

South Columbia

Family School

Plan for Communicable Diseases,
Epidemics, and Pandemics, including

COVID – 19

TABLE OF CONTENTS

General Information on Communicable Diseases	3
Notifications	4
Action by School	4
Hygiene	4
Response to COVID-19	5
Important Contacts	6
Chain of Responsibility	7
Definitions	8
Process	9
Procedures to Follow	10
Notification of Parents	11
Additional Resources	11
Staff Responsibility	12
Staff Screening	13
School Cleaning	13
Teacher Monitoring	14
Recess and Physical Education	14
Seating, Lunches, and Activities	15
Classroom size/Seating	15
Community Days	15
Parent Responsibility	16
Student arrival and departure	17
Reminders	17
Conferencing	18
Face coverings	18
Movement within the building	18
Vulnerable students/staff	18
Student Responsibility	19
Student regulations	20
Student/Staff Contamination	21
Distance Learning, if needed	23
Forms	26
Health and Safety Incident Report	27
Sample Student Contact Tracking form	28
Isolation vs. Quarantine	30

**General Information
On
Communicable Diseases**

As stated by Board Policy, established in March, 2020 (https://062b2248-984b-4df7-a828-a26348424c97.filesusr.com/ugd/f8e897_55a9dd5d60164e508c5b3a1af99d9f5d.pdf p. 240), the school will respond to a student who has been diagnosed or suspected of having an infectious disease in the following manner:

Notifications:

1. The Columbia County Public Health department will be notified, and the school will follow its recommendations.
2. The Scappoose District nurse will be notified.
3. If the Health Department recommends we follow the advice of the Scappoose District nurse, we will adhere to that advice.
4. The Scappoose District office will be notified, along with the schools who we share the campus with (Head Start and Warren Elementary School).
5. Parents of children will be notified if there is a chance their child(ren) may have come in contact with them. Parents will be notified by both email and text through Gradelink.
6. If necessary, all parents of the school will be notified. This will be based on information from either Public Health or the District nurse.

Actions by School

In severe cases, the following may occur:

1. All children in that community sent home for a period determined by Public Health. This could include the staff associated with the community.
2. All students in the school sent home for a period determined by Public Health. This could include the staff.
3. School closed for an indeterminate amount of time.

Hygiene

Classroom(s) will be cleaned with an FDA/CDC recommended anti-viral disinfectant including doorknobs, levers, technology that is used, and surfaces that are commonly touched.

In the instance of a severe outbreak, a private company may be hired to clean the school.

Students will be taught to wash hands properly and at appropriate times will be required to wash hands with soap and water for at least 20 seconds or use hand sanitizer. This will be done at arrival at school, before snacks and lunches, after recess, and after using a shared device or piece of play equipment. Teachers will model this behavior.

Students will, also, be taught proper ways to handle coughs and sneezes to prevent contamination of others.

