

School-Level Communicable Disease Management Plan

Template For School Year 2023-2024



School/District/Program Information

District or Education Service District Name and ID: _____ Willamette Leadership Academy, 4058 _____

School or Program Name: _____ Willamette Leadership Academy _____

Contact Name and Title: _____ Kathryn Nunes, Site Director _____

Contact Phone: _____ 503-816-8542 _____ Contact Email: _____ knunes@wlademy.org _____

Table 1.



Policies, protocols, procedures and plans already in place

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

| Plan Types | Hyperlinks and Descriptions |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>School District Communicable Disease Management Plan OAR 581-022-2220</p> | <p>https://www.willametteleadershipacademy.net/uploads/2/2/7/0/22709016/wla_pandemic_and_disaster_plan_8-17_final__2_.pdf</p> |
| <p>Exclusion Measures Exclusion of students and staff who are diagnosed with certain communicable diseases. OAR 333-019-0010</p> | <p>https://www.willametteleadershipacademy.net/uploads/2/2/7/0/22709016/wla_pandemic_and_disaster_plan_8-17_final__2_.pdf</p> |
| <p>Isolation Space Requires a prevention-oriented health services program including a dedicated space to isolate sick students and to provide services for students with special health care needs. OAR 581-022-2220</p> | <p>https://www.willametteleadershipacademy.net/uploads/2/2/7/0/22709016/wla_pandemic_and_disaster_plan_8-17_final__2_.pdf</p> |
| <p>Emergency Plan or Emergency Operations Plan OAR 581-022-2225</p> | <p>https://www.willametteleadershipacademy.net/uploads/2/2/7/0/22709016/wla_pandemic_and_disaster_plan_8-17_final__2_.pdf</p> |

| Plan Types | Hyperlinks and Descriptions |
|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Mental Health and Wellbeing Plans such as those prepared for Student Investment Account (optional) | <i>Identify existing district or school plans and tools that can be utilized in supporting student and staff wellbeing and mental health during prevention, response, and recovery from incidents of a communicable disease outbreak.</i> |
| Additional documents reference here: | |



SECTION 1. Clarifying Roles and Responsibilities

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

Table 2. Roles and Responsibilities

| School planning team members | Responsibilities: | Primary Contact (Name/Title): | Alternative Contact: |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|---------------------------------------------------------------------------------|
| Building Lead / Administrator | <ul style="list-style-type: none"> • Educates staff, families, and students on policies regarding visitors and volunteers, ensuring health and safety are being maintained. • In consultation with district leadership and LPHA staff, determines the level and type of response that is required/necessary. | Kathryn Nunes, Site Director | <div style="border: 1px solid gray; padding: 2px;">Lisa Arellano, WLA CEO</div> |

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

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



Section 2. Equity and Continuity of Education

Preparing a plan that centers equity and supports mental health

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

Centering Equity

Identify existing district or school plans and tools that can be utilized when centering equity in prevention, response, and recovery from incidents of outbreaks (e.g., district or school equity plans/stances/lenses/decision tools, Equity Committee or Team protocols, district or school systems for including student voice, existing agreements or community engagement or consultation models, Tribal Consultation¹, etc.)

- WLA team will utilize the Equity Decision Tools to ensure that we are minimizing the impact of our decisions on those who have been disproportionately impacted or may potentially be impacted by our team decisions. We will also work to ensure community voice and representation in our decision making processes.



Suggested Resources:

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

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

Table 3.

Centering Educational Equity

| OHA/ODE Recommendation(s) | Response: |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Describe how you will ensure continuity of instruction for students who may miss school due to illness. | If students are required to miss school due to an illness or illness-related event, staff will upload learning materials to Google Classroom. This is a tool used throughout the regular school day and students will have familiarity on how to utilize it. If the family needs assistance with technology access, WLA can provide Chromebooks to the household so the student can continue to engage with learning. Staff will monitor academic engagement and will reach out to the family if they do not see activity or have concerns about participation or access to materials. |
| Describe how you identify those in your school setting that are disproportionately impacted by communicable disease and which students and families may need differentiated or additional support. | <p>As a small school, we work hard to get to know our students and their home situations. Each student is assigned a home room teacher and home room educational assistant who will check in on students and families by phone and email in the event of a communicable disease occurrence.</p> <p>As we get to know our students at the beginning of the school year, we are able to predict or quickly recognize who will be disproportionately affected by a communicable disease and be able to proactively offer support to the family.</p> |
| Describe the process by which the school will implement a differentiated plan for those that are disproportionately impacted, historically underserved or at higher risk of negative impacts or complications related to communicable disease. | WLA will work with families that are disproportionately impacted or historically underserved, or at higher risk for negative impacts by connecting with the family early, asking what supports are needed and preferred – including communication preferences – and then follow up regularly to ensure everyone is still feeling supported. Once we have established a plan of support for the student and family that is realistic and attainable, WLA will utilize the different tools at our disposal, from our staff, our community partners, and our district partnership to ensure that the family and student are supported and able to continue to engage in learning at a reasonable level. |
| Describe what support, training or logistics need to be in place to ensure that the named strategies are understood, implemented, and monitored successfully. | <p>WLA’s student support team will meet regularly to ensure that we have made necessary preparations for students that have been identified as potentially needing additional support as well as having an understanding of how to respond to our school community in the event of a communicable disease outbreak.</p> <p>WLA’s student support team will utilize the Equity Decision Tools to ensure that we are minimizing the impact of our decisions on those who have been disproportionately impacted or may potentially be impacted by our team decisions. We will also work to ensure community voice and representation in our decision making processes.</p> |



