

## **Roseburg Christian Academy 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.

### **Roseburg Christian Academy's designated Safety Officer is:**

Andrea Jackson, Music Teacher/Assistant to the 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 4 weeks 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.

### **Roseburg Christian Academy 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 local public health authority (LPHA), typically the county Health Department (24/7 Douglas County's Public Health number is 541-440-4471- Dr. Bob Dannenhoffer, Public Health Director) and follow any instructions received from them.
3. Report any confirmed case of COVID-19 to the LPHA.
4. Communicate potential or confirmed COVID-19 cases to the school community, local school board, and other stakeholders.
5. If a positive case is confirmed, notify local superintendent, David Davies (Cell/Office 541-601-0441).
6. Pending instructions from the LPHA:
  - Discourage extracurricular activities and gatherings of staff, students and their families, both private and public. We recommend sheltering-in-place at home.
  - Modify, postpone, or cancel any large-group school activities.
7. 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**

- Follow ODE guidelines in communicating this plan to families and constituents.
- Post signs on how to stop the spread of COVID-19, properly wash or sanitize hands, promote everyday protective measures, and wear a face covering as needed.
- Ensure that instructional spaces have at least 35 square feet per person, including teaching staff.

- Establish routines for effective sanitizing of all high-touch surface areas throughout the day (e.g. desks, doorknobs, light switches, toilets, faucets, etc).
- Each teacher will establish a plan to perform or supervise a routine cleaning of touchpoints at various points during the day, along with a plan for teachers or custodians to conduct a daily wipe-down of all touchpoints with disinfectant.
- Staff will be instructed on:
  - Proper use, removal, and washing of face masks/shields.
  - Avoiding touching the face or face covering as much as possible.
  - Washing or sanitizing hands every day upon entry to the school.
  - Washing or sanitizing hands frequently during the school day, especially before/after meals, playground usage, and between cohorts.

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

- Provide “Coronavirus (COVID-19) Fact Sheet” to all adult guardians with children enrolled in the school.
- Conduct a visual health screening of all staff, students, and visitors upon arrival, and following other county and CDC guidelines to monitor for symptoms.
  - Symptoms of COVID-19 include cough, fever, chills, shortness of breath or difficulty breathing, muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose.
  - Maintain a thermometer on the premises for use when needed.
  - If a student or staff member has symptoms but no fever, temperature should be checked every five hours.
  - Students or staff members with a temperature above 100.4F and above will be required to return home.
  - Non-Essential Visitors will not be allowed to remain on campus.
- Teachers will maintain daily student attendance log.
- Front office will maintain a daily log of employees on campus as well as of visitors who come during the school day.
- Use of cloth face coverings/face shields according to ODE guidelines for all students and staff.
- Monitor student physical distancing on playground, fields, recess, and breaks to greatest extent possible.

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

- Create and support conditions for students to be successful in practicing and learning new and not-so-intuitive safe health guidelines and procedures.
- Maintain a developmental view of students while elevating and practicing heightened awareness of health and safety needs.
- When students falter in adhering to the new operating procedures, maintain a positive attitude, focusing on grace and patience instead of punishment. Never implement consequences that deny access to learning.
- Avoid touching faces or face masks as much as possible, and monitor closely the use of face coverings by children.

- Cover coughs and sneezes with a tissue or elbow. Tissues should then be immediately discarded, and hands should be washed or sanitized.
- Avoid immediate contact acts such as shaking or holding hands, hugging, or other forms of touching.
- Encourage use of personal water bottles labeled with students' names.
- Utilize handwashing facilities and teach/learn routines for effective handwashing of at least 20 seconds with soap and water.
  - Wash or sanitize hands every day upon entry to the school building.
  - Wash or sanitize hands before eating, preparing or serving food, before/after meals, after elective classes, before/after playground activities or following each cohort. Hand sanitizer may be used as a substitute to handwashing after other activities such as touching shared items. Students will wash hands for 20 seconds minimum after bathroom use.
  - Encourage the use of songs or other motivators to teach/promote effective handwashing practices.
- In assessing work, limit paper exchange as much as possible by providing immediate verbal feedback and response instead.
- Limit sharing of school supplies, books, electronic devices, etc. unless properly washed/sanitized between uses or adequate time is given between uses (more than 72 hours).

