

Policy 4.06 Communicable Illness Management Plan

Students should remain home from school if they exhibit:

- Fever greater than 100.4 F. Stay at home until fever is below 100.4 for 24 hours WITHOUT use of fever-reducing medications (Advil, Ibuprofen, Tylenol, acetaminophen, aspirin)
- Vomiting (at least one episode that is unexplained); Stay at home until vomiting has stopped for 24 hours.
- Stiff neck or headache with fever
- Any rash with or without fever
- Unusual behavior change, such as irritability or lethargy
- Jaundice (yellow color of skin or eyes)
- Colored drainage from eyes
- Difficulty breathing or shortness of breath; serious sustained cough
- Symptoms or complaints that prevent the student from participating in his/her usual school activities, such as persistent cough, with or without presence of fever.

Hosanna-Triad will implement additional permanent or temporary measures to limit the spread of any communicable illness as needed and directed by State or Local Public Health Authority.

Policy 4.06.01

Communicable Illness Management Plan for COVID-19 (effective August 2020 until revoked)

COVID-19 is recognized as a serious health pandemic threat in our community.

Hosanna-Triad will create an Operational Blueprint for School Reentry 2020-2021 to be submitted through LPHA to the Oregon Department of Education as required by Oregon's Executive Order 20-25(10). When State designated metrics are met to allow for On-Site education, Hosanna-Triad shall implement the following policy to limit spread, identify infected students or staff, and follow up appropriately with parents/guardians and Local Public Health Authority.

- Limit spread within the school setting by:
 - Physical distancing.
 - Every room will be limited to an occupancy capacity compatible with physical distancing allowing a minimum of 35sf per person. (See Attached)
 - Principal, or designee, will oversee implementation and enforcement of physical distancing
 - Staff will plan for physical distancing in all daily activities and instruction striving to maintain at least 6 feet between individuals and minimize time standing in lines.
 - Where applicable and practical, markings on floors or walls will signify appropriate spacing and one-way traffic through hallways will be implemented and enforced.

- Class enrollment will be limited to maintain safe classroom occupancy limits to allow for physical distancing.
 - Utilize outdoor spaces for instruction when possible.
 - Define cohorts and minimize mixing of cohort members whenever possible.
- Face Coverings
 - Requirements and recommendations for face coverings will be enforced for staff and students based on the current advice from the CDC and LPHA.
- Hand Washing and sanitizing
 - All students and staff should wash hands thoroughly for a minimum of 20 second with soap and water upon arriving to the school building.
 - Hand washing and hand sanitizing should be encouraged throughout the day whenever possible, always after using the bathroom, touching the face, blowing nose or sneezing into a tissue and disposing, and before and after eating.
- Network within the community
 - Hosanna-Triad does not employ a School Nurse, but relies on volunteer involvement from parents and staff and commits to working closely with the Klamath County Public Health Department for guidance and support. Current Committee Members for COVID-19 plan include
 - Steve Hamlin, Principal, mrhamlin@hosannachristian.org
 - Shauna Young, Vice Principal and Teacher, Triad Campus, shauna.young@triadschool.com
 - Jen Miller, Registrar and School Counselor, Triad Campus jen.miller@triadschool.com
 - Ginger Mauer, Office Staff Lead, Hosanna Campus, mrsmaurer@hosannachristian.org
 - Marla Edge, Registrar and School Counselor, Hosanna Campus mrsedge@hosannachristian.org
 - Jodi Orlando, RN- parent volunteer jodimorlando@icloud.com
 - Barney Simonsen, Business Manager mrsimonsen@hosannachristian.org
 - Jill Schultz, Board Vice President jillschultz@oit.edu
 - Shelley Palesano, Teacher, Hosanna Campus mrspalesano@hosannachristian.org
 - Kathy Cannon, Office Staff Lead, Triad Campus Kathy.cannon@triadschool.com
 - Klamath County Public Health Department (Local Public Health Authority (LPHA)):
 - Main number is 541-882-8846, extensions are listed below.
 - School Liaison: Jessica Dale, Assistant Director, jdale@co.klamath.or.us, ext. 3059

