



Willamette Leadership Academy



Willamette Leadership Academy Reopening Plan

As WLA looks forward to the coming of the next academic year, the entire Academy Body of Board of Directors, staff, parents, and administration has begun the process of reopening safely and begin a process to provide in-person instruction combined with remote learning. WLA will use this hybrid model while living under the public health issues around COVID-19 virus.

This virus is still extremely dangerous, and it still poses a great threat. WLA is following the guidance provided by Center for Disease Control, Oregon Health Authority and Oregon Dept. of Education to re-open and when we need to send a cadet or staff member home, request quarantine, use physical distancing in the classroom and transportation with an increase need for hygiene which are the best tools to prevent the spread and remove increased opportunity for transmission of the disease.

As WLA begins to provide in-person instruction carefully, cautiously, and slowly and within the guidelines provided by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA).

Communicable Disease Management Plan for COVID-19 Procedures

(see also Communicable Disease Management Policy and Pandemic and Disaster Policy)

FERPA allows WLA to share personally identifiable information with the local public health authority the cadet or staff resides in without consent when needed to respond to a health emergency. WLA works and coordinates with Springfield Public School District and Lane County Public Health Authority and each Local Public Health Authority (LPHA) a cadet or staff resides in to ensure public health is able to effectively respond to and control outbreaks through sharing of information, even without parental consent, when appropriate. Lane County Public Health Authority and Springfield Public School District have WLA's Operational Blueprint. The Operation Blueprint is also located on WLA's webpage.

Illness and injury are not uncommon in the school setting and thus policies, procedures, and guidance regarding infection control is of the utmost importance. When children are injured or feel unwell it can create difficulties in the school setting regarding both risk to others and the ability of a child to fully participate in class or educational activities. A Whole School, Whole Community, Whole Child model, staff collaborate for the best outcomes of the cadet population and individuals. In this regard staff must be prepared have accessible resources and materials to identify appropriate measures and interventions for child health issue (ACSD, 2020). The purpose of this comprehensive guide is to provide infection control guidance and practice standards to the employees of Willamette Leadership Academy, The Board of Directors and Springfield Public School District.

This document combines the district's Communicable Disease Plan, Exposure Control Plan and Pandemic Plan for a Comprehensive Communicable Disease Plan.



Willamette Leadership Academy



Infection Control

WLA has implemented measures to limit the spread of COVID-19 within the school setting, such as appropriate disinfectant/sanitizing procedures; screening, monitoring, and isolation/exclusion for illness among symptomatic staff and students; use of face coverings; and limiting interactions between students (e.g., teachers moving between classrooms rather than students). WLA has a specific policy dedicated to COVID-19 which articulates with WLA's Pandemic and Disaster Policy and Plan. WLA's policy and plan meet OAR 581-022-2220.

KEY PRINCIPLES for Reducing Potential Exposures

To reduce exposure to the coronavirus and other respiratory pathogens, WLA will:

Physical distancing — WLA is minimizing close contact with cadets and staff six feet apart as much as feasible.

Hand hygiene — frequent washing with soap and water and each classroom has a washing station and hand sanitizer. Hand sanitizer is available through headquarters and both school campuses.

Companies — For each Company, the NCO and cadets will remain together for classes and most activities and teachers will move from class to class with sub-cohorts around electives and transportation.

Protective equipment — Each cadet and staff person will use a face coverings/mask, or face shields and barriers except with a note from a medical professional.

Environmental cleaning and disinfection — cleaning and sanitation of classrooms, common areas and high-touch surfaces will be increased.

Isolation procedures and policies and an isolation med-room for sick cadets and staff established at both campuses. A policy regarding the dismissal home and quarantine of exposed people has been established.

As much as possible classes and activities will be held outdoors for health and social-emotion relief.

All procedures and policies have been reviewed and adjusted for communicable diseases and cadet health. Cadet wellbeing should be reviewed and referrals to needed resources and counseling to align with new public health requirements and cadet need.

Policies:

- **Willamette Leadership Disease Management Policy for COVID-19**
- **Willamette Leadership Academy Pandemic, Disaster and Business Continuity Plan and Policies**
- **Willamette Leadership Academy Temporary Policy on Attendance during the COVID-19 State Guidelines**
- **Student Health Services Springfield Public School District**



Willamette Leadership Academy



Oregon Legislation

OAR 333-019-0010 Disease Related School, Child Care, and Worksite Restrictions: Imposition of Restrictions

OAR 581-022-2200 Health Services

ORS 410-133-0000 School Based Health Services

Oregon Health Authority & Oregon Department of Education

Oregon Communicable Disease Guidelines for School

Communicable Disease Prevention

There are a multitude of methods that can be applied to control communicable diseases at a variety of levels in Willamette Leadership Academy (WLA) setting. Some of the most common include vector control, hygiene, sanitation, and immunization. Fully endorsing the control and prevention of communicable diseases requires a level of understanding of how communicable diseases can be spread and specific knowledge and prevention measures for COVID-19.

Vaccines

In the school setting vaccines are an important piece of communicable disease control. Vaccines are a requirement for attending school in Oregon. However, it is important to remark that certain populations may not be vaccinated because of medical contraindications or because of religious or philosophical decisions. Each school has record of which cadets are and are not vaccinated with routine childhood immunizations as a primary control measure for outbreaks of vaccine preventable diseases. Vaccine process is covered in detail in the WLA records, published on website and found through Springfield Public School District School Health Services Manual.

Under direction of the SPS district nurse:

- When a vaccine preventable disease (varicella, pertussis) is identified in the school setting designated staff should run immunization reports to identify unvaccinated cadets in the school setting.
- When the circulation of a vaccine preventable disease (measles) is increasing in incident in the community identification of students and staff who are not fully immunized is an important measure.

COVID-19 Pandemic

Increasing hygiene – with hand washing stations in every classroom and hand sanitizing throughout 1st Battalion and 2nd Battalion

Periodical health checks – Temperature checks will be taken each day of face-to-face instruction before boarding a school bus and at the beginning of the day in the cadet's Company with a touchless thermometer.



Willamette Leadership Academy



WLA updated this written Communicable Disease Management Plan and revised the WLA Communicable Disease Policy to specifically address the prevention of the spread of COVID-19.

WLA has implement the following measures to limit the spreads of COVID-19 within the school setting.

Smaller classes – based on square footage, instructional space and seats/desk being 6 feet apart.

- 1st Battalion can safely accommodate 22-25 cadets in classrooms Alpha through Echo and 21-22 in Foxtrot through India.
- 2nd Battalion can safely accommodate 20-22 cadets in all classrooms.

Spaced desks – All seats/desks will be spaced 6 feet apart. (see attachments)1

Breakfast and lunches –

- Breakfasts will be eaten in the Company classroom. Company NCO or Officer will retrieve the breakfast for that Company. NCO or Officer will supervise pre-meal handwashing. Meals will be consumed in the Company classroom. Cadets will wash hands after eating and sanitize their desk.
- Lunches will be eaten in the Company classroom. Company NCO or Officer will retrieve the lunches for that Company. NCO or Officer will supervise pre-meal handwashing and sanitizing of desk area. Meals will be consumed in the Company classroom. Cadets will wash hands after eating and sanitize their desk.

Social distancing will always be maintained

- Arrival and dismissal will have staggered time and several entrance and exit points to maintain social distancing and reduce airborne spread. (see attachments)2, 3
- Morning and afternoon formations will be held in the Company classrooms instead of at the flagpole.
- Physical Training and Individual training will have cadets separated by 6 or more feet and no contact activities.
- Drill will be conducted with cadets more than 6 feet apart and no cadences.
- Masks will be worn outside if there is a situation in which social distancing cannot be maintained.
- Cadets will be led from and to the buses by Company NCO and social distancing-maintained loading and unloading buses.
- Staff will maintain social distancing in the work areas and lunch areas.