### **Cleaning Procedures**

Roseburg Christian Academy will be cleaned at least daily according to the following CDC-aligned protocols to minimize the risk of exposure to COVID-19. Cleaning frequency will be increased for frequently touched surfaces or areas used by more than one cohort.

#### **Step 1: Clean**

- Wear disposable gloves to clean and disinfect.
  - Additional personal protective equipment (PPE) may be required based on the cleaning/disinfectant products used and whether there is a risk of splash.
- Clean surfaces daily using soap and water, then use disinfectant. Some products may accomplish the cleaning and disinfecting process in one step.
- More frequent cleaning and disinfecting may be required based on level of use. High touch surfaces include: Tables, doorknobs, light switches, handles, learning areas, phones, keyboards, toilets, faucets, sinks, etc.
- **Note:** *Some surfaces may only need to be cleaned with soap and water. For example, surfaces and objects that are not frequently touched should be cleaned and do not require additional disinfecting. Additionally, disinfectants should typically not be applied on items used by children, especially any items that children might put in their mouths. Check the label of all products to verify their safe use around children.*

#### **Step 2: Disinfect**

- Recommend use of EPA-registered household disinfectant.
- Follow the instructions on the label to ensure safe and effective use of the product. Many products recommend:
  - Keeping surface wet for a period of time (consult product label).

- Follow precautions such as wearing gloves and making sure you have good ventilation during use of the product.
- Diluted household bleach solutions may also be used if appropriate for the surface.
  - Check the label to see if your bleach is intended for disinfection, and ensure the product is not past its expiration date. Some bleaches, such as those designed for safe use on colored clothing or for whitening may not be suitable for disinfection.
  - Unexpired household bleach will be effective against coronaviruses when properly diluted. Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser. Leave solution on the surface for at least 1 minute.
- To make a bleach solution, mix:
  - 5 tablespoons (1/3rd cup) bleach per gallon of water  
OR
  - 4 teaspoons bleach per quart of water
- Bleach solutions will be effective for disinfection up to 24 hours.
- Alcohol solutions with at least 60% alcohol may also be used.

### **Safety, Cleaning, and Disinfecting Supplies**

- Principal will ensure that employees are provided with masks and gloves to accomplish recommended cleaning and disinfecting activities, in a timely manner.
- Principal will ensure that soap, hand sanitizer, tissues, paper towels and no-touch trash cans are readily available for student and staff use.
- Principal will ensure that cleaning and disinfecting supplies are readily available to accomplish periodic cleaning and disinfecting activities.

### **Soft Surfaces**

- Remove any items that are difficult to clean, such as non-essential furniture, toys, etc. that are difficult to sanitize.
- For soft surfaces such as carpeted floor and rugs:
  - Clean using soap and water or with cleaners appropriate for use on these surfaces.
  - Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.  
OR
  - Disinfect with an EPA-registered household disinfectant.
- Vacuum as usual.

### **Technology/Electronics**

- For electronics, such as tablets, touch screens, and keyboards follow manufacturer's instruction for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 60% alcohol.

### **Playground Equipment/Outdoor Areas**

- Playground will be closed to family, friends, and visitors.
- Outdoor areas, such as playgrounds generally require normal routine cleaning, but do not require disinfection.
- Designate shared playground structures/equipment solely for use of one cohort at a time. Clean all structures/equipment between use by different cohorts.

- High touch surfaces made of plastic or metal, such as grab bars and railings, should be cleaned routinely.
- Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.
- Items that are shared such as bats, balls, hoola-hoops or any other game-specific toy or implement are to be sanitized between cohorts.
- Students should wash/sanitize their hands after use of shared items.
- Keep playground closed to the public until park, playground equipment, and benches reopen in the community.
- Sidewalks and roads should not be disinfected.

#### **Common-Use Areas**

- Hand sanitizer stations must be located at each entry point. Hand sanitizer should be at least 60% alcohol.
- Principal will disable or block all drinking fountains. Water and bottle refilling stations on drinking fountains may still be used as long as the drinking fountain mouthpiece is rendered inoperable.