- Administrative: Jennifer Little, Director, jlittle@klamathcounty.org, ext. 3507
 - Nursing Services: Kellie Hansen, Clinic Administrator, khansen@co.klamath.or.us, ext. 3446
 - Communications: Valeree Lane, Public Information Officer, vlane@klamathcounty.org, ext. 3508
- Staff Training:
 - All staff will receive a written copy of this policy and the Operational Blueprint for School Reentry 2020-2021.
 - All staff will receive mandatory training on this policy during staff in-service prior to the beginning school year and any time changes are made to this policy by order of the LPHA.
- Disinfection
 - Use of communal supplies shall be minimized.
 - All personal property brought to school must be labeled prior to entering the school and should be limited to the owner.
 - Library books and other shared supplies shall be returned to a “dirty” bin and either sanitized or untouched for 72 hours and cleaned as able prior to returning to circulation.
 - Plans for systematic disinfection of classrooms, offices, bathrooms and activity areas:
 - **Triad Campus**
 - **Pre-K**
 - PreK Classroom – Classroom (all common-use areas) sanitized 2x per day (morning before class begins and prior to snack).
 - PreK Bathrooms – Facility offers one set of bathrooms for the PreK class. Bathroom facilities will be clean at the start of the school day and multiple times throughout the day.
 - Recess – PreK has a separate playground from the rest of the elementary school; playground structures will be sanitized after each use. Separate bins will be provided for clean & dirty playground equipment (balls, jump ropes, etc).
 - **Elementary**
 - Elementary Classrooms – Classrooms (all common-use areas) sanitized 2x per day (morning before class begins and during lunch).
 - Elementary Bathrooms – Facility offers one set of bathrooms for the elementary school. Bathroom facilities will be clean at the start of the school day and multiple times throughout the day.

- Cafeteria – Cafeteria and adjoining restrooms will be clean at the start of the day and will be sanitized following the elementary lunch period.
- Recess – Elementary playground will be sanitized after each use. Separate bins will be provided for clean & dirty playground equipment (balls, jump ropes, etc.)
- **Middle School/High School**
 - MS/HS Classrooms - Classrooms (all common-use areas) sanitized at the beginning of each class period.
 - MS/HS Bathrooms - Facility offers one set of bathrooms for the Middle/High School. Bathroom facilities will be clean at the start of the school day and multiple times throughout the day.
 - Cafeteria – Cafeteria and adjoining restrooms will be sanitized following the elementary lunch period and cleaned following the MS/HS lunch period.
- **Main Office**
 - Office Bathroom – The bathroom located in the office is for staff-use only. This restroom will be sanitized throughout the day.
 - Plexi-glass barriers will be placed on the counter where face-to-face interaction would normally take place. In the event of close contact (less than 6 foot distance), masks or face shields will be used.

Library, Gym, Playground and Common Areas will be sanitized at the beginning of the day and as needed throughout the day.

Hosanna Campus

Pre-K

- PreK Classrooms – *2 separate Classrooms* and all common-use areas sanitized 2x per day (morning before class begins and prior to snack & lunchtime (both to be served in the classroom)).
- PreK Bathrooms – Facility offers in-class bathrooms for both PreK classes. Bathroom facilities will be cleaned at the start of the school day and multiple times throughout the day.
- Recess – PreK has a separate playground from the rest of the elementary school; playground structures will be sanitized after each use. Separate bins will be provided for clean & dirty playground equipment (balls, jump ropes, etc).

