OPERATIONAL BLUEPRINT FOR SCHOOL REENTRY 2020-21

Updated 6/30/2020

Under ODE’s Ready Schools, Safe Learners guidance, each school has been directed to submit a plan to the district 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, parents and others for purposes of providing expertise, developing broad understanding of the health protocols and carrying out plan implementation.

1. Please fill out information:

<table>
<thead>
<tr>
<th>SCHOOL/DISTRICT/PROGRAM INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of School, District or Program</td>
</tr>
<tr>
<td>Key Contact Person for this Plan</td>
</tr>
<tr>
<td>Phone Number of this Person</td>
</tr>
<tr>
<td>Email Address of this Person</td>
</tr>
<tr>
<td>Sectors and position titles of those who informed the plan</td>
</tr>
<tr>
<td>Local public health office(s) or officer(s)</td>
</tr>
<tr>
<td>Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements</td>
</tr>
<tr>
<td>Intended Effective Dates for this Plan</td>
</tr>
<tr>
<td>ESD Region</td>
</tr>
</tbody>
</table>

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.
Operational Blueprint Management Plan
COVID-19 Return to School

2. 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.

Assuring equity for all students, family, staff, and community members is an integral aspect of all our district planning. In regards to our Operational Blueprint for School Reentry, community voice was embedded throughout our decision-making process. Community members were invited to virtual input sessions throughout the summer. Forums were conducted virtually on 7/13, 7/17, and 7/24. These forums provided an opportunity for stakeholders to collaboratively share insight and opinions regarding their hopes and concerns about school reopening. In order to ensure representation from all stakeholders, we intentionally reached out to community members from underserved and marginalized populations to ensure their voice was at the table. Our plan was refined a number of times based off the input we received.

3. Indicate which instructional model will be used.

Select One:

☐ On-Site Learning  ☒ Hybrid Learning  ☐ Comprehensive Distance Learning

4. 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).

5. 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) 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.

CCSD students grades 4-12 will most likely begin school on September 8th, 2020 in a Comprehensive Distance Learning model due to the state mandated weekly metrics. CCSD students grades K-3 are currently on the borderline of being able to return in-person based on the weekly metrics. The attached Operational Blueprint Management plan provides additional details.
Operational Blueprint Management Plan

COVID-19 Return to School

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.

See attached Crook County School District Operational Blueprint Management Plan (Below)

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.

CCSD schools have set interval dates (below) to assess the weekly metrics and determine whether opening school in-person is an option. When opening schools in-person is permitted, we will follow the procedures described in the attached Operational Blueprint Management Plan.

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

1a. COMMUNICABLE DISEASE MANAGEMENT PLAN FOR COVID-19

<table>
<thead>
<tr>
<th>OHA/ODE Requirements</th>
<th>Hybrid/Onsite Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Implement measures to limit the spreads of COVID-19 within the school setting.</td>
<td>See attached Crook County School District Operational Blueprint Management Plan (Below)</td>
</tr>
<tr>
<td>☒ Update written Communicable Disease Management Plan to specifically address the prevention of the spread of COVID-19.</td>
<td></td>
</tr>
<tr>
<td>☒ Designate a person at each school to establish, implement and enforce physical distancing requirements, consistent with the Ready Schools, Safe Learners guidance and other guidance from OHA.</td>
<td></td>
</tr>
</tbody>
</table>
Crook County School District Schools
BBE, Brothers, CCOO, CRE, CCMS, CCHS, Paulina, PAHS, Paulina K-8, SPE

Operational Blueprint Management Plan

COVID-19 Return to School

<table>
<thead>
<tr>
<th>OHA/ODE Requirements</th>
<th>Hybrid/Onsite Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>✒️ 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.</td>
<td></td>
</tr>
<tr>
<td>✒️ Process and procedures established to train all staff in sections 1 - 3 of the Ready Schools, Safe Learners guidance. Consider conducting the training virtually, or, if in-person, ensure physical distancing is maintained to the maximum extent possible.</td>
<td></td>
</tr>
<tr>
<td>✒️ Protocol to notify the local public health authority (LPHA Directory by County) of any confirmed COVID-19 cases among students or staff.</td>
<td></td>
</tr>
<tr>
<td>✒️ Plans for systematic disinfection of classrooms, offices, bathrooms and activity areas.</td>
<td></td>
</tr>
<tr>
<td>✒️ Process to report to the LPHA any cluster of any illness among staff or students.</td>
<td></td>
</tr>
<tr>
<td>✒️ Protocol to cooperate with the LPHA recommendations and provide all logs and information in a timely manner.</td>
<td></td>
</tr>
<tr>
<td>✒️ Protocol for screening students and staff for symptoms (see section 1f of the Ready Schools, Safe Learners guidance).</td>
<td></td>
</tr>
<tr>
<td>✒️ Protocol to isolate any ill or exposed persons from physical contact with others.</td>
<td></td>
</tr>
<tr>
<td>✒️ Protocol for communicating potential COVID-19 cases to the school community and other stakeholders (see section 1e of the Ready Schools, Safe Learners guidance).</td>
<td></td>
</tr>
<tr>
<td>✒️ 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.</td>
<td></td>
</tr>
<tr>
<td>- 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 Ready Schools, Safe Learners guidance), the daily log may be maintained for the cohort.</td>
<td></td>
</tr>
<tr>
<td>- If a student(s) is not part of a stable cohort, then an individual student log must be maintained.</td>
<td></td>
</tr>
<tr>
<td>✒️ Required components of individual daily student/cohort logs include:</td>
<td></td>
</tr>
<tr>
<td>- Child’s name</td>
<td></td>
</tr>
<tr>
<td>- Drop off/pick up time</td>
<td></td>
</tr>
<tr>
<td>- Parent/guardian name and emergency contact information</td>
<td></td>
</tr>
<tr>
<td>- All staff (including itinerant staff, substitutes, and guest teachers) names and phone numbers who interact with a stable cohort or individual student</td>
<td></td>
</tr>
<tr>
<td>✒️ Protocol to record/keep daily logs to be used for contact tracing for a minimum of four weeks to assist the LPHA as needed.</td>
<td></td>
</tr>
<tr>
<td>✒️ Process to ensure that the school reports to and consults with the LPHA regarding cleaning and possible classroom</td>
<td></td>
</tr>
</tbody>
</table>
### Operational Blueprint Management Plan

#### COVID-19 Return to School

<table>
<thead>
<tr>
<th>OHA/ODE Requirements</th>
<th>Hybrid/Onsite Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>or program closure if anyone who has entered school is diagnosed with COVID-19. ☒</td>
<td>Protocol to respond to potential outbreaks (see section 3 of the <em>Ready Schools, Safe Learners</em> guidance).</td>
</tr>
</tbody>
</table>

#### 1b. HIGH-RISK POPULATIONS

<table>
<thead>
<tr>
<th>OHA/ODE Requirements</th>
<th>Hybrid/Onsite Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ 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. <strong>Medically Fragile, Complex and Nursing-Dependent Student Requirements</strong></td>
<td>See attached Crook County School District Operational Blueprint Management Plan (Below)</td>
</tr>
<tr>
<td>☒ All districts must account for students who have health conditions that require additional nursing services. Oregon law (<a href="https://www.leg.state.or.us/billsearch/">ORS 336.201</a> defines three levels of severity related to required nursing services:</td>
<td></td>
</tr>
<tr>
<td>1. Medically Complex: Are students who may have an unstable health condition and who may require daily professional nursing services.</td>
<td></td>
</tr>
<tr>
<td>2. Medically Fragile: Are students who may have a life-threatening health condition and who may require immediate professional nursing services.</td>
<td></td>
</tr>
<tr>
<td>3. Nursing-Dependent: Are students who have an unstable or life-threatening health condition and who require daily, direct, and continuous professional nursing services.</td>
<td></td>
</tr>
<tr>
<td>☒ 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:</td>
<td></td>
</tr>
<tr>
<td>• Communicate with parents and health care providers to determine return to school status and current needs of the student.</td>
<td></td>
</tr>
<tr>
<td>• 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.</td>
<td></td>
</tr>
<tr>
<td>• Modify Health Management Plans, Care Plans, IEPs, or 504 or other student-level medical plans, as indicated, to address current health care considerations.</td>
<td></td>
</tr>
<tr>
<td>• 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.</td>
<td></td>
</tr>
<tr>
<td>• Service provision should consider health and safety as well as legal standards.</td>
<td></td>
</tr>
</tbody>
</table>
Operational Blueprint Management Plan
COVID-19 Return to School

<table>
<thead>
<tr>
<th>OHA/ODE Requirements</th>
<th>Hybrid/Onsite Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Work with an interdisciplinary team to meet requirements of ADA and FAPE.</td>
<td></td>
</tr>
<tr>
<td>• High-risk individuals may meet criteria for exclusion during a local health crisis.</td>
<td></td>
</tr>
<tr>
<td>• Refer to updated state and national guidance and resources such as:</td>
<td></td>
</tr>
<tr>
<td>o ODE guidance updates for Special Education. Example from March 11, 2020.</td>
<td></td>
</tr>
<tr>
<td>o 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.’</td>
<td></td>
</tr>
<tr>
<td>o OAR 333-019-0010 Public Health: Investigation and Control of Diseases: General Powers and Responsibilities, outlines authority and responsibilities for school exclusion.</td>
<td></td>
</tr>
</tbody>
</table>

1c. PHYSICAL DISTANCING

<table>
<thead>
<tr>
<th>OHA/ODE Requirements</th>
<th>Hybrid/Onsite Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ 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.</td>
<td>See attached Crook County School District Operational Blueprint Management Plan (Below)</td>
</tr>
<tr>
<td>☒ Support physical distancing in all daily activities and instruction, maintaining at least six feet between individuals to the maximum extent possible.</td>
<td></td>
</tr>
<tr>
<td>☒ 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.</td>
<td></td>
</tr>
<tr>
<td>☒ 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).</td>
<td></td>
</tr>
<tr>
<td>☒ Plan for students who will need additional support in learning how to maintain physical distancing requirements. Provide instruction; don’t employ punitive discipline.</td>
<td></td>
</tr>
</tbody>
</table>

