



OPERATIONAL BLUEPRINT FOR SCHOOL REENTRY 2020-21

Updated 3/4/2021

Under ODE’s **Ready Schools, Safe Learners** guidance, each school¹ has been directed to submit a plan to the district² in order to provide on-site and/or hybrid instruction. Districts must submit each school’s plan to the local school board and make the plans available to the public. This form is to be used to document a district’s, school’s or program’s plan to ensure students can return for the 2020-21 school year, in some form, in accordance with Executive Order 20-25(10). Schools must use the [Ready Schools, Safe Learners guidance](#) document as they complete their Operational Blueprint for Reentry. ODE recommends plan development be inclusive of, but not limited to, school-based administrators, teachers and school staff, health and nursing staff, association leadership, nutrition services, transportation services, tribal consultation,³ parents and others for purposes of providing expertise, developing broad understanding of the health protocols and carrying out plan implementation. *It is required that a revised Operational Blueprint be completed and updated when there is a change of Instructional Model.*

1. Please fill out information:

| SCHOOL/DISTRICT/PROGRAM INFORMATION | |
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| Name of School, District or Program | St. John Fisher School, Archdiocese of Portland OR |
| Key Contact Person for this Plan | Merrit Holub, Principal |
| Phone Number of this Person | 503-246-3234 |
| Email Address of this Person | mholub@sjfschool.org |
| Sectors and position titles of those who informed the plan | Father Richard, Pastor Merrit Holub, Principal Michele Wasman, Administrative Assistant Darlene Sheridan, 2nd Grade Teacher Colleen Ronchelli, 5th Grade Teacher Deacon Scott Kolbet, MSI Religion and Spanish Teacher Amy Lawrence, 7th & 8th Grade ELA/SS Teacher Margaret Burd, Teacher Librarian Pat Maher, Technology and Innovation Specialist Carrie McCarthy, 1st Grade Instructional Assistant Connie Loberg, 2nd Grade Instructional Assistant Josh Habrich, Tony Jensen, Devin Koopman and Grove Hunt: School Advisory Council Facilities Committee |

¹ For the purposes of this guidance: “school” refers to all public schools, including public charter schools, public virtual charter schools, alternative education programs, private schools and the Oregon School for the Deaf. For ease of readability, “school” will be used inclusively to reference all of these settings.

² For the purposes of this guidance: “district” refers to a school district, education service district, public charter school sponsoring district, virtual public charter school sponsoring district, state sponsored public charter school, alternative education programs, private schools, and the Oregon School for the Deaf.

³ 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.

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| | Emily Coombes, DO, Christy Meade Olivier, MD, David Sheridan, MD, and Amanda Miller, P.A-C, M.P.A.S: Healthcare Consultants |
| Local public health office(s) or officers(s) | Multnomah County Health Department |
| Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements | Merrit Holub, Principal |
| in [REDACTED] | January 25, 2021 through June 23, 2021 |
| ESD Region | Multnomah County Educational Service District (MESD) |

2. Please list efforts you have made to engage your community (public health information sharing, taking feedback on planning, etc.) in preparing for school in 2020-21. Include information on engagement with communities often underserved and marginalized and those communities disproportionately impacted by COVID-19.

St. John Fisher School solicited feedback from a number of shareholders throughout our Return to School planning process. All faculty and staff took an active role in the development of our Return to School plan. During June, July, and the beginning of August, we conducted weekly meetings through “Zoom” and/or email correspondence with the opportunity to review and provide feedback on the drafts of the plan. Three medical professionals, who are also parents at our school, served an active role on our Return To School planning committee to help ensure plans for health and safety of all faculty, staff, students and families. Frequent posts via Facebook and Instagram kept families informed of the guideline changes and the schools response to meet those changes. Our school newsletter was distributed throughout the summer and included detailed descriptions of the Return to School plan. Once the plan was complete, the principal held an informational meeting with all school faculty, staff and school leadership committees in early to August to review the entire plan before it was finalized and distributed to our entire school. We posted the complete Return to School plan to our website and included a direct link in our summer newsletter. To help ensure understanding for all families and students, Zoom meetings were held with all interested school community members in mid-August to review the plan and provide opportunities for questions/answers.

3. Select which instructional model will be used:

On-Site Learning Hybrid Learning Comprehensive Distance Learning

4. If you selected Comprehensive Distance Learning, you only have to fill out the green portion of the Operational Blueprint for Reentry (i.e., page 2 in the initial template).
5. If you selected On-Site Learning or Hybrid Learning, you have to fill out the blue portion of the Operational Blueprint for Reentry (i.e., pages 3-22 in the initial template) and [submit online](https://app.smartsheet.com/b/form/a4dedb5185d94966b1dffc75e4874c8a), including updating when you are changing Instructional Model (<https://app.smartsheet.com/b/form/a4dedb5185d94966b1dffc75e4874c8a>).

* **Note:** Private schools are required to comply with only sections 1-3 of the *Ready Schools, Safe Learners* guidance.

REQUIREMENTS FOR COMPREHENSIVE DISTANCE LEARNING OPERATIONAL BLUEPRINT

This section must be completed by any school that is seeking to provide instruction through Comprehensive Distance Learning. For Private Schools, completing this section is optional (not required). Schools providing On-Site or Hybrid Instructional Models do not need to complete this section.

Describe why you are selecting Comprehensive Distance Learning as the school's Instructional Model for the effective dates of this plan.

In completing this portion of the Blueprint you are attesting that you have reviewed the Comprehensive Distance Learning Guidance. [Here is a link to the overview of CDI Requirements.](#) Please name any requirements you need ODE to review for any possible flexibility or waiver.

Describe the school's plan, including the anticipated timeline, for returning to Hybrid Learning or On-Site Learning consistent with the *Ready Schools, Safe Learners* guidance.

The remainder of this operational blueprint is not applicable to schools operating a Comprehensive Distance Learning Model.

ESSENTIAL REQUIREMENTS FOR HYBRID / ON-SITE OPERATIONAL BLUEPRINT

This section must be completed by any school that is providing instruction through On-Site or Hybrid Instructional Models.

Schools providing Comprehensive Distance Learning Instructional Models do not need to complete this section unless the school is implementing the Limited In-Person Instruction provision under the Comprehensive Distance Learning guidance.



