

# **The Emerson School**

## **Communicable Disease Management Plan**

### **Plan Elements**

#### **Section 1 - Communicable Disease Management Plan**

- Strategies to prevent and reduce the spread of infectious diseases
- Procedures for canceling school due to an infectious disease outbreak.
- Considerations for reopening schools.
- Illness/Disease Monitoring & Tracking
- Disinfection & Cleaning Procedures
- Social Distancing

#### **Section 2 - Communicable Disease Exclusion Guidelines**

#### **Section 3 - COVID-19 Specific Plan**

- Notifications
- Screening
- Communication
- Daily Logs
- Visitors
- Isolation Measures
- Environmental Management
- Physical Distancing
- Face Coverings

The health and safety of all students and staff is a priority of The Emerson School. This plan is an essential component of health and wellness in the school setting. Providing a safe, comfortable, and healthy environment facilitates the educational process, encourages social development, and allows children to acquire healthy attitudes toward school.

The purpose of this comprehensive guide is to provide infection control guidance, practice standards, and protocols for The Emerson School.

The Emerson School shall comply with state law and rules as well as state and local health authorities' guidelines regarding communicable diseases.

Administration will develop regulations as needed to implement this plan to reduce the risk of contagion in the school setting. The Emerson School shall protect the confidentiality of each student's health condition/record to the extent possible consistent with the overall intent of this policy.

## **Section 1 - Communicable Disease Management Plan (COVID-19 Specific Plan - See Section 2)**

Schools tend to be affected by infectious disease outbreaks more than other settings. Children easily transmit illnesses to one another as a result of their close proximity, their inefficiency at containing respiratory droplets and their ineffective hand washing. As an elementary school, we play an important role in protecting the health of our students and staff from contagious diseases.

This pandemic or infectious disease plan provides guidance for reducing illness at school on a regular basis as well as procedures to be put in place during infectious disease outbreaks and pandemic periods.

Notification of confirmed pandemic or infectious disease threats will come from state and local health authorities.

### **Strategies to prevent and reduce the spread of infectious diseases**

#### **How Germs Spread**

Illnesses such as the flu (influenza), Norovirus (sudden and violent nausea, vomiting and diarrhea), and colds are caused by viruses that infect the nose, throat, lungs and gastrointestinal tract. Flu and cold viruses usually spread from person to person when an infected person coughs or sneezes and the virus is inhaled by another person. Norovirus is spread by infected persons passing germs through food or ineffective hand washing. Germs are also spread by droplets when a person touches something that is contaminated with a virus and then touches their eyes, nose, or mouth. The length of time germs can live on certain surfaces depends on the virus.

#### **Disease Prevention & Education**

To help prevent the spread of any infectious disease, schools have an opportunity to educate students, staff, and the community on good health and hygiene habits and disease prevention. The Emerson School will provide education and reminders on handwashing, coughing, and sneezing any time there is a suspected outbreak and during the school year as requested by staff. During times of suspected or identified infectious disease outbreaks, The Emerson School will coordinate with state and local health authorities and Portland Public Schools to address the outbreak.

#### **Our basic educational message is:**

1. Cover your cough
2. Wash your hands often
3. Stay home if you're sick
4. Wear appropriate PPE (Personal Protective Equipment)

**1. Cover Your Cough:** Teach students coughing and sneezing etiquette in classrooms and hang instructional posters in the school buildings. Have an ample supply of tissues available in each classroom and school area.

- Cover your mouth and nose with a tissue when you cough or sneeze.
- Cough or sneeze into your upper sleeve, not your hands.
- Wash your hands after you cough or sneeze, or use hand sanitizer.

**2. Wash Your Hands Often:** Handwashing with soap and warm water is the best option. Hand sanitizers can be effective when there is no access to water, they are most effective if they have at least 60% alcohol in them. Staff are encouraged to provide time and opportunity each day for students to practice washing their hands with soap and water upon arrival at school, after coughing and/or sneezing in hands, at the beginning of the lunch line before eating, after bathroom use, and after recess.

- Wet hands with water, apply soap and scrub hands together for at least 20 seconds.
- Thoroughly rinse under warm, running water.
- Dry hands completely with a paper towel. Use a paper towel to turn off faucet handles and open restroom doors.

