**OPERATIONAL BLUEPRINT FOR SCHOOL REENTRY 2020-21**

Under ODE’s ***Ready Schools, Safe Learners*** guidance, each school[[1]](#footnote-1) has been directed to submit a plan to the district[[2]](#footnote-2) 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](https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Ready%20Schools%20Safe%20Learners%202020-21%20Guidance.pdf) 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,[[3]](#footnote-3) 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 | South Columbia Family School, Charter School |
| Key Contact Person for this Plan | Ray Brown |
| Phone Number of this Person | 503 366-9009 (school) 541 805-0240 (cell) |
| Email Address of this Person | rbrown@scappoose.k12.or.us |
| Sectors and position titles of those who informed the plan | Ray Brown, PrincipalVickie Weaver, Office ManagerJodi Withers, Board member/retired teacherSamantha Cousins, Board member/parent/RNChelsea Prison, parent/RNAlison Norton, K-2 teacherValena Taber, 3-5 teacherGretchen Landin, 6-8 teacher |
| Local public health office(s) or officers(s) | [Columbia County Public Health](https://www.columbiacountyor.gov/departments/PublicHealth)Mike Paul, Director |
| Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements | Ray Brownrbrown@scappoose.k12.or.us503 366 9009 Cell 541 805 0240 |
| Intended Effective Dates for this Plan | August 2020 – June 2021 |
| ESD Region | Northwest Regional ESD |

1. 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.

| South Columbia Family School is a small charter school located in Warren, Oregon, and is sponsored by the Scappoose School District. The school supports families who desire to home-base their children’s education. Students are on campus one day per week (called Community Day) and come for conferencing/tutoring one hour on a different day. Families are used to working with their children at home, so the 2019 – 2020 school year did not have the same impact on our school as it may have had one other schools.* Current families have been notified of possible changes prior to the end of the 2019 – 2020 school year. A new webpage has been added to the website to inform the public about any changes or adaptations that the school is making for the upcoming school year.
* Two virtual meetings will be held during the summer with families regarding our plan.
* A survey was sent to families regarding concerns or needs that they may have under the revised format. The responses will be made public on our website during July.
* The information given regarding public health is current and local since one of our parents works for Columbia County Public Health. Information is shared via email. We, also, have the ability to text parents short messages through our Gradelink program.
* For our underserved and marginalized students, we will make efforts to provide additional resources such as technology/information, including how we will continue to work with those students who
1. Live in poverty (11%)
2. Are homeless (3%)
3. Are on IEPS (10%) or 504’s (3%)
4. Are minorities (2%)
* The key to this success of this operation will be communication through email, texting, newsletters, and telephone calls. If necessary, home visits may be arranged, safety being a priority.
* Transportation and food are not concerns due to the nature of our program. The school does not provide transportation or lunches for students.

**This hybrid model will be used when South Columbia Family School can open, based on the metrics of Columbia County, Oregon, as stated by the** **[news release](https://www.oregon.gov/newsroom/Pages/NewsDetail.aspx?newsid=37041) by Gov. Kate Brown’s office on July 28, 2020.** |
| --- |

1. Indicate which instructional model will be used. This does not apply if you are an online school or virtual public charter school and had a virtual online instructional model already in place pre-COVID-19.

| *Select One:* |
| --- |
|[ ]  **On-Site Learning** |  |[x]  **Hybrid Learning** |  |[ ]  **Comprehensive Distance Learning** |

1. 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).
2. 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 3-14 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.** |
| --- |
| N/A South Columbia Family School will not be using a Comprehensive Distance Learning model. |

| **[Complete after June 30, 2020 when Comprehensive Distance Learning Guidance is released by ODE.] Describe how your school’s model aligns to the Comprehensive Distance Learning Guidance.** |
| --- |
| N/A South Columbia Family School will not be using a Comprehensive Distance Learning model. |

| **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.** |
| --- |
| N/A South Columbia Family School will not be using a Comprehensive Distance Learning model. |

***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** |
| --- | --- |
| [x]  | Implement measures to limit the spreads of COVID-19 within the school setting. | **Note: South Columbia Family School is a small charter school sponsored by the Scappoose School District. The school works with families who choose to home-based their children’s education. The school provides the structure, the curriculum, and the support, both academically and socially. Students, historically, are on campus one day per week(called community days) with another hour on a different day for tutoring and conferencing. The school, to limit contact, has expanded the community days from two to three. The school has three teachers, one administrator, one office manager, and a part-time campus assistant. The school’s maximum number of students is 90.****As a sponsored charter school, we do have the authority to close the school, reverting to Distance Learning, if we deem it necessary for the safety of our students. If that does occur, our sponsoring district will be notified.****Any plans or practices are pursuant to South Columbia Family School’s** [**policies.**](https://www.scfamilyschool.net/governing-board) **Many of the links take you to the** [**SCFS COVID-19 page**](https://www.scfamilyschool.net/emergency-plan-response-to-covid-19) **where information may be downloaded.****Terms of Usage:****Exposure: Contact with an individual at a distance of 6 feet or less for 15 minutes or more.****Isolation: Separation of sick individual from those who are not sick.****Quarantine: Separation and restriction of movement of people who have been exposed to a contagious disease to see if they will become ill.**[**See Communicable Disease Management Plan**](https://www.scfamilyschool.net/emergency-plan-response-to-covid-19)* South Columbia Family School will divide classes into smaller cohorts to enable the 35 square feet per person with 6 feet spacing, model to be attained. Entries will be limited to exterior doors of the individual classrooms except for grades 3-5 which will use the office door. This will be done to minimize traffic on the exterior deck. See [map](https://www.scfamilyschool.net/emergency-plan-response-to-covid-19) linked here:
* Parents are required to check their child in at the designated door for their classroom. No more than 10 students will be entering from that door on a given day. Entrances will have social distancing markers and signs. Each classroom will have a screening station at the entrance where the child will get screened and sanitize their hands. Children may only use the restroom associated with their classes. Each cohort will have their designated classroom and restroom with no movement within an interior hallway or between classrooms.
* Cohorts:

