

# School-Level Communicable Disease Management Plan

## Template For School Year 2023-2024



**Pinehurst School**  
District 94

### **School/District/Program Information**

District or Education Service District Name and ID: Pinehurst School District #94

School or Program Name: Pinehurst School

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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><b>School District Communicable Disease Management Plan</b>  <a href="#">OAR 581-022-2220</a></p>	<p>Per <a href="#">OAR 581-022-2220</a> Pinehurst School District (PSD) maintains a Communicable Disease Management Plan (CDMP) which includes policies and procedures that incorporate a comprehensive layered approach to identifying, monitoring, and mitigating outbreaks of communicable diseases including COVID-19. PSD works closely with Jackson County Public Health Authorities (JaCoPHA) to ensure the health and well-being of the school community. The CDMP is posted on the PSD website and available to the public.   <a href="https://www.pinehurst.k12.or.us/pinehurst/pinehurst-district-plans">https://www.pinehurst.k12.or.us/pinehurst/pinehurst-district-plans</a></p>
<p><b>Exclusion Measures</b>                      Exclusion of students and staff who are diagnosed with certain communicable diseases.  <a href="#">OAR 333-019-0010</a></p>	<p>Pinehurst follows district policies and procedures that incorporate a layered approach to identifying, monitoring, and mitigating outbreaks of communicable diseases including COVID-19 and works closely with JaCoPH.                      Applicable documents:                      OHA/ODE <a href="#">Communicable Disease Guidance for Schools</a>:  <ul style="list-style-type: none"> <li>• Symptom-Based Exclusion Guidelines</li> <li>• Transmission Routes</li> <li>• Prevention or Mitigation Measures</li> <li>• School Attendance Restrictions and Reporting</li> </ul> <a href="#">Exclusion Letter (OHA)</a> This letter is available through OHA in multiple languages.  <a href="#">Symptoms for Recommending Stay at Home</a> (ODE/OHA)  <a href="#">Isolation and Exclusion Guidelines</a> ( ODE/OHA )</p>

Plan Types	Hyperlinks and Descriptions
<p><b>Isolation Space</b> 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. <a href="#">OAR 581-022-2220</a></p>	<p>Pinehurst will maintain an appropriately supervised space to isolate sick students that is separate from the space where other health care tasks take place in order to separate people who have or may have a contagious disease from people who are not sick required by OAR 581-022-2220. <a href="#">OSNA toolkit sample</a></p>
<p><b>Emergency Plan or Emergency Operations Plan</b> <a href="#">OAR 581-022-2225</a></p>	<p>Pinehurst School District maintains a <i>Safety and Emergency Handbook</i> which includes emergency operations plans. <a href="https://www.pinehurst.k12.or.us/pinehurst/pinehurst-district-plans">https://www.pinehurst.k12.or.us/pinehurst/pinehurst-district-plans</a></p>
<p><b>Mental Health and Wellbeing Plans such as those prepared for Student Investment Account</b> (optional)</p>	<p>It is important at Pinehurst to support the entire child, including Mental Health needs. We work with each family to determine any needs and help eliminate barriers, when possible, to accessing community resources.</p>
<p><b>Additional documents reference here:</b></p>	



## 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"> <li>• Educates staff, families, and students on policies regarding visitors and volunteers, ensuring health and safety are being maintained.</li> <li>• In consultation with district leadership and LPHA staff, determines the level and type of response that is required/necessary.</li> <li>• Acts as key spokesperson to communicate health-related matters within school community members, health partners, and other local partners.</li> </ul>	<p><b>Emily Cozza</b> <b>District Administrator</b></p>	<p>John Elder, Business Manager</p>
School Safety Team Representative (or staff member knowledgeable about risks within a school, emergency response, or operations planning)	<ul style="list-style-type: none"> <li>• Trains staff at the start of the academic year and at periodic intervals on communicable disease management procedures.</li> <li>• Leads debrief of communicable disease event, informing continuous improvement of the planning, prevention, response, and recovery system.</li> </ul>	<p><b>Emily Cozza</b> <b>District Administrator</b></p>	<p>John Elder, Business Manager</p>
Health Representative (health aid, administrator, school/district nurse, ESD support)	<ul style="list-style-type: none"> <li>• Supports building lead/administrator in determining the level and type of response that is necessary.</li> <li>• Reports to the LPHA any cluster of illness among staff or students.</li> <li>• Provides requested logs and information to the LPHA in a timely manner.</li> </ul>	<p><b>Emily Cozza</b> <b>District Administrator</b></p>	<p>John Elder, Business Manager</p>

