Oregon achieves . . . together!

OPERATIONAL BLUEPRINT FOR SCHOOL REENTRY 2020-21

Under ODE's **Ready Schools, Safe Learners** guidance, each school[1] has been directed to submit a plan to the district[2] in order to provide on-site and/or hybrid instruction. Districts must submit each school's plan to the local school board and make the plans available to the public. This form is to be used to document a district's, school's or program's plan to ensure students can return for the 2020-21 school year, in some form, in accordance with Executive Order 20-25(10). Schools must use the **Ready Schools, Safe Learners** guidance document as they complete their Operational Blueprint for Reentry. ODE recommends plan development be inclusive of, but not limited to school-based administrators, teachers and school staff, health and nursing staff, association leadership, nutrition services, transportation services, tribal consultation,[3] parents and others for purposes of providing expertise, developing broad understanding of the health protocols and carrying out plan implementation.

1. Please fill out information:

SCHOOL/DISTRICT/PROGRAM INFORMATION	
Name of School, District or Program	East Linn Christian Academy
Key Contact Person for this Plan	Janelle Detweiler
Phone Number of this Person	541-259-2324
Email Address of this Person	jdetweiler@eastlinnchristian.org
Sectors and position titles of those who informed the plan	Jon Bartlow, high school principal Kim Bates, elementary principal Vanessa Hutchison, Dean of Education Carolyn Reister, Academic Advisor Darren Stauffer, Director of Special Education
Local public health office(s) or officers(s)	https://www.oregon.gov/oha/PH/PROVIDERPARTNERRESOURCES/LOCALHEALTHDEPARTMENTRESOURCES/Documents/Linn.pdf
Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements	Janelle Detweiler Jon Bartlow Kim Bates
Intended Effective Dates for this Plan	September 1, 2020
ESD Region	Linn Benton Lincoln ESD

---

[1] For the purposes of this guidance: "school" refers to all public schools, including public charter schools, public virtual charter schools, alternative education programs, private schools and the Oregon School for the Deaf. For ease of readability, "school" will be used inclusively to reference all of these settings.
[2] For the purposes of this guidance: "district" refers to a school district, education service district, public charter school sponsoring district, virtual public charter school sponsoring district, state sponsored public charter school, alternative education programs, private schools, and the Oregon School for the Deaf.
[3] 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.

2. Please list efforts you have made to engage your community (public health information sharing, taking feedback on planning, etc.) in preparing for school in 2020-21. Include information on engagement with communities often underserved and marginalized and those communities disproportionately impacted by COVID-19.

> Meeting the educational needs of our students is primary. Our staff is dedicated to providing a quality learning experience for all of our students for the 2020-21 school year. Our model includes in-person learning K-12 five days a week. We surveyed parents and staff and discussed all students with special and/or those with high health risk. All students will have access to specialized instruction K-12. 1:1 technology is integrated 6th – 12th and will be utilized as needed in the event of a school closure due to illness.

3. Indicate which instructional model will be used.

    Select One:
    ☒ **On-Site Learning**   ☐ **Hybrid Learning**   ☐ **Comprehensive Distance Learning**

4. If you selected Comprehensive Distance Learning, you only have to fill out the green portion of the Operational Blueprint for Reentry (i.e., page 2 in the initial template).

5. If you selected On-Site Learning or Hybrid Learning, you have to fill out the blue portion of the Operational Blueprint for Reentry (i.e., pages 3-15 in the initial template) and submit online. (https://app.smartsheet.com/b/form/a4dedb5185d94966b1dffc75e4874c8a) by August 15, 2020 or prior to the beginning of the 2020-21 school year.

* **Note:** Private schools are required to comply with only sections 1-3 of the *Ready Schools, Safe Learners* guidance.

REQUIREMENTS FOR COMPREHENSIVE DISTANCE LEARNING OPERATIONAL BLUEPRINT
This section must be completed by any school that is seeking to provide instruction through Comprehensive Distance Learning.
Schools providing On-Site or Hybrid Instructional Models do not need to complete this section.

Describe why you are selecting Comprehensive Distance Learning as the school's Instructional Model for the effective dates of this plan.

[Complete after June 30, 2020 when Comprehensive Distance Learning Guidance is released by ODE.] Describe how your school's model aligns to the Comprehensive Distance Learning Guidance.

[Complete after June 30, 2020 when Comprehensive Distance Learning Guidance is released by ODE.] Describe how your school's model aligns to the Comprehensive Distance Learning Guidance.

Describe the school's plan, including the anticipated timeline, for returning to Hybrid Learning or On-Site Learning consistent with the *Ready Schools, Safe Learners* guidance.

The remainder of this operational blueprint is not applicable to schools operating a Comprehensive Distance Learning Model.

ESSENTIAL REQUIREMENTS FOR HYBRID / ON-SITE OPERATIONAL BLUEPRINT
This section must be completed by any school that is providing instruction through On-Site or Hybrid Instructional Models.
Schools providing Comprehensive Distance Learning Instructional Models do not need to complete this section.

1. Public Health Protocols

1a. COMMUNICABLE DISEASE MANAGEMENT PLAN FOR COVID-19

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Implement measures to limit the spreads of COVID-19 within the school setting. ☐ Update written Communicable Disease Management Plan to specifically address the prevention of the spread of COVID-19. ☐ Designate a person at each school to establish, implement and enforce physical distancing requirements, consistent with this guidance and other guidance from OHA. ☐ Include names of the LPHA staff, school nurses, and other medical experts who provided support and resources to the district/school policies and plans. Review relevant local, state, and national evidence to inform plan. ☐ Process and procedures to train all staff in sections 1 - 3 of the *Ready Schools, Safe Learners* guidance. Consider	Communicable Disease Plan – https://docs.google.com/document/d/1XZJ4EIdUDU4j5_GmCqOru0lVLPr7Jm8jqMI-CpfhPvk/edit?usp=sharing

