

## **School-Level COVID-19 Management Plan Template For School Year 2022-2023**



### **School/District/Program Information**

District or Education Service District Name and ID: Pleasant Hill School District, 2081 District Id.


School or Program Name: Pleasant Hill Elementary School

Contact Name and Title: Devery Stoneberg, Principal

Contact Phone: 541-736-0400

Contact Email: [dstoneberg@pleasanthill.k12.or.us](mailto:dstoneberg@pleasanthill.k12.or.us)

Table 1.

	<b>Policies, protocols, procedures and plans already in place</b> Provide hyperlinks to any documents or other resources currently utilized in your school/district. Consider adding a brief description about how each is used within your school.
<b>School District Communicable Disease Management Plan</b> <a href="#">OAR 581-022-2220</a>	The Pleasant Hill School District, as well as Pleasant Hill Elementary, follows the published Communicable Disease Guidelines from the Oregon Department of Education and the Oregon Health Authority. The adopted Pleasant Hill School District Communicable Disease Plan can be found at <a href="https://resources.finalsite.net/images/v1627580521/pleasanthillk12orus/zkax7aersznos97tiaur/communicable-disease-management-plan-phsd.pdf">https://resources.finalsite.net/images/v1627580521/pleasanthillk12orus/zkax7aersznos97tiaur/communicable-disease-management-plan-phsd.pdf</a>
<b>Exclusion Measures</b> Exclusion of students and staff who are diagnosed with certain communicable diseases <a href="#">OAR 333-019-0010</a>	Pleasant Hill Elementary follows the current guidance, rules and policy as outlined in the Communicable Disease Management Plan for the exclusion of illness and specific symptoms at school. We also use the Covid-19 Exclusion Summary Guidance for K-12 schools to inform decisions, which can be found at <a href="https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/COVID-19%20Exclusion%20Summary%20Chart.pdf">https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/COVID-19%20Exclusion%20Summary%20Chart.pdf</a>
<b>Isolation Space</b> Requires a prevention-oriented health services program including a dedicated space to isolate sick students and to provide services for students with special health care needs.	<p>The designated isolation space at Pleasant Hill Elementary is the health room. Adjacent to the health room is a conference room, which has been re-purposed to be a secondary health space. This is separate from the health room to receive non-Covid 19 related health services. Students are supervised by either the nurse or one of our secretaries as their desk is directly in front of these spaces, ensuring line of sight of students.</p> <p>Before any individual enters one of the health spaces, the isolation room or the secondary health space, all students, staff, and or parents are required to wear a mask and hand sanitize, with at least 60% alcohol. In addition, other PPE is available as necessary. Within both spaces cots and chairs are socially distanced as defined close contact, being in a space no longer than 15 minutes or more, within 3 feet or less with masks.</p> <p>If students or staff are exhibiting symptoms, they will be sent to the office for screening and placement in the supervised isolation room. The isolation room will be marked with signage on door, clearly prohibiting access until the student is picked up or the staff</p>



## Policies, protocols, procedures and plans already in place

Provide hyperlinks to any documents or other resources currently utilized in your school/district. Consider adding a brief description about how each is used within your school.

[OAR 581-022-2220](#)

member has left. The room and contents will be sanitized following the individual leaving. Staff interacting directly with the individual will wear the necessary medical PPE.

Any PPE used during care of an individual is properly removed prior to leaving the room, disposed of and hands are washed, or hand sanitizer, with at least 60% alcohol, is applied. All surfaces in both the designated isolation space and secondary health space are properly sanitized and disinfected. Following sanitizing of the spaces, hands are washed.

**Educator Vaccination**  
[OAR 333-019-1030](#)

All Pleasant Hill School District employees who are teaching or working in some capacity within the district are either fully vaccinated or have provided documentation of a medical or religious exception.

Pleasant Hill School District works with Lane County Public Health to promote, advertise and host vaccination clinics for staff and families.

**Emergency Plan or Emergency Operations Plan**  
[OAR 581-022-2225](#)

The following plans are available on our district website, <https://www.pleasanthill.k12.or.us/resources/healthy-safe-schools>,

Emergency Response Plan:

<https://resources.finalseite.net/images/v1626467552/pleasanthillk12orus/kybpholaa4dngjrcgvft/emergencyresponceplan.pdf>

PHSD Healthy and Safe Schools Plan:

<https://resources.finalseite.net/images/v1653075729/pleasanthillk12orus/cpootpdakipltiof0lwk/PHSDHASSPlan-Updated3922.pdf>

**Additional documents reference here:**

Please Keep Ill Students Out of School handout:

<https://resources.finalseite.net/images/v1646944488/pleasanthillk12orus/hzoaw5vs32kwvvhfdk5/PleaseKeepIllStudentsOutofSchool.pdf>

This information is also published once a month in the building newsletter, Billie News, sent out to all families via email and available on the website at <https://phes.pleasanthill.k12.or.us/news/billie-news-school-newsletter>



## SECTION 1. Clarifying Roles and Responsibilities

Identifying roles central to communicable disease management. Clarifying responsibilities related to communicable disease response is a first step in keeping communities healthy and safe. In general, decisions of school health and safety reside with school and district officials. Together with local public health officials, school/district administrators should consult a variety of individuals when making decisions about health and safety in school.

