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OPERATIONAL BLUEPRINT FOR SCHOOL REENTRY 2020-21

Updated 11/09/2020

Under ODE's **Ready Schools, Safe Learners** guidance, each school¹ has been directed to submit a plan to the district² 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.

NORTH DOUGLAS SCHOOL DISTRICT NO. 22

P.O. BOX 428 500 So. Main St. Drain, OR 97435

www.northdouglas.k12.or.us Office: (541) 836-2223 Fax: (541) 836-7558

OPERATIONAL BLUEPRINT AND COMPREHENSIVE DISTANCE LEARNING PLAN NORTH DOUGLAS ELEMENTARY / MIDDLE SCHOOL

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.



1. Please fill out information:

SCHOOL/DISTRICT/PROGRAM INFORMATION	
Name of School, District or Program	North Douglas School District #22
Key Contact Person for this Plan	Jody Cyr / Steve Jones
Phone Number of this Person	541-836-2223
Email Address of this Person	Jody.cyr@northdouglas.k12.or.us
Sectors and position titles of those who informed the plan	<p>Anne Campbell, ELMS and HS Librarian and Community Member Emily Reed, ELMS Teacher, Coach, MS-AD and Parent Melissa Frey, ELMS Teacher and Parent Whitney Ward, ELMS Teacher and Parent Kathleen Dooly, ELMS Teacher and Parent Elle Hollamon, ELMS Teacher and Community Member Cathy Swafford, Preschool Teacher and Community Member Brittney Humphrey, HS Teacher and Parent Stephane Walter, HS Teacher and Parent Jody Cyr, HS Principal and Parent Steve Jones, ELMS Principal Roy Harkins, District Maintenance Engineer and Parent Douglas ESD Nurses: Beth Durbin, Anita Ogden, Barbara Hofford Douglas ESD Reopening Advisors: Debbie Price and Jeneen Hartley Dr. Robert Dannenhoffer, Douglas Public Health Officer Cow Creek Health and Wellness:</p>
Local public health office(s) or officers(s)	Officials and contacts
Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements	<p>Jody Cyr - High School Steve Jones - Elementary/Middle School</p>
Intended Effective Dates for this Plan	August 24, 2020 - June 30, 2021
ESD Region	Douglas County

- 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.

The North Douglas SD #22 is committed to Instructional Excellence for All. We initially determined that in-person learning is the most effective instructional model for our rural community, but with the new metrics by the Governor, we believe that Douglas County will continue to have our Kindergarten through 6th grade students return in in-person instruction, while the 7th through 12th grade classes will continue the school year in a Comprehensive Distance Learning model until we are able to return to in-person instruction. Our staff (Certified, Classified and Administrative) will prepare for high quality Comprehensive Distance Learning and be able to pivot quickly to in-person, just as we will be able to pivot from in-person to Comprehensive Distance Learning.

We established a Reopening Committee, which met on several times as a group and as individual building teams. We conducted online surveys provided by the Douglas ESD for staff and families, as well as created our own surveys that were collected electronically, mail in paper/pencil and individual phone calls. This information was invaluable in understanding our families and staff. In addition weekly Douglas ESD meetings with county superintendents and the ESD's Reopening Advisors have helped provide necessary support. Throughout this entire process we have met with and consulted weekly and daily on some occasions Dr. Dannenhoffer, Douglas Public Health Officer in helping us best meet the need to provide a safe reopening of our schools for students and staff.

- Indicate which instructional model will be used.

Select One: (prepared for both)

WE have selected all three due to the current metrics we will continue to operate our PK-6 grades using the in-person instruction and grades 7-12 in a CDL model, and given we will bring in small cohorts for limited in-person instruction we believe that is the hybrid. However, given the size of our district and staff we will either be in an in-person or a CDL model. This planning was confirmed through conversations with our Public Health Officer.

On-Site Learning Hybrid Learning Comprehensive Distance Learning

- 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).
- 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 3-15 in the initial template) and [submit online](https://app.smartsheet.com/b/form/a4dedb5185d94966b1dffc75e4874c8a). (<https://app.smartsheet.com/b/form/a4dedb5185d94966b1dffc75e4874c8a>) by August 15, 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.

On October 30th ODE and the OHS released version 4.0.0 the Ready Schools Safe Learners Guidance giving us the parameters under which Oregon schools would be able to open their doors to students. Armed with this knowledge, we are developing our plans to start the 2020-2021 school year following the Comprehensive Distance Learning model for all students Preschool through the 12th grade.

"The metrics released today will give our public schools, private schools, and communities the opportunity to make sound decisions based on the latest science and health data," said Governor Brown. "They make a clear connection between the spread of the disease in a community, and statewide, and when a school may resume, or must halt, in-person instruction."

"We are taking a cautious and careful approach that protects public health, just as we have over the past five months in responding to this disease. If we don't do this right, then the impacts of COVID-19 on students and the very functioning of our schools could deepen existing disparities in opportunity and outcomes for our children, and widen racial and socioeconomic inequality in our society."

Given the new [metrics](#) released by the Governor, we believe that Douglas County met the exception to have our Kindergarten through 3rd grade students return to in-person instruction with the addition of in-person instruction for grades 4th through 6th as of November 9, 2020. Grades 7th through 12th grade classes will continue in a Comprehensive Distance Learning model until we are able to return to in-person instruction. Our staff (Certified, Classified and Administrative) will prepare for high quality Comprehensive Distance Learning and be able to pivot quickly to in-person, just as we will be able to pivot from in-person to Comprehensive Distance Learning.

Describe how your school's model aligns to the Comprehensive Distance Learning Guidance. In completing this part of the Blueprint you are attesting that you have reviewed the Comprehensive Distance Learning Guidance. Please name any requirements you need ODE to review for any possible accommodations.

Elementary/Middle School (PK-8)

North Douglas Elementary/Middle School Comprehension Distance Learning (CDL) model will follow all guidelines established by the state of Oregon which are published in the Comprehensive Distance Learning manual.

Section Two: Academic Conditions for Comprehension Distance Learning

K-8

In order to meet the mandated minimum for K-3, 11 hours, 40 minutes and Grades 4-8, 12 hours, 30 minutes per week of teacher facilitated learning we have adopted the following:

Teachers will make an initial contact with parents to clearly define the expectations and responsibilities of the educators, students and parents.