Physical Distancing (Social Distancing/Spatial Distancing)

Physical or spatial distancing is the intentional physical distance placed between individuals to limit the likelihood of respiratory droplets reaching other individuals. While staying at home and avoiding groups of people are important measures in achieving this, as schools reopen spatial measures must be taken



Willamette Leadership Academy

to ensure physical distance between individuals. This is 6 feet between individuals, since respiratory droplets often spread between 3 and 6 feet (CDC, 2020)

Physical Training will not have Jumping Jacks, singing cadence or have contact sports or activities. Running will be at timed intervals and cadets will not be allowed to catch up or pass other cadets.

Weather permitting, all physical activities will be held outside.

Rotating teachers instead of cadets

- Cadets and the Company NCO will remain in the Company classroom with the high school having an exception for CTE and some electives.
- Instructing Officers and NCOs will rotate into the classroom and/or provide video lessons transmitted into the Company classroom.

Shorter school days and weeks

- Utilizing Distance and Remote Learning cadets will have shorter school days to reduce exposure.
- Utilizing Distance and Remoted Learning cadets will have less days in school. (see Schedules in attachments) 4

Distance learning

- Will be scheduled daily for cadets not in school for face-to-face instruction
- Remote learning will be used when cadets are in class face-to-face to transmit video broadcasts into multiple classes, when an instructor is not present in the classroom.
- Remote Learning will be used for cadets who are absent.

No field trips

Staggard start times and arrival and dismissal times

Trauma-informed education

- Staff has been trained and will implement trauma-informed practices
- Cadets will be assessed for behavioral and trauma. Cadets will be referred for telehealth services from either Looking Glass, 5th Corner Solutions, or Roseburg Therapy.
- Peer Support and Mentoring will be implemented in Distance Learning and face-to-face instruction

Quarantining

- Cadets will be placed on a 14-day quarantine when family suspects, has been diagnosed or has a positive test result for COVID-19 and will return when a medical note stating it is safe for the cadet to return to school.
- During Quarantine, the cadet will have a combination of Distance Learning and Remote Learning.



Willamette Leadership Academy



- Staff will be placed on a 14 day quarantine when family suspects, has been diagnosed or has a positive test result for COVID-19 and will return when a medical note stating it is safe for the staff to return to school. Quarantine will NOT be counted as sick days.
- Staff sent home for an illness will be placed on administrative leave for 72 hours.

Opening windows and doors

- 1st Battalion will have windows open to allow for better ventilation.
- 2nd Battalion will have doors to the outside open for better ventilation.
- 2nd Battalion will have air purifiers in areas where there are no windows or doors to outside.

Masks, face covering and or face shields

- Cadets, staff, visitors, and vendors will have masks, face coverings and/or face shields when inside the building – except when eating.
- Masks will be worn outside if social distancing cannot be maintained.
- Masks will be worn before loading the bus and during the bus ride by cadets and drivers.

Room Capacity

- A minimum of 35 square feet per person will be used to determine individual room capacity. The high school an average of 42 Square feet and the middle school has an average of 36 square feet. (see appendix for details) 5

Modified Layouts

- Excess furniture has been removed from classrooms to allow for increased spacing of desks.
- Desks or seating is at least 6 feet apart when feasible.
- Desks are turned to face in the same direction and spaced at appropriate distances.

Physical Barriers and Guides

- Physical barriers, such as sneeze guards and partitions will be installed in areas where it is difficult for individuals to remain at least 6 feet apart (e.g., front office desks, cafeteria).
- Physical guides, such as tape on floors or sidewalks have been placed to ensure that staff and cadets remain at least 6 feet apart in lines and at other times.

Identifying Small Groups and Keeping Them Together (Cohorting)

- In the middle school and the high school cadets and the Educational Assistant (NCO) will remain in the same classroom as much as feasible. Cohorting will be done by company.
- Mixing between groups will be limited to high school cadets in elective classes. When groups will be mixed, ensure that this information is appropriately mapped for contact tracing, if needed.
- Rosters of each cohort must be kept for all group encounters throughout the school day including transportation.

Staggered Scheduling

- Arrival and drop-off times will be staggered by location and cohort and direct contact with parents is restricted as much as feasible.



Willamette Leadership Academy

- Virtual opportunities and meetings will be used whenever feasible.

Instruction & Activities

- Practices will be made adopted to maintain 6 feet distancing during activities and instruction.

Communal Spaces

- Staff workroom and lunch has been moved to the schools' cafeteria since the cadets will be eating in their companies. This space will allow of greater social distancing and barriers will be added to help reduce the spread of disease during the COVID-19 period.
- o Increased restrictions may occur if there has been identified cases in the building.

Absences

- WLA has developed an Attendance Policy specific to COVID-19 to prevent inequity and the barriers that may occur to misdiagnosis, not discriminating among diseases, lack of ability to see a physician or be tested.
- Communicable diseases are transmitted from person to person by various routes. While some conditions are restrict-able based on diagnosis, more often early identification of signs and symptoms of communicable disease is of paramount importance to increase the health of the school population and decrease school absenteeism.
- In the school environment, many communicable diseases are easily transmitted from one individual to another.
- Effective control measures include education, avoidance of risk factors, sanitation, vaccination, early recognition of symptoms, health assessment, prompt diagnosis and adequate isolation or treatment (ODE, 2020).
- Restriction of some communicable diseases may be imposed by the local public health authority, for reportable conditions (Oregon Administrative Rule 333-019-0010).
- Oregon public health law mandates that persons who work in or attend school who are diagnosed with certain diseases or conditions be excluded from school until no longer contagious. However, diagnosis often presumes a physician visit and specific testing, and schools must often make decisions regarding exclusion based on non-diagnostic but readily identifiable signs or symptoms.
- The Tri-County Exclusion Guidelines are a quick reference for school staff. When in question, the school nurse should be consulted and the Oregon Department of Education Communicable Disease Guidance Document.
- As a matter of routine practice cadets with the following symptoms should be excluded from school as per OAR 333-019-0010 and Local Health Department (LHD) guidelines and ODE guidelines:
 - Fever greater than 100.4;
 - Vomiting;
 - Stiff neck or headache with fever;
 - Any rash with or without fever;
 - Unusual behavior change, such as irritability, lethargy, or somnolence;





Willamette Leadership Academy



Jaundice (yellow color of skin or eyes);
Diarrhea (3 watery or loose stools in one day with or without fever);
Skin lesions that are “weepy” (fluid or pus-filled);
Colored drainage from eyes;
Brown/green drainage from nose with fever of greater than 100.4 F;
Difficulty breathing or shortness of breath; serious, sustained cough;
Symptoms or complaints that prevent the student from participating in his/her usual school activities, such as persistent cough, with or without presence of fever, or student requires more care than school staff can safely provide

Cadets with the above symptoms should be excluded from school and, should remain out of school until 72 hours following symptom resolution or with provider note.

Provider’s note, however, does not supersede public health law or restriction. Specific consideration should be made regarding spread of illness when students are being dismissed or returning to school:

- Cadets meeting exclusion criteria due to illness should be separated from other cadets while waiting for dismissal.
- Only a licensed health care provider can determine a diagnosis and/or prescribe treatment and provide instructions regarding the cadet’s return to school.
- Cadets who have been excluded for fever should not return to school until 24 hours without fever and any other symptoms.
- Cadets who have been excluded for vomiting or diarrhea should not return until 42 hours’ symptom free and no Fever.
- Cadets with draining lesions should remain out of school until 24 hours after initiation of antibiotics and the dressing can remain dry and intact.
- Cadets with conjunctivitis that has colored drainage should not return to school until 24 hours after initiation of antibiotics.
- A variety of other conditions may not be excludable; however personal physicians may restrict a cadet from returning to school for a specific duration. In this case a provider’s note is needed.