**3. Stay Home if You're Sick: A primary strategy against the spread of illness is for sick people to stay home from school. This includes students, staff and volunteers.** In times of suspected or identified infectious disease outbreaks, sick leave policies for staff and students will be reviewed, modified (if needed), clearly communicated, and consistently enforced.

**4. Wear Appropriate PPE (Personal Protective Equipment):** When working with students with suspected infectious disease, staff will wear PPE as recommended by state and local health authorities/CDC.

### **Cancelling school due to an infectious disease outbreak**

The Emerson School will collaborate with Portland Public Schools and the state and local health authorities to monitor disease outbreaks in our school and to determine if and when school should be canceled. The information provided by Portland Public Schools will also guide The Emerson School's decisions on the length of time for a school closure and the extent of the closure (single school closure, neighboring schools, partial district, entire district, etc.), taking into consideration the mixing of students/staff across schools, geographic proximity, outbreaks at neighboring school districts, etc.

### **Legal Authorities for Cancellation of School**

The Emerson School Administrator has the authority to cancel school at Emerson (independent of district decisions) when it is deemed necessary for the health and safety of students and staff.

If school is canceled due to an infectious disease outbreak, all other school-related gatherings will also be canceled. In some cases, non-academic events may be canceled even if classes are not.

### **Communication during an Infectious Disease Outbreak**

The Emerson School will attempt to provide accurate, consistent, and timely communication with staff, students, and parents. We will disseminate critical information from the health department to develop and deliver common health messages and educational materials to families as information is received.

Information will be disseminated via our normal emergency mass communication methods.

### **Continuity of Operations Plan**

Certain essential district-level functions will need to continue even during a school closure situation. Essential services may include:

- Central Office functions
- Communications, Technology (website, press releases, learning at home resources, etc.)
- Facilities Coordination
- Emergency Operations (planning for the reopening of schools)
- Identify essential personnel who will be needed to carry out essential services and determine if those services can be accomplished at home (by computer, through emails, conference calls, virtual conferencing, etc.) or by staggering work schedules and/or locations and using social distancing measures. Essential personnel who report to work during a school closure should take precautions; follow social distancing protocols, and/or wearing PPE as recommended.

### **Distance Learning**

To help students stay educationally engaged while on-site classes are canceled, The Emerson School may provide a variety of Distance Learning resources for students. In addition, The Emerson School has an online learning action plan that can be initiated in the event of extended school closures.

### **Staff Leave**

In the event of school closures, information will be communicated to employees regarding the appropriate type of leave to be used.

### **Reopening schools**

Our primary objective in the recovery phase is to restore the learning environment as soon as possible. Issues to consider include determining if our school needs disinfection measures before reopening, staffing levels, and care for our students and staff in regard to social/emotional well-being. Administration may also need to develop a plan for students/staff to make up for lost school days/instructional time.

As The Emerson School resumes normal operation, we will remain in contact with PPS and local health authorities regarding disease surveillance. An infectious disease outbreak often comes in waves and the response and recovery process may be repeated several times.

### **Disinfection**

Disinfection needs will depend primarily on the severity, type, and duration of the outbreak. Viruses can live an extended time outside the human body on nonporous surfaces such as plastic, metal or wood (depending on the virus). Guidance will be obtained from the state and local health authorities regarding our cleaning policies and practices.

### **Personnel**

If there are multiple staff absences due to an infectious disease outbreak, a plan will be formulated to continue instructional programs and operations within the schools.

### **Mental health issues**

Depending on the severity of the outbreak, we will collaborate with local mental health partners to assist with providing students and staff with the appropriate support.

### **Making up school days**

Administration will collaborate with the Oregon Department of Education and PPS to develop a plan for making up lost school days, if needed.

### **Illness/Disease Monitoring & Tracking**

During times of a potential infectious disease outbreak, the school administration will monitor illnesses daily and track illness trends.

Staff are trained to be alert to children who are ill. Examples of symptoms include fever, frequent cough and/or sneezing, sore throat, and vomiting/diarrhea. Symptomatic students need to be sent to the front office for evaluation.

During periods of suspected or identified infectious disease outbreaks.

