

# School-Level Communicable Disease Management Plan

## Template For School Year 2023-2024



### School/District/Program Information

District or Education Service District Name and ID: Long Creek School District #17 District ID: 2012


School or Program Name: Long Creek School

Contact Name and Title: Jennifer Garinger, Office Manager

Contact Phone: 541-508-9164

Contact Email: garingerj@grantesd.k12.or.us

**Table 1.**

	<p><b>Policies, protocols, procedures and plans already in place</b>            Provide hyperlinks to any documents or other resources currently utilized in your school/district. Consider adding a brief description about how each is used within your school.</p>
<p><b>School District Communicable Disease Management Plan</b>  <a href="#">OAR 581-022-2220</a></p>	
<p><b>Exclusion Measures</b>            Exclusion of students and staff who are diagnosed with certain communicable diseases.  <a href="#">OAR 333-019-0010</a></p>	<p>LCSD administrative practices are aligned with OAR 333-019-0010. The district will follow the guidance outlined as well as any additional guidance from the LPHA and OHA.</p>
<p><b>Isolation Space</b>            Requires a prevention-oriented health services program including a dedicated space to isolate sick students and to provide services for students with special health care needs.  <a href="#">OAR 581-022-2220</a></p>	<p>A Care Space/Isolation Area has been set up in the MPR building to isolate students showing symptoms of COVID-19 (and/or other communicable disease) while at school (prior to being able to be picked up). Screening tools have been developed and staff at each building have been trained on the process for donning PPE and interviewing students about symptoms and onset. Additionally, staff at the district has a reporting protocol and will respond to help with communications with students and parents and with administering the rapid COVID-19 test for students, if the family so desires.</p>
<p><b>Emergency Plan or Emergency Operations Plan</b>  <a href="#">OAR 581-022-2225</a></p>	<p>Long Creek School District Emergency Preparedness Plan is currently in place, and was updated July, 2023. This Plan is used as a guide for emergency situations that might occur at LC School. It contains contact information, evacuation routes, first aid procedures and station locations, steps to take in case of power failure, an active shooter, hazardous weather conditions, and other emergency situations.</p>



## Policies, protocols, procedures and plans already in place

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

**Mental Health and Wellbeing Plans such as those prepared for [Student Investment Account](#)**  
(optional)

*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 a communicable disease outbreak.*

Mental health referrals to Community Counseling Solutions through the Grant County Health Department. Families First of Grant County is also available to assist families with young children. Grant County Health Department (GCHD) also helps coordinate additional health care. GCHD regularly sends out health service information for students and families to the office all during the school year. This information is then emailed to all parents, posted to the LC School Facebook page, and sometimes used as a message on the school's electronic sign board. Each year the school offers free dental health services through Advantage Dental. Sports physicals are also arranged for any student who wishes to participate in sports. GCHD is sometimes able to come to LC School and administer required school vaccines to any student needing them, with parent permission. An on-site school counselor will be available two days per week for individual, small group and class needs.

**Additional documents reference here:**

### Link from 2022-23

LCSD Safe Return to In-Person Instruction and Continuity of Services Plan  
[http://www.longcreekschool.com/uploads/9/7/5/5/97552390/safe\\_return\\_to\\_in-person\\_instruction\\_and\\_continuity\\_of\\_services\\_plan\\_3-14-22\\_updated.pdf](http://www.longcreekschool.com/uploads/9/7/5/5/97552390/safe_return_to_in-person_instruction_and_continuity_of_services_plan_3-14-22_updated.pdf)