Kindergarten

- Kindergarten – 1 classroom and all common-use areas sanitized 2x per day (morning before class begins and prior to snack & lunchtime (both to be served in the classroom)).
- Kindergarten Bathroom – Facility offers in-class bathroom. Bathroom facilities will be cleaned at the start of the school day and multiple times throughout the day.
- Recess – Kindergarten uses the elementary playground but has a separate recess schedule than other grade levels. Playground structures will be sanitized after each use. Separate bins will be provided for clean & dirty playground equipment (balls, jump ropes, etc.)

Elementary

- Elementary Classrooms – Classrooms (all common-use areas) sanitized 2x per day (morning before class begins and during lunch).
- Elementary Bathrooms – Facility offers two sets of community bathrooms. Bathroom facilities will be clean at the start of the school day and multiple times throughout the day. Grades 1 & 2 have bathrooms within the classroom as well.
- Cafeteria – Cafeteria will be clean at the start of the day and will be sanitized following the elementary lunch period.
- Recess – Elementary playground will be sanitized after each use. Separate bins will be provided for clean & dirty playground equipment (balls, jump ropes, etc).
- Computer Lab- Facility offers a computer lab servicing grades 1-5. Students in the lab will be staggered to promote social distancing. When complete, classes will disinfect their workspace. Consecutive classes will utilize alternating computers.

Middle School/High School

- MS/HS Classrooms - Classrooms (all common-use areas) sanitized at the beginning of each class period.
- MS/HS Bathrooms - Facility offers two sets of bathrooms (the same bathrooms used by the elementary level). Bathroom facilities will be clean at the start of the school day and multiple times throughout the day.
- Cafeteria – Cafeteria will be sanitized following the elementary lunch period and cleaned following the MS/HS lunch period.
- Computer Lab- Facility offers a computer lab servicing MS & HS classes. Students in the lab will be staggered to promote social distancing. When complete, classes will disinfect their workspace. Consecutive classes will utilize alternating computers.

Main Office

- Office Bathroom – The bathroom located in the office is for staff-use only. This restroom will be sanitized throughout the day.
- Plexi-glass barriers will be placed on the counter where face-to-face interaction would normally take place. In the event of close contact (less than 6 foot distance), masks or face shields will be used.

- Identify infected staff and students by:
 - Screening students and staff for symptoms:
 - Staff and Students shall stay home if they, or anyone in their homes or community living spaces, have COVID-19 symptoms.
 - Staff shall comply with school policy self-attesting to absence of symptoms by reporting to work.
 - Staff members will be assigned at each entrance to the school building where students will be visually screened for COVID-19 symptoms prior entry to the school building. Any person reporting fever greater than 100.4F or any symptoms of COVID-19 (or symptoms of any infectious illness, per existing school policy) shall not be admitted to campus.
 - Staff shall recognize the following signs requiring immediate medical attention and seek that attention accordingly:
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion or inability to awaken
 - Bluish lips or face
 - Other severe symptoms
 - LPHA Notification of COVID-19 Cases
 - All families and staff will be provided a written explanation letter of school policy regarding COVID-19 Communicable Illness Management requesting that school staff be notified of any confirmed case of COVID-19 among students or staff.
 - Any staff member with a confirmed case of COVID-19 shall immediately report the details to the School Principal.
 - Any staff receiving a report of a confirmed case of COVID-19 among students or their family shall immediately report details to the School Principal.
 - School Principal, or designee, will immediately contact LPHA for guidance and follow up recommendations.
 - School Principal, or designee, will maintain open communication with LPHA to identify and follow up on any cluster of illnesses among staff or students.
 - School Principal, or designee, will request all attendance logs and information regarding identified cases of COVID-19 and provide them to LPHA immediately upon request.
 - Isolation for Illness or Exposure
 - Any staff or student with new onset of COVID-19 symptoms, or known exposure during the school day or school activity shall immediately don a mask if able, will be immediately isolated in the sick room, will be sent home as soon as possible, and will be encouraged to seek medical advice from their primary healthcare provider.