OHA/ODE Requirements	Hybrid/Onsite Plan
conducting the training virtually, or, if in-person, ensure physical distancing is maintained.	
☐ Protocol to notify the local public health authority (LPHA Directory by County) of any confirmed COVID-19 cases among students or staff.	
☐ Plans for systematic disinfection of classrooms, offices, bathrooms and activity areas.	
☐ Process to report to the LPHA any cluster of any illness among staff or students.	
☐ Protocol to cooperate with the LPHA recommendations and provide all logs and information in a timely manner.	
☐ Protocol for screening students and staff for symptoms (see section 1f of the *Ready Schools, Safe Learners* guidance).	
☐ Protocol to isolate any ill or exposed persons from physical contact with others.	
☐ Protocol for communicating potential COVID-19 cases to the school community and other stakeholders (see section 1e of the *Ready Schools, Safe Learners* guidance).	
☐ Create a system for maintaining daily logs for each student/cohort for the purposes of contact tracing. This system needs to be made in consultation with a school/district nurse or an LPHA official. • If a student(s) is part of a stable cohort (a group of students that are consistently in contact with each other or in multiple cohort groups) that conform to the requirements of cohorting (see section 1d of the *Ready Schools, Safe Learners* guidance), the daily log may be maintained for the cohort. • If a student(s) is not part of a stable cohort, then an individual student log must be maintained.	
☐ Required components of individual daily student/cohort logs include: • Child's name • Drop off/pick up time • Parent/guardian name and emergency contact information • All staff (including itinerant staff, substitutes, and guest teachers) names and phone numbers who interact with a stable cohort or individual student	
☐ Protocol to record/keep daily logs to be used for contact tracing for a minimum of four weeks to assist the LPHA as needed.	
☐ Process to ensure that the school reports to and consults with the LPHA regarding cleaning and possible classroom or program closure if anyone who has entered school is diagnosed with COVID-19.	
☐ Protocol to respond to potential outbreaks (see section 3 of the *Ready Schools, Safe Learners* guidance).	

1b. HIGH-RISK POPULATIONS

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Serve students in high-risk population(s) whether learning is happening through On-Site, Hybrid (partially On-Site and partially Comprehensive Distance Learning models), or Comprehensive Distance Learning models. **Medically Fragile, Complex and Nursing-Dependent Student**	All employees and students are given the opportunity to self-identify as vulnerable or living with a vulnerable family member. **Employees** * Plan includes all employees; classroom, recess, and lunch assistants,

OHA/ODE Requirements	Hybrid/Onsite Plan

Requirements
 	
☐ All districts must account for students who have health conditions that require additional nursing services. Oregon law (ORS 336.201) defines three levels of severity related to required nursing services:
 	
   1. Medically Complex: Are students who may have an unstable health condition and who may require daily professional nursing services.
 	
   2. Medically Fragile: Are students who may have a life-threatening health condition and who may require immediate professional nursing services.
 	
   3. Nursing-Dependent: Are students who have an unstable or life-threatening health condition and who require daily, direct, and continuous professional nursing services.
 	
☐ Staff and school administrators, in partnership with school nurses, or other school health providers, should work with interdisciplinary teams to address individual student needs. The school registered nurse (RN) is responsible for nursing care provided to individual students as outlined in ODE guidance and state law:
 	
   • Communicate with parents and health care providers to determine return to school status and current needs of the student.
 	
   • Coordinate and update other health services the student may be receiving in addition to nursing services. This may include speech language pathology, occupational therapy, physical therapy, as well as behavioral and mental health services.
 	
   • Modify Health Management Plans, Care Plans, IEPs, or 504 or other student-level medical plans, as indicated, to address current health care considerations.
 	
   • The RN practicing in the school setting should be supported to remain up to date on current guidelines and access professional support such as evidence-based resources from the Oregon School Nurses Association.
 	
   • Service provision should consider health and safety as well as legal standards.
 	
   • Work with an interdisciplinary team to meet requirements of ADA and FAPE.
 	
   • High-risk individuals may meet criteria for exclusion during a local health crisis.
 	
   • Refer to updated state and national guidance and resources such as:
      o US Department of Education Supplemental Fact Sheet: Addressing the Risk of COVID-19 in Preschool, Elementary and Secondary Schools While Serving Children with Disabilities from March 21, 2020.
      o ODE guidance updates for Special Education. Example from March 11, 2020.
      o OAR 581-015-2000 Special Education, requires districts to provide 'school health services and school nurse services' as part of the 'related services' in order 'to assist a child with a disability to benefit from special education'.
      o OAR 333-019-0010 Public Health: Investigation and Control of Diseases: General Powers and Responsibilities, outlines authority and responsibilities for school exclusion.
	office personnel, bus drivers, maintenance workers, teachers and administrative faculty to self-identify as vulnerable or part of a vulnerable household.
	
	   • Redeployed options may include:
	      o On-line instruction and tutoring.
	      o Maintenance, custodial and office work that limits or does not include person to person contact.
	
	   • Leave options
	
	Students
	
	   • All students identified as vulnerable either by a physician or parent/guardian will be provided an educational plan designed to meet their learning needs. This plan may include; education packets, online assignments, and individual online tutoring services.
	
	   • Students with special instruction or disability needs will continue to receive specially designed instruction.
	
	   • Students with speech/ language needs will continue to receive speech services.
	
	Visitors/Volunteers/Parents/Guests
	
	   • Adults in schools are limited to essential personnel only.
	
	   • Visitors and volunteers (including parents) will be unable to work in school or complete other volunteer activities that require in person interaction, at this time.

OHA/ODE Requirements	Hybrid/Onsite Plan

☐ Establish a minimum of 35 square feet per person when determining room capacity. Calculate only with usable classroom space, understanding that desks and room set-up will require use of all space in the calculation.
☐ Support physical distancing in all daily activities and instruction, striving to maintain at least six feet between individuals.
☐ Minimize time standing in lines and take steps to ensure that six feet of distance between students is maintained, including marking spacing on floor, one-way traffic flow in constrained spaces, etc.
☐ Schedule modifications to limit the number of students in the building (e.g., rotating groups by days or location, staggered schedules to avoid hallway crowding and gathering).
☐ Plan for students who will need additional support in learning how to maintain physical distancing requirements. Provide instruction; don't employ punitive discipline.
	Overall:
	• Remove extra furniture to increase room capacity.
	• Remove fabric covered furniture.
	• Assign seating to maximize physical distancing and minimize physical interaction.
	• Split classes when able to meet capacity.
	• Install table partitions on classroom desks and tables in rooms when distancing is limited by poor space configuration.
	• Individually walk each elementary class to and from recess to maintain separate cohort transition.
	• Develop special schedule to accommodate for limited spacing in music, library, art and other electives where it is necessary.
	• Develop special scheduling to limit number of students during passing time in hallways.
	• Provide enough time for cleaning and sanitizing between cohorts in PE and music .
	• Provide enough time for low mingle uniform change and transition from PE to regular ed.
	• Review and develop schedule to accommodate location assignment for special education instruction to ensure 6ft distancing.
	• Continue online speech services.
	• Expand lunch room areas to accommodate for distancing.
	• Develop cohort groups for locker room use before and after PE.
	• Close locker rooms to maintain distancing during after school events.
	