1d. COHORTING

<table>
<thead>
<tr>
<th>OHA/ODE Requirements</th>
<th>Hybrid/Onsite Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ 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.</td>
<td>See attached Crook County School District Operational Blueprint Management Plan (Below)</td>
</tr>
</tbody>
</table>
### Operational Blueprint Management Plan

**COVID-19 Return to School**

<table>
<thead>
<tr>
<th>OHA/ODE Requirements</th>
<th>Hybrid/Onsite Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>- The smaller the cohort, the less risk of spreading disease. As cohort groups increase in size, the risk of spreading disease increases.</td>
<td></td>
</tr>
<tr>
<td>☑ Each school must have a system for daily logs to ensure contract tracing among the cohort (see section 1a of the <em>Ready Schools, Safe Learners</em> guidance).</td>
<td></td>
</tr>
<tr>
<td>☑ Minimize interaction between students in different stable cohorts (e.g., access to restrooms, activities, common areas). Provide access to All Gender/Gender Neutral restrooms.</td>
<td></td>
</tr>
<tr>
<td>☑ Cleaning and wiping surfaces (e.g., desks, door handles, etc.) must be maintained between multiple student uses, even in the same cohort.</td>
<td></td>
</tr>
<tr>
<td>☑ Design cohorts such that all students (including those protected under ADA and IDEA) maintain access to general education, grade level learning standards, and peers.</td>
<td></td>
</tr>
<tr>
<td>☑ Staff who interact with multiple stable cohorts must wash/sanitize their hands between interactions with different stable cohorts.</td>
<td></td>
</tr>
</tbody>
</table>

#### 1e. PUBLIC HEALTH COMMUNICATION

<table>
<thead>
<tr>
<th>OHA/ODE Requirements</th>
<th>Hybrid/Onsite Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ 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.</td>
<td></td>
</tr>
<tr>
<td>- Consider sharing school protocols themselves.</td>
<td></td>
</tr>
<tr>
<td>☑ Develop protocols for communicating with students, families and staff who have come into close contact with a confirmed case.</td>
<td></td>
</tr>
<tr>
<td>- Consult with your LPHA on what meets the definition of “close contact.”</td>
<td></td>
</tr>
<tr>
<td>☑ 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.</td>
<td></td>
</tr>
<tr>
<td>☑ Provide all information in languages and formats accessible to the school community.</td>
<td></td>
</tr>
</tbody>
</table>

#### 1f. ENTRY AND SCREENING

<table>
<thead>
<tr>
<th>OHA/ODE Requirements</th>
<th>Hybrid/Onsite Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ 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:</td>
<td></td>
</tr>
<tr>
<td>- Primary symptoms of concern: cough, fever or chills, shortness of breath, or difficulty breathing.</td>
<td></td>
</tr>
<tr>
<td>- Note that muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting,</td>
<td></td>
</tr>
<tr>
<td>- See attached Crook County School District Operational Blueprint Management Plan (Below)</td>
<td></td>
</tr>
</tbody>
</table>
nasal congestion, and runny nose are also symptoms often associated with COVID-19. More information about COVID-19 symptoms is available from CDC.

- 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:
  - Trouble breathing
  - Persistent pain or pressure in the chest
  - New confusion or inability to awaken
  - Bluish lips or face
  - Other severe symptoms

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.

- 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.

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.

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.

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.

1g. VISITORS/VOLUNTEERS

- Restrict non-essential visitors. Only allow visitors if six feet of physical distance between all people can be maintained.
- Visitors must wash or sanitize their hands upon entry and exit.
- Visitors must wear face coverings in accordance with OHA and CDC guidelines.
- 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.
Operational Blueprint Management Plan
COVID-19 Return to School

<table>
<thead>
<tr>
<th>OHA/ODE Requirements</th>
<th>Hybrid/Onsite Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Face coverings or face shields for:</td>
<td>See attached Crook County School District Operational Blueprint Management Plan (Below)</td>
</tr>
<tr>
<td>• Staff who are regularly within six feet of students and/or staff</td>
<td></td>
</tr>
<tr>
<td>o This can include staff who support personal care, feeding, or instruction requiring direct physical contact.</td>
<td></td>
</tr>
<tr>
<td>o Staff who will sustain close contact and interactions with students.</td>
<td></td>
</tr>
<tr>
<td>• Bus drivers.</td>
<td></td>
</tr>
<tr>
<td>• Staff preparing and/or serving meals.</td>
<td></td>
</tr>
<tr>
<td>☒ Face shields, face coverings or clear plastic barriers for:</td>
<td></td>
</tr>
<tr>
<td>• Speech Language Pathologists, Speech Language Pathology Assistants, or other adults providing articulation therapy.</td>
<td></td>
</tr>
<tr>
<td>• Front office staff.</td>
<td></td>
</tr>
<tr>
<td>☒ 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.</td>
<td></td>
</tr>
<tr>
<td>☒ Students who choose not to wear face coverings must be provided access to instruction.</td>
<td></td>
</tr>
<tr>
<td>☒ 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.</td>
<td></td>
</tr>
</tbody>
</table>

11. ISOLATION MEASURES

<table>
<thead>
<tr>
<th>OHA/ODE Requirements</th>
<th>Hybrid/Onsite Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ 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.</td>
<td>See attached Crook County School District Operational Blueprint Management Plan (Below)</td>
</tr>
<tr>
<td>☒ 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.</td>
<td></td>
</tr>
<tr>
<td>• Work with school nurses, health care providers, or other staff with expertise to determine necessary modifications to areas where staff/students will be isolated.</td>
<td></td>
</tr>
<tr>
<td>• Consider required physical arrangements to reduce risk of disease transmission.</td>
<td></td>
</tr>
<tr>
<td>• Plan for the needs of generally well students who need medication or routine treatment, as well as students who may show signs of illness.</td>
<td></td>
</tr>
<tr>
<td>☒ 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</td>
<td></td>
</tr>
</tbody>
</table>
Operational Blueprint Management Plan

COVID-19 Return to School

<table>
<thead>
<tr>
<th>OHA/ODE Requirements</th>
<th>Hybrid/Onsite Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>monitoring must wear appropriate face covering or face shields.</td>
<td></td>
</tr>
<tr>
<td>• 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.</td>
<td></td>
</tr>
<tr>
<td>• If able to do so safely, a symptomatic individual should wear a face covering.</td>
<td></td>
</tr>
<tr>
<td>• To reduce fear, anxiety, or shame related to isolation, provide a clear explanation of procedures, including use of PPE and handwashing.</td>
<td></td>
</tr>
<tr>
<td>☒ Establish procedures for safely transporting anyone who is sick to their home or to a health care facility.</td>
<td></td>
</tr>
<tr>
<td>☒ 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.</td>
<td></td>
</tr>
<tr>
<td>• Symptomatic staff or students should seek COVID-19 testing from their regular physician or through the local public health authority.</td>
<td></td>
</tr>
<tr>
<td>• 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.</td>
<td></td>
</tr>
<tr>
<td>o 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.</td>
<td></td>
</tr>
<tr>
<td>• 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.</td>
<td></td>
</tr>
<tr>
<td>• 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.</td>
<td></td>
</tr>
<tr>
<td>☒ 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).</td>
<td></td>
</tr>
<tr>
<td>☒ Record and monitor the students and staff being isolated or sent home for the LPHA review.</td>
<td></td>
</tr>
</tbody>
</table>
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

(Opposite Section 2a does not apply to private schools.)

<table>
<thead>
<tr>
<th>OHA/ODE Requirements</th>
<th>Hybrid/Onsite Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Enroll all students (includes foreign exchange students) following the standard Oregon Department of Education guidelines.</td>
<td>See attached Crook County School District Operational Blueprint Management Plan (Below)</td>
</tr>
</tbody>
</table>
| ☒ Do not disenroll students for non-attendance if they meet the following conditions:  
  - 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.  
| ☒ Design attendance policies to account for students who do not attend in-person due to student or family health and safety concerns. |

### 2b. ATTENDANCE

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

<table>
<thead>
<tr>
<th>OHA/ODE Requirements</th>
<th>Hybrid/Onsite Plan</th>
</tr>
</thead>
</table>
| ☒ On-Site school students: Full-time and part-time students follow normal reporting policy and procedures.  
| ☒ 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.  
  - 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 | See attached Crook County School District Operational Blueprint Management Plan (Below) |

---

Crook County School District
BBE, Brothers, CCOO, CRE, CCMS, CCHS, Paulina, PAHS, Paulina K-8, SPE

Operational Blueprint Management Plan
COVID-19 Return to School

11
Operational Blueprint Management Plan
COVID-19 Return to School

<table>
<thead>
<tr>
<th>OHA/ODE Requirements</th>
<th>Hybrid/Onsite Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>- 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.</td>
<td></td>
</tr>
<tr>
<td>- 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).</td>
<td></td>
</tr>
<tr>
<td>- 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.</td>
<td></td>
</tr>
<tr>
<td>- 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).</td>
<td></td>
</tr>
<tr>
<td>- 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 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).</td>
<td></td>
</tr>
</tbody>
</table>

- 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
**Operational Blueprint Management Plan**

**COVID-19 Return to School**

<table>
<thead>
<tr>
<th>OHA/ODE Requirements</th>
<th>Hybrid/Onsite Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>record at least two times (on different days) during the school week.</td>
<td></td>
</tr>
</tbody>
</table>

### 2c. TECHNOLOGY

<table>
<thead>
<tr>
<th>OHA/ODE Requirements</th>
<th>Hybrid/Onsite Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Update procedures for district-owned or school-owned devices to match cleaning requirements (see section 2d of the Ready Schools, Safe Learners guidance).</td>
<td>See attached Crook County School District Operational Blueprint Management Plan (Below)</td>
</tr>
<tr>
<td>☒ Procedures for return, inventory, updating, and redistributing district-owned devices must meet physical distancing requirements.</td>
<td></td>
</tr>
</tbody>
</table>

