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Jefferson County School District 509J

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OPERATIONAL BLUEPRINT FOR SCHOOL REENTRY 2020-21

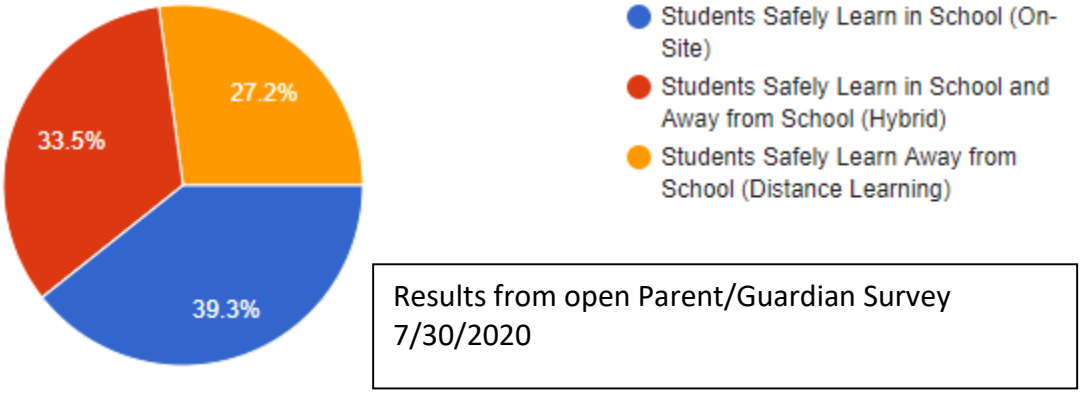
Updated 10/7/2020

Under ODE's ***Ready Schools, Safe Learners*** guidance, each school[1] has been directed to submit a plan to the district[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 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] 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:

Based on the above information, will you be most likely to choose on-site, hybrid, or comprehensive distance learning for your student(s)?

534 responses



Results from open Parent/Guardian Survey 7/30/2020

[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.
[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.
[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 basis.

SCHOOL/DISTRICT/PROGRAM INFORMATION	

Name of School, District or Program	**Jefferson County School District 509-J**
	• **Pre-Kindergarten-Grade 12**
	  • *Bridges High School*
	  • *Buff Elementary School*
	  • *Jefferson County Middle School*
	  • *Madras Elementary School*
	  • *Madras High School, 9-12 & PreK*
	  • *Metolius Elementary School*
	  • *Warm Springs K-8 Academy*

Key Contact Person for this Plan	Ken Parshall, Superintendent
Phone Number of this Person	541-475-6192
Email Address of this Person	kparshall@509j.net
Sectors and position titles of those who informed the plan	Ken Parshall, Superintendent Eddie Adams, Facilities Michael Baker, Public Health Director Martha Bewley, Chief Financial Officer Lenida Bilanovic, Madras Education Association, President Melinda Boyle, Director of Curriculum & Instruction Katie Boyle, Bridges, Dean of Students & 21st Century Learning Brian Crook, Madras High School, Principal Kandia Cross, Buff Elementary, Second Grade Teacher Adam Dietrich, Metolius Elementary, Principal Lynn Evans, Director of Human Resources & Operations Kira Fee, Director of Student Services Julia Fall, Warm Springs K-8, Assistant Kesley Garcia, Oregon School Employees Association, President Rodney Gillett, Jefferson County Middle School, Custodian Megan Harding, Madras Elementary, Fourth Grade Teacher Lonnie Henderson, Warm Springs K-8, Assistant David Hicks, Technology Director Patti Jobe, Food Services Director Kermit Kumle, Metolius Elementary, PE Teacher Brianna McFarlin, District Nurse Jill Plant, Warm Springs K-8 Academy, Music Teacher Katie Russell, Warm Springs Health & Wellness Larry Sandstrom, Transportation Supervisor Tammie Schongalla, Madras High School, Reading Teacher Ardis Smith, Tribal Education Chair Mark Stewart, Madras High School, Assistant Lori Stock, Jefferson County Middle School, Counselor Cindy Struck, Transportation Supervisor Valerie Switzler, Confederated Tribes of Warm Springs, Education Manager Bambi VanDyke, Warm Springs K-8 Academy, Principal Brent Walsh, Jefferson County Middle School Assistant Jason Weeks, Bridges High School, Principal Billie White, Buff Elementary, Principal Simon White, Jefferson County Middle School, Principal Chris Wyland, Madras Elementary, Principal

Local public health office(s) or officers(s)	Michael Baker, Public Health Director Jefferson County Public Health 541-475-4456 Katie Russell, Community Health Services Manager Confederated Tribes of Warm Springs 541-553-2460
Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements	Human Resource Director
Intended Effective Dates for this Plan	October 18, 2020
ESD Region	Jefferson County Educational Service District

2. 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.

Assuring equity for all students, family, staff, and community members is an integral aspect of all our district planning. A series of surveys have been conducted to receive input from parent/guardians, staff, and students. Regular planning team meetings have been held to create our district operational blueprint. The planning team includes the Jefferson County Public Health Director and the Indian Health Services Manager, Confederated Tribes of Warm Springs Education Director and Tribal Education Chair, presidents of our certified and classified associations, and district staff. Family Input Survey Findings

3. Indicate which instructional model will be used.

Select One:

☒ **On-Site Learning** ☒ **Hybrid Learning** ☒ **Comprehensive Distance Learning**

4. 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).

5. 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 3-16 in the initial template) and submit online. (https://app.smartsheet.com/b/form/a4dedb5185d94966b1dffc75e4874c8a) by August 17, 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.
JCSD is now pivoting to comprehensive distance learning at this time based on the new Oregon COVID-19 Metrics released on July 28, 2020. It is the goal of our community and school district to transition to on-site learning as soon as allowable. *The Jefferson County School District 509-J Comprehensive Distance Plan has been previously submitted. The Jefferson County School District will monitor the related Oregon Health Authority Metric data carefully on a weekly basis and the necessary steps to adjust our instructional model based on these metrics. Any adjustment to onsite learning, when allowed by the metrics and determined to start by Jefferson County School District, will follow the on-site/hybrid learning models attached to this plan. If the JCSD provides any limited in-person instruction during the time it is in CDL it will follow the public health guidance as detailed in the attached hybrid learning plan sections 1-3.

In completing this portion of the Blueprint you are attesting that you have reviewed the Comprehensive Distance Learning Guidance. Here is a link to the overview of CDL Requirements. Please name any requirements you need ODE to review for any possible flexibility or waiver.
The JCSD planning team has reviewed the comprehensive distance learning guidance and we are preparing for implementation. Link to ODE Comprehensive Distance Learning Guide See attached Jefferson County School District 509J Operational Blueprint Management Plan (below)

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.
As soon as metrics allows return to on-site learning. Open for limited Small Group Instruction October 18, 2020

Jefferson County School Board Review October 12, 2020

Link to Operation Blue Print on District Website:

https://www.jcsd.k12.or.us/wp-content/uploads/2020/08/JCSD-Operational-Blueprint-August-10-2020.pdf

Link to Jefferson County School District 509J Communicable Disease Plan
Communicable Disease Plan

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 unless the school is implementing the **Limited In-Person Instruction** *provision under the Comprehensive Distance Learning guidance.*

0. Community Health Metrics

METRICS FOR ON-SITE OR HYBRID INSTRUCTION

☐ The school currently meets the required metrics to successfully reopen for in-person instruction in an On-Site or Hybrid model. *If this box cannot yet be checked, the school must return to Comprehensive Distance Learning but may be able to provide some in-person instruction through the exceptions noted below.*

EXCEPTIONS FOR SPECIFIC IN-PERSON INSTRUCTION WHERE REQUIRED CONDITIONS ARE MET

☐ The school currently meets the exceptions required to provide in-person person education for students in grades K-3 (see section 0d(1) of the ***Ready Schools, Safe Learners*** guidance).

☐ The school currently meets the exceptions required to provide limited in-person instruction for specific groups of students (see section 0d(2) of the ***Ready Schools, Safe Learners*** guidance).

☐ The school currently meets the exceptions required for remote or rural schools in larger population counties to provide in-person instruction (see section 0d(3) of the ***Ready Schools, Safe Learners*** guidance).

☐ The school currently meets the exceptions required for smaller population counties to provide in-person instruction (see section 0d(4) of the ***Ready Schools, Safe Learners*** guidance).

☐ The school currently meets the exceptions required for schools in low population density counties (see section 0d(5) of the ***Ready Schools, Safe Learners*** guidance).

☐ The school currently meets the exceptions required for small districts to provide in-person instruction (see section 0d(6) of the ***Ready Schools, Safe Learners*** guidance).

1. Public Health Protocols

1a. COMMUNICABLE DISEASE MANAGEMENT PLAN FOR COVID-19

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ Implement measures to limit the spread of COVID-19 within the school setting. ☒ Update written Communicable Disease Management Plan to specifically address the prevention of the spread of COVID-19. ☒ Designate a person at each school to establish, implement and enforce physical distancing requirements, consistent with this guidance and other guidance from OHA. ☒ 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. ☒ Process and procedures established 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 to the maximum extent possible. ☒ Protocol to notify the local public health authority (LPHA Directory by County) of any confirmed COVID-19 cases among students or staff. ☒ Plans for systematic disinfection of classrooms, offices, bathrooms and activity areas. ☒ Process to report to the LPHA any cluster of any illness among staff or students. ☒ Protocol to cooperate with the LPHA recommendations. ☒ Provide all logs and information to the LPHA in a timely manner.	See attached Jefferson County School District 509J Operational Blueprint Management Plan for COVID (below)

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ Protocol for screening students and staff for symptoms (see section 1f of the ***Ready Schools, Safe Learners*** guidance). ☒ Protocol to isolate any ill or exposed persons from physical contact with others. ☒ Protocol for communicating potential COVID-19 cases to the school community and other stakeholders (see section 1e of the ***Ready Schools, Safe Learners*** guidance). ☒ 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. Sample logs are available as a part of the Oregon School Nurses Association COVID-19 Toolkit. • 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. ☒ 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, district staff, substitutes, and guest teachers) names and phone numbers who interact with a stable cohort or individual student ☒ Protocol to record/keep daily logs to be used for contact tracing for a minimum of four weeks to assist the LPHA as needed. ☒ Process to ensure that all itinerant and all district staff (maintenance, administrative, delivery, nutrition, and any other staff) who move between buildings keep a log or calendar with a running four-week history of their time in each school building and who they were in contact with at each site. ☒ 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. ☒ 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
☒ 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. **Medically Fragile, Complex and Nursing-Dependent Student Requirements** ☒ All districts must account for students who have health conditions that require additional nursing services. Oregon law (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.	See attached Jefferson County School District 509J Operational Blueprint Management Plan for COVID (below)

OHA/ODE Requirements	Hybrid/Onsite Plan
3. Nursing-Dependent: Are students who have an unstable or life-threatening health condition and who require daily, direct, and continuous professional nursing services. ☒ 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. • Appropriate medical-grade personal protective equipment (PPE) should be made available to nurses and other health providers. • 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: ○ U.S. 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
☒ 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. This also applies for professional development and staff gatherings. ☒ Support physical distancing in all daily activities and instruction, maintaining six feet between individuals to the maximum extent possible.	See attached Jefferson County School District 509J Operational Blueprint Management Plan for COVID (below)

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ 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. ☒ 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). ☒ Plan for students who will need additional support in learning how to maintain physical distancing requirements. Provide instruction; don't employ punitive discipline. ☒ Staff should maintain physical distancing during all staff meetings and conferences, or consider remote web-based meetings.	