	Classroom capacity in all School Buildings:
	• **Elementary School**
	   o 2 Kindergarten rooms 810 sq ft: 23 occupant limit
	   o 1 First grade room: 729 sq ft: 21 occupant limit
	   o 1 Second grade room: 729 sq ft: 21 occupant limit
	   o 2 Third grade rooms: 729 sq ft: 21 occupant limit
	   o 1 Fourth grade room: 729 sq ft: 21 occupant limit
	   o 1 Fifth grade room: 729 sq ft: 21 occupant limit
	   o 1 Music room: 702 sq ft: 20 occupant limit
	   o Elementary Gym/cafeteria: 4,000 sq ft: 114 occupant limit
	• **Middle School**
	   o Room B5 – 910 sq ft: 26 occupant limit
	   o Room B6 – 729 sq ft: 21 occupant limit
	   o Room B7 – 729 sq ft: 21 occupant limit
	   o Room B12 – 572 sq ft 16 occupant limit
	   o Room B13 – 650 sq ft: 19 occupant limit
	• **High School**
	   o Room A1 – 812 sq ft: 23 occupant limit
	   o Room A2 – 812 sq ft: 23 occupant limit
	   o Room A3 – 812 sq ft: 23 occupant limit
	   o Room A4 – 812 sq ft: 23 occupant limit
	   o Room M2 – 806 sq ft: 23 occupant limit
	   o Room M3 – 806 sq ft: 23 occupant limit
	   o Room M4 – 806 sq ft: 23 occupant limit
	   o Room M5 – 806 sq ft: 23 occupant limit
	   o ARC8 – 720 sq ft: 21 occupant limit
	   o ARC9 – 720 sq ft: 21 occupant limit
	   o Weight RM – 900 sq ft: 26 occupant limit
	   o Music RM – 900 sq ft: 26 occupant limit
	   o Gymnasium – 11,960 sq ft: 342 occupant limit
	   o Locker RMs – 400 sq ft: 12 occupant limit
	   o Team RMs – 240 sq ft: 7 occupant limit

OHA/ODE Requirements	Hybrid/Onsite Plan
	o MS/HS/Cafeteria Library – 1,406 sq ft: 40 occupant limit **Note:** All school schedules will maximize cohort groupings and maintain class size to occupancy limit (teacher included in the count) and table partitions will be installed in rooms where distancing is limited due to physical room configuration.

1d. COHORTING

OHA/ODE Requirements	Hybrid/Onsite Plan

☐ Where feasible, establish stable cohorts: groups should be no larger than can be accommodated by the space available to provide 35 square feet per person, including staff.
    • The smaller the cohort, the less risk of spreading disease. As cohort groups increase in size, the risk of spreading disease increases.
☐ Each school must have a system for daily logs to ensure contract tracing among the cohort (see section 1a of the *Ready Schools, Safe Learners* guidance).
☐ Minimize interaction between students in different stable cohorts (e.g., access to restrooms, activities, common areas). Provide access to All Gender/Gender Neutral restrooms.
☐ Cleaning and wiping surfaces (e.g., desks, door handles, etc.) must be maintained between multiple student uses, even in the same cohort.
☐ Design cohorts such that all students (including those protected under ADA and IDEA) maintain access to general education, grade level learning standards, and peers.
☐ Staff who interact with multiple stable cohorts must wash/sanitize their hands between interactions with different stable cohorts.
	Preschool classrooms adhere to Oregon Health Authorities guidelines
	    • 1:10 student teacher ratio
	    • Same cohort of students all day
	    • In addition to two full time classes – Two half day morning sessions will be provided:
	        o Two day cohort of 10 students
	        o Three day cohort of 10 students
	
	Kindergarten through 5th grade
	    • These grade-level cohorts are maintained throughout the school year.
	    • School schedule maintains cohort groupings by grade level for PE, recess, lunch, music and library.
	    • School schedule maintains cohort groupings and staggered scheduling for drop off and pick up.
	Middle and High School
	    • During core instruction cohort groups by grade level/course are maintained as much as possible. The contact tracing log will be updated when a change is made to the cohort group.
	
	Middle and High School Lunch
	    • Students will be dismissed by cohort classroom groups to retrieve lunches and walk to commons lunch area.
	    • Individually prepared lunches will be provided in the student store for those students who order lunch.
	    • The lunch schedule will include two separate serving and eating times to accommodate distancing.
	    • Assigned seating during lunch will be provided in the commons area used for lunch.
	    • Two additional classrooms will be used to accommodate distancing as needed during lunch.
	    • The lunch area will be cleaned after each use.
	
	Special services
	    • Stable groupings are maintained as much as possible (tracing logs will be updated in the event of a change in the group).
	    • Speech services will be provided individually online.
	
	Transportation
	    • Limited to stable groups.
	    • Update contact-tracing logs are required for each run.

1e. PUBLIC HEALTH COMMUNICATION

OHA/ODE Requirements	Hybrid/Onsite Plan

☐ Develop a letter or communication to staff to be shared at the start of on-site instruction and at periodic intervals explaining infection control measures that are being implemented to prevent spread of disease.
    • Consider sharing school protocols themselves.
	The following documents will be created to provide communication for staff, community, students and families:
	    • Letter to families: Infection control measures being implemented to prevent the spread of disease.

OHA/ODE Requirements	Hybrid/Onsite Plan

☐ Develop protocols for communicating with students, families and staff who have come into close contact with a confirmed case.
   • Consult with your LPHA on what meets the definition of "close contact."
☐ Develop protocols for communicating immediately with staff, families, and the community when a new case(s) of COVID-19 is diagnosed in students or staff members, including a description of how the school or district is responding.
☐ Provide all information in languages and formats accessible to the school community.
	• Letter to staff: Stay home when ill and return to work protocols.
	• Develop a protocol that includes:
	   o Reporting diagnosed cases within the school community with CDC and Local Health Authorities.
	   o Communicating with students, families and staff who have come into close/sustained contact with a confirmed case.
	   o Communicating a diagnosed case within the school community with staff and families.
	   o Publish protocols on website.

