

## **Portland Adventist Elementary School** **Communicable Disease School Management Plan**

This document outlines the steps necessary to implement the reduction of a virus outbreak on our campus and maintain, to the greatest extent possible, the health of students and staff. In order for on-site learning to take place certain precautions must be observed, processes put in place, cleaning protocols followed, and all school personnel properly educated and trained.

The Oregon Conference of Seventh-day Adventists Education Department will submit the COVID-19 Weekly Status reports to ODE on behalf of **Portland Adventist Elementary School (PAES)**

**PAES designated Safety Officer is: Brandon O’Neal**

### **The Safety Officer is responsible to:**

1. Ensure that daily records, including contact tracing information, are kept of all who come and go throughout the school day. These logs must be maintained for a minimum of 4 weeks after completion of in-person/on-site instruction.
2. Maintain a student contact tracing plan, which must include student name, family and emergency contact information, drop off/pick time and adults responsible for both drop/off/pick-up and all staff that interact with each group of students.
3. Ensure health and safety precautions are followed and be accessible to all staff in the building to voice concerns or needs.
4. Create and facilitate a process to share named and anonymous concerns that can be reviewed on a daily and weekly basis by the Safety Officer.

### **PAES Emergency Preparedness Plan – Response to Outbreak**

1. Document any observed case of elevated temperature or other symptoms of COVID-19.
2. Report any cluster of illness (2 or more people with similar illness in the same cohort) to local public health authority (LPHA), typically the county Health Department (24/7 Insert name of County Disease Reporting Hotline Insert Phone Number Here) and follow any instructions received from them.
3. Report any confirmed case of COVID-19 to the LPHA.
4. Communicate potential or confirmed COVID-19 cases to the school community and other stakeholders.
  - a. Notify students, families, and staff who have come into close contact with a person who has COVID-19. The definition of exposure is being within 6 feet of a person who has COVID-19 for at least 15 cumulative minutes in a day.
  - b. Refer to “Planning for COVID-19 Scenarios in Schools” and OSHA’s model notification policy for communication samples.
5. If a positive case is confirmed, notify local superintendent Angela White (281-971-0080/503-850-3500).
6. Pending instructions from the LPHA:

- Discourage extracurricular activities and gatherings of staff, students and their families, both private and public.
  - Modify, postpone, or cancel any large-group school activities.
7. Collaborate with the LPHA to determine the need for and/or length of a cohort or whole-school closure. Again, refer to “Planning for COVID-19 Scenarios in Schools.”
  8. Ensure appropriate facility cleaning.

#### **Staff & Teacher Preparation Prior to Resuming Instruction**

- Follow ODE guidelines in communicating this plan to families and constituents.
- Post signs on how to stop the spread of COVID-19, properly wash hands, promote everyday protective measures, and wear a face covering. Particularly, school will post the COVID-19 Hazards Poster,” provided by Oregon OSHA, in a central location. Employees working remotely will be provided with a copy of the COVID-19 Hazards Poster through electronic or other means. School will also post a copy of the “Masks Required” sign developed by the Oregon Health Authority.
- Ensure that instructional spaces (including outdoor learning spaces) have at least 35 square feet per person, including teaching staff.
  - If creating an Outdoor Learning Space, set it up with at least 75% of the square footage of its sides open for airflow.
- Ensure that office spaces have at least 35 square feet per person and that employees are given 6 feet physical distancing as they move throughout non-routine work activities.
- Establish routines for effective cleaning, sanitizing, and disinfecting of all high-touch surface areas throughout the day (e.g. desks, doorknobs, light switches, toilets, faucets, etc). The sanitizing must be implemented at least once every 24 hours and more frequently for high-touch surfaces.-
- Provide staff with training on reporting COVID-19 signs and symptoms and on COVID-19 safety procedures, including, but not limited to:
  - Physical distancing requirements.
  - Mask, face covering/face shield requirements.
  - COVID-19 sanitation requirements.
    - Washing or sanitizing hands every day upon entry to the school day.
    - Washing or sanitizing hands frequently during the school day, especially before/after meals, playground usage, and between cohorts.
  - COVID-19 transmission, signs and symptoms and reporting procedures.
  - COVID-19 infection notification process.
- Provide masks, face coverings, or face shields for employees at no cost to the worker.
- Create a plan for how employees might be able to work remotely if possible and as needed and how technology meeting options can be used to reduce COVID-19 transmission at the workplace.

