



## Assessment and Evaluation Program

### OPERATIONAL BLUEPRINT FOR SCHOOL REENTRY 2020-21

Under ODE’s **Ready Schools, Safe Learners** guidance, each school<sup>1</sup> has been directed to submit a plan to the district<sup>2</sup> 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,<sup>3</sup> 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	Assessment and Evaluation Program, Multnomah Education Service District
Key Contact Person for this Plan	Christine Otto
Phone Number of this Person	503-257-1759
Email Address of this Person	Cotto@mesd.k12.or.us
Sectors and position titles of those who informed the plan	<p><b>Christine Otto</b>, Principal</p> <p><b>Patty Coble</b>, Teacher</p> <p><b>Sandra Borden</b>, Educational Assistant</p> <p><b>Craig Bachman</b>, Detention and Residential Services Manager</p> <p><b>Izzy Lefebvre</b>, Community Justice Manager</p> <p><b>Kurt Squier</b>, Community Justice Manager</p> <p><b>Myque Obiero</b>, Senior Manager, Multnomah County Corrections Health</p>

<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> Tribal Consultation is a separate process from stakeholder engagement; consultation recognizes and affirms tribal rights of self-government and tribal sovereignty, and mandates state government to work with American Indian nations on a [government-to-government](#) basis.

	<b>Christy Fawcett, MESD School Nurse</b>
Local public health office(s) or officers(s)	Multnomah County Health Department Multnomah ESD School Health Services
Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements	Kurt Squier/Izzy Lefebvre Christine Otto
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.

Draft v1 Plan Published with Feedback Form (July 9, 2020)  
Draft v2 Plan Published with Feedback Form (August 3, 2020)

Since the Ready Schools, Safe Learners guidance we have:

- Met with Donald E. Long/A&E facility leaders;
- Met with Multnomah County health officials;
- Met with Multnomah County Probation and Community Justice;
- Reached out and had initial meetings with tribal liaisons and have scheduled follow up meetings;
- Consulted with a MESD School Nurse;
- Developed plans to engage with parents about COVID-19 related questions;
- Attended reopening sessions and engaged in dialogue with our ODE partners; and
- Met with all education program teachers, educational assistants, administrators and administrative assistants.

Due to the nature of our program, 100% of our youth are justice involved and considered underserved and marginalized. We see this document and this conversation as an ongoing dialogue and will continue to serve and engage our students so that they may thrive and not be further marginalized.

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/a4dedb5185d94966b1dff75e4874c8a). (<https://app.smartsheet.com/b/form/a4dedb5185d94966b1dff75e4874c8a>) 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.

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 reach out to our stakeholders to determine the exact timeline for initiating the hybrid model 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. In the meantime we would like to highlight a few key areas of support.

**Instruction:**

8:30 - 9:00: Student Applied Learning

9:00 - 10:30: Remote learning via Google Classroom/Meets that is teacher directed.

10:30 - 11:30: Student Applied Learning

11:30 - 12:30: Wellness and Nutrition

12:30 - 2:00: Remote learning via Google Classroom/Meets that is teacher directed.

2:00 - 4:00: Student Applied Learning

**Specially Designed Instruction/Special Education:** Our special education team will work with families, the facility, students, and the student's IEP team, to ensure that the student is provided with FAPE in the least restrictive environment possible, in accordance with the student's IEP.

**Mental Health Support:** Students in the A&E program receive extensive mental health supports from the facility as part of the program. The education staff will support these services as requested by the facility.

**Nutrition:** The A&E program is a residential program and the facility provides all meals and snacks.

**Office Hours:** TBD

**Training for Students/Staff:**

Staff training will begin August 11th.

**Equity Focus:**

We are using the agency [Equity Lens](#) to support conversations and decision making as we develop and implement our plans. This lens supports our work in asking questions about people, place, power, process and plan, so we can act in a manner that maximizes diversity, inclusion, and equity.

We have also initiated and engaged in dialogue with students, parents, and community partners — culturally specific organizations, tribal liaisons, and community service organizations — to develop plans that are inclusive and responsive to the needs of our diverse students. Our hope and goal is to maintain, and further strengthen, our partnership with culturally diverse and inclusive partners as we endeavor to provide high-quality and responsive services.