1f. ENTRY AND SCREENING

OHA/ODE Requirements	Hybrid/Onsite Plan

☐ Direct students and staff to stay home if they, or anyone in their homes or community living spaces, have COVID-19 symptoms. COVID-19 symptoms are as follows:
   • Primary symptoms of concern: cough, fever or chills, shortness of breath, or difficulty breathing.
   • Note that muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose are also symptoms often associated with COVID-19, but are not enough in isolation to deny entry. More information about COVID-19 symptoms is available from CDC.
   • In addition to COVID-19 symptoms, students should be excluded from school for signs of other infectious diseases, per existing school policy and protocols. See pages 9-12 of OHA/ODE Communicable Disease Guidance.
   • Emergency signs that require immediate medical attention:
      o Trouble breathing
      o Persistent pain or pressure in the chest
      o New confusion or inability to awaken
      o Bluish lips or face
      o Other severe symptoms
☐ Screen all students and staff for symptoms on entry to bus/school every day. This can be done visually and/or with confirmation from a parent/caregiver/guardian.
   • Anyone displaying or reporting the primary symptoms of concern must be isolated (see section 1i of the *Ready Schools, Safe Learners* guidance) and sent home as soon as possible.
   • They must remain home until 72 hours after fever is gone (without use of fever reducing medicine) and other symptoms are improving.
☐ Follow LPHA advice on restricting from school any student or staff known to have been exposed (e.g., by a household member) to COVID-19 within the preceding 14 calendar days.
☐ Staff or students with a chronic or baseline cough that has worsened or is not well-controlled with medication should be excluded from school. Do not exclude staff or students who have other symptoms that are chronic or baseline symptoms (e.g., asthma, allergies, etc.) from school.
☐ Hand hygiene on entry to school every day: wash with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol.
	Screening of Students:
	Students will be visually screened by the staff. When the screening indicates that a student may be symptomatic, the student is directed to the office. * Following established protocol from the CDP. (Screening will include updating the cohort or individual student logs.)
	
	Prior to Entry
	• Parents will screen their own children for symptoms and keep them home if symptoms are present.
	• Ongoing communication reminding parents of expectations and procedures will be provided.
	• Parents will follow illness protocol provided by the school:
	   o Students will stay home 24 hours after flu symptoms (vomiting, diarrhea, and/or fever are no longer present).
	   o Students will stay home 24 hours after fever is gone (without the use of fever reducing medications).
	   o Students exposed to COVID 19 or living with a household member exposed to COVID 19 will remain home for 14 calendar days and until symptoms; fever, cough, shortness of breath, sore throat, headache are not present.
	
	Entry
	• Parents and students will remain in their cars until school doors open at 7:50 am.
	• Administrative staff will provide visual screening for symptoms at the entrance of each building.
	• When a screening indicates that a student may be symptomatic, the student is directed to the office. *Procedure from CDP is followed.
	• Teachers will be in classrooms by 7:50 am.
	• Students will use hand sanitizer station at the entrance of each school when first entering the building or their classroom.
	• Students will walk directly to their classroom/first period class.
	• Students arriving by bus will be screened according to CDP protocols for transportation.
	
	Start and End Time
	• Staggered start and end times will be implemented:
	   o Middle/High School 8:00 am start/3:05 pm end
	   o Elementary School 8:05 am start/2:35 pm end
	   o Bus rider dismissal 2:35 am

OHA/ODE Requirements	Hybrid/Onsite Plan
	○ Sibling in low elementary dismissal 2:35 pm **Screening of Staff:** • Staff are required to report when they may have been exposed to COVID 19. • Staff are required to report to the school administrator when they have symptoms of COVID 19.. • Staff members are not responsible for screening other staff members for symptoms. **Note:** Students or staff are not excluded from school for a cough, watering eyes or runny nose that is a miner or present due to asthma, allergies, etc. • Parent/guardians can provide information regarding existing conditions that cause coughing. This documentation can be utilized for the purpose of screening. Coughs that are not worsening are not considered symptomatic of COVID 19.

1g. VISITORS/VOLUNTEERS

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Restrict non-essential visitors. Only allow visitors if six feet of physical distance between all people can be maintained. ☐ Visitors must wash or sanitize their hands upon entry and exit. ☐ Visitors must wear face coverings in accordance with local public health authority and CDC guidelines. ☐ Screen all visitors for symptoms upon every entry. Restrict from school property any visitor known to have been exposed to COVID-19 within the preceding 14 calendar days.	Visitors/Volunteers/Parents will be unable to work in the schools, or complete other volunteer activities that require in person interaction. • Adults in schools are limited to essential personnel only.

1h. FACE COVERINGS, FACE SHIELDS, AND CLEAR PLASTIC BARRIERS

OHA/ODE Requirements	Hybrid/Onsite Plan

☐ Face coverings or face shields for:
 • Staff who are regularly within six feet of students and/or staff
  ○ This can include staff who support personal care, feeding, or instruction requiring direct physical contact.
  ○ Staff who will sustain close contact and interactions with students.
 • Bus drivers.
 • Staff preparing and/or serving meals.
☐ Face shields or clear plastic barriers for:
 • Speech Language Pathologists, Speech Language Pathology Assistants, or other adults providing articulation therapy.
 • Front office staff.
☐ Face masks for school RNs or other medical personnel when providing direct contact care and monitoring of staff/students displaying symptoms. School nurses should also wear appropriate Personal Protective Equipment (PPE) for their role.
☐ **Students who choose not to wear face coverings must be provided access to instruction.**
☐ **ADA accommodations:** If a staff member requires an accommodation for the face covering or face shield requirements, districts and schools should work to limit the staff member's proximity to students and staff to the extent possible to minimize the possibility of exposure.
	Face shields
	Face shields will be provided for all staff who are unable to maintain distancing while performing their job specific responsibilities.
	• Face shields are required for the following staff and will be provided:
	 ○ Bus drivers
	
	Protective barriers
	Protective barriers are required for front office personnel and will be installed.
	
	Face coverings
	Face coverings are recommended for all staff and will be provided but not required.
	
	• Face coverings are required for the following staff and will be provided:
	 ○ Food service personnel
	• Face coverings cannot be required for use by children and should never prohibit or prevent access to instruction or activities.
	• Face coverings for staff moving about the campus is highly recommended but not required.