K-8 Teachers will teach courses each day with graded assignments and course grades. Progress will be monitored and feedback provided.

Daily instruction from the teacher (live or recorded) will keep students strongly connected to teachers and classmates.

Students will also have opportunities to receive individual support from their teachers and instructional assistants as needed.

Grades 7-8 will follow the High School synchronous and asynchronous CDL schedule.

High School (9th-12th grade)

North Douglas High School CDL model will follow all guidelines established by the state of Oregon which are published in the Comprehensive Distance Learning manual.

Section Two: Academic Conditions for Comprehensive Distance learning

In order to meet the mandated 14 hours, 10 minutes per week of teacher facilitated learning we have adopted the following schedule as of now:

Period 1 (8:00-8:30) Synchronous

Period 2 (8:40-9:10) Synchronous

Period 3 (9:20-9:50) Synchronous

Period 4 (10:00-10:30) Synchronous

Period 5 (10:40-11:10) Synchronous

Period 6 (11:20-11:50) Synchronous

Period 7 (12:00-12:30) Synchronous

Staff Lunch (12:30-1:00) Synchronous

Applied Learning Block (1:00-3:30) Synchronous & Asynchronous Opportunities

During the Applied Learning block of time teacher will be responsible for the following:

Conferencing with students and parents, checking for understanding with students, returning emails, phone calls, text, distributing information to families, planning with other teachers, creating content, facilitating small group discussion based on need, instructional support, facilitating peer interaction, facilitating family and community involvement and continually assessment of learning and adjustment to ensure learning is taking place.

Section Three: Operational conditions for CDL

Lunches will be delivered to student homes via the busses in our district. Instructional assistants will travel on the busses and distribute at all stops.

Attendance will be taken every period of the above posted schedule. With the understanding that students have a 24 hour period to meet the attendance guidelines explained in the CDL manual. We will provide families with clear and concise descriptions of what student attendance looks like and be as flexible as possible with creating a schedule that works for the stakeholders involved.

Clubs and extracurricular activities will go on as normal within the guidance of those particular clubs or activities. For example, sports will follow the guidance of OSAA, OHA, ODE and any other relevant group. The Student Council will meet virtually until school resumes.

Section Four: Student and Family Support for CDL

The North Douglas School District will comply with Federal and State Civil Rights laws, provide accommodations for students identified as Talented and Gifted, ELL services will be provided to students who qualify and we will continue to provide a Free and Appropriate Public Education.

Prioritizing care and connection will ensure students are connected to their teachers and school community. Direct communication is essential and will be expected of all staff. Health curriculum will be provided to each respective class through our health department. And counseling services will be provided both from the school level and with a contractual agreement with Compass Mental health Services. A distinct and defined schedule will ensure routine for our students which enables connections, relationships and a sense of belonging.

On August 25th, staff will connect with all families, taking feedback around what will work best for each family. Active and routine communication will take place between teachers and families, administrators and families and District and families. We will provide virtual training on matters such as the Canvas Platform, Edgenuity, attendance and grading systems among other topics. Communication will be done via phone calls, email, text, social media platforms, letters and announcements.

Section 5: Digital Learning needs for CDL

It is of the utmost importance that student data be protected at all times. Privacy and security laws and district policy will be followed to ensure compliance.

The Districts infrastructure was recently updated to handle the shift to distance learning. District has also purchased 20 hotspots that are checked out to families without internet access giving them the ability to connect from their chosen location. Chromebooks are issued to every student in the district that needs one to ensure all students have a learning device and connection available to them. Canvas will be our primary CDL Software System which will tie into synergy and video platform capability. It's a platform that staff and

students can use and is all inclusive of what we will need to ensure a successful and meaningful CDL experience. Being able to access everything in one place limits confusion and avoids common errors.

Our goal is to provide Synchronous Content through live streaming to our students to meet their needs on a day to day basis. We will also have the ability to access Edgenuity for individuals and families that elect to take the route of more self paced learning.

Our district has designated the first three weeks of the school year to prepare staff to ensure meaningful learning takes place. Numerous training will be provided on Canvas, Swivel technology and Edgenuity. Staff will report to work on August 24th and students will report for online classes September 14th giving us needed time to be well prepared for them.

Section Six: Preparing for Comprehensive Distance Learning

As a High School staff we have contacted each and every family in our district to survey them on a variety of topics including connectivity, devices, successes, failures, transportation needs, etc. Overwhelmingly our families priority is to be back in school as soon as it's deemed safe. We will continue to evaluate platforms, what is working, what isn't working and make adjustments as needed during that time. March until June of last year gave us many great ideas to improve off of as well as some of the tactics and techniques that worked well. We will expand on the positives and work to minimize the troubled areas.

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.

State and County guidance will be followed using the developed metrics to determine when we will be able to safely resume on site learning.

The remainder of this operational blueprint is not applicable to schools operating a Comprehensive Distance Learning Model.

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.