1d. COHORTING

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ Where feasible, establish stable 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. ☒ Students cannot be part of any single cohort, or part of multiple cohorts that exceed a total of 100 people within the educational week. Schools should plan to limit cohort sizes to allow for efficient contact-tracing and minimal risk for exposure. ☒ 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). ☒ Minimize interaction between students in different stable cohorts (e.g., access to restrooms, activities, common areas). Provide access to All Gender/Gender Neutral restrooms. ☒ Cleaning and disinfecting surfaces (e.g., desks, door handles, etc.) must be maintained between multiple student uses, even in the same cohort. ☒ Design cohorts such that all students (including those protected under ADA and IDEA) maintain access to general education, grade-level academic content standards, and peers. ☒ Staff who interact with multiple stable cohorts must wash/sanitize their hands between interactions with different stable cohorts.	See attached Jefferson County School District 509J Operational Blueprint Management Plan for COVID (below)

1e. PUBLIC HEALTH COMMUNICATION

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ Communicate to staff at the start of On-Site instruction and at periodic intervals explaining infection control measures that are being implemented to prevent spread of disease. ☒ Develop protocols for communicating with students, families and staff who have come into close contact with a confirmed case. • The definition of exposure is being within 6 feet of a COVID-19 case for 15 minutes (or longer). ☒ 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. ☒ Provide all information in languages and formats accessible to the school community.	See attached Jefferson County School District 509J Operational Blueprint Management Plan for COVID (below)

1f. ENTRY AND SCREENING

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ Direct students and staff to stay home if they, or anyone in their homes or community living spaces, have COVID-19 symptoms, or if anyone in their home or community living spaces has COVID-19. COVID-19 symptoms are as follows:	See attached Jefferson County School District 509J Operational Blueprint Management Plan for COVID (below)

OHA/ODE Requirements	Hybrid/Onsite Plan

• Primary symptoms of concern: cough, fever (*temperature* greater than 100.4°F) 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. More information about COVID-19 symptoms is available from CDC.
• In addition to COVID-19 symptoms, students should be excluded from school for signs of other infectious diseases, per existing school policy and protocols. See pages 9-12 of OHA/ODE Communicable Disease Guidance.
• 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 (lighter skin); greyish lips or face (darker skin)
  ○ Other severe symptoms
☒ 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. Staff members can self-screen and attest to their own health.
• 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. See table *"Planning for COVID-19 Scenarios in Schools."*
• Additional guidance for nurses and health staff.
☒ 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. See table *"Planning for COVID-19 Scenarios in Schools."*
☒ 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.
☒ 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.	

1g. VISITORS/VOLUNTEERS

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ Restrict non-essential visitors/volunteers. • Examples of essential visitors include: DHS Child Protective Services, Law Enforcement, etc. • Examples of non-essential visitors/volunteers include: Parent Teacher Association (PTA), classroom volunteers, etc. ☒ Screen all visitors/volunteers for symptoms upon every entry. Restrict from school property any visitor known to have been exposed to COVID-19. See table *"Planning for COVID-19 Scenarios in Schools."* ☒ Visitors/volunteers must wash or sanitize their hands upon entry and exit. ☒ Visitors/volunteers must maintain six-foot distancing, wear face coverings, and adhere to all other provisions of this guidance.	See attached Jefferson County School District 509J Operational Blueprint Management Plan for COVID (below)

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

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ Face coverings or face shields for all staff, contractors, other service providers, or visitors or volunteers following CDC guidelines	

OHA/ODE Requirements	Hybrid/Onsite Plan
for Face Coverings. Individuals may remove their face coverings while working alone in private offices. ☒ Face coverings or face shields for all students in grades Kindergarten and up following CDC guidelines for Face Coverings. ☒ If a student removes a face covering, or demonstrates a need to remove the face covering for a short-period of time: • Provide space away from peers while the face covering is removed. In the classroom setting, an example could be a designated chair where a student can sit and take a 15 minute "sensory break;" ○ Students should not be left alone or unsupervised; ○ Designated area or chair should be appropriately distanced from other students and of a material that is easily wiped down for disinfection after each use; • Provide additional instructional supports to effectively wear a face covering; • Provide students adequate support to re-engage in safely wearing a face covering; • Students cannot be discriminated against or disciplined for an inability to safely wear a face covering during the school day. ☒ 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. • Additional guidance for nurses and health staff. **Protections under the ADA or IDEA** ☒ If any student requires an accommodation to meet the requirement for face coverings, districts and schools should limit the student's proximity to students and staff to the extent possible to minimize the possibility of exposure. Appropriate accommodations could include: • Offering different types of face coverings and face shields that may meet the needs of the student. • Spaces away from peers while the face covering is removed; students should not be left alone or unsupervised. • Short periods of the educational day that do not include wearing the face covering, while following the other health strategies to reduce the spread of disease; • Additional instructional supports to effectively wear a face covering; ☒ For students with existing medical conditions and a physician's orders to not wear face coverings, or other health related concerns, schools/districts **must not** deny any in-person instruction. ☒ Schools and districts must comply with the established IEP/504 plan prior to the closure of in-person instruction in March of 2020. • If a student eligible for, or receiving services under a 504/IEP, **cannot** wear a face covering due to the nature of the disability, the school or district must: 1. Review the 504/IEP to ensure access to instruction in a manner comparable to what was originally established in the student's plan including on-site instruction with accommodations or adjustments. 2. Placement determinations cannot be made due solely to the inability to wear a face covering. 3. Plans should include updates to accommodations and modifications to support students. • Students protected under ADA/IDEA, who abstain from wearing a face covering, or students whose families determine the student will not wear a face covering, the school or district must:	See attached Jefferson County School District 509J Operational Blueprint Management Plan for COVID (below)

OHA/ODE Requirements	Hybrid/Onsite Plan
1. Review the 504/IEP to ensure access to instruction in a manner comparable to what was originally established in the student's plan. 2. The team must determine that the disability is not prohibiting the student from meeting the requirement. ○ If the team determines that the disability is prohibiting the student from meeting the requirement, follow the requirements for students eligible for, or receiving services under, a 504/IEP who cannot wear a face covering due to the nature of the disability, ○ If a student's 504/IEP plan included supports/goals/instruction for behavior or social emotional learning, the school team must evaluate the student's plan prior to providing instruction through Comprehensive Distance Learning. 3. Hold a 504/IEP meeting to determine equitable access to educational opportunities which may include limited in-person instruction, on-site instruction with accommodations, or Comprehensive Distance Learning. ☒ For students not currently served under an IEP or 504, districts must consider whether or not student inability to consistently wear a face covering or face shield as required is due to a disability. Ongoing inability to meet this requirement may be evidence of the need for an evaluation to determine eligibility for support under IDEA or Section 504. ☒ 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 AND QUARANTINE

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ Protocols for exclusion and isolation 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. ☒ Protocols for screening 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. If two students present COVID-19 symptoms at the same time, they must be isolated at once. If separate rooms are not available, ensure that six feet distance is maintained. Do not assume they have the same illness. • 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. • Additional guidance for nurses and health staff. ☒ 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. • School nurse and health staff in close contact with symptomatic individuals (less than 6 feet) should wear a	See attached Jefferson County School District 509J Operational Blueprint Management Plan for COVID (below)

OHA/ODE Requirements	Hybrid/Onsite Plan
medical-grade face mask. Other Personal Protective Equipment (PPE) may be needed depending on symptoms and care provided. Consult a nurse or health care professional regarding appropriate use of PPE. Any PPE used during care of a symptomatic individual should be properly removed and disposed of prior to exiting the care space. • After removing PPE, hands should be immediately cleaned with soap and water for at least 20 seconds. If soap and water are not available, hands can be cleaned with an alcohol-based hand sanitizer that contains 60-95% alcohol. • If able to do so safely, a symptomatic individual should wear a face covering. • To reduce fear, anxiety, or shame related to isolation, provide a clear explanation of procedures, including use of PPE and handwashing. ☒ Establish procedures for safely transporting anyone who is sick to their home or to a health care facility. ☒ 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. Refer to table in *"Planning for COVID-19 Scenarios in Schools."* ☒ 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 instructional and extra-curricular activities requiring additional considerations (see section 5f of the ***Ready Schools, Safe Learners*** guidance).

2a. ENROLLMENT

(Note: Section 2a does not apply to private schools.)

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ Enroll all students (including foreign exchange students) following the standard Oregon Department of Education guidelines. ☒ The temporary suspension of the 10-day drop rule does not change the rules for the initial enrollment date for students: • The ADM enrollment date for a student is the first day of the student's actual attendance. • A student with fewer than 10 days of absence at the beginning of the school year may be counted in membership prior to the first day of attendance, but not prior to the first calendar day of the school year. • If a student does not attend during the first 10 session days of school, the student's ADM enrollment date must reflect the student's actual first day of attendance.	See attached Jefferson County School District 509J Operational Blueprint Management Plan for COVID (below)

OHA/ODE Requirements	Hybrid/Onsite Plan
• Students who were anticipated to be enrolled, but who do not attend at any time must not be enrolled and submitted in ADM. ☒ If a student has stopped attending for 10 or more days, districts must continue to try to engage the student. At a minimum, districts must attempt to contact these students and their families weekly to either encourage attendance or receive confirmation that the student has transferred or has withdrawn from school. This includes students who were scheduled to start the school year, but who have not yet attended. ☒ When enrolling a student from another school, schools must request documentation from the prior school within 10 days of enrollment per OAR 581-021-0255 to make all parties aware of the transfer. Documentation obtained directly from the family does not relieve the school of this responsibility. After receiving documentation from another school that a student has enrolled, drop that student from your roll. ☒ Design attendance policies to account for students who do not attend in-person due to student or family health and safety concerns. ☒ When a student has a pre-excused absence or COVID-19 absence, the school district should reach out to offer support at least weekly until the student has resumed their education. ☒ When a student is absent beyond 10 days and meets the criteria for continued enrollment due to the temporary suspension of the 10 day drop rule, continue to count them as absent for those days and include those days in your Cumulative ADM reporting.	

2b. ATTENDANCE

(Note: Section 2b does not apply to private schools.)

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ Grades K-5 (self-contained): Attendance must be taken at least once per day for all students enrolled in school, regardless of the instructional model (On-Site, Hybrid, Comprehensive Distance Learning, online schools). ☒ Grades 6-12 (individual subject): Attendance must be taken at least once for each scheduled class that day for all students enrolled in school, regardless of the instructional model (On-Site, Hybrid, Comprehensive Distance Learning, online schools). ☒ Alternative Programs: Some students are reported in ADM as enrolled in a non-standard program (such as tutorial time), with hours of instruction rather than days present and days absent. Attendance must be taken at least once for each scheduled interaction with each student, so that local systems can track the student's attendance and engagement. Reported hours of instruction continue to be those hours in which the student was present. ☒ Online schools that previously followed a two check-in per week attendance process must follow the Comprehensive Distance Learning requirements for checking and reporting attendance. ☒ Provide families with clear and concise descriptions of student attendance and participation expectations as well as family involvement expectations that take into consideration the home environment, caregiver's work schedule, and mental/physical health.	See attached Jefferson County School District 509J Operational Blueprint Management Plan for COVID (below)

2c. TECHNOLOGY

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ Update procedures for district-owned or school-owned devices to match cleaning requirements (see section 2d of the ***Ready Schools, Safe Learners*** guidance).	