#### **Staff & Teacher Responsibilities Upon Resuming Instruction**

- Provide “Coronavirus (COVID-19) Fact Sheet” to all adult guardians with children participating in limited instruction.
- Provide regular interval training to staff to keep them updated on COVID-19 safety protocols.

- Conduct a visual health screening of all staff, students, and visitors upon arrival, asking them about any new symptoms or close contact with someone with COVID-19. Staff members can self-screen and attest to their own health, but will be provided with regular reminders of the importance of daily screening.
  - Symptoms of COVID-19 include cough, fever (temperature higher than 100.4 F), chills, shortness of breath or difficulty breathing, or new loss of taste or smell. Muscle pain, headache, sore throat, diarrhea, nausea, vomiting, new nasal congestion, and runny nose are also symptoms often associated with COVID-19.
  - Anyone displaying or reporting the primary symptoms of concern will be isolated and sent home as soon as possible.
- Teachers will maintain daily student attendance log.
- Front office will maintain a daily log of employees on campus as well as of visitors (only essential visitors permitted) who come and go during the school day.
- Use of cloth face coverings/face shields according to ODE guidelines. Face shields are an acceptable alternative when a person has a medical condition that prevents them from wearing a mask or face covering, when people need to see mouth and tongue motions in order to communicate or when an individual is speaking to the audience for a short period of time and clear communication is otherwise not possible.
  - Staff may remove their face coverings while working alone in private offices.
- Monitor student physical distancing on playground, fields, recess, and breaks to greatest extent possible.
- Although cohort groups may change from week-to-week, school will keep cohorts stable within the educational week.
  - Staff who interact with multiple stable cohorts will wash/sanitize their hands between interactions with different stable cohorts.
  - Minimize the need for staff to interact with multiple cohorts within a week by utilizing technology or altering duties.
- School will evaluate HVAC system to minimize indoor air recirculation (thus maximizing fresh outdoor air) to the extent possible or shall, to the extent possible, increase natural ventilation by opening windows and interior doors before students arrive and after students leave, and while students are present. School will not prop open doors that can pose a safety or security risk to students and staff (e.g., exterior doors and fire doors that must remain closed). School will also ensure all HVAC filters are maintained and replaced as necessary. All intake ports that provide air to the HVAC system will be cleaned, maintained, and cleared of any debris that would affect the function and performance of the ventilation system.

### **Joint School & Student Responsibilities**

- Create and support conditions for students to be successful in practicing and learning new and not-so-intuitive guidelines and procedures.
- Maintain a developmental view of students while elevating and practicing heightened awareness of health and safety needs.

- When students falter in adhering to the new operating procedures, maintain a positive attitude, focusing on grace and patience instead of punishment. Never implement consequences that deny access to learning.
- Face coverings or face shields are required for all students in grades Kindergarten and up. Face shields are an acceptable alternative when a student has a medical condition that prevents them from wearing a mask or face covering, or when people need to see the student's mouth and tongue motions in order to communicate.
- Face coverings will be worn both indoors and outdoors, including during outdoor recess.
- Group mask breaks or "full classroom mask breaks" are not allowed.
  - If a student removes a face covering or demonstrates the need to remove the face covering for a short period of time a supervised space away from peers will be provided. The student will be provided with support to re-engage safely in wearing a face covering.
- Support physical distancing in all daily activities and instruction, maintaining six feet between individuals to the maximum extent possible.
- Cover coughs and sneezes with a tissue or elbow. Tissues should then be immediately discarded, and hands should be washed or sanitized.
- Encourage use of personal water bottles labeled with students' names The faucet or water dispenser should be disinfected after each use.
- Utilize handwashing facilities and teach/learn routines for effective handwashing of at least 20 seconds with soap and water.
  - Wash or sanitize hands every day upon entry to the school building.
  - Wash or sanitize hands before eating, preparing or serving food, and after bathroom use, before/after meals, after elective classes, before/after playground activities or following each cohort.
  - Encourage the use of songs or other motivators to teach/promote effective hand-washing practices.
- Limit sharing of school supplies, books, electronic devices, etc. unless properly washed/sanitized between uses or adequate time is given between uses. It is recommended to quarantine returned library materials overnight or up to 24 hours before checking them in

### **Cleaning Procedures**

Your School Name will be cleaned at least daily according to the following CDC-aligned protocols to minimize the risk of exposure to COVID-19. Cleaning frequency will be increased for frequently touched surfaces, even in the same cohort.