1. Public Health Protocols

OHA/ODE Requirements	Hybrid/Onsite Plan
<ol style="list-style-type: none"> 1. Implement measures to limit the spreads of COVID-19 within the school setting. 2. Update written Communicable Disease Management Plan to specifically address the prevention of the spread of COVID-19. 3. Designate a person at each school to establish, implement and enforce physical distancing requirements, consistent with the <i>Ready Schools, Safe Learners</i> guidance and other guidance from OHA. 4. 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. 5. Process and procedures established to train all staff in sections 1 - 3 of the <i>Ready Schools, Safe Learners</i> guidance. Consider conducting the training virtually, or, if in-person, ensure physical distancing is maintained to the maximum extent possible. 6. Protocol to notify the local public health authority (LPHA Directory by County) of any confirmed COVID-19 cases among students or staff. 7. Plans for systematic disinfection of classrooms, offices, bathrooms and activity areas. 8. Process to report to the LPHA any cluster of any illness among staff or students. 9. Protocol to cooperate with the LPHA recommendations and provide all logs and information in a timely manner. 10. Protocol for screening students and staff for symptoms (see section 1f of the <i>Ready Schools, Safe Learners</i> guidance). 11. Protocol to isolate any ill or exposed persons from physical contact with others. 12. Protocol for communicating potential COVID-19 cases to the school community and other stakeholders (see section 1e of the <i>Ready Schools, Safe Learners</i> guidance). 13. 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. <ul style="list-style-type: none"> ● 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 <i>Ready Schools, Safe Learners</i> 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. 14. Required components of individual daily student/cohort logs include: <ul style="list-style-type: none"> ● Child's name ● Drop off/pick up time ● Parent/guardian name and emergency contact information ● All staff (including itinerant staff, substitutes, and guest teachers) names and phone numbers who interact with a stable cohort or individual student 15. Protocol to record/keep daily logs to be used for contact tracing for a minimum of four weeks to assist the LPHA as needed. 16. 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. 17. Protocol to respond to potential outbreaks (see section 3 of the <i>Ready Schools, Safe Learners</i> guidance). 	<p>Disease Management Plan: The North Douglas School District follows the published Communicable Disease Guidelines from the Oregon Department of Education and the Oregon Health Authority. The North Douglas School District Pandemic Plan, COVID-19 response plan and Board Policies GBEB, JHCC and GBEB/JHCC-AR will be followed.</p> <p>Staff Responsible for Maintaining Physical Distancing:</p> <ul style="list-style-type: none"> ● ELMS: Steve Jones ● HS: Jody Cyr ● District Office: Jody Cyr ● Maintenance: Roy Harkins <p>Resource Staff:</p> <ul style="list-style-type: none"> ● Douglas County Public Health: Dr. Dannenhoffer ● Douglas ESD Nurse: Beth Durbin, BA, RN <p>Training Process: Utilizing both online and on-site trainings (as allowable and feasible), all staff (classified and certified) will be trained on the components of this document as well as our policies and plans for managing the COVID pandemic.</p> <p>Reporting to LPHA: Logs of students and staff sent home with possible symptoms shall be sent to Douglas Public Health daily. Contract tracing shall be completed at their request.</p> <p>Isolation (Wellness): Wellness rooms are identified below. Rooms shall be staffed when occupied. All occupants in room will wear masks unless health conditions prohibit such use.</p> <ul style="list-style-type: none"> ● Elementary/Middle School: Old Speech room adjacent to The School Main Office, Staff Assigned to Monitor - Steve Jones/Beth Durbin, RN/Office Staff ● High School: Room 11, Staff Assigned to Monitor - Jody Cyr ● District Office/Maintenance: Upstairs Conference Room, Staff Assigned to Monitor - District Secretary ● Daily Logs- Contents and Maintenance: Daily logs for student cohorts shall be created and stored for each student cohort (transportation, on-site cohort, Limited In-person cohort for applicable students). Such logs shall be kept at the front office of each school and shall be delivered to each front office each day. Bus records from school-home trips shall be delivered with the home-school records each morning with the exception of Friday logs which shall be scanned and sent via email to the office manager at the conclusion of the Friday routes. These logs will be maintained in the school office

and shared directly with ESD Nurse and Douglas Public Health to be used as needed for contract tracing purposes. Staff identified to maintain contract tracing logs:

- **Elementary/Middle School:** Office Manager
- **High School:** Office Manager
- **District Office/Maintenance:** District Secretary

Logs shall include:

- Child's name
- Drop off/pick up time
- Parent/guardian name and emergency contact information shall be maintained and accessed via Synergy. Douglas Public Health shall be granted view only access to student demographic information for contact tracing purposes.
- All staff (including itinerant staff, substitutes, and guest teachers) names and phone numbers shall be logged along with their cohort interactions.

Screening:

- Each cohort shall be assigned an entry meeting location. Staff will be assigned to each meeting location and will screen students each morning prior to entering classroom
- When the screening indicates that a student may be symptomatic, the student is directed to the office where the staff will follow the isolation and screening protocols identified in the pandemic and COVID-19 plans and follow directions provided by Douglas Public Health.
- Handwashing stations or hand-sanitizers will be placed by each entrance prior to student entrance to classes, or students will utilize classroom stations to wash hands.

Disinfection: Disinfection shall occur daily in each classroom. Restrooms, doorknobs, and isolation rooms shall be cleaned daily and logs of cleaning will be maintained by custodial staff. Douglas Public Health and the CDC recommendations for cleaning and sanitizing will be followed and the plan will be revised accordingly as needed and directed.

Outbreak Response: In the event of an outbreak, the Superintendent will work directly with Douglas Public Health to implement a plan and make any updates/changes as may be necessary as per guidance from Douglas Public Health.

1b. HIGH-RISK POPULATIONS

<p>18 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.</p> <p>Medically Fragile, Complex and Nursing-Dependent Student Requirements</p> <p>19 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:</p> <ol style="list-style-type: none"> 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. <p>20 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:</p> <ul style="list-style-type: none"> ● 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. ● 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: <ul style="list-style-type: none"> ○ 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. 	<p>Serving Students: All students (through parental/guardian confirmation) will be given the opportunity to self-identify as vulnerable or living with a vulnerable family member.</p> <ul style="list-style-type: none"> ● Parents will be able to select the online or on-site model service option that is most appropriate for their student. ● Students who experience disability will continue to receive specially designed instruction and such services shall be delivered as designed by the IEP team. ● A school team, including the nurse, shall be available for parent concerns regarding 504 plan needs or supports necessary for medically fragile or vulnerable students and/or family members. ● Medically vulnerable ELL continue to receive English Language Development courses through the online or on-site hybrid option.
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1c. PHYSICAL DISTANCING