Kindergarten—10 students—1 cohort Grades 1 and 2--20 students—2 cohorts Grades 3 -5—30 students—3 cohorts Grades 6-8—24 students—3 cohorts* Signs showing proper directions will be on the campus with spacing, designating social distancing. Families will not be able to use the “family room” which has been converted to our sick room since it is next to the office.
* All fabric chairs have been removed.
* All staff will also be screened upon entry. Masks or face shields will be required for staff and adults who enter the school. Masks will be recommended for grades 6 – 8, but not required unless recommendations change from the state.
* Students will eat in their classrooms so cross-contamination is limited.
* Recesses and PE will be cohort-based, limited to ten students. All activities will emphasize social distancing.
* [The Communicable Disease Management Plan](https://www.scfamilyschool.net/emergency-plan-response-to-covid-19) has been updated.
* The principal, Ray Brown, will be person who implements the requirements.
* Medical personnel who will provide support and resources include the Scappoose School District nurse, Brenda VanDomelen, the Columbia County Public Health Director, Mike Paul, Ann Parrot, Public Health Emergency Coordinator, and Heather Bell, Public Health Nurse. We, also, have two licensed RNS on our Blueprint committee.
* All staff will be trained in Sections 1-3 of [***Ready Schools, Safe Learners***](https://www.oregon.gov/ode/students-and-family/healthsafety/Pages/Planning-for-the-2020-21-School-Year.aspx) prior to implementation of Blueprint in August. This will be done virtually and in person, if possible.
* Columbia County Public Health will be notified of any COVID-19 cases or exposures among students or staff (see Communicable Disease plan link above).
* Common areas will be disinfected daily with anti-viral applications. Doorknobs, levers, and handles will be sanitized three times per day. Bathrooms will be sanitized frequently during the day.
* LPHA will be notified if over 20% of students are ill or if 33% of staff is ill (only six staff members).
* Daily contact tracing logs will be kept per state requirements. This will be available to LHPA who will receive our full cooperation. Each teacher is responsible for the contract tracing form for their class. At the end of the day, it will be given to the principal and placed in the file folder corresponding to that specific teacher.
* Students/staff/visitors will all be screened upon entry. Scanning thermometers are available, if needed. Anyone entering the facility must sanitize their hands immediately.
* Adults who are not staff who enter the facility must have a mask on, and they must sanitize their hands.. School will provide one if they don’t have them.
* Access door to front office will be locked after arrival of students. An exterior bell will notify office personnel if entrance is needed by non-staff.
* Any ill student with COVID-19 symptoms will be placed in the isolation room apart from other students. This was formally the “family room of the school.” No student or staff except for those monitoring will have access to this room. The isolation room is adjacent to the office.
* Families, staff, and other stakeholders will be notified of potential COVID cases via texts or emails as soon as school is made aware of this after Public Health has been notified.
* All cohorts will be stable. No student will be in more than one cohort. Since students arrive by parent transportation, the only cohort will be their classroom cohort.
* A contact tracing form will be completed on all students each day of attendance. Form will have required state-specified required information.
* Forms will be kept in office for a minimum of 4 weeks. Teachers will supply them to office at end of each day students are in class.
* Upon notification of a potential case, LPHA will be notified, as will the Scappoose District. Deep cleaning of the classroom will occur, either by district personnel or paid services.
* Protocol and process are covered in our [Communicable Disease Management Plan](https://www.scfamilyschool.net/emergency-plan-response-to-covid-19)
 |
| [x]  | Update written Communicable Disease Management Plan to specifically address the prevention of the spread of COVID-19. |
| [x]  | Designate a person at each school to establish, implement and enforce physical distancing requirements, consistent with this guidance and other guidance from OHA. |
| [x]  | 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. |
| [x]  | Process and procedures to train all staff in sections 1 - 3 of the ***Ready Schools, Safe Learners*** guidance. Consider conducting the training virtually, or, if in-person, ensure physical distancing is maintained. |
| [x]  | Protocol to notify the local public health authority ([LPHA Directory by County](https://www.oregon.gov/oha/ph/providerpartnerresources/localhealthdepartmentresources/pages/lhd.aspx)) of any confirmed COVID-19 cases among students or staff. |
| [x]  | Plans for systematic disinfection of classrooms, offices, bathrooms and activity areas. |
| [x]  | Process to report to the LPHA any cluster of any illness among staff or students. |
| [x]  | Protocol to cooperate with the LPHA recommendations and provide all logs and information in a timely manner. |
| [x]  | Protocol for screening students and staff for symptoms (see section 1f of the ***Ready Schools, Safe Learners*** guidance). |
| [x]  | Protocol to isolate any ill or exposed persons from physical contact with others. |
| [x]  | Protocol for communicating potential COVID-19 cases to the school community and other stakeholders (see section 1e of the ***Ready Schools, Safe Learners*** guidance). |
| [x]  | 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.* 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 ***Ready Schools, Safe Learners*** guidance), the daily log may be maintained for the cohort.
* If a student(s) is not part of a stable cohort, then an individual student log must be maintained.
 |
| [x]  | Required components of individual daily student/cohort logs include:* Child’s name
* Drop off/pick up time
* Parent/guardian name and emergency contact information
* All staff (including itinerant staff, substitutes, and guest teachers) names and phone numbers who interact with a stable cohort or individual student
 |
| [x]  | Protocol to record/keep daily logs to be used for contact tracing for a minimum of four weeks to assist the LPHA as needed. |
| [x]  | 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. |
| [x]  | Protocol to respond to potential outbreaks (see section 3 of the ***Ready Schools, Safe Learners*** guidance). |

**1b. HIGH-RISK POPULATIONS**

| **OHA/ODE Requirements** | **Hybrid/Onsite Plan** |
| --- | --- |
| [x]  | 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. | * **High Risk Populations** are defined as: • Age 65 years or older • Chronic lung disease or moderate to severe asthma • COPD (chronic obstructive pulmonary disease) • Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies • Immunocompromising conditions, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications • Immunocompromised state (weakened immune system) from solid organ transplant • Obesity (body mass index [BMI] of 30 or higher) • Type 2 diabetes mellitus • Chronic kidney disease undergoing dialysis • Liver disease • Sickle cell disease • Other conditions or risk factors identified by OHA, CDC, or a licensed healthcare provider
* SCFS will recognize that students who are high risk may go directly to distance learning.
* If a staff member is high risk, that staff member will be given other options, including teaching from distance, if needed.
* SCFS will continue to work with Scappoose District for any high-risk students. We will continue to offer services, per federal requirements, for IEP and 504 students. For poverty-based students we will offer additional support by providing technology and learning materials at home.
* Currently, the school does not have any medically fragile, complex, or nursing-dependent students. If we do have one, will work with the Scappoose District nurse for the benefit of the student and follow the recommendations.
* School will work with Scappoose School District nurse to address individual student needs, including those students who have medically fragile parents/siblings or other members of their living community. Administration will communicate with those parents regarding potential contagions.
* We will ensure that all ADA requirements are met. If entrance into a classroom requires modification for some due to [ADA compliance](https://www.oregon.gov/oah/Pages/ADA-Accommodations.aspx), the school will make those adjustments.
* Services for special education will be provided by Scappoose School District at Warren Elementary, schedule pending. Services at Warren will be provided in the school library, using the exterior entrance to limit social contact at Warren. If necessary, modified IEPs will be developed to meet the needs of the students. If SCFS has to revert to Distance Learning, services will be provided virtually by Scappoose School District.