#### **Step 1: Clean**

- Wear disposable gloves to clean and disinfect.
  - Additional personal protective equipment (PPE) may be required based on the cleaning/disinfectant products used and whether there is a risk of splash.
- Clean surfaces daily using soap and water, then use disinfectant. Some products may accomplish the cleaning and disinfecting process in one step.

- More frequent cleaning and disinfecting may be required based on level of use. High touch surfaces include: Tables, doorknobs, light switches, handles, learning areas, phones, keyboards, toilets, faucets, sinks, etc.
- **Note:** *Some surfaces may only need to be cleaned with soap and water. For example, surfaces and objects that are not frequently touched should be cleaned and do not require additional disinfecting. Additionally, disinfectants should typically not be applied on items used by children, especially any items that children might put in their mouths. Check the label of all products to verify their safe use around children.*

### Step 2: Disinfect

- Recommend use of EPA-registered household disinfectant.
- Follow the instructions on the label to ensure safe and effective use of the product.  
Many products recommend:
  - Keeping surface wet for a period of time (consult product label).
  - Follow precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- Diluted household bleach solutions may also be used if appropriate for the surface.
  - Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
  - Unexpired household bleach will be effective against coronaviruses when properly diluted.  
Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.  
Leave solution on the surface for at least 1 minute.
- To make a bleach solution, mix:
  - 5 tablespoons (1/3rd cup) bleach per gallon of water  
OR
  - 4 teaspoons bleach per quart of water
- Bleach solutions will be effective for disinfection up to 24 hours.
- Alcohol solutions with at least 60% alcohol may also be used.

### Safety, Cleaning, and Disinfecting Supplies

- Principal will ensure that employees are provided with masks and gloves to accomplish periodic cleaning and disinfecting activities.
- Principal will ensure that soap, hand sanitizer, tissues, paper towels and no-touch trash cans are readily available for student and staff use. The principal will also ensure reasonable time necessary to perform hand hygiene.
- Principal will ensure that cleaning and disinfecting supplies are readily available to accomplish periodic cleaning and disinfecting activities and provide reasonable time necessary to clean or sanitize.

### Soft Surfaces

- Remove any items that are difficult to clean, such as non-essential furniture, toys, etc. that are difficult to sanitize.
- For soft surfaces such as carpeted floor and rugs:

- Clean using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer’s instructions. Use the warmest appropriate water setting and dry items completely.
- OR
- Disinfect with an EPA-registered household disinfectant.
- Vacuum as usual.

**Technology/Electronics**

- Consider putting a wipeable cover on electronics, which make cleaning and disinfecting easier.
- For electronics, such as tablets, touch screens, and keyboards follow manufacturer’s instruction for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 60% alcohol.

**Playground Equipment/Outdoor Areas**

- Outdoor playground structures generally require normal routine cleaning, but do not require disinfection.
- Designate shared playground structures/equipment solely for use of one cohort at a time. If equipment is shared, it will be cleaned and disinfected at least daily. Clean all structures/equipment between use by different cohorts.
- Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
- Students must wash or sanitize their hands before and after using playground equipment.
- Keep playground closed to the general public until park, playground equipment, and benches reopen in the community.
- Sidewalks and roads should not be disinfected.

**Common-Use Areas**

- Hand sanitizer stations must be located at each entry point. Hand sanitizer should be at least 60-95% alcohol.
- Clean, sanitize, and disinfect frequently touched surfaces (e.g. door handles, sink handles, drinking fountains, transport vehicles) and shared objects (e.g., toys, games, art supplies) between uses multiple times per day.

**STEAM/Art Supplies**

- Principal, in collaboration with teachers, will ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, lab equipment, etc.) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.