1. Public Health Protocols

1a. COMMUNICABLE DISEASE MANAGEMENT PLAN FOR COVID-19

| OHA/ODE Requirements | Hybrid/Onsite Plan |
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| <ul style="list-style-type: none"> <input type="checkbox"/> Conduct a risk assessment as required by OSHA administrative rule OAR 437-001-0744(3)(g). <ul style="list-style-type: none"> ● OSHA has developed a risk assessment template. <input type="checkbox"/> Implement measures to limit the spread of COVID-19 within the school setting, including when the school setting is outside a building. <input type="checkbox"/> Update written Communicable Disease Management Plan to specifically address the prevention of the spread of COVID-19. Examples are located in the Oregon School Nurses Association (OSNA) COVID-19 Toolkit. <ul style="list-style-type: none"> ● Review OSHA requirements for infection control plan to ensure that all required elements are covered by your communicable disease management plan, including making the plan available to employees at their workplace. Requirements are listed in OSHA administrative rule OAR 437-001-0744(3)(h). ● OSHA has developed a sample infection control plan. <input type="checkbox"/> Designate a single point-person at each school to establish, implement, support and enforce all RSSL health and safety protocols, including face coverings and physical distancing requirements, consistent with the Ready Schools, Safe Learners guidance and other guidance from OHA. This role should be known to all staff in the building with consistent ways for licensed and classified staff to access and voice concerns or needs. <input type="checkbox"/> Create a simple process that allows for named and anonymous sharing of concerns that can be reviewed on a daily and weekly basis by the designated RSSL building point-person. Example: Anonymous survey form or suggestion box where at least weekly submissions and resolutions are shared in some format. <input type="checkbox"/> Include names of the LPHA staff, school nurses, and other medical experts who provided support and resources to the district/school policies and plans. Review relevant local, state, and national evidence to inform plan. <input type="checkbox"/> Process and procedures established to train all staff in sections 1 - 3 of the Ready Schools, Safe Learners guidance. Consider conducting the training virtually, or, if in-person, ensure physical distancing is maintained to the maximum extent possible. <input type="checkbox"/> Protocol to notify the local public health authority (LPHA Directory by County) of any confirmed COVID-19 cases among students or staff. <input type="checkbox"/> Plans for systematic disinfection of classrooms, common areas, offices, table surfaces, bathrooms and activity areas. <input type="checkbox"/> Process to report to the LPHA any cluster of any illness among staff or students. <input type="checkbox"/> Protocol to cooperate with the LPHA recommendations. <input type="checkbox"/> Provide all logs and information to the LPHA in a timely manner. <input type="checkbox"/> Protocol for screening students and staff for symptoms (see section 1f of the Ready Schools, Safe Learners guidance). | <ul style="list-style-type: none"> ● St. John Fisher's completed OSHA Exposure Risk Assessment Form is located at the bottom of this Operational Blueprint. ● St. John Fisher School follows the published Communicable Disease Guidelines from the Oregon Department of Education, the Oregon Health Authority and Multnomah Education Service District. <ul style="list-style-type: none"> ○ Face coverings (cloth, paper) that cover the nose and mouth; may or may not be medical grade are required for all faculty, staff and students ○ Employees and students are to practice staying the recommended distance from others and eliminating contact with others whenever possible ○ Before entry faculty, staff and students are required to take their temperature and complete a self-screening COVID-19 symptom survey ○ Designated cleaning time is in each teacher/staff member's schedule for the cleaning of all frequently used classroom areas. ○ Common areas are cleaned daily by a professional janitorial staff ● The most recent MESD Communicable Disease Management Plan can be found in the school office and each classroom emergency binder. ● Merrit Holub, Principal, is the St. John Fisher designated person to establish, implement, support and enforce all RSSL health and safety protocols and works with faculty and staff to address questions and concerns. ● Questions and concerns can be shared by name or anonymously in the principal's faculty room mailbox or via email. ● Emily Coombes, DO, Christy Meade Olivier, MD, David Sheridan, MD, and Amanda Miller, P.A-C, M.P.A.S are our in school health consultants who review and advise our school health policies. |

- Protocol to isolate any ill or exposed persons from physical contact with others.
- Protocol for communicating potential COVID-19 cases to the school community and other stakeholders (see section 1e of the **Ready Schools, Safe Learners** guidance).
- Create a system for maintaining daily logs for each student/cohort for the purposes of contact tracing. This system needs to be made in consultation with a school/district nurse or an LPHA official. Sample logs are available as a part of the [Oregon School Nurses Association COVID-19 Toolkit](#).
 - If a student(s) is part of a stable cohort (a group of students that are consistently in contact with each other or in multiple cohort groups) that conform to the requirements of cohorting (see section 1d of the **Ready Schools, Safe Learners** guidance), the daily log may be maintained for the cohort.
 - If a student(s) is not part of a stable cohort, then an individual student log must be maintained.
- Required components of individual daily student/cohort logs include:
 - Child's name
 - Drop off/pick up time
 - Parent/guardian name and emergency contact information
 - All staff (including itinerant staff, district staff, substitutes, and guest teachers) names and phone numbers who interact with a stable cohort or individual student
- Protocol to record/keep daily logs to be used for contact tracing for a minimum of four weeks to assist the LPHA as needed.
 - See supplemental guidance on LPHA/school partnering on [contact tracing](#).
 - Refer to [OHA Policy on Sharing COVID-19 Information](#)
- Process to ensure that all itinerant and all district staff (maintenance, administrative, delivery, nutrition, and any other staff) who move between buildings keep a log or calendar with a running four-week history of their time in each school building and who they were in contact with at each site.
- Process to ensure that the school reports to and consults with the LPHA regarding cleaning and possible classroom or program closure if anyone who has entered school is diagnosed with COVID-19.
- Designate a staff member and process to ensure that the school provides updated information regarding current instructional models and student counts and reports these data in [ODE's COVID-19 Weekly School Status](#) system.
- Protocol to respond to potential outbreaks (see section 3 of the **Ready Schools, Safe Learners** guidance).

- During September inservice, staff and faculty were trained by Amanda Miller, P.A. in:
 - Sanitation and hygiene instruction
 - Social distancing and health practices for self and students
 - Use and wearing of face coverings
 - Use of flow charts
 - Beginning of the day and end of the day procedures
 - Restroom and recess routines
 - Identifying COVID-19 related symptoms
 - Proper temperature screening
- SJF follows the procedures outlined in "Planning for COVID-19 Scenarios in School" regarding notification of COVID-19 cases or possible exposures in the school community.
- Designated cleaning time is in teacher/assistant schedules to clean frequently used areas (list developed for each teacher/assistant). Student desks will be cleaned after each school day. The school's professional janitorial service deep cleans all common areas each school day.
- St. John Fisher follows the published Communicable Disease Guidelines from the Oregon Dept of Education, the Oregon Health Authority and Multnomah Education Service District
- Merrit Holub prepares and submits the school's data to the COVID-19 Weekly School Status system.
- Before entry, students and staff will be required to take their temperature reading and complete a self-screening COVID-19 symptoms survey regarding: cough, shortness of breath or difficult breathing, chills, new loss of taste or smell, feeling feverish or measured temperature of 100.4 degrees Fahrenheit or greater, known close contact with a person who is lab-confirmed to have COVID-19, or travel outside the state.

