

School-Level COVID-19 Management Plan Template For School Year 2022-23



School/District/Program Information

District or Education Service District Name and ID: Lincoln County School District. 2097

School or Program Name: Taft Elementary

Contact Name and Title: Rebecca Bostwick, Principal

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Table 1.



SECTION 1. Clarifying Roles and Responsibilities

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

Table 2. Roles and Responsibilities

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
Building Lead / Administrator	<ul style="list-style-type: none"> • Educates staff, families, and students on policies regarding visitors and volunteers, ensuring health and safety are being maintained. • In consultation with district leadership and LPHA staff, determines the level and type of response that is required/necessary. • Acts as key spokesperson to communicate health-related matters within school community members, health partners, and other local partners. • Educates staff, families, and students on policies regarding visitors and volunteers, ensuring health and safety are being maintained. 	Rebecca Bostwick, Principal	Ashley Freschi, Assistant Principal
School Safety Team Representative (<i>or staff member knowledgeable about risks within a school, emergency response, or operations planning</i>)	<ul style="list-style-type: none"> • Trains staff at the start of the academic year and at periodic intervals on communicable disease management procedures. • Leads debrief of communicable disease event, informing continuous improvement of the planning, prevention, response, and recovery system. 	Rebecca Bostwick, Principal Teri Smith, Health Assistant Sherri Tenney, Lead Custodian Heather Nerup, Safety Team Lead	Ashley Freschi, Assistant Principal

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
Health Representative (<i>health aid, administrator, school/district nurse, ESD support</i>)	<ul style="list-style-type: none"> • Supports building lead/administrator in determining the level and type of response that is necessary. • Reports to the LPHA any cluster of illness among staff or students. • Provides requested logs and information to the LPHA in a timely manner. 	Michelle Bracy, North Area Nurse	Julie Turner, LCSD Nurse
School Support Staff as needed (<i>transportation, food service, maintenance/custodial</i>)	<ul style="list-style-type: none"> • Advises on prevention/response procedures that are required to maintain student services. 	Karen Gray - Superintendent Susan Van Liew – Assistant Superintendent Rich Belloni – Facilities Director Kim Cusick – Business Director	Karen Gray - Superintendent Susan Van Liew – Assistant Superintendent Rich Belloni – Facilities Director Kim Cusick – Business Director
Communications Lead (<i>staff member responsible for ensuring internal/external messaging is completed</i>)	<ul style="list-style-type: none"> • Ensures accurate, clear, and timely information is communicated including those who may have been exposed, a description of how the school is responding, and action community members can take to protect their health. • Shares communications in all languages relevant to school community. 	Susan Van Liew – Assistant Superintendent	Sandy Mummey – Equitable and Healthy Schools Administrator
District Level Leadership Support (<i>staff member in which to consult surrounding a communicable disease event</i>)	<ul style="list-style-type: none"> • Has responsibility over COVID-19 response during periods of high transmission. May act as school level support to Building lead/Administrator activating a scaled response. • Responds to media inquiries during the communicable disease event and ensures that those responsible for communication are designated speakers. 	Susan Van Liew – Assistant Superintendent	Karen Gray – Superintendent Sandy Mummey – Equitable and Healthy Schools Administrator

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
Main Contact within Local Public Health Authority (LPHA)	<ul style="list-style-type: none"> Notifies Building Lead/Administrator of communicable disease outbreak and offers recommendations for appropriate response. Key spokesperson to communicate on health-related matters with community members, health facility staff, and other local community partners. 	Callie Lamendola-Gilliam, LC Public Health	Florence Portal, Director of LC Public Health
Others as identified by team	<ul style="list-style-type: none"> Supports accurate, clear, and timely information is communicated including those who may have been exposed, a description of how the school is responding, and action community members can take to protect their health. Helps support COVID-19 response during periods of high transmission. May act as school level support to Building lead/Administrator activating a scaled response. 	LCSD Nursing Staff: <ul style="list-style-type: none"> Julie Turner Mollie Vance Scott Dieker Michelle Bracy 	



Section 2. Equity and Mental Health

Preparing a plan that centers equity and supports mental health

Preparing a school to manage COVID-19 requires an inclusive and holistic approach to protect access to in-person learning for all students. In this section suggested resources are offered to help prepare for COVID-19 management while centering an equitable and caring response.