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>21 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.</p> <p>22 Support physical distancing in all daily activities and instruction, maintaining at least six feet between individuals to the maximum extent possible.</p> <p>23 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.</p> <p>24 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).</p> <p>25 Plan for students who will need additional support in learning how to maintain physical distancing requirements. Provide instruction; don't employ punitive discipline.</p>	<p>Students in grades K-6 will be assigned a classroom teacher and will remain with this classroom teacher, and cohort for the day. Cohorts will be assigned to teachers to allow for the 35 square feet/person to be followed. Face coverings (Masks or Shields) are required as per the Governor's order to mitigate the spread of the virus.</p> <p>Students in grades 7-12 Physical distance guidance will be followed in all areas of the educational day. Room occupancy in every Middle and High School classroom are established by taking the square footage of the room divided by 35 sq ft. This number gives us the occupancy of the room and we will strive to meet the 6ft guidance beyond that.</p> <p>Our hallway will have signage showing the direction students should travel as hallways will become one way traffic.</p> <p>Students In Need of Additional Support: In all circumstances, students shall receive grace when making mistakes regarding distancing requirements. Staff will be trained in redirecting and retraining students with such needs.</p>

1d. COHORTING

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>26 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.</p> <ul style="list-style-type: none"> The smaller the cohort, the less risk of spreading disease. As cohort groups increase in size, the risk of spreading disease increases. <p>27 Each school must have a system for daily logs to ensure contract tracing among the cohort (see section 1a of the <i>Ready Schools, Safe Learners</i> guidance).</p> <p>28 Minimize interaction between students in different stable cohorts (e.g., access to restrooms, activities, common areas). Provide access to All Gender/Gender Neutral restrooms.</p> <p>29 Cleaning and wiping surfaces (e.g., desks, door handles, etc.) must be maintained between multiple student uses, even in the same cohort.</p> <p>30 Design cohorts such that all students (including those protected under ADA and IDEA) maintain access to general education, grade level learning standards, and peers.</p> <p>31 Staff who interact with multiple stable cohorts must wash/sanitize their hands between interactions with different stable cohorts.</p>	<p>Contract tracing logs: Logs shall be supplied to the ESD Nurse and Douglas Public Health daily for any students with symptoms.</p> <p>Entrances/Exits, Meals and Restrooms: Student cohorts are assigned to specific entrances/exits and restrooms. Meals times shall be hosted in the classroom.</p> <p>Cleaning: Please see section 1a.</p> <p>Staff Working with Multiple Cohorts: Staff members interacting with multiple cohorts shall wash and/or sanitize hands between cohorts. Important to minimize the multiple cohorting to mitigate spread, and maintain cohorting size of a 100 or less per week of human contact.</p> <p>On-site Instruction: Students cannot exceed being exposed to more than 100 unique humans in a week. The smaller the cohort the better.</p> <ul style="list-style-type: none"> Class one cohort Transportation one cohort

	<p>Transportation Cohort</p> <ul style="list-style-type: none"> • Students will be assigned a transportation cohort. • Attendance on each bus shall be taken per route. <p>Limited In-person Instruction Cohort</p> <ul style="list-style-type: none"> • Students shall be assigned to an Limited In-person Instruction cohort for grade levels participating in CDL. Students in need of additional services shall receive their additional instruction Monday through Thursday in addition to CDL. These cohorts shall be consistent for one quarter and reevaluated at that point. <p>Maximum Cohort Assignment</p> <ul style="list-style-type: none"> • In most cases, students shall be assigned to a maximum of three cohorts (Monday-Thursday - instructional cohort, transportation cohort and intervention cohort). • In some cases, students may also be assigned service cohorts for services such as speech, counseling, physical therapy, etc.
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1e. PUBLIC HEALTH COMMUNICATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>31 Develop a letter or communication to staff to be shared at the start of on-site instruction and at periodic intervals explaining infection control measures that are being implemented to prevent spread of disease.</p> <ul style="list-style-type: none"> • Consider sharing school protocols themselves. <p>32 Develop protocols for communicating with students, families and staff who have come into close contact with a confirmed case.</p> <ul style="list-style-type: none"> • Consult with your LPHA on what meets the definition of “close contact.” <p>33 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.</p> <p>34 Provide all information in languages and formats accessible to the school community.</p>	<p>Communication</p> <ul style="list-style-type: none"> • A letter outlining the instructional model, the rationale and vision behind it and specific infection control measures will be shared with all families through print and electronically when available. • Additional communication regarding protocols will be shared with families and staff in prior to the start of on-site instruction. • Updated communications will be provided as plans are adjusted as required throughout the school year.

1f. ENTRY AND SCREENING

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>35 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:</p> <ul style="list-style-type: none"> • Primary symptoms of concern: cough, fever 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 	<p>Parent and Staff Education</p> <ul style="list-style-type: none"> • Families and staff will be provided with symptom lists and asked to check symptoms each morning prior to school and keep students home/stay home if symptomatic.

<p>runny nose are also symptoms often associated with COVID-19. More information about COVID-19 symptoms is available from CDC.</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ Trouble breathing ○ Persistent pain or pressure in the chest ○ New confusion or inability to awaken ○ Bluish lips or face ○ Other severe symptoms <p>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.</p> <ul style="list-style-type: none"> • 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. • They must remain home until 72 hours after fever is gone (without use of fever reducing medicine) and other symptoms are improving. <p>37 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 within the preceding 14 calendar days.</p> <p>38 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.</p> <p>39 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.</p>	<ul style="list-style-type: none"> • Such communications shall be in writing, provided via social media and emailed directly to all staff and to students in grades 6-12. <p>Screening Students Upon Entry</p> <ul style="list-style-type: none"> • Each cohort shall be assigned an entry meeting location. • Staff will be assigned to each meeting location and will screen students each morning prior to entering classroom • When the screening indicates that a student may be symptomatic, the student is directed to the office where the staff will follow the isolation and screening protocols identified in the pandemic and COVID-19 plans and follow directions provided by Douglas Public Health • Handwashing stations or hand-sanitizers will be placed by each entrance prior to student entrance to classes, or students will utilize classroom stations to wash hands. <p>Logging for Contact Tracing</p> <ul style="list-style-type: none"> • Please see section 1a. <p>Screening Staff:</p> <ul style="list-style-type: none"> • Staff are required to make a report to their supervisor and/or building principal when they may have been exposed to COVID-19. • Staff are required to report when they have symptoms related to COVID-19.
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1g. VISITORS/VOLUNTEERS

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>40 Restrict non-essential visitors. Only allow visitors if six feet of physical distance between all people can be maintained.</p> <p>41 Visitors must wash or sanitize their hands upon entry and exit.</p> <p>42 Visitors must wear face coverings in accordance with OHA and CDC guidelines.</p> <p>43 Screen all visitors for symptoms upon every entry. Restrict from school property any visitor known to have been exposed to COVID-19 within the preceding 14 calendar days.</p>	<p>Visitors/Volunteers</p> <ul style="list-style-type: none"> • Visitors/Volunteers will be unable to work in schools, or complete other volunteer activities that require in person interaction, at this time. • Volunteers for extra-curricular activities must be approved by the building principal. Such approved volunteers will be required to complete training on COVID protocols and this plan and sign a waiver in addition to regular training and background checks. • Adults in schools are limited to essential personnel and specialists only. • Specialists must wash or sanitize their hands upon entry and exit. • Specialists must wear masks.

