

LAKE COUNTY EDUCATION SERVICE DISTRICT

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Lakeview, Oregon 97630

COVID-19 Pandemic Coronavirus Building Management Plan

August 2020

Coronavirus Management Plan

Preplanning Goals:

To utilize a staff training program that covers ~~Covid~~COVID-19 essential understandings for successful onsite operations.

To order all necessary PPE, touchless thermometer and sanitation supplies for successful building operation.

Objectives

Management will develop a management plan to be read by all staff before returning to work onsite for the 2020-2021 school year.

Blueprint plans will be ~~developed for~~followed by the Early Intervention program ~~and~~ Preschool Promise Classroom prior to August 15th, and posted on the ESD individual school and Headstart website.

Disinfectant wipes and hand sanitizer will be strategically located throughout the building prior to July 2020.

Hygiene, sign-in, and social distancing posters will be located throughout the building prior to July 2020.

Course of Action

- Human Resources will provide Safe Schools ~~T~~training videos to all staff.
- Staff are required to view the videos and sign off ~~prior to~~upon returning to the Lake ESD work site. This will be included as part of the Safe Schools ~~T~~training.
- Orders will be placed for face coverings, hand sanitizer, sneeze guards, building cleaning supplies, safety posters, and signage required for reopening.
- Disinfectant wipes and hand sanitizer will be placed at building entry and exit points, and conference rooms. Bathrooms and kitchen will have soap available at sinks for handwashing.

Operational Goals:

To implement guidelines allowing for a safe working environment for Lake ESD employees, students, and visitors.

Objective

To implement best practice as outlined by CDC, OHA and ODE for reopening the work environment by July, 2020.

Lake ESD Board Policy GBEB, GBEB-AR, JHCC, and JHCC-AR will guide the implementation of this pandemic reopening plan beginning Aug. 1, 2020.

Course of Action

Physical Distancing:

- Place safety signs and safety posters throughout the building. Building occupants are instructed to walk with your right shoulder to the wall in all hallways.
- Building entry is through the front door/~~sideback~~ entry door with a ~~log-in~~ sign in sheet for all visitors and employees.
- Located at the ~~log-sign~~ in desk will be disinfecting wipes, hand sanitizer and disposable masks available for employee/visitor use.
- Onsite meetings should not exceed meeting room capacity and maintain social distancing.
- If social distancing cannot be maintained, Whole staff meetings and trainings will be done via Zoom. Each staff member will attend meetings from their individual offices or from off-site location.
- Social distancing of six feet separation should be practiced in all working areas and conference meetings.
- Recommended rule of thumb is 35 square feet per person for room capacity.

Meals and Food:

- For group meetings, boxed meals and individually plated meals are allowed. Family style buffets and potlucks are not allowed. Hands should be washed before and after eating a meal. Eating surfaces will be disinfected following use.
- Individual employees may prepare personal meals in the staff area and must- ~~D~~isinfect surfaces following use.
- Employees should clean/disinfect any surface used after eating and clean/disinfect conference tables after meetings. Use of Lake ESD staff room should be staggered at meal times to allow for social distancing of six feet separation.
- Since staff must remove their face coverings during eating and drinking, staff should eat snacks and meals independently.

Protective Equipment:

- Face coverings are required for all onsite staff and visitors at the ESD. Face coverings are available at the reception desk and are worn for the protection of others in the building.
- Staff within offices are not required to wear masks while at their workstation.
- Children under age 5 and those who cannot reliably wear a face covering without constant supervision ~~may are~~ not required to wear a face covering.
- All staff and students in school buildings over the age of 5 must wear a face covering.
- Contact custodial staff or Administrative Assistant if hand sanitizer or disinfectant runs out.
- ~~Clear plastic barriers help, but are not a substitute for a face covering.~~

Hygiene:

- Wash hands or use hand sanitizer frequently (e.g. before and after meals, after building entry, after rest room use, after sneezing, coughing, blowing nose) with soap and water for 20 seconds.
- Use hand sanitizer if washing hands is not practical.
- Cover all coughs and sneezes with a tissue or elbow, throw tissue in garbage. Wash hands.