**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.

**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.**

A&E's reopening will align with MESD policy and planning. At present that plan is:

- Comprehensive Distance Learning will be in place at least through the month of September.
- MESD will continue to evaluate operating models on a month by month basis using the appropriate metrics and guidance.
- Each month the agency will review regional health data and make recommendations to the MESD board about reopening school buildings and campuses to in-person instruction for the following month. This means that at the September 15 Board Meeting, we will present current metrics and recommendations for October. A decision regarding the instructional model for October will be communicated by September 16.
- Any return to in-person instruction will be communicated a minimum of two weeks in advance.

In making these announcements we want to reassure students, families, and employees that we are not opening in-person instruction during a time when Covid-19 metrics are increasing. It also provides a predictable timeline for decision-making, while retaining flexibility to begin offering in-person support should conditions improve. In all cases, we will continue to work with staff and families to plan reopening steps.

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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 25, 2020: Meet with A&E facility staff
- June 29, 2020: Meet with Multnomah County Corrections Health

- 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 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. You may want to share via email or social media.
- Draft communications to facility re-reopening
- Draft communications to staff re-reopening
- 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
- 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
- September 15, 2020: Re-evaluate Plan

*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
<input type="checkbox"/> Implement measures to limit the spreads of COVID-19 within the school setting. <input type="checkbox"/> Update written Communicable Disease Management Plan to specifically address the prevention of the spread of COVID-19. <input type="checkbox"/> Designate a person at each school to establish, implement and enforce physical distancing requirements, consistent with this guidance and other guidance from OHA. <input type="checkbox"/> 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. <input type="checkbox"/> Process and procedures to train all staff in sections 1 - 3 of the <b>Ready Schools, Safe Learners</b> guidance. Consider conducting the training virtually, or, if in-person, ensure physical distancing is maintained.	<b>Policies/Plans:</b> A&E follows the <a href="#">MESD Communicable Disease Management Plan</a> as well as the Communicable Disease Guidelines from the Oregon Department of Education and the Oregon Health Authority and the <a href="#">Multnomah County Correctional Health COVID Plans</a> (aka DEL/A&E Plan). A&E School program also follows MESD Board Policies GBEB, JHCC and GBEB/JHCC-AR (link). <b>Key People:</b> COVID-19 Enforcement Leads: Christine Otto and ??????? School Nurse Lead: Christy Fawcett, RN

- 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).

Multnomah County Correctional Health: Myque Obiero

**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:**

Contract tracing logs will be kept for each student/cohort by the Donald E. Long/A&E facility and provided to the Multnomah County Health Department as required or needed.

**Outbreak plan:**

The MESD Outbreak Protocol is outlined in section 3.

### 1b. HIGH-RISK POPULATIONS

OHA/ODE Requirements	Hybrid/Onsite Plan
<input type="checkbox"/> 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. <b>Medically Fragile, Complex and Nursing-Dependent Student Requirements</b> <input type="checkbox"/> All districts must account for students who have health conditions that require additional nursing services. Oregon law ( <a href="#">ORS 336.201</a> ) defines three levels of severity related to required nursing services: <ol style="list-style-type: none"> <li>1. Medically Complex: Are students who may have an unstable health condition and who may require daily professional nursing services.</li> <li>2. Medically Fragile: Are students who may have a life-threatening health condition and who may require immediate professional nursing services.</li> <li>3. Nursing-Dependent: Are students who have an unstable or life-threatening health condition and who require daily, direct, and continuous professional nursing services.</li> </ol>	See Donald E. Long/A&E Facility Communicable Disease Plan for the Donald E. Long/A&E facility and the MESD Communicable Disease Plan in section 1a for protocols.  <b>Self Identification:</b>  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.  <b>Students:</b>  The facility staff are taking temperatures of all students as well as watching for symptoms. Education staff will also provide a visual

- 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:
    - 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.

screening upon entry into the classroom. If students have symptoms/fevers they will be quarantined by facility staff.

**Visitors/Volunteers:**

Visitors/Volunteers will be unable to work in A&E, or complete other volunteer activities that require in person interaction, at this time. Adults in the classroom are limited to essential personnel only.