Students who are ill must stay home from school and must be sent home if they become ill at school, particularly if they have COVID-19 symptoms.

- St. John Fisher will follow Multnomah County ESD advice on restricting from school any student or staff known to have been exposed (e.g. by a household member) to COVID-19 according to the [Planning for COVID-19 Scenarios in School](#)
- If COVID-19 symptoms present at school, the student will be isolated in our health room until the parent, or their parents designee, arrives to pick them up.

- Adequate space and staff supervision and symptom monitoring by school staff will be provided until the student is able to go home.
- Symptomatic staff or students should contact their regular health care provider or local health authority for advice and evaluation, perhaps to include COVID-19 testing

Daily student logs include the full student name, the name of the person who brought the student to school and the results of the health screening protocol administered.

- Parent and emergency contact information is in each classroom’s binder and the school office.
- Check-in logs are kept for 60 days; monthly faculty check-in logs are kept for the duration of the school year.
- Essential visitors will register via the main entrance and/or entrance of the designated classroom as necessary, wear masks, sanitize hands upon entry/exit, and maintain six foot distance. Visitor check-in logs are kept in the school office for 60 days.
- SJF follows the procedures outlined in “[Planning for COVID-19 Scenarios in School](#)” regarding notification of COVID-19 cases or possible exposures and the closure of affected cohorts in the school community.

1b. HIGH-RISK POPULATIONS

| OHA/ODE Requirements | Hybrid/Onsite Plan |
|---|-----------------------|
| <p><input type="checkbox"/> Serve students in high-risk population(s) whether learning is happening through On-Site (<i>including outside</i>), Hybrid (partially On-Site and partially Comprehensive Distance Learning models), or Comprehensive Distance Learning models.</p> <p>Medically Fragile, Complex and Nursing-Dependent Student Requirements</p> <p><input type="checkbox"/> All districts must account for students who have health conditions that require additional nursing services. Oregon law (ORS 336.201) defines three levels of severity related to required nursing services:</p> <ol style="list-style-type: none"> 1. Medically Complex: Are students who may have an unstable health condition and who may require daily professional nursing services. 2. Medically Fragile: Are students who may have a life-threatening health condition and who may require immediate professional nursing services. 3. Nursing-Dependent: Are students who have an unstable or life-threatening health condition and who require daily, direct, and continuous professional nursing services. <p><input type="checkbox"/> Review Supplemental Guidance on Community and Health Responsibilities Regarding FAPE in Relation to IDEA During CDL and Hybrid.</p> | <p>Not applicable</p> |

- Staff and school administrators, in partnership with school nurses, or other school health providers, should work with interdisciplinary teams to address individual student needs. The school registered nurse (RN) is responsible for nursing care provided to individual students as outlined in ODE guidance and state law:
 - Communicate with parents and health care providers to determine return to school status and current needs of the student.
 - Coordinate and update other health services the student may be receiving in addition to nursing services. This may include speech language pathology, occupational therapy, physical therapy, as well as behavioral and mental health services.
 - Modify Health Management Plans, Care Plans, IEPs, or 504 or other student-level medical plans, as indicated, to address current health care considerations.
 - The RN practicing in the school setting should be supported to remain up to date on current guidelines and access professional support such as evidence-based resources from the [Oregon School Nurses Association](#).
 - Service provision should consider health and safety as well as legal standards.
 - Appropriate medical-grade personal protective equipment (PPE) should be made available to [nurses and other health providers](#).
 - Work with an interdisciplinary team to meet requirements of ADA and FAPE.
 - High-risk individuals may meet criteria for exclusion during a local health crisis.
 - Refer to updated state and national guidance and resources such as:
 - U.S. Department of Education Supplemental Fact Sheet: Addressing the Risk of COVID-19 in Preschool, Elementary and Secondary Schools While Serving Children with Disabilities from March 21, 2020.
 - ODE guidance updates for Special Education. Example from March 11, 2020.
 - OAR 581-015-2000 Special Education, requires districts to provide ‘school health services and school nurse services’ as part of the ‘related services’ in order ‘to assist a child with a disability to benefit from special education.’
 - OAR 333-019-0010 Public Health: Investigation and Control of Diseases: General Powers and Responsibilities, outlines authority and responsibilities for school exclusion.

1c. PHYSICAL DISTANCING

| OHA/ODE Requirements | Hybrid/Onsite Plan |
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| <ul style="list-style-type: none"> □ Establish a minimum of 35 square feet per person when determining room capacity. Calculate only with usable classroom space, understanding that desks and room set-up will require use of all space in the calculation. This also applies for professional development and staff gatherings. If implementing Learning Outside guidance, establish an outside learning space for learning that maintains minimum 35 square feet per person. <ul style="list-style-type: none"> ● Within this design, educators should have their own minimum of 35 square feet and the design of the learning environment must allow for some ability for the educator to move through the room efficiently and carefully without breaking 6 feet of physical distance to the maximum extent feasible. | <ul style="list-style-type: none"> ● All classrooms and learning spaces have been measured to assure a minimum of 35 square feet per person. Classes that require more space have been relocated to areas that can accommodate students with the proper amount of space. ● “Maximum Capacity” signs have been made for classrooms/common areas around the school ● Traffic flow will be established throughout the campus ● Students have specific, designated entrances/exits to school based on their classroom location. |

- Support physical distancing in all daily activities and instruction, maintaining six feet between individuals to the maximum extent possible.
- Minimize time standing in lines and take steps to ensure that six feet of distance between students is maintained, including marking spacing on floor, one-way traffic flow in constrained spaces, etc.
- Schedule modifications to limit the number of students in the building or outside learning space (e.g., rotating groups by days or location, staggered schedules to avoid hallway crowding and gathering).
- Plan for students who will need additional support in learning how to maintain physical distancing requirements. Provide instruction; don't employ punitive discipline.
- Staff must maintain physical distancing during all staff meetings and conferences, or consider remote web-based meetings.

- Weekly staff meetings and conferences are conducted remotely.

