**Knappa School District #4**

**Knappa High School & Hilda Lahti Elementary School**

**School-Level COVID-19 Management Plan**

**For School Year 2022-23**

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**School/District/Program Information**

District or Education Service District Name and ID: \_\_\_\_\_\_\_\_\_Knappa School District 2262\_\_\_\_\_\_\_\_\_\_\_\_

School or Program Name: \_\_\_\_\_\_\_Hilda Lahti Elementary 166 and Knappa High School\_169\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name and Title: \_\_\_\_\_\_\_\_William Fritz, Superintendent\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone: \_\_\_\_\_503-458-5993 x301\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Email: \_\_\_\_fritzw@knappak12.org\_\_\_\_\_\_\_\_\_

**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.** |
| --- | --- |
| **School District Communicable Disease Management Plan**  [OAR 581-022-2220](https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=145269) | https://content.myconnectsuite.com/api/documents/3fa377c1b5154a588a501f6a904782f9.pdf |
| **Exclusion Measures**  Exclusion of students and staff who are diagnosed with certain communicable diseases  [OAR 333-019-0010](https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=287268) | **Knappa School District continues to implement a five day quarantine for students and employees who test positive for COVID-19 (until symptom free). Masks are recommended on days 6-10 for those who return to school/work.** |
| **Isolation Space**  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.  [OAR 581-022-2220](https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=145269) | **The district maintains an isolation space adjacent to the nurse’s office to isolate sick students.** |
| **Educator Vaccination**  [OAR 333-019-1030](https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=280616) | **Vaccines are required for employees and long-term visitors who are in buildings during student hours. Medical and religious exemptions are permitted. Those who have exemptions are subject to daily check-ins and weekly testing requirements.** |
| **Emergency Plan or Emergency Operations Plan**  [OAR 581-022-2225](https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=145271) | **The district maintains an emergency response plan that includes contact information. The plan is not shared publicly.** |
| **Additional documents reference here:** |  |

| "" | **SECTION 1. Clarifying Roles and Responsibilities** |
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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 | * Educates staff, families, and students on policies regarding visitors and volunteers, ensuring health and safety are being maintained. * In consultation with district leadership and LPHA staff, determines the level and type of response that is required/necessary. * Acts as key spokesperson to communicate health-related matters within school community members, health partners, and other local partners. | Bill Fritz, Superintendent  Laurel Smalley, Principal  Tammy McMullen, Principal | Brittany Norton, Special Education Director |
| School Safety Team Representative (*or* *staff member knowledgeable about risks within a school, emergency response, or operations planning*) | * Trains staff at the start of the academic year and at periodic intervals on communicable disease management procedures. * Leads debrief of communicable disease event, informing continuous improvement of the planning, prevention, response, and recovery system. | Katie Montgomery, RN | Bill Fritz, Superintendent |
| Health Representative (*health aid, administrator, school/district nurse, ESD support*) | * Supports building lead/administrator in determining the level and type of response that is necessary. * Reports to the LPHA any cluster of illness among staff or students. * Provides requested logs and information to the LPHA in a timely manner. | Katie Montgomery, RN | Lisa McLean, Clatsop County Health Department |
| School Support Staff as needed (*transportation, food service, maintenance/custodial*) | * Advises on prevention/response procedures that are required to maintain student services. | Sharon Olson, Transportation  Heather Tadei, Food Service  Brittany Norton, Special Education Director  Shannon Harrington, HLE Secretary  Stephanie Baldwin, KHS Secretary | Diane Barendse, Business Manager |
| Communications Lead (*staff member responsible for ensuring internal/external messaging is completed)* | * 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. * Shares communications in all languages relevant to school community. | Bill Fritz, Superintendent | Jennifer Morgan, Administrative Assistant to Superintendent |
| District Level Leadership Support (*staff member in which to consult surrounding a communicable disease event*) | * Has responsibility over COVID-19 response during periods of high transmission. May act as school level support to Building lead/Administrator activating a scaled response. * Responds to media inquiries during the communicable disease event and ensures that those responsible for communication are designated speakers. | Bill Fritz, Superintendent | Laurel Smalley, Principal  Tammy McMullen, Principal |
| Main Contact within Local Public Health Authority (LPHA) | * Notifies Building Lead/Administrator of communicable disease outbreak and offers recommendations for appropriate response. * Key spokesperson to communicate on health-related matters with community members, health facility staff, and other local community partners. | Bill Fritz, Superintendent  Katie Montgomery, RN | Laurel Smalley, Principal |
| Others as identified by team | Provide a virtual option for families who have students who have health concerns or vulnerable people within their family. | Tashi Gremar, Teacher  Supported by Bill Fritz, Superintendent, Tammy McMullen, Principal and NWRESD (the virtual content provider) |  |

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| "" | **Section 2. Equity and Mental Health**  **Preparing a plan that centers equity and supports mental health** |

Preparing a school to manage COVID-19 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 COVID-19 management while centering an equitable and caring response.