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Protocols for surveillance COVID-19 testing of students and staff, as well as exclusion and isolation protocols for sick students and staff whether identified at the time of bus pick-up, arrival to school, or at any time during the school day. ☐ Protocols for assessment of students, as well as exclusion and isolation protocols for sick students and staff identified at the time of arrival or during the school day. 　　• Work with school nurses, health care providers, or other staff with expertise to determine necessary modifications to areas where staff/students will be isolated. 　　• Consider required physical arrangements to reduce risk of disease transmission. 　　• Plan for the needs of generally well students who need medication or routine treatment, as well as students who may show signs of illness. ☐ Students and staff who report or develop symptoms must be isolated in a designated isolation area in the school, with adequate space and staff supervision and symptom monitoring by a school nurse, other school-based health care provider or school staff until they are able to go home. Anyone providing supervision and symptom monitoring must wear appropriate face covering or face shields. 　　• School nurse and health staff in close contact with symptomatic individuals (less than 6 feet) should wear a medical-grade face mask. Other Personal Protective Equipment (PPE) may be needed depending on symptoms and care provided. Consult a nurse or health care professional regarding appropriate use of PPE. Any PPE used during care of a symptomatic individual should be properly removed and disposed of prior to exiting the care space, and hands washed after removing PPE. 　　• If able to do so safely, a symptomatic individual should wear a face covering. 　　• To reduce fear, anxiety, or shame related to isolation, provide clear explanation of procedures, including use of PPE and handwashing. ☐ Establish procedures for safely transporting anyone who is sick to their home or to a health care facility. ☐ Staff and students who are ill must stay home from school and must be sent home if they become ill at school, particularly if they have COVID-19 symptoms. 　　• Symptomatic staff or students should seek COVID-19 testing from their regular physician or through the local public health authority. 　　• If they have a positive COVID-19 viral (PCR) test result, the person should remain home for at least 10 days after illness onset and 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving. 　　　　o Alternatively, a person who had a positive viral test may return to school when they have received two subsequent negative COVID-19 viral tests at least 24 hours apart and 72 hours have passed since fever is gone, without use of fever reducing medicine, and other symptoms are improving 　　• If they have a negative COVID-19 viral test (and if they have multiple tests, all tests are negative), they should remain home until 72 hours after fever is gone, without	• Each school principal (or designee) will refer to CDP for isolation guidelines. • Administrative personnel will connect with school office personnel on updates for plan and isolation measures taken. • Students who become ill at school with excludable symptoms will remain at school supervised by office staff until parents can pick them up in the designated isolation area. • Staff supervising a student in isolated area should wear a facial covering and maintain physical distancing. • Staff will maintain student confidentiality as appropriate. • Daily logs must be maintained containing the following: 　　o Name of student sent home for illness, cause of illness, time of onset, as per designated communicable disease surveillance logs and 　　o Name of students visiting the office for symptoms, even if not sent home, as per routine health logs. • Students and staff isolated and sent home with symptoms of COVID-19 should be checked by their health provider. • Staff and students with known or suspected COVID-19 cannot remain at school. They must leave as soon as the parent/guardian or designated person is able to pick them up. They will not be allowed to return until after their symptoms are resolved and they are physically ready to return to school. In no case can they return before: 　　o 14 calendar days after exposure. 　　o Symptoms have been resolved for 72 hours without the use of anti-fever medications.

OHA/ODE Requirements	Hybrid/Onsite Plan
use of fever reducing medicine, and other symptoms are improving. • If they do not undergo COVID-19 testing, the person should remain home until 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving. ☐ Involve school nurses, School Based Health Centers, or staff with related experience (Occupational or Physical Therapists) in development of protocols and assessment of symptoms (where staffing exists). ☐ Record and monitor the students and staff being isolated or sent home for the LPHA review.	

2. Facilities and School Operations

Some activities and areas will have a higher risk for spread (e.g., band, choir, science labs, locker rooms). When engaging in these activities within the school setting, schools will need to consider additional physical distancing or conduct the activities outside (where feasible). Additionally, schools should consider sharing explicit risk statements for higher risk activities (see section 5f of the *Ready Schools, Safe Learners* guidance).

2a. ENROLLMENT

OHA/ODE Requirements	Hybrid/Onsite Plan

☐ Enroll all students following the standard Oregon Department of Education guidelines.
☐ Do not disenroll students for non-attendance if they meet the following conditions:
    • Are identified as high-risk, or otherwise considered to be part of a population vulnerable to infection with COVID-19, or
    • Have COVID-19 symptoms for 10 consecutive school days or longer.
☐ Design attendance policies to account for students who do not attend in-person due to student or family health and safety concerns.
	• All students will be enrolled following the schools enrollment policies and the Oregon Department of Education guidelines.
	• No student will be dropped from enrollment due to COVID-19:
	    o Are identified as vulnerable, or otherwise considered to be part of a population vulnerable to infection with COVID-19.
	    o Have COVID-19 symptoms for the past 14 days.

2b. ATTENDANCE

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ **On-Site school students**: Full-time and part-time students follow normal reporting policy and procedures. ☐ **Full-Time Online and/or Hybrid school students**: Full-time students who are enrolled in school and taking online and/or hybrid courses only are reported on an FTE basis using a standard record (ADMProgTypCd = 01) as identified in the Oregon Cumulative Average Daily Membership (ADM) Manual. This is an existing policy previously used in the online setting. As such, there should not be any need to reprogram student information systems to accommodate for this change and the addition of the hybrid setting. • Note: Because the students in the online and/or hybrid setting do not regularly attend classes at the district facilities, the standard procedures for recording student days present and days absent cannot be effectively applied to those students. This will reduce accuracy of attendance data for the state while this is in effect.	• Attendance policies and plans will encourage staff and students to stay home if they are ill. • Attendance will be taken at the beginning of each day in elementary, and at the beginning of each class period in middle and high school. • Teachers will notify the building secretary when a student is not present. • The building secretary will notify the principal when the absence rate has increased by 20%. • The building principal will report the increase to the superintendent. • Teachers will use the health screening surveillance spreadsheet to document students with respiratory illness.

OHA/ODE Requirements	Hybrid/Onsite Plan
• For the purposes of this section, please use the following definition and clarification: **Online and/or Hybrid Check-in:** The responsibility of taking attendance must be performed by the teacher of record. "Check-ins" with appropriately licensed instructional staff are two-way communications between the student and the teacher. A check-in does not include a student leaving a message on an answering machine or sending an email that does not receive a response from the appropriately licensed instructional staff by the end of the next school day. • The student must check-in **at least** twice a week with their teacher(s) of record on **at least** two separate weekdays in order to be counted as present for all five days of that week. • If the student only checks in once during the week, the student must be counted as absent for half of the scheduled week (2.5 days, if there are 5 days scheduled in the week). • The student must be counted as absent for the entire week (5 days, if there are 5 days scheduled in the week) if they do not report in at all during the week. • Note: If a district schedule is based on a 4-day school week, the student would still need to check in twice a week as described above in order to be counted as present for the entire week (4 days) and once a week to be counted as present for half of the week (2 days). • Days in attendance may not be claimed for days in which the student did not have access to appropriately licensed instructional staff. The purpose of the rule regarding checking in with the teacher of record is to assure that the teacher can evaluate whether the student is making adequate progress in the course and the student has additional guaranteed opportunities to engage with a teacher. The responsibility of taking attendance must be performed by the teacher of record, not another staff member (e.g., the registrar or school secretary). ☐ **Part-time students receiving online and/or hybrid instruction (not college courses):** Students who are not enrolled full-time and are taking online and/or hybrid courses offered by the school district or charter school are reported as large group instruction (program type 4), unless they are an ESD-registered homeschooled or private school student receiving supplemental coursework in public school, which are reported as shared time (program type 9). The district may count up to 1 hour per day per course taken, provided appropriately licensed teachers for the coursework taken, are available and accessible to the student during regular business hours on each school day to be claimed. Because this is online and/or hybrid instruction, attendance is based on check-ins with the student's appropriately licensed teacher(s) of record at least two times (on different days) during the school week.	