1d. COHORTING

| OHA/ODE Requirements | Hybrid/Onsite Plan |
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| <ul style="list-style-type: none"> <input type="checkbox"/> Where feasible, establish stable cohorts: groups shall be no larger than can be accommodated by the space available to provide 35 square feet per person, including staff. <ul style="list-style-type: none"> • The smaller the cohort, the less risk of spreading disease. As cohort groups increase in size, the risk of spreading disease increases. <input type="checkbox"/> Students cannot be part of any single cohort, or part of multiple cohorts that exceed a total of 100 people within the educational week⁴, unless the school is offering Learning Outside, then they must follow guidelines for cohorting in Learning Outside guidance. Schools must plan to limit cohort sizes to allow for efficient contact-tracing and minimal risk for exposure. Cohorts may change week-to-week, but must be stable within the educational week. <input type="checkbox"/> Each school must have a system for daily logs to ensure contact tracing among the cohort (see section 1a of the Ready Schools, Safe Learners guidance). <input type="checkbox"/> Minimize interaction between students in different stable cohorts (e.g., access to restrooms, activities, common areas). Provide access to All Gender/Gender Neutral restrooms. <input type="checkbox"/> Cleaning and sanitizing surfaces (e.g., desks, dry erase boards, door handles, etc.) must be maintained between multiple student uses, even in the same cohort. <input type="checkbox"/> Design cohorts such that all students (including those protected under ADA and IDEA) maintain access to general education, grade-level academic content standards⁵, and peers. <input type="checkbox"/> Minimize the number of staff that interact with each cohort to the extent possible, staff who interact with multiple stable cohorts must wash/sanitize their hands between interactions with different stable cohorts. <input type="checkbox"/> Elementary staff who interact with multiple cohorts (music, PE, library, paraprofessionals who provide supervision at recesses, etc.) should have schedules altered to reduce the number of cohorts/students they interact within a week. Consider having these staff engage via technology, altering duties so that they are not in close contact with students in multiple cohorts, or adjust schedules to reduce contacts. | <ul style="list-style-type: none"> • Students will be grouped into cohorts of same grade/class and will remain with their classmates at all times, including recess • Students are not to visit another classroom outside their team or grade level • Students will have a designated space, solely for their use in their classrooms and in the extended care space, as applicable • Students will use restrooms at designated times; the number of students admitted into a restroom at a time will be no more than the number of sinks in the restrooms • Students may use the restroom outside their designated time • Upon arrival classroom teacher or other faculty/staff designee takes temp before students enter the building, takes a visible symptom check, and asks symptom questions. • Staff will use hand sanitizer upon entry/exit from building and while moving around building. Staff that work with multiple stable cohorts must wash/sanitize their hands between interactions with different stable cohorts. |

⁴ The cohort limit is focused on the students experience and their limit of 100 people includes every person they come into contact with, including staff. There is not a limitation for staff in cohort size while care should be given to design and attention to the additional requirements.

⁵ Academic content standards refer to all of Oregon state academic standards and the Oregon CTE skill sets.

1e. PUBLIC HEALTH COMMUNICATION AND TRAINING

| OHA/ODE Requirements | Hybrid/Onsite Plan |
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| <ul style="list-style-type: none"> <input type="checkbox"/> Communicate to staff at the start of On-Site instruction and at periodic intervals explaining infection control measures that are being implemented to prevent spread of disease. <input type="checkbox"/> Offer initial training to all staff prior to being in-person in any instructional model. Training could be accomplished through all staff webinar, narrated slide decks, online video, using professional learning communities, or mailing handouts with discussion. Training cannot be delivered solely through the sharing or forwarding information electronically or in paper copy form as this is an insufficient method for ensuring fidelity to public health protocols (see section 8b of the <i>Ready Schools, Safe Learners</i> guidance for specific training requirements). Note: Instructional time requirements allow for time to be devoted for professional learning that includes RSSL training. <input type="checkbox"/> Post “COVID -19 Hazard Poster” and “Masks Required” signs as required by OSHA administrative rule OAR 437-001-0744(3)(d) and (e). <input type="checkbox"/> Develop protocols for communicating with students, families and staff who have come into close contact with a person who has COVID-19. <ul style="list-style-type: none"> ● The definition of exposure is being within 6 feet of a person who has COVID-19 for at least 15 cumulative minutes in a day. ● OSHA has developed a model notification policy. <input type="checkbox"/> Develop protocols for communicating immediately with staff, families, and the school community when a new case(s) of COVID-19 is diagnosed in students or staff members, including a description of how the school or district is responding. <input type="checkbox"/> Periodic interval training also keeps the vigilance to protocols ever present when fatigue and changing circumstances might result in reduced adherence to guidance. <input type="checkbox"/> Provide all information in languages and formats accessible to the school community. | <ul style="list-style-type: none"> ● All faculty reviewed and were given a copy of the January, 2021 updated Return to School Plan on January 6, 2021 ● SJF follows the procedures outlined in “Planning for COVID-19 Scenarios in School” regarding notification of COVID-19 cases or possible exposures in the school community. ● In September 2020, staff and faculty were trained by Amanda Miller, P.A. in: <ul style="list-style-type: none"> ■ Sanitation and hygiene instruction ■ Social distancing and health practices for self and students ■ Use and wearing of face coverings ■ Use of flow charts ■ Beginning of the day and end of the day procedures ■ Restroom and recess routines ■ Identifying COVID-19 related symptoms ■ Proper temperature screening ● “COVID-19 Hazard Posters and “Mask Required” notifications have been posted throughout the school as required by OSHA administrative rule OAR 437-001-0744(3)(d) and (e). ● Reminders about health protocols including mask wearing, physical distancing and hand hygiene is shared and updated with school families and staff in weekly newsletters, classroom discussion and faculty meetings. ● Michele Wasman, Administrative Assistant and Merrit Holub, Principal have been trained using the COVID-19 Response and Recovery Unit (CRRU) protocols for COVID-19 Testing in Oregon’s K-12 Schools. Michele Wasman is the Testing Administrator and Merrit Holub is the School Testing Reporter. All required PPE and testing kits have been purchased. Student waivers will be collected before administering a COVID-19 test and employees/adults will give verbal consent if/when testing is conducted. |

1f. ENTRY AND SCREENING

| OHA/ODE Requirements | Hybrid/Onsite Plan |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Direct students and staff to stay home if they have COVID-19 symptoms. COVID-19 symptoms are as follows: <ul style="list-style-type: none"> ● Primary symptoms of concern: cough, fever (temperature of 100.4°F or higher) or chills, shortness of breath, difficulty breathing, or new loss of taste or smell. | <ul style="list-style-type: none"> ● Parents are asked to screen their students each morning before sending to school using the Parent Symptom Screening Algorithm. ● Parents will be advised on all clinical circumstances in which students should not |