Cadet Screenings should also include the following questions:

Is your child or anyone in your house sick with COVID-19?

Is your child or anyone in your household being tested for COVID-19?

Has anyone in your household been identified by LPHA/OHA as a positive case of COVID-19?

Has your child had close contact with anyone considered positive for COVID-19?

Does your child have symptoms or shortness of breath, difficulty breathing, or a persistent cough?

Does your child have symptoms of fever, undiagnosed rash or sores, new loss of taste/smell, diarrhea, vomiting or unexplained behavior change?

Has anyone in your household traveled out of the county or out of state?



Willamette Leadership Academy

The Company Officer and NCO will also screen a cadet a minimum of weekly by asking the following **4 questions:**

- 1. Has you or anyone in your family been around anyone with COVID-19 or possibly has COVID-19?**
- 2. Is anyone in your household or that you have been around lately being tested or have been told they may have COVID-19?**
- 3. Has anyone in your household been out of county or out of state?**
- 4. Do you or anyone in your household ill?**

If the answer to any of these questions is YES – the cadet or staff must report to the Battalion Commander or Designee.

Restrict-able Diseases

Restrict-able diseases are specific infectious disease diagnoses that require students or staff to remain at home for a specified amount of time to limit transmission. Restriction is typically associated with the communicability or severity of a disease. Restrict-able diseases are reportable to the local health department (LHD). The local health department typically notifies school health services. Although, there are occasions when the parent will notify the school first. Cadets with diagnoses of disease restrict-able by the local public health authority (LPHA) under Oregon Administrative Rule (OAR) 333-019-0010 should return to school when documentation is obtained from the local health department (LHD) indicating they are no longer communicable including:

- Diphtheria,
- Measles,
- Salmonella
- Typhi infection,
- Shigellosis,
- Shiga-toxigenic Escherichia coli (STEC) infection,
- Hepatitis A,
- Tuberculosis,
- Pertussis,
- Rubella
- Acute Hepatitis B.
- COVID-19 is also declared a restrict-able condition under OAR 333-018-0900.

If a report is made to the school office, administration, or other school staff in regard to any communicable disease diagnosis of cadets or staff, this should immediately be referred to the district RN. This should be regarded as an urgent referral to the RN if the disease is regarded as a restrict-able condition.

- The district RN and administrators will identify the need for communication, surveillance, or control measures. The interventions and communication are driven by multiple factors including



Willamette Leadership Academy

the diagnosis, cadet health status, risk of exposure, number of individuals infected and risk to cohort or specific cadets.

- School staff receiving reports should not inform any other students, staff or parents of the report.
- Contact tracing logs are kept with the Battalions School Secretary and available to the Local Public Health Authority to which the cadet or staff resides.

Isolation Spaces

As per OAR 581-022-2220 the school district is required to maintain a prevention-oriented program which includes a health care space that is appropriately supervised and adequately equipped for first aid and isolation of ill or injured child from the cadet body.

- When cadets are identified with restrict-able diseases or excludable symptoms, cadets should be isolated in an appropriate space until they can be dismissed to home.
- WLA has designated Isolation Rooms.
- WLA has identified specific “overflow spaces” should the need arise.

Outbreaks

Outbreaks are most often defined as compatible diagnoses or syndromes in individuals from 2 or more households in the same time. Because of the nature of the ongoing congregate setting of school, this definition is insufficient for the purposes of seasonal illness, rather an increase in morbidity or severity should be indicators to report to the district RN for consideration of outbreak reports or control measure implementation. No threshold for COVID-19 per company or bus cohort has been established at this time.

The attention to outbreaks, interventions and resources are highly dependent on severity or communicability of the syndrome or pathogen identified. Outbreak response including surveillance, infection control measures and potentially exclusion are also diagnosing specific and may be indicated when:

- A single significant infectious diagnosis is confirmed in the school setting.
- Clusters of compatible syndromes or diagnoses associated with an infectious condition are identified within the school setting.
- Significant absenteeism is identified to be associated with compatible syndromes.
- Community transmission of an infectious disease is significant in the community and the LPHA or the RN has deemed increased surveillance or response to outbreak a necessary measure.

Outbreak investigations will be facilitated through the district RN in collaboration with administration and the local health department with the use of Oregon Health Authority Outbreak Toolkits for Schools.

Respiratory Illness

Respiratory illness or disease refer to the pathological conditions affecting the organs and tissues that make gas exchange possible, and includes conditions of the upper respiratory tract, trachea, bronchi,



Willamette Leadership Academy



bronchioles, alveoli, pleura and pleural cavity, and the nerves and muscles of breathing. Respiratory diseases range from mild and self-limiting, such as the common cold, to life-threatening entities like bacterial pneumonia.

Respiratory illnesses are often observed in the school setting. The following indicators should be reported to SPS Nurse regarding respiratory illness:

- Any respiratory illness resulting in hospitalization or death of a student or staff member.
- Diagnosed pneumonia in 3 or more individuals in the same company.
- Unusually high (10 or more individuals or 20% or more, whichever is greater) population of individuals affected with compatible respiratory symptoms.
- Prolonged illness, lasting longer than 3 days on average, among 10 or more persons of the same company.
- Any uncommon incidence of illness in more than two cadets.

In the event of respiratory illnesses related to novel viruses, or the COVID-19 virus the Pandemic Plan will be deferred to.

Vaccine Preventable Disease

A vaccine-preventable disease (VPD) is an infectious disease for which an effective preventive vaccine exists.

Current VPD routinely immunized for in the United States includes:

1. Diphtheria*
2. Tetanus*
3. Measles*
4. Mumps*
5. Rubella*
6. Haemophilus influenzae type b infections (Hib)*
7. Pneumococcal infections*
8. Meningococcal disease*
9. Pertussis (whooping cough) *
10. Poliomyelitis (polio)*
11. Hepatitis A*
12. Hepatitis B*
13. Varicella
14. Influenza

Most VPD's are also notifiable diseases*, meaning they are reportable to the local health department and are under consistent surveillance. Other diseases where a risk may arise for a person or group of people in specific situations are also notifiable conditions but are not routinely immunized for in the US. These may include as: cholera, plague, rabies, bat lyssavirus, yellow fever, Japanese encephalitis, Q fever, tuberculosis, and typhoid. While these conditions are uncommon locally, a diagnosed case would be of interest.

Vaccine Preventable Disease reports should be deferred to the SPS Nurse whether coming from a parent, provider, community member or the local health department. Indicators for VPD include:

- A single case of a vaccine preventable disease that is also a notifiable disease* or uncommon locally.



Willamette Leadership Academy



- More than 2 cases of chickenpox from separate households in the same classroom or more than 5 cases in a school.
- More than 3 cases of diagnosed influenza from separate households in the same school setting.

Gastroenteritis

An outbreak of gastroenteritis is defined as more cases than expected for a given population and time period. For example, two children in a 25- person classroom with vomiting or diarrhea within one week could potentially indicate an outbreak. Because the nature of norovirus (viral gastroenteritis) is common, seasonal, and highly infectious, it is unlikely to result in an outbreak investigation unless the number infected, frequency or duration is unusual. Because symptoms of bacterial gastroenteritis may start with a similar presentation, it is important to evaluate the severity for the duration of illness.

Indicators to report to SPS Nurse include:

- Multiple children with compatible symptoms in 48 hours within the same cohort, but separate households.
- More than 2 cases of diarrhea with bloody stool in the school setting.
- Sudden onset of vomiting in multiple persons in the same cohort.
- Any unusual combination of gastrointestinal symptoms, severity, duration, or incidence.

