

# School-Level Communicable Disease Management Plan

School Year 2023-2024



**McMinnville**  
SCHOOL DISTRICT

## School/District/Program Information

District or Education Service District Name and ID: \_\_\_\_\_ McMinnville School District\_2256\_\_\_\_\_

School or Program Name: \_Grandhaven Elementary School\_\_\_\_\_

Contact Name and Title: \_\_Stephanie Legard Principal\_\_\_\_\_

Contact Phone: \_\_\_503-565-4702\_\_\_\_\_ Contact Email: \_\_\_\_\_SLegard@msd.k12.or.us\_\_\_\_\_

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>McMinnville School District Emergency Procedures and Disaster Plan Policy, <a href="#">CLICK HERE</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>Staff and students who have been diagnosed with communicable diseases as outlined in OAR 333-019-0010 must stay away from school (including COVID-19). Symptomatic staff and students will be encouraged to seek consultation and support from their regular physician.</p> <p>Regarding COVID-19 specifically, the school district will follow the latest guidance provided by the Oregon Health Authority, which at the time, is that isolation is no longer required. Rather, staff and students shall be made aware that if they have a positive COVID-19 test:</p> <ul style="list-style-type: none"> <li>• They are to stay away from school until they have not had a fever for 24 hours without using fever reducing medication and other COVID-19 symptoms are improving.</li> <li>• They should avoid contact with high-risk individuals like people who live in congregate care facilities or people with immunocompromising conditions for 10 days.</li> <li>• They should mask when you are around other people in the 10 days after you become sick or test positive.</li> <li>• If they have a severe case, are hospitalized or are severely immunocompromised, they should immediately contact their healthcare provider for advice on how long to isolate.</li> </ul>
<p><b>Isolation Space</b>                      Requires a prevention-oriented health services program including a</p>	<p>McMinnville School District maintains health care and space that is appropriately supervised and adequately equipped for providing first aid, and if necessary, the ability to isolate a sick or injured child (per <a href="#">OAR 581-022-2220</a>).</p>

Plan Types	Hyperlinks and Descriptions
dedicated space to isolate sick students and to provide services for students with special health care needs. <a href="#">OAR 581-022-2220</a>	
<b>Emergency Plan or Emergency Operations Plan</b> <a href="#">OAR 581-022-2225</a>	
<b>Mental Health and Wellbeing Plans such as those prepared for <a href="#">Student Investment Account</a></b> (optional)	Regarding the prevention, response, and recovery from incidents of a communicable disease outbreak, McMinnville School District students in Kindergarten through 12th -grade have access to a comprehensive counseling and behavior support teams.
<b>Additional documents reference here:</b>	



## 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>	Stephanie Legard, Principal	Kelly Janssen, Counselor
School Safety Team Representative <i>(or staff member knowledgeable about risks within a school, emergency response, or operations planning)</i>	<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>	Martha Biggs, School Safety Manager	Brian Crain, Director of Operations
Health Representative <i>(health aid, administrator, school/district nurse, ESD support)</i>	<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>	Shelly Simonyi, Director of Student Services  Treva Schoof, Nurse	Stephanie Legard, Principal

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>	Shiloh Ficek, Nutrition Services Manager Brian Crain, Director of Facilities & Operations Jody Fisher, Facilities Manager	Stephanie Legard, Principal
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>	Laurie Fry, Communications Manager	Steffanie Frost, Human Resource Director
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>	Shelly Simonyi, Director of Student Services Laurie Fry, Communications Manager	Brian Crain, Director of Facilities and Operations

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
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>	Bill Michelson, Yamhill County Public Health Divisions Manager	Lindsey Lopez, Yamhill County Public Health Administrator
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.)

- Karina Smith, Director of Equity, Diversity & Inclusion
- David Cano, Family Resource Manager
- [Equity Decision Tools](#) for School Leaders



**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.	Students will be provided essential learning activities when they return from school from absences, and teachers will work with students and families to fill instructional gaps.
Describe how you identify those in your school setting that are disproportionately impacted by communicable disease and which students and families may need	McMinnville School District recognizes the disproportionate impact that students in focal populations have had from the global pandemic. For this reason MSD staff is trained in applying an equity lens when looking at student evidence and data, disaggregating by focal population to better understand and identify needs in order to apply appropriate supports. Each school building staff has a response team with training to make empathy phone calls to families who are identified through data (e.g. attendance, behavior, academic, SEL, etc.) to be at an increased risk. MSD is utilizing the Oregon Data Suite and

<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.

