

**School-Level Communicable Disease Management Plan**  
**Template For School Year 2023-2024**



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**School/District/Program Information**

District or Education Service District Name and ID: Portland Public Schools, Institution ID: 3391

School or Program Name: The Emerson School

Contact Name and Title: Sunita Sandoz, School Administrator

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Table 1.



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

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

Plan Types	Hyperlinks and Descriptions
<b>School District Communicable Disease Management Plan</b> <a href="#">OAR 581-022-2220</a>	The Emerson School Communicable Disease Management Plan (CDMP) is used to help inform health decision making at the school.  <a href="#">Emerson School Communicable Disease Management Plan</a>
<b>Exclusion Measures</b> Exclusion of students and staff who are diagnosed with certain communicable diseases. <a href="#">OAR 333-019-0010</a>	The exclusion measures used by the school are highlighted in CDMP page 6
<b>Isolation Space</b> Requires a prevention-oriented health services program including a dedicated space to isolate sick students and to provide services for students with special health care needs. <a href="#">OAR 581-022-2220</a>	Students who exhibit symptoms are sent to the office and isolated or reasonably distanced until their parent/guardian can arrive to remove them in keeping with CDMP page 8.
<b>Emergency Plan or Emergency Operations Plan</b> <a href="#">OAR 581-022-2225</a>	The school follows the emergency operations plans and protocols required by OAR 581-022-2225, including maintaining logs of regular safety drills and annual trainings.

Plan Types	Hyperlinks and Descriptions
<b>Mental Health and Wellbeing Plans</b> such as those prepared for <a href="#">Student Investment Account</a> (optional)	<p><i>Identify existing district or school plans and tools that can be utilized in supporting student and staff wellbeing and mental health during prevention, response, and recovery from incidents of a communicable disease outbreak.</i></p> <p><b>The Emerson School uses funds provided by The Student Investment Account (SIA) to support the wellbeing and mental health of students at all times including during prevention, response, and recovery from incidents of a communicable disease outbreak.</b></p>
<b>Additional documents reference here:</b>	



## SECTION 1. Clarifying Roles and Responsibilities

Identifying roles central to communicable disease management. Clarifying responsibilities related to communicable disease response is a first step in keeping communities healthy and safe. In general, decisions of school health and safety reside with school and district officials. Together with local public health officials, school/district administrators should consult a variety of individuals when making decisions about health and safety in school.

**Table 2. Roles and Responsibilities**

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
Building Lead / Administrator	<ul style="list-style-type: none"> <li>Educates staff, families, and students on policies regarding visitors and volunteers, ensuring health and safety are being maintained.</li> <li>In consultation with district leadership and LPHA staff, determines the level and type of response that is required/necessary.</li> </ul>	Sunita Sandoz, Administrator	Jenn Richardson, Ofc. Manager

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
	<ul style="list-style-type: none"> <li>Acts as key spokesperson to communicate health-related matters within school community members, health partners, and other local partners.</li> </ul>		
<p>School Safety Team Representative <i>(or staff member knowledgeable about risks within a school, emergency response, or operations planning)</i></p>	<ul style="list-style-type: none"> <li>Trains staff at the start of the academic year and at periodic intervals on communicable disease management procedures.</li> <li>Leads debrief of communicable disease event, informing continuous improvement of the planning, prevention, response, and recovery system.</li> </ul>	Sunita Sandoz, Administrator	N/A
<p>Health Representative <i>(health aid, administrator, school/district nurse, ESD support)</i></p>	<ul style="list-style-type: none"> <li>Supports building lead/administrator in determining the level and type of response that is necessary.</li> <li>Reports to the LPHA any cluster of illness among staff or students.</li> <li>Provides requested logs and information to the LPHA in a timely manner.</li> </ul>	Sunita Sandoz, Administrator	Jenn Richardson, Ofc. Manager
<p>School Support Staff as needed <i>(transportation, food service, maintenance/custodial)</i></p>	<ul style="list-style-type: none"> <li>Advises on prevention/response procedures that are required to maintain student services.</li> </ul>	Sunita Sandoz, Administrator	Jenn Richardson, Ofc. Manager

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
Communications Lead <i>(staff member responsible for ensuring internal/external messaging is completed)</i>	<ul style="list-style-type: none"> <li>Ensures accurate, clear, and timely information is communicated including those who may have been exposed, a description of how the school is responding, and action community members can take to protect their health.</li> <li>Shares communications in all languages relevant to school community.</li> </ul>	Sunita Sandoz, Administrator	Jenn Richardson, Ofc. Manager
District Level Leadership Support <i>(staff member in which to consult surrounding a communicable disease event)</i>	<ul style="list-style-type: none"> <li>Has responsibility over communicable disease response during periods of high transmission in community at large. May act as school level support to Building lead/Administrator activating a scaled response.</li> <li>Responds to media inquiries during the communicable disease event and ensures that those responsible for communication are designated speakers.</li> </ul>	Sunita Sandoz, Administrator	N/A
Main Contact within Local Public Health Authority (LPHA)	<ul style="list-style-type: none"> <li>Notifies Building Lead/Administrator of communicable disease outbreak and offers recommendations for appropriate response.</li> <li>Key spokesperson to communicate on health-related matters with community members, health facility staff, and other local community partners.</li> </ul>	Sunita Sandoz, Administrator  Starr Ahrens, Multnomah County Health Department Facility Outreach and Outbreaks Communicable Disease Services	N/A
Others as identified by team		Jo Sigmund, Instructional Coach	



## Section 2. Equity and Continuity of Education

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

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

#### Centering Equity

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

- Staff Input
- Community surveys
- Data dashboards and input from Multnomah County Health Department, ODE, and PPS



#### Suggested Resources:

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

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<sup>1</sup> Tribal Consultation is a separate process from stakeholder engagement; consultation recognizes and affirms tribal rights of self-government and tribal sovereignty, and mandates state government to work with American Indian nations on a [government-to-government](#) basis.