**Table 2. Roles and Responsibilities**

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
Building Lead / Administrator	<ul style="list-style-type: none"><li>• Educates staff, families, and students on policies regarding visitors and volunteers, ensuring health and safety are being maintained.</li><li>• In consultation with district leadership and LPHA staff, determines the level and type of response that is required/necessary.</li><li>• Acts as key spokesperson to communicate health-related matters within school community members, health partners, and other local partners.</li></ul>	Devery Stoneberg, Principal	Malcom McRae, Supt.
School Safety Team Representative ( <i>or staff member knowledgeable about risks within a school, emergency response, or operations planning</i> )	<ul style="list-style-type: none"><li>• Trains staff at the start of the academic year and at periodic intervals on communicable disease management procedures.</li><li>• Leads debrief of communicable disease event, informing continuous improvement of the planning, prevention, response, and recovery system.</li></ul>	Devery Stoneberg, Principal  Safety Team Members: Brooke Quinones, Teacher Carrie Thoms, Secretary Jessica Wolpe, Teacher Stephanie Black, Counselor Katie Jensen, RN	Malcom McRae, Supt.

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
Health Representative ( <i>health aid, administrator, school/district nurse, ESD support</i> )	<ul style="list-style-type: none"> <li>Supports building lead/administrator in determining the level and type of response that is necessary.</li> <li>Reports to the LPHA any cluster of illness among staff or students.</li> <li>Provides requested logs and information to the LPHA in a timely manner.</li> </ul>	Katie Jensen, RN, School District Nurse	Malcom McRae, Supt.
School Support Staff as needed ( <i>transportation, food service, maintenance/custodial</i> )	<ul style="list-style-type: none"> <li>Advises on prevention/response procedures that are required to maintain student services.</li> </ul>	Devery Stoneberg – Principal  Transportation – Contracted Service, Janet Cook, First Student Bethel Branch Manager  Food Services – Devery Stoneberg, Principal  Maintenance - Jim Dienstel – Maintenance Lead	Katie Jensen, Nurse  Malcom McRae, Supt.
Communications Lead ( <i>staff member responsible for ensuring internal/external messaging is completed</i> )	<ul style="list-style-type: none"> <li>Ensures accurate, clear, and timely information is communicated including those who may have been exposed, a description of how the school is responding, and action community members can take to protect their health.</li> <li>Shares communications in all languages relevant to school community.</li> </ul>	Devery Stoneberg, Principal  Maria Skelton – Secretary responsible for building / community messaging	Malcom McRae, Supt. Kimberly Silbernagel – Supt. Assistant
District Level Leadership Support ( <i>staff member in which to</i>	<ul style="list-style-type: none"> <li>Has responsibility over COVID-19 response during periods of high transmission. May act as school level support to Building lead/Administrator activating a scaled response.</li> </ul>	Katie Jensen, RN	Malcom McRae, Supt.

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
<i>consult surrounding a communicable disease event)</i>	<ul style="list-style-type: none"> <li>Responds to media inquiries during the communicable disease event and ensures that those responsible for communication are designated speakers.</li> </ul>		
Main Contact within Local Public Health Authority (LPHA)	<ul style="list-style-type: none"> <li>Notifies Building Lead/Administrator of communicable disease outbreak and offers recommendations for appropriate response.</li> <li>Key spokesperson to communicate on health-related matters with community members, health facility staff, and other local community partners.</li> </ul>	Jennifer Scheit, LCPH Jose Zacarias, LCPH	LPHA spokesperson TBA
Others as identified by team	<p>Lane ESD - Lane County Re-Opening Advisor</p> <p>PHSD SHAC Committee</p>	<p>Malcom McRae - LESD Reopening Advisor</p> <p>Beth McCool, Teacher / Facilitator</p>	<p>Tony Scurto, Supt. LESD</p> <p>Malcom McRae, Supt.</p>



## Section 2. Equity and Mental Health

### Preparing a plan that centers equity and supports mental health

Preparing a school to manage COVID-19 requires an inclusive and holistic approach to protect access to in-person learning for all students. In this section suggested resources are offered to help prepare for COVID-19 management while centering an equitable and caring response.

### Centering Equity

Identify existing district or school plans and tools that can be utilized when centering equity in prevention, response, and recovery from incidents of COVID-19 (e.g., district or school equity plans/stances/lenses/decision tools, Equity Committee or Team protocols, district or school systems for

including student voice, existing agreements or community engagement or consultation models, Tribal Consultation<sup>1</sup>, etc.)