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ Procedures for return, inventory, updating, and redistributing district-owned devices must meet physical distancing requirements.	See attached Jefferson County School District 509J Operational Blueprint Management Plan for COVID (below)

2d. SCHOOL SPECIFIC FUNCTIONS/FACILITY FEATURES

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ **Handwashing:** All people on campus should be advised and encouraged to wash their hands frequently. ☒ **Equipment:** Develop and use sanitizing protocols for all equipment used by more than one individual or purchase equipment for individual use. ☒ **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. ☒ **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.	See attached Jefferson County School District 509J Operational Blueprint Management Plan for COVID (below)

2e. ARRIVAL AND DISMISSAL

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ Physical distancing, stable cohorts, square footage, and cleaning requirements must be maintained during arrival and dismissal procedures. ☒ Create schedule(s) and communicate staggered arrival and/or dismissal times. ☒ 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). ☒ Ensure accurate sign-in/sign-out protocols to help facilitate contact tracing by the LPHA. Sign-in procedures are not a replacement for entrance and screening requirements. Students entering school after arrival times must be screened for the primary symptoms of concern. • 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. ☒ Ensure alcohol-based hand sanitizer (with 60-95% alcohol) dispensers are easily accessible 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.	See attached Jefferson County School District 509J Operational Blueprint Management Plan for COVID (below)

2f. CLASSROOMS/REPURPOSED LEARNING SPACES

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ **Seating:** Rearrange student desks and other seat spaces so that staff and students' physical bodies are six feet apart to the maximum extent possible while also maintaining 35 square feet per person; assign seating so students are in the same seat at all times. ☒ **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. ☒ **Handwashing:** Remind students (with signage and regular verbal reminders from staff) of the utmost importance of hand hygiene and respiratory etiquette. Respiratory etiquette means covering	See attached Jefferson County School District 509J Operational Blueprint Management Plan for COVID (below)

OHA/ODE Requirements	Hybrid/Onsite Plan
coughs and sneezes with an elbow or a tissue. Tissues should be disposed of in a garbage can, then 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, BREAKS, AND RESTROOMS

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ 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). ☒ After using the restroom students must wash hands with soap and water for 20 seconds. Soap must be made available to students and staff. ☒ Before and after using playground equipment, students must wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol. ☒ Designate playground and shared equipment solely for the use of one cohort at a time. Disinfect at least daily or between use as much as possible in accordance with CDC guidance. ☒ Cleaning requirements must be maintained (see section 2j of the ***Ready Schools, Safe Learners*** guidance). ☒ Maintain physical distancing requirements, stable cohorts, and square footage requirements. ☒ Provide signage and restrict access to outdoor equipment (including sports equipment, etc.). ☒ Design recess activities that allow for physical distancing and maintenance of stable cohorts. ☒ Clean all outdoor equipment at least daily or between use as much as possible in accordance with CDC guidance. ☒ Limit staff rooms, common staff lunch areas, elevators and workspaces to single person usage at a time, maintaining six feet of distance between adults.	See attached Jefferson County School District 509J Operational Blueprint Management Plan for COVID (below)

2h. MEAL SERVICE/NUTRITION

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ Include meal services/nutrition staff in planning for school reentry. ☒ Prohibit self-service buffet-style meals. ☒ Prohibit sharing of food and drinks among students and/or staff. ☒ At designated meal or snack times, students may remove their face coverings to eat or drink but must maintain six feet of physical distance from others, and must put face coverings back on after finishing the meal or snack. ☒ Staff serving meals and students interacting with staff at mealtimes must wear face shields or face covering (see section 1h of the **Ready Schools, Safe Learners** guidance). ☐ Students must wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol before meals and should be encouraged to do so after. ☒ Appropriate daily cleaning of meal items (e.g., plates, utensils, transport items). ☒ Cleaning and sanitizing of meal touch-points and meal counting system between stable cohorts. ☒ Adequate cleaning and disinfection of tables between meal periods. ☒ Since staff must remove their face coverings during eating and drinking, staff should eat snacks and meals independently, and not in staff rooms when other people are present. Consider staggering times for staff breaks, to prevent congregation in shared spaces.	See attached Jefferson County School District 509J Operational Blueprint Management Plan for COVID (below)

2i. TRANSPORTATION

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ Include transportation departments (and associated contracted providers, if used) in planning for return to service. ☒ 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. This should be done at the time of arrival and departure. • If a student displays COVID-19 symptoms, provide a face shield or face covering (unless they are already wearing one) and keep six feet away from others. Continue transporting the student. ○ The symptomatic student should be seated in the first row of the bus during transportation, and multiple windows should be opened to allow for fresh air circulation, if feasible. ○ The symptomatic student should leave the bus first. After all students exit the bus, the seat and surrounding surfaces should be cleaned and disinfected. • 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 when not actively driving and operating the bus. ☒ 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). ☒ Face coverings or face shields for all students in grades Kindergarten and up following CDC guidelines applying the guidance in section 1h of the ***Ready Schools, Safe Learners*** guidance to transportation settings.	See attached Jefferson County School District 509J Operational Blueprint Management Plan for COVID (below)

2j. CLEANING, DISINFECTION, AND VENTILATION

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ 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. Maintain clean and disinfected (CDC guidance) environments, including classrooms, cafeteria settings and restrooms. ☒ Clean and disinfect playground equipment at least daily or between use as much as possible in accordance with CDC guidance. ☒ Apply disinfectants safely and correctly following labeling direction as specified by the manufacturer. Keep these products away from students. ☒ To reduce the risk of asthma, choose disinfectant products on the EPA List N with asthma-safer ingredients (e.g. hydrogen peroxide, citric acid, or lactic acid) and avoid products that mix these with asthma-causing ingredients like peroxyacetic acid, sodium hypochlorite (bleach), or quaternary ammonium compounds. ☒ Schools with HVAC systems should evaluate the system to minimize indoor air recirculation (thus maximizing fresh outdoor	See attached Jefferson County School District 509J Operational Blueprint Management Plan for COVID (below)

OHA/ODE Requirements	Hybrid/Onsite Plan
air) to the extent possible. Schools that do not have mechanical ventilation systems should, to the extent possible, increase natural ventilation by opening windows and doors before students arrive and after students leave, and while students are present. ☒ Consider running ventilation systems continuously and changing the filters more frequently. Do not use fans if they pose a safety or health risk, such as increasing exposure to pollen/allergies or exacerbating asthma symptoms. Consider using window fans or box fans positioned in open windows to blow fresh outdoor air into the classroom via one window, and indoor air out of the classroom via another window. Fans should not be used in rooms with closed windows and doors, as this does not allow for fresh air to circulate. ☒ Consider the need for increased ventilation in areas where students with special health care needs receive medication or treatments. ☒ 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). ☒ Consider modification or enhancement of building ventilation where feasible (see CDC's guidance on ventilation and filtration and American Society of Heating, Refrigerating, and Air-Conditioning Engineers' guidance).	

2k. HEALTH SERVICES

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ 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. While OAR 581-022-2220 does not apply to private schools, private schools must provide a space to isolate sick students and provide services for students with special health care needs. ☒ 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; dental providers; physical, occupational, speech, and respiratory therapists; and School Based Health Centers (SBHC).	See attached Jefferson County School District 509J Operational Blueprint Management Plan for COVID (below)

2l. BOARDING SCHOOLS AND RESIDENTIAL PROGRAMS ONLY

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Provide specific plan details and adjustments in Operational Blueprints that address staff and student safety, which includes how you will approach: • Contact tracing • The intersection of cohort designs in residential settings (by wing or common restrooms) with cohort designs in the instructional settings. The same cohorting parameter limiting total cohort size to 100 people applies. • Quarantine of exposed staff or students • Isolation of infected staff or students • Communication and designation of where the "household" or "family unit" applies to your residents and staff ☐ Review and take into consideration CDC guidance for shared or congregate housing: • Not allow more than two students to share a residential dorm room unless alternative housing arrangements are impossible • Ensure at least 64 square feet of room space per resident	n/a

OHA/ODE Requirements	Hybrid/Onsite Plan
• Reduce overall residential density to ensure sufficient space for the isolation of sick or potentially infected individuals, as necessary; • Configure common spaces to maximize physical distancing; • Provide enhanced cleaning; • Establish plans for the containment and isolation of on-campus cases, including consideration of PPE, food delivery, and bathroom needs.	

2m. SCHOOL EMERGENCY PROCEDURES AND DRILLS

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ In accordance with ORS 336.071 and OAR 581-022-2225 all schools (including those operating a Comprehensive Distance Learning model) are required to instruct students on emergency procedures. Schools that operate an On-Site or Hybrid model need to instruct and practice drills on emergency procedures so that students and staff can respond to emergencies. • At least 30 minutes in each school month must be used to instruct students on the emergency procedures for fires, earthquakes (including tsunami drills in appropriate zones), and safety threats. • Fire drills must be conducted monthly. • Earthquake drills (including tsunami drills and instruction for schools in a tsunami hazard zone) must be conducted two times a year. • Safety threats including procedures related to lockdown, lockout, shelter in place and evacuation and other appropriate actions to take when there is a threat to safety must be conducted two times a year. ☒ Drills can and should be carried out as close as possible to the procedures that would be used in an actual emergency. For example, a fire drill should be carried out with the same alerts and same routes as normal. If appropriate and practicable, COVID-19 physical distancing measures can be implemented, but only if they do not compromise the drill. ☒ When or if physical distancing must be compromised, drills must be completed in less than 15 minutes. ☒ Drills should not be practiced unless they can be practiced correctly. ☒ Train staff on safety drills prior to students arriving on the first day on campus in hybrid or face-to-face engagement. ☒ If on a hybrid schedule, conduct multiple drills each month to ensure that all cohorts of students have opportunities to participate in drills (i.e., schedule on different cohort days throughout the year). ☒ Students must wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol after a drill is complete.	See attached Jefferson County School District 509J Operational Blueprint Management Plan for COVID (below)

2n. SUPPORTING STUDENTS WHO ARE DYSREGULATED, ESCALATED, AND/OR EXHIBITING SELF-REGULATORY CHALLENGES

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ Utilize the components of Collaborative Problem Solving or a similar framework to continually provide instruction and skill-building/training related to the student's demonstrated lagging skills. ☒ Take proactive/preventative steps to reduce antecedent events and triggers within the school environment. ☒ Be proactive in planning for known behavioral escalations (e.g., self-harm, spitting, scratching, biting, eloping, failure to maintain physical distance). Adjust antecedents where possible to minimize student and staff dysregulation. Recognize that there could be new	See attached Jefferson County School District 509J Operational Blueprint Management Plan for COVID (below)

OHA/ODE Requirements	Hybrid/Onsite Plan
and different antecedents and setting events with the additional requirements and expectations for the 2020-21 school year. ☒ Establish a proactive plan for daily routines designed to build self-regulation skills; self-regulation skill-building sessions can be short (5-10 minutes), and should take place at times when the student is regulated and/or is not demonstrating challenging behaviors. ☒ Ensure all staff are trained to support de-escalation, provide lagging skill instruction, and implement alternatives to restraint and seclusion. ☒ Ensure that staff are trained in effective, evidence-based methods for developing and maintaining their own level of self-regulation and resilience to enable them to remain calm and able to support struggling students as well as colleagues. ☒ Plan for the impact of behavior mitigation strategies on public health and safety requirements: • Student elopes from area ○ If staff need to intervene for student safety, staff should: ● Use empathetic and calming verbal interactions (i.e. "This seems hard right now. Help me understand… How can I help?") to attempt to re-regulate the student without physical intervention. ● Use the least restrictive interventions possible to maintain physical safety for the student and staff. ● Wash hands after a close interaction. ● Note the interaction on the appropriate contact log. ○ *If unexpected interaction with other stable cohorts occurs, those contacts must be noted in the appropriate contact logs. • Student engages in behavior that requires them to be isolated from peers and results in a room clear. ○ If students leave the classroom: ● Preplan for a clean and safe alternative space that maintains physical safety for the student and staff ● Ensure physical distancing and separation occur, to the maximum extent possible. ● Use the least restrictive interventions possible to maintain physical safety for the student and staff. ● Wash hands after a close interaction. ● Note the interaction on the appropriate contact log. ○ *If unexpected interaction with other stable cohorts occurs, those contacts must be noted in the appropriate contact logs. • Student engages in physically aggressive behaviors that preclude the possibility of maintaining physical distance and/or require physical de-escalation or intervention techniques other than restraint or seclusion (e.g., hitting, biting, spitting, kicking, self-injurious behavior). ○ If staff need to intervene for student safety, staff should: ● Maintain student dignity throughout and following the incident. ● Use empathetic and calming verbal interactions (i.e. "This seems hard right now. Help me understand… How can I help?") to attempt to re-regulate the student without physical intervention. ● Use the least restrictive interventions possible to maintain physical safety for the student and staff ● Wash hands after a close interaction. ● Note the interaction on the appropriate contact log. ○ *If unexpected interaction with other stable cohorts occurs, those contacts must be noted in the appropriate contact logs.	