## 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"> <li>• Educates staff, families, and students on policies regarding visitors and volunteers, ensuring health and safety are being maintained.</li> <li>• In consultation with district leadership and LPHA staff, determines the level and type of response that is required/necessary.</li> <li>• Acts as key spokesperson to communicate health-related matters within school community members, health partners, and other local partners.</li> </ul>	Larry Glaze/Superintendent <a href="mailto:glazel@grantesd.k12.or.us">glazel@grantesd.k12.or.us</a>	Jennifer Garinger/office manager <a href="mailto:garingerj@grantesd.k12.or.us">garingerj@grantesd.k12.or.us</a>  Denise Porter/teaching staff <a href="mailto:porterd@grantesd.k12.or.us">porterd@grantesd.k12.or.us</a>
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"> <li>• Trains staff at the start of the academic year and at periodic intervals on communicable disease management procedures.</li> <li>• Leads debrief of communicable disease event, informing continuous improvement of the planning, prevention, response, and recovery system.</li> </ul>	Jennifer Garinger/office manager <a href="mailto:garingerj@grantesd.k12.or.us">garingerj@grantesd.k12.or.us</a>	Denise Porter/teaching staff <a href="mailto:porterd@grantesd.k12.or.us">porterd@grantesd.k12.or.us</a>
Health Representative ( <i>health aid, administrator, school/district nurse, ESD support</i> )	<ul style="list-style-type: none"> <li>• Supports building lead/administrator in determining the level and type of response that is necessary.</li> <li>• Reports to the LPHA any cluster of illness among staff or students.</li> <li>• Provides requested logs and information to the LPHA in a timely manner.</li> </ul>	Jennifer Garinger/office manager <a href="mailto:garingerj@grantesd.k12.or.us">garingerj@grantesd.k12.or.us</a>  Jessica Winegar, LPHA director Grant County Health Department <a href="mailto:Jessica.winegar@ccemail.org">Jessica.winegar@ccemail.org</a>	Denise Porter/teaching staff <a href="mailto:porterd@grantesd.k12.or.us">porterd@grantesd.k12.or.us</a>

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
School Support Staff as needed <i>(transportation, food service, maintenance/custodial)</i>	<ul style="list-style-type: none"> <li>• Advises on prevention/response procedures that are required to maintain student services.</li> </ul>	Jennifer Garinger/office manager <a href="mailto:garingerj@grantesd.k12.or.us">garingerj@grantesd.k12.or.us</a>	Denise Porter/teaching staff <a href="mailto:porterd@grantesd.k12.or.us">porterd@grantesd.k12.or.us</a>
Communications Lead <i>(staff member responsible for ensuring internal/external messaging is completed)</i>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Shares communications in all languages relevant to school community.</li> </ul>	Jennifer Garinger/office manager <a href="mailto:garingerj@grantesd.k12.or.us">garingerj@grantesd.k12.or.us</a>	Denise Porter/teaching staff <a href="mailto:porterd@grantesd.k12.or.us">porterd@grantesd.k12.or.us</a>
District Level Leadership Support <i>(staff member in which to consult surrounding a communicable disease event)</i>	<ul style="list-style-type: none"> <li>• Has responsibility over communicable disease response during periods of high transmission in community at large. May act as school level support to Building lead/Administrator activating a scaled response.</li> <li>• Responds to media inquiries during the communicable disease event and ensures that those responsible for communication are designated speakers.</li> </ul>	Jennifer Garinger/office manager <a href="mailto:garingerj@grantesd.k12.or.us">garingerj@grantesd.k12.or.us</a>	Denise Porter/teaching staff <a href="mailto:porterd@grantesd.k12.or.us">porterd@grantesd.k12.or.us</a>
Main Contact within Local Public Health Authority (LPHA)	<ul style="list-style-type: none"> <li>• Notifies Building Lead/Administrator of communicable disease outbreak and offers recommendations for appropriate response.</li> <li>• Key spokesperson to communicate on health-related matters with community members, health facility staff, and other local community partners.</li> </ul>	Jessica Winegar, LPHA director Grant County Health Department <a href="mailto:Jessica.winegar@ccemail.org">Jessica.winegar@ccemail.org</a>	Jennifer Garinger/office manager <a href="mailto:garingerj@grantesd.k12.or.us">garingerj@grantesd.k12.or.us</a>

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
Others as identified by team	Maintaining and updating Communicable Disease Plan	Denise Porter, Primary Teacher Larry Glaze, Superintendent Jennifer Garinger, Office Manager	



## Section 2. Equity and Continuity of Education

### Preparing a plan that centers equity and supports mental health

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

#### Centering Equity

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

- [http://www.longcreekschool.com/uploads/9/7/5/5/97552390/lcsd\\_cdma\\_updated\\_july\\_2022.pdf](http://www.longcreekschool.com/uploads/9/7/5/5/97552390/lcsd_cdma_updated_july_2022.pdf)

<sup>1</sup> 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.