Pleasant Hill School District Safe Return to In-Person Instruction and Continuity of Services Plan

- Pleasant Hill School District Safe Return to In-Person Instruction and Continuity of Services Plan
- Pleasant Hill School District SIA Plan / Community Engagement Surveys and Listening Sessions
- Oregon Data for Decisions Dashboard



#### Suggested Resources:

1. [Equity Decision Tools](#) for School Leaders
2. [Oregon Data for Decisions Guide](#)
3. [Oregon's COVID-19 Data Dashboards](#) by Oregon Health Authority COVID-19
4. [Data for Decisions Dashboard](#)
5. [Community Engagement Toolkit](#)
6. [Tribal Consultation Toolkit](#)

**Table 3.**

### Centering Equity

OHA/ODE Recommendation(s)	Response:
Describe how you identify those in your school setting that are disproportionately impacted by COVID-19 and which students and families may need differentiated or additional support.	<p>The staff of Pleasant Hill Elementary is committed to ensuring the policies and practices of the school district in our community are designed to serve our student body. We intentionally and purposefully look to support any students of traditionally underserved groups. Daily check-ins between the secretaries, nurse, school counselor and principal are held to identify any families who may need some form of support, as well as follow-up with the classroom teacher. In addition, classroom teachers also are encouraged to check-in if they are aware of families needing support as well.</p> <p>In addition, monthly data team meetings are held in which students needing additional support academically, socially, or emotionally are discussed. Plans are formulated as to how we can best support the student through additional building services such as academic intervention support, school-based counseling, or referral to El Rod, a community-based counseling service. Pleasant Hill School District has contracted with El Rod to provide students with up to six free sessions with the ability to extend to 12 sessions. At the elementary level, parent consent is required to access these services.</p>

<sup>1</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.

OHA/ODE Recommendation(s)	Response:
Describe the process by which the school will implement a differentiated plan for those that are disproportionately impacted, historically underserved or at higher risk of negative impacts or complications related to COVID-19.	The formulation of a Care Team consisting of the principal, the counselor, the district Student Success Advocate, the Reach Out Mentor Coordinator / Family Resource Coordinator, the school nurse, Title I teacher, and the Director of Special Education to discuss and problem solve how to support students who are negatively impacted or may have complications related to Covid-19. The goal of these bi-monthly meetings is to pool our resources at the building and community level to access necessary supports for students and families. These supports could be things such as clothing, transportation, access to medical support, access to mental health support over and above what is provided within the school setting or academic supports as well as assisting students and families to become engaged in activities available either at school or within the community.
What support, training or logistics need to be in place to ensure that the named strategies are understood, implemented, and monitored successfully.	<p>Pleasant Hill School District is in the process of hiring a new Reach Out Mentor / Family Resource Coordinator. This person will serve as a liaison to the community assisting in securing community mentors for students, providing parent classes and working with preschool age students and families introducing school readiness skills and activities as well as formulating a relationship between the parent and the school community. This person also will be working with families to connect them with county level resources too.</p> <p>The team will be looking at attendance data, curriculum-based measures data, as well as qualitative data not only school-wide, but that of our historically underserved students. Data will be monitored monthly at the Data team meetings and bi-monthly by the Care Team.</p>

## Mental Health Supports

Schools are encouraged to continue to prioritize cultivating care, connection, and community to support the mental, emotional, and social health and well-being of students, families, staff, and administrators.

Identify existing district or school plans and tools that can be utilized in supporting student and staff wellbeing and mental health during prevention, response, and recovery from incidents of COVID-19 (e.g., counseling services; partnerships with community mental and behavioral health providers; school district suicide prevention, intervention, and postvention plan; School Based Health Center resources; tribal resources, etc.)

- Partnership with Elrod Center
- Pleasant Hill School District Suicide Prevention Plan
- Oregon Department of Education Mental Health Tool Kit



**Suggested Resources:**

1. ODE [Mental Health Toolkit](#)
2. [Care and Connection](#) Program
3. Statewide [interactive map of Care and Connection examples](#)
4. [Care and Connection District Examples](#)
5. Oregon Health Authority [Youth Suicide Prevention](#)

**Table 4.****Mental Health Supports**

OHA/ODE Recommendation(s)	Response:
Describe how you will devote time for students and staff to connect and build relationships.	<p>The staff of Pleasant Hill Elementary in the fall of each year hold a Meet and Greet the Teacher event to engage students and families. At the Meet and Greet, parents receive a flyer from each teacher providing them with instructions of how to join the building and classroom Seesaw, learning management tool, used for daily building and classroom communication, posting of assignments, class and student photos as well as classwork.</p> <p>Within the first two weeks of the school year, classroom teachers are reaching out to families, checking in to see how the year is going and how they may be of assistance. In addition, inviting families to Fall Open House.</p> <p>Parent engagement activities are scheduled throughout the year, as well as many volunteer opportunities too.</p> <p>The building schedule at Pleasant Hill Elementary is designed to provide a designated time each morning for teachers to hold class meetings, as well as teachers greet each student at the door promoting prior to the start of the school day.</p> <p>Also, built in the schedule is a weekly class session with our building counselor providing students instruction in SEL using the Second Steps Curriculum.</p> <p>Additionally, Pleasant Hill Elementary has implemented monthly data teams that meet to review student data and tiered intervention supports.</p>