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| **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 COVID-19 (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[[1]](#footnote-2), etc.)

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| "" | **Suggested Resources:**   * + - 1. [Equity Decision Tools](https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Decision%20Tools%20for%20SY%202020-21.pdf) for School Leaders       2. [Oregon Data for Decisions Guide](https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Oregon%20Data%20for%20Decisions%20Guide.pdf)       3. [Oregon’s COVID-19 Data Dashboards](https://public.tableau.com/app/profile/oregon.health.authority.covid.19/viz/OregonsCOVID-19DataDashboards-TableofContents/TableofContentsStatewide) by Oregon Health Authority COVID-19       4. [Data for Decisions Dashboard](https://www.oregondatadecisions.org/?utm_medium=email&utm_source=govdelivery)       5. [Community Engagement Toolkit](https://www.oregon.gov/ode/StudentSuccess/Documents/69236_ODE_CommunityEngagementToolkit_2021-web%5B1%5D.pdf)       6. [Tribal Consultation Toolkit](https://www.oregon.gov/ode/students-and-family/equity/NativeAmericanEducation/Documents/20.10.13_%20Web%20Accessible%20Tribal%20Consultation%20Toolkit.pdf) |
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**Table 3.**  **Centering Equity**

| **OHA/ODE Recommendation(s)** | **Response:** |
| --- | --- |
| Describe how you identify those in your school setting that are disproportionately impacted by COVID-19 and which students and families may need differentiated or additional support. | Knappa School District has very little diversity when considering typical measures (race, ethnicity, sexual/gender identity/orientation). However, students who face poverty remain especially vulnerable. Students who are health-challenged or who live with others who have health challenges may be susceptible to bullying in a community where most individuals thrive without interventions and/or are vocal opponents to safety protocols. |
| 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 COVID-19. | The district provides financial assistance for school supplies and fees and provides weekend food backpacks for students who need them. The school maintains a mask friendly environment and has enacted a civility policy to help adults and students communicate in an appropriate manner. |
| What support, training or logistics need to be in place to ensure that the named strategies are understood, implemented, and monitored successfully. | The food program is offered individually to families by the school secretary. The mask friendly environment is reinforced by signage and by teachers within the school. The civility policy and group commitments are posted on the website and reinforced periodically in newsletters. |

**Mental Health Supports**

Schools are encouraged to continue to prioritize cultivating care, connection, and community to support the mental, emotional, and social health and well-being of students, families, staff, and administrators.

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 COVID-19 (e.g., counseling services; partnerships with community mental and behavioral health providers; school district suicide prevention, intervention, and postvention plan; School Based Health Center resources; tribal resources, etc.)

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| "" | **Suggested Resources:**   1. ODE [Mental Health Toolkit](https://www.oregon.gov/ode/students-and-family/equity/SchoolSafety/Pages/Mental-Health-Toolkit.aspx) 2. [Care and Connection](https://www.oregon.gov/ode/students-and-family/equity/SchoolSafety/Pages/Announcements.aspx) Program 3. Statewide [interactive map of Care and Connection examples](https://www.google.com/maps/d/u/0/viewer?mid=1w0o_YcKJoHBeRTsY5x34t-FOT5ADAAMc&ll=44.24430539912518%2C-121.01487690266546&z=6) 4. [Care and Connection District Examples](https://www.oregon.gov/ode/students-and-family/equity/SchoolSafety/Documents/Care%20%26%20Connection%20District%20Examples.pdf) 5. Oregon Health Authority [Youth Suicide Prevention](https://www.oregon.gov/oha/HSD/BH-Child-Family/Pages/Youth-Suicide-Prevention.aspx) |
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**Table 4.**  **Mental Health Supports**

| **OHA/ODE Recommendation(s)** | **Response:** |
| --- | --- |
| Describe how you will devote time for students and staff to connect and build relationships. | The school implements Character Strong as an advisory program where students can support one another. |
| Describe how you will ensure class time, and individual time if needed, for creative opportunities that allow students and staff to explore and process their experiences. | Students and employees can process their experiences during set aside advisory time and by using our Employee Assistance program. |
| Describe how you will link staff, students and families with culturally relevant health and mental health services and supports. | The district provides an EAP so that employees can receive free counseling. The school provides counselors at both schools and a behavior support professional to help students cope. The district maintains a relationship with Clatsop Behavioral Health for those who need specialized support. |
| Describe how you will foster peer/student lead initiatives on wellbeing and mental health. | The school implements Character Strong as an advisory program where students can support one another. |