### 2d. SCHOOL SPECIFIC FUNCTIONS/FACILITY FEATURES

<table>
<thead>
<tr>
<th>OHA/ODE Requirements</th>
<th>Hybrid/Onsite Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Handwashing: All people on campus should be advised and encouraged to wash their hands frequently.</td>
<td>See attached Crook County School District Operational Blueprint Management Plan (Below)</td>
</tr>
<tr>
<td>☒ Equipment: Develop and use sanitizing protocols for all equipment used by more than one individual or purchase equipment for individual use.</td>
<td></td>
</tr>
<tr>
<td>☒ 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.</td>
<td></td>
</tr>
<tr>
<td>☒ Transitions/Hallways: Limit transitions to the extent possible. Create hallway procedures to promote physical distancing and minimize gatherings.</td>
<td></td>
</tr>
<tr>
<td>☒ 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.</td>
<td></td>
</tr>
</tbody>
</table>

### 2e. ARRIVAL AND DISMISSAL

<table>
<thead>
<tr>
<th>OHA/ODE Requirements</th>
<th>Hybrid/Onsite Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Physical distancing, stable cohorts, square footage, and cleaning requirements must be maintained during arrival and dismissal procedures.</td>
<td>See attached Crook County School District Operational Blueprint Management Plan (Below)</td>
</tr>
<tr>
<td>☒ Create schedule(s) and communicate staggered arrival and/or dismissal times.</td>
<td></td>
</tr>
<tr>
<td>☒ 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).</td>
<td></td>
</tr>
</tbody>
</table>
| ☒ 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. |                     |
| ☒ Install hand sanitizer dispensers near all entry doors and other high-traffic areas. |                     |
### 2f. Classrooms/Repurposed Learning Spaces

<table>
<thead>
<tr>
<th>OHA/ODE Requirements</th>
<th>Hybrid/Onsite Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Establish and clearly communicate procedures for keeping caregiver drop-off/pick-up as brief as possible.</td>
<td></td>
</tr>
</tbody>
</table>

#### See attached Crook County School District Operational Blueprint Management Plan (Below)

<table>
<thead>
<tr>
<th>OHA/ODE Requirements</th>
<th>Hybrid/Onsite Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ 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.</td>
<td></td>
</tr>
<tr>
<td>☒ 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.</td>
<td></td>
</tr>
<tr>
<td>☒ 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.</td>
<td></td>
</tr>
<tr>
<td>- Wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol.</td>
<td></td>
</tr>
</tbody>
</table>

### 2g. Playgrounds, Fields, Recess, Breaks, and Restrooms

<table>
<thead>
<tr>
<th>OHA/ODE Requirements</th>
<th>Hybrid/Onsite Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ 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).</td>
<td></td>
</tr>
<tr>
<td>☒ After using the restroom students must wash hands with soap and water for 20 seconds.</td>
<td></td>
</tr>
<tr>
<td>☒ 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.</td>
<td></td>
</tr>
<tr>
<td>☒ Designate playground and shared equipment solely for the use of one cohort at a time. Disinfect between sessions and between each group’s use.</td>
<td></td>
</tr>
<tr>
<td>☒ Cleaning requirements must be maintained (see section 2j of the Ready Schools, Safe Learners guidance).</td>
<td></td>
</tr>
<tr>
<td>☒ Maintain physical distancing requirements, stable cohorts, and square footage requirements.</td>
<td></td>
</tr>
<tr>
<td>☒ Provide signage and restrict access to outdoor equipment (including sports equipment, etc.).</td>
<td></td>
</tr>
<tr>
<td>☒ Design recess activities that allow for physical distancing and maintenance of stable cohorts.</td>
<td></td>
</tr>
<tr>
<td>☒ Clean all outdoor equipment between cohorts.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OHA/ODE Requirements</th>
<th>Hybrid/Onsite Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Include meal services/nutrition staff in planning for school reentry.</td>
<td></td>
</tr>
</tbody>
</table>
### Operational Blueprint Management Plan

**COVID-19 Return to School**

<table>
<thead>
<tr>
<th>OHA/ODE Requirements</th>
<th>Hybrid/Onsite Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Staff serving meals must wear face shields or face covering (see section 1h of the <em>Ready Schools, Safe Learners</em> guidance).</td>
<td>See attached Crook County School District Operational Blueprint Management Plan (Below)</td>
</tr>
<tr>
<td>☒ 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.</td>
<td></td>
</tr>
<tr>
<td>☒ Appropriate daily cleaning of meal items (e.g., plates, utensils, transport items) in classrooms where meals are consumed.</td>
<td></td>
</tr>
<tr>
<td>☒ Cleaning and sanitizing of meal touch-points and meal counting system between stable cohorts.</td>
<td></td>
</tr>
<tr>
<td>☒ Adequate cleaning of tables between meal periods.</td>
<td></td>
</tr>
</tbody>
</table>

### 2i. TRANSPORTATION

<table>
<thead>
<tr>
<th>OHA/ODE Requirements</th>
<th>Hybrid/Onsite Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Include transportation departments (and associated contracted providers, if used) in planning for return to service.</td>
<td>See attached Crook County School District Operational Blueprint Management Plan (Below)</td>
</tr>
<tr>
<td>☒ 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 <em>Ready Schools, Safe Learners</em> guidance).</td>
<td></td>
</tr>
<tr>
<td>☒ Develop protocol for loading/unloading that includes visual screening for students exhibiting symptoms and logs for contact-tracing.</td>
<td></td>
</tr>
<tr>
<td>• 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.</td>
<td></td>
</tr>
<tr>
<td>• If arriving at school, notify staff to begin isolation measures.</td>
<td></td>
</tr>
<tr>
<td>• If transporting for dismissal and the student displays an onset of symptoms, notify the school.</td>
<td></td>
</tr>
<tr>
<td>☒ 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.</td>
<td></td>
</tr>
<tr>
<td>☒ Drivers wear face shields or face coverings.</td>
<td></td>
</tr>
<tr>
<td>☒ 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).</td>
<td></td>
</tr>
</tbody>
</table>

### 2j. CLEANING, DISINFECTION, AND VENTILATION

<table>
<thead>
<tr>
<th>OHA/ODE Requirements</th>
<th>Hybrid/Onsite Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ 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</td>
<td>See attached Crook County School District Operational Blueprint Management Plan (Below)</td>
</tr>
</tbody>
</table>
Operational Blueprint Management Plan

COVID-19 Return to School

<table>
<thead>
<tr>
<th>OHA/ODE Requirements</th>
<th>Hybrid/Onsite Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Apply disinfectants safely and correctly following labeling direction as specified by the manufacturer. Keep these products away from students.</td>
<td></td>
</tr>
<tr>
<td>☒ 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.</td>
<td></td>
</tr>
<tr>
<td>☒ 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.</td>
<td></td>
</tr>
<tr>
<td>☒ Consider the need for increased ventilation in areas where students with special health care needs receive medication or treatments.</td>
<td></td>
</tr>
<tr>
<td>☒ 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).</td>
<td></td>
</tr>
<tr>
<td>☒ 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).</td>
<td></td>
</tr>
</tbody>
</table>

2k. HEALTH SERVICES

<table>
<thead>
<tr>
<th>OHA/ODE Requirements</th>
<th>Hybrid/Onsite Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ 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.</td>
<td>See attached Crook County School District Operational Blueprint Management Plan (Below)</td>
</tr>
<tr>
<td>☒ 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).</td>
<td></td>
</tr>
</tbody>
</table>
## 3. Response to Outbreak

### 3a. PREVENTION AND PLANNING

<table>
<thead>
<tr>
<th>OHA/ODE Requirements</th>
<th>Hybrid/Onsite Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Coordinate with Local Public Health Authority (LPHA) to establish communication channels related to current transmission level.</td>
<td>See attached Crook County School District Operational Blueprint Management Plan (Below)</td>
</tr>
<tr>
<td>☒ Establish a specific emergency response framework with key stakeholders.</td>
<td></td>
</tr>
<tr>
<td>☒ When new cases are identified in the school setting, and the 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.</td>
<td></td>
</tr>
</tbody>
</table>

### 3b. RESPONSE

<table>
<thead>
<tr>
<th>OHA/ODE Requirements</th>
<th>Hybrid/Onsite Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Follow the district’s or school’s outbreak response protocol. Coordinate with the LPHA for any outbreak response.</td>
<td>See attached Crook County School District Operational Blueprint Management Plan (Below)</td>
</tr>
<tr>
<td>☒ If anyone who has been on campus is known to have been diagnosed with COVID-19, report the case to and consult with the LPHA regarding cleaning and possible classroom or program closure.</td>
<td></td>
</tr>
<tr>
<td>☒ Report to the LPHA any cluster of illness (2 or more people with similar illness) among staff or students.</td>
<td></td>
</tr>
<tr>
<td>☒ When cases are identified in the local region, a response team should be assembled within the district and responsibilities assigned within the district.</td>
<td></td>
</tr>
<tr>
<td>☒ Modify, postpone, or cancel large school events as coordinated with the LPHA.</td>
<td></td>
</tr>
<tr>
<td>☒ If the school is closed, implement Short-Term Distance Learning or Comprehensive Distance Learning models for all staff/students.</td>
<td></td>
</tr>
<tr>
<td>☒ Continue to provide meals for students.</td>
<td></td>
</tr>
<tr>
<td>☒ Communicate criteria that must be met in order for On-Site instruction to resume and relevant timelines with families.</td>
<td></td>
</tr>
</tbody>
</table>

### 3c. RECOVERY AND REENTRY

<table>
<thead>
<tr>
<th>OHA/ODE Requirements</th>
<th>Hybrid/Onsite Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Plan instructional models that support all learners in Comprehensive Distance Learning.</td>
<td>See attached Crook County School District Operational Blueprint Management Plan (Below)</td>
</tr>
<tr>
<td>☒ Clean, sanitize, and disinfect surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and follow CDC guidance for classrooms, cafeteria settings, restrooms, and playgrounds.</td>
<td></td>
</tr>
<tr>
<td>☒ Communicate with families about options and efforts to support returning to On-Site instruction.</td>
<td></td>
</tr>
</tbody>
</table>
Operational Blueprint Management Plan
COVID-19 Return to School