Other Circumstances

Less commonly outbreaks of skin infections, novel diseases occur or unusual infectious disease circumstances arise. In efforts to ensure appropriate disease control, interventions and follow occur these other situations should be deferred to the school nurse immediately and will be handled on a case by case basis. Examples of these circumstance may include:

- More than 2 cadets from separate households with reported compatible skin infections in the same school setting.
- Any cadet or staff member encountering blood, saliva, or feces from a non-domestic animal.
- Any cadet or staff encountering blood that is not their own.
- Any combination of illness, symptoms, severity, duration, or frequency that seems unusual as compared to routine seasonal illness.

The SPS Nurse may decide that additional control measures or data collection is necessary and will consult with administration and LHD as needed, regarding determined outbreaks or novel diagnoses. The SPS Media Manager should always be consulted regarding any written communication that may be developed to notify parents about illness, disease outbreaks, and risks to cadets, families, and staff and/or control measures specific to the outbreak. Any presentation of illness or combination of illnesses as described above should be reported to SPS Nurse and the Superintendent of Instruction.

Exclusion Criteria

Exclusion of illness and syndromes in the school setting should continue as per current guidance, rules and policy as outlined in the Communicable Disease Plan. As an overview applicable to COVID-19 the following symptoms associated with COVID-19 are excludable in the school setting as per ODE/OHA Communicable Disease Guidelines with the actions as noted.



Willamette Leadership Academy

EXCLUSION CRITERIA	EXCLUSION ACTION
Fever: a measured oral temperature of 100.4°F with or without the symptoms	Stay home until temperature is below 100.4°F for 72 hours WITHOUT the use of fever-reducing medication such as ibuprofen (Advil), acetaminophen (Tylenol), aspirin
Difficulty breathing or shortness of breath not explained by situation such as exercise: feeling unable to catch their breath, gasping for air, breathing too fast or too shallowly, breathing with extra effort such as using muscles of the stomach, chest, or neck	Seek medical attention; return to school when advised by a licensed healthcare provider.
Concerning cough: persistent cough that is not yet diagnosed and cleared by a licensed healthcare provider OR any acute (non-chronic) cough illness OR cough that is frequent or severe enough to interfere with active participation in usual school activities.	Stay home until 72 hours after cough resolves. b) If pertussis (“whooping cough”) is diagnosed by a licensed healthcare provider, cadet must be excluded from school until completion of a 5-day course of prescribed antibiotics or until cleared for return by the local public health authority. If COVID-19 is diagnosed, exclude until cleared for return by the local public health authority.
Diarrhea: three or more watery or loose stools in 24 hours OR sudden onset of loose stools OR cadet unable to control bowel function when previously able to do so.	Stay home until 48 hours after diarrhea resolves.
Vomiting: at least 1 episode that is unexplained	Stay home until 48 hours after last episode
Headache with a stiff neck and fever	Refer to provider, exclusion as per provider or after 72 hours of no fever.
Concerning eye symptoms: colored drainage from the eyes OR unexplained redness of one or both eyes.	Cadets with eye symptoms who have been seen and cleared by a licensed prescriber may remain in school after indicated therapy has been started
Behavior change: unexplained uncharacteristic irritability, lethargy, decreased alertness, or increased confusion .	Refer to healthcare provider and the cadet should not be at school until health and safety are addressed
Cadet requiring more care than school staff can safely provide.	School staff should follow appropriate process to address reasonable accommodations and school health service provision in accordance with applicable federal and state laws.

Hygiene

- Cadets and staff will hand sanitize and/or wash hands before entering the school building.
- Handwashing is required before and after eating meals.
- Desks will be sanitized after breakfast, before and after lunch and at the end of the school day.



Willamette Leadership Academy

- Not Company electives with mixed Companies will be sanitized before and after mixed Companies.
- Cadets will be encouraged to wash hands multiple times per day.
- Staff will wash hand before entering a classroom and hand sanitizer once inside the classroom. Staff will wash hands and/or use hand sanitizer as they move from one area of the school to another.
- Visitors and Vendors will be met at the door and provided a mask if they do not have one and hand sanitizer before entering the building. Exception, vendors already wearing a mask and having gloves on.
- Cadets will have single use of latrines and wash hands before rejoining the classroom and hand sanitizer once entering the classroom.
- Every classroom has a handwashing station.
- Staff is required to wash hands after using the restroom and re-entering the worksite.
- Staff taking a smoke-break must sign out and use hand sanitizer before re-entering the worksite.
- Handwashing posters are displayed in all handwashing stations.



Hand Hygiene and Respiratory Etiquette

- o Teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among cadets and staff.
 - If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older children who can safely use hand sanitizer).
 - Cadets should be supervised with the use of hand sanitizer.
 - Hand sanitizer should not be used with cadets that have a sensitivity or risk of ingesting sanitizer related to developmental or cognitive level.
- o Encourage staff and cadets to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
 - Cadets and staff may also be encouraging to cough into their elbow and away from other individuals when tissues and handwashing is not immediately accessible.



Willamette Leadership Academy



Respiratory Hygiene/Cough Etiquette

Respiratory hygiene and cough etiquette are terms used to describe infection prevention measures to decrease the transmission of respiratory illness (e.g., influenza and cold viruses). A respiratory infection is spread when a person who is infected with a virus coughs or sneezes. The droplets released from an ill person's cough or sneeze can travel for several feet reaching the nose or mouth of others and causing illness. Viruses can spread easily from person to person through direct contact via touching or shaking hands. Droplets can also live for a short time on a variety of objects such as high touch areas like doorknobs or desks. Because some individuals cough without having respiratory infections (e.g., persons with chronic obstructive lung disease), we do not always know who is infectious and who is not. Therefore, respiratory hygiene and cough etiquette are very important components to protecting yourself from illness and preventing others from becoming ill. Like hand hygiene, respiratory hygiene is part of the standard precautions that should be taught, practiced and role modeled to prevent the spread of disease.

Animals in School

Animals in schools can have a positive effect in the school environment, but also may cause infectious disease issues for staff and cadets. WLA only allows animals on district property with specific approval under specific circumstances i.e. Service Dogs. WLA does not allow animals in a classroom to reduce the spread of disease, to reduce pest issues and any liability from bites, etc. Other considerations should be made regarding controlling spread of infectious disease from animals:

- Wild mammals, alive or recently dead, should not be allowed in school. Bats and skunks have a significant risk of being rabid, and other wild animals may be more prone to causing injury through bites and scratches.
- Dogs, cats, and ferrets allowed in school as a Service Animal should have a current rabies vaccine.
- Any animal bites on school premises should be reported to the local health department for follow up.
- Animals who are ill or appear ill should not be allowed into the school setting.
- Chicken in the horticulture class must remain in their pen area and NOT allowed in a classroom. Staff must supervise the handwashing of any cadet around the chicken and or their eggs.
- Handwashing must occur before and after handling of animals to prevent diseases such as transmission.
- Animals should not be present or handled in areas where food and drink are consumed or prepared.
- Cadets should not kiss high risk animals such as chicks, ducks, turtles, and other reptiles.
- Cadets should always be monitored with animal interactions.
- Consider the medical needs of cadets who may be immunosuppressed or who may have allergies as they may become severely ill when exposed to certain pathogens.
- In the event of an animal bite in the school setting, please ensure standard first aid is followed and the cadet/staff is deferred to medical care. Unprovoked bites sustained from canines are reportable to the local health department.