Centering Equity

Identify existing district or school plans and tools that can be utilized when centering equity in prevention, response, and recovery from incidents of COVID-19 (e.g., district or school equity plans/stances/lenses/decision tools, Equity Committee or Team protocols, district or school systems for including student voice, existing agreements or community engagement or consultation models, Tribal Consultation¹, etc.)

¹ Tribal Consultation is a separate process from stakeholder engagement; consultation recognizes and affirms tribal rights of self-government and tribal sovereignty, and mandates state government to work with American Indian nations on a [government-to-government](#) basis.

- [Data for Decisions Dashboard](#)
- [COVID-19 Testing in Oregon’s K-12 Schools](#)
- Policy AA – Equity
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Table 3. Centering Equity

OHA/ODE Recommendation(s)	Response:
Describe how you identify those in your school setting that are disproportionately impacted by COVID-19 and which students and families may need differentiated or additional support.	<ul style="list-style-type: none"> ● LCSD policies, protocols and procedures are focused on providing equitable access to evidence-based instructional practices that target the unique academic and social-emotional learning needs of our students in the midst of and in response to the trauma and disrupted learning created by the pandemic. ● LCSD schools in the Lincoln City and Newport areas have Bilingual tutors and either ESOL or ELL teachers. Waldport schools share an ESOL teacher. ● Translations to the home language are provided and the district has a Hispanic Family Liaison.
Describe the process by which the school will implement a differentiated plan for those that are disproportionately impacted, historically underserved or at higher risk of negative impacts or complications related to COVID-19.	<ul style="list-style-type: none"> ● LCSD policies, protocols and procedures are focused on providing equitable access to evidence-based instructional practices that target the unique academic and social-emotional learning needs of our students in the midst of and in response to the trauma and disrupted learning created by the pandemic. ● LCSD schools in the Lincoln City and Newport areas have Bilingual tutors and either ESOL or ELL teachers. Waldport schools share an ESOL teacher. ● Translations to the home language are provided and the district has a Hispanic Family Liaison.
What support, training or logistics need to be in place to ensure that the named strategies are understood, implemented, and monitored successfully.	<ul style="list-style-type: none"> ● Taft Elementary School will provide training to staff at the beginning of the school year and any time there is increased transmission. ● Signage will be hung in the buildings (i.e.; entrance and exit, hallways, bathroom). ● Visual screening will occur upon entering the building and throughout the day to monitor for symptoms that require further attention. ● Building administrator will provide reminders to staff and students as needed.

Mental Health Supports

Schools are encouraged to continue to prioritize cultivating care, connection, and community to support the mental, emotional, and social health and well-being of students, families, staff, and administrators.

Identify existing district or school plans and tools that can be utilized in supporting student and staff wellbeing and mental health during prevention, response, and recovery from incidents of COVID-19 (e.g., counseling services; partnerships with community mental and behavioral health providers; school district suicide prevention, intervention, and postvention plan; School Based Health Center resources; tribal resources, etc.)

- [Back to School After Disruptions](#)
- [LCSD Virtual Wellness Page](#)
- [LCSD Mental Health and Wellness Page](#)
- Oregon Health Authority [Youth Suicide Prevention](#)

Table 4. Mental Health Supports

OHA/ODE Recommendation(s)	Response:
Describe how you will devote time for students and staff to connect and build relationships.	<ul style="list-style-type: none"> ● Return to five days per week. ● Half day early release with specified nondirected time for staff to meet. ● Counseling Department using ASCA model (DESSA) ● Home Language Translation ● Building and District Hispanic Liaison ● Open houses or family nights are planned to begin building relationships with student and their families ● Back to School After Disruptions
Describe how you will ensure class time, and individual time if needed, for creative opportunities that allow students and staff to explore and process their experiences.	<ul style="list-style-type: none"> ● Daily dedicated Social Emotional Learning time for all students ● LCSD’s Student Body continues to interact in various ways throughout the school year. The student council hosts many fundraisers, activities, and events that focus on student to student relationships and team building. ● LCSD has hired Service Coordinators will be available to students and families navigate school and community systems

OHA/ODE Recommendation(s)	Response:
Describe how you will link staff, students and families with culturally relevant health and mental health services and supports.	<p>Students, staff, and families are communicated with in regards to both mental and physical health resources:</p> <ul style="list-style-type: none"> • School counselors in every school building. • Service Coordinators will be available to students and families navigate school and community systems • Psychological First Aid training • Mental Health First Aid training • Partnering with DHS, L.C. Mental Health, other mental health professionals • School Based Health Centers • Responding to Coronavirus through PBIS
Describe how you will foster peer/student lead initiatives on wellbeing and mental health.	<ul style="list-style-type: none"> • Involving/incorporating student voice when it comes to wellbeing and mental health through student leadership. • Students assigned to new students to support them for a week. • Leadership groups will provide input on what to use during the “5 minute Breath Break”. • LCSD Virtual Wellness Center



