH SERVICES

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> OAR 581-022-2220 Health Services, requires districts to “maintain a prevention-oriented health services program for all students” including space to isolate sick students and services for students with special health care needs. While OAR 581-022-2220 does not apply to private schools, private schools must provide a space to isolate sick students and provide services for students with special health care needs.	<p>Career Tech will follow OHA/ODE requirements and in conjunction with the Lincoln County School District regarding Health Services.</p> <p>A space to isolate sick students will be designated for that purpose.</p>
<input checked="" type="checkbox"/> Licensed, experienced health staff should be included on teams to determine district health service priorities. Collaborate with health professionals such as school nurses; SBHC staff; mental and behavioral health providers; physical, occupational, speech, and respiratory therapists; and School Based Health Centers (SBHC).	<p>Licensed health professionals will be sought out for input and guidance when determining school health service priorities.</p>



## 3. Response to Outbreak

### 3a. PREVENTION AND PLANNING

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Coordinate with Local Public Health Authority (LPHA) to establish communication channels related to current transmission level.	<p>The LPHA provides regular reports to the school district regarding current transmission levels that may impact Career Tech.</p>
<input checked="" type="checkbox"/> Establish a specific emergency response framework with key stakeholders.	<p>Career Tech’s current plan outlines a process for reporting any suspected or confirmed cases of COVID-19.</p>
<input checked="" type="checkbox"/> When new cases are identified in the school setting, and the incidence is low, the LPHA will provide a direct report to the district nurse, or designated staff, on the diagnosed case(s). Likewise, the LPHA will impose restrictions on contacts.	<p>Career Tech’s on site administrator will coordinate communication coming from the LPHA about incidence response and restrictions.</p>

### 3b. RESPONSE

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Follow the district’s or school’s outbreak response protocol. Coordinate with the LPHA for any outbreak response.	<p>A protocol is in place to coordinate with LPHA for any outbreak response.</p>
<input checked="" type="checkbox"/> If anyone who has been on campus is known to have been diagnosed with COVID-19, report the case to and consult with the LPHA regarding cleaning and possible classroom or program closure.	
<input checked="" type="checkbox"/> Report to the LPHA any cluster of illness (2 or more people with similar illness) among staff or students.	<p>Weekly review of attendance data and reported symptoms by staff and students will be conducted to determine a potential increase in rates.</p>
<input checked="" type="checkbox"/> When cases are identified in the local region, a response team should be assembled within the district and responsibilities assigned within the district.	
<input checked="" type="checkbox"/> Modify, postpone, or cancel large school events as coordinated with the LPHA.	<p>No large school events are planned for the school year.</p>
<input checked="" type="checkbox"/> If the school is closed, implement Short-Term Distance Learning or Comprehensive Distance Learning models for all staff/students.	<p>In-person instruction under both CDL and hybrid learning will be suspended until the school/community again meets the criteria to safely reopen. Career Tech will move exclusively to online learning in those circumstances.</p>
<input checked="" type="checkbox"/> Continue to provide meals for students.	

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Communicate criteria that must be met in order for On-Site instruction to resume and relevant timelines with families.	Career Tech will communicate with families regarding criteria that must be met in order for limited in-person instruction or the hybrid plan to resume.

### 3c. RECOVERY AND REENTRY

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Plan instructional models that support all learners in Comprehensive Distance Learning.	Instructional plans are in place that support all learners in CDL and hybrid learning.
<input checked="" type="checkbox"/> Clean, sanitize, and disinfect surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and follow <a href="#">CDC guidance</a> for classrooms, cafeteria settings, restrooms, and playgrounds.	Consult with LPHA for guidance on cleaning, sanitizing and disinfecting surfaces.
<input checked="" type="checkbox"/> Communicate with families about options and efforts to support returning to On-Site instruction.	Career Tech will communicate with families regarding its response to the outbreak, plan for cleaning and disinfecting, plans for temporary distance learning, and the criteria and timeline for re-entry and resuming school.
<input checked="" type="checkbox"/> Follow the LPHA guidance to begin bringing students back into On-Site instruction. <ul style="list-style-type: none"> <li>Consider smaller groups, cohorts, and rotating schedules to allow for a safe return to schools.</li> </ul>	Career Tech will follow LPHA guidance regarding the return of students and staff for CDL limited in-person or hybrid learning.



## ASSURANCES

*This section must be completed by any public school that is providing instruction through On-Site or Hybrid Instructional Models. Schools providing Comprehensive Distance Learning Instructional Models do not need to complete this section. This section does not apply to private schools.*

- We affirm that our school plan has met the requirements from ODE guidance for sections 4, 5, 6, 7, and 8 of the **Ready Schools, Safe Learners** guidance.
- We affirm that we cannot meet all of the ODE requirements for sections 4, 5, 6, 7 and/or 8 of the **Ready Schools, Safe Learners** guidance at this time. We will continue to work towards meeting them and have noted and addressed which requirement(s) we are unable to meet in the table titled “Assurance Compliance and Timeline” below.



## 4. Equity



## 5. Instruction



## 6. Family and Community Engagement



## 7. Mental, Social, and Emotional Health





## 8. Staffing and Personnel

### Assurance Compliance and Timeline

If a district/school cannot meet the requirements from the sections above, provide a plan and timeline to meet the requirement.

List Requirement(s) Not Met	Provide a Plan and Timeline to Meet Requirements <i>Include how/why the school is currently unable to meet them</i>