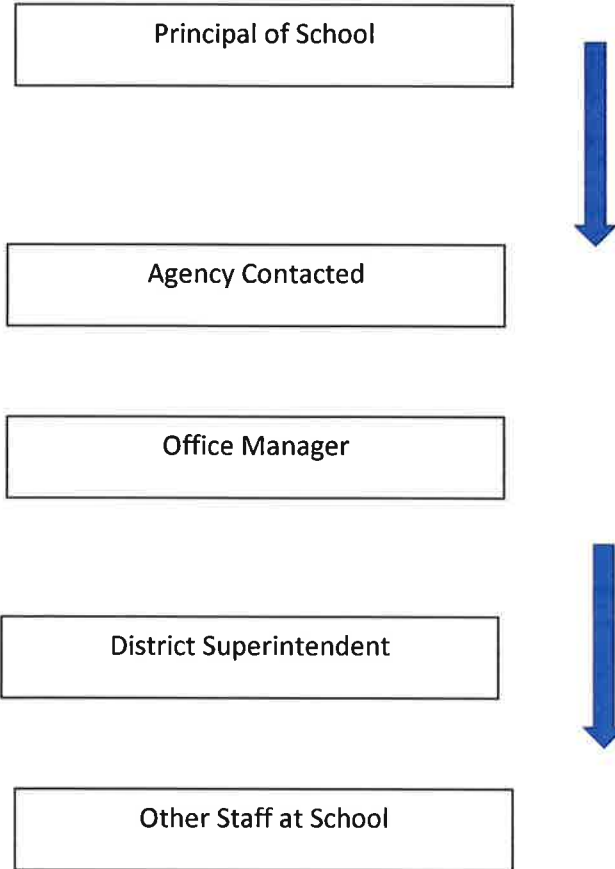
Response to COVID -19

Important Contacts

Agency	Person to Contact	Telephone Number/Link
Columbia County Sheriff		503 366-4611
Scappoose Police Department		503 543-4724
St. Helens Police Department		503 397-3333
Scappoose Fire Department		503 543-5026
Columbia County Public Health	Mike Paul Ann Parrot Heather Bell	503 397-4651 https://www.columbiacountyor.gov/departments/PublicHealth
Scappoose School District	Tim Porter	971 200-8000
Scappoose School District Nurse	Brenda Vandomelen	971 200-8000
Oregon Health Authority		https://govstatus.egov.com/OR-OHA-COVID-19
Oregon Dept. of Education		https://www.oregon.gov/ode/students-and-family/healthsafety/Pages/COVID19.aspx

If an immediate emergency, dial 911.

Chain of Responsibility



Note: All school personnel will defer to the proper agency whose expertise will be followed. In general, this will be the following during the COVID-19 pandemic:

Columbia County Public Health

Oregon Health Authority

Oregon Department of Education

Definitions:

Agency: Any government entity who has the responsibility to oversee safety concerns within a community, county, or state

Communicable Disease: Any disease recognized by the Center for Disease Control, Oregon Health Agency, or the Columbia County Public Health which can jeopardize the health of students or staff.

Emergency: Any situation where the safety of the school community is in threatened or poses a potential threat

Gradelink: An online platform that allows the school to email or text parents in a critical situation. Log-in information:

Web link: <https://secure.gradelink.com/gradelink>

School #: 2038

User Name: RBrown

Password: For school personnel only

Click on: Communication

Use the drop-down menu, *Select Groups*, select *All Active Staff* and *All Active Parents*. This will default to email. If texting, you must click on SMS/Text at top. It will not do both simultaneously. If doing both email and text (recommended), you must send twice since different logarithms are used for the two methods.

Sample Message: *Due to an emergency at South Columbia Family School, we must cancel school for the remainder of the day. Please pick up your child immediately. A signed form is required for signing out, today.*

Responsible Party: The individual who is responsible for picking the individual child up. This is usually the parent. No child will be released to another party unless that person is listed on the emergency plan or we are directly notified by the parents.

Process

If a child or adult who has been at the school has a) been diagnosed with COVID-19 or b) been exposed to COVID-19 that may impact other people associated with the school, the following will be done:

1. Columbia County Public Health contacted immediately. SCFS will follow their guidance.
2. Contact Scappoose School District nurse/Scappoose District office
3. Check Contact Tracing form for student. Make copy for Public Health, if needed.
4. If an adult, make a list of all people, including students, whom they encountered during the time
5. Notify parents of students who may have come in contact with the person infected.
6. Give directions to families, based upon what Public Health has stated.
7. Notify both Head Start and Warren Elementary of situation in the event that shared playground space was infected.
8. If school or classroom closure is needed for an extended time, revert to distance learning until safe to return to school.
9. Keep parents notified as to when they can return.

Procedures to Follow during Epidemic or Pandemic

****COVID-19**

Notification of Parents Regarding Symptoms

Every parent/family will be given this link during the introductory letter. It is, also, on the website, and the information will continually appear in the school newsletters, along with letters/texts to parents.

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Additional Resources

Since the Columbia County Public Health Department will make critical decisions regarding our school. If a family desires more information, the Health Department has excellent resources regarding COVID-19 relative to schools and Columbia County.

<https://www.columbiacountyor.gov/departments/PublicHealth/CoronavirusDisease2019COVID19>

Key People at Public Health:

Mike Paul, Director

Anne Parrot, Emergency Coordinator

Heather Bell, Health Nurse Supervisor

Staff Responsibility

Staff Screening

All staff must be screened for symptoms upon arriving at school. Masks or shields must be worn by staff unless they have a condition that does not allow for this. If wearing a mask, it must cover nose and mouth at all times without hand adjustments.

School Cleaning

Daily:

1. All surfaces of contact to be sprayed and wiped down with anti-viral cleaner. Anti-viral wipes may be used. This includes
 - a. Doorknobs
 - b. Light switches
 - c. Tables/desks
 - d. Technology used
 - e. Handles/faucets/other items in bathroom
 - f. Kitchen areas, including handles of refrigerator
2. Vacuuming floor where food or student-contact paper is
3. Open windows for fresh air to circulate for a short time
4. If not raining, spray outside doorknobs, too.
5. All personnel must use hand sanitizer upon entering.
6. Doorknobs and common surfaces must be cleaned three times per day.

Teacher Monitoring

1. Complete daily Contact Tracing sheet
2. Screen each student individually as they enter your room.
3. Make sure student uses hand sanitizer when entering class.