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ Ensure that spaces that are unexpectedly used to deescalate behaviors are appropriately cleaned and sanitized after use before the introduction of other stable cohorts to that space. **Protective Physical Intervention** ☒ Reusable Personal Protective Equipment (PPE) must be cleaned/sanitized after every episode of physical intervention (see section 2j of the ***Ready Schools, Safe Learners*** guidance: Cleaning, Disinfection, and Ventilation).	

3. Response to Outbreak

3a. PREVENTION AND PLANNING

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ Review the "*Planning for COVID-19 Scenarios in Schools*" toolkit. ☒ Coordinate with Local Public Health Authority (LPHA) to establish communication channels related to current transmission level.	See attached Jefferson County School District 509J Operational Blueprint Management Plan for COVID (below)

3b. RESPONSE

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ Review and utilize the "*Planning for COVID-19 Scenarios in Schools*" toolkit. ☒ Ensure continuous services and implement Comprehensive Distance Learning. ☒ Continue to provide meals for students.	See attached Jefferson County School District 509J Operational Blueprint Management Plan for COVID (below)

3c. RECOVERY AND REENTRY

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ Review and utilize the "*Planning for COVID-19 Scenarios in Schools*" toolkit. ☒ Clean, sanitize, and disinfect surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and follow CDC guidance for classrooms, cafeteria settings, restrooms, and playgrounds. ☒ When bringing students back into On-Site or Hybrid instruction, consider smaller groups, cohorts, and rotating schedules to allow for a safe return to schools.	See attached Jefferson County School District 509J Operational Blueprint Management Plan for COVID (below)

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 unless the school is implementing the* Limited In-Person Instruction *provision under the Comprehensive Distance Learning guidance.
This section does not apply to private schools.

☒ We affirm that, in addition to meeting the requirements as outlined above, our school plan has met the collective requirements from ODE/OHA guidance related to the 2020-21 school year, including but not limited to requirements from:

- Sections 4, 5, 6, 7, and 8 of the ***Ready Schools, Safe Learners*** guidance,
- The ***Comprehensive Distance Learning*** guidance,
- The ***Ensuring Equity and Access: Aligning Federal and State Requirements*** guidance, and
- ***Planning for COVID-19 Scenarios in Schools***

☒ We affirm that we cannot meet all of the collective requirements from ODE/OHA guidance related to the 2020-21 school year from:

- Sections 4, 5, 6, 7, and 8 of the ***Ready Schools, Safe Learners*** guidance,
- The ***Comprehensive Distance Learning*** guidance,
- The ***Ensuring Equity and Access: Aligning Federal and State Requirements*** guidance, and
- ***Planning for COVID-19 Scenarios in Schools***

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, 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 requirements.

List Requirement(s) Not Met	Provide a Plan and Timeline to Meet Requirements *Include how/why the school is currently unable to meet them*

October 7, 2020

ODE OPERATIONAL BLUEPRINT MANAGEMENT PLAN

CROOK, DESCHUTES, JEFFERSON, & WASCO COUNTY SCHOOLS

Jefferson County School District 509J
445 SE Buff Street
Madras, OR 97741
(541) 475-6192

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ODE Operational Blueprint Management Plan

Purpose

The purpose of the ODE Operational Blueprint Management Plan for COVID-19 is to support the Jefferson County School District's return to school plans and to provide a coordinated, district-wide response to protect students, staff, and our community during the COVID-19 pandemic. This plan has been modeled after the recommendations by the Oregon Department of Education and the Oregon Health Authority.

Responsibilities

Local districts will utilize the ODE Operational Blueprint Management Plan for COVID-19 through coordinated efforts to achieve the following goals:

- Limit the number of illnesses and deaths
- Preserve continuity of essential school functions
- Minimize educational and social disruption
- Minimize economic and academic losses

Guiding Principles

Ensure safety and wellness.

The decision to return to school settings must be driven by health and safety considerations. In planning, prioritize basic needs such as food, shelter, and wellness and create the conditions to support mental, social, and emotional health of students and staff.

Cultivate connection and relationship.

Quality learning experiences require deep interpersonal relationships and a learning environment where people feel safe, seen and valued. Especially in the midst of returning to school settings from an extended school closure, supporting students and families should begin with connection and relationship.

Center equity.

Recognize the disproportionate impact of COVID-19 on Black, American Indian/Alaska Native, and Latino/a/x, Pacific Islander communities; students experiencing disabilities; and students and families navigating poverty. Apply an equity-informed, anti-racist, and anti-oppressive lens to promote culturally sustaining and revitalizing educational systems that support every child.

Innovate.

The complex circumstances in which learning is currently situated requires ongoing reflection and iteration to assure deep learning for every student.

Key Steps

School and district plans will be modeled after the recommendations by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA).

By August 15, 2020 or prior to the beginning of the school year, whichever is earlier, the Operational Blueprint for Reentry must be submitted to the local school board. It must be made available to the community on the district website and submitted to ODE.

Preparation
1. Read the Ready Schools, Safe Learners guidance in its entirety.
2. Consult your Local Public Health Authority and familiarize yourself with the disease management metrics within your health region.
3. Assemble appropriate personnel within the school/district, including teachers and any community partners to create a planning team.

Plan Development
4. Work with the planning team to complete the Operational Blueprint template for each of your schools. Consider plans for your programs as well.
5. Consult with key partners (see section six, including Tribal Consultation) to complete the Operational Blueprint for Reentry.
6. Submit the Operational Blueprint for Reentry to your local school board.

Public Health Review
7. Submit the Operational Blueprint for Reentry to your Local Public Health Authority.
8. Your Local Public Health Authority will attest to receiving the blueprint, carefully reviewing sections 1-3, and supporting your ongoing efforts towards ongoing COVID-19 mitigation efforts.

Final Plan Submission
9. Post the Operational Blueprint for Reentry on your school and district websites. If there is no school or district website, it can be posted to the ESD website.
10. Submit final plan for each school to the Oregon Department of Education via https://app.smartsheet.com/b/form/a4dedb5185d94966b1dffc75e4874c8a

Charter Schools. Public charter schools must make their Operational Blueprint for Reentry available to the community on the school's website and the sponsoring district's website, the plan must be reviewed by the school's board, submitted to the school's sponsoring district, and submitted to ODE.

Ongoing Monitoring and Review
Schools may iterate and improve the blueprint during the school year. Review the Operational Blueprint for Reentry regularly, at least monthly. As part of this review, re-engage your planning team, consult with public health officials, and update the Operational Blueprint for Reentry as needed. Schools must repost updated Operational Blueprints and ensure updates are submitted to the LPHA and ODE. Reviews should include information gathered through your local real-time efforts along with changes in this guidance as is updated with new versions.

For questions or support, contact:
Ken Parshall, Superintendent, District Office, 541-475-6192
Kira Fee, Nursing & Special Programs, 541-475-6192
David Hicks, Technology, 541-475-8261
Larry Sandstrom, Transportation Supervisor, 541-475-3536
Human Resources & Operation, 541-475-6192
Safety Director, 541-475-6192
Melinda Boyle, Curriculum & Instruction, 541-475-6192
John Adams, Operations Supervisor(Facilities), 541-475-3536
Patti Jobe, Food Service Supervisor, 541-475-0339

Schools:
Big Muddy School, Melinda Boyle, Principal, 541-475-6192
Bridges High School (Roots), Jason Weeks, Principal, 541-475-4820
Buff Elementary School, Billie White, Principal, 541-475-2457
Jefferson County Middle School, Simon White, Principal, 541-475-7253
Madras Elementary School, Chris Wyland, Principal, 541-475-3520
Madras High School, Brian Crook, Principal, 541-475-7265
Metolius Elementary School, Adam Dietrich, Principal, 541-546-3104
Warm Springs K-8 Academy, Bambi Van Dyke, Principal, 541-553-1128
21st Century Learning Centers, Katie Boyle, Director, 541-475-0388

1. PUBLIC HEALTH PROTOCOLS

READY SCHOOLS, SAFE LEARNERS

Overview • Operational Blueprint for Reentry

1. Public Health Protocols

1a. Communicable Disease Management Plan for COVID-19
1b. High-Risk Populations
1c. Physical Distancing
1d. Cohorting
1e. Public Health Communication
1f. Entry and Screening
1g. Visitors/Volunteers
1h. Face Coverings, Face Shields, and Clear Plastic Barriers
1i. Isolation Measures

1a. COMMUNICABLE DISEASE MANAGEMENT PLAN FOR COVID-19

KEY PRINCIPLES for Reducing Potential Exposures

The mainstays of reducing exposure to the coronavirus and other respiratory pathogens are:

- **Physical distancing** — minimizing close contact (<six feet) with other people.
- **Hand hygiene** — frequent washing with soap and water or using hand sanitizer.
- **Cohorts** — conducting all activities in small groups that remain together over time with minimal mixing of groups.
- **Protective equipment** — use of face shields, face coverings, and barriers.
- **Environmental cleaning and disinfection** — especially of high-touch surfaces.
- **Isolation** of sick people and quarantine of exposed people.
- With the above considerations foremost, outdoor activities are safer than indoor activities.

Infection Control

The Jefferson County School District will implement measures to limit the spread of COVID-19 within our programs and facilities. Control, mitigation, and prevention measures will include: appropriate disinfectant/sanitizing procedures; screening, monitoring, and isolation/exclusion for illness among symptomatic staff and students; use of face coverings; and limiting interactions between different groups of students. District staff will continue to review and update all district policies and

plans related to communicable diseases and student health and wellbeing as required or recommended by local, state, and federal regulations, laws, and guidelines.

Communicable Disease Management Plan

The Jefferson County School District 509-J has updated the Communicable Disease Management Plan to reflect best practices and response and protocols for COVID-19. A copy of the Plan can be reviewed by the public, contact our Superintendent's Office to set up a time to review.

JCSD Communicable Disease Plan Link

The Jefferson County School District 509-J complies with all associated board policies.

Designation of School Staff to Establish, Implement, and Enforce Guidance

Each program and facility will designate, in writing, one full-time staff member to establish, implement, and enforce physical distancing requirements that are consistent with ODE and OHA guidance. This information will be posted on the staff bulletin board at each site. Violation of these rules could result in discipline.