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| "" | **Section 3. COVID-19 Outbreak Prevention, Response & Recovery:**  **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 COVID-19 transmission within the school environment for students, staff, and community members. COVID-19 will continue to circulate in our communities and our schools for the indefinite future. Schools will utilize different mitigation measures based on COVID-19 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 COVID-19 transmission, and as they roll back the increased mitigating measures, incorporating lessons learned.

| "" | **Suggested Resources:**   1. [CDC Guidance for COVID-19 Prevention in K-12 Schools](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html#anchor_1625661937509) 2. [Communicable Disease Guidance for Schools](https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/commdisease.pdf) which includes information regarding  * Symptom-Based Exclusion Guidelines (pages 8-12) * Transmission Routes (pages 29-32) * Prevention or Mitigation Measures (pages 5-6) * School Attendance Restrictions and Reporting (page 33)  1. [COVID-19 Investigative Guidelines](https://www.oregon.gov/oha/PH/DISEASESCONDITIONS/COMMUNICABLEDISEASE/REPORTINGCOMMUNICABLEDISEASE/REPORTINGGUIDELINES/Documents/Novel-Coronavirus-2019.pdf) 2. [Planning for COVID-19 Scenarios in School](https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Planning%20and%20Responding%20to%20COVID-19%20Scenarios%20in%20Schools.pdf?utm_medium=email&utm_source=govdelivery) 3. [CDC COVID-19 Community Levels](https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html) 4. [Supports for Continuity of Services](https://www.oregon.gov/ode/students-and-family/healthsafety/Pages/Supports-for-Continuity-of-Services.aspx) |
| --- | --- |

**Table 5.**  **COVID-19 Mitigating Measures**

| **OHA/ODE Recommendation(s)**  Layered Health and Safety Measures | **BASELINE MEASURES: describe what mitigating measures will the school implement all of the time, each and every day of the school year to reduce the spread of COVID-19 and protect in-person instruction?** |
| --- | --- |
| COVID-19 Vaccination | *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.*  The school will post vaccine appointment information in its weekly newsletter. www.vaccines.gov |
| Face Coverings | Knappa schools are “mask friendly” In times when CDC risk levels are “moderate” or “high” the school community will be informed via Parent Square and recommendations for masking will be communicated. |
| Isolation | An isolation room is adjacent to the nurse’s office. |
| Symptom Screening | A daily symptom check in occurs for students and staff. The school nurse is available to triage symptoms and reach out to families. |
| COVID-19 Testing | *OHA offers both* [*diagnostic and screening testing programs*](https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le3798.pdf#:~:text=CDC%20recommends%20screening%20only%20in%20unvaccinated%20individuals.%20Oregon,all%20interested%20K-12%20schools%20are%20welcome%20to%20enroll.) *to all public and private K-12 schools in Oregon. Please include whether your school will offer diagnostic and screening testing, respectively.*  Testing supplies will be provided to families and employees by the school nurse as needed. |
| Airflow and Circulation | Two HVAC units have been replaced at Knappa High School using ESSER resources. Windows were added to previously window-less rooms for air circulation purposes. Bond resources are being used to improve air circulation at Hilda Lahti Elementary. |
| Cohorting | Students are in grade level cohorts, including lunch and recess in grades K-8 |
| Physical Distancing | Where possible, distancing is reinforced |
| Hand Washing | Students wash hands upon arrival, prior to meals, after restroom use, and after recess. |
| Cleaning and Disinfection | An extra custodian has been hired to help with sanitation. Key surfaces are sanitized daily. Desks are cleaned between user groups. |
| Training and Public Health Education | Staff will be trained on this plan during their inservice time on August 30, 2022. Students will be trained during orientation and/or on the first day of school |