- Specialists will be visually screened for symptoms during sign-in and will not be allowed to enter if symptomatic.

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

<p>44 Face coverings or face shields for:</p> <ul style="list-style-type: none"> ● Staff who are regularly within six feet of students and/or staff <ul style="list-style-type: none"> ○ This can include staff who support personal care, feeding, or instruction requiring direct physical contact. ○ Staff who will sustain close contact and interactions with students. ● Bus drivers. ● Staff preparing and/or serving meals. <p>45 Face shields, face coverings or clear plastic barriers for:</p> <ul style="list-style-type: none"> ● Speech Language Pathologists, Speech Language Pathology Assistants, or other adults providing articulation therapy. ● Front office staff. <p>46 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.</p> <p>47 Students who choose not to wear face coverings must be provided access to instruction.</p> <p>48 ADA accommodations: 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.</p>	<p>Face Masks or Shields</p> <p>Required:</p> <ul style="list-style-type: none"> ● All staff. ● All students over age 5. <p>Not Recommended:</p> <ul style="list-style-type: none"> ● For children under the age of 5 ● Anyone who has a medical condition or experiencing disability for whom mask wearing may be contraindicated. ● For anyone while sleeping. <p>Face Shields or Plastic Barriers Required for:</p> <ul style="list-style-type: none"> ● Speech Language Pathologists/Assistants or other adults providing articulation therapy. ● Front office staff. <p>ADA Accommodations</p> <ul style="list-style-type: none"> ● If staff requires an accommodation for the face covering or face shield requirements, the principal shall work with the staff member to help develop an alternative solution or reassignment of duties.
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1i. ISOLATION MEASURES

OHA/ODE Requirements	
<p>49 Protocols for surveillance COVID-19 testing of students and staff, as well as exclusion and isolation protocols 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.</p> <p>50 Protocols for assessment of students, as well as exclusion and isolation protocols for sick students and staff identified at the time of arrival or during the school day.</p> <ul style="list-style-type: none"> ● Work with school nurses, health care providers, or other staff with expertise to determine necessary modifications to areas where staff/students will be isolated. ● 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. <p>51 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.</p>	<p>Isolation:</p> <ul style="list-style-type: none"> ● Bus: Students developing symptoms on the bus shall be seated in designated row and will be taken immediately to office upon arrival to the school for additional screening. Students with symptoms upon screening will be sent to the supervised isolation room until they may be transported home or picked up. ● Upon Arrival: Students shall be visually screened in their cohorts by their supervising staff. Students exhibiting symptoms will report to the office for screening and appropriate care until they may be transported home or picked up ● During Day: Students and staff exhibiting symptoms shall be sent to the front office for

- School nurse and health staff in close contact with symptomatic individuals (less than six feet) should wear a 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, and hands washed after removing PPE.
- 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.

52 Establish procedures for safely transporting anyone who is sick to their home or to a health care facility.

53 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.

- Symptomatic staff or students should seek COVID-19 testing from their regular physician or through the local public health authority.
- If they have a positive COVID-19 viral (PCR) test result, the person should remain home for at least 10 days after illness onset and 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.
 - Alternatively, a person who had a positive viral test may return to school when they have received two subsequent negative COVID-19 viral tests at least 24 hours apart and 72 hours have passed since fever is gone, without use of fever reducing medicine, and other symptoms are improving.
- If they have a negative COVID-19 viral test (and if they have multiple tests, all tests are negative), they should remain home until 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.
- If they do not undergo COVID-19 testing, the person should remain home until 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.

54 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).

55 Record and monitor the students and staff being isolated or sent home for the LPHA review.

screening and placement in Wellness room. Wellness rooms are identified below.

- **Elementary/Middle School:** Room 5, Staff Assigned to Monitor - Steve Jones/Beth Durbin, RN/Office Staff
- **High School:** Room 11, Staff Assigned to Monitor - Jody Cyr
- **District Office/Maintenance:** Upstairs Conference Room, Staff Assigned to Monitor - District Secretary

Transportation:

- Students in need of transport to home or medical facility shall be transported utilizing the District owned minivan. Passengers will sit in the seat furthest from the driver unless such location is inaccessible for the patient. Patients being transported shall wear masks as will the driver unless health of physical limitations prohibit such. The van will be cleaned and sanitized following each use.
- Students in need of emergency transport to a medical facility shall be transported via ambulance.

Symptomatic Student/Staff Care and Re-Entry

- Name and contact information for staff and students exhibiting symptoms shall be sent to the Douglas Public Health daily.
- Staff and students exhibiting symptoms will be encouraged to contact either provider, or their family doctor, for testing services. Cow Creek Health and Wellness will provide testing for staff.
- Students and/or staff testing positive for COVID-19 will remain home for at least 10 days and will follow the guidance contained in this section of the ODE/OHA requirements prior to re-entry.