List of Crook County, Deschutes County, Jefferson, & Wasco County Public Health Staff, School Nurses, and other experts who provide support and resources to the plan/policies:

Local public health contacts:

Michael K. Baker – or designee
Public Health Administrator
541-475-4456
Michael.Baker@co.jefferson.or.us
Jefferson County Public Health

Miriam D. McDonnell, MD, FACOG - **(541) 506-2617** – or designee
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North Central Public Health District
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Process and Procedures to train all staff in sections 1-3 of the ODE *Ready Schools, Safe Learners* Guidance

The Jefferson County School District will use a 'train-the-trainer' system. Trained administrators and supervisors will train at their sites. Human Resources will schedule trainings for all new hires throughout the school year. Conducting training virtually, if possible or train in small groups to ensure physical distancing is maintained.

Protocol to Notify the Local Health Authority of any confirmed COVID-19 cases among students or staff.

Program or site administrator will contact district designee who will make contact with Communicable Disease liaison at local health authority.

District will follow all associated board policies.

Custodial Plan and Classroom/Office Cleaning

The Jefferson County School District will follow the Cleaning and Disinfecting Plan and follow best practices and protocols for reducing exposure to COVID-19. A copy of the Plan can be reviewed by the public, contact our Superintendent's Office to set up a time to review.

Reporting Process for Clusters of Illness

Program or site administrator will contact district COVID-19 district designee who will make contact with Communicable Disease liaison at local health authority.

District will follow all associated board policies.

District COVID-19 designee will cooperate with LPHA recommendations and provide all logs and information in a timely manner.

Note: FERPA allows Jefferson County School District to share personally identifiable information with local public health authorities without consent when needed to respond to a health emergency. The Jefferson County School District *will work with the local health authorities to ensure we are able to* return to School *effectively respond to and control outbreaks through sharing of information, even without parental consent, when appropriate.*

Screening Protocol

Staff will greet students at pre-designated points of entry each morning, including buses, students walking/riding, and dropped off at schools and program sites. Students arriving after the start of the school or program day will be greeted by office staff. "Greeters" will do visual checks of all students, staff and visitors to campus. Checks can be done visually and/or with confirmation from a parent/caregiver/guardian.

Arrivals will be expected to wash with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol upon entry to school, program or department sites each day.

Greeters will do visual screening for the following COVID-19 symptoms: cough, fever or chills, shortness of breath, or difficulty breathing.

Students displaying COVID-19 symptoms will be asked to return home or to report to the isolation (1i) room and sent home as soon as possible. They must remain home until 24 hours after fever is gone (without use of fever reducing medicine) and other symptoms are improving.

Students and staff will be directed to stay home if they, or anyone in their homes or community living spaces, have COVID-19 symptoms.

All administrators or supervisors will evaluate their physical layout of their facilities, doorways and options, and available staff to generate a comprehensive plan for effective screening.

The Jefferson County School District will follow LPHA advice on restricting from school or educational program any student or staff known to have been exposed (e.g., by a household member) to COVID-19 within the preceding 14 calendar days.

Staff or students with a chronic or baseline cough that has worsened or is not well-controlled with medication should be excluded from school or educational program. Do not exclude staff or students who have other symptoms that are chronic or baseline symptoms (e.g., asthma, allergies, etc.) from school.

Isolation Protocol

The Jefferson County School District students and staff who report or develop symptoms of cough, fever, chills, shortness of breath, difficulty breathing, or sore throat while at school or in an educational program will be isolated in a designated isolation area in the school or building with adequate space and staff supervision, will be provided face covering, and symptoms will be monitored by a school nurse, other school-based health care provider or school/program staff until they are able to go home.

Anyone providing supervision and symptom monitoring must wear appropriate face covering or face shields.

An emergency contact or family member will be called and asked to safely transporting home or to a health care facility. If this is not an option, local ambulance services can be summoned by calling the non-emergency police line.

The school nurse, office manager, or other program staff will keep a record of the students and staff being isolated or sent home for the LPHA review.

Staff and students who are ill must stay home from school or educational program and must be sent home if they become ill at school or educational program, particularly if they COVID-19 symptoms.

The Jefferson County School District will follow LPHA advice on restricting from school or educational program any student or staff known to have been exposed (e.g., by a household member) to COVID-19 within the preceding 14 calendar days.

The Jefferson County School District will work with nurses and health care experts to determine isolation areas and any necessary modifications to areas where staff/students will be isolated, consider required physical arrangements to reduce risk of disease transmission and plan for the needs of generally well students who need medication or routine treatment, as well as students who may show signs of illness.

Transportation administrators will identify isolation areas on buses, likely last two seats on passenger side of the bus.

The Jefferson County School District has an adequate supply of face coverings, located in our warehouse.

Communication Plan - Presumptive or Confirmed Cases

In the event of a presumptive or confirmed COVID-19 case in a school or educational program in Crook, Deschutes, Jefferson, or Wasco counties, Oregon, our Communicable Disease partners at county health will provide guidance as we lead response efforts.

The Jefferson County School District will follow the COVID-19 Communication Plan for Exposure or Case. These tools are designed to help school districts and the Jefferson County School District to prepare for potential communication efforts, in partnership with Communicable Disease staff, in communicating with parents, teachers and to both aid in prevention efforts and to share information about exposure.

All letters/emails to families will be provided in English and Spanish or other requested formats that ensure accessible to the school community.

The regional school safety director, or designee, will assist regional school district efforts in communication review and dissemination, if requested.

COVID-19 Return to School

System for Maintaining and Storing Logs

The Jefferson County School District will follow Ready Schools, Safe Learners guidance and maintain individual and cohort information via a Cohort Daily Log. The log will be stored for four weeks.

Parent/guardian name and emergency contact information will be stored in the Student Information System.

Note: 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.

The Jefferson County School District will ensure that all itinerant and all district staff (maintenance, administrative, delivery, nutrition, and any other staff) who move between buildings keep a log or calendar with a running four-week history of their time in each school building and who they were in contact with at each site.

Local Health Authority Engagement

The Jefferson County School District will provide the local health authority with Cohort Daily Logs and other information necessary to expedite contact tracing in the event of a possible closure.

The Jefferson County School District will follow local health authority and CDC guidance regarding cleanings.

The Jefferson County School District will consult with the local health authority to consider classroom, school/program/department, or districtwide closures.

Outbreak Protocol

Per *Ready Schools, Safe Learners* guidance, The Jefferson County School District will report to the local health authority any cluster of two or more persons with similar illness among staff or students.

If anyone who has been on campus is known to have been diagnosed with COVID-19, The Jefferson County School District will report the case to and consult with the LPHA regarding cleaning and possible classroom or program closure.

The Jefferson County School District will modify, postpone, or cancel large school or educational program events as coordinated with the LPHA. If the school or educational program is closed, The Jefferson County School District will implement Short-Term Distance Learning or Comprehensive Distance Learning models for all staff/students.

The Jefferson County School District will continue to provide meals for students. Meal sites may or may not include the affected school or educational program location.

The Jefferson County School District will communicate criteria that must be met in order for On- Site instruction to resume and relevant timelines with families.

1b. HIGH-RISK POPULATIONS

HIGH RISK POPULATIONS

High-risk populations include people who have one or more of the following characteristics or conditions:

- 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

High-Risk Student and Staff Groups

The Jefferson County School District will continue to serve students in high risk population(s) through on-site, hybrid, or comprehensive distance learning models.

Staff Identified as High-Risk may be re-assigned and/or may consider all leave options.

To the extent possible, students who are unable to participate in On-Site instructional models due to their high-risk status will be provided the opportunity to attend/interact with their peers. This will allow educators to support all students and synchronously integrate distance learning experiences into their on-site class.

If the Jefferson County School District is unable to provide blended classrooms for students, students unable to attend on-site will be provided with comprehensive distance learning.

Medically Fragile, Complex, and Nursing-Dependent Student Requirements

The Jefferson County School District will account for all students that have health conditions that require nursing services. Oregon law (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.

Interdisciplinary and Nursing Care

If needed, the Jefferson County School District will hire registered nurses to be responsible for nursing care provided to individual students as outlined in Oregon Department of Education (ODE) and Oregon state law. Nurses will:

- 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 504s or other student-level medical plans, as indicated, to address current health care considerations.
- The RN at 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 interdisciplinary teams to meet requirements of ADA and FAPE.
- High-risk individuals may meet criteria for exclusion during a local health crisis.
- Refer to update state and national guidance and resources such as:
    - U.S. 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

Physical Distancing

Students will never be excluded from face-to-face instruction, disciplined for struggling to learn, and/or disciplined for struggling to adhere to new procedures for how schools operate. When students falter in adhering to the new operating procedures, staff will center grace and patience and reteach the expectation. School staff will never implement consequences that deny access to instruction as a result of these challenges. Schools and teams will continually provide instruction and positive reinforcement to help all students adapt to the changes in school facilities while ensuring punitive measures are not the methodology for compliance to healthy practices.

Physical Distancing

The Jefferson County School District will establish a minimum of 35 square feet per person (including staff) when determining room capacity. Calculations will only be made with usable classroom space, understanding that desks and room set-up will require use of all space in the calculation. This also applies for professional development and staff gatherings. The Jefferson County School District staff should maintain physical distancing during all staff meetings and conferences, or consider remote web-based meetings.

Schools, programs and facilities will strive to maintain six feet of space between individuals while supporting physical distancing in all daily activities and instruction.

Steps will be taken to minimize the time standing in lines and to ensure that six feet of distance between students is used when forming lines, to include marking spacing on the floor, one-way traffic flow in constrained spaces, etc.

When possible, the Jefferson County School District will establish cohorts of students using the same classrooms with the same teachers each day. Students should remain in one classroom environment for the duration of the learning day, unless this would severely impact educational needs. Teachers of specific academic content areas may rotate through student cohorts where feasible. In high schools or other settings where cohorts must change to allow individual curricula, maintain physical distancing and disinfect desks and high-touch surfaces between groups.

The Jefferson County School District will make efforts to restrict interaction between student cohorts; e.g. access to restrooms, activities, common areas.

Efforts will be made to 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). In high schools, or settings where students require individualized schedules or elective classes, physical distancing between students will remain essential and ways to reduce mixing among cohorts will be considered.

The Jefferson County School District will make accommodations for students who will need additional support in learning how to maintain physical distancing requirements by provide instruction; rather than employing punitive discipline.

The Jefferson County School District utilizes local school districts to provide busing services. The Jefferson County School District will follow all local school district policies and protocols related to busing.

The Jefferson County School District has measured all classrooms, offices and common areas and will limit capacity to allow for 35 sq./ft. per person.

The Jefferson County School District will post occupancy limits on classrooms, offices and common areas.

1d. COHORTING

Stable Cohort Groups

Cohorting is a significant strategy to reduce COVID-19 spread.
Cohorting refers to a consistent group of students that
stays together for the duration of the school day.

Cohorts

Where feasible, the Jefferson County School District programs will establish stable cohorts. Cohort groups will be no larger than can be accommodated by the space available to provide 35 square feet per person, including staff.

Additionally, students will not be part of any single cohort, or part of multiple cohorts that exceed a total of 100 people within the educational week. Jefferson County School District programs should plan to limit cohort sizes to allow for efficient contact-tracing and minimal risk for exposure.

The Jefferson County School District understands that the smaller the cohort, the less risk of spreading disease. As cohort groups increase in size, the risk of spreading disease increases. The Jefferson County School District will make efforts to minimize interaction between students in different stable cohorts (e.g. access to restrooms, activities, common areas). When feasible, our schools and programs should provide access to All Gender/Gender Neutral restrooms.

When feasible, stable cohorts should remain in one classroom environment for the duration of the learning day, including lunch.

