

Appendix E Knappa School District #4

Outbreak & Emergency Response Procedures & Isolation Protocol

Local Public Health Authority (LPHA) or State (OHA) Health Authorities will initiate contact with schools in all confirmed cases of the Covid-19 Virus. For anyone contacted by the LPHA/OHA regarding a student or staff suspected of having (or having had) the Covid-19 virus:

- Direct all calls/inquiries to Superintendent (Bill's cell: 253-282-9182 & office 503-458-5993 x301)..
 - Back-ups: Laurel Smalley - High School Principal and Tammy McMullen - Elementary School Principal. (Laurel's cell 503-931-7745 & Tammy's cell 509-710-9185)Supt. will initiate the Incident Command Team in Supt Office via group text.
- Superintendent will establish communications with the relevant County-based Emergency Operations Center (EOC).
 - **Vincent Aarts** | Emergency Services Coordinator
800 Exchange Street, Suite 408, Astoria, OR 97103 t
503.325.8645 | f 503.338.3605

If a staff or a student reports, or upon screening, they are experiencing the symptoms connected to the Covid-19 virus (Fever, Cough, and Trouble Breathing):

- Enact isolation protocol.
 - Student brought to isolation area near nurse's area
 - Student provided with a mask
 - Nurse or CNA notes symptoms
 - Family is contacted
 - Transportation is arranged
 - Student departs through nearest door for transport
 - Contact tracing documents are gathered by the office
 - Sanitize the isolation room and nurse area
- Recommend they get tested and relay to LPHA IF they knowingly came into contact with someone with COVID-19.
- Relay that until free of symptoms for 72 hours without medication, they should not report to work/come back to school.
 - Take notes and document: timeline, symptoms, actions taken.
 - Enter absenteeism data into Synergy (K-12 students) ecWeb (ECSE students) or Frontline (staff)

Incident Command Team (ICT) Structure

- Membership:
 - Superintendent (Bill Fritz)
 - High School Principal (Laurel Smalley)
 - Chief Information Officer/Admin Assistant (Jennifer Morgan)
 - Nurse (Tiffany Gerttula , RN)
 - Finance (Diane Barendse)
 - School Office Managers (Shannon Harrington & Jeni Davis)
- Tasks: Initiate initial and ongoing operational and communications emergency protocols

Emergency Services Response to Incident

- County- Emergency Management Manager or Public Health Director will advise on subsequent actions
 - May initiate Unified Command System
 - May advise on short-term closure with cleaning protocol or longer closure time
- Superintendent to consider recommendations with the ICT
 - Only the Superintendent will direct all school/site closures

Communication Plan in Active Event (as determined by Local Public Health Authority)

- Initial: Comms sends out immediate/initial communication in English and Spanish and Talking Points to:
 - Leadership Team (email and/or text)
 - Talking Points will be developed by ICT and Shared Via Email or Google Drive
 - Parents of students at affected site(s) - via email and mobile alert (Spanish & English)
 - All staff via email
 - Website
 - News media via Flash Alert
 - Message will include that all media requests come through Comms or Supt. Office
- Follow-up: ICT develops and sends recap comms in English and Spanish once incident is resolved/contained to:
 - Leadership Team
 - Parents (all ESD or specific sites) via email
 - All staff via email
 - Website
 - News media via press release direct message

Communication Content

- All communication with media will run through Supt. and Comms
- All written communication out to parents/community first approved by Director of Comms