- All staff should protect themselves by wearing appropriate Personal Protective Equipment (PPE) when deemed necessary by the state and local health authorities.
- Students who have a cough/sneezing with a fever will stay in the isolation space and will be reasonably distanced from healthy students until parents arrive.

### **Disinfection & Cleaning Procedures**

Commonly touched surfaces such as handrails, door handles, computer keyboards, bathroom faucets and surfaces, drinking fountains and telephones will be cleaned with a disinfectant. During an infectious disease outbreak, consideration will be given to increasing the frequency of cleaning these commonly touched surfaces and areas based on the nature of the disease. In addition, we will consult with the state and local health authorities for guidance on any necessary operational procedures that need to be enacted.

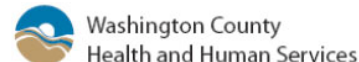
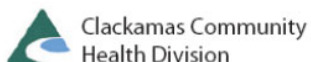
When an employee or student with a suspected infectious disease is identified and has left the building, their area (and other known places that have been touched) will be thoroughly cleaned and disinfected. Cleaning and disinfecting will follow manufacturers' recommendations. The person cleaning and disinfecting will wear appropriate PPE according to the state and local health authorities recommendation. Hands will be washed or sanitized at the completion of the procedure.

### **Social Distancing**

During suspected or identified infectious disease outbreaks, social distancing measures will be taken to reduce the spread of an infectious disease.

- Handshaking and sharing of drinks and food will be prohibited.
- Touching of eyes, nose or mouth will be avoided to the extent that is possible.
- Face-to-face meetings will be avoided or, if unavoidable, a distance will be maintained as determined by the state and local health authorities.
- Non essential meetings, gatherings, assemblies, field trips, workshops, trainings, etc. will be postponed as deemed necessary by administration in collaboration with the state and local health authorities.
- Consideration will be made for flexible hours and attendance policies to maintain social distancing and reduce illness in school facilities.

## Section 2- Communicable Disease Exclusion Guidelines



### Exclusion Guidelines for Schools and Child Care Settings Clackamas, Multnomah and Washington Counties

#### Does the student have any of the following?

- ☐ Diarrhea: At least 3 loose stools in 24 hours – *OR* – sudden onset of loose stools.
- ☐ Vomiting: At least one episode that is unexplained.
- ☐ Fever: A body temperature of at least 100.5
- ☐ New Skin Rash, Sores or Wounds: Not previously diagnosed by a health care provider

**NO**

**OK to attend  
school or day care**  
(See page 2)

**YES**

#### For Diarrhea or Vomiting

##### **Stay at Home –**

Until symptoms are gone for 24 hours

DO NOT handle any shared food until 72 hours after symptoms are gone.

#### For Fever

##### **Stay at Home --**

Until fever is below 100.5 for 24 hours **WITHOUT** the use of fever-reducing drugs.

*(for example, Tylenol®, acetaminophen, Advil®, Motrin®, ibuprofen, aspirin)*

#### For Skin Rash, Sores or Wounds:

##### **Stay at Home --**

If rash is increasing in size, or if new sores or wounds are developing day-to-day,

**-OR-** If rash, sores or wounds are draining and cannot be covered with a bandage.

**No contact sports until sores or wounds are healed or no longer draining.**

**For a cough lasting 2 weeks or longer, call your school nurse or student's health care provider.**

**For questions, concerns, or suspected outbreak, call the MESD Nurse Consultant or health department.**

**Multnomah County Public Health Department: 503-988-3406**

**Clackamas County Public Health Department: 503-655-8411**

#### References

The County Health Department may issue specific recommendations for when an individual may return to school or daycare. If you have questions, contact your local health department.