**Suggested Resources:**

1. [Equity Decision Tools](#) for School Leaders
2. [Community Engagement Toolkit](#)
3. [Tribal Consultation Toolkit](#)

**Table 3. Centering Educational Equity**

OHA/ODE Recommendation(s)	Response:
Describe how you will ensure continuity of instruction for students who may miss school due to illness.	Each student is issued a school owned iPad for school work and connection to school during prolonged absences. Teaching staff will regularly communicate with parents and students during prolonged absence due to illness. Pencil/paper student work will be delivered to the home. Additional student coursework will be delivered and monitored through use of the iPad.
Describe how you identify those in your school setting that are disproportionately impacted by communicable disease and which students and families may need differentiated or additional support.	Preschool, elementary, middle school, and high school classrooms will have built-in morning meetings in their daily schedule to allow for time to connect and support the emotional well-being of students. Students will have time through morning meetings or other class time to explore and process experiences as connected to trends or patterns that are occurring in the classroom. LCSD adheres to antidiscrimination and/or inclusion policies. Our district practice is to include all students, including focal student groups. The school counselor will regularly check in with teachers regarding student needs for additional support.
Describe the process by which the school will implement a differentiated plan for those that are disproportionately impacted, historically underserved or at higher risk of negative impacts or complications related to communicable disease.	LCSD will coordinate with Community Counseling Solutions through the Grant County Health Department for school counseling, social work, and care coordination. LCSD will coordinate with the Grant County Health Department as well as other local health care providers and professionals for student health care, screenings, and vaccination clinics. LCSD will employ a two day per week on-site counselor. GCHD regularly sends out health service information for students and families to the office all during the school year. This information is then emailed to all parents, posted to the LC School Facebook page, and sometimes used as a message on the school’s electronic sign board. Each year the school offers free dental health services through Advantage Dental. Sports physicals are also arranged for any student who wishes to participate in sports. GCHD is sometimes able to come to LC School and administer required school vaccines to any student needing them, with parent permission.


OHA/ODE Recommendation(s)	Response:
Describe 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"> <li>*Safe Schools training will be used to educate staff on safe practices and procedures.</li> <li>*LCSD staff will receive trauma informed care training through Families First of Grant County during Fall in-service.</li> <li>*Grant County Health Department and Community Counseling Solutions will also be utilized to help implement and monitor strategies within the school as needed.</li> </ul>



## Section 3. Communicable Disease Outbreak Prevention and Response:

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

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

	<p><b>Suggested Resources:</b></p> <ol style="list-style-type: none"> <li>1. Communicable Disease Guidance for Schools which includes information regarding:</li> <li>2. Symptom-Based Exclusion Guidelines (pages 8-12)</li> <li>3. Transmission Routes (pages 29-32)</li> <li>4. Prevention or Mitigation Measures (pages 5-6)</li> <li>5. School Attendance Restrictions and Reporting (page 33)</li> <li>6. <a href="#">CDC Guidance for COVID-19 Prevention in K-12 Schools</a></li> <li>7. <a href="#">Supports for Continuity of Services</a></li> </ol>
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**Table 4.**