**Student Pick-up/Drop-off**

- Develop a plan for child pick-up and drop-off that limits direct contact between parents and staff members.
- Supervise front drop off area to ensure students are adhering to distancing guidelines.
- Upon arrival, staff members will conduct a health screening of all students prior to their entering the school building or, after school has begun, in the front reception area.
- Logs of health screening will be kept for a minimum of 4 weeks.

**Maintaining Health & Safety during Student Transitions**

- For the health and safety of those in the school, visitors to the building and classrooms shall be limited to those with essential business.
- Develop plans specific to your school for pick-up and drop-off, passing periods, transitions to lunch, recess, and PE, etc.
- Areas are to be sanitized between arrival and dismissal of different cohort groups. Records will be kept of who cleaned, time, and a checklist of areas cleaned.
- Classroom transitions will be limited to the greatest extent possible.
- Floors will be marked for 6ft distancing for students to use when waiting in line.
- Times for recess, PE, gym use, and cafeteria use are to be staggered with other cohorts to reduce time in line and minimize mixing of cohorts.
- Where possible cohorts should be assigned specific classroom restrooms.
- Establish an exit path from the classroom to the restroom that maintains 6ft distancing.
- Schedule regular restroom breaks coordinated throughout the school to prevent different cohorts from mixing.
- For classrooms with sinks, rotate students washing hands as needed.
- Ensure that, if the lunch or meals continue to be served in the cafeteria that students and serving staff maintain appropriate distancing and wear face coverings. As an alternative, packaged lunches or individually plated meals may be delivered to students in classrooms or at tables that are set 6ft apart.
- Prohibit the sharing of food or utensils.
- Clean and sanitize cafeteria tables between cohorts.

#### **Subject Transitions**

- For each distinct cohort, ensure that only the teacher or teacher's aide move between classrooms for instruction.
- Ensure that the teacher or teacher's aide sanitize when moving between classrooms.

#### **Essential Visitor Responsibilities**

- Undergo health screening for symptoms upon every entry into school.
- Maintain appropriate physical distancing.
- Wash or sanitize hands upon entry and exit.
- Wear face covering.

#### **Staff Member, Student, or Essential Visitor Illness- Refer to "Planning for COVID-19 Scenarios in Schools."**

- Communicate with families on protocol for self-reporting symptoms of students.
- Students and staff must remain at home when sick or if they have recently had an illness with a fever or a cough.
- Before students and staff who have tested positive for COVID-19 or is a presumptive case, they must remain at home and isolate until their medical provider indicates it is safe for them to return or at least 10 days have passed and they have experienced at least 24 hours with no fever without the use of fever-reducing medication.
- Individuals who have been exposed to a confirmed or presumptive case of COVID-19 must remain at home and quarantine until their medical provider indicates it is safe for them to return or at least 14 symptom-free days have passed since they were last exposed. Exposure

is defined as being within 6 feet of a person who has COVID-19 for at least 15 cumulative minutes in a day.

- Closely monitor students or staff for symptoms who have a family member in their home that has signs of COVID-19.
- Establish a procedure for removing students, staff, or visitors from contact with the rest of the school population and sending them home when they come to the school sick or become sick at school.
- Provide a remote learning option for students who are required to be temporarily off-site for isolation and quarantine.
- Follow the steps in the “Emergency Preparedness Plan” if it has been confirmed that a student or staff member has become infected.

All above protocols are subject to change based on new guidelines that may be issued by the Oregon Conference Office of Education, the Oregon Department of Education, the Governor’s Office, and state and local health departments. Schools may need to adjust operations accordingly as changes occur. Presently, field trips, most large-group extra-curricular activities, and other non-essential events are either not permitted or severely restricted. Please review *Ready Schools, Safe Learners*, check the ODE website, and consult your superintendent as part of your planning of such events.

**Primary Sources:**

<https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Ready%20Schools%20Safe%20Learners%202020-21%20Guidance.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#pickup>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

[https://www.oregon.gov/ode/students-and-](https://www.oregon.gov/ode/students-and-family/SpecialEducation/Documents/Emergency%20Child%20Care%20Guidance.pdf)

[family/SpecialEducation/Documents/Emergency%20Child%20Care%20Guidance.pdf](https://www.oregon.gov/ode/students-and-family/SpecialEducation/Documents/Emergency%20Child%20Care%20Guidance.pdf)