



Three Sisters Adventist Christian 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.

Three Sisters Adventist Christian School's designated Safety Officer is:

Brenda Dederer, Office Manager, who is to be responsible for implementation of health and safety protocols.

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 (2 years for Childcare) upon 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. These records are kept online on RenWeb.
3. Ensure health and safety precautions are followed.

Three Sisters Adventist Christian School's 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 Deschutes County Disease Reporting Hotline (541-322-7418) 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.
5. If a positive case is confirmed, notify local superintendent, **Dan Nicola** (503-504-6586).
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.

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 as needed.
- Ensure that instructional spaces have at least 35 square feet per person, including teaching staff.

Establish routines for effective sanitizing of all high-touch surface areas throughout the day (e.g. desks, doorknobs, light switches, toilets, faucets, etc).

- In the elementary school, each teacher will establish a plan to perform or supervise a routine cleaning of touchpoints at various points during the day, along with a plan for teachers or custodians to conduct a daily wipe-down of all touchpoints with disinfectant.
- Staff will be instructed on:
 - Proper use, removal, and washing of face masks/shields.
 - Avoiding touching the face or face covering as much as possible.
 - Washing or sanitizing hands every day upon entry to the school day.
 - Washing hands frequently during the school day, especially before/after meals, playground usage, and between cohorts.

Staff & Teacher Responsibilities Upon Resuming Instruction

- Provide “Coronavirus (COVID-19) Fact Sheet” to all adult guardians with children participating in childcare or limited instruction.
- Conduct a visual health screening of all staff, students, and visitors upon arrival, following other county and CDC guidelines to monitor for symptoms.
 - Symptoms of COVID-19 include cough, fever, chills, shortness of breath or difficulty breathing, muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose.
 - If a student or staff member has symptoms but no temperature, temperature

- will be taken and if there is not fever, re-checked every five hours.
- Students or staff members with fevers above 100.4F will be encouraged to return home (per student handbook).
- Students or staff members with a temperature above 100.4F and above will be required to return home.
- Visitors will not be allowed to remain on campus.
- Teachers will maintain daily student attendance log.
- Front office will maintain a daily log of employees on campus as well as of visitors who come into the building during the school day.
- Use of cloth face coverings/face shields according to ODE guidelines.
- Monitor student physical distancing on playground, fields, recess, and breaks to greatest extent possible.

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.
- Avoid touching faces or face masks as much as possible, and monitor closely the use of face coverings by children.
- Cover coughs and sneezes with a tissue or elbow. Tissues should then be immediately discarded and hands should be washed or sanitized.
- Avoid immediate contact acts such as shaking or holding hands, hugging, or other forms of touching.
- Encourage use of personal water bottles labeled with students' names, as all school drinking fountains are disabled. The faucet or water dispenser should be disinfected after each use.
- Utilize hand washing facilities and teach/learn routines for effective hand washing of at least 20 seconds with soap and water.
 - Wash hands every day upon entry to the school building.
 - Wash hands before and after eating, preparing or serving food, and after bathroom use, before/after meals, after elective classes, before/after

playground activities or following each cohort. Hand sanitizer may be used as a substitute to hand washing after other activities such as touching shared items.

- Encourage the use of songs or other motivators to teach/promote effective hand- washing practices.
- In assessing work, limit paper exchange as much as possible by providing immediate verbal feedback and response instead.
- Limit sharing of school supplies, books, electronic devices, etc. unless properly washed/ sanitized between uses or adequate time is given between uses (more than 72 hours).

Cleaning Procedures

Three Sisters Adventist Christian School will be cleaned 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 or areas used by more than one 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.
- Office Manager will ensure that soap, hand sanitizer, tissues, paper towels and no-touch trash cans are readily available for student and staff use.
- Office Manager will ensure that cleaning and disinfecting supplies are readily available to accomplish periodic cleaning and disinfecting activities.

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: **(NO AREA RUGS AT THIS TIME)**
 - 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

For electronics, such as tablets, touch screens, and keyboards follow CDC guidelines for cleaning. Students will use personal devices and not share electronics between students or cohorts.

Playground/Outside Areas

- Designate shared playground structures/equipment solely for use of one cohort at a time. Clean all structures/equipment between use by different cohorts.
- High touch surfaces made of plastic or metal, such as grab bars and railings, should be cleaned routinely.
- Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or ground- covers (mulch, sand) is not recommended.
- Items that are shared such as bats, balls, hula hoops or any other game-specific toy or implement are to be sanitized between cohorts.
- Students should wash their hands after use of shared items.
- 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% alcohol.
- All drinking fountains will have mouthpieces disabled. Only water bottle refilling stations will be used to refill water bottles. Drinking fountain mouthpiece is rendered inoperable.

STEAM/Art Supplies

- 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

- Child pick-up and drop-off will be curbside at East and West entrances to the school. For PreK - 1st grade, all students and their siblings will use the West entrance and keep 6 ft. physical distancing guidelines as marked by signage. Students in grades 2-8 will enter the building using the East entrance limiting direct contact between parents and staff members.
- Siblings may enter the same door as their younger PreK-1st grade sibling if they

are walking them into the building.

- Supervision of East and West door drop off area to ensure students are adhering to distancing guidelines.
- Upon arrival, staff members will conduct a basic visual health screening and temperature checks as outlined in the Child Care guidelines, 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. Childcare = 2 years
- NO HOT LUNCH WILL BE SERVED AT THIS TIME.
- There is no sharing of food or utensils.
- All tables will be cleaned and sanitized between cohorts.

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

- Communication made 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 been ill return to school, they must wait at least 10 days after illness onset and/or 24 hours after fever is gone, without use of fever reducing medicine, and other COVID-19 symptoms (cough, shortness of breath, and/or diarrhea) are improving.
- Individuals who have been exposed to a confirmed or presumptive case of COVID-19 must remain at home and quarantine for 14 days after their last date of exposure before returning to work or school.
- Closely monitor students or staff for symptoms who have a family member in their home that has signs of COVID-19.
- If a student is showing symptoms of COVID-19, they will be removed from the classroom and isolated in the East entry area of the school by the office. Their parent/guardian will be notified and the student will be sent home with the protocol procedures for returning to school.
- After the student is picked up by a parent/guardian, the appropriate

cleaning and disinfection protocols will be followed for the entry area the student was isolated in.

- The steps in the “Emergency Preparedness Plan” will be followed 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. 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 with our superintendent as part of your planning of such events.

Primary Sources:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Ac3vi3es-lni3a3ves-for-COVID-19-Response.pdf#page=40>

[https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Supporting%20All%20Learners %20Beyond%20Distance%20Learning%20for%20All.pdf](https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Supporting%20All%20Learners%20Beyond%20Distance%20Learning%20for%20All.pdf)

Other Sources:

<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-family/SpecialEducation/Documents/Emergency%20Child%20Care%20Guidance.pdf>