Screening:

- COVID-19 symptoms include fever (over 100.3 degrees) and cough, as well as shortness of breath or difficulty breathing; fever; chills; muscle ache; sore throat; and loss of taste or smell. Employees presenting these symptoms should not come to work and should contact their physician. Employees presenting these symptoms at work will notify HR immediately and leave the work environment immediately.
- If a clear alternative diagnosis is identified as the cause of the person's illness (e.g. a positive strep throat test), then usual disease-specific return to work guidance should be followed and the person should be fever free for 24 hours, without the use of fever reducing medication.
- If anyone who has entered Lake ESD ~~and~~ is diagnosed with COVID-19, the ESD will consult with Public Health to determine cleaning procedures or possible temporary building closure. Lake County Public Health will assume responsibility for contact tracing.
- An employee exposed to a COVID-19 confirmed case will be excluded from the work environment for 14 days from day of contact.

- Students in the EI/ECSE classrooms will be screened by the instructors/instructional assistants for symptoms prior to entry.

Contact Logs:

- Keeping Daily Logs:
 - Individual daily logs will be kept by staff if working outside the building.
 - Logs for Early Intervention will be maintained by EI staff at their respective building.
 - The ESD building logs will be maintained by the front desk Administrative Assistant.
- Meeting organizers will retain all appointment calendars, and sign in sheets as part of the daily log.
- All ~~V~~visitors entering the Lake ESD ~~B~~building will sign ~~in at~~ the login-sign in sheet located at ~~each entry point, front door and back entry door~~the front desk. This information will be important if contact tracing is required.
- Itinerant and staff who move between buildings will be keeping an individual daily log of contact with students and staff for contact tracing purposes. Names, dates, and entry/exit times will all be kept ~~(Maintained~~ for a minimum of 4 weeks).

Transportation:

- Guidelines for vehicle use are status quo with additional cleaning requirements outlined in the next bullet. Each car will be stocked with hand sanitizer and disinfectant. Please inform Administrative Assistant if any supplies are missing or need to be replenished.
- Disinfectant wipes/-solution will be available in each vehicle. Drivers will wipe down the steering wheel, shift knob, lane signal lever, headlight lever and other frequently touched surfaces before driving and after driving. Hands should be thoroughly washed before and after driving. Key fob should be wiped clean with disinfectant wipe/solution before turning it in.
- When riding in a vehicle with another person, face coverings will be worn by all individuals.

Sanitation:

- Staff will be given a small supply of disposable face coverings.
- Building sanitation practices will occur in bathrooms, conference rooms, and staff rooms.
- Lake ESD custodial staff will implement a schedule of sanitizing all frequently touched surfaces including, door handles, light switches, tabletops, counter tops, sink handles, toilets, and staff room surfaces.

- Lake ESD employees will not share computers, mouse, telephones, or other personal desk items with other employees.
- If a positive COVID case occurs at the ESD, or in an EI/ECSE classroom, ~~Those~~ those respective locations will be shut down until a deep cleaning has occurred.

COVID-19 Contacts:

- Jack Thompson, ~~ESD~~ Superintendent, is the designated contact for Lake ESD COVID-19 concerns and the LPHA (Local Public Health Authority) contact. He will make calls directly to the LPHA regarding any confirmed COVID-19 cases for staff or students, or any cluster of illnesses from staff or students.
- Communication Tree: Superintendent Thompson will notify specific departments as necessary to retain and gather contact logs as needed.
- The Early Intervention Coordinators ~~with~~ will make direct contact with parents from those specific programs.
- Health Department, Communicable Disease Nurse.
 - During normal business hours (8-5pm)
 - After hours reporting/needs, Sheriff's non-emergency dispatch

Isolation:

- Individuals demonstrating COVID-19 symptoms ~~and~~ who can't make it home will be isolated until transportation can be arranged.
- Staff working with symptomatic individuals will utilize a face mask.
- Individuals will be provided with a face covering if they don't have one of their own.

Vulnerable Populations:

COVID-19 is a new disease and there is limited information regarding risk factors for severe disease. Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19.

Lake ESD employees that fall into one of these categories or have a spouse, child or domestic partner that falls into one of these categories ~~you~~ should contact HR to discuss ~~your~~ working options.

