



## **School Health Services During Comprehensive Distance Learning For the 2020-2021 School Year**

Purpose: Informing our partner districts how School Health Services (SHS) staff will continue to support education during Comprehensive Distance Learning in the 2020-2021 school year.

The MESD SHS Department wants to recognize the unique times that education is facing. SHS nurses, school health assistants (SHAs) and support staff want to support our districts in any way we can, while also protecting our staff and their families.

The main SHS number is still available - 503-257-1732.

Here are the roles and expectations outlined for SHS staff:

### **All Nurses**

- Related to communications and meetings, nurses will:
  - Check email every two hours on regularly scheduled work days.
  - Respond to email/phone requests within four hours as possible.
  - Provide the building with their up-to-date contact information (email, phone).
  - Stay up to date on all things COVID-19 - provide information as requested for school communications.
  - Do personal check-ins with their colleagues (SHAs, other nurses, and school staff).
  - Attend periodic school staff meetings as requested by the building principal.
  - Offer weekly “office hours” for staff to check in with the nurse.
  - Respond to requests from the principal/school staff.
    - If a request involves being on-site, the nurse will first check in with their nursing supervisor to make sure the nurse is not being put in a risky position unnecessarily.
- Support the school in whatever they have put into place for supporting students and families, but this must be done in a coordinated fashion to not overwhelm families.
  - Continue case management activities of students with health issues, including contact with families and/or students.
  - Provide initial triage and support for students or staff that are having difficulty.
  - Attend virtual 504/IEP meetings when invited.
  - Involvement with on-site child care, such as nursing assessment, training, and/or provision of health services as approved by supervisor.
  - Be a resource for the school community on non-emergency health issues.
- Supporting teachers and other school staff.
  - Be a resource for communicable disease information
    - Be familiar with school-specific re-entry plans and evaluate for places where the nurse has a support role.

- Keep up to date on MESD's Communicable Disease Management Plan and ODE/OHA's Ready Schools Safe Learners document
- Provide information and/or participating in Google Classroom-type presentations on health-related topics (handwashing, hygiene, communicable disease prevention/transmission).
- Support meal distribution process as capacity allows.
- Identify staff that will need training when students return on-site. Offer staff trainings as indicated by school rosters (medication, BBP, SAR, glucagon, adrenal)
- Participating in assigned Professional Development, work groups, MESD meetings as determined by the SHS supervisor team.

### **School Health Assistants (SHAs)**

- Related to communications and meetings, SHAs will:
  - Check email every two hours on regularly scheduled work days.
  - Respond to email/phone requests within four hours as possible.
  - Provide the building with their up-to-date contact information (email, phone).
  - Stay up to date on all things COVID-19 - provide information as requested, in collaboration with the nurse, for school communications
- Immunization Activities
  - ALERT research.
  - Data entry into Synergy as trained.
  - Personal calls to parent/guardians for non-compliant students in collaboration with the school nurse and/or school staff.
  - Work with front office staff to organize received immunization records and CIS forms to pony to MESD
- Reach out directly to school to offer support with Docuware activities (keep school nurse informed of activity)
  - Complete Docuware cover sheets
  - Scan documents and upload to Docuware
  - Pack records and send to records department via district established process
- If directed by the School Nurse, check in with students regarding health/academics/social needs and report back to the School Nurse.
  - Assist with medication/supplies return, if still needed.
- Support nurses in remote health education training of school staff
  - Act in co-host role to monitor chat feature and attendance
  - Help keep school staff's health education status accurate
    - Maintain accuracy of health education roster by providing SHS admin staff updated school staff roster
    - Reach out to school staff in need of health education training and coordinate training dates between staff and school RN
    - Act as school staff resource to access MESD event scheduler and enroll in classes on that platform as needed.

- Prepare physical spaces for return to school
  - Hang signage related to communicable disease prevention
  - Tape social distancing queues on floors
  - Set up health rooms and isolation rooms (Symptom Spaces)
  - Collect health room/isolation room tools for PPE use and prevention activities (from existing tools)
- Offer assistance to school staff for onsite distribution activities (keep school nurse informed of activity)
  - Equipment check out (laptops/tables, WIFI hotspots)
  - Meals
  - School supplies
- Any on-site request will be reviewed by their nursing supervisor to assess employee risk and to make sure precautions are emphasized and followed.
- Some of our SHAs may be able to provide interpretation support for the school as they may have been doing on-site.
- Participate in assigned Professional Development, work groups, and meetings as determined by the SHS supervisor team.

### **Screening Team**

- The SHS Screening Team will be on hold until on-site learning begins. Screenings will be prioritized based on relevant guidance from the Oregon Department of Education.
- Individual audiology assessments may be scheduled as safety and capacity allows.

SHS is here to support in any way we can while supporting public health recommendations and the safety of our staff and partners. Please feel free to reach out to the Coordinator of School Health Services, Jamie Smith - [jsmith2@mesd.k12.or.us](mailto:jsmith2@mesd.k12.or.us) for questions or support.