

Central Linn School District

COVID-19 Communicable Disease Management Plan

2020-2021



Superintendent, Brian Gardner

Elementary Principal, Robyn Bailey

Jr/Sr High Principal, Heidi Hermansen

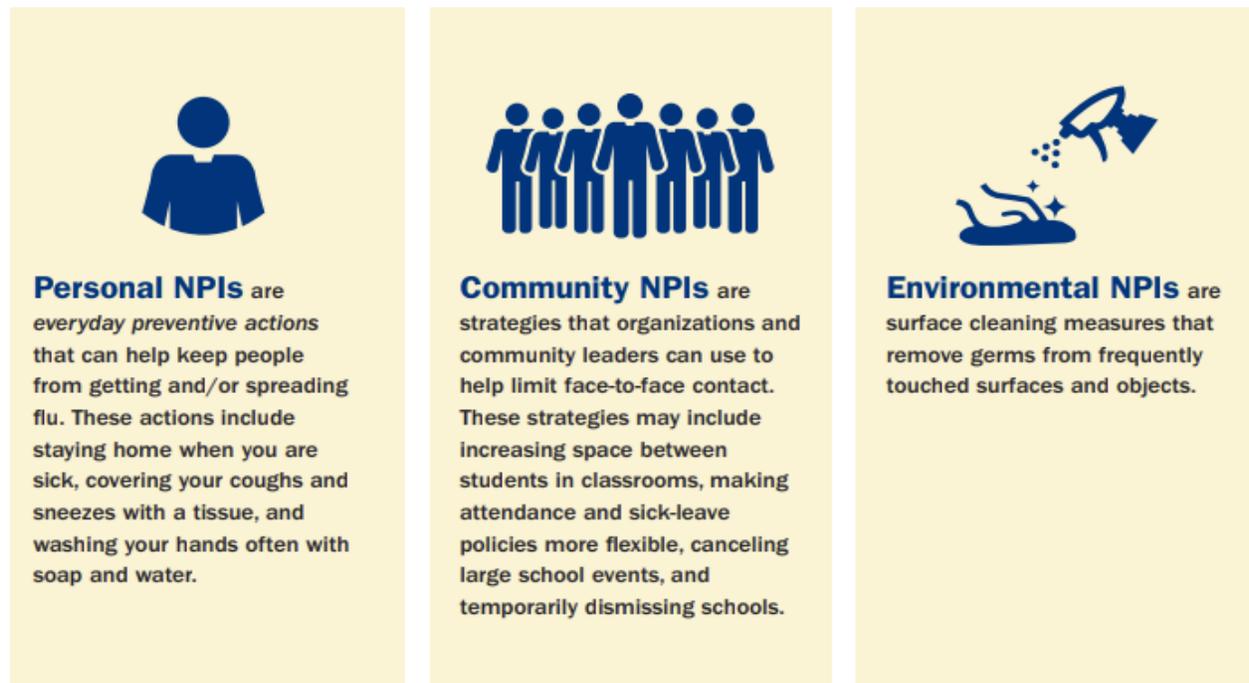
School Nurse, Vickie Egan

Linn County Emergency Preparedness Coordinator, Neva Anderson

Introduction

The purpose of this plan is to provide a guidance process during a novel viral pandemic. This plan will lay out Central Linn’s communication protocol, screening protocol, isolation measures and protection measures.

Essential actions that can aid in the reduction of disease transmission of viruses such as COVID-19, outside of vaccination, are called Non-pharmaceutical interventions (NPIs). The use of NPIs are outlined below. While more is learned every day, there is still a lot that is unknown about COVID-19 and the virus that causes it. The transmission of disease goes beyond the school setting, and the school district can only account for NPI’s in the school setting and at school-sponsored events.



Personal NPIs are *everyday preventive actions* that can help keep people from getting and/or spreading flu. These actions include staying home when you are sick, covering your coughs and sneezes with a tissue, and washing your hands often with soap and water.

Community NPIs are strategies that organizations and community leaders can use to help limit face-to-face contact. These strategies may include increasing space between students in classrooms, making attendance and sick-leave policies more flexible, canceling large school events, and temporarily dismissing schools.