Teachers of specific academic content areas will rotate instead of students to the maximum extent possible.

Contact Tracing

The Jefferson County School District will maintain Cohort Daily Logs.

A key strategy in reducing the spread of disease at the Jefferson County School District is establishing stable cohort groups in schools. Students can be part of more than one stable cohort during the school day, but with each new cohort there is increased risk. Each cohort will have a system to ensure contact tracing can be completed; daily individual student or cohort logs are required; cohorts must be diverse groups of students that would typically be grouped in schools or programs.

Each facility will assign restrooms, classrooms, or other activity areas for the exclusive use of one or a small number of stable cohorts rather than the entire on-campus population.

Staff Cleaning

All staff will have access, and be required, to perform regular cleaning of their spaces (using approved district cleaning agents) between multiple student or staff uses of their space.

Routine cleaning and disinfecting will follow CDC cleaning and disinfecting guidance, and includes cleaning classrooms between groups, playground equipment between groups, restroom door or faucet handles, etc.

Cohort Design

The Jefferson County School District believes that students should not be placed into full-time cohort groups based on any demographic or disability criteria (e.g., students with complex medical needs, students with IEPs, students receiving language services, etc.). Instead, schools or educational programs will create small groups within cohorts around skills and instructional needs. For example, a small instructional Math group can be organized that is diverse by demographics, any disability criteria, speech/language services, or English language development.

Staff Hand Cleaning

Staff who interact with multiple stable cohorts will wash or sanitize their hands between interactions with different stable cohorts or individual students and wear face coverings.

Staff will wash or sanitize their hands upon entry to the building and again when they leave. Staff will wash or sanitize hands before and after meals.

1e. PUBLIC HEALTH COMMUNICATION

Communication

In the event of a presumptive or confirmed COVID-19 case in a school or educational program in Crook, Deschutes Jefferson, or Wasco counties, Oregon, our Communicable Disease partners at county health will provide guidance as we lead response efforts. The Jefferson County School District will follow the COVID-19 Communication Plan for Exposure or Case.

All letters/emails to families will be provided in English and Spanish or other requested formats that ensure accessible to the school community.

The regional school safety director, or designee, will assist regional school district efforts in communication review and dissemination, if requested.

Note: The definition of exposure is being within 6 feet of a COVID-19 case for 15 minutes (or longer).

1f. ENTRY AND SCREENING

Protocol for Entry and Screening

Staff will greet students at designated points of entry each morning, including buses, schools and program sites. Students arriving after the start of the school day will be greeted by staff. "Greeters" will do visual checks of all students, staff and visitors to campus. Checks can be done visually and/or with confirmation from a parent/caregiver/guardian.

Arrivals will be expected to wash with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol upon entry to school, program or department sites each day.

Greeters will do visual screening for the following COVID-19 symptoms: Primary symptoms of concern: cough, fever *(of greater than 100.4°F)* or chills, shortness of breath, or difficulty breathing. Staff members will do self-screen and attest to their own health.

Students displaying COVID-19 symptoms will be asked to return home or to report to the isolation (1i) room 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.

In addition to COVID-19 symptoms, students will be excluded from school or educational program for signs of other infectious diseases, per existing school policy and protocols.

Students and staff will be directed to stay home if they, or anyone in their homes or community living spaces, have COVID-19 symptoms.

All administrators or supervisors will evaluate their physical layout, doorways and options, and available staff to generate a comprehensive plan for effective screening.

The Jefferson County School District will follow LPHA advice on restricting from school or educational program any student or staff known to have been exposed (e.g., by a household member) to COVID-19 within the preceding 14 calendar days. Staff or students with a chronic or baseline cough that has worsened or is not well-controlled with medication should be excluded. Do not exclude staff or students who have other symptoms that are chronic or baseline symptoms (e.g., asthma, allergies, etc.) from school.

Once at school or educational program, and inside the campus perimeter, staff will screen students at interior or exterior door. Example would be recess at the elementary level. Both doors may only be used at the same time if a second staff person is available for screening.

When screening indicates that a student may be symptomatic, they will be directed to the isolation room or nurse's office.

Parents will be reminded to report symptoms when calling their student absent for school or program.

1g. VISITORS/VOLUNTEERS

Visitors/Volunteers

Visitors and volunteers will be restricted to common entry and exit areas, while maintaining physical distancing, at the Jefferson County School District schools/programs or department offices until further notice. Not district personnel should schedule work/deliveries outside student contact hours, if moving beyond the school entry. Only allow contractors if six feet of physical distance between all people can be maintained.

Volunteers will be encouraged to support teaching and learning by performing projects at home or other locations. Volunteers will be encouraged to pick up/return materials for requested classroom or office projects in the school/program entry, on a designated table.

All contractors will be screened for symptoms upon every entry and will be required to fill out contact tracing forms.

The Jefferson County School District will restrict from school property any contractor known to have been exposed to COVID-19 within the preceding 14 calendar days.

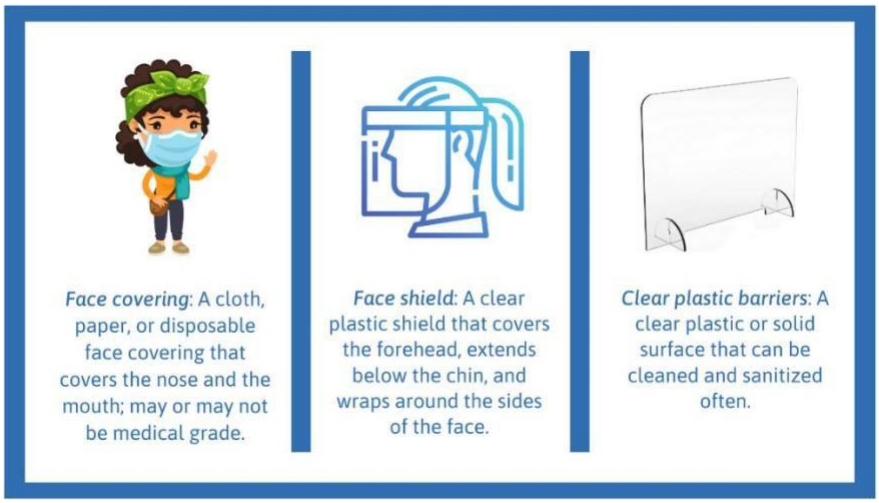
Contractors that are allowed in schools or facilities must wash or sanitize their hands upon entry and exit.

Contractors must wear face coverings in accordance with the BLS *Communicable Disease Management Plan for COVID-19*, the Deschutes County Public Health department, OHA, and the Center for Disease Control.

Schools and programs will maximize video and telephone meetings between parents/caregivers/guardians for teacher conferences and other meetings with district staff.

Note: Staff members such as student teachers, itinerant staff, substitute teachers and other district staff who move between buildings are not considered visitors.

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



Face Coverings, Face Shields, and Clear Plastic Barriers

Face coverings are required for all students in grades kindergarten and above along with all Jefferson County School District staff. Specifically:

- Face coverings or face shields are required for all staff, contractors, other service providers, or visitors or volunteers following CDC guidelines Face Coverings.
- Face coverings or face shields are required for all students in grades Kindergarten and up following CDC guidelines Face Coverings.
- If a student removes a face covering, or demonstrates a need to remove the face covering for a short-period of time, the school/team must:
    - Provide space away from peers while the face covering is removed; students should not be left alone or unsupervised;
    - Provide additional instructional supports to effectively wear a face covering;
    - Provide students adequate support to re-engage in safely wearing a face covering;
    - Students cannot be discriminated against or disciplined for an inability to safely wear a face covering during the school day.
- Medical-grade face masks are required 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.

Jefferson County School District 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.

If any student requires an accommodation to meet the requirement for face coverings, the Jefferson County School District will work to limit the student's proximity to students and staff to the extent possible to minimize the possibility of exposure. Appropriate accommodations could include:

- Offering different types of face coverings and face shields that may meet the needs of the student.
- Providing spaces away from peers while the face covering is removed; students should not be left alone or unsupervised.
- Providing short periods of the educational day that do not include wearing the face covering, while following the other health strategies to reduce the spread of disease;
- Providing additional instructional supports to effectively wear a face covering.

For students with existing medical conditions, doctor's orders to not wear face coverings, or other health related concerns, the Jefferson County School District will not deny access to On-Site instruction.

The Jefferson County School District will comply with the established IEP/504 plan prior to the closure of in-person instruction in March of 2020.

- If a student eligible for, or receiving services under a 504/IEP, cannot wear a face covering due to the nature of the disability, the Jefferson County School District will:

    1. Review the 504/IEP to ensure access to instruction in a manner comparable to what was originally established in the student's plan including on-site instruction with accommodations or adjustments.
    2. Make sure placement determinations cannot be made due solely to the inability to wear a face covering.
    3. Make sure plans include updates to accommodations and modifications to support students.

- Students protected under ADA/IDEA, who abstain from wearing a face covering, or students whose families determine the student will not wear a face covering, the Jefferson County School District will:

    1. Review the 504/IEP to ensure access to instruction in a manner comparable to what was originally established in the student's plan.
    2. Determine, as a team, that the disability is not prohibiting the student from meeting the requirement.
        - If the team determines that the disability is prohibiting the student from meeting the requirement, follow the requirements for students eligible for, or receiving services under, a 504/IEP who cannot wear a face covering due to the nature of the disability,
        - If a student's 504/IEP plan included supports/goals/instruction for behavior or social emotional learning, the school team must evaluate

the student's plan prior to providing instruction through Comprehensive Distance Learning.

3. Hold a 504/IEP meeting to determine equitable access to educational opportunities which may include limited on-site instruction, on-site instruction with accommodations, or Comprehensive Distance Learning.

The Jefferson County School District will consider child find implications for students who are not currently eligible for, or receiving services under, a 504/IEP who demonstrate an inability to consistently wear a face covering or face shield as required. Ongoing inability to meet this requirement may be evidence of the need for an evaluation to determine eligibility for support under IDEA or Section 504.

If a staff member requires an accommodation for the face covering or face shield requirements, the school district or school will work to limit the staff member's proximity to students and staff to the extent possible to minimize the possibility of exposure.

The Jefferson County School District will remind staff and students that coverings that are worn should be washed daily or a new covering worn daily.

The Jefferson County School District understands that plexiglass barriers have limited utility for schools and are not practical for classroom use. That said, areas barriers could be used include the library check-out station, cafeteria check-out, or front office.

If used, the Jefferson County School District will follow recommendations for barriers in non- classroom settings as follows: Material: fixed, impermeable barrier and at least three feet wide and four feet tall, centered at the level of mouth/nose level (i.e. Height will depend on whether people are to be seated or standing or both).

1i. ISOLATION MEASURES

Isolation Protocols

The Jefferson County School District students and staff who report or develop symptoms of cough, fever, chills, shortness of breath, difficulty breathing, or sore throat while at school or in an educational program will be isolated in a designated isolation area in the school or building with adequate space and staff supervision, will be provided face covering, and symptoms will be monitored by a school nurse, other school-based health care provider or school/program staff until they are able to go home.

Anyone providing supervision and symptom monitoring must wear appropriate face covering or face shields.

An emergency contact or family member will be called and asked to safely transporting home or to a health care facility. If this is not an option, local ambulance services can be summoned by calling the non-emergency police line.

The school nurse, office manager, or other school/program staff will keep a record of the students and staff being isolated or sent home for the LPHA review.

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 COVID-19 symptoms.

The Jefferson County School District will follow LPHA advice on restricting from school or educational program any student or staff known to have been exposed (e.g., by a household member) to COVID-19 within the preceding 14 calendar days.