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 higher risk activities (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
<p>56 Enroll all students (includes foreign exchange students) following the standard Oregon Department of Education guidelines.</p> <p>57 Do not disenroll students for non-attendance if they meet the following conditions:</p> <ul style="list-style-type: none"> • 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. <p>58 Design attendance policies to account for students who do not attend in-person due to student or family health and safety concerns.</p>	<p>Family Choice: Students and families will be given the option to participate in fully online distance learning through Warrior Online Academy (K-12), Comprehensive Distance Learning (4-12 due to metrics) or On-Site Learning (K-3 due to metrics). Students participating through Warrior Online Academy will be required to finish one semester prior to returning to either of the other two pathways based upon the metrics.</p>

2b. ATTENDANCE

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

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>59 On-Site school students: Full-time and part-time students follow normal reporting policy and procedures.</p> <p>60 Full-Time Online and/or Hybrid school students: Full-time students who are enrolled in school and taking online and/or hybrid courses only are reported on an FTE basis using a standard record (ADMProgTypCd = 01) as identified in the Oregon Cumulative Average Daily Membership (ADM) Manual. This is an existing policy previously used in the online setting. As such, there should not be any need to reprogram student information systems to accommodate for this change and the addition of the hybrid setting.</p> <ul style="list-style-type: none"> • Note: Because the students in the online and/or hybrid setting do not regularly attend classes at the district facilities, the standard procedures for recording student days present and days absent cannot be effectively applied to those students. This will reduce accuracy of attendance data for the state while this is in effect. • For the purposes of this section, please use the following definition and clarification: Online and/or Hybrid Check-in: The responsibility of taking attendance must be performed by the teacher of record. "Check-ins" with appropriately licensed instructional staff are two-way communications between the student and the teacher. A check-in does not include a student leaving a message on an answering machine or sending an email that does not receive a response from the appropriately licensed instructional staff by the end of the next school day. • The student must check-in at least twice a week with their teacher(s) of record on at least two separate weekdays in order to be counted as present for all five days of that week. • If the student only checks in once during the week, the student must be counted as absent for half of the scheduled week (2.5 days, if there are five days scheduled in the week). • The student must be counted as absent for the entire week (five days, if there are five days scheduled in the week) if they do not report in at all during the week. • Note: If a district schedule is based on a four-day school week, the student would still need to check in twice a week as described above in order to be counted as present for the entire week (four days) and once a week to be counted as present for half of the week (two days). • Days in attendance may not be claimed for days in which the student did not have access to appropriately licensed instructional staff. The purpose of the rule regarding checking in with the teacher of record is to assure that the teacher can evaluate whether the student is making adequate progress in the course and the student has additional guaranteed 	<p>Attendance:</p> <p>On-Site: Students on-site attendance shall be used as a primary attendance indicator. For any students not attending (and participating with their content teacher) at least two days per week, online learning logs will be monitored to determine weekly attendance. Students not present in the classroom two or more days will be considered present through at least one other method of two-way communication including:</p> <ul style="list-style-type: none"> • CANVAS(live video participation, discussion boards or assignment submission) • Email communication • Phone communication <p>Online: For students attending fully online learning through Warrior Online Academy will have two way communication weekly to determine attendance, and ensure satisfactory academic progress is being made. Two-way communications will be documented via:</p> <ul style="list-style-type: none"> • CANVAS(live video participation, discussion boards or assignment submission) • Edgenuity work logs • Email communication • Phone communication <p>On-Site Students in grades K-6 will be assigned a classroom teacher and will remain with this classroom teacher, and cohort for the day. This classroom will interact with online students in both live and recorded formats. If needed the classroom teacher may receive a specialist for one period per day to allow the classroom teachers to attend to online instructional duties. Cohorts will be assigned to teachers to allow for the 35 square feet/person to be followed. In order to accommodate the class sizes needed to utilize this solution, all elementary teachers (excluding specialists used for prep coverage) shall be</p>

opportunities to engage with a teacher. The responsibility of taking attendance must be performed by the teacher of record, not another staff member (e.g., the registrar or school secretary).

61 **Part-time students receiving online and/or hybrid instruction (not college courses):** Students who are not enrolled full-time and are taking online and/or hybrid courses offered by the school district or charter school are reported as large group instruction (program type 4), unless they are an ESD-registered homeschooled or private school student receiving supplemental coursework in public school, which are reported as shared time (program type 9). The district may count up to one hour per day per course taken, provided appropriately licensed teachers for the coursework taken, are available and accessible to the student during regular business hours on each school day to be claimed. Because this is online and/or hybrid instruction, attendance is based on check-ins with the student’s appropriately licensed teacher(s) of record at least two times (on different days) during the school week.

assigned a self-contained classroom. If needed the District will work with the Teacher Standards and Practices Commission to apply for Limited Conditional Assignments for all teachers to allow for such assignments, and Cohorting size.

Comprehensive Distance Learning, Students in grades 7-12 will be assigned CDL (Comprehensive Distance Learning) until the new metrics allow for students to return to On-site learning. Please refer to our [CDL Plan](#) linked here and presented earlier in this document.

Limited In-person Instruction: All students learning through our CDL model will be allowed to participate in “Limited In-person Instruction” for up to two hours per day as prescribed by their teacher and/or principal. Limited In-person Instruction is not mandatory, but rather an opportunity to apply, extend and remediate learning that is taking place through the CDL model.

Cohorting for Limited In-person Instruction: Students will be organized into a single Cohort of no more than 20 students, and can only be in three Cohorts. District provided transportation counts as one of the three Cohorts and is also limited to 20 students.

Key components of the on-site learning option:

- Provide on-site instruction Monday-Thursday for cohort instruction.
- State attendance guidelines will be followed for in person learning.

2c. TECHNOLOGY

OHA/ODE Requirements	Hybrid/Onsite Plan
62 Update procedures for district-owned or school-owned devices to match cleaning requirements (see section 2d of the <i>Ready Schools, Safe Learners</i> guidance).	<ul style="list-style-type: none"> ● All students will be assigned a district-owned device for use in the school building. ● Students will have the option to take the device home for at-home use. ● Deployment of district-provided hotspots and district-owned wireless access points places throughout the community will continue to ensure adequate internet access for all families. ● Additional devices will be accessible for in-building use for students with broken devices or devices left at home. ● School devices will be cleaned and sanitized between each use.
63 Procedures for return, inventory, updating, and redistributing district-owned devices must meet physical distancing requirements.	

- During check-out and check-in procedures, social distancing and safety measures will be utilized.