**1c. PHYSICAL DISTANCING**

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li>□ 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.</li> <li>□ Support physical distancing in all daily activities and instruction, striving to maintain at least six feet between individuals.</li> <li>□ 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.</li> <li>□ 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).</li> <li>□ Plan for students who will need additional support in learning how to maintain physical distancing requirements. Provide instruction; don't employ punitive discipline.</li> </ul>	<p>See Donald E. Long/A&amp;E Facility Communicable Disease Plan for the Donald E. Long/A&amp;E facility and the MESD Communicable Disease Plan in section 1a for protocols.</p> <p>When student population numbers are at or below 6, the instructional model will be fully in person. The class space allows for 8 - 9 people to be in the space and still maintain 35 sq ft + 6 ft of distance.</p> <p>When class numbers are above 6, class instruction may move to the Commons Area where additional sqft allow for increased numbers. If due to the daily schedule or class instructional plan this is not feasible, the schedule will be hybrid with some combination of in person, Google Classroom/Zoom-like sessions and distance packet support.</p> <p>All students will be encouraged to wear masks.</p>

Education staff will be given masks and maintain 6 foot distance from other staff and students.

Students will line up and leave class one by one to maintain 6 foot distance.

#### 1d. COHORTING

OHA/ODE Requirements	Hybrid/Onsite Plan
<input type="checkbox"/> 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. <ul style="list-style-type: none"> <li>• The smaller the cohort, the less risk of spreading disease. As cohort groups increase in size, the risk of spreading disease increases.</li> </ul> <input type="checkbox"/> Each school must have a system for daily logs to ensure contact tracing among the cohort (see section 1a of the <i>Ready Schools, Safe Learners</i> guidance). <input type="checkbox"/> Minimize interaction between students in different stable cohorts (e.g., access to restrooms, activities, common areas). Provide access to All Gender/Gender Neutral restrooms. <input type="checkbox"/> Cleaning and wiping surfaces (e.g., desks, door handles, etc.) must be maintained between multiple student uses, even in the same cohort. <input type="checkbox"/> Design cohorts such that all students (including those protected under ADA and IDEA) maintain access to general education, grade level learning standards, and peers. <input type="checkbox"/> Staff who interact with multiple stable cohorts must wash/sanitize their hands between interactions with different stable cohorts.	<p>See Donald E. Long/A&amp;E Facility Communicable Disease Plan for the Donald E. Long/A&amp;E facility and the MESD Communicable Disease Plan in section 1a for protocols.</p> <p>Due to the nature of the location, all students not in quarantine or isolation will be in the same cohort.</p> <p>The facility through JJIS and daily records will maintain contact tracing information.</p> <p>Cleaning procedures in compliance with CDC requirements for all surfaces will be in place before students enter, at the lunch transition and at the end of the day when students exit the classroom. The education staff will have a ready supply of Lysol and other cleaners and materials that are permissible in the facility and meet CDC requirements.</p> <p>All students have individual gender neutral restrooms that are not shared with other students.</p>

#### 1e. PUBLIC HEALTH COMMUNICATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<input type="checkbox"/> 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. <ul style="list-style-type: none"> <li>• Consider sharing school protocols themselves.</li> </ul> <input type="checkbox"/> Develop protocols for communicating with students, families and staff who have come into close contact with a confirmed case. <ul style="list-style-type: none"> <li>• Consult with your LPHA on what meets the definition of "close contact."</li> </ul> <input type="checkbox"/> 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. <input type="checkbox"/> Provide all information in languages and formats accessible to the school community.	<p>See Donald E. Long/A&amp;E Facility Communicable Disease Plan for the Donald E. Long/A&amp;E facility and the MESD Communicable Disease Plan in section 1a for protocols.</p> <p>All communications, including translated and ADA compliant communications will be shared in collaboration with the Donald E. Long/A&amp;E Facility and the MESD School Health Services.</p>

#### 1f. ENTRY AND SCREENING

OHA/ODE Requirements	Hybrid/Onsite Plan
<input type="checkbox"/> 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: <ul style="list-style-type: none"> <li>• Primary symptoms of concern: cough, fever or chills, shortness of breath, or difficulty breathing.</li> <li>• 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</li> </ul>	<p>MESD educators that display symptoms must immediately notify their principal and the facility program manager and follow the MESD and facility quarantining requirements.</p> <p>All safety expectations will be modeled and taught for students upon return and to all new students on a rolling basis as they enter the facility.</p>