The Jefferson County School District will work with nurses and health care experts to determine isolation areas and any necessary modifications to areas where staff/students will be isolated, consider required physical arrangements to reduce risk of disease transmission and plan for the needs of generally well students who need medication or routine treatment, as well as students who may show signs of illness.

The Jefferson County School District utilizes local school districts to provide busing services. The Jefferson County School District will follow all local school district policies and protocols related to busing.

The Jefferson County School District has an adequate supply of face coverings, located in our warehouse.

Note: Isolation separates sick people with a contagious disease from people who are not sick. Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

2. FACILITIES AND SCHOOL OPERATIONS

2. Facilities and School Operations

2a. Enrollment
2b. Attendance
2c. Technology
2d. School Specific Functions/Facility Features
2e. Arrival and Dismissal
2f. Classrooms/Repurposed Learning Spaces
2g. Playgrounds, Fields, Recess, Breaks, and Restrooms
2h. Meal Service/Nutrition
2i. Transportation
2j. Cleaning, Disinfection, and Ventilation
2k. Health Services

2a. ENROLLMENT

Enrollment

The Jefferson County School District will enroll all students per the standard Oregon Department of Education guidelines.

The Jefferson County School District will follow all district policies for student attendance and make changes, if needed, to account for students who do not attend in-person due to student or family health and safety concerns.

No student will be dropped 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.

Note: For the 2020-21 school year, ODE plans to suspend the "10-day drop," pending approval of the State Board of Education, with the expectation that a student will only be unenrolled when a school or district has received notice that they've been enrolled in another setting. When approved by the State Board of Education the Jefferson County School District will suspend all use of the "10-day drop."

2b. ATTENDANCE

Attendance

The Jefferson County School District will make individualized accommodations for those students who test positive for COVID-19.

For all K-12 programs, the Jefferson County School District will follow the ADMw reporting policies and procedures of each regional district:

- Grades K-5: Attendance must be taken at least once per day for all students enrolled in school, regardless of the instructional model (On-Site, Hybrid, Comprehensive Distance Learning).
- Grades 6-12: Attendance must be taken at least once for each scheduled class that day for all students enrolled in school, regardless of the instructional model (On-Site, Hybrid, Comprehensive Distance Learning).

Note: ODE is developing detailed guidance for the submission of days present and days absent for the purposes of state reporting; we anticipate having for the August 11 iteration. This guidance will include some flexibility to be responsive to the differing instructional and engagement models offered by districts.

The ability to continue to monitor attendance, as a proxy for engagement, is arguably one of the most important ways schools can help ensure student learning and account for student wellbeing during a pandemic across any instructional model. The primary rationale for documenting student engagement with high-quality attendance data is the relationship between student attendance and student achievement.

For On-Site Instructional Models, prior attendance and reporting practices are unchanged and should meet the requirements described in this section and can be informed by the recommendations presented.

For any Hybrid Instructional Model or Comprehensive Distance Learning, ODE is establishing the following definitions and guidance:

- *Attendance includes both participation in class activities and interaction with a licensed or registered teacher during a school day or interactions with educational assistants and paraprofessionals through teacher designed and facilitated processes.*
- *Interaction can be evidenced by any of the following or reasonable equivalents:*
    - *Participating in a video class;*
    - *Communication from the student to the teacher via chat, text message or email;* ○ *A phone call with the student, or, for younger students, with the parent;*
    - *Posting completed coursework to a learning management system or web-based platform or via email; or*
    - *Turning in completed coursework on a given day.*

- *When there is no evidence of student interaction during a 24-hour period surrounding a scheduled school day as described, students are reported as absent. A day present for attendance may not be claimed for weekends or holidays, per ORS 336.010 and 187.010, or any other day during which a licensed or registered teacher is not available to students.*

This approach to attendance Hybrid and CDL models will change how we understand attendance data and should be treated differently while offering a means for schools, districts, and ODE to support students.

2c. TECHNOLOGY

Technology

The Jefferson County School District staff will clean and sanitize each device brought in for updates, repair, return, inventory, between use or redistribution.

Computer labs will be cleaned with district approved cleaners between cohort uses.

Classroom computers will be cleaned with district approved cleaners between uses.

The Jefferson County School District will prepare for the possibility a student, class, or school will move to Comprehensive Distance Learning.

The Jefferson County School District will prepare a district technology and internet connectivity inventory process. Every Wi-Fi access point and wired network device should be tested.

The Jefferson County School District will survey families by phone, email or other means to collect information about the number, type, and condition of devices used in their homes to support distance learning and their connectivity.

The Jefferson County School District will review technology policies and data privacy policies and update if needed.

The Jefferson County School District will set up one or more help desk lines for student/staff/family to support the use of technology.

2d. SCHOOL SPECIFIC FUNCTIONS/FACILITY FEATURES

School Specific Functions/Facility Features

The Jefferson County School District will advise and encourage all people on campus to wash their hands frequently. Age appropriate hand washing/sanitizing education will be provided to students. Hand sanitizer will be available and bathrooms will be stocked with soap and towels.

The Jefferson County School District has developed cleaning protocols for all equipment used by more than one individual or purchase equipment for individual use. For example, all classroom supplied and equipment will be cleaned before use by another cohort. This includes PE equipment, playground equipment, music equipment. *See Cleaning and Disinfecting Plan.*

The Jefferson County School District will cancel, modify, or postpone field trips, assemblies, athletic events, practices, special performances, school-wide parent meetings and other large gatherings, as appropriate to meet requirements for physical distancing. These events may take place virtually.

The Jefferson County School District will limit school and program transitions to the extent possible and create hallway procedures to promote physical distancing and minimize gatherings. Students lining up in cohort classes will maintain appropriate physical distancing.

Cohorts will be assigned designated bathrooms and schedules. Bathrooms will be cleaned throughout the day.

The Jefferson County School District has established the following practice for personal property being brought to school or an educational program (e.g., refillable water bottles, school supplies, headphones/earbuds, cell phones, books, instruments, etc.): Bringing personal items to school or an educational program is discouraged, but if brought to school or an educational program, they must be labeled prior to entering school or educational program and use should be limited to the item owner only. No sharing of personal items.

After-School Programs are expected to meet the Jefferson County School District requirements outlined in physical distancing and cohorting.

The Jefferson County School District will assure that all OHA and CDC guidelines around physical distancing and other public health protocols and all other federal, state, and local agency requirements, including any additional guidance released by the Oregon Department of Education or the Oregon Health Authority are communicated to facility users of district facilities.

2e. ARRIVAL AND DISMISSAL

Arrival and Dismissal

The Jefferson County School District will require appropriate physical distancing, stable cohorts, square footage, and cleaning requirements be maintained during arrival and dismissal procedures.

If necessary, the Jefferson County School District will create schedule(s) and communicate staggered arrival and/or dismissal times for busing and school day.

For larger schools and educational programs, the Jefferson County School District will assign students or cohorts to an entrance; assign staff member(s) to conduct visual screenings (see section 1f). Drop off/pick-ups should be as brief as possible.

The Jefferson County School District will require sign-in/sign-out to help facilitate contact tracing by the LPHA, however, per ODE rules, will eliminate shared pen and paper sign-in/sign-out sheets. Each office and classroom will maintain a daily list of persons who enter their school/classroom. Teachers must not allow students/staff to enter their room if their arrival will exceed room occupancy limits.

Sign-in procedures will not be a replacement for entrance and screening requirements. Students entering Jefferson County School District programs after arrival times will be screened for the primary symptoms of concern.

The Jefferson County School District will ensure hand sanitizer is available for signing children in or out on an electronic device.

The Jefferson County School District will provide hand sanitizer dispensers near all entry doors and other high-traffic areas.

The Jefferson County School District will clearly communicate procedures for keeping caregiver drop-off/pick-up as brief as possible.

Where possible, the Jefferson County School District will mark specific areas and designate one- way traffic flow for transition.

2f. CLASSROOMS/REPURPOSED LEARNING SPACES

Classrooms/Repurposed Learning Spaces

Classrooms/Repurposed Learning Spaces
Seating: The Jefferson County School District will rearrange student desks and other seat spaces *so that staff and students' physical bodies are* six feet apart *to the maximum extent possible while also maintaining 35 square feet per person*; assign seating so students are in the same seat at all times.

Materials: Students and staff will be advised to avoid sharing of community supplies when possible (e.g., scissors, pencils, etc.). Shared items will be cleaned frequently. Hand sanitizer and tissues will be provided for use by students and staff.

Handwashing: Students will be reminded, 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 in a garbage can and hands washed or sanitized immediately. Handwashing is recommended over sanitizing by the CDC. Wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol.

Furniture: Where possible, the Jefferson County School District will remove upholstered furniture and soft seating and replace with surfaces that can be wiped down and cleaned easily.

Classroom Procedures: The Jefferson County School District will discontinue use of permanent restroom/hall passes and shared hard copy student sign-in/sign-out logs. Assign cubby or storage spaces for individual student belongings. Staff will be assigned to clean classrooms and materials.

Libraries: Staff will clean libraries and books prior to distribution. Schools and programs will consider designating specific days/times for specific cohorts. Schools and programs will create checkout and return procedures allowing books to be untouched for 72 hours and sanitized.

Seating: Use visual aids (e.g., painter's tape, stickers, etc.) to illustrate traffic flow, appropriate spacing, and assigned seating areas.

Environment: When possible, schools and educational programs will open windows or otherwise ventilating (through HVAC systems) the classroom before students arrive and after students leave, and while students are present if feasible. Staff will hold classes outside when possible and encourage students to spread out.

Limit Transitions: Schools and educational programs will modify classes, where possible and where students are likely to be in close contact (e.g., music, art, physical education, etc.), by bringing the specialist teacher to individual classrooms instead of having students go to the shared space. Staff will refrain from mixing classes with other classes and teachers (e.g., having a mixed math class with another set of students).

2g. PLAYGROUNDS, FIELDS, BREAKS, AND RESTROOMS

Playgrounds, Fields, Recess, Breaks, and Restrooms

The Jefferson County School District will keep school and educational program 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).

The Jefferson County School District will remind students, through signage and age-appropriate training, that they must wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol before and after the use of the restroom or the use of playground equipment.

The Jefferson County School District will designate playground and shared equipment solely for the use of one cohort at a time. Disinfect at least daily or between use as much as possible in accordance with CDC guidance. Cleaning requirements will be maintained, per the Jefferson County School District plan (see section 2j).

The Jefferson County School District will require staff to maintain physical distancing requirements, stable cohorts, and square footage requirements.

The Jefferson County School District will provide signage and restrict access to outdoor equipment (including sports equipment, etc.).

The Jefferson County School District staff will design recess activities that allow for physical distancing and maintenance of stable cohorts. Clean all outdoor equipment between use in accordance with CDC guidance.

The Jefferson County School District will limit staff rooms, common staff lunch areas, and workspaces to single person usage at a time, maintaining six feet of distance between adults.

2h. MEAL SERVICE /NUTRITION

Meal Service

Students will pick up meals from food service locations and eat in designated areas (classrooms, cafeteria, etc.). If students are unable to pick up meals from designated food service areas, meals will be delivered to them.

Schools and programs will consider having closed campus meals to help reduce contact outside of cohorts and to improve contract tracing ability.

Grab and Go meals will be available at identified school sites on school days for students in hybrid or on-line learning environments.

The Jefferson County School District staff serving meals will wear face shields or face covering (see section 1h).

Students will be advised that they must wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol before meals and will be encouraged to do so after.