2c. TECHNOLOGY

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Update procedures for district-owned devices to match cleaning requirements (see section 2d of the *Ready Schools, Safe Learners* guidance). ☐ Procedures for return, inventory, updating, and redistributing district-owned devices must meet physical distancing requirements.	• A plan for distributing school owned devices to students in middle and high school will be developed to accommodate distancing. • A plan to provide Chromebook training for new students in middle and high school will be developed to accommodate distancing. • Devices brought in for repair will be cleaned and sanitized, • Continue Google Classroom training for elementary staff to

OHA/ODE Requirements	Hybrid/Onsite Plan
	facilitate continuous learning experiences that occur on-site and in distance learning (off-site). • Plan for adequate technology at home for off-site instruction. • Review technology policies and data privacy policies and update if needed.

2d. SCHOOL SPECIFIC FUNCTIONS/FACILITY FEATURES

OHA/ODE Requirements	Hybrid/Onsite Plan

☐ **Handwashing:** All people on campus should be advised and encouraged to wash their hands frequently.
☐ **Equipment:** Develop and use sanitizing protocols for all equipment used by more than one individual or purchase equipment for individual use.
☐ **Events:** Cancel, modify, or postpone field trips, assemblies, athletic events, practices, special performances, school-wide parent meetings and other large gatherings to meet requirements for physical distancing.
☐ **Transitions/Hallways:** Limit transitions to the extent possible. Create hallway procedures to promote physical distancing and minimize gatherings.
☐ **Personal Property**: Establish policies for personal property being brought to school (e.g., refillable water bottles, school supplies, headphones/earbuds, cell phones, books, instruments, etc.). If personal items are brought to school, they must be labeled prior to entering school and use should be limited to the item owner.
	● **Hand Washing:** All students will have access to hand sanitizing stations at the entrance of each building and inside the classroom. Opportunity to wash hands prior to lunch/breaks/ recess/snack times, etc. will be provided as well as time for frequent hand washing throughout the day.
	
	● **Equipment:** All classroom supplies and PE equipment will be cleaned and sanitized before use by other students or cohort groups.
	
	● **Events:** Physical field trips will be discontinued. This will be reassessed at the semester. All assemblies, special performances, school-wide parent meetings and other large gatherings will be discontinued or held in a virtual format, or designed in a manner that allows appropriate physical distancing to be maintained throughout the event.
	
	● **Transitions/Hallways:** Hallway traffic direction signs to show travel flow.
	
	  ○ **Classroom line up:** Students line up in cohort classes outside and in the gym in designated areas, keeping 3ft distance between themselves and the next cohort group.
	
	  ○ Line up areas marked with visual cues to indicate adequate physical distance.
	
	● **Personal Property**: Personal items outside of school supplies are allowed. Approved items include water bottle, school supplies, cell phone, personal head phones, instruments, personal books. Personal items must be labeled and not shared with others.
	
	● **Restrooms:** A restroom schedule by cohort will be created in the elementary school to alleviate wait and large groups. Middle/high cohorts will be assigned specific restrooms. Floor markings outside the restroom will provide visual cues to indicate adequate physical distance when waiting. If these measures cannot be maintained, the restrooms will be cleaned multiple times throughout the day.

2e. ARRIVAL AND DISMISSAL

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Physical distancing, stable cohorts, square footage, and cleaning requirements must be maintained during arrival and dismissal procedures. ☐ Create schedule(s) and communicate staggered arrival and/or dismissal times. ☐ Assign students or cohorts to an entrance; assign staff member(s) to conduct visual screenings (see section 1f of the *Ready Schools, Safe Learners* guidance).	**Staggered drop-off and pick-up** times by cohort and grade level. • In order to maintain distancing, parents and students will remain in their cars until school doors open at 7:50 am. • Preschool students will sign-in in the designated area 8:15 am – 8:30 am • Elementary students will walk directly to their classroom on arrival and attendance will be taken.

OHA/ODE Requirements	Hybrid/Onsite Plan

☐ Develop sign-in/sign-out protocol to help facilitate contact tracing:
    • Eliminate shared pen and paper sign-in/sign-out sheets.
    • Ensure hand sanitizer is available if signing children in or out on an electronic device.
☐ Install hand sanitizer dispensers near all entry doors and other high-traffic areas.
☐ Establish and clearly communicate procedures for keeping caregiver drop-off/pick-up as brief as possible.
	• Middle and high school will walk directly to their first period class on arrival and attendance will be taken in first period classroom.
	
	Staggered start and end times will be implemented:
	    • Middle/High School 8:00 am start/3:05 pm end
	    • Elementary School 8:05 am start/2:35 pm end
	    • Bus rider dismissal 2:35 am
	    • Middle/High students with sibling in elementary will dismissal 2:35 pm
	
	Visual Screening
	    • Administrative staff will provide visual screening for symptoms at the entrance of each building.
	    • When a screening indicates that a student may be symptomatic, the student is directed to the office. *Procedure from CDP is followed.
	    • Teachers will be in classrooms by 7:50 am.
	    • Students will use hand sanitizer station at the entrance of each school when first entering the building.
	    • Students arriving by bus will be screened according to CDP protocols for transportation.
	
	Contact Tracing
	    • Additional measures will be added to regular attendance protocol to help facilitate contact tracing. This will be done by the teachers online through FACTS (the school information system).

2f. CLASSROOMS/REPURPOSED LEARNING SPACES

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ **Seating:** Rearrange student desks and other seat spaces to at least six feet apart; assign seating so students are in the same seat at all times. ☐ **Materials:** Avoid sharing of community supplies when possible (e.g., scissors, pencils, etc.). Clean these items frequently. Provide hand sanitizer and tissues for use by students and staff. ☐ **Handwashing:** Remind students through signage and regular reminders from staff of the utmost importance of hand hygiene and respiratory etiquette. Respiratory etiquette means covering coughs and sneezes with an elbow or a tissue. Tissues should be disposed of and hands washed or sanitized immediately. • Wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol.	• **Seating:** Rearrange tables and desks to (minimum) 3 feet apart; assign seating so students are in the same seat at all times. • **Materials:** Each classroom will limit sharing of community supplies. If needed to share, these items will be cleaned frequently. Hand sanitizer and tissues will be available for use by students and staff. • **Hand Washing:** Age appropriate signage will be posted and staff will provide regular reminders. • **Furniture:** All soft fabric furniture and soft seating will be removed or covered with easy cleaning material. • **Classroom Procedures:** All students will be provided a cubby or alternative storage space for individual belongings. Hall passes and other permanent use items by cohort will be discontinued or sanitized between each use. • **Seating:** Each class and hallway will have visual aids (floor cues, tape, etc.) to indicate traffic flow and appropriate spacing, assigned seating areas. • **Environment:** When possible, windows will be open in the classroom before students arrive and after students leave. Each classroom will hold classes outside when possible and encourage students to spread out.