<p>associated with COVID-19, but are not enough in isolation to deny entry. More information about COVID-19 symptoms is available <a href="#">from CDC</a>.</p> <ul style="list-style-type: none"> <li>● 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 <a href="#">OHA/ODE Communicable Disease Guidance</a>.</li> <li>● Emergency signs that require immediate medical attention: <ul style="list-style-type: none"> <li>○ Trouble breathing</li> <li>○ Persistent pain or pressure in the chest</li> <li>○ New confusion or inability to awaken</li> <li>○ Bluish lips or face</li> <li>○ Other severe symptoms</li> </ul> </li> </ul> <p><input type="checkbox"/> 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.</p> <ul style="list-style-type: none"> <li>● Anyone displaying or reporting the primary symptoms of concern must be isolated (see section 1i of the <b>Ready Schools, Safe Learners</b> guidance) and sent home as soon as possible.</li> <li>● They must remain home until 72 hours after fever is gone (without use of fever reducing medicine) and other symptoms are improving.</li> </ul> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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.</p>	<p>Educators will visually screen students upon entry and notify facility staff if any students display symptoms.</p> <p>Students upon entering class will be provided with hand sanitizer or be directed to wash hands in their designated sink.</p> <ul style="list-style-type: none"> <li>● MESD education staff will collaborate with the facility to verify that the facility is following the Donald E. Long/A&amp;E safety protocols which include <ul style="list-style-type: none"> <li>○ Screening new students and monitoring them for COVID-19 symptoms .</li> <li>○ Temperature checks for students</li> <li>○ Communications to families about facility policies.</li> </ul> </li> </ul>
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**1g. VISITORS/VOLUNTEERS**

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input type="checkbox"/> Restrict non-essential visitors. Only allow visitors if six feet of physical distance between all people can be maintained.</li> <li><input type="checkbox"/> Visitors must wash or sanitize their hands upon entry and exit.</li> <li><input type="checkbox"/> Visitors must wear face coverings in accordance with local public health authority and <a href="#">CDC</a> guidelines.</li> <li><input type="checkbox"/> 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.</li> </ul>	<p>Visitors/Volunteers are at the discretion of the facility. At this time visitors and volunteers are not able to work in the classroom or complete other volunteer activities that require in person interaction, at this time. Adults in schools are limited to essential personnel only.</p>

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

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input type="checkbox"/> Face coverings or face shields for: <ul style="list-style-type: none"> <li>● Staff who are regularly within six feet of students and/or staff <ul style="list-style-type: none"> <li>○ This can include staff who support personal care, feeding, or instruction requiring direct physical contact.</li> <li>○ Staff who will sustain close contact and interactions with students.</li> </ul> </li> <li>● Bus drivers.</li> <li>● Staff preparing and/or serving meals.</li> </ul> </li> <li><input type="checkbox"/> Face shields or clear plastic barriers for:</li> </ul>	<ul style="list-style-type: none"> <li>● All staff will be given masks and required to wash hands/hand sanitize upon entry into the classroom space. Shields will be provided to specialist (SLPs, etc.) and they will be required to wear them in the facility.</li> <li>● All staff will take their own temperatures at home prior to coming into work.</li> <li>● 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 principal daily via email or text.</li> </ul>

- 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.

- Staff will be asked to stay 6 feet or more from students and other staff.
- All students are provided with a face mask from the facility staff and required to wear them.
- The A&E principal will work with MESD education staff in collaboration with MESD Human Resources to provide ADA accommodations.