Section 3. COVID-19 Outbreak Prevention, Response & Recovery: Implementing mitigation activities, responding to periods of increased transmission, resuming baseline level mitigation, and debriefing actions to improve the process

Planning for and implementing proactive health and safety mitigation measures assists schools in reducing COVID-19 transmission within the school environment for students, staff, and community members. COVID-19 will continue to circulate in our communities and our schools for the indefinite future. Schools will utilize different mitigation measures based on COVID-19 transmission within their facilities and communities. In the following section, teams will document their school’s approach to the CDC, OHA and ODE advised health and safety measures at baseline, during increased COVID-19 transmission, and as they roll back the increased mitigating measures, incorporating lessons learned.

Resources:

1. [LCSD Pandemic Flu & Infectious Disease with Covid-19 Appendix](#)
2. [CDC Guidance for COVID-19 Prevention in K-12 Schools](#)
3. [Communicable Disease Guidance for Schools](#) which includes information regarding
 - Symptom-Based Exclusion Guidelines (pages 8-12)
 - Transmission Routes (pages 29-32)
 - Prevention or Mitigation Measures (pages 5-6)
 - School Attendance Restrictions and Reporting (page 33)
4. [COVID-19 Investigative Guidelines](#)
5. [Planning for COVID-19 Scenarios in School](#)
6. [CDC COVID-19 Community Levels](#)
7. [Supports for Continuity of Services](#)

Table 5. COVID-19 Mitigating Measures

OHA/ODE Recommendation(s) Layered Health and Safety Measures	BASELINE MEASURES: describe what mitigating measures will the school implement all of the time, each and every day of the school year to reduce the spread of COVID-19 and protect in-person instruction?
COVID-19 Vaccination	CDC, OHA, and ODE recommend COVID-19 vaccination for all eligible individuals. LCSD will offer COVID-19 vaccine clinics or notices about where to access vaccines in our community.
Face Coverings	Face coverings are not required. LCSD will support students, staff and parents in their personal decision regarding the use of face coverings while in attendance at school and school sponsored activities.
Isolation	Each school has designated a space for isolation for those experiencing COVID-19 symptoms. Each school has a designated health staff person trained in isolation procedures. Each designated health personnel have protective equipment from Covid-19. Each designated health personnel have training for First Aid and has access to a School Nurse. A separate room will be used for students who have symptoms unrelated to COVID-19.
Symptom Screening	LCSD will use the district guidance for symptom screening. When to Keep Your Child Home ¿CUÁNDO UN ESTUDIANTE DEBE QUEDARSE EN CASA Y NO IR A LA ESCUELA?
	LCSD will be offering COVID-19 testing for staff or students who, while at school, present with 2 or more primary symptoms of COVID-19.

OHA/ODE Recommendation(s) Layered Health and Safety Measures	BASELINE MEASURES: describe what mitigating measures will the school implement all of the time, each and every day of the school year to reduce the spread of COVID-19 and protect in-person instruction?
COVID-19 Testing	
Airflow and Circulation	LCSD's HVAC systems optimize indoor air quality by exchanging the air inside buildings and filtering it. LCSD has procedures in place to change air filters in all HVAC systems on a regular basis and keeps logs. LCSD has provided portable HEPA filtration devices in rooms with little or no ventilation and more than one occupant. Staff is allowed to open exterior windows unless it presents a health or safety risk.
Cohorting	Lincoln County School District will continue to design consistent cohorts for students to the extent possible at all grade levels.
Physical Distancing	Lincoln County School District (LCSD) will recommend physical distancing in all daily activities and instruction, maintaining at least 3 feet between students to the extent possible.
Hand Washing	<p>LCSD will ensure that students and staff have access to soap, water and alcohol-based hand sanitizer with 60-96% alcohol and will be encouraged and reminded to use these items especially during these key times: - Before, during, and after preparing food. - Before and after eating food. - Before and after caring for someone at home who is sick with COVID-19 symptoms, vomiting or diarrhea. - Before and after treating a cut or wound. - After using the toilet. - After changing diapers or cleaning up a child who has used the toilet. - After blowing your nose, coughing, or sneezing. - After touching an animal, animal feed, or animal waste. - After handling pet food or pet treats. - After touching garbage.</p> <p>Nurses will provide training to staff and students regarding proper handwashing and respiratory etiquette.</p>
Cleaning and Disinfection	LCSD and Sodexo will be following all guidance from ODE and OHA.
Training and Public Health Education	Building administrators, school nurses and public health will work together to ensure LCSD has appropriate training for each staff member and their role.