OHA/ODE Recommendation(s)	Response:
Describe how you will ensure class time, and individual time if needed, for creative opportunities that allow students and staff to explore and process their experiences.	<p>The schedule at Pleasant Hill Elementary is designed to provide a designated time each morning for teachers to hold class meetings. Our school counselor is available during the day to work with small groups and individual students as needed. In addition, all staff members take time to connect with students daily both inside and outside of the classroom like on the playground and in the cafeteria.</p> <p>Students needing additional support beyond the scope of our school counselor, with parent consent, are referred to ElRod a private sector mental health agency who has an office on our campus removing a barrier to service for families.</p>
Describe how you will link staff, students and families with culturally relevant health and mental health services and supports.	<p>In addition to our school counselor being available, we contract with ElRod to provide mental health services, supporting mental health counseling needs that are beyond the scope of the school counselor.</p> <p>We partner with multiple agencies to offer and provide culturally relevant health and mental health services and supports for staff, students and families.</p>
Describe how you will foster peer/student lead initiatives on wellbeing and mental health.	<p>Throughout the year student and family engagement activities are scheduled as well as PTO activities to build and foster positive relationships for all students, families, and community members. Our staff is actively involved in empowering student voice, acknowledging their needs ensuring their mental health and wellbeing is being addressed.</p>



### **Section 3. COVID-19 Outbreak Prevention, Response & Recovery: Implementing mitigation activities, responding to periods of increased transmission, resuming baseline level mitigation, and debriefing actions to improve the process**

Planning for and implementing proactive health and safety mitigation measures assists schools in reducing COVID-19 transmission within the school environment for students, staff, and community members. COVID-19 will continue to circulate in our communities and our schools for the indefinite future. Schools will utilize different mitigation measures based on COVID-19 transmission within their facilities and communities. In the following section, teams will document their school's approach to the CDC, OHA and ODE advised health and safety measures at baseline, during increased COVID-19 transmission, and as they roll back the increased mitigating measures, incorporating lessons learned.



#### Suggested Resources:

1. [CDC Guidance for COVID-19 Prevention in K-12 Schools](#)
2. [Communicable Disease Guidance for Schools](#) which includes information regarding
  - Symptom-Based Exclusion Guidelines (pages 8-12)
  - Transmission Routes (pages 29-32)
  - Prevention or Mitigation Measures (pages 5-6)
  - School Attendance Restrictions and Reporting (page 33)
3. [COVID-19 Investigative Guidelines](#)
4. [Planning for COVID-19 Scenarios in School](#)
5. [CDC COVID-19 Community Levels](#)
6. [Supports for Continuity of Services](#)

**Table 5.**

#### COVID-19 Mitigating Measures

OHA/ODE Recommendation(s) Layered Health and Safety Measures	<b>BASELINE MEASURES:</b> describe what mitigating measures will the school implement all of the time, each and every day of the school year to reduce the spread of COVID-19 and protect in-person instruction?
COVID-19 Vaccination	<p><i>CDC, OHA, and ODE recommend COVID-19 vaccination for all eligible individuals. Please include whether your school will offer COVID-19 vaccine clinics or notices about where to access vaccines in your community.</i></p> <p>Pleasant Hill Elementary, along with Pleasant Hill School District, requires families to submit proof of all required vaccinations to attend school. In addition, Pleasant Hill Elementary shares with families' sites where they may obtain vaccinations other than their doctor's office such as Lane County Public Health. In addition, we also provide notices to families where they can access vaccines within our community such as Covid vaccinations.</p>
Face Coverings	<p>Face Coverings are optional, a family decision, at Pleasant Hill Elementary, as of March 11, 2022, when the required indoor mask requirement both in school and on buses was lifted.</p> <p>In the office, we do provide a face covering to individual who request one.</p> <p>Face coverings are required to be worn whenever any individual, student, staff or parents enters either the isolation room or a secondary health space, which is separate from the health room to receive non-Covid 19 related health services.</p>

OHA/ODE Recommendation(s) Layered Health and Safety Measures	<b>BASELINE MEASURES:</b> describe what mitigating measures will the school implement all of the time, each and every day of the school year to reduce the spread of COVID-19 and protect in-person instruction?
Isolation	<p>The designated isolation space at Pleasant Hill Elementary is the health room. Adjacent to the health room is a conference room, which has been re-purposed to be a secondary health space. This is separate from the health room to receive non-Covid 19 related health services. Students are supervised by either the nurse or one of our secretaries as their desk is directly in front of these spaces, ensuring line of sight of students.</p> <p>Before any individual enters one of the health spaces, the isolation room or the secondary health space, all students, staff, and or parents are required to wear a mask and hand sanitize, with at least 60% alcohol. In addition, other PPE is available as necessary. Within both spaces cots and chairs are socially distanced as defined close contact, being in a space no longer than 15 minutes or more, within 3 feet or less with masks.</p> <p>If students or staff are exhibiting symptoms, they will be sent to the office for screening and placement in the supervised isolation room. The isolation room will be marked with signage on door, clearly prohibiting access until the student is picked up or the staff member has left. The room and contents will be sanitized following the individual leaving. Staff interacting directly with the individual will wear the necessary medical PPE.</p> <p>Any PPE used during care of an individual is properly removed prior to leaving the room, disposed of and hands are washed, or hand sanitizer, with at least 60% alcohol, is applied. All surfaces in both the designated isolation space and secondary health space are properly sanitized and disinfected. Following sanitizing of the spaces, hands are washed.</p>
Symptom Screening	<p>Pleasant Hill Elementary students are greeted each morning at their classroom door by the teacher who is visually and verbally checking with each student screening for symptoms. We have created a Billie's Daily Screening Guidance to provide teachers with a reminder of what to look and listen for. This doc can be found at <a href="https://drive.google.com/drive/search?q=Billie%20Screening">https://drive.google.com/drive/search?q=Billie%20Screening</a></p>
COVID-19 Testing	<p>OHA offers both <a href="#">diagnostic and screening testing programs</a> to all public and private K-12 schools in Oregon. Please include whether your school will offer diagnostic and screening testing, respectively.</p> <p>Pleasant Hill Elementary offers on-site diagnostic testing for individuals with symptoms or exposure to Covid 19.</p>