### 1i. ISOLATION MEASURES

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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.</p> <ul style="list-style-type: none"> <li>● Work with school nurses, health care providers, or other staff with expertise to determine necessary modifications to areas where staff/students will be isolated.</li> <li>● Consider required physical arrangements to reduce risk of disease transmission.</li> <li>● Plan for the needs of generally well students who need medication or routine treatment, as well as students who may show signs of illness.</li> </ul> <p><input type="checkbox"/> 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.</p> <ul style="list-style-type: none"> <li>● 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.</li> <li>● If able to do so safely, a symptomatic individual should wear a face covering.</li> <li>● To reduce fear, anxiety, or shame related to isolation, provide clear explanation of procedures, including use of PPE and handwashing.</li> </ul> <p><input type="checkbox"/> Establish procedures for safely transporting anyone who is sick to their home or to a health care facility.</p> <p><input type="checkbox"/> 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.</p> <ul style="list-style-type: none"> <li>● Symptomatic staff or students should seek COVID-19 testing from their regular physician or through the local public health authority.</li> </ul>	<ul style="list-style-type: none"> <li>● 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. <ul style="list-style-type: none"> <li>○ If staff have symptoms consistent with Covid-19 will be referred and supported to get Covid-19 testing.</li> <li>○ 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.</li> <li>○ 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.</li> </ul> </li> <li>● The facility staff will monitor students for symptoms and follow <a href="#">facility guidelines and protocols</a> if any student displays symptoms. Temperatures after quarantining will only occur if students display symptoms.</li> <li>● If a MESD staff witnesses or suspects students are exhibiting symptoms they will immediately notify facility staff and facility staff will assess, monitor and/or quarantine the student.</li> <li>● Donald E. Long/A&amp;E medical staff that work within Donald E. Long/A&amp;E program will record and monitor the students and staff being quarantined (student) or sent home (staff) for the LPHA review. The nurse will be responsible for all contact tracing procedures.</li> <li>● Students who are kept in quarantine will be given alternative ways to make up credit and receive support for instruction while maintaining safe distancing protocols.</li> </ul>

- 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 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
<input type="checkbox"/> Enroll all students following the standard Oregon Department of Education guidelines. <input type="checkbox"/> Do not disenroll students for non-attendance if they meet the following conditions: <ul style="list-style-type: none"> <li>● Are identified as high-risk, or otherwise considered to be part of a population vulnerable to infection with COVID-19, or</li> <li>● Have COVID-19 symptoms for 10 consecutive school days or longer.</li> </ul> <input type="checkbox"/> Design attendance policies to account for students who do not attend in-person due to student or family health and safety concerns.	<ul style="list-style-type: none"> <li>● Students will be enrolled in A&amp;E upon entry using the normal protocols.</li> <li>● Students will not be dropped for non-attendance 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.</li> <li>● Students in quarantine will be given support to make up credits and work.</li> <li>● When students enter the facility the facility will follow their protocols which align with CDC and OHA requirements for intake and quarantine.</li> </ul>

### 2b. ATTENDANCE

OHA/ODE Requirements	Hybrid/Onsite Plan
<input type="checkbox"/> <b>On-Site school students:</b> Full-time and part-time students follow normal reporting policy and procedures.	Education staff will take attendance daily.  Staff will track attendance in Synergy using the following guidelines:

□ **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.
- 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.

- A student checks in on separate days at least twice with teachers = Full time attendance or 5 days present
- A student checks in only once during the 5 day school week = .5 attendance or marked as absent 2.5 days.
- A student does not check-in at all during the week = they will be counted as absent for the entire 5 day week.

**2c. TECHNOLOGY**

OHA/ODE Requirements	Hybrid/Onsite Plan
<input type="checkbox"/> Update procedures for district-owned devices to match cleaning requirements (see section 2d of the <i>Ready Schools, Safe Learners</i> guidance). <input type="checkbox"/> Procedures for return, inventory, updating, and redistributing district-owned devices must meet physical distancing requirements.	All devices will remain in the classroom and be sanitized at the beginning of the day, the end of the day and between uses.

