

## **Madras Christian School**

### **Communicable Disease School Management Plan**

This document outlines the steps necessary to implement the reduction of a virus outbreak on our campus and maintain, to the greatest extent possible, the health of students and staff. In order for on-site learning to take place, certain precautions must be observed, processes put in place, cleaning protocols followed, and all school personnel properly educated and trained.

#### **Madras Christian School designated Safety Officer is:**

Jana Edge, Principal, who is to be responsible for implementation of health and safety protocols.

#### **The Safety Officer is responsible to:**

1. Ensure that daily records, including contact tracing information, are kept of all who come and go throughout the school day. These logs must be maintained for a minimum of 2 years after completion of in-person/ on-site instruction.
2. Maintain a student contact tracing plan, which must include student name, family and emergency contact information, drop-off/pick-up time and adults responsible for both drop-off/pick-up and all staff that interact with each group of students.
3. Ensure health and safety precautions are followed.

#### **Madras Christian School Emergency Preparedness Plan – Response to Outbreak**

1. Document any observed case of elevated temperature or other symptoms of COVID-19.
2. Report any cluster of illness (2 or more people with similar illness in the same cohort) to Jefferson County Public Health, 541-475-4456 and follow instructions received from them. Tera.peschel@publichealth.jeffco.net
3. Report any confirmed case to the Office of Childcare, Early Learning Division. Follow guidance given by this department. Carol Peterson 541-633-225, carol.a.peterson@ode.state.or.us
4. Communicate potential or confirmed COVID-19 cases to the school community and other stakeholders.
5. If a positive case is confirmed, notify local superintendent, Dan Nicola.
6. Collaborate with the LPHA to determine the need for and/or length of a cohort or whole-school closure.

#### **Staff & Teacher Preparation Prior to Resuming Instruction**

- Staff, students and parents will be re-educated and reminded through updated signs regarding how to stop the spread of COVID-19. (properly wash hands, promote everyday protective measures, and wear a face covering)
- A checklist for each room, bathroom, and common area with sanitation procedures will be implemented during the day and at the end of each day. This also includes mid-day and end of day ionized fogging for air quality.
- All staff will be required to complete the Staff COVID Training Program <https://www.oregonschoolnurses.org/resources/covid-19-toolkit>

- There is a separate restroom designated for each cohort. Staff of the cohorts use the respective restrooms.
- Cubbies for preschool student items provide a barrier from other students' personal items. Cubbies are sanitized daily.
- Older students keep personal items, such as coats and backpacks, at their desk rather than in a common area.

### **Staff & Teacher Responsibilities Upon Resuming Instruction**

- The COVID 19 Fact Sheet will be provided to all adult guardians.  
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>
- A visual health screening of all staff, students, and visitors will be conducted upon arrival, following county and CDC guidelines to monitor for symptoms.
- Students or staff members with fevers above 99.0 F will be encouraged to return home.
- Students or staff members with fevers above 100.4 F and above will be required to return home.
- Students or staff members with COVID-19 symptoms, without fever, will be encouraged to return home.
- Non-essential visitors will not be allowed on campus.
- Daily student attendance logs as well as a log of visitors who come during the school day will be maintained and kept for two years.
- Face coverings/ face shields must be used according to ODE guidelines.
- Student physical distancing on playground, fields, recess, and breaks will be monitored to the greatest extent possible.

### **Joint School & Student Responsibilities**

- Students will be taught, supported, and encouraged. Helping students adjust to distancing and sanitation procedures will be an on-going process.
- Students who falter in adhering to the safety procedures will be gently reminded and encouraged to comply.
- Students will be encouraged to avoid touching faces or face masks as much as possible. Hand sanitizer and hand washing will be encouraged when this act is observed.
- Sneezes and coughs should be covered with an elbow, tissue, or mask. Hands should be sanitized and a clean mask put on if necessary.
- Avoid immediate contact such as shaking or holding hands, hugging, or other forms of touching.
- Students will remain 6 feet apart for the greater part of the day and to the greatest extent possible.
- Students should not share food or sit near each other while eating.
- Students should bring personal water bottles to school labeled with their names. Paper cups will be on supply for emergency use and disposed of at the end of each day.