Environmental NPIs are surface cleaning measures that remove germs from frequently touched surfaces and objects.

(Image: CDC)

Everyday NPI Measures

Control measures to limit the spread of communicable diseases should be an active part of the school comprehensive and preventative health services plan. Routine control measures include:

- Wear a cloth mask in public.
- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- Cover your cough and sneezes with a tissue or use the inside of your elbow.
- Wear a cloth mask in public.
- Stay home when you are sick and until 24 hours fever free, without the use of fever-reducing medications.
- Avoid close contact with people who are sick.
- Clean AND disinfect frequently touched surfaces daily.
- Practice social distancing (for example, avoiding crowded gatherings and staying at least six feet from others).

Routine Infection Control Practices

When public health has deemed a virus a pandemic threat, planning will need to be initiated to prevent the possible event of school closure.

Personal NPI's	Community NPI's	Environmental NPI's	Communication
<ul style="list-style-type: none"> • Increase routine hand hygiene. • Use alcohol-based hand sanitizer when hand washing is not an option. • Masks/shields/face coverings • Cover coughs/sneezes, throw away tissues at each use, wash your hands. • Stay home when ill for at least 24 hours after fever free <i>without the use of fever-reducing medication.</i> 	<ul style="list-style-type: none"> • Identify baseline absentee rates to determine if rates have increased by 20% or more. • Increase communication and education on respiratory etiquette and hand hygiene in the classroom. • Teachers can provide age-appropriate education. • Communicable Disease surveillance - monitoring and reporting student illness. • Increase space between students in the classroom. • Instruct students in small groups as feasible. 	<ul style="list-style-type: none"> • Increase sanitizing of flat surfaces and shared surfaces • Devise prevention and post-exposure sanitizing strategies based on current recommendations. • Isolate students who become ill at school with febrile respiratory illness until parents can pick up. • Discourage the use of shared items in the classroom. 	<ul style="list-style-type: none"> • Provide communications to families based on the current situation, general information, and public health guidance. • Provide communication to staff of the current situation. • Provide communication to immunocompromised student families to defer to personal providers in regards to attendance.

Watch for Symptoms

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19 though this list does not include all possible symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Many symptoms of COVID-19 are also present in common illnesses

Symptoms of COVID-19	Strep Throat	Common Flu	Flu	Asthma	Seasonal Allergies
Fever or Chills	X		X		
Cough		X	X	X	X
Sore Throat	X	X	X		X
Shortness of Breath				X	
Fatigue		X	X	X	X
Nausea or Vomiting	X		X		
Diarrhea	X		X		
Congestion or Runny Nose		X	X		X
Muscle or Body Aches	X	X	X		

Note: The table above does not include all COVID-19 symptoms (Source: CDC)

When to Seek Emergency Medical Attention:

Look for **emergency warning signs*** for COVID-19. If someone is showing any of these signs, **seek emergency medical care immediately**:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.

Central Linn Physical Distancing and Protection

35 sq. ft. per person (not just students) in a room. Rooms were measured for usable space (not including student desks) and labeled via a school map as to how many people can be in that specific room. Students will then be assigned appropriately.

Minimizing interactions between cohorts. Adults will monitor cohort interactions. Each cohort will have a different break time during the school day and a different release time to enjoy recess. Cohorts are assigned entry points into the building for their screening by an educational assistant. Cohorts will remain in their classroom while the subject matter teachers move between classroom cohorts. Each cohort will be dismissed separately for bus loading to ensure minimal interaction in hallways.

Physical distancing in classrooms, hallways, restrooms, arrival and dismissal areas. Hallways will be monitored for cohort interaction. Taped arrows on floors will show traffic flow and six foot distancing guidelines.

Cleaning; as cohorts move to other locations, proper cleaning and disinfecting protocol will be done to minimize cross-contamination.