**2d. SCHOOL SPECIFIC FUNCTIONS/FACILITY FEATURES**

OHA/ODE Requirements	Hybrid/Onsite Plan
<input type="checkbox"/> <b>Handwashing:</b> All people on campus should be advised and encouraged to wash their hands frequently. <input type="checkbox"/> <b>Equipment:</b> Develop and use sanitizing protocols for all equipment used by more than one individual or purchase equipment for individual use. <input type="checkbox"/> <b>Events:</b> 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. <input type="checkbox"/> <b>Transitions/Hallways:</b> Limit transitions to the extent possible. Create hallway procedures to promote physical distancing and minimize gatherings. <input type="checkbox"/> <b>Personal Property:</b> 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.	<p><b>Handwashing:</b></p> <ul style="list-style-type: none"> <li>○ Students and staff will wash or sanitize hands prior to entering the classroom.</li> <li>○ There will be sanitizer and wipes available to staff to clean frequently touched places and items.</li> </ul> <p><b>Equipment:</b></p> <ul style="list-style-type: none"> <li>○ All Education Staff will be given face masks to wear in classrooms while with students or while in close proximity to students or facility staff.</li> <li>○ 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.</li> </ul> <p><b>Events:</b></p> <ul style="list-style-type: none"> <li>○ There are no scheduled events for school other than scheduled classes.</li> <li>○ The Donald E. Long/A&amp;E facility is responsible for any events that take place outside of the classroom space and learning time and will follow their facility protocols.</li> </ul> <p><b>Transitions/Hallways:</b></p> <ul style="list-style-type: none"> <li>○ Students will enter one at a time.</li> <li>○ Students will fill up the back of the classroom first to minimize the need to walk past each other.</li> <li>○ Students will be excused after class and at lunch one at a time.</li> <li>○ All other transitions follow the facility protocol and are not overseen or set by MESD education staff.</li> </ul> <p><b>Personal Property:</b></p> <ul style="list-style-type: none"> <li>○ MESD education staff will follow all Donald E. Long/A&amp;E facility protocols concerning students' personal property. In general no personal property is allowed in the classroom space.</li> <li>○ All supplies needed for school will be provided and placed at individual assigned student work spaces.</li> </ul>

**2e. ARRIVAL AND DISMISSAL**

OHA/ODE Requirements	Hybrid/Onsite Plan
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<ul style="list-style-type: none"> <li><input type="checkbox"/> Physical distancing, stable cohorts, square footage, and cleaning requirements must be maintained during arrival and dismissal procedures.</li> <li><input type="checkbox"/> Create schedule(s) and communicate staggered arrival and/or dismissal times.</li> <li><input type="checkbox"/> Assign students or cohorts to an entrance; assign staff member(s) to conduct visual screenings (see section 1f of the <b>Ready Schools, Safe Learners</b> guidance).</li> <li><input type="checkbox"/> Develop sign-in/sign-out protocol to help facilitate contact tracing: <ul style="list-style-type: none"> <li>● Eliminate shared pen and paper sign-in/sign-out sheets.</li> <li>● Ensure hand sanitizer is available if signing children in or out on an electronic device.</li> </ul> </li> <li><input type="checkbox"/> Install hand sanitizer dispensers near all entry doors and other high-traffic areas.</li> <li><input type="checkbox"/> Establish and clearly communicate procedures for keeping caregiver drop-off/pick-up as brief as possible.</li> </ul>	<ul style="list-style-type: none"> <li>● Students will enter one at a time.</li> <li>● MESD staff will visually screen students upon entry.</li> <li>● MESD staff or facility staff will provide students with hand sanitizer upon entry.</li> <li>● Students and staff will not share materials without disinfection between uses.</li> <li>● Students will fill up the back of the classroom first to minimize the need to walk past each other.</li> <li>● Students will be excused after class and at lunch one at a time.</li> <li>● All other transitions follow the facility protocol and are not overseen or set by school staff.</li> </ul>
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### 2f. CLASSROOMS/REPURPOSED LEARNING SPACES

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Seating:</b> 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.</li> <li><input type="checkbox"/> <b>Materials:</b> 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.</li> <li><input type="checkbox"/> <b>Handwashing:</b> 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. <ul style="list-style-type: none"> <li>● Wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li><b>Seating:</b> <ul style="list-style-type: none"> <li>○ Students will be spaced according to state guidelines.</li> <li>○ There will be marking on the floor around the teacher desk and student work space.</li> <li>○ Students will enter one at a time.</li> <li>○ They will fill up the back of the classroom first to minimize the need to walk past each other.</li> <li>○ They will be excused after class and at lunch one at a time in reverse order.</li> </ul> </li> <li>● <b>Materials:</b> <ul style="list-style-type: none"> <li>○ Students will have packets with Chromebooks, assignments, pencils, calculators and other supplies they need for learning. These will be labeled and kept at that student's work space.</li> <li>○ There will be no sharing of equipment, supplies, materials or technology between students or staff.</li> </ul> </li> <li>● <b>Handwashing:</b> <ul style="list-style-type: none"> <li>○ All students will wash their hands or use hand sanitizer upon entry into the classroom.</li> <li>○ Staff will wash hands/ use sanitizer after entering the classroom.</li> </ul> </li> </ul>