<table>
<thead>
<tr>
<th>OHA/ODE Requirements</th>
<th>Hybrid/Onsite Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>☒ Follow the LPHA guidance to begin bringing students back into On-Site instruction.</td>
<td>• Consider smaller groups, cohorts, and rotating schedules to allow for a safe return to schools.</td>
</tr>
</tbody>
</table>

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.
Operational Blueprint Management Plan

COVID-19 Return to School

| List Requirement(s) Not Met | Provide a Plan and Timeline to Meet Requirements  
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><em>Include how/why the school is currently unable to meet them</em></td>
</tr>
</tbody>
</table>
Table of Contents

Purpose ........................................................................................................................................... 3
Responsibilities ................................................................................................................................ 3
Guiding Principles .............................................................................................................................. 3
Key Steps ........................................................................................................................................ 4
Timeline ......................................................................................................................................... 5
Section 1 – Public Health Protocols ................................................................................................. 6
  1a. Communicable Disease Management Plan for COVID-19 ...................................................... 6
  1b. High-Risk Populations ............................................................................................................. 13
  1c. Physical Distancing .................................................................................................................. 16
  1d. Cohorting .................................................................................................................................. 18
  1e. Public Health Communication ............................................................................................... 20
  1f. Entry and Screening .................................................................................................................. 21
  1g. Visitors and Volunteers ............................................................................................................ 23
  1h. Face Coverings, Face Shields, and Clear Plastic Barriers ........................................................ 24
  1i. Isolation Measures .................................................................................................................... 26
Section 2 – Facilities and School Operations ..................................................................................... 28
  2a. Enrollment ............................................................................................................................... 28
  2b. Attendance .............................................................................................................................. 29
  2c. Technology .............................................................................................................................. 31
  2d. School Specific Functions/Facility Features ........................................................................... 32
  2e. Arrivals and Dismissal ............................................................................................................. 33
  2f. Classrooms/Repurposed Learning Spaces .............................................................................. 34
  2g. Playgrounds, Fields, Recess, Breaks, and Restrooms ............................................................. 36
  2h. Meal Service/Nutrition ........................................................................................................... 37
  2i. Transportation .......................................................................................................................... 38
  2j. Cleaning, Disinfection, and Ventilation ................................................................................... 40
  2k. Health Services ....................................................................................................................... 42
Section 3 – Response to Outbreak .................................................................................................... 43
  3a. Prevention and Planning ........................................................................................................... 43
  3b. Response .................................................................................................................................. 45
  3c. Recovery and Reentry .............................................................................................................. 48
ODE Operational Blueprint Management Plan

Purpose
The purpose of the ODE Operational Blueprint Management Plan for COVID-19 is to support Crook County School District schools return to school plans and to provide a coordinated, district-wide response to protect students, staff, and our community during the COVID-19 pandemic. This plan has been modeled after the recommendations by the Oregon Department of Education and the Oregon Health Authority.

Responsibilities
Crook County School District schools will utilize the ODE Operational Blueprint Management Plan for COVID-19 through coordinated efforts to achieve the following goals:

- Limit the number of illnesses and deaths
- Preserve continuity of essential school functions
- Minimize educational and social disruption
- Minimize economic and academic losses

Guiding Principles
Ensure safety and wellness.
The decision to return to school settings must be driven by health and safety considerations. In planning, prioritize basic needs such as food, shelter, and wellness and create the conditions to support mental, social, and emotional health of students and staff.

Cultivate connection and relationship.
Quality learning experiences require deep interpersonal relationships and a learning environment where people feel safe, seen and valued. Especially in the midst of returning to school settings from an extended school closure, supporting students and families should begin with connection and relationship.

Center equity.
Recognize the disproportionate impact of COVID-19 on Black, American Indian/Alaska Native, and Latino/a/x, Pacific Islander communities; students experiencing disabilities; and students and families navigating poverty. Apply an equity-informed, anti-racist, and anti-oppressive lens to promote culturally sustaining and revitalizing educational systems that support every child.
Innovate.
The complex circumstances in which learning is currently situated requires ongoing reflection and iteration to assure deep learning for every student.

Key Steps
School and district plans will be modeled after the recommendations by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA).

By August 15, 2020 or prior to the beginning of the school year, whichever is earlier, the Operational Blueprint for Reentry must be submitted to the local school board. It must be made available to the community on the district website and submitted to ODE.

**Preparation**
1. Read the Ready Schools, Safe Learners guidance in its entirety.
2. Consult your Local Public Health Authority and familiarize yourself with the disease management metrics within your health region.
3. Assemble appropriate personnel within the school/district and any community partners to create a planning team.

**Plan Development**
4. Work with the planning team to complete the Operational Blueprint template for each of your schools. Consider plans for your programs as well.
5. Consult with key partners (see section six, including Tribal Consultation) to complete the Operational Blueprint for Reentry.
6. Submit the Operational Blueprint for Reentry to your local school board.

**Public Health Review**
7. Submit the Operational Blueprint for Reentry to your Local Public Health Authority.
8. Your Local Public Health Authority will attest to receiving the blueprint, carefully reviewing sections 1-3, and supporting your ongoing efforts towards ongoing COVID-19 mitigation efforts.

**Final Plan Submission**
9. Post the Operational Blueprint for Reentry on your school and district websites. If there is no school or district website, it can be posted to the ESD website.
10. Submit final plan for each school to the Oregon Department of Education via https://app.smartsheet.com/b/form/a4dedb5185d94966b1dffcc75e4874c8a

**Charter Schools.** Public charter schools must make their Operational Blueprint for Reentry available to the community on the school’s website and the sponsoring district’s website, the plan must be reviewed by the school’s board, submitted to the school’s sponsoring district, and submitted to ODE.
Crook County School District Schools
BBE, Brothers, CCOO, CRE, CCMS, CCHS, Paulina, PAHS, Paulina K-8, SPE

Operational Blueprint Management Plan
COVID-19 Return to School

Ongoing Monitoring and Review
Schools may iterate and improve the blueprint during the school year. Review the Operational Blueprint for Reentry regularly, at least monthly. As part of this review, re-engage your planning team, consult with public health officials, and update the Operational Blueprint for Reentry as needed. Reviews should include information gathered through your local real-time efforts along with changes in this guidance as is updated with new versions.

Timeline

- District and Schools complete Blueprints – by July 24
- District team reviews – by August 1
- LPHA reviews – complete by August 9
- School board reviews – prior to August 15

For questions or support, contact:

- Barnes Butte Elementary School – Taylor Trautman – 541-416-4150
- Brothers Elementary – Jim Bates – 541-416-4160
- Crooked River Elementary School – Kimberly Bonner – 541-447-6488
- Crook County Middle School – Kurt Sloper – 541-447-6283
- Crook County High School – Michelle Jonas – 541-416-6900
- Paulina K-8 School – Jim Bates – 541-416-4150
- Pioneer Alternative High School – Pete Goodrich – 541-447-1268
- Steins Pillar Elementary – Jim Bates – 541-416-4230
- Crook County Online – Natalie Eberhard – 541-416-6900
- District Office – Joel Hoff – 541-416-9967
Operational Blueprint Management Plan
COVID-19 Return to School

1. PUBLIC HEALTH PROTOCOLS

READY SCHOOLS, SAFE LEARNERS
Overview • Operational Blueprint for Reentry

1. Public Health Protocols

1a. Communicable Disease Management Plan for COVID-19
1b. High-Risk Populations
1c. Physical Distancing
1d. Cohorting
1e. Public Health Communication
1f. Entry and Screening
1g. Visitors/Volunteers
1h. Face Coverings, Face Shields, and Clear Plastic Barriers
1i. Isolation Measures

1a. COMMUNICABLE DISEASE MANAGEMENT PLAN FOR COVID-19

KEY PRINCIPLES for Reducing Potential Exposures
The mainstays of reducing exposure to the coronavirus and other respiratory pathogens are:

1. Physical distancing — minimizing close contact (<six feet) with other people.
2. Hand hygiene — frequent washing with soap and water or using hand sanitizer.
3. Cohorts — conducting all activities in small groups that remain together over time with minimal mixing of groups.
4. Protective equipment — use of face shields, face coverings, and barriers.
5. Environmental cleaning and disinfection — especially of high-touch surfaces.
6. Isolation of sick people and quarantine of exposed people.
7. With the above considerations foremost, outdoor activities are safer than indoor activities.

Infection Control
Implement measures to limit the spreads of COVID-19 within the school setting.

Crook County School District schools will implement measures to limit the spread of COVID-19 within our schools and facilities. Control, mitigation, and prevention measures will include: appropriate disinfectant/sanitizing procedures; screening, monitoring, and isolation/exclusion for illness among
Crook County School District Schools
BBE, Brothers, CCOO, CRE, CCMS, CCHS, Paulina, PAHS, Paulina K-8, SPE

Operational Blueprint Management Plan
COVID-19 Return to School

Symptomatic staff and students; use of face coverings; and limiting interactions between different groups of students. District staff will continue to review and update all district policies and plans related to communicable diseases and student health and wellbeing as required or recommended by local, state, and federal regulations, laws, and guidelines.

Communicable Disease Management Plan

Crook County School District schools has updated the Communicable Disease Management Plan to reflect best practices and response and protocols for COVID-19. A copy of the Plan can be reviewed by the public, contact our Superintendent’s Office to set up a time to review.

Crook County School District schools complies with School Board Policies EBA-AR, JHCC, and GBE/JHCC-AP.

Link to Communicable Disease Plan: https://drive.google.com/file/d/10CZeT229YO55b2GCSnBh-3xkc4QfYUVx/view?usp=sharing

Designation of School Staff to Establish, Implement, and Enforce Guidance

Each district school, program and facility will designate, in writing, one full-time staff member to establish, implement, and enforce physical distancing requirements that are consistent with ODE and OHA guidance. This information will be posted on the staff bulletin board at each site. Violation of these rules could result in discipline.