 [OAR 581-015-2000 Special Education](https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=2556)* SCFS will work directly with the Scappoose School District to follow all of the requirements listed on IEPs and 504 plans. The school will have access to the special education teacher/assistants at Warren Elementary School.
* If there is a health risk for any fragile student, SCFS will provide distance learning until that risk is no longer a threat.
* If a new student has a medical condition, we will communicate with parents and health care professionals regarding protocols for that student. If a student does become medically fragile, or we enroll a student who is medically fragile, we will revert them to [Distance Learning.](https://www.scfamilyschool.net/emergency-plan-response-to-covid-19)
* No volunteers will be working with the school. Only essential personnel will be working in the school.
 |
| **Medically Fragile, Complex and Nursing-Dependent Student Requirements** |
| [x]  | All districts must account for students who have health conditions that require additional nursing services. Oregon law ([ORS 336.201](https://www.oregonlaws.org/ors/336.201)) defines three levels of severity related to required nursing services: 1. Medically Complex: Are students who may have an unstable health condition and who may require daily professional nursing services.
2. Medically Fragile: Are students who may have a life-threatening health condition and who may require immediate professional nursing services.
3. Nursing-Dependent: Are students who have an unstable or life-threatening health condition and who require daily, direct, and continuous professional nursing services.
 |
| [x]  | 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:* Communicate with parents and health care providers to determine return to school status and current needs of the student.
* 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.
* Modify Health Management Plans, Care Plans, IEPs, or 504 or other student-level medical plans, as indicated, to address current health care considerations.
* 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.
* Service provision should consider health and safety as well as legal standards.
* Work with an interdisciplinary team to meet requirements of ADA and FAPE.
* High-risk individuals may meet criteria for exclusion during a local health crisis.
* Refer to updated state and national guidance and resources such as:
	+ US 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.
	+ ODE guidance updates for Special Education. Example from March 11, 2020.
	+ 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’.
	+ OAR 333-019-0010 Public Health: Investigation and Control of Diseases: General Powers and Responsibilities, outlines authority and responsibilities for school exclusion.
 |

**1c. PHYSICAL DISTANCING**

| **OHA/ODE Requirements** | **Hybrid/Onsite Plan** |
| --- | --- |
| [x]  | 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. | * Cohorts will be reduced to allow for 35 square feet per person per room. Six feet distancing will be adhered to. Barriers will be available if necessary.

**Overall*** **Remove non-essential furniture in classrooms/office for room**
* **Remove all fabric covered furniture**
* **Assign seating**
* **Designate specific restrooms for cohorts. SCFS has three non-gender restrooms, so each cohort will be assigned one. Two classrooms have restrooms attached. Grades 3-5 must use the office restroom to limit cross-cohort mixing.**
* **Convert family room to isolation room**
* **Purchase sneeze guards for all office personnel**
* **Remove common coat/lunch box areas from classrooms. Replace with individual cubbies**
* **Referred to OHA, CDC, ODE, and Nursing guidelines**
* <https://www.oregonschoolnurses.org/resources/covid-19-toolkit>
* Students arriving at school will go to one cohort-based door. Since we have three teachers, there will be three separate entries used per cohort on each day. We will be switching from two community days to three community days to allow for social distancing. No day should exceed thirty students at the school. No more than 10 students per day will enter through the cohort-based door. Parents will drop their child off at the designated door, waiting for screening of child prior to departure.
* Teachers and other staff will be in serviced on modeling social distancing for their students, with constant reminders for students to follow the protocol.
* All Board Meetings will be virtual this year.
* Staff will require to physical distance, with no common areas for lunches or meetings. Lunchroom may only have one staff member at a time in there.
 |
| [x]  | Support physical distancing in all daily activities and instruction, striving to maintain at least six feet between individuals. |
| [x]  | 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. |
| [x]  | 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). |
| [x]  | Plan for students who will need additional support in learning how to maintain physical distancingrequirements. Provide instruction; don’t employ punitive discipline. |

**1d. COHORTING**

| **OHA/ODE Requirements** | **Hybrid/Onsite Plan** |
| --- | --- |
| [x]  | Where feasible, establishstable cohorts: groups should be no larger than can be accommodated by the space available to provide 35 square feet per person, including staff.* The smaller the cohort, the less risk of spreading disease. As cohort groups increase in size, the risk of spreading disease increases.
 | * Cohorts will be stable in the following manner:

 Kindergarten—1 cohort—10 students 1-2 Grades—2 cohorts(A,B)—20 students 3-5 Grades—3 cohorts(A,B,C)—30 students 6-8 Grades—3 cohorts(A,B,C)—24 students* Cohorts will attend their one-day at school per week as follows:

Tuesday—Kindergarten, Cohort A of Grades 3-5, Cohort A of Grades 6-8Wednesday—Cohort A of Grades 1-2, Cohort B of Grades 3-5, Cohort B of Grades 6-8Thursday—Cohort B of Grades 1-2, Cohort C of Grades 3-5, Cohort C of Grades 6-8Mondays and Fridays are reserved for conferencing and tutoring students. This may be done virtually. Only one student in a classroom at a time unless doing standardized testing.* Contact tracing form for individual cohorts will be completed, daily, by the individual teachers. Each form is color coded, based on the teacher’s name. Office will keep form for anyone who comes into the office. All forms will be kept in a file on the principal’s desk so office manager can have access, too.
* Each cohort will have a different restroom assigned to them. Common areas are minimized due to the school’s set-up. If a piece of play equipment or technology is used by more than one student, it will be sanitized between students.
* All students will continue to have access to general education, grade level learning standards, and peers.
* Staff will wash hands between interactions with other cohort groups. Interactions will be kept at a minimum. Staff will, also, wear masks or shields.
* All doorknobs, levers, and restrooms will be disinfected three times per day.
* Any shared equipment (iPads, other items) will be sanitized between student usage
* Itinerant speech pathologist will work individually with student in our conference room, using a face shield.
* All staff will be required to wash hands after removal of PPE
* Cohorts will eat in their own classrooms to prevent cross-contamination
* Staff will eat in an individualized protective space, using sneeze guards or outside, using social distancing
* Lunches may not be eaten in family room since that is now our isolation room.
 |
| [x]  | Each school must have a system for daily logs to ensure contract tracing among the cohort (see section 1a of the ***Ready Schools, Safe Learners*** guidance). |
| [x]  | Minimize interaction between students in different stable cohorts (e.g., access to restrooms, activities, common areas). Provide access to All Gender/Gender Neutral restrooms. |
| [x]  | Cleaning and wiping surfaces (e.g., desks, door handles, etc.) must be maintained between multiple students uses, even in the same cohort. |
| [x]  | Design cohorts such that all students (including those protected under ADA and IDEA) maintain access to general education, grade level learning standards, and peers. |
| [x]  | Staff who interact with multiple stable cohorts must wash/sanitize their hands between interactions with different stable cohorts. |