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
School Support Staff as needed <i>(transportation, food service, maintenance/custodial)</i>	<ul style="list-style-type: none"> <li>• Advises on prevention/response procedures that are required to maintain student services.</li> </ul>	<p><b>Emily Cozza</b> <b>District Administrator</b></p>	<p>John Elder, Business Manager</p>
Communications Lead <i>(staff member responsible for ensuring internal/external messaging is completed)</i>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Shares communications in all languages relevant to school community.</li> </ul>	<p><b>Emily Cozza</b> <b>District Administrator</b></p>	<p>John Elder, Business Manager</p>
District Level Leadership Support <i>(staff member in which to consult surrounding a communicable disease event)</i>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Responds to media inquiries during the communicable disease event and ensures that those responsible for communication are designated speakers.</li> </ul>	<p><b>Emily Cozza</b> <b>District Administrator</b></p>	<p>John Elder, Business Manager</p>
Main Contact within Local Public Health Authority (LPHA)	<ul style="list-style-type: none"> <li>• Notifies Building Lead/Administrator of communicable disease outbreak and offers recommendations for appropriate response.</li> <li>• Key spokesperson to communicate on health-related matters with community members, health facility staff, and other local community partners.</li> </ul>	<p><b>Emily Cozza</b> <b>District Administrator</b></p>	<p>John Elder, Business Manager</p>

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
Others as identified by team			



## 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 Consultation<sup>1</sup>, etc.)

- Oregon Equity Lens <https://www.oregon.gov/highered/about/Documents/COMMISSION/2017/08-August-9-10/4.0d%20Equity%20Lens-reformat.pdf>
- PSD Integrated Plan <https://www.pinehurst.k12.or.us/wp-content/uploads/2023/03/Pinehurst-SD-94-Integrated-Application-2023-2025.pdf>

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<sup>1</sup> 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.



**Suggested Resources:**

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

**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.	We keep track of student attendance and a call is made home and if a student will be out due to an illness and works with parent/student and teacher to assist with school work.
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>Pinehurst Elementary School (PSD) is committed to ensuring inclusive and equitable access to in-person learning for all students.</p> <ul style="list-style-type: none"> <li>• PSD uses the <i>Oregon Equity Lens</i>, which is identified in the <i>Integrated Plan</i> and used to identify the needs and characteristics of students and families.</li> <li>• As PSD is a small rural school with a current enrollment of 12 students. Teaching staff plan to meet the needs of each individual student.</li> </ul> <p>We work in conjunction and support of Jackson County Public Health Department to provide additional resources and support to all families.</p>

OHA/ODE Recommendation(s)	Response:
<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.</p>	<p>Due to the small size of our community and school, our staff make personal contacts with all students and families to foster caring, connection, and relationships.</p>
<p>Describe what support, training or logistics need to be in place to ensure that the named strategies are understood, implemented, and monitored successfully.</p>	<p>PSD provides training opportunities to its teaching staff to support their effectiveness in working equitably and compassionately with all students. Creating a safe environment for staff and students is a priority.</p> <ul style="list-style-type: none"> <li>• Staff are trained on de-escalation skills.</li> <li>• Students can use our “Relaxation Retreat” to self-regulate their emotions while at school.</li> <li>• Staff is trained in and implements Positive Discipline.</li> <li>• Staff has engaged in online Safe Schools training.</li> </ul> <p>Due to the small size of our community and school, our staff make personal contacts with students and families to foster caring, connection, and relationships.</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**