OHA/ODE Recommendation(s) Layered Health and Safety Measures	<b>BASELINE MEASURES:</b> describe what mitigating measures will the school implement all of the time, each and every day of the school year to reduce the spread of COVID-19 and protect in-person instruction?
	<p>Pleasant Hill Elementary also partners with the U of O Covid Testing Program offering a voluntary weekly student screening testing program, in partnership with the University of Oregon, for individuals without symptoms or exposure to COVID-19.</p> <p>Lane County Public Health also offers testing events and shares information about additional testing locations.</p>
Airflow and Circulation	<p>Ventilation systems are checked and maintained by our maintenance staff as prescribed by OSHA. Windows and doors will be open weather permitting to increase ventilation. The district has and continues to upgrade and install fresh air return systems that filter air from inside to out and outside to in at Pleasant Hill Elementary.</p>
Cohorting	<p>Students are cohorted in the classroom, at recess and during lunch service as well, maintaining at least 3 feet to the extent possible between students. Pleasant Hill Elementary is in alignment with recommendations from the CDC, OHA and the LPHA.</p>
Physical Distancing	<p>The classroom configurations at Pleasant Hill Elementary return to standard pre-Covid classroom setup with emphasis of striving for at least 3 feet of physical distancing between student desks to the extent possible.</p> <p>Staff and students maintain as much distance as possible which helps mitigate transmission of Covid.</p> <p>We attempt to minimize students standing in lines whenever possible.</p>
Hand Washing	<p>Each classroom is equipped with hand sanitizer, with at least 60% alcohol, and or a sink with soap and water, paper towels and tissues. Students are taught and reminded with signage and regular verbal reminders from staff how and when to practice healthy hand hygiene.</p> <p>All students are also taught and remind students of the importance of respiratory etiquette, such as covering coughs and sneezes with an elbow or tissue, disposing of tissues in a garbage can, and then washing or sanitizing hands immediately.</p> <p>Hand sanitizer, with at least 60% alcohol, is available in every classroom including the gym and cafeteria as well as in the office, workroom, and staff room.</p>

OHA/ODE Recommendation(s) Layered Health and Safety Measures	<b>BASELINE MEASURES:</b> describe what mitigating measures will the school implement all of the time, each and every day of the school year to reduce the spread of COVID-19 and protect in-person instruction?
Cleaning and Disinfection	Routine cleaning and disinfecting of the building are an important part of reducing the risk of exposure to COVID-19. The custodial team with the assistance the maintenance department of our district maintain a safe and healthy environment cleaning and disinfecting daily.
Training and Public Health Education	Annual training is provided to all staff members during the welcome back staff meeting in August. In addition, additional training is provided any time there is a change in guidance from ODE, OHA or Lane County Public Health. Our district also mandates each staff member completes Safe Schools Trainings around Covid-19 and communicable disease safety practices.

**Table 6.**

**COVID-19 Mitigating Measures**

OHA/ODE Recommendation(s) Layered Health and Safety Measures	<b>MEASURES DURING PERIODS OF HIGH TRANSMISSION*:</b> describe what mitigating measures the school will implement during periods of high transmission to reduce the spread of COVID-19 and protect in- person learning? *Within the community, high transmission is defined at the county level through <a href="#">CDC COVID-19 Community Levels</a> . Within a school, high transmission may be defined as high absenteeism or unusual spread within a cohort (e.g., a large outbreak in a classroom).
COVID-19 Vaccination	Pleasant Hill Elementary, along with Pleasant Hill School District, requires families to submit proof of all required vaccinations to attend school. In addition, Pleasant Hill Elementary shares with families' sites where they may obtain vaccinations other than their doctor's office such as Lane County Public Health. In addition, we also provide notices to families where they can access vaccines within our community such as Covid vaccinations.
Face Coverings	<i>CDC, OHA, and ODE recommend universal use of face coverings during periods of high transmission. Please include whether your school will implement this critical recommendation.</i>  Pleasant Hill Elementary during high transmission periods will follow the guidance and recommendations of the LPHA, CDC, OHA and ODE recommending universal use of face coverings.
Isolation	The designated isolation space at Pleasant Hill Elementary is the health room. Adjacent to the health room is a conference room, which has been re-purposed to be a secondary health space. This is separate from the health room to receive non-Covid 19 related health services. Students are supervised by either the nurse or one of our secretaries as their desk is directly in front of these spaces, ensuring line of sight of students.