- Oregon Disease Reporting Guidelines Online:



## SCHOOL EXCLUSION RECOMMENDATIONS FOR COMMUNICABLE DISEASES

Diagnosis by Medical Provider	Attendance Guidelines	Special Precautions
Abscesses, Boils, Staph Skin Infections	<b>Keep out of school</b> – if open draining wounds	May attend if affected areas can be kept completely covered with a bandage. No contact sports until lesions are healed. No food service duties while lesions present.
Chicken Pox (Varicella)	<b>Keep out of school</b> – until all skin lesions are crusted or resolved, and no new lesions are developing	Notify exposed pregnant or immune-compromised individuals to contact their provider with questions or concerns
Cough – severe or lasting over 2 weeks	<b>Keep out of school</b> – until assessed for possible pertussis by provider	Student may return when symptom-free or with consent to return from provider to school nurse
Fever	<b>Keep out of school if fever <math>\geq 100.5^{\circ}\text{F}</math></b>	OK to return after 24hrs fever-free without the use of fever-reducing medication
Fifth Disease	<b>OK to attend</b>	Notify exposed pregnant or immune-compromised individuals to contact their provider with questions or concerns
Hand Foot & Mouth	<b>OK to attend</b> if no open, draining lesions, or drooling	Encourage excellent hand hygiene
Head Lice	<b>OK to attend</b> but parent should be notified and given instructions on how to remove lice and nits before returning student to school	Encourage continuing parent head checks for lice; educate student to avoid head to head contact with others
Impetigo	<b>Keep Out of School</b> until 24 hours of antibiotic treatment are completed	May attend if affected areas can be kept completely covered with a bandage. No contact sports until lesions are healed. <del>No food service duties while lesions present.</del>
Meningitis, suspected or proven (stiff neck or headache with fever)	<b>Keep out of school if bacterial</b> , until at least 24 hours of antibiotic treatment. If viral, ok to attend school. <b>Notify nurse consultant if bacterial.</b>	Viral meningitis is rarely spread in schools. If bacterial, nurse consultant will assist school to notify students/staff of potential exposure.
MRSA	<b>Ok to attend</b> if affected skin areas can be completely covered during the school day	No contact sports until lesions healed. No food service duties while lesions present.
Pinworm	<b>Keep out of school for pre-school only</b>	May return the day after first treatment. Encourage excellent hand hygiene.
Pink Eye (conjunctivitis)	<b>Ok to attend</b> - Almost all pink eye is viral conjunctivitis, which is self-limited and does NOT require antibiotic eye drops or ointment	Encourage excellent hand hygiene, keep hands away from face, and no sharing of personal items
Rash due to reportable condition (e.g., measles, rubella)	Follow Oregon Public Health Investigative Guidelines, unless instructed otherwise by Health Officer. <b>Notify nurse consultant.</b>	Nurse consultant will work with school to notify students/staff of potential exposure
Rash with or without fever – new/sudden onset	<b>Keep out of school</b> until rash resolves or student sees their provider in person for diagnosis and clearance to return	Once cleared, any open/affected areas of skin should be covered during school day
Ringworm	<b>OK to attend</b> if affected skin areas can be completely covered during school day	No contact sports until lesions are healed or no longer draining
Scabies	<b>Keep Out of School</b> – until treated	Student may need 2nd treatment.
Shingles	<b>Keep Out of School</b> – until all skin lesions are crusted or resolved. May attend if affected areas can be kept completely covered during the school day.	No contact sports until lesions healed. No food service duties while lesions present.
Strep Pharyngitis	<b>Keep Out of School</b> – until 24 hours of antibiotic treatment are completed and fever resolved	No food service while ill
Tuberculosis (TB)	<b>OK to attend</b> – a positive TB skin test alone does not mean individual is infectious. <b>Notify nurse consultant.</b>	Nurse consultant will work with public health dept. and school admin. regarding any individuals with contagious TB

Students should not attend school if they have complaints that prevent them from active participation in usual school activities, or if they require more care and monitoring than the school can safely provide, per ODE Guidelines for Exclusion (as described in OAR 581-022-0705).

## **Section 3 - COVID-19 Specific Plan**

### **Notifications**

If required, the local public health authorities will be notified of:

- any confirmed cases among students or staff
- any clusters of illness among students or staff (2 or more)

The Emerson School has a plan for educating parents/guardians about the need for them to notify the school immediately upon identification of COVID-19 in a student.

The School Administrator will be responsible for notification to PPS and Local Health Authorities.