Custodial Practices

All custodial staff will watch a series of webcasts by the CDC specific to COVID-19. (<https://healthyschoolscampaign.org/covid-19-resources-for-cleaning-staff/>)



Willamette Leadership Academy



- Each Battalion will have an assigned custodian to monitor restrooms, hallways and sanitize classrooms as needed.
- Restrooms will be cleaned hourly.
- Custodians will deep clean the battalions daily including the use of electromagnetic disinfectors at the end of the day including all offices, classrooms, hallways, workstations, and areas, phones, restrooms, etc.
- Officers and NCOS will clean the common touch points in a classroom several times per day with gloved hands using a bleach solution.
- Support staff and custodians will clean offices, common areas, and touch points several times per day.
- All cadets have their own water bottles and these will be refilled at water stations in every classroom.
- WLA will be monitoring and enforcing strict hand washing.

Hard (Non-porous) Surfaces

Staff will wear disposable gloves when cleaning and disinfecting surfaces. Gloves should be discarded after each cleaning. If reusable gloves are used, those gloves will be dedicated to one staff and for cleaning and disinfection of surfaces for COVID-19 and should not be used for other purposes. Staff will consult the manufacturer's instructions for cleaning and disinfection products used. Clean hands immediately after gloves are removed. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. For disinfection, most common EPA-registered household disinfectants should be effective.

A list of products that are EPA-approved for use against the virus that causes COVID-19 is available [here](#) external icon. Follow manufacturer's instructions for all cleaning and disinfection products for (concentration, application method and contact time, etc.) Always read and follow the directions on the label to ensure safe and effective use.

- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets
- Use all cleaning products according to the directions on the label. For disinfection, most common EPA-registered, fragrance-free household disinfectants should be effective
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection. Follow the manufacturer's instructions for concentration, application method, and contact time for all cleaning and disinfection products.
- If possible, provide EPA-registered disposable wipes to child care providers and other staff members so that commonly used surfaces such as keyboards, desks, and remote controls can be



Willamette Leadership Academy

wiped down before use. If wipes are not available, please refer to CDC's guidance on disinfection for community settings.

- You should never eat, drink, breathe or inject these products into your body or apply directly to your skin as they can cause serious harm. See EPA's 6 steps for Safe and Effective Disinfectant Use [external icon](#)

Special considerations should be made for people with asthma and they should not be present when cleaning and disinfecting is happening as this can trigger asthma exacerbations. To learn more about reducing asthma triggers: https://www.cdc.gov/asthma/reduce_triggers.html

Additionally, diluted household bleach solutions (at least 1000ppm sodium hypochlorite, or concentration of 5%–6%) can be used if appropriate for the surface. Follow manufacturer's instructions for application, ensuring a contact time of at least 1 minute, and allowing proper ventilation during and after application. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Prepare a bleach solution by mixing:

5 tablespoons (1/3rd cup) bleach per gallon of room temperature water or 4 teaspoons bleach per quart of room temperature water Bleach solutions will be effective for disinfection up to 24 hours.

Soft (Porous) Surfaces

For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:

Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.

Otherwise, use products that are EPA-approved for use against the virus that causes COVID-19 [external icon](#) and that are suitable for porous surfaces.

Electronics

For electronics such as cell phones, tablets, touch screens, remote controls, and keyboards, remove visible contamination if present.

Follow the manufacturer's instructions for all cleaning and disinfection products.

Consider use of wipeable covers for electronics.

If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

Linens, clothing, and other items that go in the laundry

Wear disposable gloves when handling dirty laundry from an ill person and then discard after each use.

If using reusable gloves, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other household purposes. Clean hands immediately after gloves are removed. If no gloves are used when handling dirty laundry, be sure to wash hands afterwards.

If possible, do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air.

Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry from an ill person can be washed with other people's items.



Willamette Leadership Academy

Clean and disinfect clothes hampers according to guidance above for surfaces. If possible, consider placing a bag liner that is either disposable (can be thrown away) or can be laundered.

Healthy Environments for Learning and working

Providing and maintaining healthy educational environments are crucial in reducing illness and promoting healthy learning and working environments.

Cleaning and Disinfection

Routine sanitation measures will be in full effect, including processes to respond to potentially infectious material as outlined in the WLA Exposure Control Policy

- All frequently touched surfaces (e.g., equipment, door handles, sink handles, water dispensers and handwashing stations within the school and on school buses) will be clean and disinfected at least daily and between use as much as possible. As necessary, additional custodial staff will be deployed.
- Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from cadets. Use products that meet EPA disinfection criteria.
- Cleaning products should **not** be used near cadets, and staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.
- Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) should be limited when possible, or cleaned between use. Shared Objects:
 - Discourage sharing of items that are difficult to clean or disinfect.
 - Keep each cadet's belongings separated from others' and in individually labeled bags, containers, and/or boxes and will be kept in Company classrooms.
 - Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each cadet their own art supplies, equipment) or limit use of supplies and equipment by one group of cadets at a time and clean and disinfect between use.
 - School designated technology will be sanitized between uses.
 - Ensure that at minimum, cadets who are immunocompromised will have their own supplies.

Transportation

Drivers and cadets will wear masks, face covering and/or shields.

NCO and drivers will enforce hand sanitizing before loading the school bus in the morning.

Buses will be cleaned using a disinfectant wipe between runs this includes handrails and window slides.

Buses will disinfect the buses after the morning and afternoon runs using an electromagnetic disinfectant.

Staff Designated to train, establish, implement, and enforce physical distancing requirements, consistent with this guidance and other guidance from OHA.

- 1st Battalion - Battalion Commander (2020-2021 Migliaccio) is the designated administrator and Sergeant Major (2020-2021 Daniel Cayton) will be monitoring.





Willamette Leadership Academy



- 2nd Battalion – Battalion Commander (2020-2021 Katharine Klontz) is the designated administrator and Sergeant Major (2020-2021 James Brainard) will be monitoring.
- School Secretaries/Med Techs, Battalion Commander and Corp Commander will receive training on greeting visitors as to procedures and office distancing to reduce the spread from outside persons entering the building.
- Every staff person will receive training specific to the protocols, procedures and needed cleaning, hygiene, social distancing, contact tracing logs and cleaning logs.

Staff responsible for communication, especially around COVID-19.

- Ms. Stam, School Secretary and Med Tech at 1st Battalion and Ms. Wolfe, School Secretary and Med Tech from 2nd Battalion will be responsible for communicating to SPS's Nurse and action will be based on guidance and protocol established between SPS.
- WLA according to guidance by Lane Public Health Authority (Lane PHA).
- During the COVID-19 period Lane PHA contacts and support are Jacqueline Moreno and Luis Pimentel for this plan and David Collins is the SPS contact and support for this plan.
- Support by the National Education Association (NEA) and the Center for Disease Control (CDC) was provided for this plan and the policy.
- Staff working during the summer was trained in person by the Battalion Commander and weekly update meetings were held to inform and train staff. Process and procedures for staff returning August 26 will be held virtually and completed before August 26 by all staff.

Training Includes:

- WLA in collaboration and Cooperation with Lane Public Health Authority will use Lane PHA's training prior to the opening of school for all staff.
- CDC guidelines and PowerPoint will be provided to all staff before school reopens.
- School Secretaries/Med Techs, Battalion Commander and Corp Commander will receive training on revise Communicable disease plan and policy and protocols for reporting to SPS.
- All staff will be trained on identification of concerning or excludable symptoms to determine when a cadet should be referred to the office for symptom screening and isolation.
- All staff will be trained and advised on the logistical, operational, and physical changes in the building to maintain infection control and appropriate "cohorting" or physical distancing.
- Designated staff will be trained on appropriate procedures for complete symptom screening, isolation and enforcement of social distancing.
- Custodial staff will be trained, under the direction of Battalion Commanders and Sergeant Majors facilities management to increase sanitation measures as appropriate in shared spaces and isolation spaces.
- Training will be conducted virtually or ensure that social distancing is maintained during training periods while social distancing orders are in place.
- Every staff person will receive training specific to the protocols, procedures and needed cleaning, hygiene, social distancing, contact tracing logs and cleaning logs.