2d. SCHOOL SPECIFIC FUNCTIONS/FACILITY FEATURES

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>64 Handwashing: All people on campus should be advised and encouraged to wash their hands frequently.</p> <p>65 Equipment: Develop and use sanitizing protocols for all equipment used by more than one individual or purchase equipment for individual use.</p> <p>66 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.</p> <p>67 Transitions/Hallways: Limit transitions to the extent possible. Create hallway procedures to promote physical distancing and minimize gatherings.</p> <p>68 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.</p>	<ul style="list-style-type: none"> • Handwashing: All students will have access to hand washing prior to meals. Frequent opportunities for hand washing will be provided throughout the school day. Hand washing will be supplemented with the use of hand sanitizer. ODE Student Hand Hygiene protocols. • Equipment: Sharing of supplies will be restricted when possible. All shared equipment will be cleaned between users. • Events: Off-site field trips and events requiring visitors or volunteers have been canceled. In-school events will be modified to follow cohorting and social distancing guidance. Use of the building by outside groups will not be allowed. Use of facilities for District sponsored athletics and activities shall be coordinated through the Athletic and/or Activities Director(s) and approved by the Principal. • Transitions/Hallways: Hallways will include signage for the flow of traffic to reduce contact. Transitions by grade-level cohort groups will be staggered to reduce contact. Student cohorts will remain in the classroom with adult transitions when possible. Cohort classrooms will be assigned by building area/level to allow access to a single bathroom, drinking fountain and hand washing station throughout the school day. • Personal Property: Students will not use lockers to store personal property. All personal property brought to school will be carried in their backpack/bag. Personal property must be labeled with a student name and will only be used by the student. • Restrooms: Restrooms will be assigned to each cohort. Visual reminders will be used in all restrooms to encourage hygienic practices including: handwashing techniques, covering coughs/sneezes, social distancing, facial coverings and COVID-19 symptoms.

2e. ARRIVAL AND DISMISSAL

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>69 Physical distancing, stable cohorts, square footage, and cleaning requirements must be maintained during arrival and dismissal procedures.</p>	<p>Arrival and Entry</p>

- 70 Create schedule(s) and communicate staggered arrival and/or dismissal times.
- 71 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).
- 72 Develop sign-in/sign-out protocol to help facilitate contact tracing:
 - 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.
- 73 Install hand sanitizer dispensers near all entry doors and other high-traffic areas.
- 74 Establish and clearly communicate procedures for keeping caregiver drop-off/pick-up as brief as possible.

- Each student cohort will be assigned an entrance point (i.e., a specific door) to the school building or to a meeting point.
- Upon entry, students in classrooms with exterior doors at the Elementary school will go directly to their classroom cohort.
- Upon entry, students in cohorts without exterior entrance doors in grades 4-5, or any students in grades 6-8 and 9-12 will meet their cohort and staff members at their identified meeting location.
- Staff will be present at each entry or meeting point to visually screen students for symptoms and track cohort data.
- Students identified as potentially symptomatic will be directed to the office and will follow previously described procedures.
- Breakfast will be served in the classroom. Students must wash hands before breakfast.

Sign-In / Sign-Out Procedures

- Students entering or leaving the building at times other than arrival or dismissal will use the main building entrance.
- Arrivals will be held in the secure entry vestibule in each building until screening is complete.
- All sign-in/sign-out tracking will be handled by office staff to reduce sharing of pen/paper.

2f. CLASSROOMS/REPURPOSED LEARNING SPACES

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>75 Seating: Rearrange student desks and other seat spaces to at least six feet apart; assign seating so students are in the same seat at all times.</p> <p>76 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.</p> <p>77 Handwashing: Remind students 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 and hands washed or sanitized immediately.</p> <ul style="list-style-type: none"> ● Wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol. 	<ul style="list-style-type: none"> ● Seating: Classroom desks and tables will be arranged with students to ensure 35 square feet for each student and ensure proper social distancing. Students will have assigned seats and will stay in their assigned seats throughout the day. ● Materials: Each classroom will limit sharing of community supplies when possible (e.g., scissors, pencils, etc.). If needed to share, these items will be cleaned between each use. Hand sanitizer and tissues will be available for use by students and staff. ● Handwashing: All students will wash their hands with soap and water for 20 seconds when using the restroom, and before and after meals. Additional hand washing opportunities will be provided throughout the school day. Signage at each sink/hand washing station will remind students and staff of effective handwashing practices.

2g. PLAYGROUNDS, FIELDS, RECESS, BREAKS, AND RESTROOMS

OHA/ODE Requirements	Hybrid/Onsite Plan
78 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).	<ul style="list-style-type: none"> ● Playgrounds shall remain closed to the public. ● Recess activities will be supervised in a manner conducive to social distancing. ● Students will access recess in their cohorts. ● Students will wash or sanitize their hands before going to recess and before returning to the building. ● Designate playground and shared equipment solely for the use of one cohort at a time. Disinfect at least daily in accordance with Douglas County Public Health, OHA and CDC guidance.
79 After using the restroom students must wash hands with soap and water for 20 seconds.	
80 Students must wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol before and after using playground equipment.	
81 Designate playground and shared equipment solely for the use of one cohort at a time. Disinfect between sessions and between each group's use.	
82 Cleaning requirements must be maintained (see section 2j of the Ready Schools, Safe Learners guidance).	
83 Maintain physical distancing requirements, stable cohorts, and square footage requirements.	
84 Provide signage and restrict access to outdoor equipment (including sports equipment, etc.).	
85 Design recess activities that allow for physical distancing and maintenance of stable cohorts.	
86 Clean all outdoor equipment between cohorts.	

2h. MEAL SERVICE/NUTRITION

OHA/ODE Requirements	Hybrid/Onsite Plan
87 Include meal services/nutrition staff in planning for school reentry.	<ul style="list-style-type: none"> ● Meals will be served to cohorts in their classrooms. ● All students and staff must wash hands prior to meals and following meal consumption. ● Meals will be delivered to classrooms and disposable items will be used. ● Each desk/table will be cleaned prior to meal consumption.
88 Staff serving meals must wear face shields or face covering (see section 1h of the Ready Schools, Safe Learners guidance).	
89 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.	
90 Appropriate daily cleaning of meal items (e.g., plates, utensils, transport items) in classrooms where meals are consumed.	
91 Cleaning and sanitizing of meal touch-points and meal counting system between stable cohorts.	
92 Adequate cleaning of tables between meal periods.	