**1e. PUBLIC HEALTH COMMUNICATION**

| **OHA/ODE Requirements** | **Hybrid/Onsite Plan** |
| --- | --- |
| [x]  | Develop a letter or communication to staff to be shared at the start of on-site instruction and at periodic intervals explaining infection control measures that are being implemented to prevent spread of disease. * Consider sharing school protocols themselves.
 | * The principal has distributed a [letter](https://www.scfamilyschool.net/emergency-plan-response-to-covid-19) to communicate to staff and families on measures to control infections and sharing school protocols. Emphasis is placed on remaining home when ill. All communication with parents in terms of letters or PowerPoints are being placed on website.
* Staff will sign an acknowledgement of awareness of protocols.
* The principal will hold two virtual meetings with parents during the month of July, 2020, to respond to any questions the families may have.
* Initial letters have been sent home and information will be included in the welcome back letter in August. The information for informing parents and staff about “close contact”, will, also, be included on the [website](https://www.scfamilyschool.net) with links for explanations:
* The SCFS Communicable Disease Management Plan explains this thoroughly. All information will come from the Principal of the school. If he is absent, it will come from the Office Manager. The school, based on direction from the LPHA will inform all staff, the Scappoose School District, and families through four methods: 1)Direct notification of staff 2)Email to Scappoose District Office and Nurse 3)Emails/Texts to Families via Gradelink 4)Call to Warren El. and Head Start of LPHA deems it necessary.
* All families are fluent in English, so the information will be strictly in English until a student enrolls whose initial language is not English
 |
| [x]  | Develop protocols for communicating with students, families and staff who have come into close contact with a confirmed case.* Consult with your LPHA on what meets the definition of “close contact.”
 |
| [x]  | 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. |
| [x]  | Provide all information in languages and formats accessible to the school community. |

**1f. ENTRY AND SCREENING**

| **OHA/ODE Requirements** | **Hybrid/Onsite Plan** |
| --- | --- |
| [x]  | Direct students and staff to stay home if they, or anyone in their homes or community living spaces, have COVID-19 symptoms. COVID-19 symptoms are as follows:* Primary symptoms of concern: cough, fever or chills, shortness of breath, or difficulty breathing.
* 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, but are not enough in isolation to deny entry. More information about COVID-19 symptoms is available [from CDC.](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)
* Emergency signs that require immediate medical attention:
	+ Trouble breathing
	+ Persistent pain or pressure in the chest
	+ New confusion or inability to awaken
	+ Bluish lips or face
	+ Other severe symptoms
 | **Screening Staff*** Staff are required to report when they may have been exposed to COVID-19
* Staff are required to report when they have symptoms related to COVID-19
* Staff members are not responsible for screening other staff members for symptoms.
* All staff have been notified of the protocols by a summer [letter](https://www.scfamilyschool.net/emergency-plan-response-to-covid-19) sent to their school email account.
* If a staff member becomes ill at school, that staff member will be sent home.

**Ongoing*** Students and staff will be reminded to stay home if feel ill or if anyone is experiencing COVID-19 symptoms or have been in contact with an individual who has tested positive for COVID-19. Parents must remain until student is cleared. School will use the latest COVID symptoms given by the CDC to determine whether the child should be admitted to the school that day or not. or not. Signs outside of all entries to the school will reinforce this requirement.
* Any student or staff member exposed to COVID-19 must remain at home for the passage of **10 calendar days and at least 24 hours after fever is gone without fever-reducing medication.**
* Any student exhibiting any symptoms will be placed in the isolation room (former family room) and monitored by office personnel until the child is picked up.
* Students may be excluded if they currently have another infectious disease that is not COVID-19. See: [OHA/ODE Communicable Disease Guidance.](https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/commdisease.pdf?utm_medium=email&utm_source=govdelivery)
* Emergency situations where the student or staff needs immediate care will have the parent immediately notified to come and pick the child up. Staff member’s family will be notified. If severe, school will call 911 to ask for medical assistance. All staff will be in-serviced about severe cases.
* All staff and students will be screened upon entrance to the school Parents must remain (outside the door) until child is cleared to enter the classroom.
* Each teacher will ask the same questions (on a laminated card) about possible COVID symptoms to the parent and student. If having symptoms, they must go home. If a fever, they must remain at home until after 72 hours after fever is gone without fever-reducing medicine. Questions include the following:
* Cough
* Shortness of breath or difficulty breathing
* Chills
* Repeated shaking with chills
* Muscle pain
* Headache
* Sore throat
* Loss of taste or smell
* Diarrhea
* Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
* Known close contact with a person who is lab confirmed to have COVID-19
* Others, as they become known
* Screening teachers/staff members will be trained in anti-bias training to ensure that their screening is completed in a non-biased manner
* If a student’s temperature needs to be taken, any student with a temperature of 100.4 or above will be isolated with a mask and sent home
* If students/staff have been exposed to COVID-19, LPHA will be contacted and that individual will have to remain home for 14 days. If a staff member, they may be able to work from home, if possible.
* Students or staff with a chronic or baseline cough that has worsened or is not controlled with medication will be excluded from school unless it is a chronic condition such as asthma or allergies.
* Hygiene stations have been developed at entrance to every point of entry for students. After screening from teacher, they will be required to sanitize their hands.
* All non-essential visitors will be restricted from entering school. Doors will be locked, and entrance only gained through office door. Office door is locked, with a buzzer outside for entrance.

If a visitor requires entrance, they will be immediately screened and required to sanitize their hands. They must be wearing a mask unless a medical condition does not permit it. Contact tracing will be completed on the visitor. |
| [x]  | 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. * Anyone displaying or reporting the primary symptoms of concern must be isolated (see section 1i of the ***Ready Schools, Safe Learners*** guidance) and sent home as soon as possible.
* They must remain home until 72 hours after fever is gone (without use of fever reducing medicine) and other symptoms are improving.
 |
| [x]  | 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. |
| [x]  | 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 other symptoms that are chronic or baseline symptoms (e.g., asthma, allergies, etc.) from school. |
| [x]  | 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. |