### **Screening**

Staff who are assigned at the entry door will visually screen for primary COVID symptoms:

- Cough
- Fever (temperature of 100.4 or higher)
- Chills
- Shortness of breath
- Difficulty breathing
- New loss of taste or loss of smell

When the screening indicates that a student may be symptomatic, the student is either sent back home with an adult or isolated.

Students or staff with any above symptoms will be sent home or isolated.

The guidance in [\*Planning for COVID-19 Scenarios in Schools\*](#) would be used to determine how long they must be excluded.

### **Communication**

The School Administrator will be responsible for communicating with parents, families, staff and district officials.

### **Daily Logs**

Contact tracing and daily logs are not required under the current guidance.

If needed again in the future, daily logs will contain:

- Child name
- Drop off/pick up time
- Parent/guardian name and emergency contact information.
- All staff or students that interact with the student's stable cohort (including floater staff).

Daily logs will be maintained for a minimum of 4 weeks.



## **Visitor Log**

The Office Manager will maintain daily logs used for all visitors (when visitors are permitted in buildings based on information provided by local health authorities).

Log will contain:

- Name
- Contact Information
- Date of Visit
- Time of entry and exit

Visitor log will be maintained for a minimum of 4 weeks.

## **Isolation**

The school has a designated space to isolate students or staff members who develop COVID-19 symptoms. This designated space for COVID-19 symptoms is a separate space from the non-COVID-19 symptoms. Designated space is supervised and student or staff is monitored.

While waiting to go home, people displaying symptoms will wear a face covering if it can be worn safely, as will supervising staff.

The Emerson School has an adequate supply of face coverings located in the front office.

## **Environmental Management**

### **Hand hygiene**

Students and staff will wash with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol.

- Upon entry and prior to leaving
- Before and after meals
- After playing outside
- After restroom use (will wash hands)

Staff will wash with soap and water for 20 seconds before preparing meals.

### **Cleaning and disinfecting**

Appropriate cleaning and contingency plans are in place for routine infection prevention, and for closing cohorts, schools, or districts based on identified COVID-19 cases and in compliance with public health and CDC guidelines.

Protocols include but are not limited to:

- All frequently touched surfaces (playground equipment, door handles, sink handles, drinking fountains, desks) and shared objects (toys, games, art supplies) will be cleaned not less than once daily.
- Disinfectants/cleaners will be applied safely and correctly following labeling direction as specified by the manufacturer. These products will be kept away from students.
- Bathrooms will be cleaned routinely.
- Staff members will increase circulation of outdoor air as much as possible by using rooms with operable windows, utilizing HEPA air filters/purifiers in each room, and disabling demand controlled ventilation and opening dampers to 100% on our HVAC system.

CDC guidelines for cleaning will be followed.

## Physical Distancing

Distancing is not required under current guidance.

If distancing becomes required again, we will follow all recommended physical distancing requirements.

Physical distancing requirements will be maintained in classrooms, hallways, restrooms; at arrival and dismissal, meal times, recess, and during transition times.

Additional support will be provided to students who require instruction in maintaining physical distancing requirements.

## Face Coverings

- Face coverings will become optional on April 4, 2022.
- The Emerson School intends to use the new **CDC tracker**, which monitors COVID-19 Community Levels, to determine if we will remain mask optional. According to the new CDC tracker, if a county is in green (low) or yellow (medium), it is not recommended for the majority of individuals to wear a mask. If a county moves into orange (high), it is recommended that individuals wear a well-fitting mask regardless of vaccination status. As of today, Multnomah County is *green*. If Multnomah County ever moves into orange again, we reserve the right to change from mask optional back to universal masking at school. Please note that the CDC suggests “**at all levels, people can wear a mask based on personal preference, informed by personal level of risk. People with symptoms, a positive test, or exposure to someone with COVID-19 should wear a mask.**”
- Please find all of the details about the **CDC tracker** here: [https://www.cdc.gov/coronavirus/2019-ncov/science/community-levels.html?utm\\_medium=email&utm\\_source=govdelivery](https://www.cdc.gov/coronavirus/2019-ncov/science/community-levels.html?utm_medium=email&utm_source=govdelivery)

Communication regarding face coverings will be provided to staff, parents, families and students prior to on-site instruction and regularly throughout the school-year. Communication will be sent in print or electronically and will be posted throughout the school.