- Barnes Butte Elementary – Taylor Trautman
- Brothers Elementary – Jim Bates
- Crooked River Elementary – Kimberly Bonner
- Crook County Middle School – Kurt Sloper
- Crook County High School – Michelle Jonas
- Paulina K-8 – Jim Bates
- Pioneer Alternative – Pete Goodrich
- Steins Pillar – Jim Bates
- District Facilities – Leland Bliss

List of Crook County Public Health Staff, School Nurses, and other experts who provide support and resources to the plan/policies:

Local public health contacts:
Muriel DeLaVergne-Brown – or designee
Public Health Administrator
541-416-1980
mdelavergnebrown@h.co.crook.or.us
Crook County Health Department
Lead school nurse:
Wendy Perrin – 541-416-4150 Ext. 3607

Other administrators:

Leland Bliss
CCSD Director of Facilities & Safety
541-447-4419

Stacy Smith
CCSD Director of Curriculum & Instruction
541-447-3743

Joel Hoff
CCSD Assistant Superintendent
541-447-5664

Process and Procedures to train all staff in sections 1-3 of the ODE Ready Schools, Safe Learners Guidance

Prior to the 2020/2021 school year all Crook County School District staff will be trained regarding sections 1 - 3 of the Oregon Department of Education’s Ready Schools, Safe Learners guidance. Human Resources will schedule trainings for all new hires throughout the school year. Conducting training virtually, if possible or training in small groups to ensure physical distancing is maintained.

Protocol to Notify the Local Health Authority of any confirmed COVID-19 cases among students or staff.

School or site administrator will contact district designee (Leland Bliss) who will make contact with Communicable Disease liaison at local health authority.

District will follow board policy: Communicable Diseases Section: Personnel / Students Code: GBEB/JHCC

Custodial Plan and Classroom/Office Cleaning

Crook County School District schools will follow the Cleaning and Disinfecting Plan and follow best practices and protocols for reducing exposure to COVID-19. A copy of the Plan can be reviewed by the public, contact our Superintendent’s Office to set up a time to review.

Link to CCSD Cleaning Plan:
https://drive.google.com/file/d/1tSZx1R2YHDgHu4DjY5vQz6yXwGTs0j4j/view?usp=sharing
Reporting Process for Clusters of Illness

School or site administrator will contact district COVID-19 designee (Leland Bliss) who will make contact with Communicable Disease liaison at local health authority.

District will follow board policy: Communicable Diseases Section: Personnel / Students Code: GBEB/JHCC

District COVID-19 designee will cooperate with LPHA recommendations and provide all logs and information in a timely manner.

Screening Protocol

Staff will greet students at a designated point of entry each morning, including buses, schools and program sites. Students arriving after the start of the school day will be greeted by office staff. “Greeters” will do visual checks of all students, staff and visitors to campus. Checks can be done visually and/or with confirmation from a parent/caregiver/guardian. Staff may use touchless thermometers to screen students as they enter the school building.

Arrivals will be expected to wash with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol upon entry to school, program or department sites each day.

Greeters will do visual screening for the following COVID-19 symptoms: cough, fever or chills, shortness of breath, or difficulty breathing. Staff may use touchless thermometers to screen students as they enter the school building.

Students displaying COVID-19 symptoms will be asked to return home or to report to the isolation (1i) room 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.

Students and staff will be directed to stay home if they, or anyone in their homes or community living spaces, have COVID-19 symptoms.

All facilities administrators or supervisors will evaluate their physical layout, doorways and options, and available staff to generate a comprehensive plan for effective screening.

Crook County School District schools will 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.

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.
Isolation Protocol

Crook County School District students and staff who report or develop symptoms of cough, fever, chills, shortness of breath, difficulty breathing, or sore throat while at school will be isolated in a designated isolation area in the school or building with adequate space and staff supervision, will be provided face covering, and symptoms will be monitored 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.

An emergency contact or family member will be called and asked to safely transporting home or to a health care facility.

The school nurse or office manager will keep a record of the students and staff being isolated or sent home for the LPHA review.

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 COVID-19 symptoms.

Crook County School District schools will 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.

Crook County School District schools will work with nurses and health care experts to determine isolation areas and any necessary modifications to areas where staff/students will be isolated, consider required physical arrangements to reduce risk of disease transmission and plan for the needs of generally well students who need medication or routine treatment, as well as students who may show signs of illness.

Transportation administrators will identify isolation areas on buses, likely last two seats on passenger side of the bus.

Crook County School District schools has an adequate supply of face coverings, located in storage.

Communication Plan – Presumptive or Confirmed Cases

In the event of a presumptive or confirmed COVID-19 case in a Crook County School District school, our Communicable Disease partners at county health will provide guidance as we lead response efforts.

Crook County School District schools will follow the COVID-19 Communication Plan for Exposure or Case. These tools are designed to help school districts prepare for potential communication efforts, in partnership with Communicable Disease staff, in communicating with parents, teachers and to both aid
in prevention efforts and to share information about exposure.

All letters/emails to families will be provided in English and Spanish or other requested formats that ensure accessible to the school community.

The regional school safety director, or designee, will assist regional school district efforts in communication review and dissemination, if requested.

**CCSD Communication Template**
https://drive.google.com/file/d/1mabvKKNsKrQZvZ3pjtGhSmB0Qo4vPXOK/view?usp=sharing

**System for Maintaining and Storing Logs**

Crook County School District schools will follow Ready Schools, Safe Learners guidance and maintain individual and cohort information via a Cohort Daily Log. The log will be stored in the main office for four weeks.

Crook County School District schools is exploring the option of a Daily Log system that may be tied to attendance records in the SIS.

Parent/guardian name and emergency contact information will be stored in the SIS.

*Note: 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 Ready Schools, Safe Learners 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.*

**Cohort Daily Log Template**
https://docs.google.com/document/d/1XKN_U4s6_A7pMBppcvPBLXjhZJdusI79/edit

**Local Health Authority Engagement**

Crook County School District schools will provide local health authority with Cohort Daily Logs and other information necessary to expedite contact tracing in the event of a possible closure.

Crook County School District schools will follow local health authority and CDC guidance regarding cleanings.

Crook County School District schools will consult with the local health authority to consider classroom, school/program/department, or districtwide closures.

**Outbreak Protocol**

Per Ready Schools, Safe Learners guidance, Crook County School District schools will report to the local
Crook County School District Schools
BBE, Brothers, CCOO, CRE, CCMS, CCHS, Paulina, PAHS, Paulina K-8, SPE

Operational Blueprint Management Plan

COVID-19 Return to School

health authority any cluster of two or more persons with similar illness among staff or students.

If anyone who has been on campus is known to have been diagnosed with COVID-19, Crook County School District schools will report the case to and consult with the LPHA regarding cleaning and possible classroom or program closure.

Crook County School District schools will modify, postpone, or cancel large school events as coordinated with the LPHA.

If the school is closed, Crook County School District schools will implement Short-Term Distance Learning or Comprehensive Distance Learning models for all staff/students.

Crook County School District schools will continue to provide meals for students. Meal sites may or may not include the affected school location.

Crook County School District schools will communicate criteria that must be met in order for On-Site instruction to resume and relevant timelines with families.
1b. HIGH-RISK POPULATIONS

HIGH RISK POPULATIONS

High-risk populations include people who have one or more of the following characteristics or conditions:

- Age 65 years or older
- Chronic lung disease or moderate to severe asthma
- COPD (chronic obstructive pulmonary disease)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Immunocompromising conditions, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 or higher)
- Type 2 diabetes mellitus
- Chronic kidney disease undergoing dialysis
- Liver disease
- Sickle cell disease
- Other conditions or risk factors identified by OHA, CDC, or a licensed healthcare provider

High-Risk Student and Staff Groups

Crook County School District schools will continue to serve students in high risk population(s) through on-site, hybrid, or comprehensive distance learning models.

Staff Identified as High-Risk may be re-assigned and/or may consider all leave options.

To the extent possible, students who are unable to participate in On-Site instructional models due to their high-risk status can request the opportunity to attend/interact with their peers.

If Crook County School District schools are unable to provide blended classrooms for students, students unable to attend on-site will be provided with comprehensive distance learning.

Medically Fragile, Complex, and Nursing-Dependent Student Requirements

Crook County School District schools will account for all students that have health conditions that require nursing services. Oregon law (ORS 336.201) defines three levels of severity related to required nursing services:
Operational Blueprint Management Plan

COVID-19 Return to School

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.

Interdisciplinary and Nursing Care

Crook County School District schools school registered nurses are responsible for nursing care provided to individual students as outlined in Oregon Department of Education (ODE) and Oregon state law. Nurses will:

- 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 504s or other student-level medical plans, as indicated, to address current health care considerations.

- The RN at 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 interdisciplinary teams to meet requirements of ADA and FAPE.

- High-risk individuals may meet criteria for exclusion during a local health crisis.

- Refer to update state and national guidance and resources such as:
  


  - 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.

1c. PHYSICAL DISTANCING

Physical Distancing

Students will never be excluded from face-to-face instruction, disciplined for struggling to learn, and/or disciplined for struggling to adhere to new procedures for how schools operate. When students falter in adhering to the new operating procedures, staff will center grace and patience and reteach the expectation. School staff will never implement consequences that deny access to instruction as a result of these challenges. Schools and teams will continually provide instruction and positive reinforcement to help all students adapt to the changes in school facilities while ensuring punitive measures are not the methodology for compliance to healthy practices.

Physical Distancing

Crook County School District schools will establish a minimum of 35 square feet per person (including staff) when determining room capacity. Calculations will only be made with usable classroom space, understanding that desks and room set-up will require use of all space in the calculation.

Schools and facilities will strive to maintain six feet of space between individuals, when feasible and to the greatest extent possible, while supporting physical distancing in all daily activities and instruction.

Steps will be taken to minimize the time standing in lines and to ensure that six feet of distance between students is used when forming lines, to include marking spacing on the floor, one-way traffic flow in constrained spaces, etc.

When possible, Crook County School District schools will establish cohorts of students using the same classrooms with the same teachers each day. Students should remain in one classroom environment for the duration of the learning day, unless this would severely impact educational needs. Teachers of specific academic content areas may rotate through student cohorts where feasible. In high schools or other settings where cohorts must change to allow individual curricula, maintain physical distancing and disinfect desks and high-touch surfaces between groups.

Crook County School District schools will make efforts to restrict interaction between student cohorts; e.g. access to restrooms, activities, common areas.