**Table 6.**  **COVID-19 Mitigating Measures**

| **OHA/ODE Recommendation(s)**  Layered Health and Safety Measures | **MEASURES DURING PERIODS OF HIGH TRANSMISSION\*: describe what mitigating measures the school will implement during periods of high transmission to reduce the spread of COVID-19 and protect in- person learning?**  \*Within the community, high transmission is defined at the county level through CDC COVID-19 Community Levels. Within a school, high transmission may be defined as high absenteeism or unusual spread within a cohort (e.g., a large outbreak in a classroom). |
| --- | --- |
| COVID-19 Vaccination | The school will post vaccine appointment information in its weekly newsletter. www.vacines.gov |
| Face Coverings | *CDC, OHA, and ODE recommend universal use of face coverings during periods of high transmission. Please include whether your school will implement this critical recommendation.*  Knappa schools are “mask friendly” In times when CDC risk levels are “moderate” or “high” the school community will be informed via Parent Square and recommendations for masking will be communicated. |
| Isolation | An isolation room is adjacent to the nurse’s office. |
| Symptom Screening | A daily symptom check in occurs for students and staff. The school nurse is available to triage symptoms and reach out to families. |
| COVID-19 Testing | *OHA offers both* [*diagnostic and screening testing programs*](https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le3798.pdf#:~:text=CDC%20recommends%20screening%20only%20in%20unvaccinated%20individuals.%20Oregon,all%20interested%20K-12%20schools%20are%20welcome%20to%20enroll.) *to all public and private K-12 schools in Oregon. Please include whether your school will offer diagnostic and screening testing, respectively.*  Testing supplies will be provided to families and employees by the school nurse as needed. |
| Airflow and Circulation | Two HVAC units have been replaced at Knappa High School using ESSER resources. Windows were added to previously window-less rooms for air circulation purposes. Bond resources are being used to improve air circulation at Hilda Lahti Elementary. |
| Cohorting[[2]](#footnote-3) | *Schools will notify their LPHA about unusual respiratory disease activity if the following absence thresholds are met and at least some students are known to have influenza or COVID-like symptoms:* *1. At the school level: ≥ 30% absenteeism, with at least 10 students and staff absent*  *2. At the cohort level: ≥ 20% absenteeism, with at least 3 students and staff absent*  Students are in grade level cohorts, including lunch and recess in grades K-8 |
| Physical Distancing | Distancing will be increased inside classrooms by moving furniture and cafeteria distancing will be created using assigned seating. |
| Hand Washing | Students wash hands upon arrival, prior to meals, after restroom use, and after recess. |
| Cleaning and Disinfection | An extra custodian has been hired to help with sanitation. Key surfaces are sanitized daily. Desks are cleaned between user groups. |
| Training and Public Health Education | Staff will be trained on this plan during their inservice time on August 30, 2022. Students will be trained during orientation and/or on the first day of school |

**Table 7.**  **COVID-19 Mitigating Measures**

| **OHA/ODE Recommendation(s)**  Layered Health and Safety Measures | **STEPS FOR GRADUAL RETURN TO BASELINE RESPONSE: describe how does the school will gradually return to a baseline response. Describe how the school team will decide what measure(s) should remain at an increased level which others may not, prioritizing some measure(s) over others. How does the school reduce or make permanent implementation of enhanced mitigation measures once high transmission has ended?** |
| --- | --- |
| COVID-19 Vaccination | *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.*  The school will post vaccine appointment information in its weekly newsletter. www.vaccines.gov |
| Face Coverings | Knappa schools are “mask friendly” In times when CDC risk levels are reduced back to “moderate” or “low” the school community will be informed via Parent Square and recommendations for masking will be communicated. |
| Isolation | An isolation room is adjacent to the nurse’s office. |
| Symptom Screening | A daily symptom check in occurs for students and staff. The school nurse is available to triage symptoms and reach out to families. |
| COVID-19 Testing | *OHA offers both* [*diagnostic and screening testing programs*](https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le3798.pdf#:~:text=CDC%20recommends%20screening%20only%20in%20unvaccinated%20individuals.%20Oregon,all%20interested%20K-12%20schools%20are%20welcome%20to%20enroll.) *to all public and private K-12 schools in Oregon. Please include whether your school will offer diagnostic and screening testing, respectively.*  Testing supplies will be provided to families and employees by the school nurse as needed. |
| Airflow and Circulation | Two HVAC units have been replaced at Knappa High School using ESSER resources. Windows were added to previously window-less rooms for air circulation purposes. Bond resources are being used to improve air circulation at Hilda Lahti Elementary. |
| Cohorting | Students are in grade level cohorts, including lunch and recess in grades K-8 Cafeteria seating will resume as normal. |
| Physical Distancing | Where possible, distancing is reinforced |
| Hand Washing | Students wash hands upon arrival, prior to meals, after restroom use, and after recess. |
| Cleaning and Disinfection | An extra custodian has been hired to help with sanitation. Key surfaces are sanitized daily. Desks are cleaned between user groups. |
| Training and Public Health Education | Staff will be trained on this plan during their inservice time on August 30, 2022. Students will be trained during orientation and/or on the first day of school |

**PRACTICING PLAN TO IMPROVE PROCESS**

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. https://www.knappa.k12.or.us/reopening

Date Last Updated: **July 17, 2022** Date Last Practiced: August 30, 2022

1. 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](https://www.justice.gov/archive/otj/Presidential_Statements/presdoc1.htm) basis*.* [↑](#footnote-ref-2)
2. Cohorting refers to establishing a consistent group of students that stay together for a significant portion of the school day. Examples include stable mealtime cohorts, classrooms, table groups, lunch bunches, and other group situations. Cohorts should be as small as feasible to minimize exposure. [↑](#footnote-ref-3)