#### **STEAM/Art Supplies**

- Jeff Jackson, principal, and Andrea Jackson, safety officer, in collaboration with teachers, will ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, lab equipment, etc.) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.

#### **Student Pick-up/Drop-off**

- Develop a plan for child pick-up and drop-off that limits direct contact between parents and staff members.
- Students in Kindergarten will be dropped off and picked up by the door to their classroom. Grades 1-3 will be dropped off and picked up at the main entrance to the school. Grades 4-8 will be dropped off and picked up by the Science Classroom door. Parents will remain in their vehicle. Students will be dismissed by the teacher and picked up at the drop-off location when the vehicle comes to a stop. Parents will remain in the vehicle. The teacher will communicate with parents while they are in the vehicle, maintaining social distancing.
- Supervise front drop off area to ensure students are adhering to distancing guidelines.
- Upon arrival, staff members will conduct a health screening of all students prior to their entering the school building. Once class has begun, tardy students will be screened in the front office area.
- Logs of health screening will be kept for a minimum of 4 weeks.

#### **Maintaining Health & Safety during Student Transitions**

- For the health and safety of those in the school, visitors to the building and classrooms shall be limited to those with essential business.
- When leaving for lunch, recess, or P.E., students will be dismissed to wash or sanitize hands and exit to their designated area. Students will always be supervised by staff.
- Areas are to be sanitized between arrival and dismissal of different cohort groups. Record will be kept that this has been done.
- Classroom transitions will be limited to the greatest extent possible.
- Floors will be marked for 6ft distancing for students to use when waiting in line.

- Times for recess, PE, covered patio, and lunch area use, are to be staggered with other cohorts to reduce time in line and minimize mixing of cohorts.
- Where possible, cohorts should be assigned specific classroom restrooms.
- Establish an exit path from the classroom to the restroom that maintains 6ft distancing.
- Schedule regular restroom breaks coordinated throughout the school to avoid different cohorts from mixing.
- For classrooms with sinks, rotate students washing hands as needed.
- Encourage students to wash or sanitize hands when transitioning between activities, before and after every snack and meal; after coming inside; after sneezing, blowing the nose, or coughing.
- Ensure that, if the lunch or meals continue to be served in the cafeteria, that students maintain appropriate distancing and serving staff wear face coverings. As an alternative, packaged lunches or individually plated meals may be delivered to students in classrooms or at tables that are set 6ft apart.
- Prohibit the sharing of food or utensils.
- Clean and sanitize cafeteria tables between cohorts.

### **Subject Transitions**

- For each distinct cohort, ensure that only the teacher or teacher's aide move between classrooms for instruction.
- Ensure that the teacher or teacher's aide sanitize hands when moving between classrooms.

### **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**

- Communicate with families on protocol for self-reporting symptoms of students.
- Students and staff must remain at home when sick or if they have recently had an illness with a fever or a cough.
- Before students and staff who have been diagnosed with COVID-19 return to school, they must wait at least 10 days after illness onset and/or 24 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.
- Establish a procedure for removing students, staff, or visitors from contact with the rest of the school population and sending them home when they come to the school sick or become sick at school.
- Follow the steps in the "Emergency Preparedness Plan" if it has been confirmed that a student or staff member has become infected.

All above protocols are subject to change based on new guidelines that may be issued by the Oregon Conference Office of Education, the Oregon Department of Education, the Governor's Office, and state and local health departments. RCA may need to adjust operations accordingly as changes occur. Presently, field-trips, most large-group extra-curricular activities, and other non-essential events are either not permitted or severely restricted. RCA will review *Ready Schools, Safe Learners*, check the ODE website, and consult your superintendent as part of your planning of such events.

**Primary Sources:**

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf#page=40>

<https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Supporting%20All%20Learners%20Beyond%20Distance%20Learning%20for%20All.pdf> Other Sources:

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#pickup>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

<https://www.oregon.gov/ode/students-and-family/SpecialEducation/Documents/Emergency%20Child%20Care%20Guidance.pdf>

<https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Ready%20Schools%20Safe%20Learners%202020-21%20Guidance.pdf>