Efforts will be made to 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). In high schools, or settings where students require individualized schedules or elective classes, physical distancing between students will remain essential and ways to reduce mixing among cohorts will be considered.
Crook County School District Schools  
BBE, Brothers, CCOO, CRE, CCMS, CCHS, Paulina, PAHS, Paulina K-8, SPE

Operational Blueprint Management Plan

COVID-19 Return to School

Crook County School District schools will make accommodations for students who will need additional support in learning how to maintain physical distancing requirements by provide instruction; rather than employing punitive discipline.

Crook County School District schools may increase bus routes and reduce bus capacity to satisfy physical distancing requirements.

Crook County School District schools has measured all classrooms, offices and common areas and will limit capacity to allow for 35 sq./ft. per person.
1d. COHORTING

Cohorts

Where feasible, Crook County School District schools will establish stable cohorts. Cohort groups will be no larger than can be accommodated by the space available to provide 35 square feet per person, including staff.

Crook County School District schools understands that the smaller the cohort, the less risk of spreading disease. As cohort groups increase in size, the risk of spreading disease increases. Crook County School District schools will make efforts to minimize interaction between students in different stable cohorts (e.g. access to restrooms, activities, common areas).

When feasible, stable cohorts should remain in one classroom environment for the duration of the learning day, this may include lunch.

Teachers of specific academic content areas may rotate instead of students to the maximum extent possible.

Contact Tracing
Each Crook County School District schools school will maintain Cohort Daily Logs.

A key strategy in reducing the spread of disease in Crook County School District schools is establishing stable cohort groups in schools. Students can be part of more than one stable cohort during the school day, but with each new cohort there is increased risk. Each cohort will have a system to ensure contact tracing can be completed; daily individual student or cohort logs are required; cohorts must be diverse groups of students that would typically be grouped in schools.

Restrooms, Activities and Common Areas

When applicable, each school will assign restrooms, classrooms, or other activity areas for the exclusive use of one or a small number of stable cohorts rather than the entire on-campus population.
Operational Blueprint Management Plan
COVID-19 Return to School

Staff Cleaning

All staff will have access, and be required, to perform regular cleaning of their spaces (using approved
district cleaning agents) between multiple student or staff uses of their space.

Routine cleaning and disinfecting will follow CDC cleaning and disinfecting guidance, and includes
cleaning classrooms between groups, playground equipment between groups, restroom door or faucet
handles, etc.

Cohort Design

Crook County School District schools believes that students should not be placed into full-time cohort
groups based on any demographic or disability criteria (e.g., students with complex medical needs,
students with IEPs, students receiving language services, etc.). Instead, schools will create small groups
within cohorts around skills and instructional needs. For example, a small instructional Math group can
be organized that is diverse by demographics, any disability criteria, speech/language services, or English
language development.

Staff Hand Cleaning

Staff who interact with multiple stable cohorts will wash or sanitize their hands between interactions
with different stable cohorts or individual students and wear face coverings.

Staff will wash or sanitize their hands upon entry to the building and again when they leave. Staff will
wash or sanitize hands before and after meals.
Communication

In the event of a presumptive or confirmed COVID-19 case in a school in Crook County School District schools our Communicable Disease partners at county health will provide guidance as we lead response efforts. Crook County School District schools will follow the COVID-19 Communication Plan for Exposure or Case.

All letters/emails to families will be provided in English and Spanish or other requested formats that ensure accessible to the school community. In addition, the CCSD Welcome Center will be utilized to communicate with limited English speaking families.

The regional school safety director, or designee, will assist regional school district efforts in communication review and dissemination, if requested.

CCSD Sample Letters: https://drive.google.com/drive/u/3/folders/1QKb4STQvWDBwLnnuchoDqJ4Vi5V2EZQ
Crook County School District Schools  
BBE, Brothers, CCOO, CRE, CCMS, CCHS, Paulina, PAHS, Paulina K-8, SPE  

Operational Blueprint Management Plan  
COVID-19 Return to School  

1f. ENTRY AND SCREENING  

Protocol for Entry and Screening  

Staff will greet students at a designated point of entry each morning, including buses, schools and program sites. Students arriving after the start of the school day will be greeted by office staff. “Greeters” will do visual checks of all students, staff and visitors to campus. Checks can be done visually and/or with confirmation from a parent/caregiver/guardian. Staff may use touchless thermometers to screen students as they enter the school building. 

Arrivals will be expected wash with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol upon entry to school, program or department sites each day. 

Greeters will do visual screening for the following COVID-19 symptoms: Primary symptoms of concern: cough, fever or chills, shortness of breath, or difficulty breathing. Staff may use touchless thermometers to screen students as they enter the school building. 

Students displaying COVID-19 symptoms will be asked to return home or to report to the isolation (1i) room 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. 

In addition to COVID-19 symptoms, students will be excluded from school for signs of other infectious diseases, per existing school policy and protocols. 

Students and staff will be directed to stay home if they, or anyone in their homes or community living spaces, have COVID-19 symptoms. 

All facilities administrators or supervisors will evaluate their physical layout, doorways and options, and available staff to generate a comprehensive plan for effective screening. 

Crook County School District Schools will 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. 

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. 

Once at school, and inside the campus perimeter, staff will screen students at interior or exterior door. Example would be recess at the elementary level. Both doors may only be used at the same time if a second staff person is available for screening. 

When screening indicates that a student may be symptomatic, they will be directed to the isolation room or nurse’s office.
Operational Blueprint Management Plan

COVID-19 Return to School

Parents will be reminded to report symptoms when calling their student absent for school.
Crook County School District Schools
BBE, Brothers, CCOO, CRE, CCMS, CCHS, Paulina, PAHS, Paulina K-8, SPE

Operational Blueprint Management Plan
COVID-19 Return to School

1g. VISITORS/VOLUNTEERS

Visitors/Volunteers

Visitors and volunteers will be restricted to common entry and exit areas, while maintaining physical distancing, at Crook County School Districts schools/programs or department offices until further notice. Non district personnel should schedule work/deliveries outside student contact hours, if moving beyond the school entry. Only allow contractors if six feet of physical distance between all people can be maintained.

Volunteers will be encouraged to support teaching and learning by performing projects at home or other locations. Volunteers will be encouraged to pick up/return materials for requested classroom or office projects in the school entry, on a designated table.

All contractors will be screened for symptoms upon every entry and will be required to fill out contact tracing forms.

Crook County School District schools will restrict from school property any contractor known to have been exposed to COVID-19 within the preceding 14 calendar days.

Contractors that are allowed in schools or facilities must wash or sanitize their hands upon entry and exit.

Contractors must wear face coverings in accordance with the BLS *Communicable Disease Management Plan for COVID-19*, the Deschutes County Public Health department, OHA, and the Center for Disease Control.

Schools will maximize video and telephone meetings between parents/caregivers/guardians for teacher conferences and other meetings with district staff.

*Note: Staff members such as student teachers, itinerant staff, substitute teachers are not considered visitors.*
1h. FACE COVERINGS, FACE SHIELDS, AND CLEAR PLASTIC BARRIERS

Face Coverings, Face Shields, and Clear Plastic Barriers

As described in the prior section, all visitors are required to wear face coverings or face shields and are to be restricted to common entry and exit areas while maintaining physical distancing to the maximum extent possible.

Face shields or clear plastic barriers are required for: speech language pathologists, speech language pathology assistants, or other adults providing articulation therapy; front office staff; and for school nurses 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.

Face coverings, clear plastic barriers or face shields are required for staff who are regularly within six feet of students and/or staff, to 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; and staff preparing and/or serving meals.

When six feet of physical distance cannot be maintained by Crook County School District staff, all staff must wear face coverings. Clear plastic face shields, if available, are preferred because they enable students to see their faces. This avoids potential barriers to phonological instruction and reinforces social emotional cues.

If a staff member requires an accommodation for the face covering or face shield requirements, the school district or school will work to limit the staff member’s proximity to students and staff to the extent possible to minimize the possibility of exposure.

Children of any age should not wear a face covering if:
They have a medical condition that makes it difficult for them to breath with a face covering
- If they experience a disability that prevents them from wearing a face covering
- If they are unable to remove the face covering independently

Crook County School District schools understands that Plexiglas barriers have limited utility for schools and are not practical for classroom use. That said, areas barriers could be used include the library check-out station, cafeteria check-out, or front office.

If used, Crook County School District schools will follow recommendations for barriers in non-classroom settings as follows:

Material: fixed, impermeable barrier and at least three feet wide and four feet tall, centered at the level of mouth/nose level (i.e. Height will depend on whether people are to be seated or standing or both).
1i. ISOLATION MEASURES

Isolation Protocols

Crook County School District schools students and staff who report or develop symptoms of cough, fever, chills, shortness of breath, difficulty breathing, or sore throat while at school will be isolated in a designated isolation area in the school or building with adequate space and staff supervision, will be provided face covering, and symptoms will be monitored 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.

An emergency contact or family member will be called and asked to safely transporting home or to a health care facility.

The school nurse or office manager will keep a record of the students and staff being isolated or sent home for the LPHA review.

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 COVID-19 symptoms.

Crook County School District schools will 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.

Crook County School District schools will work with nurses and health care experts to determine isolation areas and any necessary modifications to areas where staff/students will be isolated, consider required physical arrangements to reduce risk of disease transmission and plan for the needs of generally well students who need medication or routine treatment, as well as students who may show signs of illness.

School counselors will be available to support students’ social, emotional, and mental health either in person or virtually. Teachers may also be available to check and monitor students social, emotional, and mental health whether in-person or virtually.

Transportation administrators will identify isolation areas on buses, likely last two seats on passenger side of the bus.

Crook County School District schools has an adequate supply of face coverings, located in storage.
Crook County School District School
BBE, Brothers, CCOO, CRE, CCMS, CCHS, Paulina, PAHS, Paulina K-8, SPE

Operational Blueprint Management Plan
COVID-19 Return to School

2. FACILITIES AND SCHOOL OPERATIONS

2a. Enrollment

2b. Attendance

2c. Technology

2d. School Specific Functions/Facility Features

2e. Arrival and Dismissal

2f. Classrooms/Repurposed Learning Spaces

2g. Playgrounds, Fields, Recess, Breaks, and Restrooms

2h. Meal Service/Nutrition

2i. Transportation

2j. Cleaning, Disinfection, and Ventilation

2k. Health Services

Enrollment

Crook County School District schools will enroll all students per the standard Oregon Department of Education guidelines.