- Isolated staff/student information shall be documented by designated office staff on the COVID-19 Symptom Tracker provided by the LPHA for reporting to LPHA if requested.
- Parent/Caregiver/Guardian of the student will be notified by School Principal, or designee, of symptoms or exposure and return to school requirements as follows.
 - In the event of a positive COVID-19 (PCR) test, the affected staff/student should remain home for at least 10 days following symptoms onset or testdate (whichever occurred first) AND a minimum of 24 hours without a fever without the use of fever reducing medications, and other symptoms are improving.
 - Alternatively, 2 negative subsequent COVID-19 tests at least 24 hours apart AND 72 hours have passed with no fever without the use of fever reducing medications AND other symptoms are improving.
 - In the event of a negative COVID-19 viral test (and if they have multiple tests, all tests are negative), staff/student should remain home until 24 hours after fever is gone, without the use of fever reducing medication, and other symptoms are improving. If alternative diagnosis is identified then usual disease-specific return to school guidance should be followed. .
 - If no COVID-19 test is performed, the staff/student should remain home for 10 days and until 24 hours have passed with no fever without the use of fever reducing medications, and other symptoms are improving.
- Daily log
 - Students will be divided by class into cohorts following current recommendations by the Oregon Department of Education, with efforts made in daily plans to minimize cohort crossing.
 - Hosanna-Triad shall utilize electronic attendance records to track students and/or cohorts throughout the school day and school activities.
 - Class teacher or advisor will be responsible for tracking cohorts/individuals and logging accordingly.
 - Upon request, Hosanna-Triad shall make available to LPHA daily records to include:
 - Child's name
 - Drop off/Pick up or arrival/departure time
 - Parent/guardian name and emergency contact information
 - All staff including names and phone numbers who interact with cohort or individuals
 - Log will be kept electronically for no less than 4 weeks and provided to LPHA as requested for contact tracing.

- All itinerant staff will keep a log of their history of time in each campus building and who they were in contact with at each site.
 - Volunteers/visitors are vital to the success of Hosanna-Triad.
 - Office staff will ask volunteers/visitors to attest to absence of symptoms upon entry to the building. Anyone known to have been exposed to COVID-19 within the preceding 14 calendar days will not be permitted to enter campus.
 - Volunteers/visitors attendance will be logged electronically in the school office.
 - Volunteers/visitors will be required to wash or sanitize hands upon entry and exit.
 - Volunteers/visitors will maintain six-foot distancing, wear face coverings, and adhere to all other efforts to minimize the spread of COVID-19.
 - Positive Covid-19 Cleaning
 - In the event Hosanna-Triad is made aware of a student or staff who has tested positive for COVID-19 who has entered the school building, cleaning and disinfecting will be required.
 - Principal shall be immediately notified
 - LPHA will be notified by the Principal, or designee, and consulted regarding any specific necessary cleaning and disinfecting.
 - Cleaning protocol will commence following recommendations from LPHA.
- Follow up by:
 - Response to Outbreaks
 - Hosanna-Triad commits to work with and follow LPHA guidance for any outbreak within the school or in the community as it involves the school students, staff, or families, including but not limited to:
 - School Principal, or designee, shall receive and acknowledge information from LPHA related to current COVID-19 transmission level
 - School Principal, or designee, will report cases and clusters of illness to LPHA
 - Enact appropriate cleaning/disinfecting measures
 - Convene the COVID-19 committee as needed to assign responsibilities related to an outbreak.
 - Modify, postpone, or cancel On-Site Learning and/or large school events as coordinated with the LPHA.
 - Move to Comprehensive Distance Learning Plan (currently under development) as needed.
 - Principal, or designee, will communicate information to all families via email, including criteria for On-Site instruction to resume and relevant timelines.

- Follow guidance from LPHA regarding returning to On-Site Instruction.
- Any staff member or student who believes they are at high risk for COVID-19 are required to report such risk to the Principal to discuss accommodations as per the Operational Blueprint for School Reentry 2020-2021.