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| <ul style="list-style-type: none"> Note that muscle pain, headache, sore throat, diarrhea, nausea, vomiting, new nasal congestion, and runny nose are also symptoms often associated with COVID-19. More information about COVID-19 symptoms is available from CDC. In addition to COVID-19 symptoms, students must be excluded from school for signs of other infectious diseases, per existing school policy and protocols. See pages 9-11 of OHA/ODE Communicable Disease Guidance for Schools. Emergency signs that require immediate medical attention: <ul style="list-style-type: none"> Trouble breathing Persistent pain or pressure in the chest New confusion or inability to awaken Bluish lips or face (lighter skin); greyish lips or face (darker skin) Other severe symptoms <p><input type="checkbox"/> Diligently screen all students and staff for symptoms on entry to bus/school/outside learning space every day. This can be done visually as well as asking students and staff about any new symptoms or close contact with someone with COVID-19. For students, confirmation from a parent/caregiver or guardian can also be appropriate. Staff members can self-screen and attest to their own health, but regular reminders of the importance of daily screening must be provided to staff.</p> <ul style="list-style-type: none"> Anyone displaying or reporting the primary symptoms of concern must be isolated (see section 1i of the Ready Schools, Safe Learners guidance) and sent home as soon as possible. See table “Planning for COVID-19 Scenarios in Schools.” Additional guidance for nurses and health staff. <p><input type="checkbox"/> Follow LPHA advice on restricting from school any student or staff known to have been exposed (e.g., by a household member) to COVID-19. See “Planning for COVID-19 Scenarios in Schools” and the COVID-19 Exclusion Summary Guide.</p> <p><input type="checkbox"/> Staff or students with a chronic or baseline cough that has worsened or is not well-controlled with medication must be excluded from school. Do not exclude staff or students who have other symptoms that are chronic or baseline symptoms (e.g., asthma, allergies, etc.) from school. See the COVID-19 Exclusion Summary Guide.</p> <p><input type="checkbox"/> Hand hygiene on entry to school every day: wash with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol.</p> | <p>attend school and when children will be excluded from school.</p> <ul style="list-style-type: none"> Before entry, faculty, staff and students are required to take their temperature reading and complete a self-screening COVID-19 symptoms survey regarding: cough, shortness of breath or difficult breathing, chills, new loss of taste or smell, feeling feverish or measured temperature of 100.4 degrees Fahrenheit or greater, known close contact with a person who is lab-confirmed to have COVID-19 <ul style="list-style-type: none"> Faculty/Staff will identify via a Google Sheet each morning answering the question “Do you have a fever higher than 100.4 and/or exhibit the COVID-19 symptoms today (yes/no)?” If no-they are able to come to school If yes-instruct to call Mrs. Wasman for a sub Students: At drop off/pick up classroom teacher or other faculty/staff designee takes temp before students enter the building, takes a visible symptom check, and asks symptom questions. MESD Communicable Disease Management Plan can be found in the school office and each classroom emergency binder. If COVID-19 symptoms or other serious medical symptoms present at school, the student will be isolated in our health room until the parent, or their parents designee, arrives to pick them up. Students and staff will use hand sanitizer upon entry/exit from building |
|---|--|

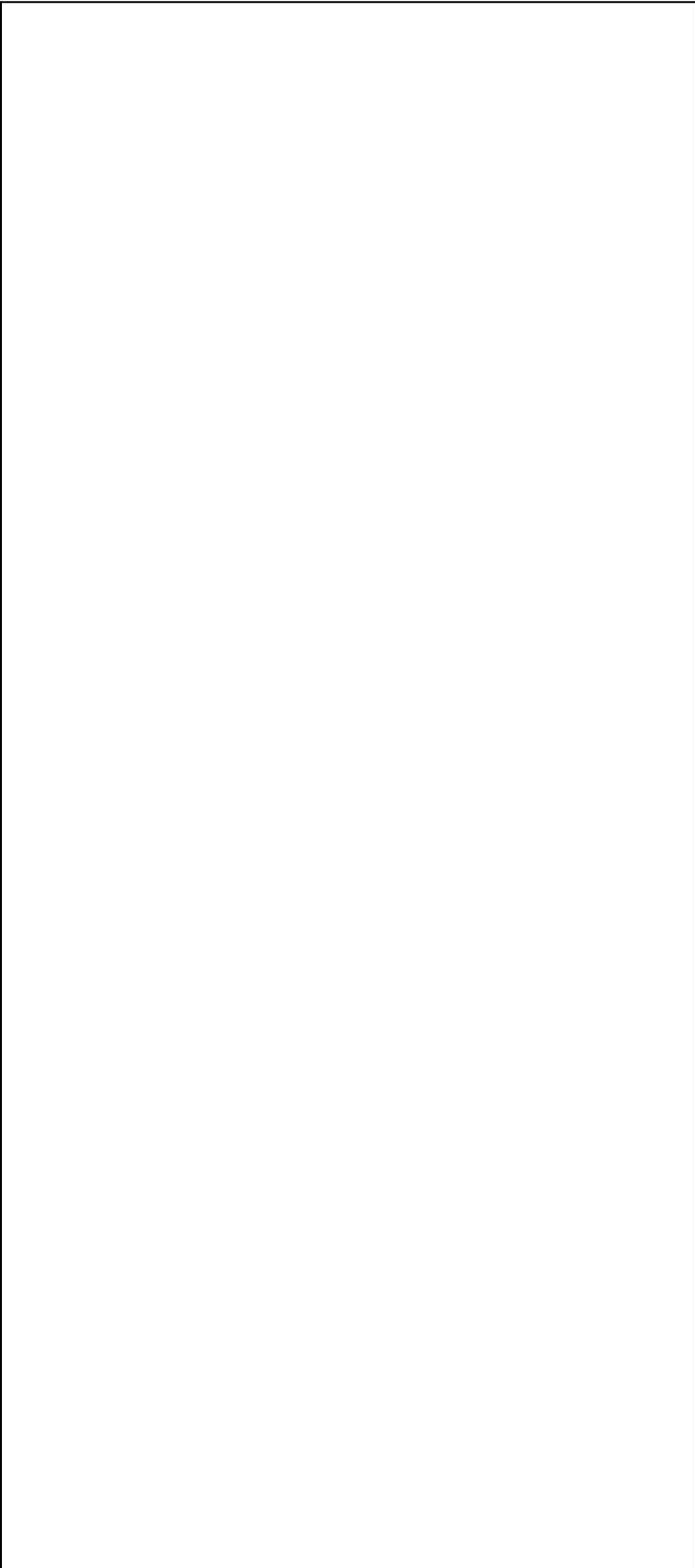
1g. VISITORS/VOLUNTEERS

| OHA/ODE Requirements | Hybrid/Onsite Plan |
|---|--|
| <p><input type="checkbox"/> Restrict non-essential visitors/volunteers.</p> <ul style="list-style-type: none"> Examples of essential visitors include: DHS Child Protective Services, Law Enforcement, etc. Examples of non-essential visitors/volunteers include: Parent Teacher Association (PTA), classroom volunteers, etc. <p><input type="checkbox"/> Diligently screen all visitors/volunteers for symptoms and ask questions about symptoms and any close contact with someone diagnosed with COVID-19 upon every entry. Restrict from school property any visitor known to have been exposed to COVID-19. See the COVID-19 Exclusion Summary Guide.</p> <p><input type="checkbox"/> Visitors/volunteers must wash or sanitize their hands upon entry and exit.</p> <p><input type="checkbox"/> Visitors/volunteers must maintain six-foot distancing, wear face coverings, and adhere to all other provisions of the Ready Schools, Safe Learners guidance.</p> | <ul style="list-style-type: none"> At this time, there shall be no extra adults in the building, including parents and visitors, unless essential via administration and/or teacher request. Essential visitors will register via the main entrance and/or entrance of the designated classroom as necessary, wear masks, sanitize hands upon entry/exit, and maintain six foot distance. |