- Age 65 years or older
- Chronic lung disease or moderate to severe asthma
- COPD (chronic obstructive pulmonary disease)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies

- Immunocompromising conditions, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 or higher)
- Type 2 diabetes mellitus
- Chronic kidney disease undergoing dialysis
- Liver disease
- Sickle cell disease
- Other conditions or risk factors identified by OHA, CDC, or a licensed healthcare provider

Ongoing Monitoring Goal:

To evaluate the effectiveness of the plan for Coronavirus reopening and recommend improvements to the plan.

Objective

To provide a group opportunity for plan input and improvement at the conclusion of the Coronavirus Pandemic.

Course of Action

The Lake ESD Safety Committee will hold a meeting to debrief and provide recommendations for improving the COVID-19 Pandemic Coronavirus Reopening Plan.

The signature line below indicates the signatory has read and understands the contents of the COVID-19 Pandemic Management Plan and agrees to comply with the requirements of the plan.

_____	_____	_____
Signature	Printed	Date

Please submit signed plan to HR Department

Appendix A

Important Information about a Presumptive Case of 2019 Novel Coronavirus at Our School

Dear Staff and Families of XXXX School,

Recently, we were notified that a school district employee has been diagnosed with COVID-19. As members of the school community, we understand that this raises concerns. We are working closely with [INSERT local health department] to respond to this news and protect the health of our community.

As you know, schools are closed for (insert time line).

During this closure we are taking the following steps to ensure our school buildings are clean:

[INSERT steps taken here. They can include – but are not limited to - a deep clean of classrooms and common areas in the school, manual wiping of surfaces, use of an electrostatic disinfectant sprayer that deploys charged disinfectant particles into an area that covers every surface in the space.]

The best way to prevent the spread of COVID-19 is to practice good health hygiene habits. Be sure to wash your hands frequently with soap and water, cover your coughs and sneezes, and avoid contact with people who have signs of illness. Get plenty of rest, exercise, and eat a healthy diet. Protect the community by [following the Governor's social distancing requirements](#). Wearing cloth face coverings may reduce the spread of virus and help prevent those who have the virus but do not have symptoms from passing it to others. [INSERT any additional social distancing requirements that may have been approved by your city or county government]

We will keep you updated with any new information as it comes out, while meeting the requirements to honor everyone's right to privacy.

More information can be found on [the Oregon Department of Education's COVID-19 page](#), [the Oregon Health Authority's COVID-19 page](#) and [INSERT district website with COVID information, if applicable]. If you have any questions, please contact [INSERT contact information].

Sincerely,

Name

Appendix B

Example School Plan:

Pick Up:

Bus-

- ~~Bus will arrive at stop, students enter the bus and proceed to assigned seats starting in the back for those to be picked up first.~~
- ~~Bus driver logs student names, bus number, driver, etc. Bus drivers are not required to wear a face covering.~~
- ~~Students load the back of the bus first to minimize walking by other students, 2 per seat maximum, 1 if possible.~~
- ~~The first two seats on the bus are reserved for students who experience symptoms but are unable to return to the house.~~
- ~~Second seats on the bus are empty to allow for social distancing. If symptomatic students are on the bus, the bus driver provides a disposable face covering for those symptomatic students. (Symptomatic students will report directly to the sick room, bus driver transitions with school personnel at the school unloading stop).~~

School Arrival:

Bus-

- ~~Upon arrival, the bus driver will make sure all students on the previous bus have exited the unloading area and are proceeding to their respective entry points.~~
- ~~Once completed, the bus driver allows students to slowly unload the bus, front seat first, each seat waiting for the previous to unload first.~~
- ~~Following unloading, the bus driver will completely wipe down and disinfect the bus prior to the ending shift.~~
- ~~District staff will help the unloading process to ensure social distancing~~

Parents-

- Parents are made aware of the parent drop off in front of the school via a map.
- School staff will help guide students to appropriate entry check-in point.

School Entry:

- Each of the four school entry points will be staffed by two school district staff, each wearing face coverings.
- One person will help students who have arrived to maintain social distances of 6 feet using markers on the ground.
- The second will maintain the check-in log (Daily Log COVID-19) at the entrance, screening for symptomatic students, and utilizing the radios to alert other staff of students experiencing symptoms and need an escort to the sick room.
- Students will be logged into the log with names, the date, and the time of entry. Hand sanitizer will be provided at each entry station as students enter the buildings.
- After 8:30am when all students have entered the building, exits 2-4 will be locked from the outside, and all further visitors/students will enter through entry 1.
- Students will proceed directly to their assigned homerooms.