Additional details related to the procedures pertaining to this policy can be found in the Operational Blueprint for School Reentry 2020-2021 which has been submitted through LPHA to the Oregon Department of Education as required by Oregon's Executive Order 20-25(10).

Revised August 04, 2020-JO
August 11, 2020-ME

Policy 4.06 – Communicable Illness Management Plan Addendum A

Hosanna-Triad School Room Capacity and Expected Attendance 2000-2001 as of 08/05/2020

Hosanna Campus

- Gym – 87x 97, 8,439 square feet, capacity for 241 people.
- Cafeteria/Chapel – 87x59, 5,192 square feet, capacity for 148 people
- Library – 50x29, 1,450 square feet, capacity for 41 people.
- Girl’s Locker Room – 20x30, 600 square feet, capacity for 17 people.
- Boy’s Locker Room – 584 square feet, capacity for 16.

- Classrooms and computer labs – 30X23 or larger, with a useable square foot area of at least 690. At 35 square feet for individual. The capacity is at least 19 people or more. Classes are capped at 16, and in some cases 18 depending on circumstances and square footage.

Estimated Student population by level and grades (as of 08/05/2020). Classes other than pre-K are capped at 16-18

Elementary - 102

- Pre – K: 20 (2 classes capped at capped at 10 each, the classes do many activities together)
- Kindergarten: 16
- 1st Grade: 17
- 2nd grade: 16
- 3rd grade: 16
- 4th grade: 16
- 5th grade: 17

Middle School - 37

- 6th grade: 14
- 7th grade: 16
- 8th grade: 7

High School – 44 (51 when combined with Triad campus 9th graders)

- 9th grade: 10
Combined with Triad campus 9th grade students for afternoon classes: 17
- 10th grade: 10
- 11th grade: 12
- 12th grade: 12

Triad Campus

Elementary

- Cafeteria (used for lunch daily) – 2880 square feet, no more than 82 persons
- Gym (used for PE classes) – 4400 square feet, no more than 125 persons
- Classrooms – 660 square feet usable space, no more than 18 persons (including teacher)

Middle/High School

- Cafeteria (used for lunch daily) – 2880 square feet, no more than 82 persons
- Gym (used for PE classes) - 4400 square feet, no more than 125 persons
- Classrooms (#1,2,6,9,10,12,13,14) – 660 square feet usable space, no more than 18 persons (including teacher)
- Classroom (#11) – 490 square feet, no more than 14 persons

- Music Room – 1358 square feet, no more than 38 persons

Student Population by Level and Grade (*as of 07/09/2020*)

Pre-K & Elementary – 61

Pre-K – 9

Kindergarten: 10

1st Grade: 7

2nd Grade: 7

3rd Grade: 4

4th Grade: 12

5th Grade: 12

Middle School – 33

6th Grade: 14

7th Grade: 11

8th Grade: 8

High School – 46

9th Grade: 6

10th Grade: 11

11th Grade: 17

12th Grade: 12

Policy 4.06 – Communicable Illness Management Plan Addendum B

Hosanna-Triad School Systematic cleaning and disinfection of classrooms, offices, bathrooms and common and activity areas

Hosanna Campus

Pre-K

- Pre-K Classroom – Classroom (all common-use areas) sanitized throughout the day (morning before class begins and before and after snack and lunch.)
- Pre-K Bathrooms – Facility offers one set of bathrooms for the Pre-K class. Bathroom facilities will be clean at the start of the school day and multiple times throughout the day.
- Recess – Pre-K has a separate playground from the rest of the elementary school; playground structures will be sanitized after each use. Separate bins will be provided for clean & dirty playground equipment (balls, jump ropes, etc.)