-19

**1g. VISITORS/VOLUNTEERS**

| **OHA/ODE Requirements** | **Hybrid/Onsite Plan** |
| --- | --- |
| [x]  | Restrict non-essential visitors. Only allow visitors if six feet of physical distance between all people can be maintained. | * Signs designating social distancing, along with deck and sidewalk markers will establish 6 feet of distance.
* All non-essential visitors are to remain outside of the school. If necessary to enter, they must wear a mask and sanitize their hands. If someone has a medical condition that will not permit them to wear a mask, they will be excluded from wearing one. Their entry will be noted in contact tracing form.
* Deliveries will be met at the door and taken by school personnel. A buzzer will note when someone is outside and requires office attention.
* Visitors will be screened for symptoms, including exposure to COVID-19 within last **14 days.**
* **Note: Staff members, itinerant staff, or substitutes are not considered as visitors.**
 |
| [x]  | Visitors must wash or sanitize their hands upon entry and exit. |
| [x]  | Visitors must wear face coverings in accordance with local public health authority and [CDC](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html) guidelines. |
| [x]  | 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. |

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

| **OHA/ODE Requirements** | **Hybrid/Onsite Plan** |
| --- | --- |
| [x]  | Face coverings or face shields for:* Staff who are regularly within six feet of students and/or staff
	+ This can include staff who support personal care, feeding, or instruction requiring direct physical contact.
	+ Staff who will sustain close contact and interactions with students.
* Bus drivers.
* Staff preparing and/or serving meals.
 | * All staff are required to wear face coverings. Both masks and face shields for closer work will be available. Other adults entering must have a mask on. If they don’t have one, a disposable will be given to them. If they have a medical condition that does not allow for mask-wearing, they will be excused from wearing one.
* Staff members will wash their hands after PPE removal per proper handwashing techniques.
* If the speech pathologist does not have a shield, one will be provided for him (he is part of Scappoose School District)
* Student requirement for mask wearing is predicated on decisions by the state. All students will be required to wear a mask to school. This includes all students, grades K-8, unless medical conditions prohibit them from wearing one. Students should have their own masks, labeled. A separate mask will be kept at school in a paper sack with the child’s name on it, in the event one has not been able to acquire one or one has not been brought to school. If a student needs a mask, they need to contact the principal.
* <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
* Students who abstain from wearing a face covering, or students whose families determine the student will not wear a face covering, during On-Site instruction must be provided access to instruction. Comprehensive Distance Learning may be an option, however additional provisions apply to students protected under ADA and IDEA.
* SCFS doesn’t have a school nurse, but office staff who monitors or cares for a sick child will wear mask, shields, and gloves.
* Any adult who is not-staff is required to wear a mask upon entry unless that adult has a medical exception.. SCFS will follow current state guidelines as to whether children are required to wear a mask.
* If a student chooses not to wear a mask, he/she will continue to be provided all instructional services.
* Any staff member who cannot wear a mask due to ADA accommodations will be limited in both distance and involvement in working with students to eliminate expose.
* Any student who cannot wear a mask due to medical issues will be excused from wearing a mask.
* School will have accessible to staff clear face shields or clear face masks.
 |
| [x]  | Face shields or clear plastic barriers for:* Speech Language Pathologists, Speech Language Pathology Assistants, or other adults providing articulation therapy.
* Front office staff.
 |
| [x]  | 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. |
| [x]  | **Students who choose not to wear face coverings must be provided access to instruction.** |
| [x]  | **ADA accommodations:** 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. |

**1i. ISOLATION MEASURES**

| **OHA/ODE Requirements** | **Hybrid/Onsite Plan** |
| --- | --- |
| [x]  | 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. | Refer to SCFS’s Communicable Disease Management Plan for isolation measures.* Students exhibiting symptoms will be isolated in the isolation room, with no other students or staff entering except for office personnel monitoring them. The student who is isolated will be required to wear a mask, supplied by the school. If a staff member is exhibiting symptoms, that individual will be required to go home for the remainder of that day and not return until either tested or symptoms have disappeared per CDC recommendations.
* Parents must remain at school upon student arrival until child has completed screening.
* In the event of a student developing symptoms at school, they will be isolated in the isolation room.
* When parent arrives to transport a symptomatic student, they will use the isolation room’s exterior door (formerly family room) to exit.
* Room will be completely sanitized after departure.
* If a staff member is too ill to drive, a family member will be contacted to provide transportation.
* If it appears that a student/staff member has severe symptoms, we will contact District Nurse or Public Health prior to a 911 call.
* Constant reminder to families and staff that anyone associated with the schools should not come to the school and will be sent home if they have symptoms
* If symptomatic we will recommend that they seek COVID-19 testing from the Public Health Authority or their physician.
* If they have a positive COVID-19 test result (PCR) they must remain home for at least **10 days** after illness onset and **24 hours** after fever is gone without using fever-reducing medicine or they have had two subsequent COVID-19 tests at least **24 hours apart and 72 hours** after fever is gone without using fever reducing medicine.
* If they have a negative COVID test or do not have testing, they should remain home until **24 hours after** the fever is gone without fever-reducing medicine and any other symptoms are in decline.

A record of any staff or student who has exhibited symptoms and was either isolated or sent home will be kept in the office and available for LPHA |
| [x]  | 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.* Work with school nurses, health care providers, or other staff with expertise to determine necessary modifications to areas where staff/students will be isolated.
* Consider required physical arrangements to reduce risk of disease transmission.
* Plan for the needs of generally well students who need medication or routine treatment, as well as students who may show signs of illness.
 |
| [x]  | 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. |
| [x]  | Establish procedures for safely transporting anyone who is sick to their home or to a health care facility. |
| [x]  | 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.* Symptomatic staff or students should seek COVID-19 testing from their regular physician or through the local public health authority.
* 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.
	+ 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
* 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.
* 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.
 |
| [ ]  | 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). |
| [ ]  | Record and monitor the students and staff being isolated or sent home for the LPHA review. |

| **""** | **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**

| **OHA/ODE Requirements** | **Hybrid/Onsite Plan** |
| --- | --- |
| [x]  | Enroll all students following the standard Oregon Department of Education guidelines. | All students will be enrolled following the Oregon Department of Education Guidelines.No student will be dropped for non-attendance if they meet any of the following conditions:* Are identified as vulnerable, or otherwise considered to be part of a population vulnerable to infection with COVID-19
* Have COVID-19 symptoms for ten consecutive or more days
* Have members of the family are highly vulnerable to infection with COVID-19

Any student who cannot attend in-person will be given alternate assignments by the teacher-of-record. At times, it may be possible to have the student connected via technology.Any family who is fearful of their child being at school may request that they child or children be placed in the Distance Learning model if they make the request with the principal. |
| [x]  | Do not disenroll students for non-attendance if they meet the following conditions:* Are identified as high-risk, or otherwise considered to be part of a population vulnerable to infection with COVID-19, or
* Have COVID-19 symptoms for 10 consecutive school days or longer.
 |
| [x]  | Design attendance policies to account for students who do not attend in-person due to student or family health and safety concerns. |