Face coverings/Masks; Face coverings/masks will be worn in all locations by students, staff and visitors. CLSD will provide disposable face coverings. Adults or students with a medical condition may request an accommodation if they cannot wear a face covering. Students with a disability who cannot reliably wear a face covering without constant supervision may be exempt from wearing one. Face coverings means a face shield, surgical mask, N95 respirators, or cloth that covers the nose and mouth. Face coverings are to be washed daily or a new covering worn daily. Face coverings are not to be worn when sleeping.



Masks and kids

Here are a few ideas to help your child feel comfortable if they feel unsure about wearing a mask or other face covering:

- Let your child choose and decorate their mask.
- Try different styles to see which is the most comfortable.
- Put a mask on a favorite stuffed toy, or draw one on a favorite book character.
- Introduce the mask when everyone is relaxed but not too sleepy.
- Practice wearing the mask at home to help your child get used to it.
- Play some “let’s pretend” games with characters who wear masks.
- Point out other people wearing masks while you’re out.

Fact: We wear face coverings to help slow the spread of COVID-19.

Face coverings help us keep our respiratory droplets to ourselves, which means people who wear them prevent spreading the virus to others.

Fact: Face coverings do not cause dangerous carbon dioxide to build up.

Face coverings do not cause enough carbon dioxide build-up to cause ill effects in otherwise healthy people. In fact, masks have a tighter seal than face coverings, and farm workers, custodial staff, and hospital employees all wear them to stay safe in their workplaces.

Remember, though, that the following people should not wear face coverings:

- Anyone who has a medical condition that makes it hard to breathe when wearing a face covering.
- Anyone who has a disability that prevents the individual from wearing a face covering.

Fact: Cloth face coverings do not increase your risk of infection when used properly in public settings. We wear cloth face coverings to help protect other people in case we have the virus—but no, wearing a cloth face covering does not raise your risk of infection. Be sure to wash your hands before and after touching your face covering and wash it daily.

Fact: Face coverings do not cause the virus to “reactivate.” Once you have a viral infection, wearing a face covering does not make it worse or make it last long