1h. FACE COVERINGS, FACE SHIELDS, AND CLEAR PLASTIC BARRIERS

| OHA/ODE Requirements | Hybrid/Onsite Plan |
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| <p><input type="checkbox"/> Employers are required to provide masks, face coverings, or face shields for all staff, contractors, other service providers, visitors and volunteers.</p> <p><input type="checkbox"/> Face coverings or face shields for all staff, contractors, other service providers, visitors or volunteers following CDC guidelines for Face Coverings. Individuals may remove their face coverings while working alone in private offices or when separated by more than 6 feet in outside learning spaces. Face shields are an acceptable alternative only when a person has a medical condition that prevents them from wearing a mask or face covering, when people need to see mouth and tongue motions in order to communicate, or when an individual is speaking to an audience for a short period of time and clear communication is otherwise not possible.</p> <p><input type="checkbox"/> Face coverings or face shields for all students in grades Kindergarten and up following CDC guidelines for Face Coverings. Face shields are an acceptable alternative when a student has a medical condition that prevents them from wearing a mask or face covering, or when people need to see the student’s mouth and tongue motions in order to communicate.</p> <p><input type="checkbox"/> Face coverings should be worn both indoors and outdoors, including during outdoor recess.</p> <p><input type="checkbox"/> Group mask breaks” or “full classroom mask breaks” are not allowed. If a student removes a face covering, or demonstrates a need to remove the face covering for a short-period of time:</p> <ul style="list-style-type: none"> ● Provide space away from peers while the face covering is removed. In the classroom setting, an example could be a designated chair where a student can sit and take a 15 minute “sensory break;” <ul style="list-style-type: none"> ○ Students must not be left alone or unsupervised; ○ Designated area or chair must be appropriately distanced from other students and of a material that is easily wiped down for disinfection after each use; ● Provide additional instructional supports to effectively wear a face covering; ● Provide students adequate support to re-engage in safely wearing a face covering; ● Students cannot be discriminated against or disciplined for an inability to safely wear a face covering during the school day. <p><input type="checkbox"/> Face masks for school RNs or other medical personnel when providing direct contact care and monitoring of staff/students displaying symptoms. School nurses shall also wear appropriate Personal Protective Equipment (PPE) for their role.</p> <ul style="list-style-type: none"> ● Additional guidance for nurses and health staff. <p>Accommodations under ADA or IDEA and providing FAPE while attending to Face Covering Guidance</p> <p><input type="checkbox"/> If any student requires an accommodation to meet the requirement for face coverings, districts and schools must limit the student’s proximity to students and staff to the extent possible to minimize the possibility of exposure. Appropriate accommodations could include:</p> <ul style="list-style-type: none"> ● Offering different types of face coverings and face shields that may meet the needs of the student. ● Spaces away from peers while the face covering is removed; students must not be left alone or unsupervised. ● Short periods of the educational day that do not include wearing the face covering, while following the other health strategies to reduce the spread of disease. ● Additional instructional supports to effectively wear a face covering. | <ul style="list-style-type: none"> ● Employees, contractors and other service providers will be required to wear face covering (a cloth, paper, or disposable face covering that covers the nose and mouth; may or may not be medical grade) unless working alone in their classroom ● Students will be required to wear a face covering (a cloth, paper, or disposable face covering that covers the nose and mouth; may or may not be medical grade) at all times, including outdoor recess ● Face masks are required to be worn the entire school day, both indoors and outdoors. Group mask breaks and classrooms mask breaks are not allowed. |

- For students with existing medical conditions and a physician's orders to not wear face coverings, or other health related concerns, schools/districts **must not** deny any in-person instruction.
- Schools and districts must comply with the established IEP/504 plan prior to the closure of in-person instruction in March of 2020, or the current plan in effect for the student if appropriately developed after March of 2020.
 - If a student eligible for, or receiving services under a 504/IEP, **cannot** wear a face covering due to the nature of the disability, the school or district must:
 1. Review the 504/IEP to ensure access to instruction in a manner comparable to what was originally established in the student's plan including on-site instruction with accommodations or adjustments.
 2. Not make placement determinations solely on the inability to wear a face covering.
 3. Include updates to accommodations and modifications to support students in plans.
 - For students protected under ADA/IDEA, who abstain from wearing a face covering, or students whose families determine the student will not wear a face covering, the school or district must:
 1. Review the 504/IEP to ensure access to instruction in a manner comparable to what was originally established in the student's plan.
 2. The team must determine that the disability is not prohibiting the student from meeting the requirement.
 - If the team determines that the disability is prohibiting the student from meeting the requirement, follow the requirements for students eligible for, or receiving services under, a 504/IEP who cannot wear a face covering due to the nature of the disability,
 - If a student's 504/IEP plan included supports/goals/instruction for behavior or social emotional learning, the school team must evaluate the student's plan prior to providing instruction through Comprehensive Distance Learning.
 3. Hold a 504/IEP meeting to determine equitable access to educational opportunities which may include limited in-person instruction, on-site instruction with accommodations, or Comprehensive Distance Learning.
- For students not currently served under an IEP or 504, districts must consider whether or not student inability to consistently wear a face covering or face shield as required is due to a disability. Ongoing inability to meet this requirement may be evidence of the need for an evaluation to determine eligibility for support under IDEA or Section 504.
- If a staff member requires an accommodation for the face covering or face shield requirements, districts and schools shall work to limit the staff member's proximity to students and staff to the extent possible to minimize the possibility of exposure.