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	<p>Before any individual enters one of the health spaces, the isolation room or the secondary health space, all students, staff, and or parents are required to wear a mask and hand sanitize, with at least 60% alcohol. In addition, other PPE is available as necessary. Within both spaces cots and chairs are socially distanced as defined close contact, being in a space no longer than 15 minutes or more, within 3 feet or less with masks.</p> <p>If students or staff are exhibiting symptoms, they will be sent to the office for screening and placement in the supervised isolation room. The isolation room will be marked with signage on door, clearly prohibiting access until the student is picked up or the staff member has left. The room and contents will be sanitized following the individual leaving. Staff interacting directly with the individual will wear the necessary medical PPE.</p> <p>Any PPE used during care of an individual is properly removed prior to leaving the room, disposed of and hands are washed, or hand sanitizer, with at least 60% alcohol, is applied. All surfaces in both the designated isolation space and secondary health space are properly sanitized and disinfected. Following sanitizing of the spaces, hands are washed.</p>
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<b>OHA/ODE Recommendation(s)</b> Layered Health and Safety Measures	<b>MEASURES DURING PERIODS OF HIGH TRANSMISSION*:</b> describe what mitigating measures the school will implement during periods of high transmission to reduce the spread of COVID-19 and protect in- person learning? <i>*Within the community, high transmission is defined at the county level through <u>CDC COVID-19 Community Levels</u>. Within a school, high transmission may be defined as high absenteeism or unusual spread within a cohort (e.g., a large outbreak in a classroom).</i>
	<p>Pleasant Hill Elementary also partners with the U of O Covid Testing Program offering a voluntary weekly student screening testing program, in partnership with the University of Oregon, for individuals without symptoms or exposure to COVID-19.</p> <p>Lane County Public Health also offers testing events and shares information about additional testing locations.</p>
Airflow and Circulation	<p>Ventilation systems are checked and maintained by our maintenance staff as prescribed by OSHA. Windows and doors will be open weather permitting to increase ventilation. The district has and continues to upgrade and install fresh air return systems that filter air from inside to out and outside to in at Pleasant Hill Elementary.</p>
Cohorting <sup>2</sup>	<p><i>Schools should notify their LPHA about unusual respiratory disease activity if the following absence thresholds are met and at least some students are known to have influenza or COVID-like symptoms:</i></p> <ol style="list-style-type: none"> <li><i>1. At the school level: ≥ 30% absenteeism, with at least 10 students and staff absent</i></li> <li><i>2. At the cohort level: ≥ 20% absenteeism, with at least 3 students and staff absent</i></li> </ol> <p>If our school has a level of 30% absenteeism with at least 10 students and staff absent due to an unusual respiratory issue and Covid like symptoms, the school nurse, Katie Jensen, will be notified as well as the superintendent, Scott Linenberger. The same will be true if a cohort classroom level has 20% or greater absenteeism and at least 3 students and staff absent with an unusual respiratory issue and Covid like symptoms. They will in turn notify Lane County Public Health for guidance.</p> <p>We will start keeping daily logs for each student cohort. All logs will be collected in the office, scanned, and stored daily in a Google Drive File.</p> <p>Students will be cohorted in the classroom, at recess and during lunch service as well, maintaining at least 3 feet to the extent possible between students. Pleasant Hill Elementary is in alignment with</p>

<sup>2</sup> Cohorting refers to establishing a consistent group of students that stay together for a significant portion of the school day. Examples include stable mealtime cohorts, classrooms, table groups, lunch bunches, and other group situations. Cohorts should be as small as feasible to minimize exposure.



<b>OHA/ODE Recommendation(s)</b> Layered Health and Safety Measures	<b>MEASURES DURING PERIODS OF HIGH TRANSMISSION*: describe what mitigating measures the school will implement during periods of high transmission to reduce the spread of COVID-19 and protect in- person learning?</b> *Within the community, high transmission is defined at the county level through <u>CDC COVID-19 Community Levels</u> . Within a school, high transmission may be defined as high absenteeism or unusual spread within a cohort (e.g., a large outbreak in a classroom).
	recommendations from the CDC, OHA,ODE and the LPHA. In a time of high transmission levels Pleasant Hill Elementary will make adjustments as recommended by Lane County Public Health or additional guidance received from CDC, OHA and ODE to support physical distancing which may include such things as traffic flow markings, designated entry and exit doors, staggered dismissal times and assigned seating arrangements to minimize contact.
Physical Distancing	<p>The classroom configurations at Pleasant Hill Elementary presently are setup with emphasis of striving for at least 3 feet of physical distancing between student desks to the extent possible.</p> <p>Staff and students maintain as much distance as possible which helps mitigate transmission of Covid.</p> <p>We attempt to minimize students standing in lines whenever possible.</p>
Hand Washing	<p>During this period of high transmission, students will be required to wash hands or hand sanitize, with at least 60% alcohol, whenever entering and exiting any classroom, cafeteria, restroom, or gym.</p> <p>Each classroom is equipped with either hand sanitizer, with at least 60% alcohol, and or a sink with soap and water, paper towels and tissues. Students are taught and reminded with signage and regular verbal reminders from staff how and when to practice healthy hand hygiene.</p> <p>All students are also taught and remind students of the importance of respiratory etiquette, such as covering coughs and sneezes with an elbow or tissue, disposing of tissues in a garbage can, and then washing or sanitizing hands immediately.</p> <p>Hand sanitizer, with at least 60% alcohol, is available in every classroom including the gym and cafeteria as well as in the office, workroom, and staff room.</p>
Cleaning and Disinfection	Routine cleaning and disinfecting of the building are an important part of reducing the risk of exposure to COVID-19. The custodial team with the assistance the maintenance department of our district maintain a safe and healthy environment cleaning and disinfecting daily.