Table 6.

COVID-19 Mitigating Measures

<p>OHA/ODE Recommendation(s) Layered Health and Safety Measures</p>	<p>MEASURES DURING PERIODS OF HIGH TRANSMISSION*: describe what mitigating measures the school will implement during periods of high transmission to reduce the spread of COVID-19 and protect in- person learning? *Within the community, high transmission is defined at the county level through CDC COVID-19 Community Levels. Within a school, high transmission may be defined as high absenteeism or unusual spread within a cohort (e.g., a large outbreak in a classroom).</p>
<p>COVID-19 Vaccination</p>	<p>CDC, OHA, and ODE recommend COVID-19 vaccination for all eligible individuals. LCSD will offer COVID-19 vaccine clinics or notices about where to access vaccines in our community.</p>
<p>Face Coverings</p>	<p>CDC, OHA, and ODE recommend universal use of face coverings during periods of high transmission. LCSD will inform staff, students and families of the increased risk and will continue to allow personal choice regarding the wearing of face coverings unless face coverings become required by law.</p>
<p>Isolation</p>	<p>Each school has designated a space for isolation for those experiencing COVID-19 symptoms. Each school has a designated health staff person trained in isolation procedures. Each designated health personnel have protective equipment from Covid-19. Each designated health personnel have training for First Aid and has access to a School Nurse. A separate room will be used for students who have symptoms unrelated to COVID-19.</p>
<p>Symptom Screening</p>	<p>LCSD will use the district guidance for symptom screening. When to Keep Your Child Home ¿CUÁNDO UN ESTUDIANTE DEBE QUEDARSE EN CASA Y NO IR A LA ESCUELA? During periods of high transmission LCSD will inform the students, guardians and staff of an increased need to stay home if having symptoms of COVID-19.</p>
<p>COVID-19 Testing</p>	<p>LCSD will be offering COVID-19 testing for staff or students who, while at school, present with 2 or more primary symptoms of COVID-19.</p>
<p>Airflow and Circulation</p>	<p>LCSD's HVAC systems optimize indoor air quality by exchanging the air inside buildings and filtering it. LCSD has procedures in place to change air filters in all HVAC systems on a regular basis and keeps logs. LCSD has provided portable HEPA filtration devices in rooms with little or no ventilation and more than one occupant. Staff is allowed to open exterior windows unless it presents a health or safety risk.</p>
<p>Notification to school nurse and Local Public Health Authority</p>	<p>Schools should notify their LPHA about unusual respiratory disease activity if the following absence thresholds are met and at least some students are known to have influenza or COVID-like symptoms:</p> <ol style="list-style-type: none"> 1. At the school level: ≥ 30% absenteeism, with at least 10 students and staff absent 2. At the cohort level: ≥ 20% absenteeism, with at least 3 students and staff absent

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Cohorting ²	Lincoln County School District will continue to design consistent cohorts for students to the extent possible at all grade levels.
Physical Distancing	Lincoln County School District (LCSD) will recommend physical distancing in all daily activities and instruction, maintaining at least 3 feet between students to the extent possible.
Hand Washing	LCSD will inform the students, guardians and staff of an increased need for vigilance. LCSD will ensure that students and staff have access to soap, water and alcohol-based hand sanitizer with 60-96% alcohol and will be encouraged and reminded to use these items especially during these key times: - Before, during, and after preparing food. - Before and after eating food. - Before and after caring for someone at home who is sick with COVID-19 symptoms, vomiting or diarrhea. - Before and after treating a cut or wound. - After using the toilet. - After changing diapers or cleaning up a child who has used the toilet. - After blowing your nose, coughing, or sneezing. - After touching an animal, animal feed, or animal waste. - After handling pet food or pet treats. - After touching garbage. Nurses will provide training to staff and students regarding proper handwashing and respiratory etiquette.
Cleaning and Disinfection	Building administrators, nurses or district staff will inform custodial staff of a need to increase cleaning regimen.
Training and Public Health Education	LCSD will inform the students, guardians and staff of an increased need for vigilance. Building administrators, school nurses and public health will work together to ensure LCSD has appropriate training for each staff member and their role.