2g. PLAYGROUNDS, FIELDS, RECESS, AND BREAKS

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Keep school playgrounds closed to the general public until park playground equipment and benches reopen in the community (see Oregon Health Authority's [Specific Guidance for Outdoor Recreation Organizations](#)). ☐ Students must wash hands before and after using playground equipment. ☐ Designate playground and shared equipment solely for the use of one cohort at a time. Disinfect between sessions and between each group's use. ☐ Cleaning requirements must be maintained (see section 2j of the *Ready Schools, Safe Learners* guidance). ☐ Maintain physical distancing requirements, stable cohorts, and square footage requirements. ☐ Provide signage and restrict access to outdoor equipment (including sports equipment, etc.). ☐ Design recess activities that allow for physical distancing and maintenance of stable cohorts. ☐ Clean all outdoor equipment between cohorts.	• Campus will remain closed to public use (playground, track, and athletic fields). Signs will be used to share this information with the public. • All playground structures will be disinfected daily and in between use. • Playground supplies will be disinfected between each use and supplies designated specifically to each cohort will be used as much as possible. • A schedule that supports individual cohort and decreased size on playground during recess will be created. • Morning break will be discontinued for middle/high.

<h3 style="text-align:center">2h. MEAL SERVICE/NUTRITION</h3>

OHA/ODE Requirements	Hybrid/Onsite Plan

☐ Include meal services/nutrition staff in planning for school reentry.
☐ Staff serving meals must wear face shields or face covering (see section 1h of the *Ready Schools, Safe Learners* guidance).
☐ Students must wash hands before meals and should be encouraged to do so after.
☐ Appropriate daily cleaning of meal items (e.g., plates, utensils, transport items) in classrooms where meals are consumed.
☐ Cleaning and sanitizing of meal touch-points and meal counting system between stable cohorts.
☐ Adequate cleaning of tables between meal periods.
	Preschool
	• Preschool students will bring their own lunch and eat in the designated area inside the elementary gymnasium.
	• Assigned table seating will be provided by cohort.
	• Preschool cohort groups will eat/recess alternate of each other.
	• Preschool will recess on designated playground.
	• Playground equipment will be disinfected between use.
	
	Elementary
	• Individual lunches will be prepared by food service personnel and delivered to the cohort groups for lunch.
	• Elementary students will eat in designated eating area inside elementary gymnasium.
	• Assigned seating will be provided.
	• Staggered lunch schedule will be implemented for cohort/grade level groups.
	• Elementary students will be given 15 minutes to eat and 15 minutes to play outside.
	• Each cohort group will be directed by recess staff to enter and exit for lunch recess in a traffic flow that maintains distancing.
	• As appropriate, large doors in elementary gym will remain open during lunch.
	
	Middle/High
	• Staggered lunch schedule will be implemented for middle and high school students.
	• Individual lunches will be prepared by food service personnel for middle and high school.
	  o Grade level cohort groups with lunch from home will be directed to take their lunch to the designating eating area.
	  o Grade level cohorts groups purchasing school lunch will be directed to pick up their lunch and go to the designated eating area.
	  o Assigned seating will be provided to maintain distance while eating.
	  o Eating area will be disinfected between cohort

OHA/ODE Requirements	Hybrid/Onsite Plan
	groups. o When finished eating, students will be encouraged to go outside. o Cohorts will be encouraged to maintain physical distancing during break period after lunch.

2i. TRANSPORTATION

OHA/ODE Requirements	Hybrid/Onsite Plan

☐ Include transportation departments (and associated contracted providers, if used) in planning for return to service.
 	
☐ Buses are cleaned frequently. Conduct targeted cleanings between routes, with a focus on disinfecting frequently touched surfaces of the bus (see section 2j of the *Ready Schools, Safe Learners* guidance).
 	
☐ Develop protocol for loading/unloading that includes visual screening for students exhibiting symptoms and logs for contact-tracing.
    • If a student displays symptoms, provide a face shield or face covering and keep student at least six feet away from others. Continue transporting the student.
        o If arriving at school, notify staff to begin isolation measures.
        o If transporting for dismissal and the student displays an onset of symptoms, notify the school.
 	
☐ Consult with parents/guardians of students who may require additional support (e.g., students who experience a disability and require specialized transportation as a related service) to appropriately provide service.
 	
☐ Drivers wear face shields or face coverings.
 	
☐ Inform parents/guardians of practical changes to transportation service (i.e., physical distancing at bus stops and while loading/unloading, potential for increased route time due to additional precautions, sanitizing practices, and face coverings).
	• Each bus driver will :
	    o Visually screen students for illness.
	    o Maintain logs for contact-tracing.
	    o Wear face shield when boarding and exiting students (shield may be removed when driving).
	    o Maintain 3ft distancing between students
	    o Meet with parent/guardian to create a plan for students who require additional support due to physical need.
	    o Maintain 6ft distance from students with the exception of when assisting students with special physical needs and screening when necessary.
	    o Clean and sanitize bus between each use.
	    o Bus driver will notify administration of any issues in maintaining distancing expectation on the bus and/or of any student excluded from riding due to illness.
	• Visual cues on floor and other flat areas will be used to remind students of distancing expectations.

2j. CLEANING, DISINFECTION, AND VENTILATION

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Clean, sanitize, and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and shared objects (e.g., toys, games, art supplies) between uses multiple times per day. Maintain clean and disinfected (CDC guidance) environments, including classrooms, cafeteria settings, restrooms, and playgrounds. ☐ Apply disinfectants safely and correctly following labeling direction as specified by the manufacturer. Keep these products away from students. ☐ Operate ventilation systems properly and/or increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and through other methods. Do <u>not</u> use fans if they pose a safety or health risk, such as increasing exposure to pollen/allergies or exacerbating asthma symptoms. For example, do not use fans if doors and windows are closed and the fans are recirculating the classroom air. ☐ Consider the need for increased ventilation in areas where students with special health care needs receive medication or treatments. ☐ Facilities should be cleaned and disinfected at least daily to prevent transmission of the virus from surfaces (see CDC's guidance on disinfecting public spaces).	• All frequently touched surfaces (playground equipment, door handles, sink handles, etc.) and shared objects (toys, games, art supplies, etc.) will be cleaned between uses at least 3 times per day following CDC guidelines. • Ventilation systems will be checked and maintained monthly by maintenance staff. • As appropriate, building windows will be opened prior to the start of the day and at the end of the day to air out buildings.