### 2g. PLAYGROUNDS, FIELDS, RECESS, AND BREAKS

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input type="checkbox"/> Keep school playgrounds closed to the general public until park playground equipment and benches reopen in the community (see Oregon Health Authority's <a href="#">Specific Guidance for Outdoor Recreation Organizations</a>).</li> <li><input type="checkbox"/> Students must wash hands before and after using playground equipment.</li> </ul>	<p>Any breaks or physical activity will be led by Facility staff and will not be planned, overseen or supervised by MESD school staff. Therefore Donald E. Long/A&amp;E facility protocols will dictate these activities.</p>

- 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.

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## 2h. MEAL SERVICE/NUTRITION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input type="checkbox"/> Include meal services/nutrition staff in planning for school reentry.</li> <li><input type="checkbox"/> Staff serving meals must wear face shields or face covering (see section 1h of the <b>Ready Schools, Safe Learners</b> guidance).</li> <li><input type="checkbox"/> Students must wash hands before meals and should be encouraged to do so after.</li> <li><input type="checkbox"/> Appropriate daily cleaning of meal items (e.g., plates, utensils, transport items) in classrooms where meals are consumed.</li> <li><input type="checkbox"/> Cleaning and sanitizing of meal touch-points and meal counting system between stable cohorts.</li> <li><input type="checkbox"/> Adequate cleaning of tables between meal periods.</li> </ul>	<p>All food service will be led by Facility staff and will not be planned, overseen or supervised by MESD school staff. Therefore Donald E. Long/A&amp;E facility protocol will dictate these activities.</p>

## 2i. TRANSPORTATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input type="checkbox"/> Include transportation departments (and associated contracted providers, if used) in planning for return to service.</li> <li><input type="checkbox"/> 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 <b>Ready Schools, Safe Learners</b> guidance).</li> <li><input type="checkbox"/> Develop protocol for loading/unloading that includes visual screening for students exhibiting symptoms and logs for contact-tracing.               <ul style="list-style-type: none"> <li>● 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.                   <ul style="list-style-type: none"> <li>○ If arriving at school, notify staff to begin isolation measures.</li> <li>○ If transporting for dismissal and the student displays an onset of symptoms, notify the school.</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Drivers wear face shields or face coverings.</li> <li><input type="checkbox"/> 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).</li> </ul>	<p>Due to the nature of the setting, this is not applicable.</p>

## 2j. CLEANING, DISINFECTION, AND VENTILATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input type="checkbox"/> 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 (<a href="#">CDC guidance</a>) environments, including classrooms, cafeteria settings, restrooms, and playgrounds.</li> </ul>	<p>See Donald E. Long/A&amp;E Facility Communicable Disease Plan for the Donald E. Long/A&amp;E facility and the MESD Communicable Disease Plan in section 1a for protocols.</p> <p>All frequently touched surfaces in the classroom will be wiped down throughout the day by MESD Education Staff.</p>

- 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](#)).

All spaces including the classroom space will be sanitized by Donald E. Long/A&E facility janitorial staff after each shift/each night. The Donald E. Long/A&E facility janitorial/cleaning staff will follow [CDC guidelines](#) for cleaning.

Ventilation meets CDC requirements.

## 2k. HEALTH SERVICES

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> 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).</li> </ul>	<p>All Health services are provided by Multnomah County Health Department.</p> <p>The following procedures are in place for COVID-19. MESD staff will</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Review of IEP accommodations and student health records to identify and support students who need additional support.</li> <li>• Assess safety of the program by COVID-19 Planning Committee, named earlier in this document as needed but at least monthly.</li> <li>• Communicate any concerns about safety in regularly scheduled meetings between MESD supervisors and Donald E. Long/A&amp;E program staff.</li> </ul>