More information at www.healthoregon.org/coronavirus

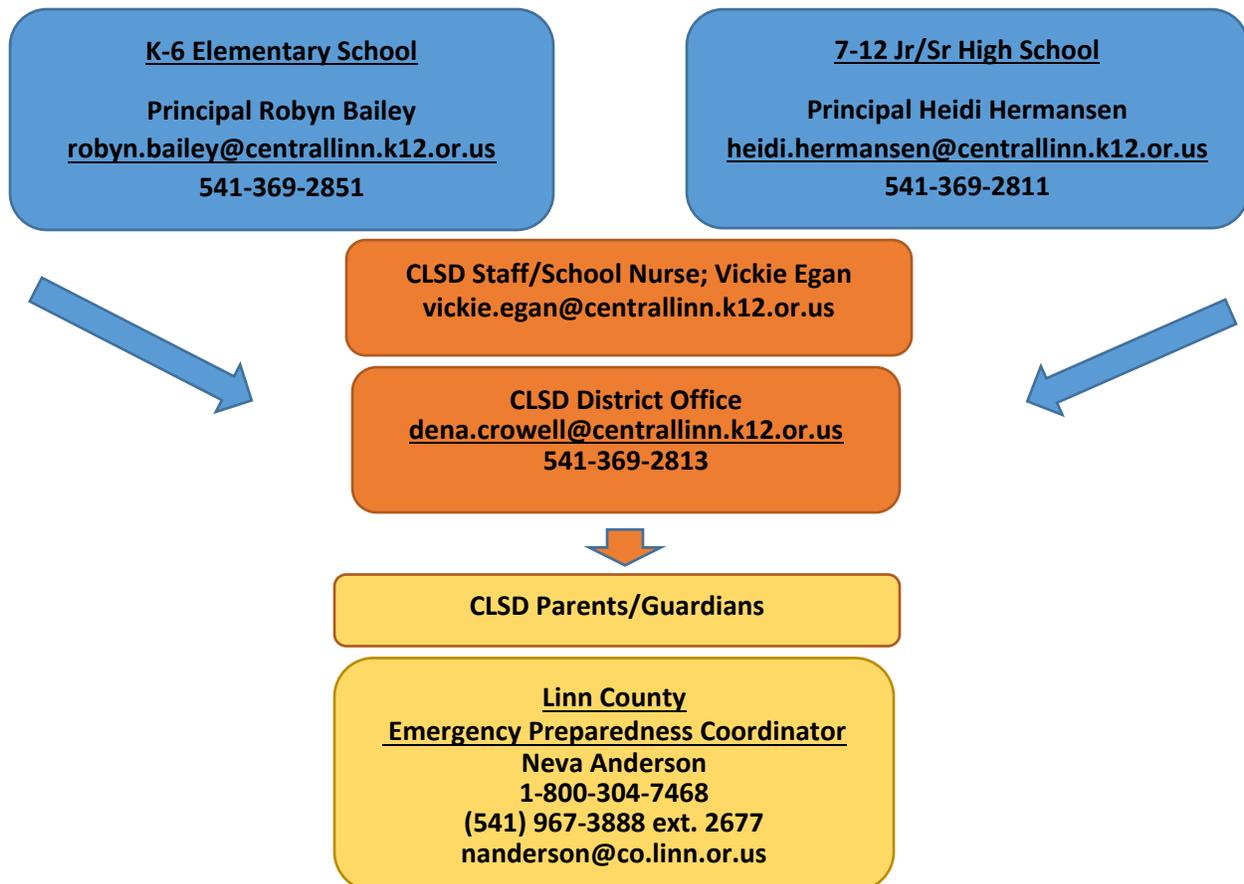
Protocol for Hand Hygiene

- 1) Upon entry into school building, students will have access to the following:
 - Handwashing station (sinks in the bathroom) with soap and water
Handwashing strategies will be taught and signs explaining the best way to wash hands will be displayed in bathrooms.
 - Alcohol based hand sanitizer (with 60-95% alcohol) stations
- 2) Prior to going to lunch, students will be required to wash their hands or use hand sanitizer.
- 3) Students will be required to wash their hands after restroom use.
 - Handwashing strategies will be taught and signs explaining the best way to wash hands will be displayed in bathrooms.

Protocol to Notify Public Health Authority

Parents will be informed during our Parent/Educator “On-Board” Meeting as to our protocol for relaying information when cases of COVID-19 are confirmed among students and/or staff with-in Central Linn School District. Parents and staff who were exposed to a diagnosed individual will be notified within 24 hours and will be advised to quarantine at home for fourteen days following exposure and to seek testing should symptoms develop.

- 1) Building Principals to message parents/guardians to inform them the importance of notifying the school immediately of a positive COVID19 identification in their immediate family or with their learner.
- 2) Building Principals to message staff to inform them the importance of notifying the school immediately of a positive COVID19 identification in their immediate family or with themselves.
- 3) When a school is made aware of a positive result(s), immediately contact the District Representative, Dena Crowell.
- 4) Upon report from a building, district representative will report to the appropriate county health contact.



The district office designee will be the talking point for communication and will ensure that information released is the same to all outlets. The chain of command is as follows:

Resource: <https://www.cdc.gov/coronavirus/2019-ncov/php/notification-of-exposure.html>

Student Daily Entry Logs

Central Linn Schools are required to collect basic information to share with Linn County Public Health in the event a COVID-19 case is identified associated with the school. Each adult will be logged and temperature screened at entry. Elementary secretary, Leisa Keyser and Jr/Sr High secretary, Lauri Archer will hold logs for a minimum of four weeks in locking filing cabinets at the front office of each building. (Below is a sample of a visitor log)

Date: _____

Stable Cohort: _____

Child Name (First Last)	IN	Entrance Screening* completed (x)	Parent/Guardian name & phone	Interactions beyond the Cohort	OUT	Symptoms and/or exposures noted

Staff/Adult Names in Contact with Cohort**	Role/Title

***Entrance Screening** – Must include either a visual check/parent attestation: check for the primary symptoms of concern.