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Air circulation and filtration are helpful factors in reducing airborne viruses. Consider modification or enhancement of building ventilation where feasible (see CDC's guidance on ventilation and filtration and American Society of Heating, Refrigerating, and Air-Conditioning Engineers' guidance).	

2k. HEALTH SERVCIES

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ OAR 581-022-2220 Health Services, requires districts to "maintain a prevention-oriented health services program for all students" including space to isolate sick students and services for students with special health care needs. ☐ Licensed, experienced health staff should be included on teams to determine district health service priorities. Collaborate with health professionals such as school nurses; SBHC staff; mental and behavioral health providers; physical, occupational, speech, and respiratory therapists; and School Based Health Centers (SBHC).	• Each school will provide age appropriate hand hygiene and respiratory etiquette education. This includes school newsletter and signage in the school setting. • Schools will practice appropriate communicable disease isolation and exclusion measures. • A designated room within each building, close to the office will be provided as an isolation area. • Staff will participate in required health services related training to maintain health services/practices in the school setting. • COVID-19 specific infection control practices for staff and students will be communicated. • Review of student support plan accommodations will be advised to address vulnerable populations. • Immunization communication will be provided to families and flu shot clinic offered on campus per regular routine. • Building secretaries and administrative staff will be trained for screening and isolating procedures. • In addition to the CDP, regular school protocols and procedures for maintaining health for all students will be followed.

3. Response to Outbreak

3a. PREVENTION AND PLANNING

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Coordinate with Local Public Health Authority (LPHA) to establish communication channels related to current transmission level. ☐ Establish a specific emergency response framework with key stakeholders. ☐ When new cases are identified in the school setting, and the incidence is low, the LPHA will provide a direct report to the district nurse, or designated staff, on the diagnosed case(s). Likewise, the LPHA will impose restrictions on contacts.	• Coordinate communication with the Local Public Health Authority. • If the region impacted is in Linn County, Linn County Health Authorities will provide school-centered communication and will potentially host conference calls. • When cases are identified in the local region a response team will be assembled within the district and responsibilities assigned within the school district. • Identify baseline absentee rates to determine if rates have increased by 20% or more. • Temporarily dismiss students attending childcare facilities, and K12 schools of absentee rate increases to 20% or more. • Modify, postpone, or cancel large school events as coordinated with LHD. • Work with LHD to establish timely communication with staff and families. • When novel viruses are identified in the school setting, and the incidence is low, the Local Health Department will provide a direct report to the superintendent on the diagnosed case. Likewise, the LHD will impose restrictions on contacts.

OHA/ODE Requirements	Hybrid/Onsite Plan
	• Establish a specific emergency response framework with key stakeholders. • If school closure is advised by the Local Public Health Department, a consultation should occur with the superintendent to ensure processes are consistent with legal and state directives.

3b. RESPONSE

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Follow the district's or school's outbreak response protocol. Coordinate with the LPHA for any outbreak response. ☐ If anyone who has been on campus is known to have been diagnosed with COVID-19, report the case to and consult with the LPHA regarding cleaning and possible classroom or program closure. ☐ Report to the LPHA any cluster of illness (2 or more people with similar illness) among staff or students. ☐ When cases are identified in the local region, a response team should be assembled within the district and responsibilities assigned within the district. ☐ Modify, postpone, or cancel large school events as coordinated with the LPHA. ☐ If the school is closed, implement Short-Term Distance Learning or Comprehensive Distance Learning models for all staff/students. ☐ Continue to provide meals for students. ☐ Communicate criteria that must be met in order for On-Site instruction to resume and relevant timelines with families.	• Identify baseline absentee rates to determine if rates have increased by 20% or more. • Temporarily dismiss students attending childcare facilities, and K12 students if absentee rate increases to 20% or more. • Modify, postpone, or cancel large school events as coordinated with LPHA. • Work with LPHA to establish timely communication with staff and families. • When novel viruses are identified in the school setting, and the incident is low, the Local Health Department will provide direct report to the district superintendent on the diagnosed case. Likewise, the LPHA will impose restrictions on contacts. • In the event of a closure, the district will initiate **Off-Site Learning Model** and **Schedule**. • The district safety committee will develop clear communication on the criteria that must be met in order for on-site instruction to resume.

3c. RECOVERY AND REENTRY

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Plan instructional models that support all learners in Comprehensive Distance Learning. ☐ Clean, sanitize, and disinfect surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and follow CDC guidance for classrooms, cafeteria settings, restrooms, and playgrounds. ☐ Communicate with families about options and efforts to support returning to On-Site instruction. ☐ Follow the LPHA guidance to begin bringing students back into On-Site instruction. • Consider smaller groups, cohorts, and rotating schedules to allow for a safe return to schools.	• Continue Off-Site instruction model supporting all learners in comprehensive distance learning. • Clean, sanitize, and disinfect all frequently used surfaces inside buildings/outside commons areas and playgrounds following CDC guidelines. • Work with LPHA to create a plan for returning students to campus for on-site learning.

ASSURANCES

This section must be completed by any public school that is providing instruction through On-Site or Hybrid Instructional Models.
Schools providing Comprehensive Distance Learning Instructional Models do not need to complete this section.
This section does not apply to private schools.

☐ We affirm that our school plan has met the requirements from ODE guidance for sections 4, 5, 6, 7, and 8 of the *Ready Schools, Safe Learners* guidance.

☐ We affirm that we cannot meet all of the ODE requirements for sections 4, 5, 6, 7 and/or 8 of the *Ready Schools, Safe Learners* guidance at this time. We will continue to work towards meeting them and have noted and addressed which requirement(s) we are unable to meet in the table titled "Assurance Compliance and Timeline" below.

4. Equity

5. Instruction

6. Family and Community Engagement

7. Mental, Social, and Emotional Health

8. Staffing and Personnel

Assurance Compliance and Timeline

If a district/school cannot meet the requirements from the sections above, provide a plan and timeline to meet the requirement.

List Requirement(s) Not Met	Provide a Plan and Timeline to Meet Requirements *Include how/why the school is currently unable to meet them*