<b>OHA/ODE Recommendation(s)</b> Layered Health and Safety Measures	<b>MEASURES DURING PERIODS OF HIGH TRANSMISSION*:</b> describe what mitigating measures the school will implement during periods of high transmission to reduce the spread of COVID-19 and protect in- person learning? *Within the community, high transmission is defined at the county level through <u>CDC COVID-19 Community Levels</u> . Within a school, high transmission may be defined as high absenteeism or unusual spread within a cohort (e.g., a large outbreak in a classroom).
	In addition, daily use of the electrostatic handheld sprayer will be reinstated. The entire building will be sprayed daily after students and staff have left for the day
Training and Public Health Education	Annual training is provided to all staff members during a staff meeting during the in-service week in August. In addition, additional training is provided any time there is a change in guidance from ODE, OHA or Lane County Public Health. Our district also requires each staff member to complete Safe Schools Trainings around Covid-19 and communicable disease safety practices.

**Table 7.**

**COVID-19 Mitigating Measures**

<b>OHA/ODE Recommendation(s)</b> Layered Health and Safety Measures	<b>STEPS FOR GRADUAL RETURN TO BASELINE RESPONSE:</b> describe how does the school will gradually return to a baseline response. Describe how the school team will decide what measure(s) should remain at an increased level which others may not, prioritizing some measure(s) over others. How does the school reduce or make permanent implementation of enhanced mitigation measures once high transmission has ended?
COVID-19 Vaccination	Pleasant Hill Elementary, along with Pleasant Hill School District, requires families to submit proof of all required vaccinations to attend school. In addition, Pleasant Hill Elementary shares with families' sites where they may obtain vaccinations other than their doctor's office such as Lane County Public Health. In addition, we also provide notices to families where they can access vaccines within our community such as Covid vaccinations.
Face Coverings	<p>The school safety team in consultation with Lane County Public Health will determine the appropriate time to begin to transition back to baseline measures. As part of these discussions, we will be evaluating each area of our plan to determine the areas to remain at an increased level versus returning to baseline level.</p> <p>Face Coverings become optional, a family decision, at Pleasant Hill Elementary, as soon as the team determines we are safe to do so.</p>

<b>OHA/ODE Recommendation(s)</b> Layered Health and Safety Measures	<b>STEPS FOR GRADUAL RETURN TO BASELINE RESPONSE:</b> describe how does the school will gradually return to a baseline response. Describe how the school team will decide what measure(s) should remain at an increased level which others may not, prioritizing some measure(s) over others. How does the school reduce or make permanent implementation of enhanced mitigation measures once high transmission has ended?
	<p>Face coverings remain required to be worn whenever any individual, student, staff, or parents enters either the isolation room or a secondary health space, which is separate from the health room to receive non-Covid 19 related health services.</p>
Isolation	<p>The designated isolation space at Pleasant Hill Elementary is the health room. Adjacent to the health room is a conference room, which has been re-purposed to be a secondary health space. This is separate from the health room to receive non-Covid 19 related health services. Students are supervised by either the nurse or one of our secretaries as their desk is directly in front of these spaces, ensuring line of sight of students.</p> <p>Before any individual enters one of the health spaces, the isolation room or the secondary health space, all students, staff, and or parents are required to wear a mask and hand sanitize, with at least 60% alcohol. In addition, other PPE is available as necessary. Within both spaces cots and chairs are socially distanced as defined close contact, being in a space no longer than 15 minutes or more, within 3 feet or less with masks.</p> <p>If students or staff are exhibiting symptoms, they will be sent to the office for screening and placement in the supervised isolation room. The isolation room will be marked with signage on door, clearly prohibiting access until the student is picked up or the staff member has left. The room and contents will be sanitized following the individual leaving. Staff interacting directly with the individual will wear the necessary medical PPE.</p> <p>Any PPE used during care of an individual is properly removed prior to leaving the room, disposed of and hands are washed, or hand sanitizer, with at least 60% alcohol, is applied. All surfaces in both the designated isolation space and secondary health space are properly sanitized and disinfected. Following sanitizing of the spaces, hands are washed.</p>
Symptom Screening	<p>Pleasant Hill Elementary students are greeted each morning at their classroom door by the teacher who is visually and verbally checking with each student screening for symptoms. We have created a Billie's Daily Screening Guidance to provide teachers with a reminder of what to look and listen for. This doc can be found at <a href="#">Billie's Daily Screening Guidance</a></p>