- Paper and printed materials will be limited and hands will be sanitized before distributing materials.
- Sharing school supplies will be limited unless properly sanitized between uses (books, electronic devices, color crayons, pencils and etc.).
- Field trips will be limited at this time to safe activities and students may only ride with their own parents to that field trip location.

### **Air Control/Ventilation**

- Classroom doors will be kept open when in session, when the activities do not disturb neighboring classrooms.
- The front and back outside doors will be kept open only if an adult is available to monitor and if the weather makes this feasible.
- The ionizing fogger (containing sodium, water, and vinegar) will be used after cleaning the preschool room each day, during the lunch recess in the rest of the school building, and after the final cleaning of the day.
- The ball/equipment closet and its contents will be fogged after each cohort's use.

### **Cleaning Procedures**

Madras Christian School will be cleaned at least daily according to the following CDC-aligned protocols to minimize the risk of exposure to COVID-19.

### **Clean and Disinfect**

- Students will help clean surfaces using mild cleaning products on their own desks, laptops, eating areas and other common areas.
- After dismissal, staff will wear gloves and additional PPE if necessary and clean, disinfect and sanitize high touch areas such as toilets, sinks, handles, and faucets as well as re-clean and disinfect areas cleaned by students when necessary.
- Products will be used carefully so that disinfecting occurs without exposing students and staff to harmful residue and substances.

### **Hand Sanitizing Stations**

- Stations with hand sanitizer are available at the entry of the school and each classroom. Sanitizer contains at least 60% alcohol.
- Students are encouraged to sanitize hands each time they enter the building, after recess, after sneezing, coughing, touching their face, touching shared items and before eating.
- Sinks with hot water and soap are also available in each classroom and bathroom.

### **Masks and Shields**

- Students should choose masks and shields that are comfortable for them to wear and that fit properly, covering both the mouth and nose.
- Cloth masks and face shields should be cleaned regularly.
- Madras Christian School has a large supply of donated, disposable masks that students can use if they forget their own mask or if it becomes soiled.

### **Student Drop-off**

- Parents or Caregivers must remain in the car during the drop-off process.
- Parents unable to wait in a car must wear a mask or face shield and remain physically distant.
- Parents must wait until their child passes the health screening before leaving the school.
- Parents must complete the self-check form and send it with their child/children daily.
- Students must wear a mask to enter the school building and sanitize hands upon entering.
- Parents should only enter the school with permission, if there is a need to do so. They must wear a mask and sanitize hands upon entering.

### **Pick Up**

- Students must wait on the porch of the school on the spots marked with an X to physically distance.
- Students may leave with the permission of the teacher when their parent or caregiver is present.
- Parents and caregivers must wait in the car; if this is not possible they must wear a mask and remain physically distant.
- Parents wishing to speak to the teacher must wait in a physically distant location from the traffic of children going to their cars.

### **Essential Visitor Responsibilities**

- Undergo health screening for symptoms upon every entry into school.
- Maintain appropriate physical distancing.
- Wash or sanitize hands upon entry and exit.
- Wear face covering.

### **Staff Member, Student, or Essential Visitor Illness**

- Parents or staff must communicate with the principal/safety officer by email [principal@madrascristianschool.org](mailto:principal@madrascristianschool.org) or phone to report illness or exposure and to discuss what protocols should be followed.
- Students and staff must remain at home when sick or if they have had an illness with a fever or a cough.
- Before students and staff who have been ill return to school, they must wait at least 10 days after illness onset and/or 72 hours after fever is gone, without use of

fever reducing medicine, and other COVID-19 symptoms (cough, shortness of breath, and /or diarrhea) are improving.

- Individuals who have been exposed to a confirmed or presumptive case of COVID-19 must remain at home and quarantine for 14 days after their last date of exposure before returning to work or school.
- Closely monitor students or staff for symptoms who have a family member in their home that has signs of COVID-19.
- Students who develop symptoms at school will be asked to remain in the sick room, away from other students but still within sight and sound of the teacher, until a parent or guardian can pick them up.
- If it is confirmed that a staff member or student is infected with COVID-19, the safety officer will follow the steps in this plan and notify parents of the alternative plan for school and the duration.

Every attempt is being made to follow guidance from *Ready Schools, Safe Learners*, The Early Learning Division, the CDC, the Oregon Governor's Office, Jefferson County Health Department, and the Oregon Conference of Seventh-day Adventist Education Department.