4. Sign the student in each day. If it isn't a parent bringing them, have whoever is providing the transportation.
5. No lines of students at your desk. Either circulate or call them up individually
6. Monitor stations for distance
7. Students should remain generally at their sitting area
8. Do not allow multiple students at Promethean Boards. Clean Board between usage if students using it.
9. Emphasize washing hands or use hand sanitizer
 - a. When first getting to school (required)
 - b. Before and after using school technology or something another child may use (required)
 - c. Before and after lunch (required)
 - d. Before and after recess (required)
 - e. Socially distance them in washing hands or using sanitizer
1. Use barriers between students as per state requirements.
2. Model proper behavior in hygiene and social distancing
3. Don't leave class unattended. Ask for supervision.

Recess and Physical Education

Continue to follow the social distancing policies. Have activities that have minimal touching of shared items (balls, frisbees). Students must wash hands prior to going outside and immediately upon return to classroom. If play items are shared, they must be sanitized between communities who use them.

Social distancing for P.E. is necessary.

The following link has some good ideas for distancing within PE:

<https://www.asphaltgreen.org/blog/rep-it-out-games-for-social-distancing>

Seating, Lunches, and Activities

1. Students will remain in the same seat for the day.
2. If students use technology, they will be assigned a specific one for their usage. Technology will be sanitized after usage.
3. If students are working together, plan on working virtually, even within the same classroom.
4. Lunch is only eaten in the classroom, or on good days, may be eaten outside. If in the classroom, half of the class will be at recess while the other half eats their lunch. Then, students will switch to allow all students to have lunch and recess.
5. Recess may be divided by community.
6. No “extra” recesses or time outside unless it is for an academic subject (science demonstration), including PE

Classroom Size/Seating

Classrooms will have requirements for 35 square feet or more per person, including teacher. A minimum of six feet distance between people will be followed.

Community Days

The number of community days will be determined by enrollment. These are the estimated number of community days needed, based on classroom size:

Grade(s) of Cohort	Number of Students	Number of Cohorts
K	10	1 (Tuesday)
1-2	20	2 (Thurs.)
3-5	29	2 (Tuesday-Thursday)
6-8	24	2 (Thursday)

****Although we will try to accommodate parents in terms of the days, we cannot guarantee any specific day for your child.**

Parent/Guardian Responsibility

Student Arrival and Departure—Please Be Prompt

Due to the size of our office, parents will not be permitted to wait there for their child on community days. The following procedures will be followed to eliminate as much social contact as possible.

Parents will go to the proper door listed below, keeping the recommended 6 feet between families

If you have multiple children, please pick up the oldest child first. It is then, acceptable to send that child to your vehicle.

Parents are to drop off/pick up their child(ren) at the following locations:

Teacher/Staff	Door	Location
Thibodeaux	Rear Door	Back of building
Norton	Exterior door	Exterior deck
Taber	Exterior door	Main door of school
Office personnel	Office door	Office door

Signs will designate location, along with arrows.

Children should be reminded of the following:

- The importance of hygiene, especially washing of hands and coughing/sneezing
- Only bring school-necessary items to the school such as lunches, water bottles, books, and school supplies needed for the day.
- Not to share food or drink
- Keep socially distant

DO NOT SEND CHILDREN TO SCHOOL WHO ARE EXHIBITING ANY SYMPTOMS SUCH AS A COUGH, TEMPERATURE, OR OTHER COVID-19 SYMPTOMS. FOR A COMPLETE LIST:

Conferencing

Due to potential contamination, the family room is now for staff only. If during a conference or testing of your child(ren), it is best to remain in your vehicle due to contact tracking requirements. During conferences, the front door of the school may be locked. Please use the exterior door of the teacher's classroom. If needed, ring the doorbell by the front door

Face Coverings.

Any adult or child above 2 entering the school must have a face mask. This includes staff, parents, and older siblings.

Movement within the Building

Doors connecting the rooms will be closed. Only enter/exit classrooms through the designated doors. If you need to speak with office personnel, go through the office doors, but no more than two parents may be in the office at any one time for social distancing purposes.

Vulnerable Students/Staff

If a student is classified as vulnerable, he/she will not be required to adhere to the community day attendance but do virtual work instead.

If a staff member is vulnerable, that staff member may work, virtually, from home, if possible. If a teacher, the class would revert to a distance learning model.