****Staff Name** – The name of any staff member or adult who comes in contact with the students throughout their day.

CLSD Visitor Log for Contact Tracing

Central Linn Schools are required to collect basic information to share with Public Health in the event a COVID-19 case is identified associated with-in the district. Office staff will maintain a daily log of entry into each building. Visitors and itinerant staff must enter the building at the main entry. Office staff will complete a visual screening with symptom checks and ask about symptoms. Each adult will be logged and temperature screened at entry. Elementary secretary, Leisa Keyser and Jr/Sr High secretary, Lauri Archer will hold logs for a minimum of four weeks at the front office of each building. If a visitor or itinerary staff has any symptom, they will be asked to go home and not enter the building. (Below is a sample of a visitor log)

Date	Check-In Time	Check-Out Time	Purpose of Visit	Employees Contacted	Visitor Information			
					Name and Complete Address	Phone Number	Email Address	Temperature

If you, your child or staff are sick with COVID-19 or think you might have COVID-19:

Parents and Staff who were exposed to a diagnosed individual will be notified within 24 hours and will be advised to quarantine at home for 14 days following exposure and to seek testing should symptoms develop.

District office Designee will create a script/talking points for communicating needed information.

Follow the steps below to care for yourself and to help protect other people in your home and community.

- **Stay home.** Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- **Take care of yourself.** Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
- **Symptom Monitoring.** Use a daily symptom monitoring check sheet. This will enable accuracy when needing to discuss your sickness to your doctor and to know when you will be at fourteen days.
- **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.
- **Separate yourself from other people,** stay in a specific room and away from other people and pets in your home.
- **Wear a mask,** when you are unable to avoid others and/or animals.
- **Avoid public transportation,** ride sharing, or taxis.

Protocol for Isolation Measures

Central Linn School District is committed to the safety of our students, staff and visitors at all times and especially throughout the duration of the COVID-19 pandemic. Under the circumstances there is a necessity to isolate a presumed or known COVID-19 case;

1) Staff will be provided an adequate supply of face coverings. These are stored in the buildings main office.

2) Designated space to isolate students or staff members who develop COVID-19 symptoms at the elementary building will be the staff room and at the Jr/Sr high isolation room will be the ceramics room. There will be supervision of students in the isolation room until students can go home.

- a. While in the isolation room, students will wear facial coverings and supervising staff will wear a facial shield with the following exceptions: students are nauseous, struggling breathing, or in distress, they should not wear any face covering while waiting to go home.

b. School nurse will be involved in the development of further protocols and the assessment of symptoms when available.

3) The message to parents is that anyone with these symptoms will be advised they must remain home for at least 10 days after the illness onset AND 72 hours after fever is gone, without the use of fever reducing medicine, and other symptoms are improving. It will also be communicated that alternatively a person may return to school after receiving two negative COVID-19 molecular tests at least 24 hours apart.

4) There is a designated space for students to receive non-COVID-19 health services that is separate from COVID-19 isolation space. The elementary building isolation room will be the staff room, Jr/Sr high isolation room will be the ceramics room.

Name: _____

Signature: _____

Job Title: _____

Date: _____

Symptom Monitoring

Parents, children and staff who were exposed to a diagnosed individual will be notified within 24 hours and will be advised to quarantine at home for fourteen days following exposure and to seek testing should symptoms develop. A daily monitoring worksheet is recommended to monitor symptoms (see below).

Novel Coronavirus Daily Temperature and Symptom Monitoring Worksheet

Date of departure: _____ **Date of last exposure:** _____ **Last date of monitoring:** _____

Instructions: Persons who are being monitored for symptoms of novel coronavirus must take their temperatures twice daily, once in the morning and once in the evening, and report any symptoms they are experiencing. For each day, document the morning and evening temperature and place an X in the box next to each symptom that the person is experiencing. If the person is experiencing a symptom that is not listed, it can be written into the row labeled as 'Other' for the corresponding date and time. If the person is not experiencing any symptoms, place an X in the box labeled "No symptoms". If the person reports a fever or any of the symptoms listed, call your healthcare provider.