Willamette Leadership Academy

Protocol on notifying SPS Nurse regarding a sick cadet or staff suspected of COVID-19

School Secretaries, Battalion Commander and Corp Commander will be trained on the protocol for notification of a cadet or staff suspected with COVID-19.

WLA is collaborating and coordinating with SPS Nurse. WLA will notify SPS Nurse and follow the procedures outlined by SPS.

Notification of SPS Nurse will be through school secretaries. In accordance with SPS's Nurses instruction Lane PHA or the Public Health Authority the cadet or staff member suspected of COVID-19 is from.

Plans and procedures for the systematic disinfection of classrooms, offices, bathrooms, common areas, learning materials and activity areas.

In addition to the custodial Practices mentioned previously, WLA has hired additional custodial staff at each school, purchased the recommended products and PPEs to reduce the spread of COVID-19.

Classrooms –

- Are deep cleaned daily at the end of the day using electromagnetic disinfectors.
- Cleaned and sanitized after breakfast, before and after lunch
- After mixed companies have departed an elective classroom.
- All classrooms have washing stations that are cleaned after morning handwashing, after breakfast handwashing, after lunch handwashing and at the end of the day or after heavy use by cadets.
- Other activities, situation or incidents may also constitute the cleaning of the handwashing stations.
- Other activities, situations or incidents may also require the cleaning and sanitizing of a classroom.

WLA is following the SPS protocol for reporting. WLA will first notify SPS's Nurse. SPS's Nurse will notify LPHA of any incident SPS considers reportable.

SPS will report any cluster of any illness among staff or cadets.

WLA will have:

- Daily Visitor Logs
- Daily Transportation Logs per bus that include contact tracing.
- Daily cadet logs which include contact tracing by Company.
- Daily staff logs that include contact tracing.

Logs will Include:

Required components of individual daily student/cohort logs include:

- Child's name
- Drop off/pick up time



Willamette Leadership Academy

- Parent/guardian name and emergency contact information
 - All staff: names and phone numbers who interact with a stable cohort or individual cadet.
- NO visitors, substitutes, guest speakers, parents or volunteers will be allowed face to face contact with cadets or staff on campus.

Daily logs for transportation and Classrooms/Companies for contact tracing will be kept for a semester to assist the LPHA as needed.

All logs are turned into the School Secretary daily and kept in reverse chronological order in a locked filing cabinet.

WLA surveyed parents, guardians and staff and the Board of Directors and Administration elected NOT to use visual screening.

- Temperatures with no touch thermometers will be taken before entering a bus.
- Cadets with a temperature of 100.4 or higher will have parents called and not transported unless a parent can't be reached.
- All cadets will have their temperature taken using a no touch thermometer at the beginning of the day by Company Officer or NCO. Cadets with a temperature of 100.4 or higher will be sent to the isolation room.
- Cadets will also be asked at the first day of face to face instruction four questions:

If the answer to any of these questions is YES, the cadet must be referred to the Battalion Commander for further screening and contact tracing.

- Staff will have their temperature taken upon entering the building. If staff has a temperature of 100.4 or higher the staff person will be dismissed from work for the day and given Administrative Leave.
- On visual screening if staff appears ill, staff will be dismissed from work for the day and given Administrative Leave.
- Upon entering school for the first day of instruction the staff person will be asked four questions and if the answer to any question is YES, staff will report to the Battalion Commander for further screening and possible action.

WLA's protocol for any ill or exposed persons is to is from physical contact with others. More than one isolation room and distancing measures have been established at both campuses should one or more cadets become ill at the same time.

The cadet will report to the school's office and the school's secretary/Med Tech will assess the cadet and symptoms and isolate the cadet as needed.

The school secretary will log cadets, symptoms and concerns and notify parents, as necessary.

The school Secretary/med Tech will contact SPS according to the training and protocols established by SPS.





Willamette Leadership Academy

The school secretary will also report staff illness and exposure to SPS according to the protocols.

WLA will notify SPS and upon approval and instruction from SPS will communicate potential COVID-19 cases to the school community and other stakeholders using the approved SPS communication template.

Food Service

Food Service personnel from SPS will follow all existing mandates on health and hygiene and food safety. Any specific measures or intervention will be coordination with the SPS Facilities Manager and the Nutrition Manager. Additional measures will be endorsed during response to the COVID-19 outbreak to improve infection control measures around food services.

- Breakfast and lunches will be served in the Company classrooms.
- The Company Officer or NCO will get the food from the Food Service worker in the cafeteria. Staff will wash their hands before retrieving and distributing a meal.
- Company Officer and NCO will be knowledgeable of all food allergies of cadets to take as much safety measures as possible.
- Cadets will wash hands prior to eating and clean and sanitize their desk before and after eating.
- Cadets will throw away disposable plates and utensils into the rolling trash cans which will be removed from the classroom after each meal. These cans will be emptied and sanitized before the next use.
- Cadets and staff will wash their hands and sanitize their desks and clean any spilled food.
- Lunch times will be staggered to maintain spatial distancing, cleanliness, and hygiene campus wide.
- Staff is encouraged to use disposable food service items feasible (e.g., utensils, dishes). If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water and dried immediately.
- Individuals should wash their hands after removing their gloves or after directly handling used food service items.
- No food items will be offered at any event until COVID-19 restrictions are lifted.
- Staff should avoid gathering for lunch, a buffet or family-style meal. Avoid sharing food and utensils and

WLA will follow the protocol established by SPS in reporting Communicable Disease. The School Secretary/Med Tech will report to SPS's designated Nurse for WLA any possible, potential, or confirmed case of any communicable disease. Based on WLA's report to SPS, the SPS Nurse will evaluate the report and advise WLA of further action including reporting of cadet or staff Lane PHA or the LPHA of residence of the cadet or staff.

The School Secretary retains all business records with the exception – student records.

WLA will follow the instructions on reporting and communication according to SPS protocols. WLA will follow the guidance and instructions of Lane Public Health Authority. WLA will follow protocol to potential outbreaks or outbreaks according to the LPHA in the area of residence of the cadets, staff and WLA campuses.



Willamette Leadership Academy



Personal Protective Equipment

Personal Protective Equipment (PPE) is specialized clothing and/or equipment used by cadets and staff in an educational and occupational setting to reduce the risk of infection transmission or risk of chemical exposure.

PPE includes:

- Gloves, gowns, masks, goggles, Protective shields and like devices or items.

For the purposes of COVID-19

To reduce the spread of COVID-19 response, face masks, cloth facial coverings and face shields are used to reduce the spread and infection rates of COVID-19. It should be clarified that face coverings are not synonymous with masks. Face coverings may include masks, cloth covers, or shields. **WLA** requires face coverings for cadets, staff and any visitor or vendor on campus.

Face shields are required for school secretary/Med Tech when attended any cadet that has a medical issue, illness or appears as ill.

Adequate Supplies

WLA supports healthy hygiene behaviors by providing adequate supplies of PPE and hygiene items such as soap, hand sanitizer with at least 60 percent alcohol (for staff and cadets who can safely use hand sanitizer), paper towels, tissues, disinfectant wipes, gloves, and cloth face coverings.

Transportation

WLA and Alsea Public School District has taken measures for the transportation of cadets as follows:

- Employ physical distancing, health and hygiene measures, screening, and PPE.
- Coordination with Alsea District Facilities Manager will be ongoing.

Bus Drivers

- Transport vehicles (e.g., buses) that are used by the school, require that drivers practice all safety actions and protocols as indicated for other staff (e.g., hand hygiene, cloth face coverings). Bus drivers shall wear PPE as designated under PPE section.
- All frequently touched surfaces on school buses will be clean and disinfected at least daily and between use as much as possible.
- To clean and disinfect school buses or other transport vehicles, see guidance for bus transit operators.