Classroom:

- Both 2nd grade classroom A will be a cohort.
- Inside the classroom, student desk will be approximately 6 feet apart, there will be limited contact between students.
- Desks will be cleaned and sanitized daily by the custodial staff, along with all high touch surfaces within the classroom.
- This room will maintain the 35 square foot minimum outline in the 20/21 Guidance.
- Hand sanitizer will be available in the classroom, and students will utilize the sanitizer before and after leaving the classroom (bathroom, office trips, etc.).
- Bathroom trips will require the washing of hands following.
- The teacher will maintain a cohort log of students daily, including a list of all adults that enter the classroom (IA, SLP, etc.).
- Roving staff will maintain and wear reusable face coverings at all times.

Recess:

- Upon exit for recess, classroom A will proceed directly outside, and enter the hand wash station (60 feet PVC pipe, holes drilled 6 feet apart), and wash their hands prior to entering the playground.
- They will proceed to their area of the playground labeled section A, and also utilize the playground equipment/balls that are housed in a bin labeled A.
- On Thursdays, 2nd Grade Class A will be able to utilize the playground play equipment gym, as that will be their allotted time.
- District staff will clean and sanitize the equipment in between cohort use.
- Following recess, the students of classroom A will return to the wash station, and wash their hands prior to entrance back into the building and their respective room.
- Note, classes will be sequenced 3 minutes apart for recess to prevent cohort mixing.

Lunch:

- Lunch will be served to individual cohorts within the classrooms.
- Staff serving meals will have face coverings on at all times.
- Prior to lunch, Classroom A will proceed to the wash station outside, wash their hands under teacher supervision for at least 20 seconds, and return to their classroom to eat lunch.
- Upon finishing lunch, students will return to the wash station outside, again wash their hands and then proceed to area A on the playground for lunch recess.
- Following lunch recess, students will proceed to the wash station again to wash their hand following recess.

School Departure:

- Classroom teachers will again log out all students present in Classroom A and record the time as necessary.
- Students whose parents will pick them up will do so from the partner loading zone, staff by district staff to help maintain 6 feet distance.
- Students riding the buses will enter the buses, logged in by the bus driver, and proceed to their respective assigned seats on the bus.
- The bus will follow the reverse route so students exiting the bus first are those seated directly in the front of the bus.
- Custodial staff will clean and disinfect all classrooms nightly, along with all bathrooms and common areas.

Notes:

- ~~All bus drivers, meal/server staff, and staff that move throughout the school will be required to wear face coverings when in the presence of others. Upon entry into any room, they will also utilize the hand sanitizer provided in each room.~~
- ~~All bathrooms will be cleaned daily at a frequency of once per every 2 hours. Including sanitizing all sinks, faucets, doors knobs, and other frequently touched surfaces.~~
- ~~The contact person for teachers/staff to notify of symptomatic students is Mrs. Z who will be available to escort students to the sick room. Students in the sick room will be at least 6 feet apart, and parents will be called immediately by Mrs. Z if the symptoms require the student to be sent home.~~
- ~~All student desks will have folders specific to students. These folders will have daily assignments already inserted to minimize passing papers. The folders will also remain on desks for the teacher to pick up after school to correct work. Teachers will wear face coverings when grading work and use hand sanitizer before and after grading work.~~
- ~~Principal X will be designated as the social distancing contact. If a staff member or parent has concerns about a specific protocol/routine, or notices problems associated with proper social distancing, that person will notify Principal X. Principal X will then log all concerns, and document any corrective actions needed.~~

Daily Attendance Log – COVID-19

Date: _____

Stable

Cohort: _____

Child Name (First, Last)	IN	Entrance Screening completed (x)	Parent/Guardian name & phone	Staff Interactions	OUT	Symptoms and/or exposures noted

***Entrance Screening** – Must include: checking for fever and cough (this can be a verbal confirmation), and a confirmation that the child, staff, or any family member has not been exposed to a suspected or confirmed case of COVID-19.

****Staff Name** – The name of any staff member, or adult who comes in contact with the students throughout their day.

Appendix CD

Covid-19 Daily Visitor/Employee Log (Date:_____)

[illegible]