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?
Immunizations	<p><b>Shots are required by law</b> 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 <a href="#">requires shots</a> or a <a href="#">medical</a> or <a href="#">nonmedical exemption</a> to stay enrolled.</p>
Face Coverings	<p>PSD has determined that mask wearing will be optional. Those staff and students who do choose to wear a mask are welcomed and encouraged to do so as their personal choice.</p> <p>The following will be communicated to all staff:</p> <ul style="list-style-type: none"> <li>• The school provides face masks for those who would like to wear one.</li> <li>• Individuals in the PSD isolation space will have face coverings available if they chose to wear a face covering.</li> </ul> <p>Applicable documents:  <a href="#">Use and Care of Masks</a>   <a href="#">CDC</a></p>
Isolation	<p>Per OAR 581-022-2220 Pinehurst will maintain supervised space to isolate the sick that is separate from the space where other health care tasks take place. Schools will ensure school staff are trained in isolation protocols and procedures for students who display communicable disease symptoms while at school. Students and staff who report or develop symptoms will be isolated with staff supervision and symptom monitoring, until they are able to go home. Face coverings will be provided at student/staff request, as available.</p>
Symptom Screening	<p>If any student or staff is exhibiting outward signs of illness, the school makes an informed decision on whether the child is able to stay at school (in consultation with the PSD Communicable Disease Plan).</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>
COVID-19 Diagnostic Testing	<p>PSD will provide information to staff, volunteers, and families on how to access COVID-19 testing in the community.</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?
Airflow and Circulation	<p>PSD recognizes that ventilation is a primary tool to reduce viral spread indoors and promote a healthy learning environment. Pinehurst Elementary School has a steam boiler and radiators for heat. There is not an HVAC system. To increase outdoor airflow, circulation, and ventilation PSD has implemented the following protocols and upgrades:</p> <ul style="list-style-type: none"> <li>• Window air conditioner units have filters that are cleaned/changed regularly.</li> <li>• HEPA filters that remove 99.9% of particles to 0.1 microns as well as PM 2.5 particles have been installed in every room.</li> <li>• Ceiling fans have been installed in every room.</li> <li>• Throughout the day, classroom windows are opened to provide fresh air into the classroom space (weather permitting).</li> </ul> <p>In the lunchroom, windows are opened during mealtimes to provide additional ventilation.</p> <p>Pinehurst Elementary School is a very small rural school which is considered a cohort unto itself.</p>
Cohorting	
Physical Distancing	PSD will not be requiring physical distancing, but we will continue to encourage using outdoors spaces and social distancing when possible.
Hand Washing	PSD will continue to encourage hand washing/hand sanitizing before meals and after using the restroom.
Cleaning and Disinfection	<p>PSD has cleaning and disinfection protocols in place to prevent the transmission of contagious conditions. Cleaning with products containing soap or detergent reduces germs on surfaces by removing contaminants, and decreases risk of infection from surfaces. Disinfecting kills any remaining germs on surfaces, which further reduces any risk of spreading infection.</p> <p>To the greatest extent possible:</p> <ul style="list-style-type: none"> <li>• Apply disinfectants safely and correctly following specified manufacturer labeling instructions.</li> <li>• Safely store disinfectants away from students.</li> </ul>

<p><b>OHA/ODE Recommendation(s)</b> Layered Health and Safety Measures</p>	<p><b>Describe what mitigating measures the school will implement to reduce and respond to the spread of communicable disease and protect in-person instruction?</b></p>
	<ul style="list-style-type: none"> <li>• Clean and disinfect facilities daily to prevent transmission of the virus from surfaces (see <a href="#">CDC's guidance on disinfecting public spaces</a>).</li> <li>• If an illness cluster or outbreak occurs, complete a deep cleaning using CDC recommended supplies and consult with LPHA as needed.</li> </ul>
<p>Training and Public Health Education</p>	<p>PSD will continue to collaborate with the Jackson County Public Health Department and Southern Oregon Education Services District (SOESD) regarding best practices for operations, as well as during communicable disease outbreaks/illness clusters. PSD staff will participate in training to maintain healthy practices in the school setting. Staff training is provided in the fall, and ongoing at staff meetings, on the protocols and guidance in the <i>PSD Communicable Disease Management Plan</i>, and the <i>School-Level Communicable Disease Management Plan</i> and other recommended guidance.</p>

**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.

<https://www.pinehurst.k12.or.us/pinehurst/pinehurst-district-plans>

Date Last Updated: **November 2024**

Date Last Practiced: **September 1, 2023**