**2b. ATTENDANCE**

| **OHA/ODE Requirements** | **Hybrid/Onsite Plan** |
| --- | --- |
| [x]  | **On-Site school students**: Full-time and part-timestudents follow normal reporting policy and procedures. | * Attendance will comply with the instructional time requirements in [OAR 581-022-2320.](https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=250536)
* Instructional time will follow the guidelines as stipulated by [OAR 581-022-0102](https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=252828#:~:text=The%20following%20definitions%20apply%20to,%2C%20emotional%2C%20and%20intellectual%20development.)
* School will continue to follow the pattern it has established in the past of daily attendance for each student, by face-to-face, verbal contact through virtual meetings or telephone, or online communication including email and online work/discussions.
* School will meet the Division 22 requirements set by the state.
* School will continue to teach the essential academic content in the specific areas for a well-rounded education
* Teachers will communicate with parents on a minimum of a bi-weekly basis to ensure that families are kept current
* Attendance policies will encourage students and staff to remain home if they are ill.
* School may also use log-in information on academic online programs that students use for daily engagement.
* Teachers will report when there is at least a 20% absence rate above the normal rate of attendance.
* This information will be presented to District Nurse and/or Public Health. All attendance will be taken by the teacher of record.
* The two attendance connections, as recommended by ODE, will be comprised of contact involving curriculum and learning, following state guidelines.
* After a week of non-contact, families will be contacted by teacher of record or principal.
* Teachers will be available for parental or student contact during the school week. SCFS will not be following the state furlough policy but engaging five days per week.
* Teachers are not obligated to be available on weekends or designated holidays.
* Teachers will respond to communication by the end of the second school day after receiving a form of communication from the student or family.
* If a student is to check in with a teacher and does not have access to the appropriate technology, the technology will be provided for that student or an alternate method of contact may be used, including telephone calls.
* South Columbia Family School does not have any part time students.
 |
| [x]  | **Full-Time Online and/or Hybrid school students**: 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 should not be any need to reprogram student information systems to accommodate for this change and the addition of the hybrid setting.* 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.
* For the purposes of this section, please use the following definition and clarification: **Online and/or Hybrid Check-in:** 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.
* The student must check-in **at least** twice a week with their teacher(s) of record on **at least** two separate weekdays in order to be counted as present for all five days of that week.
* 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 5 days scheduled in the week).
* The student must be counted as absent for the entire week (5 days, if there are 5 days scheduled in the week) if they do not report in at all during the week.
* Note: If a district schedule is based on a 4-day school week, the student would still need tocheck in twice a week as described above in order to be counted as present for the entire week (4 days) and once a week to be counted as present for half of the week (2 days).
* 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).
 |
| [x]  | **Part-time students receiving online and/or hybrid instruction (not college courses):** 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 1 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. |

**2c. TECHNOLOGY**

| **OHA/ODE Requirements** | **Hybrid/Onsite Plan** |
| --- | --- |
| [x]  | Update procedures for district-owned devices to match cleaning requirements (see section 2d of the ***Ready Schools, Safe Learners*** guidance). | * All school-owned devices will be sanitized after individual student usage.
* If devices have been checked out to families, they will sit for a minimum of two days prior to sanitizing them.

If SCFS has to redistribute school-owned devices and provide for them being returned, social distancing will be followed. The following two practices may be used:1. Drive-by check-out and check-in, with social distancing, masks, and gloves required. Families will be assigned specific times, and not be able to leave their vehicles.
2. Distribute and collect using same process as used at the end of 2019-2020 school year. Family given a time, and each teacher had table by their room entrance. Families returned school devices and curriculum in boxes to individual teachers, allowing for social distancing.
3. A database verifies which ones were returned.
4. Teachers may use Gradelink and Google Classroom, plus email, for assignment collections, limiting some, but not all, usage of paper.
5. Plan for [Distance Learning](https://www.scfamilyschool.net/emergency-plan-response-to-covid-19) if the LPHA requires this.
6. Staff will review technology privacy policies and update them. Include in the policy information on virtual protocols, including online behavior.
7. Introduce parents and students to both Gradelink and Google Classroom. Each family should get the app from Gradelink since this is how the principal can send blanket texts and emails, especially during a closure.
 |
| [x]  | 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** |
| --- | --- |
| [x]  | **Handwashing:** All people on campus should be advised and encouraged to wash their hands frequently. | * **Handwashing:** Anyone entering the school must sanitize their hands at the entrance to the individual classrooms and office. Students will sanitize after using play equipment, PE material, shared devices, before and after lunch, and after any venture outside.
* **Equipment:** If equipment is used by more than one individual, that equipment will be sanitized prior to another individual using it. This includes outdoor play equipment, iPads, and PE/recess material. Students should have own pens, pencils, crayons, and other personal school items.
* **Events**: Any specialized event will be handled virtually. As an example, the school may have a virtual assembly.
* **Transitions/Hallways:** No student will be using hallways except the 3-5 grade cohort which must use the restroom by the office. All other classrooms will be self-contained with their own restrooms and entries to the school. If a student must go to the office, they will use the exterior deck instead of going through another classroom. Younger children will be monitored by office staff if they need to go to the office. Individual teachers will contact the office through the use of phones in the event that a student needs to be transported by office personnel. An example of this may be when SCFS students go to Warren Elementary (on the same campus) for special services.

Transitions will be within the cohort, itself. Students will not come in contact with other students during the day. Lunches will be eaten in the classroom unless the weather allows for eating outside, using social distancing.* **Personal Property**: All personal property of students should be labeled, including lunch sacks. Only items associated with the learning environment will be allowed. Students are not to bring personal toys, stuffed animals, or other items that are not part of the required list of supplies. No common area of students’ personal effects will be available. Each student may have a separate cubby for their usage, and it will be sanitized at the end of the day.
 |
| [ ]  | **Equipment:** Develop and use sanitizing protocols for all equipment used by more than one individual or purchase equipment for individual use. |
| [x]  | **Events:** 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. |
| [x]  | **Transitions/Hallways:** Limit transitions to the extent possible. Create hallway procedures to promote physical distancing and minimize gatherings. |
| [ ]  | **Personal Property**: 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** |
| --- | --- |
| [x]  | Physical distancing, stable cohorts, square footage, and cleaning requirements must be maintained during arrival and dismissal procedures. | * School has been divided into cohorts of no more than ten students.
* SCFS will work with Head Start and Warren Elementary to ensure staggered start times.
* There will be three entrances for classes: two are the exterior doors of individual classrooms and one is through the office entry to prohibit inter-cohort mixing.
* Each student with parent will go to the entrance door for their classroom, following social distancing (signs and ground markers) where they will be screened by their teacher of record and sanitize their hands. Upon entry, teacher will complete the contact tracing form.
* Signage will be in four colors: Green (K,1,2) Blue (3,4,5), Yellow (6,7,8) and Red (exits).
* Dismissal will follow the same pattern.
* Due to the layout of our school (see preceding map link), this process makes the most sense.
* Automatic hand sanitizers will be located at the entrance of each teacher’s room, in the office, and in the sick room.
 |
| [x]  | Create schedule(s) and communicate staggered arrival and/or dismissal times. |
| [x]  | Assign students or cohorts to an entrance; assign staff member(s) to conduct visual screenings (see section 1f of the ***Ready Schools, Safe Learners*** guidance). |
| [x]  | Develop sign-in/sign-out protocol to help facilitate contact tracing:* Eliminate shared pen and paper sign-in/sign-out sheets.
* Ensure hand sanitizer is available if signing children in or out on an electronic device.
 |
| [x]  | Install hand sanitizer dispensers near all entry doors and other high-traffic areas. |
| [ ]  | Establish and clearly communicate procedures for keeping caregiver drop-off/pick-up as brief as possible. |