Crook County School District schools will review JEA Compulsory Attendance policy and make changes, if needed, to account for students who do not attend in-person due to student or family health and safety concerns.

No student will be dropped for non-attendance if they meet the following conditions: 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.
2b. ATTENDANCE

Attendance

Crook County School District schools will make individualized accommodations for those students who test positive for COVID-19.

Crook County School District schools will take attendance in two ways:

On-Site school students:
Full-time and part-time students follow normal reporting policy and procedures.

Full-Time and Part-Time Online and/or Hybrid school students:
Full-time students who are enrolled in school and taking online and/or hybrid courses will only be 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.

The responsibility of taking attendance will 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 will be counted as absent for half of the scheduled week (2.5 days, if there are five days scheduled in the week).

The student will 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 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).

*Note: 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.
2c. TECHNOLOGY

Technology

Crook County School District schools staff will clean and sanitize each device brought in for updates, repair, return, inventory, between use or redistribution.

Computer labs will be cleaned with district approved cleaners between cohort uses.

Classroom computers will be cleaned with district approved cleaners between uses.

Crook County School District schools will allow all students in grades K-12 to take home their school issued devices, should a school closure occur.

Crook County School District schools will prepare for the possibility a student, class, or school will move to Comprehensive Distance Learning.

Crook County School District schools will prepare a district technology and internet connectivity inventory process. Every Wi-Fi access point and wired network device should be tested.

Crook County School District schools will survey families by phone, email or other means to collect information about the number, type, and condition of devices used in their homes to support distance learning and their connectivity.

Crook County School District schools will review technology policies and data privacy policies and update if needed.

Crook County School District schools will set up one or more help desk lines for student/staff/family to support the use of technology. (541-447-5666)
2d. SCHOOL SPECIFIC FUNCTIONS/FACILITY FEATURES

School Specific Functions/Facility Features

Crook County School District schools will advise and encourage all people on campus to wash their hands frequently. Age appropriate hand washing/sanitizing education will be provided to students. Hand sanitizer will be available and bathrooms will be stocked with soap and towels.

Crook County School District schools has developed cleaning protocols for all equipment used by more than one individual or purchase equipment for individual use. For example, all classroom supplied and equipment will be cleaned before use by another cohort. This includes PE equipment, playground equipment, music equipment. See Cleaning and Disinfecting Plan.

Crook County School District schools will cancel, modify, or postpone field trips, assemblies, athletic events, practices, special performances, school-wide parent meetings and other large gatherings, as appropriate to meet requirements for physical distancing. These events may take place virtually.

Crook County School District schools will limit school transitions to the extent possible and create hallway procedures to promote physical distancing and minimize gatherings. Students lining up in cohort classes will maintain appropriate physical distancing.

Cohorts will be assigned designated bathrooms and schedules. Bathrooms will be cleaned throughout the day.

Crook County School District schools has established the following practice for personal property being brought to school (e.g., refillable water bottles, school supplies, headphones/earbuds, cell phones, books, instruments, etc.): Bringing personal items to school is discouraged, but if brought to school, they must be labeled prior to entering school and use should be limited to the item owner only. No sharing of personal items.

After-School Programs are expected to meet Crook County School District requirements outlined in physical distancing and cohorting.

Crook County School District schools will assure that all OHA and CDC guidelines around physical
Crook County School District Schools
BBE, Brothers, CCOO, CRE, CCMS, CCHS, Paulina, PAHS, Paulina K-8, SPE

Operational Blueprint Management Plan
COVID-19 Return to School

distancing and other public health protocols and all other federal, state, and local agency requirements, including any additional guidance released by the Oregon Department of Education or the Oregon Health Authority are communicated to facility users of district facilities.

2e. ARRIVAL AND DISMISSAL

Arrival and Dismissal

Crook County School District schools will require appropriate physical distancing, stable cohorts, square footage, and cleaning requirements be maintained during arrival and dismissal procedures.

If necessary, Crook County School District schools will create schedule(s) and communicate staggered arrival and/or dismissal times for busing and school day.

For larger schools, Crook County School District schools will assign students or cohorts to an entrance; assign staff member(s) to conduct visual screenings and a touchless thermometer temperature check (see section 1f). Drop off/pick-ups should be as brief as possible.

Crook County School District schools will require sign-in/sign-out to help facilitate contact tracing, however, per ODE rules, will eliminate shared pen and paper sign-in/sign-out sheets. Each office and classroom will maintain a daily list of persons who enter their school/classroom. Teachers must not allow students/staff to enter their room if their arrival will exceed room occupancy limits.

Crook County School District schools will ensure hand sanitizer is available for signing children in or out on an electronic device.

Crook County School District schools will provide hand sanitizer dispensers near all entry doors and other high-traffic areas.

Crook County School District schools will clearly communicate procedures for keeping caregiver drop-off/pick-up as brief as possible.

Where possible, Crook County School District schools will mark specific areas and designate one-way traffic flow for transition.
Crook County School District Schools
BBE, Brothers, CCOO, CRE, CCMS, CCHS, Paulina, PAHS, Paulina K-8, SPE

Operational Blueprint Management Plan
COVID-19 Return to School
2f. CLASSROOMS/REPURPOSED LEARNING SPACES

Classrooms/Repurposed Learning Spaces
Practices for seating, materials use, handwashing and more.

Classrooms/Repurposed Learning Spaces
Seating: Crook County School District schools will rearrange student desks and other seat spaces to maximize social distancing within the room capacity guidelines; assign seating so students are in the same seat at all times.

Materials: Students and staff will be advised to avoid sharing of community supplies when possible (e.g., scissors, pencils, etc.). Shred items will be cleaned frequently. Hand sanitizer and tissues will be provided for use by students and staff.

Handwashing: Students will be reminded, 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. Handwashing is recommended over sanitizing by the CDC. Wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol.

Furniture: Where possible, Crook County School District schools will remove upholstered furniture and soft seating and replace with surfaces that can be wiped down and cleaned easily.

Classroom Procedures: Crook County School District schools will discontinue use of permanent restroom/hall passes and shared hard copy student sign-in/sign-out logs. Assign cubby or storage spaces for individual student belongings.

Libraries: Staff will clean libraries and books prior to distribution. Schools will consider designating specific days/times for specific cohorts. Schools will create checkout and return procedures allowing
Operational Blueprint Management Plan

COVID-19 Return to School

books to be untouched for 72 hours and sanitized.

Seating: Use visual aids (e.g., painter’s tape, stickers, etc.) to illustrate traffic flow, appropriate spacing, and assigned seating areas.

Environment: When possible, schools will open windows or otherwise ventilating (through HVAC systems) the classroom before students arrive and after students leave, and while students are present if feasible. Staff will hold classes outside when possible and encourage students to spread out.

Limit Transitions: Schools may modify classes, where possible and where students are likely to be in close contact (e.g., music, art, physical education, etc.), by bringing the specialist teacher to individual classrooms instead of having students go to the shared space. Staff may refrain from mixing classes with other classes and teachers (e.g., having a mixed math class with another set of students).
2g. PLAYGROUNDS, FIELDS, BREAKS, AND RESTROOMS

Playgrounds, Fields, Recess, Breaks, and Restrooms

Crook Country School District schools will 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).

Crook Country School District schools will remind students using the restroom, through signage and age-appropriate training, that they 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.

Crook Country School District schools will designate playground and shared equipment solely for the use of one cohort at a time. Disinfect between sessions and between each group’s use. Cleaning requirements will be maintained, per Crook Country School District schools’ plan (see section 2j).

Crook Country School District schools will require staff to maintain physical distancing requirements, stable cohorts, and square footage requirements.

Crook Country School District schools will provide signage and restrict access to outdoor equipment (including sports equipment, etc.).

Crook Country School District staff will design recess activities that allow for physical distancing and maintenance of stable cohorts. Clean all outdoor equipment between cohorts.
2h. MEAL SERVICE /NUTRITION

Meal Service

Students will pick up meals from food service locations and eat in designated areas (classrooms, cafeteria, etc.). If students are unable to pick up meals from designated food service areas, meals may be delivered to them.

Schools may consider having closed campus meals to help reduce contact outside of cohorts and to improve contract tracing ability.

Grab and Go meals will be available at identified school sites on school days for students in hybrid or online learning environments.

Crook Country School District school staff serving meals will wear face shields or face covering (see section 1h).

Students will be advised that they must wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol before meals and will be encouraged to do so after.

Crook Country School District schools will ensure appropriate daily cleaning of meal items (e.g., plates, utensils, transport items, desks) in classrooms where meals are consumed, cleaning and sanitizing of meal touch-points and meal counting system between stable cohorts, adequate cleaning of tables between meal periods.

When possible, Crook Country School District schools may find alternate locations (e.g., classrooms) for eating meals, stagger meal times, restrict access to vending machines, limit use of communal serving utensils, establish non-contact payment methods.
2i. TRANSPORTATION

Transportation

Crook Country School District schools has included transportation department leadership (and associated contracted providers, if used) in planning for our return to service.

Our transportation department is committed to cleaning buses frequently with targeted cleanings between routes and a focus on disinfecting frequently touched surfaces of the bus (see section 2j).

Crook Country School District school bus drivers will do a visual screening for students exhibiting symptoms and logs for contact-tracing daily. If a student displays symptoms, drivers will either return the student to their guardian at the morning stop, or provide a face shield or face covering and keep student at least six feet away from others on the bus and notify transportation and school staff that a student will be arriving with symptoms and to be ready to begin isolation measures upon arrival and contact guardians. 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.

All drivers will wear face shields and/or face coverings.

Transportation administrators, in collaboration with district leadership, will 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).

Crook County School District schools will work to create 3 feet of physical space between students on busses to the greatest extent possible.

Where feasible, at least six feet of physical distance may be created between the driver and passengers (except during boarding and while assisting those with mobility devices); reinforce this requirement by cordoning off seats as appropriate.