OHA/ODE Recommendation(s)	Response:
differentiated or additional support.	at-risk reports in order to triangulate multiple data points in order to take a holistic view of student indicators so that students in need are identified.
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.	MSD uses a multi-tiered system of supports, which includes universal screeners such as surveys, progress monitoring assessments, and professional learning communities to address tier 1 needs and identify tier 2 and 3 candidates. More intensive tools and interventions are employed through a team approach (e.g. problem solving teams, IEP, 504, etc.)for tier 2 and 3, these may include the DESSA screener for mental health, family interviews, etc. McMinnville School District also partners with community health, county mental health, and YCCO to provide additional resources through community health workers, mental health services, and others. MSD provides office space to community mental health providers in order to provide services at school locations for students. We also partner on our school based health center to provide physical and mental health services for students on site.
Describe what support, training or logistics need to be in place to ensure that the named strategies are understood, implemented, and monitored successfully.	McMinnville School District is implementing a late start to provide staff the time needed to analyze data, develop strategies and support students and families academically, socially and emotionally. This will also free up before school meeting time to be used for additional professional development time for licensed and classified staff.



### 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**

<b>OHA/ODE Recommendation(s)</b> Layered Health and Safety Measures	<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>
Immunizations	CDC, OHA, and ODE recommend COVID-19 vaccination for all eligible individuals. For the 2023-2024 school year, the McMinnville School District does not have any plans to offer COVID-19 vaccine clinics but students, staff, and the community may pick up information regarding where to access vaccines from their school’s main office or the Family Resource Center. The district will follow all mandates required vaccinations required by law for children in attendance at public and private schools, preschools, child care facilities, and Head Start programs in Oregon.
Face Coverings	As of March 11, 2022 after 11:59 PM, the school masking requirements in OAR 333-019-1015 were no longer in effect. Individuals who wish to continue to wear masks to protect against COVID-19, however, are free to do so, and the McMinnville School District will honor those decisions free of judgment and prejudice.
Isolation	McMinnville School District maintains health care and space that is appropriately supervised and adequately equipped for providing first aid, and if necessary, the ability to isolate a sick or injured child (per OAR 581-022-2220).
Symptom Screening	Funding for screening testing in Oregon's K-12 schools ended on July 31, 2023 and will not be offered by the McMinnville School District during the 2023-2024 school year.
COVID-19 Diagnostic Testing	McMinnville district will not offer diagnostic testing for the 2023-2024 school year.
Airflow and Circulation	McMinnville School District will continue to operate ventilation systems properly and/or increase circulation of outdoor air as much as possible by opening windows and doors, using fans, approved air purifying units, and through other methods. Appropriate district personnel will run ventilation systems continuously and change filters frequently. The district assesses each building and learning space for adequacy in providing safe and healthy learning environment.
Cohorting	Cohorting is not currently mandated by the Oregon Health Authority or the Oregon Department of Education. As such, the McMinnville School District has no plans to implement cohorting procedures during the 2023-2024 school year.
	Physical Distancing is not currently mandated by the Oregon Health Authority or the Oregon Department of Education. As such, the McMinnville School District has no plans to implement physical distancing procedures during the 2023-2024 school year.

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?
Physical Distancing	
Hand Washing	The McMinnville School District will continue to follow all CDC and OHA recommendations regarding handwashing. Educators and school leaders will continue to reinforce good etiquette in school by encouraging staff and students to wash their hands frequently with soap and water for at least 20 seconds. All students will have access to hand washing prior to meals. Frequent opportunities for hand washing will be provided throughout the school day, and hand sanitizer wall mounted stations will remain in place throughout the district. Appropriate signage for proper handwashing techniques will be posted in all restrooms, <a href="#">CLICK HERE</a> .
Cleaning and Disinfection	MSD will follow all CDC, OHA and Yamhill County Health Department guidance on this topic.
Training and Public Health Education	MSD will follow all CDC, OHA and Yamhill County Health Department guidance on this topic.
<b>PRACTICING PLAN TO BE READY</b>	

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.

**LINK** <https://www.msd.k12.or.us/departments/student-services/health-and-wellness/communicable-disease-plans/>

Date Last Updated: 8/24/23

Date Last Practiced: **INSERT**