**2f. CLASSROOMS/REPURPOSED LEARNING SPACES**

| **OHA/ODE Requirements** | **Hybrid/Onsite Plan** |
| --- | --- |
| [x]  | **Seating:** 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. | * **Seating:** Students will have individual stable, spaced allowing for 35 square feet per student/six feet apart. Students will be in the same seat each day. See [pictures](https://www.scfamilyschool.net/emergency-plan-response-to-covid-19) of school for validation
* **Materials:** Each student will have their own box/cubby for personal items that won’t be shared. In the event something is shared (scissors/glue) it will be sanitized between users. All rooms have sinks for washing hands and hand sanitizer available for constant using.
* **Handwashing:** Students are required to wash (or sanitize) hands upon entry, prior to lunch, after lunch, prior to recess and after recess. If using technology, prior to use and after use. Each class will, also, have hand sanitizer areas. Teachers will model proper handwashing methods.
 |
| [x]  | **Materials:** 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. |
| [x]  | **Handwashing:** 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.* Wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol.
 |

**2g. PLAYGROUNDS, FIELDS, RECESS, AND BREAKS**

| **OHA/ODE Requirements** | **Hybrid/Onsite Plan** |
| --- | --- |
| [x]  | Keep school playgrounds closed to the general public until park playground equipment and benches reopen in the community (see Oregon Health Authority’s [Specific Guidance for Outdoor Recreation Organizations](https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2342E.pdf)). | * Playgrounds will be closed until opened by the state. Even if permitted usage by the state, the administration may not permit usage if we don’t have the staff to sanitize it between cohorts. If the school does use it, playground equipment will be sanitized following the recommendations for outdoor play equipment. Sanitizing will occur after each cohort’s use.
* Students will wash hands prior to and after using playground equipment.
* Each classroom will have their own set of equipment to use.
* Each cohort, if outside during recess, will be a stable cohort with a maximum of ten students.
* SCFS will work with Warren Elementary and Head Start regarding signage and restricting access to equipment.
* Teachers will develop recess and [PE activities](https://www.asphaltgreen.org/blog/rep-it-out-games-for-social-distancing) that emphasize social distancing.
 |
| [x]  | Students must wash hands before and after using playground equipment. |
| [x]  | Designate playground and shared equipment solely for the use of one cohort at a time. Disinfect between sessions and between each group’s use. |
| [x]  | Cleaning requirements must be maintained (see section 2j of the ***Ready Schools, Safe Learners*** guidance). |
| [x]  | Maintain physical distancing requirements, stable cohorts, and square footage requirements. |
| [x]  | Provide signage and restrict access to outdoor equipment (including sports equipment, etc.). |
| [x]  | Design recess activities that allow for physical distancing and maintenance of stable cohorts. |
| [x]  | Clean all outdoor equipment between cohorts. |

**2h. MEAL SERVICE/NUTRITION**

| **OHA/ODE Requirements** | **Hybrid/Onsite Plan** |
| --- | --- |
| [ ]  | Include meal services/nutrition staff in planning for school reentry. | N/A South Columbia Family School does not provide food for our students. Children bring their own lunches. Lunches will be eaten in the classroom or outside, following proper distance guidelines. |
| [ ]  | Staff serving meals must wear face shields or face covering(see section 1h of the ***Ready Schools, Safe Learners*** guidance). |
| [ ]  | Students must wash hands before meals and should be encouraged to do so after. |
| [ ]  | Appropriate daily cleaning of meal items (e.g., plates, utensils, transport items) in classrooms where meals are consumed. |
| [ ]  | Cleaning and sanitizing of meal touch-points and meal counting system between stable cohorts. |
| [ ]  | Adequate cleaning of tables between meal periods. |

**2i. TRANSPORTATION**

| **OHA/ODE Requirements** | **Hybrid/Onsite Plan** |
| --- | --- |
| [ ]  | Include transportation departments (and associated contracted providers, if used) in planning for return to service. | N/A South Columbia Family School does not provide transportation for our students except for field trips. All bus-related field trips are cancelled until further notice. |
| [ ]  | 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 ***Ready Schools, Safe Learners*** guidance). |
| [ ]  | Develop protocol for loading/unloading that includes visual screening for students exhibiting symptoms and logs for contact-tracing.* 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.
	+ If arriving at school, notify staff to begin isolation measures.
	+ If transporting for dismissal and the student displays an onset of symptoms, notify the school.
 |
| [ ]  | 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. |
| [ ]  | Drivers wear face shields or face coverings. |
| [ ]  | 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). |

