School-Level Communicable Disease Management Plan

Template For School Year 2023-2024

Lincoln City Career Technical High School

School/District/Program Information

District or Education Service District Name and ID: __Lincoln County School District 3361_____

School or Program Name: __Lincoln City Career Technical High School_____

Contact Name and Title: __Sean Larsen, Senior Operations Manager_____

Contact Phone: __541-758-2649__   Contact Email: __slarsen@communityservices.us_

Table 1.

Policies, protocols, procedures and plans already in place

Provide hyperlinks to any documents or other resources currently utilized in your school/district. Consider adding a brief description about how each is used within your school.

Plan Types	Hyperlinks and Descriptions
School District Communicable Disease Management Plan OAR 581-022-2220	**LCSD Pandemic Flu & Infectious Disease Plan**
Exclusion Measures Exclusion of students and staff who are diagnosed with certain communicable diseases. OAR 333-019-0010	**When to Keep Your Child Home Flyer**
Isolation Space Requires a prevention-oriented health services program including a dedicated space to isolate sick students and to provide services for students with special health care needs. OAR 581-022-2220	**Career Tech has a space that, when needed, is available to isolate students who may have a communicable disease. There are also school-based services for when a student meets illness criteria and needs to wait for a guardian to pick them up.**
Emergency Plan or Emergency Operations Plan OAR 581-022-2225	**https://lincoln.k12.or.us/media/2023/04/LCSD-Emergency-Plan-Updated-6.7.23.pdf**

Plan Types	Hyperlinks and Descriptions
Mental Health and Wellbeing Plans such as those prepared for **Student Investment Account** (optional)	**https://lincoln.k12.or.us/resources/family/mental-health/** **Back to School after Disruptions**
Additional documents reference here:	

SECTION 1. Clarifying Roles and Responsibilities

Identifying roles central to communicable disease management. Clarifying responsibilities related to communicable disease response is a first step in keeping communities healthy and safe. In general, decisions of school health and safety reside with school and district officials. Together with local public health officials, school/district administrators should consult a variety of individuals when making decisions about health and safety in school.

Table 2.   **Roles and Responsibilities**

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
Building Lead / Administrator	• Educates staff, families, and students on policies regarding visitors and volunteers, ensuring health and safety are being maintained. • In consultation with district leadership and LPHA staff, determines the level and type of response that is required/necessary.	Sean Larsen, Senior Operations Manager	Sarah Louise Allen, Lead Teacher

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
	• Acts as key spokesperson to communicate health-related matters within school community members, health partners, and other local partners.		
School Safety Team Representative (*or staff member knowledgeable about risks within a school, emergency response, or operations planning*)	• Trains staff at the start of the academic year and at periodic intervals on communicable disease management procedures. • Leads debrief of communicable disease event, informing continuous improvement of the planning, prevention, response, and recovery system.	Sean Larsen, Senior Operations Manager	Sarah Louise Allen, Lead Teacher
Health Representative (*health aid, administrator, school/district nurse, ESD support*)	• Supports building lead/administrator in determining the level and type of response that is necessary. • Reports to the LPHA any cluster of illness among staff or students. • Provides requested logs and information to the LPHA in a timely manner.	Sean Larsen, Senior Operations Manager	Donna Seeto, Office Specialist
School Support Staff as needed (*transportation, food service, maintenance/custodial*)	• Advises on prevention/response procedures that are required to maintain student services.	Sean Larsen, Senior Operations Manager	

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
Communications Lead (*staff member responsible for ensuring internal/external messaging is completed*)	• Ensures accurate, clear, and timely information is communicated including those who may have been exposed, a description of how the school is responding, and action community members can take to protect their health. • Shares communications in all languages relevant to school community.	Sean Larsen, Senior Operations Manager	Donna Seeto, Office Specialist
District Level Leadership Support (*staff member in which to consult surrounding a communicable disease event*)	• Has responsibility over communicable disease response during periods of high transmission in community at large. May act as school level support to Building lead/Administrator activating a scaled response. • Responds to media inquiries during the communicable disease event and ensures that those responsible for communication are designated speakers.	Sean Larsen, Senior Operations Manager	Rich Shelton, HR
Main Contact within Local Public Health Authority (LPHA)	• Notifies Building Lead/Administrator of communicable disease outbreak and offers recommendations for appropriate response. • Key spokesperson to communicate on health-related matters with community members, health facility staff, and other local community partners.	Callie Lamendola-Gilliam, LC Public Health	Florence Portal, Director of LC Public Health
Others as identified by team			

Section 2. Equity and Continuity of Education

Preparing a plan that centers equity and supports mental health

Preparing a school to manage a communicable disease case or event requires an inclusive and holistic approach to protect access to in-person learning for all students. In this section suggested resources are offered to help prepare for communicable disease management while centering an equitable and caring response.

Centering Equity

Identify existing district or school plans and tools that can be utilized when centering equity in prevention, response, and recovery from incidents of outbreaks (e.g., district or school equity plans/stances/lenses/decision tools, Equity Committee or Team protocols, district or school systems for including student voice, existing agreements or community engagement or consultation models, Tribal Consultation[1], etc.)

- Equity Lens - Policy AAA
- Equity Lens Tool - Policy AAA-AR

Suggested Resources:

1. Equity Decision Tools for School Leaders
2. Community Engagement Toolkit
3. Tribal Consultation Toolkit

Table 3.   **Centering Educational Equity**

---

[1] 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.