**Communicable Disease Mitigation Measures**

OHA/ODE Recommendation(s) Layered Health and Safety Measures	Describe what mitigating measures the school will implement to reduce and respond to the spread of communicable disease and protect in-person instruction?
Immunizations	<p><i>CDC, OHA, and ODE recommend COVID-19 vaccination for all eligible individuals. Please include whether your school will offer COVID-19 vaccine clinics or notices about where to access vaccines in your community. <b>Shots are required by law</b> for children in attendance at public and private schools, preschools, child care facilities, and Head Start programs in Oregon. Nearly every place that provides care for a child outside the home <a href="#">requires shots</a> or a <a href="#">medical</a> or <a href="#">nonmedical exemption</a> to stay enrolled.</i></p> <p>Long Creek School District will coordinate with the Grant County Health Department to provide vaccination clinics and will continue working with the Health Department to assist students and families in accessing the COVID-19 vaccine as well as encourage vaccination where appropriate for staff and students.</p>
Face Coverings	<p>In School buildings and on the school campus: LCSD will follow current guidelines from OHA, CDC, and LPHA. The district will continue to advise the use of face coverings in order to reduce the spread of COVID-19 and minimize the lost time learning in school due to illness when county COVID-19 levels are at Medium or High. Face coverings will be provided by the LCSD.</p>
Isolation	<p>A Care Space/Isolation Area has been set up in the MPR building to isolate students showing symptoms of COVID-19 while at school (prior to being able to be picked up). Additionally, staff at the district has a reporting protocol and will respond to help with communications with students and parents and with administering the rapid COVID-19 test for students, if the family so desires. OAR 581-022-2220</p>
Symptom Screening	<p>Screening tools have been developed and staff at each building have been trained on the process for donning PPE and interviewing students about symptoms and onset. Staff will meet and greet students at daily check-in to the school building for symptom screening. The daily check-in gives one more level of creating connections with students and families. This personal daily greeting protocol has been a positive addition since the onset of COVID-19.</p>
COVID-19 Diagnostic Testing	<p><i>OHA offers schools a diagnostic testing program to all public and private K-12 schools in Oregon. Please indicate whether your school will offer diagnostic testing.</i></p> <p>Students or staff who exhibit symptoms of COVID-19 while at school will be sent home. Prior to leaving the school students and staff will be offered a rapid COVID test. Free tests will also be offered to family of students and staff living in the same household. Students and staff may also find COVID-19 screening availability at Grant County Health Department, Strawberry Wilderness Community Clinic, Canyon Creek Clinic, or Blue Mountain Hospital.</p>
Airflow and Circulation	<p>Each classroom and workspace has its own heater. All classrooms have windows that open with screens for airflow. Many classrooms have exhaust fans for air exchange, which will be utilized multiple times</p>

OHA/ODE Recommendation(s) Layered Health and Safety Measures	Describe what mitigating measures the school will implement to reduce and respond to the spread of communicable disease and protect in-person instruction?
	during the school day. Our school buildings do not have HVAC systems. Air purifiers have been requested through the ODE and will be utilized in the classrooms once they are in place.
Cohorting	Student cohorts will be maintained as much as possible. Cohort groups: ELC/Pre-K, elementary, grades 7-12.
Physical Distancing	Classroom configuration: classroom setup with emphasis of maintaining physical distancing (three feet) between student desks/work spaces to the extent possible. Staff and students will maintain as much distance as possible which helps mitigate transmission of COVID-19. Minimize students standing in bathroom & lunch lines as much as possible.
Hand Washing	Staff and students will be trained on the importance of hand hygiene and respiratory etiquette. Hand sanitizer will be available for use upon entering District buildings, as well as, at each classroom door. Students will be encouraged to wash their hands throughout the day including but not limited to after recess, before and after eating and after using the restroom.
Cleaning and Disinfection	Cleaning requirements will be maintained per ODE guidelines outlined in the LCS District RSSLRF. Disinfectant meets EPA equipment guidelines. Cleaning staff have been trained in cleaning procedures and protocols. Checklists at each room/school space assist cleaning staff in monitoring and following cleaning protocols.
Training and Public Health Education	COVID-19 updates will be part of staff meetings as needed throughout the school year. Staff will receive updated COVID-19 training outlining the newest safety measures and mitigation strategies to prevent the spread of COVID-19. When a positive case is identified the District will work with the LPHA to determine the extent to which students and staff must be isolated from school. Parents will be given a "Too Sick for School" flyer and reminders to do a daily health check for symptoms with their children. This covers any communicable disease, not just COVID-19.

## PRACTICING PLAN TO BE READY

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

<http://www.longcreekschool.com/formsportals.html> -location for public viewing of this plan

Date Last Updated: **08/18/2023**

Date Last Practiced: **This plan will be practiced for the 23-24 school year, ending June 5, 2024.**