

School-Level Communicable Disease Management Plan

Knappa School District #4 Astoria, OR

School Year 2023-2024



School/District/Program Information

District or Education Service District Name and ID: _____ Knappa School District 2262 _____

School or Program Name: _____ Hilda Lahti Elementary & Knappa High School _____

Contact Name and Title: _____ Tammy McMullen, Principal _____

Contact Phone: _____ 503-458-5993 x201 _____ Contact Email: _____ mcmullent@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.

Plan Types	Hyperlinks and Descriptions
<p>School District Communicable Disease Management Plan OAR 581-022-2220</p>	<p>https://www.knappa.k12.or.us/studenthealth</p>
<p>Exclusion Measures Exclusion of students and staff who are diagnosed with certain communicable diseases. OAR 333-019-0010</p>	<p>Included in communicable disease plan, pg. 13</p>
<p>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</p>	<p>Located adjacent to nurse office.</p>
<p>Emergency Plan or Emergency Operations Plan OAR 581-022-2225</p>	<p>The district maintains a current emergency response plan. The plan is not shared publicly for safety reasons.</p>

Plan Types	Hyperlinks and Descriptions
Mental Health and Wellbeing Plans such as those prepared for Student Investment Account (optional)	<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>
Additional documents reference here:	



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"> 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. 	Tammy McMullen / HLE Principal Paul Isom / Knappa High School Principal	Bill Fritz, Superintendent Brittany Norton, Student Services Director

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
	<ul style="list-style-type: none"> Acts as key spokesperson to communicate health-related matters within school community members, health partners, and other local partners. 		
<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"> 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	<p>Bill Fritz, Superintendent</p>
<p>Health Representative <i>(health aid, administrator, school/district nurse, ESD support)</i></p>	<ul style="list-style-type: none"> 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	<p>Lisa McLean, Clatsop County Health Department</p>
<p>School Support Staff as needed <i>(transportation, food service, maintenance/custodial)</i></p>	<ul style="list-style-type: none"> Advises on prevention/response procedures that are required to maintain student services. 	<p>Sharon Olson, Transportation Heather Tadei, Food Service Brittany Norton, Student Services Director Shannon Harrington, HLE Secretary Stephanie Baldwin, KHS Secretary Bob Brockey, Maintenance Supervisor</p>	<p>Diane Barendse, Business Manager</p>

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
<p>Communications Lead <i>(staff member responsible for ensuring internal/external messaging is completed)</i></p>	<ul style="list-style-type: none"> 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. 	<p>Bill Fritz, Superintendent</p>	<p>Jennifer Morgan, Administrative Assistant to Superintendent</p>
<p>District Level Leadership Support <i>(staff member in which to consult surrounding a communicable disease event)</i></p>	<ul style="list-style-type: none"> 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. Responds to media inquiries during the communicable disease event and ensures that those responsible for communication are designated speakers. 	<p>Bill Fritz, Superintendent</p>	<p>Paul Isom, Principal Tammy McMullen, Principal</p>
<p>Main Contact within Local Public Health Authority (LPHA)</p>	<ul style="list-style-type: none"> 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. 	<p>Lisa McLean, Clatsop County Health Department</p>	
<p>Others as identified by team</p>			



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 Consultation¹, etc.)

- Knappa School District uses the NWRESD Equity Lens when making decisions:
www.nwresd.org/home/showpublisheddocument/1216/637806922549130000
 - INSERT
 - INSERT



Suggested Resources:

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

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](#) 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.	Teachers maintain communications with absent students in families. The District offers classroom resources at home to families using Google Classroom. For students who need extended learning at home, the District operates a virtual program with a Knappa certified teacher and a quality online portal that has a standards-aligned curriculum.
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.	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 communicable disease.	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.
Describe what support, training or logistics need to be in place to ensure that the named strategies are understood, implemented, and monitored successfully.	The food backpack 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. A weekly communication is sent to all families to explain latest information, including health related and equity-related services.



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>OHA/ODE Recommendation(s) Layered Health and Safety Measures</p>	<p>Describe what mitigating measures the school will implement to reduce and respond to the spread of communicable disease and protect in-person instruction?</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. Shots are required by law 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 requires shots or a medical or nonmedical exemption to stay enrolled.</i></p> <p>The school will post vaccine appointment information in its weekly newsletter. www.vaccines.gov</p>
<p>Face Coverings</p>	<p>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.</p>
<p>Isolation</p>	<p>An isolation room is adjacent to the nurse’s office.</p>
<p>Symptom Screening</p>	<p>Teachers and support staff are trained to recognize symptoms of illness and refer students to the nurse for further triage.</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></p>
<p>Airflow and Circulation</p>	<p>Two HVAC units have been replaced at Knappa High School using ESSER2 resources. Windows were added to previously window-less rooms for air circulation purposes. ESSER3 were used to replace HVAC systems in both schools, so filtration and controls exist now that did not prior to the renovations. Knappa Middle School and a new gym are under construction and will have modern HVAC and filtration systems. These new facilities are funded by bond resources.</p>
<p>Cohorting</p>	<p>Students are in grade level cohorts, including lunch and recess in grades K-8</p>
<p>Physical Distancing</p>	<p>Where possible, distancing is reinforced</p>
<p>Hand Washing</p>	<p>Students wash hands upon arrival, prior to meals, after restroom use, and after recess.</p>
<p>Cleaning and Disinfection</p>	<p>An extra custodian has been hired to help with sanitation. Key surfaces are sanitized daily. Desks are cleaned daily</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?
Training and Public Health Education	Staff will be trained on this plan during their inservice time on August 22, 2023. Students will be trained during orientation and/or on the first day of school

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: **08/15/2023**

Date Last Practiced: **08/22/2023**