2i. TRANSPORTATION

OHA/ODE Requirements	Hybrid/Onsite Plan
93 Include transportation departments (and associated contracted providers, if used) in planning for return to service.	<ul style="list-style-type: none"> ● The District will work with Midco bus to determine routes and times for routes. ● Midco Bus will assure staff are trained and prepared to enact the District's plan. ● Bus routes will be adjusted to support cohorting students and maintaining: 1) 3 feet of distance between non-family members and 2) 6 feet of distance from drivers (except during loading, unloading and assisting students). ● All drivers will wear masks or face shields. ● Seats on each bus shall be identified for students exhibiting symptoms. Students exhibiting symptoms must: 1) Wear a mask or face shield, 2) remain seated in designated location, 3) be transported immediately to school office upon
94 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).	
95 Develop protocol for loading/unloading that includes visual screening for students exhibiting symptoms and logs for contact-tracing. <ul style="list-style-type: none"> ● If a student displays symptoms, provide a face shield or face covering and keep student at least six feet away from others. Continue transporting the student. ● 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. 	
96 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.	
97 Drivers wear face shields or face coverings.	

98 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).

arrival (drivers should call ahead to the school when possible so staff may assist).

- Parents shall receive education on busing procedures and be offered the opportunity for consultation for students who may need additional support on the bus.
- [ODE/OHA Joint Statement on Transportation.](#)

2j. CLEANING, DISINFECTION, AND VENTILATION

99 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. Maintain clean and disinfected ([CDC guidance](#)) environments, including classrooms, cafeteria settings, restrooms, and playgrounds.

10 Apply disinfectants safely and correctly following labeling direction as specified by the manufacturer. Keep these products away from students.

10 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.

10 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. Do not use fans if they pose a safety or health risk, such as increasing exposure to pollen/allergies or exacerbating asthma symptoms. For example, do not use fans if doors and windows are closed and the fans are recirculating the classroom air.

10 Consider the need for increased ventilation in areas where students with special health care needs receive medication or treatments.

10 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](#)).

10 Air circulation and filtration are helpful factors in reducing airborne viruses. 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](#)).

- All frequently touched surfaces and shared objects will be cleaned following CDC guidelines.
- Door handles, desks and tables will be cleaned between daily and between cohort groups.
- Maintenance Engineer will check in daily with the building principal
- Ventilation systems will be checked and maintained monthly by maintenance. Staff are encouraged to open their windows to increase ventilation. Communicate with the building principal with any specialized needs beyond the monthly maintenance.
- [Key practices for reducing spread of COVID-19 in schools.](#)

2k. HEALTH SERVICES

OHA/ODE Requirements

10 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.

10 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; physical, occupational, speech, and respiratory therapists; and School Based Health Centers (SBHC).

- All health plans will be developed collaboratively with Douglas ESD Nurse and Douglas Public Health.



3. Response to Outbreak

3a. PREVENTION AND PLANNING

<p>10 Coordinate with Local Public Health Authority (LPHA) to establish 8 communication channels related to current transmission level.</p> <p>10 Establish a specific emergency response framework with key 9 stakeholders.</p> <p>11 When new cases are identified in the school setting, and the 0 incidence is low, the LPHA will provide a direct report to the district nurse, or designated staff, on the diagnosed case(s). Likewise, the LPHA will impose restrictions on contacts.</p>	<p>Please see North Douglas School District Pandemic Plan and ODE Planning for COVID-19 Scenarios in Schools</p> <ul style="list-style-type: none"> •
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3b. RESPONSE

OHA/ODE Requirements	
<p>11 Follow the district's or school's outbreak response protocol. 1 Coordinate with the LPHA for any outbreak response.</p> <p>11 If anyone who has been on campus is known to have been diagnosed 2 with COVID-19, report the case to and consult with the LPHA regarding cleaning and possible classroom or program closure.</p> <p>11 Report to the LPHA any cluster of illness (2 or more people with 3 similar illness) among staff or students.</p> <p>11 When cases are identified in the local region, a response team should 4 be assembled within the district and responsibilities assigned within the district.</p> <p>11 Modify, postpone, or cancel large school events as coordinated with 5 the LPHA.</p> <p>11 If the school is closed, implement Short-Term Distance Learning or 6 Comprehensive Distance Learning models for all staff/students.</p> <p>11 Continue to provide meals for students. 7</p> <p>11 Communicate criteria that must be met in order for On-Site 8 instruction to resume and relevant timelines with families.</p>	<p>Please see North Douglas School District Pandemic Plan and ODE Planning for COVID-19 Scenarios in Schools</p> <ul style="list-style-type: none"> • ODE/OHA General Quarantine Protocol • Classroom and Transportation Cohorts • How to Handle Exposure to COVID-19, 10 School Scenarios.

3c. RECOVERY AND REENTRY

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>11 Plan instructional models that support all learners in Comprehensive 9 Distance Learning.</p> <p>12 Clean, sanitize, and disinfect surfaces (e.g., playground equipment, 0 door handles, sink handles, drinking fountains, transport vehicles) and follow CDC guidance for classrooms, cafeteria settings, restrooms, and playgrounds.</p> <p>12 Communicate with families about options and efforts to support 1 returning to On-Site instruction.</p> <p>12 Follow the LPHA guidance to begin bringing students back into On- 2 Site instruction.</p> <p><input type="checkbox"/> • Consider smaller groups, cohorts, and rotating schedules to allow for a safe return to schools.</p>	<ul style="list-style-type: none"> • CDL model of instruction shall remain in place during any times of school closure due to COVID-19 unless staff levels are insufficient to support such. • We will consult with Douglas County Health regarding additional reopening recommendations



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.

This section does not apply to private schools.

- We affirm that our school plan has met the requirements from ODE guidance for sections 4, 5, 6, 7, and 8 of the **Ready Schools, Safe Learners** guidance.
- We affirm that we cannot meet all of the ODE requirements for sections 4, 5, 6, 7 and/or 8 of the **Ready Schools, Safe Learners** guidance at this time. 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 and 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 requirement.

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