Student Responsibility

Student Regulations

1. No touching, hugging, or hand shaking, including High 5's
2. Frequent hand washing or use of sanitizer
3. No sharing of food or drink
4. No students in other classrooms besides their own
5. No students in the family room to work for class or read
6. Recesses done by grade level only (K by itself, 1-2 by itself, 3-5 by itself, and 6-8 by itself)
7. Distance, as much as possible, in the classroom
8. No excessive use of bathrooms
9. Must have teacher permission to use restroom.
10. Only use restroom associated with their class.
11. No student in teacher work area/copying machine

Student/Staff Contamination

In the event of a staff member or student of the school notifying the school if they have had or have come in contact with either a symptomatic or asymptomatic person who has tested positive for COVID-19, the following steps will be followed:

1. Immediately contact the Columbia County Public Health and share details plus *contract tracking information*
2. Contact the Scappoose School District, the district nurse, and the other two schools (Warren Elementary and Head Start) about the situation. Make all staff at SCFS aware of this.
3. Notify all SCFS Board members
4. Based on recommendations from the Columbia County Public Health, do one of the following:
 - a. Send all students immediately home
 - b. Send students/staff home who have come in contact with the individual
 - c. Continue status quo
5. Based on what Public Health recommends, notify all parents through both email and texting (via Gradelink) so they know what protocols we are following.
6. Notify those listed in #2 above about the protocols being followed.
7. Follow-up with Public Health to ascertain the correctness of our actions.
8. Ensure disinfecting the room through deep cleaning by hiring a company or using Scappoose District's custodial personnel.
9. If necessary, revert to distance learning for a minimum of 14 days or per Public Health recommendation.
10. Make sure Incident Form is completed and filed

Distance Learning: When Required

The South Columbia Family School will revert to a Distance Learning model if one of the following occurs:

1. The Columbia County Public Health Department advises that the school close for the safety of the students and staff. Or,
2. Over 20% of students are absent above the average absence rate.

This will be a temporary movement, unless the Public Health Department recommends a longer time, not to exceed 14 calendar days.

If it is necessary to go to distance learning, all parents will be notified by email, text, or telephone call. This would require an immediate switch to this format, similar to how the 2019 -2020 school year evolved.

Community days would end until the school could reopen.

If needed, we would have a drive-by curriculum distribution, along with technology distribution for families who require it. A survey will be sent to families prior to the start of school to determine what technology is needed.

Requirements:

1. A minimum of two direct contacts with students, weekly.
2. A minimum of one virtual class per week with students attending.
3. Students with IEPs or 504s will still be serviced.
4. Technology, if needed, will be made available.
5. Teachers will be the primary source of contact through email, telephone calls, texting, or virtual methods.
6. Gradelink and Google Classroom may be used.
7. Conferencing will be done virtually.
8. Administration will notify parents when this occurs by at least two methods (texting and email).
9. If questions arise, contact Mr. Brown, the principal at
 - a. School Telephone 503 366-9009

- b. Email rbrown@scappoose.k12.or.us
- c. Contact individual teacher(s)

RESOURCES AND FORMS

Resources

1. **Symptoms of COVID-19** <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

2. South Columbia Family School Board Policies

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

3. Oregon Health Authority <https://www.oregon.gov/oha/pages/index.aspx>

4. Why Wear a Mask? <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

5. Oregon Dept. of Education Guidelines <https://www.oregon.gov/ode/students-and-family/healthsafety/Pages/COVID19.aspx>

6. Ready Schools/Safe Learners <https://www.oregon.gov/ode/students-and-family/healthsafety/Pages/Planning-for-the-2020-21-School-Year.aspx>

**SOUTH COLUMBIA FAMILY SCHOOL
HEALTH AND SAFETY INCIDENT REPORT**

Name of Student _____ Date _____

Only if student was directly involved.

Name of Adult Reporting _____ Time _____

Supporting Details _____

Action Taken (circle all that that apply)

- Student(s) spoken to by staff
- Student(s) parent/guardian contacted
- Student(s) sent home
- Other critical parents notified
- Local Agency Contacted
 - Police
 - Fire
 - Public Health

Results _____

Staff signature

Principal signature

Date

Sample Student Contact Tracking

Grade Level:

Date:

Student/Adult	Temp. If taken	Who Brought?	Time	Who Picked-Up?	Time

Note: This could be replaced by a state-mandated form.

Isolation vs. Quarantine

If a student or staff member is exhibiting symptoms of COVID-19, that individual will be required to go home, either by them driving directly (staff) or being picked up by a parent or family member listed on their contact sheet.

Until the child is picked up, the child will be **isolated** in what was our “bistro” is now our isolation room. Student will remain in there until ride arrives, with frequent checks on the individual to insure they are OK. If necessary, 911 will be called for emergency cases.

If a parent has signed the notification for allowing testing at the school, the student may self-administer the test with a trained adult supervising.

If a student tests positive for COVID, that student must be **quarantined** at home, following the guidance by the state:

<https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2351t.pdf>