² Cohorting refers to establishing a consistent group of students that stay together for a significant portion of the school day. Examples include stable mealtime cohorts, classrooms, table groups, lunch bunches, and other group situations. Cohorts should be as small as feasible to minimize exposure.

Table 7.

COVID-19 Mitigating Measures

<p>OHA/ODE Recommendation(s) Layered Health and Safety Measures</p>	<p>STEPS FOR GRADUAL RETURN TO BASELINE RESPONSE: describe how does the school will gradually return to a baseline response. Describe how the school team will decide what measure(s) should remain at an increased level which others may not, prioritizing some measure(s) over others. How does the school reduce or make permanent implementation of enhanced mitigation measures once high transmission has ended?</p>
<p>COVID-19 Vaccination</p>	<p>CDC, OHA, and ODE recommend COVID-19 vaccination for all eligible individuals. LCSD will offer COVID-19 vaccine clinics or notices about where to access vaccines in our community.</p>
<p>Face Coverings</p>	<p>CDC, OHA, and ODE recommend universal use of face coverings during periods of high transmission. LCSD will inform staff, students and families of the increased risk and will continue to allow personal choice regarding the wearing of face coverings unless face coverings become required by law.</p>
<p>Isolation</p>	<p>All LCSD buildings will maintain health care and space that is appropriately supervised and adequately equipped for providing first aid, and isolates the sick or injured child. (OAR 581-022-2220).</p>
<p>Symptom Screening</p>	<p>LCSD will use the district guidance for symptom screening. When to Keep Your Child Home ¿CUÁNDO UN ESTUDIANTE DEBE QUEDARSE EN CASA Y NO IR A LA ESCUELA?</p>
<p>COVID-19 Testing</p>	<p>LCSD will be offering COVID-19 testing for staff or students who, while at school, present with 2 or more primary symptoms of COVID-19.</p>
<p>Airflow and Circulation</p>	<p>LCSD's HVAC systems optimize indoor air quality by exchanging the air inside buildings and filtering it. LCSD has procedures in place to change air filters in all HVAC systems on a regular basis and keeps logs. LCSD has provided portable HEPA filtration devices in rooms with little or no ventilation and more than one occupant. Staff is allowed to open exterior windows unless it presents a health or safety risk.</p>
<p>Cohorting</p>	<p>Lincoln County School District will continue to design consistent cohorts for students to the extent possible at all grade levels.</p>
<p>Physical Distancing</p>	<p>Lincoln County School District (LCSD) will recommend physical distancing in all daily activities and instruction, maintaining at least 3 feet between students to the extent possible.</p>
<p>Hand Washing</p>	<p>LCSD will ensure that students and staff have access to soap, water and alcohol-based hand sanitizer with 60-96% alcohol and will be encouraged and reminded to use these items especially during these key times: - Before, during, and after preparing food. - Before and after eating food. - Before and after caring for someone at home who is sick</p>

OHA/ODE Recommendation(s) Layered Health and Safety Measures	STEPS FOR GRADUAL RETURN TO BASELINE RESPONSE: describe how does the school will gradually return to a baseline response. Describe how the school team will decide what measure(s) should remain at an increased level which others may not, prioritizing some measure(s) over others. How does the school reduce or make permanent implementation of enhanced mitigation measures once high transmission has ended?
	with COVID-19 symptoms, vomiting or diarrhea. - Before and after treating a cut or wound. - After using the toilet. - After changing diapers or cleaning up a child who has used the toilet. - After blowing your nose, coughing, or sneezing. - After touching an animal, animal feed, or animal waste. - After handling pet food or pet treats. - After touching garbage. Nurses will provide training to staff and students regarding proper handwashing and respiratory etiquette.
Cleaning and Disinfection	Building administrators, nurses or district staff will inform custodial staff of a need to increase cleaning regimen.
Training and Public Health Education	Building administrators, school nurses and public health will work together to ensure LCSD has appropriate training for each staff member and their role.

PRACTICING PLAN TO IMPROVE PROCESS

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

This plan is available for public viewing at: [School Level Covid-19 Management Plan](#)

Date Last Updated: **8/22/22**

Date Last Practiced: