OREGON DEPARTMENT OF EDUCATION

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Alternative Pathways/TRiO Program

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	Alternative Pathways/TRiO Multnomah Education Service District
Key Contact Person for this Plan	Geof Garner
Phone Number of this Person	503 752 8968
Email Address of this Person	ggarner@mesd.k12.or.us
Sectors and position titles of those who informed the plan	MESD TRIO Program Manager, Geof Garner MESD TRIO Collage Advocate, Alice Beseau MESD TRIO College Advocate, Lori Thompson MESD TRIO STEM Coordinator, Kim Higley MESD Health Nurse, Christy Fawcett
Local public health office(s) or officers(s)	Multnomah County Health Department

Draft 2: 8/4/20

[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.

	Multnomah ESD School Health Services
Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements	Geof Garner
Intended Effective Dates for this Plan	August 15, 2020 - June 30, 2021
ESD Region	Multnomah Education Service District

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.

- July 7, 2020 Community Partners Stakeholder Conversation. Target high schools participated in and gave feedback to questions posed for reopening during and after this initial conversation.
- Homeless and Foster youth program input from New Avenues for Youth is shared on a weekly basis through our liaison and STEM coordinator, Kim Higley.
- LGBTQIA+ student input shared by target school programs and the PAVE Program at New Avenues for Youth with MESD TRIO staff.
- BIPOC student input from target high schools is shared through school/program leadership such as Dawn Joella Jackson at Helensview High School and Allison Adams, Principal Alliance High School.
- Migrant Education feedback is shared by Josue Ramirez and Kristen Sheaffer of the MESD Migrant Education Program.
- Consulted with a MESD School Nurse, Christy Fawcett;
- Developed plans through target schools and programs to engage with parents about COVID-19 related questions;
- Attended reopening sessions and engaged in dialogue with our ODE partners; and
- Met with target high school education program teachers, educational assistants, administrators and administrative assistants.

3. Indicate which instructional model will be used.

Select One: ***NOT Applicable --- This is a program not school.***

☐ **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.

Draft 2: 8/4/2020

* **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.
On July 28, 2020, Oregon Department of Education released updated guidance in coordination with the Oregon Health Authority and the Oregon Governor's office. This guidance provides specific state and county-wide metric requirements for in-person and/or hybrid instruction to occur. Until those metrics are met on a regional and state level, by necessity, we will provide instruction using Comprehensive Distance Learning. This means that we will begin the school year on (insert date) in distance learning mode. When OHA and ODE requirements are met in Multnomah County and Oregon, we will move into a hybrid model approximately two weeks after the indicators are met.

[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.
Our goal is to transition to a hybrid/fully in person instructional model as soon as it is safe to do so. Until then we will be following the guidelines set forth by ODE for Comprehensive Distance Learning. Our CDL model will be loosely based on our model developed in the Spring but with an increased alignment to standards, additional depth of instructional strategies and lessons, a greater focus on equity and additional support for families and students. Information about our Spring Distance Learning Model is available here. Over the next couple of weeks we will be collaborating with our staff, students and families to fully address the needs of our students. Our finalized plan will be available on August 17th that will address all the logistical details. In the meantime we would like to highlight a few key areas of support. Instruction: Please see requirements: https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Learning%20Day%20Overview.pdf Office Hours: Monday through Fridays 9:00AM-12:00PM and 1:00-5:00PM. Communication: Phone, text, email, online meetings. Training for Students/Staff: We will schedule daily training options for students and families during the week leading up to school and the first two weeks of school to provide access that works with family schedules. Equity Focus: Program materials are provided in multiple languages. MESD TRIO College Transition Advocates are prepared to assist all students and families with the technical language associated with FAFSA, college applications, financial literacy, and scholarships to ensure low-income/first-generation students succeed in transitions to postsecondary learning. Online TRIO Training, ODE, MESD, and other educational training will be offered for staff as indicated on our current grant proposal and budget summary.

Draft 2. 8/4/2020

Privacy and Security:
We are working with CTA to ensure that our digital platforms and filters comply with FERPA, COPPA, CIPA, and OSIPA laws.

We are also developing plans in collaboration with CTA to ensure reliable Internet access for every student and every teacher.

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

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.

Site Plans:

MESD TRIO

Depending on student numbers, the College Advocates will be onsite at target schools throughout the week. The College Advocates will meet with students and prospective students one-on-one in the target school space provided. Instruction will be based on a tutorial model and be a mixture of instructional material delivery, review and focused instruction. All instruction will occur with a minimum of 6 feet of distance to the maximum extent possible given the space and security requirements. Both student and College Advocates will use hand sanitizer/wash hands before interacting and both will wear masks.

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Timeline:

The below is a brief overview of timeline activities and due dates (some items were completed before date listed):

- June 18, 2020: Review Blueprint Template
- June 24, 2020: Schedule time with facilities to verify space measurements and to complete a "physical distancing" walk through of spaces
- June 24, 2020: Identify Core Planning Team that includes relevant stakeholders (Teacher, EA, CBO, Nurse).
- June 29, 2020: Convene Core Planning Team to review asks
- June 29, 2020: Send Supply list to School Health for Ordering
- June 30, 2020: Check in with Coordinator to review school plan progress
- July 1, 2020: Share Initial DRAFT with Directors for feedback
- July 7, 2020: Engage Core Planning Team to review asks
- July 7, 2020: Community Based Organization Zoom Feedback Session
- July 7, 2020: Survey Staff
- July 8, 2020: Share DRAFT One with MESD Communications for publishing on website
- July 9, 2020: DRAFT One published on MESD website
- July 10 - 23, 2020: Share DRAFT One link plus feedback form with stakeholders.
- July 23, 2020: Review stakeholder feedback form information
- July 23, 2020: Check in with Coordinators to review school plan progress
- August 2, 2020: Share DRAFT Two with Communications for publishing on website
- August 3, 2020: DRAFT Two published on MESD website
- August 7, 2020: Engage Core Planning Team for final review
- August 12, 2020: Submit Final Plan to Director of Student Services/Assistant Superintendent and Coordinators

Draft 2: 8/4/2020

- August 13, 2020: Director of Student Services share plans with Cabinet
- August 14, 2020: Coordinators submit plans to ODE and Multnomah County Health
- August 15, 2020: FINAL Plan published on MESD website
- September 1, 2020: First Day Back with Staff
- September 8, 2020: First Day Back with Students / School and Instruction Resumes

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 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).	**Policies/Plans:** MESD TRIO follows the MESD Communicable Disease Management Plan as well as the Communicable Disease Guidelines from the Oregon Department of Education and the Oregon Health Authority. **Key People:** COVID-19 Enforcement Leads: Geof Garner School Nurse Lead: Christy Fawcett, RN Contract tracing logs will be kept for each student/cohort **Outbreak plan:** The MESD Outbreak Protocol is outlined in section 3a. **Screening/Isolation:** Visual screening of all students and staff is outlined in 1f. Potentially symptomatic students will be isolated following guidance outlined in 1i. **Contact Tracing:** Each MESD TRIO advocate will maintain a log of all interactions they have in the course of each day and provide to the Multnomah County Health Department as required or needed.

Draft 2: 8/4/2020

☐ 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).	**Outbreak plan:** The MESD Outbreak Protocol is outlined in section3.

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 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.	**Self Identification:** All staff and students are given the opportunity to self-identify as vulnerable or living with a vulnerable family member. **Students:** MESD TRIO staff will follow school site protocol. **Staff:** **MESD TRIO staff will work with school sites to develop plans for this population based on school site plans and student needs.** See the MESD Communicable Disease Plan in section 1a for protocols. **Self Identification:** All staff and students are given the opportunity to self-identify as vulnerable or living with a vulnerable family member. All staff will self-verify each day that they are not showing any symptoms, are fever free and have not had a confirmed exposure in the last 14 days. **Students:** Transition specialists will conduct a visual screen of any student that they interact with. If the student appears to have symptoms, they will notify the school, parent or facility.

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• 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:
  ○ 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.
  ○ ODE guidance updates for Special Education. Example from March 11, 2020.
  ○ 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'.
  ○ OAR 333-019-0010 Public Health: Investigation and Control of Diseases: General Powers and Responsibilities, outlines authority and responsibilities for school exclusion.
	Visitors/Volunteers:
	
	MESD TRIO staff are regularly considered visitors and volunteers by many school sites. Therefore they will abide by that school site's protocols.

1c. PHYSICAL DISTANCING

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.	See the MESD Communicable Disease Plan in section 1a for protocols. MESD TRIO staff will meet with students one-on-one or in small groups. when doing so they will wear masks and maintain 6 ft distance from other staff and students. All students will be encouraged to wear masks. MESD TRIO staff will be given masks and maintain 6 foot distance from other staff and students. MESD TRIO staff will rotate schedules in the MESD TRIO office inside of MESD Ainsworth so that no more than 2 are in there at any time.

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.	See the MESD Communicable Disease Plan in section 1a for protocols. Due to the nature of the service, cohorts will almost exclusively be 1-on-1. MESD TRIOstaff will maintain contact tracing information.

Draft 8/4/2020

☐ 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.	The MESD TRIO staff generally meet with youth in spaces that are "owned" by others. However they will be encouraged to use Lysol cleaners (or similar products that meet CDC requirements) to wipe down surfaces and materials before and after use in those settings. In the office space, each MESD TRIO staff is responsible for wiping down surfaces before and after use (including door handles). They will have a ready supply of Lysol and other cleaners and materials that are permissible in the facility and meet CDC requirements. MESD TRIO staff will support students in finding gender neutral restrooms. Staff have access to gender neutral restrooms in the target schools and program sites and at MESD Ainsworth.

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. ☐ 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.	MESD TRIO staff will share the MESD Communicable Plan with community partners and enrolled student participants and their family members as appropriate .See the MESD Communicable Disease Plan in section 1a for protocols. All communications, including translated and ADA compliant communications will be shared in collaboration with the MESD School Health Services.

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: ○ Trouble breathing ○ Persistent pain or pressure in the chest ○ New confusion or inability to awaken ○ Bluish lips or face ○ Other severe symptoms	Face coverings or face shields for all staff, contractors, other service providers, or visitors or volunteers following CDC guidelines. Face coverings or face shields for all students in grades Kindergarten and up following CDC guidelines. MESD educators that display symptoms must immediately notify their supervisor and school site coordinator and follow the MESD and facility quarantining requirements. All safety expectations will be modeled and taught for students upon return and to all new students on a rolling basis as they meet with students. This includes hand washing and hand sanitizing when entering and exiting spaces. . MESD TRIO staff will visually screen students upon engagement and notify facility/school staff if any students display symptoms.

Draft 8/4/2020

☐ 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.	

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.	MESD TRIO staff are regularly considered visitors and volunteers by many school sites. Therefore they will abide by that school site's protocols.

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 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.**
	• All staff will be given masks and required to wash hands/hand sanitize upon entry into the work spaces.
	
	• All staff will take their own temperatures at home prior to coming into work.
	
	• Staff will confirm daily that they are symptom free, have no fever and have not had a confirmed exposure since the last time in the building. They will communicate this to their supervisor daily via email or text.
	
	• Staff will be asked to stay 6 feet or more from students and other staff.
	
	• All students are provided with a face mask and will be strongly encouraged to wear them.
	
	• The MESD TRIO Program Director will work with MESD staff in collaboration with MESD Human Resources to provide ADA accommodations.

Draft 2: 8/14/2020

☐ **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.	

1i. ISOLATION MEASURES

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. ○ 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	● If a MESD staff presents with symptoms (as outlined by the CDC can include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting and /or diarrhea) the staff will be asked to go home and follow the below quarantine protocol. ○ If staff have symptoms consistent with Covid-19 will be referred and supported to get Covid-19 testing. ○ If these individuals test positive for Covid-19 they will be mandated to stay home for 10 days and 72 hours after their fever is gone, without use of fever reducing medicine. ○ If they test negative or do not go and get tested they will be asked to stay home for 72 hours after their fever is gone, without use of fever reducing medicine. ● MESD TRIO staff are not responsible for isolating/quarantining students. ● If MESD TRIO staff witness or suspect students are exhibiting symptoms they will immediately notify parents/school/facility who will assess, monitor and/or quarantine the student. ● Students who are kept in quarantine will be given alternative ways to access support from MESD TRIO staff.

Draft 2-8/4/2020

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 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.	● Students will be enrolled in MESD TRIO upon entry using the normal protocols; however when completing intake, 6ft of physical distance, masks and hand hygiene will be maintained. ● Students will not be dropped from case lists if they are identified as high risk for Covid-19, are COVID-19 impacted or are having symptoms of the virus for more than 10 days. ● Students in quarantine will be given support in staying engaged/re-engaging in school. .

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	MESD TRIO is a program and does not take attendance. All student interactions will be tracked in contact logs/ case notes.

Draft 2: 8/4/2020

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. ● 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.	

Draft 3/4/2020

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).	MESD TRIO staff will not share devices and will be responsible for sanitizing their devices daily.

☐ Procedures for return, inventory, updating, and redistributing district-owned devices must meet physical distancing requirements.	In the event MESD TRIO staff leave the agency, devices will be delivered to MESD Ainsworth and left at the entry of the TS space after being sanitized. TS will then be notified to be able to pick up the device while maintaining physical distancing.