Bus drivers will have access to surplus masks to provide to students when needed.

Where feasible, drivers and transportation staff will have with access to hand washing stations or at least 60-95% alcohol-based hand sanitizer. (Hand sanitizer dispensers should not be installed on a school bus.)
2j. CLEANING, DISINFECTION, AND VENTILATION

Cleaning, disinfection and ventilation

Crook Country School District school custodians and staff will 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, per Cleaning and Disinfecting Plan. 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).

Staff will maintain clean and disinfected (CDC guidance) environments, including classrooms, cafeteria settings, restrooms, and playgrounds.

Staff will apply disinfectants safely and correctly following labeling direction as specified by the manufacturer and keep these products away from students.

To reduce the risk of asthma, Crook Country School District schools may 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 and advise staff NOT to bring in their own cleaners.

Crook Country School District schools will 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. Staff will not use fans if they pose a safety or health risk, such as increasing exposure to pollen/allergies or exacerbating asthma symptoms. Staff will consider the need for increased ventilation in areas where students with special healthcare needs receive medication or treatments. Ventilation systems will be checked regularly.

Where possible, staff will modify or enhance building ventilation (see CDC’s guidance on ventilation and filtration and American Society of Heating, Refrigerating, and Air-Conditioning Engineers’ guidance), as we are aware that air circulation and filtration are helpful factors in reducing airborne viruses.
Crook County School District Schools
BBE, Brothers, CCOO, CRE, CCMS, CCHS, Paulina, PAHS, Paulina K-8, SPE

Operational Blueprint Management Plan
COVID-19 Return to School

2k. HEALTH SERVICES

Health Services

Crook County School District schools will provide age appropriate hand hygiene, physical distancing and respiratory etiquette educate to endorse prevention. District communications, in collaboration with the local health authority, will be provided to schools to share in newsletters and school signage.

Crook Country School District schools will adhere to OAR 581-022-2220 Health Services, which 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 healthcare needs.

Staff will participate in required health services related training to maintain health services practices in the school setting.

Staff will review 504 and IEP accommodations and IHP’s to address vulnerable populations and have a plan for sustaining operations alongside COVID-19 specific planning (i.e., medication administration, diabetic care.)

Designated licensed, experienced health staff will included on teams to determine district health service priorities. Crook Country School District school leadership will collaborate, as needed, with health professionals such as school nurses; School Based Health Center (SBHC) staff; mental and behavioral health providers; physical, occupational, speech, and respiratory therapists; and others.

Crook Country School District schools will work with SBHCs to potentially provide telehealth services and other supports.
3. RESPONSE TO OUTBREAK

Outbreaks are determined by Oregon Health Authority and Local Public Health Authority.

3a. PREVENTION AND PLANNING

Prevention and Planning

In the event that there is a single positive case or a cluster of cases of COVID-19, Crook Country School District schools will partner with the Local Public Health Authority (LPHA), who will work Crook Country School District schools in on ongoing COVID-19 mitigation efforts.

Crook Country School District schools coordinate with Local Public Health Authority (LPHA) administrators, or their designees, (see Communicable Disease Plan or section 1a of this document) to establish real-time communication channels related to current transmission level.

Crook Country School District schools will:
- Follow school board policy for Communicable Disease.
- Coordinate communication with the local health authority and communicate with approved language to stakeholders.
- If the region impacted is in Crook County, the local health authority will provide school-centered guidance and direction for Crook Country School District schools.
- Crook Country School District schools’ baseline outbreak rate is if 2% or greater confirmed cases are present within a one-week period.
- Work with local health authority to establish timely communication with staff and families.
- Crook Country School District schools will follow the established plan from the local health authority concerning reportable cases.
- Assess technology resources and plan for rapid deployment.
- When new cases are identified in the school setting, and the incidence is low, the local health authority will provide a direct report to the district lead nurse, or designated staff, on the diagnosed case(s). Likewise, the local health authority will impose restrictions on contacts.
- Assess levels of supplies that will be needed in case of an outbreak.
- Check insurance coverage for contingencies such as school closures and high employee absenteeism.
- Explore the contract implications for mass and extended individual employee absences, and instruction during school closings:
Coordinate with the unions in advance.
Draft any needed agreements.
Plan for substitutes for all positions -- bus drivers, teachers, cafeteria staff, etc.
Address any needed sick leave exceptions or waivers.
Consider emergency sick leave pools.

- Coordinate with health insurance carriers regarding any anticipated challenges with the widespread use of health insurance benefits.
Response

In the event of an outbreak, Crook Country School District schools will:
- Coordinate with the local health authority for any outbreak response.
- If anyone who has been on campus is known to have been diagnosed with COVID-19, Crook Country School District schools will report the case to and consult with the local health authority regarding cleaning and possible classroom or program closure.
- Crook Country School District schools will report to the local health authority any cluster of illness (2 or more people with similar illness) among staff or students.
- When cases are identified in the local region, a response team should be assembled within the district and responsibilities assigned within the district.
- Crook Country School District schools will modify, postpone, or cancel large school events as coordinated with the local health authority.
- If one or more schools are closed, the Short-Term Distance Learning or Comprehensive Distance Learning models will be implemented for all staff/students.
- The district will continue to provide meals for students.

Crook Country School District schools will share and implement precautionary measures called for by your state and local health departments and communicate them to staff, students, and families. The CDC recommends the following:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Follow the CDC’s recommendations for using a facemask (people with symptoms and health workers).
- Remind all to wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60 percent alcohol. Always wash hands with soap and water if hands are visibly dirty.

Crook Country School District school leadership will prepare for possible increased number of employee absences due to illness in employees and their family members, and for dismissals of early childhood program and K-12 schools due to high levels of absenteeism or illness.

Crook Country School District schools will review district’s current policies and procedures that may come into play, such as:
- student and employee absences due to illness
Crook County School District
BBE, Brothers, CCOO, CRE, CCMS, CCHS, Paulina, PAHS, Paulina K-8, SPE

Operational Blueprint Management Plan
COVID-19 Return to School

- school closures based on public health concerns,
- emergency management plans, and
- non-discrimination policies.

Crook Country School District schools may emphasize the need to remain vigilant against stigma due to perceived race, national origin, or recent travel. Foster a supportive environment free from rumors or associations of a virus with a specific population.

Crook Country School District schools may consider cancelling nonessential travel per travel guidance on the CDC website, including local and national field trips.

Crook Country School District schools may prepare materials including symptoms lists, student absence protocols, emergency response team communications plans, communications procedures with parents in the event of school closures, and the like.

Crook Country School District schools may coordinate with ODE about the possibility of mass student or staff absences.

Working with local health authority, Crook Country School District schools will determine when school closures are indicated based on a set percentage of staff and student absenteeism as recommended by local and state public health authorities.

- Establish virtual education options for students if available for extended school closures.
- Address how staff will be informed about expectations for student home-based academic work.
- Coordinate with the state educational agency about the possibility of school closings. How will attendance days and/or virtual class time be counted?
- Explore deploying visiting teachers to monitor or ensure education remains on track in case of school closings; recruit parents to assist in the delivery of educational services to their children.
- Coordinate with local health and welfare agencies to ensure children receiving free and reduced-price meals continue to receive nutrition usually supplied at schools.
- Address how the school district may provide information and support to families in need of childcare when schools are closed.
- Determine under what conditions schools will re-open.

Identify state and federal emergency relief, grants, and funding flexibility available to address unexpected needs.

Coordinate with local health authorities about expectations to utilize school facilities for emergency services.

Obtain any needed equipment and supplies.
Clear communication for staff and families is critical for potential quarantine expectations related to school closures. Crook Country School District schools may work with public health officials on effective communication strategies.

Crook Country School District schools may seek federal and state grants and other assistance to help recovery efforts.

After implementing Crook Country School District schools’ plan to re-open schools:

- Address any requirement to make up missed school days;
- Provide counseling to students as appropriate and involve community partners; and
- Update the emergency plan as needed.
3c. RECOVERY AND REENTRY

Recovery and Reentry

Crook County School District schools will plan instructional models that support all learners in temporary distance/remote learning.

Crook County School District schools staff, or contractor will clean, sanitize, and disinfect surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and follow CDC guidance for classrooms, cafeteria settings, restrooms, and playgrounds.

Crook County School District schools staff will communicate with families about options and efforts to support returning to On-Site instruction.

Crook County School District schools staff will follow local health authority guidance to begin bringing students back into On-Site instruction.

Crook County School District schools may consider smaller groups, cohorts, and rotating schedules to allow for a safe return to schools.

Crook County School District schools will continue to offer instructional models that support all learners in On-Site or Hybrid and Comprehensive Distance Learning.
Operational Blueprint Management Plan
COVID-19 Return to School

READY SCHOOLS, SAFE LEARNERS – PUBLIC HEALTH AND SCHOOL REENTRY DECISION TOOL

The purpose of this tool is to assist educational leaders in planning essential reentry steps to protect the health and safety of students, staff, and families. Use this tool when choosing an instructional model and determining readiness to welcome staff and students back into the building.

Should school operate with an On-site or Hybrid instructional model for the 2020-21 school year?
- Yes
- No

IF YES
- Will school be able to meet the requirements for health and safety outlined for Public Health Protocols (section 1), Facilities and School Operations (section 2) and Response to Outbreak (section 3) in Ready Schools, Safe Learners?

IF NO
- Comprehensive Distance Learning Model

Has district/school engaged in planning and developed an Operational Blueprint for Reentry?
- Yes
- No

IF YES
- Has school completed the Operational Blueprint for Reentry?
- Has school submitted the blueprint to local school board and posted it on school and district website?
- Does district have a written Communicable Disease Management Plan for COVID-19?

IF NO
- Meet requirements first

Is school ready to welcome staff and students in the building?
- Yes
- No

IF YES
- Are school’s safety procedures and monitoring protocols fully in place and ready to be implemented?
- Has school provided necessary public health training to staff?
- Has school communicated final plan to families?

IF NO
- Meet requirements first

OPEN AND MONITOR

See additional guidance in the event of an outbreak.
Oregon achieves . . . together!