1i. ISOLATION AND QUARANTINE

| OHA/ODE Requirements | Hybrid/Onsite Plan |
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| <input type="checkbox"/> Protocols for exclusion and isolation for sick students and staff whether identified at the time of bus pick-up, arrival to school, or at any time during the school day. | Students who are ill must stay home from school and must be sent home if they become ill at school, particularly if they have COVID-19 symptoms. |

- Protocols for screening students, as well as exclusion and isolation protocols for sick students and staff identified at the time of arrival or during the school day. See the [COVID-19 Exclusion Summary Guide](#).
 - Work with school nurses, health care providers, or other staff with expertise to determine necessary modifications to areas where staff/students will be isolated. If two students present COVID-19 symptoms at the same time, they must be isolated at once. If separate rooms are not available, ensure that six feet distance is maintained. Do not assume they have the same illness. Consider if and where students and staff will be isolated during learning outside. Create a comfortable outdoor area for isolation or follow plan for in building isolation.
 - Consider required physical arrangements to reduce risk of disease transmission.
 - Plan for the needs of generally well students who need medication or routine treatment, as well as students who may show signs of illness.
 - [Additional guidance](#) for nurses and health staff for providing care to students with complex needs.
 - Students and staff who report or develop symptoms must be isolated in a designated isolation area in the school or outside learning space, with adequate space and staff supervision and symptom monitoring by a school nurse, other school-based health care provider or school staff until they are able to go home. Anyone providing supervision and symptom monitoring must wear appropriate face covering or face shields.
 - School nurses and health staff in close contact with symptomatic individuals (less than 6 feet) must wear a medical-grade face mask. Other Personal Protective Equipment (PPE) may be needed depending on symptoms and care provided. Consult a nurse or health care professional regarding appropriate use of PPE. Any PPE used during care of a symptomatic individual must be properly removed and disposed of prior to exiting the care space.
 - After removing PPE, hands shall be immediately cleaned with soap and water for at least 20 seconds. If soap and water are not available, hands can be cleaned with an alcohol-based hand sanitizer that contains 60-95% alcohol.
 - If able to do so safely, a symptomatic individual shall wear a face covering.
 - To reduce fear, anxiety, or shame related to isolation, provide a clear explanation of procedures, including use of PPE and handwashing.
 - Establish procedures for safely transporting anyone who is sick to their home or to a health care facility.
 - Staff and students who are ill must stay home from school and must be sent home if they become ill at school, particularly if they have COVID-19 symptoms. Refer to table in ["Planning for COVID-19 Scenarios in Schools."](#)
 - Involve school nurses, School Based Health Centers, or staff with related experience (Occupational or Physical Therapists) in development of protocols and assessment of symptoms (where staffing exists).
 - Record and monitor the students and staff being isolated or sent home for the LPHA review.
 - The school must provide a remote learning option for students who are required to be temporarily off-site for isolation and quarantine.
- St. John Fisher will following Multnomah County ESD advice on restricting from school any student or staff known to have been exposed (e.g. by a household member) to COVID-19 according to the ["Planning for COVID-19 Scenarios in School"](#)
 - If COVID-19 symptoms are present, the student will be isolated in our health room until the parent, or their parents designee, arrives to pick them up
 - Adequate space and staff supervision and symptom monitoring by school staff will be provided till the student is able to go home
 - Symptomatic staff or students should contact their regular health care provider or local health authority for advice and evaluation, perhaps to include COVID-19 testing
 - Individual students or student cohorts who are temporarily unable to attend in-person instruction due to isolation or quarantine will have the ability to participate in the appropriate Comprehensive Distance Learning program for their grade level.



2. Facilities and School Operations

Some activities and areas will have a higher risk for spread (e.g., band, choir, science labs, locker rooms). When engaging in these activities within the school setting, schools will need to consider additional physical distancing or conduct the activities outside (where feasible). Additionally, schools should consider sharing explicit risk statements for instructional and extra-curricular activities requiring additional considerations (see section 5f of the **Ready Schools, Safe Learners** guidance).

2a. ENROLLMENT

(Note: Section 2a does not apply to private schools.)

| OHA/ODE Requirements | Hybrid/Onsite Plan |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Enroll all students (including foreign exchange students) following the standard Oregon Department of Education guidelines. <input type="checkbox"/> The temporary suspension of the 10-day drop rule does not change the rules for the initial enrollment date for students: <ul style="list-style-type: none"> • The ADM enrollment date for a student is the first day of the student’s actual attendance. • A student with fewer than 10 days of absence at the beginning of the school year may be counted in membership prior to the first day of attendance, but not prior to the first calendar day of the school year. • If a student does not attend during the first 10 session days of school, the student’s ADM enrollment date must reflect the student’s actual first day of attendance. • Students who were anticipated to be enrolled, but who do not attend at any time must not be enrolled and submitted in ADM. <input type="checkbox"/> If a student has stopped attending for 10 or more days, districts must continue to try to engage the student. At a minimum, districts must attempt to contact these students and their families weekly to either encourage attendance or receive confirmation that the student has transferred or has withdrawn from school. This includes students who were scheduled to start the school year, but who have not yet attended. <input type="checkbox"/> When enrolling a student from another school, schools must request documentation from the prior school within 10 days of enrollment per OAR 581-021-0255 to make all parties aware of the transfer. Documentation obtained directly from the family does not relieve the school of this responsibility. After receiving documentation from another school that a student has enrolled, drop that student from your roll. <input type="checkbox"/> Design attendance policies to account for students who do not attend in-person due to student or family health and safety concerns. <input type="checkbox"/> When a student has a pre-excused absence or COVID-19 absence, the school district must reach out to offer support at least weekly until the student has resumed their education. <input type="checkbox"/> When a student is absent beyond 10 days and meets the criteria for continued enrollment due to the temporary suspension of the 10 day drop rule, continue to count them as absent for those days and include those days in your Cumulative ADM reporting. | <p>Not applicable to private schools</p> |

2b. ATTENDANCE

(Note: Section 2b does not apply to private schools.)

| OHA/ODE Requirements | Hybrid/Onsite Plan |
|---|-----------------------------------|
| <input type="checkbox"/> Grades K-5 (self-contained): Attendance must be taken at least once per day for all students enrolled in school, regardless of the instructional model (On-Site, Hybrid, Comprehensive Distance Learning, online schools). <input type="checkbox"/> Grades 6-12 (individual subject): Attendance must be taken at least once for each scheduled class that day for all students enrolled in school, regardless of the instructional model (On-Site, Hybrid, Comprehensive Distance Learning, online schools). <input type="checkbox"/> Alternative Programs: Some students are reported in ADM as enrolled in a non-standard program (such as tutorial time), with hours of instruction rather than days present and days absent. Attendance must be taken at least once for each scheduled interaction with each student, so that local systems can track the student's attendance and engagement. Reported hours of instruction continue to be those hours in which the student was present. <input type="checkbox"/> Online schools that previously followed a two check-in per week attendance process must follow the Comprehensive Distance Learning requirements for checking and reporting attendance. <input type="checkbox"/> Provide families with clear and concise descriptions of student attendance and participation expectations as well as family involvement expectations that take into consideration the home environment, caregiver's work schedule, and mental/physical health. | Not applicable to private schools |