<b>OHA/ODE Recommendation(s)</b> Layered Health and Safety Measures	<b>STEPS FOR GRADUAL RETURN TO BASELINE RESPONSE:</b> describe how does the school will gradually return to a baseline response. Describe how the school team will decide what measure(s) should remain at an increased level which others may not, prioritizing some measure(s) over others. How does the school reduce or make permanent implementation of enhanced mitigation measures once high transmission has ended?
COVID-19 Testing	<p>OHA offers both <a href="#">diagnostic and screening testing programs</a> to all public and private K-12 schools in Oregon. Please include whether your school will offer diagnostic and screening testing, respectively.</p> <p>Pleasant Hill Elementary offers on-site diagnostic testing for individuals with symptoms or exposure to Covid 19.</p> <p>Pleasant Hill Elementary also partners with the U of O Covid Testing Program offering a voluntary weekly student screening testing program, in partnership with the University of Oregon, for individuals without symptoms or exposure to COVID-19.</p> <p>Lane County Public Health also offers testing events and shares information about additional testing locations.</p>
Airflow and Circulation	<p>Ventilation systems are checked and maintained by our maintenance staff as prescribed by OSHA. Windows and doors will be open weather permitting to increase ventilation. The district has and continues to upgrade and install fresh air return systems that filter air from inside to out and outside to in at Pleasant Hill Elementary.</p>
Cohorting	<p>The school safety team in consultation with Lane County Public Health will determine the appropriate time to begin to transition back to baseline measures. As part of these discussions, we will be evaluating each area of our plan to determine the areas to remain at an increased level versus returning to baseline level.</p> <p>Students cohorted by class in the classroom, at recess and during lunch service as well, maintaining at least 3 feet to the extent possible between students. Pleasant Hill Elementary is in alignment with recommendations from the CDC, OHA and the LPHA.</p>
Physical Distancing	<p>The school safety team in consultation with Lane County Public Health will determine the appropriate time to begin to transition back to baseline measures. As part of these discussions, we will be evaluating each area of our plan to determine the areas to remain at an increased level versus returning to baseline level.</p>

<b>OHA/ODE Recommendation(s)</b> Layered Health and Safety Measures	<b>STEPS FOR GRADUAL RETURN TO BASELINE RESPONSE:</b> describe how does the school will gradually return to a baseline response. Describe how the school team will decide what measure(s) should remain at an increased level which others may not, prioritizing some measure(s) over others. How does the school reduce or make permanent implementation of enhanced mitigation measures once high transmission has ended?
	<p>The classroom configurations at Pleasant Hill Elementary return to standard pre-Covid classroom setup with emphasis of striving for at least 3 feet of physical distancing between student desks to the extent possible.</p> <p>Staff and students maintain as much distance as possible which helps mitigate transmission of Covid.</p> <p>We attempt to minimize students standing in lines whenever possible.</p>
Hand Washing	<p>Each classroom is equipped with either hand sanitizer, with at least 60% alcohol, or a sink with soap and water, paper towels and tissues. Students are taught and reminded with signage and regular verbal reminders from staff how and when to practice healthy hand hygiene.</p> <p>All students are also taught and remind students of the importance of respiratory etiquette, such as covering coughs and sneezes with an elbow or tissue, disposing of tissues in a garbage can, and then washing or sanitizing hands immediately.</p> <p>Hand sanitizer, with at least 60% alcohol, is available in every classroom including the gym and cafeteria as well as in the office, workroom, and staff room.</p>
Cleaning and Disinfection	<p>The school safety team in consultation with Lane County Public Health will determine the appropriate time to begin to transition back to baseline measures. As part of these discussions, we will be evaluating each area of our plan to determine the areas to remain at an increased level versus returning to baseline level.</p> <p>Routine cleaning and disinfecting of the building are an important part of reducing the risk of exposure to COVID-19. The custodial team with the assistance of the maintenance department of our district maintains a safe and healthy environment cleaning and disinfecting daily.</p>
Training and Public Health Education	<p>Annual training is provided to all staff members during a staff meeting during the in-service week in August. In addition, additional training is provided any time there is a change in guidance from ODE, OHA or Lane County Public Health. Our district also requires each staff member to complete Safe Schools Trainings around Covid-19 and communicable disease safety practices.</p>

## PRACTICING PLAN TO IMPROVE PROCESS

Training exercises are essential to preparedness ensuring individuals understand their role in a communicable disease event. Exercises can also help identify gaps in the planning, thereby building upon and strengthening the plan over time. Schools, districts, and ESDs should schedule to exercise this plan annually and when any revisions are made to update the plan. The plan, or component(s) of the plan, can be tested through conversations, practice exercises, or other activities.

**INSERT THE LINK** <https://www.pleasanthill.k12.or.us/district-updates/blueprints>

Date Last Updated: **August 10, 2022**

Date Last Practiced: **August 10, 2022**