Distancing

Face covering are required for all cadets riding the bus.

- Create 3 feet of distance between cadets on school buses (g., seat cadets one child per row, skip rows) to the extent feasible.
- When cadets load the bus they will line up with 6 feet of distance between cadets.
- Bus drivers will take their temperature with a touchless thermometer before entering the bus.



Willamette Leadership Academy

- A cadet with a temperature of 100.4 or above will not be transported and dispatch will reach the parents to notify them the cadet has not been transported.
- In cases where a parent cannot be reached and a cadet needs transport, they will double masked, isolated as much as possible during transport and isolated upon arrival at school.
- Measures will be taken to isolate students who become ill on bus routes and as soon as students arrive at school
- When cadets unload from bus, cadets will be directed to exit bus one at a time and report to Company NCO and join formation with 6 feet of distancing in formation between cadets.

Circumstance	Action
Cadet is visibly ill before loading onto the bus or has a temperature of 100.4 or higher	The bus driver should inform dispatch and request the cadet remain at home. All efforts should be made to maintain dignity of cadet and family.
Cadet is visibly ill and parents are not present or able to be contacted	Cadet should be double masked, seated close to the front and as separate from other cadets as feasible. Dispatch should continue to try to reach the parents and the school secretary. Once at school the school secretary should continue to try to reach parents or emergency contacts. Cadet must stay in the isolation room until cadet is transported home by parents or emergency contact.
Cadet becomes ill on bus route	Bus driver should contact dispatch to notify appropriate school and parents. Cadet should be immediately double masked and isolated on the bus and upon arrival at school should go straight to the isolation room.
Cadet is in distress during bus route	Bus driver will notify dispatch immediately and follow any first aid protocols as needed and follow existing emergency transportation procedures to contact EMS.

Staying Home When Appropriate

It is crucial that school staff and families understand when individuals must stay home. It is important for all staff to role model appropriate behaviors. Communication will be made to regularly to advise families not to send children to school ill and remind staff not to report to work ill. Strict stay at home policies will be endorsed.

In case of COVID-19

Circumstance	Action
Staff/ Cadet has tested positive for COVID-19, is awaiting test results or have signs and symptoms of COVID-19	Individuals should stay at home as directed by their physician and/or the local health department. This should be a minimum of 14 days since the onset of illness and 72 hours symptom free without the use of fever reducing medication



Willamette Leadership Academy

Individuals have Recently had close contact with a person with COVID-19	Individuals should stay home until 14 days after the last exposure and monitor for symptoms of illness.
If there has been COVID-19 currently identified in the school setting.	Follow public health guidance. Encourage cohorts to monitor for signs and symptoms regularly. Increase sanitizing of high touch surfaces in the affected cohort and notify community as instructed by SPS and LPHA.

Screening for and Identifying & Isolating Ill Cadets and Staff

Identification of ill cadets and staff is crucial in illness prevention in school buildings. All staff and cadets should have education provided on symptoms to self-identify when developmentally possible.

Health Promotion, Prevention and at Home Screening

Parents will be provided Exclusion Criteria and advised to screen their cadets prior to sending to school. Parents will be advised on all clinical circumstances in which cadets should **not** attend school and when cadets will be excluded from school.

Checklist for Parents from CDC

Parents: Get Your Children Ready for Coronavirus Disease 2019

You can help protect your family from COVID-19 by practicing and promoting everyday healthy habits. If an outbreak occurs in your community, your school may dismiss students to prevent further spread of the virus.

Use this checklist to plan and take action if a COVID-19 outbreak occurs in your community.

PLAN AND PREPARE

Practice and reinforce good prevention habits with your family.

- Avoid close contact with people who are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- 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 a hand sanitizer that contains at least 60% alcohol.

Keep your child at home if sick with any illness.

If your child is sick, keep them at home and contact your healthcare provider. Talk with teachers about classroom assignments and activities they can do from home to keep up with their schoolwork.

Be prepared if your child’s school facility is temporarily dismissed.

Talk with your employer about sick leave and telework options in case you need to stay home with your child. Consider planning for alternate childcare arrangements.

IF YOUR SCHOOL PROGRAM IS DISMISSED

- Keep track of school dismissal updates.
- Read or watch local media sources that report school dismissals or stay in touch with your school.



Willamette Leadership Academy

- Talk to your school about options for digital and distance learning.
- Discourage children and teens from gathering in other public places while school is dismissed to help slow the spread of COVID-19 in the community.
- Seek guidance from your school administrator to determine when students and staff should return to schools.
- Duration of school dismissals will be made on a case-by-case basis based on the most up-to-date information about COVID-19 and the specific situation in your community.
- Students and staff should be prepared for durations that could last several days.
- Administrators should work with their local health authorities to determine duration of dismissals.

Please screen your child by asking these questions:

Is your child or anyone in your house sick with COVID-19?

Is your child or anyone in your household being tested for COVID-19?

Has anyone in your household been identified by LPHA/OHA as a positive case of COVID-19?

Has your child had close contact with anyone considered positive for COVID-19?

Does your child have symptoms or shortness of breath, difficulty breathing, or a persistent cough?

Does your child have symptoms of fever, undiagnosed rash or sores, new loss of taste/smell, diarrhea, vomiting or unexplained behavior change?

Recognize Signs and Symptoms

- Ensure that all staff are aware of symptoms associated with COVID-19.
- Cadets should be visually screened each day: during attendance to determine if illness is present and by an Officer and/or an NCO discretion throughout the day.
- Any cadet ill during the day with respiratory illness or fever should be deferred to designated staff for screening.
- Designated staff will specifically screen cadets as per the Symptom Screening Criteria to determine if symptoms are present that require isolation and dismissal as per Communicable Disease Plan and previously listed Exclusion Criteria.

Cadets meeting exclusion criteria should be dismissed to home.

- Ill cadets must be placed in separate isolation space until picked up by parents.
- Cadets presenting to the office should be logged into the health room log.
- Health checks will be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.

If a cadet is positive for any items listed in Visual Screening, the cadet should be sent to headquarters to be screened by designated staff.

Visual Screening

- Unusual coloration (flushed, pale)
- Unusual behavior (lethargy, fatigue)



Willamette Leadership Academy

- New or significant coughing
- Shortness of breath
- Chills



Symptom Screen Criteria

Check temperature with touchless thermometer to assess for fever

Identify if the following symptoms are present:

- Chills
- New onset of cough
- Shortness of breath without any other underlying condition
- New onset of loss of smell or taste

Summary of Cadet Screening Process

1. Parents are presented with Exclusion Criteria.
2. Parents screen their child or children prior to sending to school.
3. Cadets are screened before loading onto a school bus for transport to school.
4. All cadets be screened with a thermometer check in their Companies each morning they report for instruction by Company Officer and/or NCO.
5. All cadets be screened visually when they report for instruction by Company Officer and/or NCO for changes in color, energy, coughing or general illness, as well as asking the 4 screening questions.
6. Cadets needing further screening will report to headquarters.
7. Cadets will receive further screening by designated staff in the Med Room.

Isolation

WLA has designated personnel and designated isolation space at each campus.

Readily available PPE for cadets, staff, visitors and those respective of position, school Med Tech and designated staff to use Standard and Transmission-Based Precautions, as per the WLA's Exposure Control Plan and WLA's Communicable Disease Policy.

Cadets who are determined to require exclusion based on current rules and guidelines will be isolated under the following circumstances pending parent pick up:

- Identification of cadets meeting exclusion criteria based on screening.
- Cadets identified as having been ill and having a pending test for COVID-19, OR having tested positive for COVID-19, or having been exposed to someone with COVID-19 symptoms.