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.	**Handwashing:** ○ All MESD TRIO staff will wash or sanitize hands prior to entering office spaces.. ○ There will be sanitizer and wipes available to staff to clean frequently touched places and items. **Equipment:** ○ All MESD TRIO staff will be given face masks to wear in offices while in close proximity to students or staff. ○ Staff will minimize sharing of equipment, including computers, phones, printers, etc. However in cases of shared equipment, all equipment will be disinfected after each use and be part of the daily cleaning/sanitation procedures. **Events:** ○ All scheduled events will take place virtually. **Transitions/Hallways:** ○ MESD TRIO staff will maintain 6 ft of distance in hallways. **Personal Property**: ○ MESD TRIO staff will be strongly discouraged from bringing personal items into office space. Staff will be informed that they are not to share personal items. ○ MESD TRIO staff will maintain supplies needed at personal work space and not share those items (ex. pens, paper, etc).

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). ☐ 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.	● MESD TRIO staff will visually screen students when they first engage with them. ● MESD TRIO staff will provide students with hand sanitizer as appropriate. ● Staff and students will not share materials without disinfection between uses.

Draft 2: 8/4/2020

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.	MESD TRIO is a support program and does not operate classroom spaces. **Handwashing:** ○ All students will wash their hands or use hand sanitizer upon entry of a shared space ○ Staff will wash hands/ use sanitizer after entering the shared space..

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.	MESD TRIO is a support program and does not operate playground/field spaces.

2h. MEAL SERVICE/NUTRITION

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.	TRIO is a support program and does not operate food services. On occasion MESD TRIO staff may deliver food to youth. In those cases, the MESD TRIO staff will wash hands before handling delivery food and encourage students to wash hands or sanitize hands prior to eating the delivered food.

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	MESD TRIO is a support program and does not operate transportation services.

Draft 2: 8/4/2020

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. ○ If arriving at school, notify staff to begin isolation measures. ○ 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).	

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 not 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). ☐ 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).	See the MESD Communicable Disease Plan in section 1a for protocols. All frequently touched surfaces in the office space will be wiped down throughout the day by MESD TRIO Staff. All spaces including the office will be sanitized by target school facility janitorial staff each night.The school cleaning staff will follow CDC guidelines for cleaning. Ventilation meets CDC requirements.

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	Due to the nature of the program, this is not applicable.

Draft 2: 8/4/2020

behavioral health providers; physical, occupational, speech, and respiratory therapists; and School Based Health Centers (SBHC).	

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.	See the MESD Communicable Disease Plan in section 1a for protocols. Health services are provided by Multnomah County Health Department. The following procedures are in place for COVID-19: • MESD TRIO will directly communicate with school leadership if a student has symptoms or tests positive for COVID-19. • Multnomah County Health Staff will directly communicate with school leadership if students need to be in quarantine for health reasons after the initial quarantine. • If students do need to be in quarantine, school staff will support students in continuing to gain credit and skills during that time while maintaining distance safety protocols. MESD staff will: • Coordinate communication with the Local Public Health Authority as appropriate and in accordance with facility requirements.. • If the region impacted is in Multnomah County, the Local Health Department (LHD) 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. • When novel viruses are suspected due to symptoms being present in the school setting MESD staff will directly communicate with Facility supervisors. • If school closure is advised by the local public health department, consultation will occur between the facility and district administration to ensure processes are consistent with legal preparedness processes. At this time short term distance learning plans will be implemented.

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.	See MESD Communicable Disease Plan in section 1a for protocols. MESD will collaborate with MESD School Health in communicating and reporting to the LPHA any known diagnoses or illness clusters. A response team that includes designated facility staff, and the MESD School Health, will review plans and actions in accordance with policies and local authority guidance. In the event of a closure, the district will initiate the Short Term Distance support model.

Draft 2: 8/4/2020

☐ 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.	

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.	Due to the nature of the MESD TRIO program, much of this is not applicable. However as it pertains to office space, MESD TRIO and MESD will collaborate with the county authorities regarding communication and plans for returning on-site. All plans and communications will be in accordance with local health authority requirements, facility protocols and the MESD District Communicable Disease Plan (see section 1a). All office spaces and surfaces will be cleaned, disinfected and sanitized in accordance with CDC and OHA requirements prior to returning onsite.

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

Draft 2. 8/4/2020

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*

Draft 2: 8/4/2020