## 3. Response to Outbreak

### 3a. PREVENTION AND PLANNING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinate with Local Public Health Authority (LPHA) to establish communication channels related to current transmission level.</li> <li><input type="checkbox"/> Establish a specific emergency response framework with key stakeholders.</li> <li><input type="checkbox"/> 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.</li> </ul>	<p>See Donald E. Long/A&amp;E Facility Communicable Disease Plan for the Donald E. Long/A&amp;E facility and the MESD Communicable Disease Plan in section 1a for protocols.</p> <p>Health services are provided by Multnomah County Health Department.</p> <p>The following procedures are in place for COVID-19:</p> <ul style="list-style-type: none"> <li>• Donald E. Long/A&amp;E Health Staff and Donald E. Long/A&amp;E Facility Supervisors will directly communicate with school leadership if a student has symptoms or tests positive for COVID-19. This communication may be “this unit is no longer allowing education staff at this time.”</li> <li>• Multnomah County Health Staff and Donald E. Long/A&amp;E Facility Supervisors will directly communicate with school</li> </ul>



	<p>leadership if students need to be in quarantine for health reasons after the initial quarantine. This communication may be “this unit is no longer allowing education staff at this time.”</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p>MESD staff will:</p> <ul style="list-style-type: none"> <li>• Coordinate communication with the Local Public Health Authority as appropriate and in accordance with facility requirements..</li> <li>• If the region impacted is in Multnomah County, the Local Health Department (LHD) will provide school-centered communication and will potentially host conference calls.</li> <li>• When cases are identified in the local region a response team will be assembled within the district and responsibilities assigned within the school district.</li> <li>• When novel viruses are suspected due to symptoms being present in the school setting MESD staff will directly communicate with Facility supervisors.</li> <li>• 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.</li> </ul>
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### 3b. RESPONSE

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the district’s or school’s outbreak response protocol. Coordinate with the LPHA for any outbreak response.</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Report to the LPHA any cluster of illness (2 or more people with similar illness) among staff or students.</li> <li><input type="checkbox"/> When cases are identified in the local region, a response team should be assembled within the district and responsibilities assigned within the district.</li> <li><input type="checkbox"/> Modify, postpone, or cancel large school events as coordinated with the LPHA.</li> <li><input type="checkbox"/> If the school is closed, implement Short-Term Distance Learning or Comprehensive Distance Learning models for all staff/students.</li> <li><input type="checkbox"/> Continue to provide meals for students.</li> <li><input type="checkbox"/> Communicate criteria that must be met in order for On-Site instruction to resume and relevant timelines with families.</li> </ul>	<p>See Donald E. Long/A&amp;E Facility Communicable Disease Plan for the Donald E. Long/A&amp;E facility and the MESD Communicable Disease Plan in section 1a for protocols.</p> <p>MESD will collaborate with MESD School Health and the Donald E. Long/A&amp;E facility in communicating and reporting to the LPHA any known diagnoses or illness clusters.</p> <p>A response team that includes designated facility staff, the A&amp;E educational team and the MESD School Health will review plans and actions in accordance with policies and local authority guidance.</p> <p>In the event of a closure, the district will initiate the Short Term Distance Learning Model</p>

### 3c. RECOVERY AND REENTRY

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input type="checkbox"/> Plan instructional models that support all learners in Comprehensive Distance Learning.</li> <li><input type="checkbox"/> Clean, sanitize, and disinfect surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and follow <a href="#">CDC guidance</a> for classrooms, cafeteria settings, restrooms, and playgrounds.</li> <li><input type="checkbox"/> Communicate with families about options and efforts to support returning to On-Site instruction.</li> <li><input type="checkbox"/> Follow the LPHA guidance to begin bringing students back into On-Site instruction. <ul style="list-style-type: none"> <li>• Consider smaller groups, cohorts, and rotating schedules to allow for a safe return to schools.</li> </ul> </li> </ul>	<p>The current plan incorporates a comprehensive distance model for students in quarantine. In the event of a health required closure, we will utilize that option for all students.</p> <p>A&amp;E School will collaborate with Donald E. Long/A&amp;E staff and 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).</p> <p>All classroom spaces and surfaces will be cleaned, disinfected and sanitized in accordance with CDC and OHA requirements prior to returning onsite.</p>



## 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.

	<b>4. Equity</b>
	<b>5. Instruction</b>
	<b>6. Family and Community Engagement</b>
	<b>7. Mental, Social, and Emotional Health</b>
	<b>8. Staffing and Personnel</b>

### 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 <i>Include how/why the school is currently unable to meet them</i>