CDC guidelines in the chart below should be visited with the following four requirements in mind:

1. Isolation space must be separate from routine health room if possible
2. cadets must be supervised while in isolation space.
3. Staff must have appropriate PPE while in isolation space.
4. Appropriate physical distancing, barriers and confidentiality must be maintained in the isolation space.



Isolation Measures

- Immediately separate cadets who are determined to have symptoms meeting exclusion criteria to the designated isolation area.
- Calmly practice measures to maintain cadets' privacy, confidentiality and dignity to the highest extent feasible while denoting symptoms and following procedures.
- Cadets may be asked to double mask.
- Do not leave the cadet unattended, however watching through glass, a see-through barrier to maintain distance is preferred.
- If more than one cadet is in an isolation space, appropriate distance or barriers and privacy must be maintained between cadets (3 to 6 feet if feasible.)
- Ensure cadets are appropriately logged into Communicable Disease Surveillance Log.
- Reinforce appropriate exclusion action with parents (e.g. if cadet has fever they must remain home until 72 hours symptom free without use of anti-fever medications or 48 hours without vomiting and diarrhea, or/and until released by provider or LPHA)

Surveillance, Logs and Contact Tracing

Surveillance

Surveillance is systematic collection of data to analyze specific diseases or trends within a population. In the school setting it is an important measure to identify trends of illness such as increased absenteeism or reports of syndromic illness. Increased surveillance occurs through two primary mechanisms within the school setting:

- School staff identifies and increase in illness or absenteeism, and reports to SPS's RN.
- The SPS RN identifies a cohort, building, or the entire population to actively survey based on community trends or report from LPHA.

Surveillance may include:

- Logging symptom specific complaints of ill cadets and staff
- Collecting information on specific diagnoses and syndromes in the school community
- Communication to families and staff asking for specific symptom information for absent cadets.

In these situations, school staff will respond as directed by SPS's RN. For specific indicators and identification of clusters of illness within the school setting, please refer to SPS's and WLA's Communicable Disease Policy and Plan.

Contact Tracing

The purpose of contact tracing is to be able to identify those with the potential exposure risk of a communicable disease. This occurs on a small scale readily throughout the year with specific communicable disease exposures. Regarding COVID-19, schools are required to report data on close contacts to the local health department of the community the cadet or staff resides in addition to Lane PHA. OAR 333-003-0050 authorizes school districts release individually identifiable information relative



Willamette Leadership Academy

to and Impending Public Health Crisis which includes a declared public health emergency, anyone exposed to a communicable disease, a reportable disease, or a condition of public health importance. COVID-19 response meets all these categories.

A close contact is regarded as: Someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to specimen collection) until the time the patient is isolated (CDC, 2020).

To be able to provide necessary information for the LPHA, each WLA campus has:

- An easily accessible rosters of each stable Company/cohort. This is accomplished by accurate cadet rosters of each classroom and each intervention group.
- If the roster is not prepopulated in Synergy, a roster must be created.
- Having accurate attendance collected to determine who was present during potential exposures.
- Reinforcing accurate attendance is crucial in provision of accurate information to the LPHA regarding exposures. This includes logging late arrivals and early departures.
- Having a mechanism for sign in at headquarters.
- Having a tracing log for each classroom tracking the staff and cadets entering each classroom.

In relationship to LPHA request and in order to align with ODE/OHA guidance, each individual school must be able to produce:

- A list of cadets and staff that would have an encountered a confirmed case if a member of the education community is diagnosed, this includes:
 - o Classroom Company/cohorts
 - o Intervention and cadet support cohorts (SLP groups)
 - o Transportation roster

- A list of all staff that encountered confirmed case.

Required information for LPHA includes:

1. Cadet name
2. Arrival and departure time
3. Parent contact and emergency contact information
4. A list of staff who have interacted with the infected cadet/Staff

Items 1-3 can be produced via Synergy absence and attendance reports and rosters. Item 4 can be produced through sign in sheets in each classroom setting. Additional logs are also kept daily to further tracing.

It is also important to consider whether this cadet visited the health room while ill. In this case, logs should be reviewed to determine at risk cadets.

Logs

As per OAR 166-400-0010 any cadet reporting to the health room should be logged into the cadet health room log. During this period, all cadets should be accounted for whether injured or ill or visiting



Willamette Leadership Academy

the health room for alternate reasons. It is important to be able to determine potential exposures in the health room, thus all cadets visiting the health room must be logged in.

Communicable Disease logs will be maintained for cadets who:

- Are absent due to COVID-19
- Have had any symptoms and have been in contact with a confirmed case
- Have compatible illness or symptoms associated with COVID-19
- Have been dismissed to home for symptoms associated with COVID-19

In the event of an outbreak of cluster respiratory outbreak lines listings will be used for case investigations.

Communication Systems

WLA is a part of the SPS Communication System and all public information will be release from or have permission from SPS Media Specialist to be released. The district will implement and provide communications for multiple areas including health promotion, communication of policies and restrictions and communication regarding potential exposures or exclusions.

WLA Communication

Signs and Messages

Post signs in highly visible locations (e.g., school entrances, restrooms) that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a cloth face covering where applicable).

- Broadcast regular announcements on reducing the spread of COVID-19.
- Messages will be included on websites, in newsletters and social media.

Direct Communication

- Health promotion material will be sent weekly during the summer in advance of school reopening specific to COVID-19 themes and subthemes.
- In addition to posting exclusion criteria on web pages and in newsletters families will be advised on policies related to sick students, potential, home isolation criteria, and student exclusion criteria.
- Families and staff will have communication on logistical changes for arrival and departure, physical distancing, schedule changes, and non-pharmaceutical interventions employed.
- Age appropriate classroom curriculum will be used to encourage positive hygiene behaviors.

Families will be advised to report if:

- Their child(ren) has symptoms of COVID-19,
- Their child(ren) has had a positive test for COVID-19,
- Their child(ren) was exposed to someone with COVID-19 within the last 14 days.

o The point of contact, to the best of their ability should attempt to obtain:

- Date of onset of illness
- Date of positive test, if applicable
- Last day of exposure to confirmed case (for case contacts)
- For cadets, list of household contacts in the district.
- Last day present in the school building.
- **Staff should not advise other staff or families of potential exposures.**



Willamette Leadership Academy

- Confidentiality should be strictly observed.



Staff Communication

Staff will be given to opportunity to self-identify as high risk. Staff will be advised to report to administration if they:

- Have symptoms of COVID-19,
- Have had a positive test for COVID-19,
- Were exposed to someone with COVID-19 within the last 14 days.

Sick staff members or cadets should not return until they have met criteria to discontinue home isolation.

Communication Regarding Confirmed Cases

For a complete over of communication and response of confirmed cases, refer to SPS's Communication & Response

- WLA will follow SPS District specific protocols and practices will be communicated by the Media Specialist
- Building specific protocols will be communicated by the Corp Commander and/or Battalion Commander
- SPS's will inform the Battalion Commander or Corp Commander of confirmed cases. The Battalion Commander will inform staff of exposures.

SPS's RN, Local Health Department or WLA Corp Commander will inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms.

Letters produced to the families will provide potential exposure dates and interventions advised by LPHA.OHA.

Public Health Communication

- The SPS district RN is the point of contact for the Local Public Health Authority (LPHA) Communicable Disease (CD) Division and the Deputy Health Officer.
- The SPS district RN is subscribed to daily COVID-19 updates via Oregon Health Authority that reports the daily incident of disease and provides routine updates by region.
- The SPS district RN has established connection with the LPHA School Reopening Coordinator.

Continuity of Routine School Health Services

Ongoing school health services must be provided in tandem with COVID-19 specific interventions. School Health Services should continue operations as per SPS School Health Services Procedure Manual.

Each campus should ensure daily practices to COVID-19 are followed.