Elementary

- Elementary Classrooms – Classrooms (all common-use areas) sanitized 2x per day (morning before class begins and during lunch).
- Elementary Bathrooms – Facility offers classroom bathrooms for K-4 and one additional set of bathrooms for the elementary school. Bathroom facilities will be clean at the start of the school day and cleaned multiple times throughout the day.
- Cafeteria – Cafeteria will be clean at the start of the day and will be sanitized following each lunch period and after any other activities
- Recess – Elementary playground will be sanitized after each use. Separate bins will be provided for clean & dirty playground equipment (balls, jump ropes, etc.)
- Gym – The gym will be sanitized at the start of the day, in the event of use during the day, the gym will be cleaned following use.

Middle School/High School

- MS/HS Classrooms - Classrooms (all common-use areas) sanitized at the beginning of each class period.
- MS/HS Bathrooms - Facility offers one set of bathrooms for the Middle School and one for the High School Middle/High School. Bathroom facilities will be clean at the start of the school day and cleaned multiple times throughout the day.
- Cafeteria – Cafeteria – Cafeteria will be clean at the start of the day and will be sanitized following each lunch period and after any other activities
- Gym – The gym will be sanitized at the start of the day, in the event of use during the day, the gym will be cleaned following use.

Main Office

- Office Bathroom and staff room bathroom – The bathrooms located in the office and staff room are for staff-use only. These restroom will be sanitized throughout the day.
- Plexi-glass barriers will be placed on the counter where face-to-face interaction would normally take place. The use of face coverings will be in accordance with current OHA/Governor’s mandates.

Library and other common rooms

- Plexi-glass barriers will be placed where appropriate. Each area will be clean in the morning and will be sanitized throughout the day.
- Any books in the library that have been used will be put into a bin for 72-hour sanitation before being re-shelved.

Triad Campus

Pre-K

- Pre-K Classroom – Classroom (all common-use areas) sanitized 2x per day (morning before class begins and prior to snack).
- Pre-K Bathrooms – Facility offers one set of bathrooms for the Pre-K class. Bathroom facilities will be clean at the start of the school day and multiple times throughout the day.
- Recess – Pre-K has a separate playground from the rest of the elementary school; playground structures will be sanitized after each use. Separate bins will be provided for clean & dirty playground equipment (balls, jump ropes, etc.)

Elementary

- Elementary Classrooms – Classrooms (all common-use areas) sanitized 2x per day (morning before class begins and during lunch).
- Elementary Bathrooms – Facility offers one set of bathrooms for the elementary school. Bathroom facilities will be clean at the start of the school day and cleaned multiple times throughout the day.
- Cafeteria – Cafeteria and adjoining restrooms will be clean at the start of the day and will be sanitized following the elementary lunch period, prior to the Middle/High School lunch period.
- Recess – Elementary playground will be sanitized after each use. Separate bins will be provided for clean & dirty playground equipment (balls, jump ropes, etc.)
- Gym – The gym will be sanitized at the start of the day, in the event of use during the day, the gym will be cleaned following use.

Middle School/High School

- MS/HS Classrooms - Classrooms (all common-use areas) sanitized at the beginning of each class period.
- MS/HS Bathrooms - Facility offers one set of bathrooms for the Middle/High School. Bathroom facilities will be clean at the start of the school day and cleaned multiple times throughout the day.
- Cafeteria – Cafeteria and adjoining restrooms will be sanitized following the elementary lunch period and cleaned following the MS/HS lunch period.
- Gym – The gym will be sanitized at the start of the day and in the event of use during the day, the gym will be cleaned following use.

Main Office

- Office Bathroom – The bathroom located in the office is for staff-use only. This restroom will be sanitized throughout the day.
- Plexi-glass barriers will be placed on the counter where face-to-face interaction would normally take place. The use of face coverings will be in accordance with current OHA/Governor’s mandates.

Library and other common rooms

- Plexi-glass barriers will be placed where appropriate. Each area will be clean in the morning and will be sanitized throughout the day.
- Any books in the library that have been used will be put into a bin for 72-hour sanitation before being re-shelved.

Revised 08/05/2020ME