Day:	Day 1		Day 2		Day 3		Day 4		Day 5		Day 6		Day 7	
Date:														
	AM	PM												
Time of check:														
Temperature														
Fever														
Cough														
Shortness of Breath														
Chest Pain														
Other														
No Symptom														

Day:	Day 8		Day 9		Day 10		Day 11		Day 12		Day 13		Day 14	
Date:														
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Time of check:														
Temperature														
Fever														
Cough														
Shortness of Breath														
Chest Pain														
Other														
No Symptom														

Cleaning Plans

Under the supervision of CLSD Facilities Coordinator, Joni Wixom, facilities technicians will be assisted by designated educational assistants to properly disinfect each surface prior to cohort changes and at the end of each school day to minimize COVID-19 contraction. Routine cleaning and disinfecting will follow CDC cleaning and disinfecting guidance and will include cleaning classrooms between groups, playground equipment between groups, restroom doors, faucet handles, etc. Cleaning and disinfecting supplies will be located in each building's custodial storage closet and in each classroom.

Classrooms

In-between breaks and meals

- PPE (disposable gloves, face coverings and safety glasses)
- Disinfectant specific for COVID-19 (EPA approved) in spray bottle
- Clean white cloth

Spray desks, chairs, tables, barriers, doorknobs, door jams, counters and sinks. Let spray dwell according to disinfectant directions, wipe with clean dry cloth.

End of Day

- Standard cleaning of rooms
- Repeat steps above

Restrooms

In-between cohorts

- PPE (disposable gloves, face coverings and safety glasses)
- Disinfectant specific for COVID-19 (EPA approved) in a *pump mister*
- Clean white cloth

Mist walls, stall walls, toilets, sinks and fixtures. Let mist dwell according to directions, wipe dry.

Common areas

- PPE (disposable gloves, face coverings and safety glasses)
- Disinfectant specific for COVID-19 (EPA approved) in a spray bottle
- Clean white cloth

Spray high touch areas, counters, doorknobs, etc.

Isolation room/sick room, single cohort exposure and school-wide exposure

- PPE (disposable gloves, face coverings and safety glasses)
- Disinfectant specific for COVID-19 (EPA approved) in a *pump mister*
- Clean white cloth

Mist walls, sick bed, chair, curtains. Let mist dwell and wipe dry with clean cloths. Mop floor with bleach water (1/3 c to 1 gal water).

Playground

- PPE (disposable gloves, face coverings and safety glasses)
- Disinfectant specific for COVID-19 (EPA approved) in backpack mister

Playground divided-up into three sections. After each use, equipment is misted and let dwell to dry.

Cleaning and Disinfecting if Someone is Sick

- **Close off areas** used by the person who is sick.
- **Open outside doors and windows** to increase air circulation in the area.
- **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens and keyboards.
- **Vacuum the space if needed.** Use a vacuum equipped with high-efficiency particulate air (HEPA) filter, if available.
 - Do not vacuum a room or space that has people in it. Wait until the room or space is empty to vacuum, such as at night, for common spaces, or during the day for private rooms.
 - Wear disposable gloves to clean and disinfect. For soft (porous) surfaces such as carpeted floors or rugs, clean the surface with detergents or cleaners appropriate for use on these surfaces, according to the textile's label. After cleaning, disinfect with an appropriate EPA-registered disinfectant on [List N: Disinfectants for use against SARS-CoV-2](#)^{external icon}. Soft and porous materials, like carpet, are generally not as easy to disinfect as hard and non-porous surfaces. EPA has listed a limited number of products approved for disinfection for use on soft and porous materials on List N. Follow the disinfectant manufacturer's safety instructions (such as wearing gloves and ensuring adequate ventilation), concentration level, application method and contact time. Allow sufficient drying time if vacuum is not intended for wet surfaces.
 - Temporarily turn off in-room, window-mounted, or on-wall recirculation HVAC to avoid contamination of the HVAC units.
 - Do NOT deactivate central HVAC systems. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve.
 - Consider temporarily turning off room fans and the central HVAC system that services the room or space, so that particles that escape from vacuuming will not circulate throughout the facility.
- Once area has been **appropriately disinfected, it can be opened for use.**
 - **Workers without close contact** with the person who is sick can return to work immediately after disinfection.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection. This includes everyday practices that businesses and communities normally use to maintain a healthy environment

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