**2j. CLEANING, DISINFECTION, AND VENTILATION**

| **OHA/ODE Requirements** | **Hybrid/Onsite Plan** |
| --- | --- |
| [x]  | 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 ([CDC guidance)](https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html) environments, including classrooms, cafeteria settings, restrooms, and playgrounds. | * Daily cleaning and disinfecting frequently touched surfaces, following [CDC guidelines](https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html) , will be done as follows: Commonly touched areas such as door handles, sink handles, and, if used, playground equipment will be cleaned a minimum of three times per day. If playground equipment is used, it will be sanitized after every cohort. Each cohort will have their own box of playground toys which will be sanitized after usage. Although encouraged to have own material, anything shared by students (iPad or computer) will be sanitized after each use. At the end of the day, each table, desk, and common areas will be sanitized. (Virex II will be used, as will EPA-approved wipes).
* We may not use the play equipment until parks are cleared by the state. If so, we will use proper methods for spraying them after each cohort’s usage. The same would be used for any equipment used by a student at recess.
* Virex II will be commonly used around the school, following the directions of remaining on the surface for ten minutes prior to wiping for maximum effectiveness. Only Virex II bottles will be used for spraying. Also, surfaces may be cleaned using disinfectant wipes, approved by ODE and [EPA.](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19)
* Windows will frequently be opened to allow for increased circulation. Each classroom and the office have exterior windows allowing for this. No fans will be used.
* If increased ventilation is required for a student or students, the school will try to place them close to a window that is open.
* Facility will be cleaned daily to prevent transmission of the virus. Bathrooms will be sprayed three times per day due to the closed space.
* HVAC systems will be serviced more frequently than prior years, with a HEPA filter used for greatest effectiveness.
 |
| [x]  | Apply disinfectants safely and correctly following labeling direction as specified by the manufacturer. Keep these products away from students. |
| [x]  | 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 not 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. |
| [x]  | Consider the need for increased ventilation in areas where students with special health care needs receive medication or treatments. |
| [x]  | Facilities should be cleaned and disinfected at least daily to prevent transmission of the virus from surfaces (see [CDC’s guidance on disinfecting public spaces](https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html)). |
| [x]  | Air circulation and filtration are helpful factors in reducing airborne viruses. Consider modification or enhancement of building ventilation where feasible (see [CDC’s guidance on ventilation and filtration](https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html) and [American Society of Heating, Refrigerating, and Air-Conditioning Engineers’ guidance](https://www.ashrae.org/news/ashraejournal/guidance-for-building-operations-during-the-covid-19-pandemic)). |

**2k. HEALTH SERVCIES**

| **OHA/ODE Requirements** | **Hybrid/Onsite Plan** |
| --- | --- |
| [x]  | 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. | * SCFS’s “family room” has been converted to a sick room for students. It is adjacent to the office to allow for monitoring.
* SCFS does not have a school nurse but will defer to the Scappoose School District’s nurse or other local health professionals, including speech therapist and LPHA.
* Immunization of students (and staff during flu season) is a continual recommendation, but we do have a significant number of parents who oppose vaccines. Behavioral health links are given on our website, and we use Scappoose School District’s psychologists and social workers for support, if needed.
 |
| [x]  | 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). |
| [x]  | Prioritize immunizations and other needed health services for students, including behavioral health and reproductive health services. |

| "" | **3. Response to Outbreak** |
| --- | --- |

**3a. PREVENTION AND PLANNING**

| **OHA/ODE Requirements** | **Hybrid/Onsite Plan** |
| --- | --- |
| [x]  | Coordinate with Local Public Health Authority (LPHA) to establish communication channels related to current transmission level. | * Columbia County Public Health has already been contacted, and SCFS understands the process of communication with them on current transmission levels in our area.
* Due to the small size of the school (83 students) and staff (6 adults), the emergency response will come from administration and office manager. Principal will be primary person for responding, with the office administrator second. Key stakeholders include LPHA of Columbia County, Scappoose School Districts, students, and families of the school.
* The school will work directly with Columbia County Public Health (the director’s children attend our school) and follow any restrictions given by them for closures or observations. The school will provide all contact tracing forms for them.
 |
| [x]  | Establish a specific emergency response framework with key stakeholders. |
| [x]  | 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. |

**3b. RESPONSE**

| **OHA/ODE Requirements** | **Hybrid/Onsite Plan** |
| --- | --- |
| [x]  | Follow the district’s or school’s outbreak response protocol. Coordinate with the LPHA for any outbreak response. | [See Communicable Disease Management Plan, COVID-19 Response](https://www.scfamilyschool.net/emergency-plan-response-to-covid-19)SCFS will follow the protocols given by our LPHA if we have an outbreak or contact concerns. We will report to them:* Any diagnosis of COVID-19 of any person who has been within the school (we can’t just state on campus since we share the campus with two other schools
* Any cluster of illness of 2 or more with similar types among staff or students

We will, also, follow the following protocols:* If identified, the response team (see above) will work with the LPHA and Scappoose School District nurse to follow all safety protocols, including closures, if needed.
* No large school events will be occurring, so no cancellation is required
* Implement Short-Term [Distance Learning Plan](https://www.scfamilyschool.net/emergency-plan-response-to-covid-19)
* No meals need to be provided since SCFS does not provide meals.
* Communicate with stakeholders via emails, texts, and website the criteria to resume with a potential timeline for families.
 |
| [x]  | 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. |
| [x]  | Report to the LPHA any cluster of illness (2 or more people with similar illness) among staff or students. |
| [x]  | When cases are identified in the local region, a response team should be assembled within the district and responsibilities assigned within the district. |
| [x]  | Modify, postpone, or cancel large school events as coordinated with the LPHA. |
| [x]  | If the school is closed, implement Short-Term Distance Learning or Comprehensive Distance Learning models for all staff/students. |
| [x]  | Continue to provide meals for students. |
| [x]  | Communicate criteria that must be met in order for On-Site instruction to resume and relevant timelines with families. |

**3c. RECOVERY AND REENTRY**

| **OHA/ODE Requirements** | **Hybrid/Onsite Plan** |
| --- | --- |
| [x]  | Plan instructional models that support all learners in Comprehensive Distance Learning. | * See [Distance Learning Plan](https://www.scfamilyschool.net/emergency-plan-response-to-covid-19). Since our parents are used to working at home with their children, the transition to full time Comprehensive Distance Learning, this is rapidly attainable. Continue to support all student online, including those on IEPs or 504s.
* Cleaning for reentry would be contracted out to either our current custodian (who works for Scappoose District) or, if needed, an outside agency for deep cleaning.
* Families would be notified via email, texting, and website on options, efforts, and methods to returning to On-Site, including reminders about proper procedures for distancing, hygiene, and remaining home. Telephone calls would, also, be an option, with a scripted message. Emphasis will be placed on those students who are vulnerable and options for them. Include staff options, too.
* We would follow LPHA’s guidance in having a safe return to school.

\*\*Note: We have worked with LPHA previously due to a student who had whooping cough at our school in Fall, 2019. We closed one cohort for the required days, following their guidelines so we are familiar with the process. |
| [x]  | Clean, sanitize, and disinfect surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and follow [CDC guidance](https://www.cdc.gov/coronavirus/2019-ncov/community/clean-disinfect/index.html) for classrooms, cafeteria settings, restrooms, and playgrounds. |
| [x]  | Communicate with families about options and efforts to support returning to On-Site instruction. |
| [x]  | Follow the LPHA guidance to begin bringing students back into On-Site instruction. * Consider smaller groups, cohorts, and rotating schedules to allow for a safe return to schools.
 |



**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.*

| [x]  | 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***Include how/why the school is currently unable to meet them* |
| --- | --- |
|  |  |

1. 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. [↑](#footnote-ref-1)
2. 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. [↑](#footnote-ref-2)
3. 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](http://www.nrc4tribes.org/files/Tab%209_9H%20Oregon%20SB770.pdf) basis. [↑](#footnote-ref-3)