OHA/ODE Recommendation(s)	Response:
Describe how you will ensure continuity of instruction for students who may miss school due to illness.	Career Tech will utilize Google Classroom along with an online learning platform (currently Apex) with synchronous teacher support for students who miss school due to illness. Career Tech will ensure access to online education by providing a chromebook and supporting online access if necessary. Plans will be individualized and modified as needed based on individual circumstances.
Describe how you identify those in your school setting that are disproportionately impacted by communicable disease and which students and families may need differentiated or additional support.	Career Tech is focused on providing equitable access to evidence-based instructional practices that target the unique academic and social-emotional learning needs of our students. As a small school, teachers work with students in small groups and individually so that students feel known, valued and respected. These relationships and connections are central to identifying and addressing differentiated and additional support.
Describe the process by which the school will implement a differentiated plan for those that are disproportionately impacted, historically underserved or at higher risk of negative impacts or complications related to communicable disease.	Career Tech is focused on providing equitable access to evidence-based instructional practices that target the unique academic and social-emotional learning needs of our students. As a small school, teachers work with students in small groups and individually on a regular basis so that students feel known, valued and respected. These relationships and connections are central to identifying and addressing differentiated and additional support. Career Tech staff meet regularly as a team to develop and adjust student plans as needed.
Describe what support, training or logistics need to be in place to ensure that the named strategies are understood, implemented, and monitored successfully.	Career Tech will provide training to staff at the beginning of the school year and any time there is increased transmission. Building administrator will provide reminders to staff and students as needed.

Section 3. Communicable Disease Outbreak Prevention and Response:

Implementing mitigation activities, responding to periods of increased transmission, resuming baseline level mitigation, and debriefing actions to improve the process

Planning for and implementing proactive health and safety mitigation measures assists schools in reducing communicable disease transmission within the school environment for students, staff, and community members. Communicable disease, including norovirus, flu and COVID-19, will continue to circulate in our communities and our schools. Schools will utilize different mitigation measures based on local data, and observation of what is happening in their schools (e.g., transmission within their facilities and communities.) In the following section, teams will document their school's approach to the CDC, OHA and ODE advised health and safety measures at baseline, during increased transmission.

Suggested Resources:

1. Communicable Disease Guidance for Schools which includes information regarding:
2. Symptom-Based Exclusion Guidelines (pages 8-12)
3. Transmission Routes (pages 29-32)
4. Prevention or Mitigation Measures (pages 5-6)
5. School Attendance Restrictions and Reporting (page 33)
6. CDC Guidance for COVID-19 Prevention in K-12 Schools
7. Supports for Continuity of Services

Table 4.   **Communicable Disease Mitigation Measures**

OHA/ODE Recommendation(s) Layered Health and Safety Measures	Describe what mitigating measures the school will implement to reduce and respond to the spread of communicable disease and protect in-person instruction?
Immunizations	Career Tech will provide notices about where to access vaccines in our community. **Shots are required by law** for children in attendance at public and private schools, preschools, child care facilities, and Head Start programs in Oregon. Career Tech requires shots or a medical or nonmedical exemption to stay enrolled.
Face Coverings	Face coverings may be implemented when the Oregon Health Authority (OHA) requires it.
Isolation	Career Tech has a designated isolation space available when needed. Career Tech staff are trained in the school's isolation procedures.
Symptom Screening	Career Tech will continue to screen for symptoms based on the recommendations of the Oregon Health Authority and the guidance provided in **When to Keep Your Child Home**
COVID-19 Diagnostic Testing	Career Tech works with community partners to support, recommend and provide resources for students to access COVID-19 testing, but does not offer testing on site.
Airflow and Circulation	Career Tech has portable HEPA filters appropriately sized for each room in the school that run continuously in addition to the building's HVAC system. Career Tech has procedures in place to change filters on a regular basis.
Cohorting	As a very small school, the student body comprises a single cohort.
Physical Distancing	Career Tech will implement Physical Distancing when it is determined to be the best way to respond to a communicable disease.
Hand Washing	Hand washing is important so that any disease spread is reduced. Career Tech encourages staff to communicate about and support hand washing etiquette with students. Career Tech will ensure that students and staff have access to soap, water and alcohol-based hand sanitizer while at school.
Cleaning and Disinfection	Cleaning and disinfection procedures are followed daily by staff to reduce the spread of disease. Increased disinfection is implemented when needed.

OHA/ODE Recommendation(s) Layered Health and Safety Measures	Describe what mitigating measures the school will implement to reduce and respond to the spread of communicable disease and protect in-person instruction?
Training and Public Health Education	Career Tech staff will receive annual training on the district's disease prevention procedures, and will receive additional training when needed.

PRACTICING PLAN TO BE READY

Training exercises are essential to preparedness ensuring individuals understand their role in a communicable disease event. Exercises can also help identify gaps in the planning, thereby building upon and strengthening the plan over time. Schools, districts, and ESDs should schedule to exercise this plan annually and when any revisions are made to update the plan. The plan, or component(s) of the plan, can be tested through conversations, practice exercises, or other activities.

https://careertech.us/about/public-reports/

Date Last Updated: **08/24/2023**   Date Last Practiced: **INSERT**