The Jefferson County School District will ensure appropriate daily cleaning of meal items (e.g., plates, utensils, transport items, desks) 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.

When possible, the Jefferson County School District will find alternate locations (e.g., classrooms) for eating meals, stagger meal times, restrict access to vending machines, limit use of communal serving utensils, establish non-contact payment methods.

Since staff must remove their face coverings during eating and drinking, the Jefferson County School District staff will eat snacks and meals independently, and not in staff rooms when other people are present.

2i. TRANSPORTATION

Transportation

The Jefferson County School District utilizes local school districts to provide busing services. The Jefferson County School District will follow all local school district policies and protocols related to busing.

If needing to transport students directly, the Jefferson County School District will follow all state guidelines on transporting students and cleaning vehicles.

Note: Transportation planning is highly technical and vital for school districts. Transportation spans many services including the delivery of meals to students in Comprehensive Distance Learning models. OHA and ODE have released a joint statement to help explain differences in health and safety guidance for transportation and in-person instruction.

2j. CLEANING, DISINFECTION, AND VENTILATION

Cleaning, Disinfection and Ventilation

The Jefferson County School District custodians and staff will 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, per Cleaning and Disinfecting Plan. 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). Playground equipment should be cleaned and disinfected at least daily or between use as much as possible.

Staff will maintain clean and disinfected (CDC guidance) environments, including classrooms, cafeteria settings, restrooms, and playgrounds.

Staff will apply disinfectants safely and correctly following labeling direction as specified by the manufacturer and keep these products away from students.

To reduce the risk of asthma, the Jefferson County School District should choose disinfectant products on the EPA List N with asthma-safer ingredients (e.g. hydrogen peroxide, citric acid, or lactic acid) and avoid products that mix these with asthma-causing ingredients like peroxyacetic acid, sodium hypochlorite (bleach), or quaternary ammonium compounds and advise staff NOT to bring in their own cleaners.

The Jefferson County School District will 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. The Jefferson County School District will consider running ventilation systems continuously and changing the filters more frequently where appropriate. Staff will not use fans if they pose a safety or health risk, such as increasing exposure to pollen/allergies or exacerbating asthma symptoms. Staff will consider the need for increased ventilation in areas where students with special healthcare needs receive medication or treatments. Ventilation systems will be checked regularly.

Where possible, staff will modify or enhance building ventilation (see CDC's guidance on ventilation and filtration and American Society of Heating, Refrigerating, and Air-Conditioning Engineers' guidance), as we are aware that air circulation and filtration are helpful factors in reducing airborne viruses.

2k. HEALTH SERVICES

Health Services

The Jefferson County School District schools will provide age appropriate hand hygiene, physical distancing and respiratory etiquette educate to endorse prevention. District communications, in collaboration with the local health authority, will be provided to schools to share in newsletters and school signage.

The Jefferson County School District will adhere to OAR 581-022-2220 Health Services, which 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 healthcare needs.

Staff will participate in required health services related training to maintain health services practices in the school setting.

Staff will review 504 and IEP accommodations and IHP's to address vulnerable populations and have a plan for sustaining operations alongside COVID-19 specific planning (i.e., medication administration, diabetic care.)

Designated licensed, experienced health staff will be included on teams to determine district health service priorities. The Jefferson County School District leadership will collaborate, as needed, with health professionals such as school nurses; School Based Health Center (SBHC) staff; mental and behavioral health providers; physical, occupational, speech, and respiratory therapists; and others.

The Jefferson County School District will work with SBHCs to potentially provide telehealth and COVID-19 testing services.

When a vaccine becomes available, the Jefferson County School District will work with the local health authority to provide space for vaccine clinics and nursing staff to aid in this work.

3. RESPONSE TO OUTBREAK

Outbreaks are determined by Oregon Health Authority and Local Public Health Authority.

3a. PREVENTION AND PLANNING

Prevention and Planning

In the event that there is a single positive case or a cluster of cases of COVID-19, the Jefferson County School District schools will partner with the Local Public Health Authority (LPHA), who will work the Jefferson County School District in on ongoing COVID-19 mitigation efforts.

The Jefferson County School District coordinate with Local Public Health Authority (LPHA) administrators, or their designees, (see Communicable Disease Plan or section 1a of this document) to establish real-time communication channels related to current transmission level.

The Jefferson County School District will:

- Follow school board policy for Communicable Disease.
- Coordinate communication with the local health authority and communicate with approved language to stakeholders.
- If the region impacted is in Deschutes or Crook County, the local health authority will provide school-centered guidance and direction for the Jefferson County School District.
  The Jefferson County School District's baseline outbreak rate is if 2% or greater confirmed cases are present within a one-week period.
- Work with local health authority to establish timely communication with staff and families.
- The Jefferson County School District will follow the established plan from the local health authority concerning reportable cases.
- Assess technology resources and plan for rapid deployment.
- When new cases are identified in the school setting, and the incidence is low, the local health authority will provide a direct report to the district lead nurse, or designated staff, on the diagnosed case(s). Likewise, the local health authority will impose restrictions on contacts.
- Assess levels of supplies that will be needed in case of an outbreak.
- Check insurance coverage for contingencies such as school closures and high employee absenteeism.
- Explore the contract implications for mass and extended individual employee absences, and instruction during school closings:
    - Coordinate with the unions in advance.
    - Draft any needed agreements.
    - Plan for substitutes for all positions -- bus drivers, teachers, cafeteria staff, etc.

  - Address any needed sick leave exceptions or waivers.
  - Consider emergency sick leave pools.

- Coordinate with health insurance carriers regarding any anticipated challenges with the widespread use of health insurance benefits.

3b. RESPONSE

Response

In the event of an outbreak, the Jefferson County School District will:

- Coordinate with the local health authority for any outbreak response.
- If anyone who has been on campus is known to have been diagnosed with COVID-19, the Jefferson County School District will report the case to and consult with the local health authority regarding determination of if exposures have occurred, cleaning and disinfecting guidance and possible classroom or program closure.
- The Jefferson County School District will report to the local health authority any cluster of illness (2 or more people with similar illness) among staff or students.
- When cases are identified in the local region, a response team should be assembled within the district and responsibilities assigned within the district.
- The Jefferson County School District will modify, postpone, or cancel large school events as coordinated with the local health authority.
- If one or more schools are closed, the Short-Term Distance Learning or Comprehensive Distance Learning models will be implemented for all staff/students.
- The district will continue to provide meals for students.

The Jefferson County School District will share and implement precautionary measures called for by your state and local health departments and communicate them to staff, students, and families. The CDC recommends the following:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Follow the CDC's recommendations for using a facemask (people with symptoms and health workers).
- Remind all to wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60 percent alcohol. Always wash hands with soap and water if hands are visibly dirty.

The Jefferson County School District leadership will prepare for possible increased number of employee absences due to illness in employees and their family members, and for dismissals of early childhood program and K-12 schools due to high levels of absenteeism or illness.

The Jefferson County School District will review district's current policies and procedures that may come into play, such as:

- student and employee absences due to illness (should "perfect attendance" procedures be amended?),
- school closures based on public health concerns,
- emergency management plans, and
- non-discrimination policies.

The Jefferson County School District will emphasize the need to remain vigilant against stigma due to perceived race, national origin, or recent travel. Foster a supportive environment free from rumors or associations of a virus with a specific population.

The Jefferson County School District will consider cancelling nonessential travel per travel guidance on the CDC website, including local and national field trips.

The Jefferson County School District will prepare materials including symptoms lists, student absence protocols, emergency response team communications plan, communications procedures with parents in the event of school closures, and the like.

The Jefferson County School District will coordinate with ODE about the possibility of mass student or staff absences. Will there be flexibility on requirements for student attendance days, graduation requirements, and staffing requirements?

Working with local health authority, the Jefferson County School District will determine when school closures are indicated based on a set percentage of staff and student absenteeism as recommended by local and state public health authorities.

- Establish virtual education options for students if available for extended school closures.
- Address how staff will be informed about expectations for student home-based academic work.
- Coordinate with the state educational agency about the possibility of school closings. How will attendance days and/or virtual class time be counted?
- Explore deploying visiting teachers to monitor or ensure education remains on track in case of school closings; recruit parents to assist in the delivery of educational services to their children.
- Coordinate with local health and welfare agencies to ensure children receiving free and reduced-price meals continue to receive nutrition usually supplied at schools.
- Address how the school district can provide information and support to families in need of childcare when schools are closed.
- Determine under what conditions schools will re-open.

If the congregation of students prevents group childcare, explore with local agencies and community groups the kinds of services for childcare available for in-home care and serve as a resource for parents, particularly in high-poverty areas.

Collaborate with local chambers of commerce to help businesses understand the potential impact of reduced or limited group childcare on families during the crisis and encourage planning accordingly.

Identify state and federal emergency relief, grants, and funding flexibility available to address unexpected needs.

COVID-19 Return to School

Coordinate with local health authorities about expectations to utilize school facilities for emergency services.

Obtain any needed equipment and supplies.

Clear communication for staff and families is critical for potential quarantine expectations related to school closures. Work with public health officials for effective communication strategies.

Seek federal and state grants and other assistance to help recovery efforts.

After implementing your plan to re-open schools:

- Address any requirement to make up missed school days;
- Provide counseling to students as appropriate and involve community partners; and
- Update the emergency plan as needed.

3c. RECOVERY AND REENTRY

Recovery and Reentry

The Jefferson County School District will plan instructional models that support all learners in temporary distance/remote learning.

The Jefferson County School District staff, or contractor will clean, sanitize, and disinfect surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and follow CDC guidance for classrooms, cafeteria settings, restrooms, and playgrounds.

The Jefferson County School District staff will communicate with families about options and efforts to support returning to On-Site instruction.

The Jefferson County School District staff will follow local health authority guidance to begin bringing students back into On-Site instruction.

The Jefferson County School District will consider smaller groups, cohorts, and rotating schedules to allow for a safe return to schools.

The Jefferson County School District will continue to offer instructional models that support all learners in On-Site or Hybrid and Comprehensive Distance Learning.

READY SCHOOLS, SAFE LEARNERS – PUBLIC HEALTH AND SCHOOL REENTRY DECISION TOOL

OREGON DEPARTMENT OF EDUCATION
Oregon achieves . . . together!

The purpose of this tool is to assist educational leaders in planning essential reentry steps to protect the health and safety of students, staff, and families. Use this tool when choosing an instructional model and determining readiness to welcome staff and students back into the building.

Oregon Health Authority

Should school operate with an On-site or Hybrid instructional model for the 2020-21 school year?

- ✓ Will school be able to meet the requirements for health and safety outlined for Public Health Protocols (section 1), Facilities and School Operations (section 2) and Response to Outbreak (section 3) in *Ready Schools, Safe Learners*?

IF NO → **COMPREHENSIVE DISTANCE LEARNING MODEL**

IF YES →

Has district/school engaged in planning and developed an Operational Blueprint for Reentry?

- ✓ Has school completed the Operational Blueprint for Reentry?
- ✓ Has school submitted the blueprint to local school board and posted it on school and district website?
- ✓ Does district have a written Communicable Disease Management Plan for COVID-19?

ANY NO → **MEET REQUIREMENTS FIRST**

ALL YES →

Is school ready to welcome staff and students in the building?

- ✓ Are school's safety procedures and monitoring protocols fully in place and ready to be implemented?
- ✓ Has school provided necessary public health training to staff?
- ✓ Has school communicated final plan to families?

ANY NO → **MEET REQUIREMENTS FIRST**

ALL YES → **OPEN AND MONITOR**

See additional guidance in the event of an outbreak.