Section 3. Communicable Disease Outbreak Prevention and Response:

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

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



Suggested Resources:

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

Table 4.

Communicable Disease Mitigation Measures

| <p>OHA/ODE Recommendation(s) Layered Health and Safety Measures</p> | <p>Describe what mitigating measures the school will implement to reduce and respond to the spread of communicable disease and protect in-person instruction?</p> |
|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Immunizations</p> | <p><i>CDC, OHA, and ODE recommend COVID-19 vaccination for all eligible individuals. Please include whether your school will offer COVID-19 vaccine clinics or notices about where to access vaccines in your community. Shots are required by law for children in attendance at public and private schools, preschools, child care facilities, and Head Start programs in Oregon. Nearly every place that provides care for a child outside the home requires shots or a medical or nonmedical exemption to stay enrolled.</i></p> <p>WLA will support and encourage all students to meet all vaccination requirements by CDC, OHA, and ODE. We have a wide community spread with our student population and will work hard to connect families with available clinics as needed.</p> |
| <p>Face Coverings</p> | <p>In the event that face coverings become a recommended or required safety measure to continue school operations, WLA will provide communication, education, and face coverings to all students and staff. Currently, there are face coverings available for students outside the front office if they feel they need or would like one. Students and staff are educated on the effectiveness of face coverings and those who choose to wear them are supported by all in our building.</p> |
| <p>Isolation</p> | <p>On an as needed basis, students who exhibit signs of communicable disease or illness will be instructed to isolate until they can be picked up by a parent or guardian. This space is located in the main office where they can be monitored safely by staff.</p> |
| <p>Symptom Screening</p> | <p>WLA monitors regularly for communicable disease symptoms and communicate with the health aide and families as needed related to the health of individual students or groups of students. We communicate regularly with families about screening protocols and when to keep students showing signs of illness home to protect the health of the school community.</p> |
| <p>COVID-19 Diagnostic Testing</p> | <p><i>OHA offers schools a diagnostic testing program to all public and private K-12 schools in Oregon. Please indicate whether your school will offer diagnostic testing.</i></p> <p>WLA has historically had a very low rate of participation in this type of program and will not be offering it as a regular occurrence. If we hear a request for an increase in these services, we will begin the process of reestablishing these protocols and services.</p> |
| <p>Airflow and Circulation</p> | <p>WLA has ductless heating and cooling units in each classroom that are cleaned and maintained regularly. Additionally, we have ordered HEPA air filters for each classroom space, including our gym/cafeteria from the available services ODE communicated about in the spring.</p> |
| <p>Cohorting</p> | <p>WLA's educational model lends itself to cohorting on a regular basis and our students in grades 6 through 10 spend the majority of their days in identified cohorts. Should we need to implement a stricter level of cohorting, this is easily arranged in our system and something that is familiar to staff at WLA and students.</p> |
| <p>Physical Distancing</p> | <p>Should physical distancing become necessary, WLA will take all reasonable measures to ensure that proper distancing is supported within reason.</p> |

| OHA/ODE Recommendation(s) Layered Health and Safety Measures | Describe what mitigating measures the school will implement to reduce and respond to the spread of communicable disease and protect in-person instruction? |
|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Hand Washing | All WLA classrooms have handwashing stations and hand washing is regularly encouraged. In the event of a communicable disease outbreak, WLA will move to required hand washing throughout the day and increase intervals of hand washing reminders. |
| Cleaning and Disinfection | WLA's custodians clean and disinfect high touch areas, restrooms, and student areas regularly. In the event that staff notice an increase in student illness or a communicable disease outbreak, the intervals of cleanings will increase. Staff also help clean high touch areas in the classroom throughout the day. |
| Training and Public Health Education | WLA trains staff regularly and communicates with families on public health initiatives. WLA staff are trained on public health measures and communicable disease management annually, with refreshers throughout the year. Students are trained on these items in our Basic Training, and refreshers are provided throughout the year. Our staff attends a monthly health and safety meeting, and any items of concern are addressed and followed up on as needed. |

PRACTICING PLAN TO BE READY

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

INSERT THE LINK www.willametteleadershipacademy.net

Date Last Updated: **8/17/2023**

Date Last Practiced: **8/17/2023**