**Table 3.**

**Centering Educational Equity**

OHA/ODE Recommendation(s)	Response:
Describe how you will ensure continuity of instruction for students who may miss school due to illness.	The school tracks absences and in the event that students will miss more than 10 consecutive days of instruction they may seek a medical leave and develop a plan with input from teachers, parents, administrator.
Describe how you identify those in your school setting that are disproportionately impacted by communicable disease and which students and families may need differentiated or additional support.	The school’s synergy system tracks students who come from historically underserved communities, such as nonwhite families and families with students experiencing disability. Families also advise the school of specific circumstances.
Describe the process by which the school will implement a differentiated plan for those that are disproportionately impacted, historically underserved or at higher risk of negative impacts or complications related to communicable disease.	The school will aim to go beyond minimum health requirements to ensure that it creates an environment in which the risks are reduced as practicable, recognizing that historically underserved populations are at a higher risk of negative impacts or complications related to COVID-19 and other communicable diseases.
Describe what support, training or logistics need to be in place to ensure that the named strategies are understood, implemented, and monitored successfully.	Staff will be trained on health and safety protocols at the start of each school year and at regular intervals throughout the year. Signage will be posted ensuring handwashing and hand-sanitization as practicable. Electronic communications and newsletter mailers throughout the school year will advise families of health protocols, as will the posted Communicable Disease Management Plan.



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

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

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



#### Suggested Resources:

1. Communicable Disease Guidance for Schools which includes information regarding:
2. Symptom-Based Exclusion Guidelines (pages 8-12)
3. Transmission Routes (pages 29-32)
4. Prevention or Mitigation Measures (pages 5-6)
5. School Attendance Restrictions and Reporting (page 33)
6. [CDC Guidance for COVID-19 Prevention in K-12 Schools](#)
7. [Supports for Continuity of Services](#)



**Table 4.**

**Communicable Disease Mitigation Measures**

<p><b>OHA/ODE Recommendation(s)</b> Layered Health and Safety Measures</p>	<p><b>Describe what mitigating measures the school will implement to reduce and respond to the spread of communicable disease and protect in-person instruction?</b></p>
<p>Immunizations</p>	<p><i>CDC, OHA, and ODE recommend COVID-19 vaccination for all eligible individuals. Please include whether your school will offer COVID-19 vaccine clinics or notices about where to access vaccines in your community. <b>Shots are required by law</b> for children in attendance at public and private schools, preschools, child care facilities, and Head Start programs in Oregon. Nearly every place that provides care for a child outside the home <a href="#">requires shots</a> or a <a href="#">medical</a> or <a href="#">nonmedical exemption</a> to stay enrolled.</i></p>
<p>Face Coverings</p>	<p>The school will have face coverings available and will suggest that individuals who exhibit symptoms wear them, and as otherwise required by law.</p>
<p>Isolation</p>	<p>The school will separate those who exhibit symptoms from the general population and as required by law.</p>
<p>Symptom Screening</p>	<p>Excludable symptoms will be posted in the school’s Communicable Disease Management Plan posted on its website. Staff will be trained to observe students for recognizable symptoms and refer students to the office assessment and exclusion where applicable.</p>
<p>COVID-19 Diagnostic Testing</p>	<p><i>OHA offers schools a diagnostic testing program to all public and private K-12 schools in Oregon. Please indicate whether your school will offer diagnostic testing.</i> The school will offer diagnostic testing in its discretion (such as in times of high community transmission), in compliance with OHA requirements.</p>
<p>Airflow and Circulation</p>	<p>The school will maintain its HVAC system and promote air circulation. Classrooms and gathering places within the school will use HEPA air purifiers and operable windows whenever possible.</p>
<p>Cohorting</p>	<p>The school will comply with any cohorting requirements mandated by ODE, OHA or the LPHA.</p>
<p>Physical Distancing</p>	<p>The school will comply with any physical distancing requirements mandated by ODE, OHA or the LPHA.</p>
<p>Hand Washing</p>	<p>The school will encourage frequent hand washing and/or use of hand sanitizer.</p>

OHA/ODE Recommendation(s) Layered Health and Safety Measures	Describe what mitigating measures the school will implement to reduce and respond to the spread of communicable disease and protect in-person instruction?
Cleaning and Disinfection	The school contracts with a daily janitorial service. The school will routinely clean, focusing on bathrooms and high touch surfaces.
Training and Public Health Education	Administration will participate in ODE-provided health and safety training as feasible, and public health information shared by ODE will be promulgated as reasonable and feasible.

**PRACTICING PLAN TO BE READY**

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

**INSERT THE LINK** where this plan is available for public viewing.

Date Last Updated: **June 2023**

Date Last Practiced: **June 2023**