2c. TECHNOLOGY

| OHA/ODE Requirements | Hybrid/Onsite Plan |
|--|--|
| <input type="checkbox"/> Update procedures for district-owned or school-owned devices to match cleaning requirements (see section 2d of the Ready Schools, Safe Learners guidance). <input type="checkbox"/> Procedures for return, inventory, updating, and redistributing district-owned devices must meet physical distancing requirements. <input type="checkbox"/> If providing learning outside and allowing students to engage with devices during the learning experiences, provide safe charging stations. | For the 20/21 school year, each St. John Fisher School student has been assigned their own Chromebook for use in the classroom and at home |

2d. SCHOOL SPECIFIC FUNCTIONS/FACILITY FEATURES

| OHA/ODE Requirements | Hybrid/Onsite Plan |
|--|--|
| <input type="checkbox"/> Handwashing: All people on campus shall be advised and encouraged to frequently wash their hands or use hand sanitizer. <input type="checkbox"/> Equipment: Develop and use sanitizing protocols for all equipment used by more than one individual or purchase equipment for individual use. <input type="checkbox"/> Events: Cancel, modify, or postpone field trips, assemblies, athletic events, practices, special performances, school-wide parent meetings and other large gatherings to meet requirements for physical distancing. <input type="checkbox"/> Transitions/Hallways: Limit transitions to the extent possible. Create hallway procedures to promote physical distancing and minimize gatherings. <input type="checkbox"/> Personal Property: Establish policies for identifying personal property being brought to school (e.g., refillable water bottles, school supplies, headphones/earbuds, cell phones, books, instruments, etc.). | <ul style="list-style-type: none"> ● Handwashing: Students will use hand sanitizer upon entry/exit from building and while moving around building (ie: bathroom) ● Students are encouraged to wash hands often with soap and water for at least 30 seconds. This will be mandatory before snack and lunch ● CDC hand washing posters are located in each restroom ● Equipment: Any supplies or equipment that are shared are only shared between students in a single classroom cohort. All shared equipment will be cleaned in between use. Each class has its own set of playground equipment to be used during recess. ● Events: Current regulations restrict gatherings to 6 individuals. Therefore, until the regulations allow for larger gatherings, all assemblies will be virtual and announcements will be done via individual cohorts |

and/or SJF YouTube channel via pre-prepared videos. Field trips are eliminated until deemed safe.

- **Transitions/Hallways:** Students and staff will follow the established traffic flow pattern in the school and use their assigned entrance/exit doors into the building. Students will also socially distance in line.
- **Personal Property:** Students will be assigned a space in the classroom for personal property. School supplies will not be shared between students.

2e. ARRIVAL AND DISMISSAL

| OHA/ODE Requirements | Hybrid/Onsite Plan |
|---|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Physical distancing, stable cohorts, square footage, and cleaning requirements must be maintained during arrival and dismissal procedures. <input type="checkbox"/> Create schedule(s) and communicate staggered arrival and/or dismissal times. <input type="checkbox"/> Assign students or cohorts to an entrance; assign staff member(s) to conduct visual screenings (see section 1f of the Ready Schools, Safe Learners guidance). <input type="checkbox"/> Ensure accurate sign-in/sign-out protocols to help facilitate contact tracing by the LPHA. Sign-in procedures are not a replacement for entrance and screening requirements. Students entering school after arrival times must be screened for the primary symptoms of concern. <ul style="list-style-type: none"> ● Eliminate shared pen and paper sign-in/sign-out sheets. ● Ensure hand sanitizer is available if signing children in or out on an electronic device. <input type="checkbox"/> Ensure alcohol-based hand sanitizer (with 60-95% alcohol) dispensers are easily accessible near all entry doors and other high-traffic areas. Establish and clearly communicate procedures for keeping caregiver drop-off/pick-up as brief as possible. | <p><u>Morning Arrival Plan</u></p> <p>To maintain cleanliness of our facility and ensure stable cohorts, all students will be dropped off via the carline. Parents are to remain in their cars at all times. We have added additional supervision along the carline to ensure safety to/from parent cars and the school building. Drop off will begin each morning at 7:55am and students should be in class by 8:15am. To assist with traffic flow and flow of the students coming into the building, we would appreciate families with the last name of A-K to arrive from 7:55-8:05 and families with the last name starting with L-Z to arrive from 8:05-8:15.</p> <p><u>1st - 4th Grade:</u> All cars carrying students from grades 1st - 4th will enter campus via Vermont St. entrance. "Car line" will stop at the yellow speed bump. SJF Employee will be at the yellow speed bump to direct traffic. 3 additional faculty/staff members will be stationed along the carline to ensure safety. First 4 cars may have students exit vehicle. SJF faculty/staff members will complete the screening protocols via the carline before the student enters their grade's exterior classroom door, utilizing social distance protocol. Teachers will be stationed at their classroom door and students will apply hand sanitizer before entry. Parents may not park their car and walk students to the school entrance.</p> <p>To exit the campus, once signaled from the teacher, cars will proceed and merge with cars entering from 45th Ave. entrance to form 1 line. A teacher/supervisor will be in this area. If you have a student in K, 5th - 8th, they will exit the car once you merge and get to the front of the school. Families will wait in the carline until the teacher signals they may exit campus. All cars should exit via the 45th Ave entrance/exit, preferably turning right.</p> <p><u>K, 5th - 8th Grade:</u> Cars with students from Kindergarten or 5th - 8th only (no 1st - 4th grade student) will enter campus via 45th Ave entrance following the white</p> |

arrows through the parking lot. At flag pole, cars coming from 45th Ave will merge with cars coming from Vermont St. entrance to form 1 line in front of the school. An SJF teacher will be at the stop sign to direct traffic. 3 additional faculty/staff will be stationed along the front of the school to ensure safety. First 6 cars in line may have students exit. SJF faculty/staff members will complete the screening protocols via the carline before the student enters their grade's exterior classroom door. Students will then walk on campus to their designated entrance, utilizing social distance protocol from car to entrance. Parents may not park their car and walk students to the school entrance.

Families will wait in the carline till the teacher signals they may exit campus. All cars should exit via the 45th Ave entrance/exit, preferably turning right.

Afternoon Dismissal Plan

To maintain cleanliness of our facility and ensure stable cohorts, all students will be picked up via the carline. Parents are to remain in their cars at all times. We have added additional supervision along the carline to ensure safety to/from parent cars and the school building. Pick up will begin at 3:00 (K-4th)/3:05 (5th - 8th) on Monday, Tuesday, Thursday and Friday and 2:00 (K-4th)/2:05 (5th - 8th) on Wednesday. To assist with traffic flow, we would appreciate families with single children come close to 3:00/2:00 and those with multiple children come closer to 3:05/2:05.

1st - 4th Grade: Students will walk with their classroom cohort from their designated classroom exit door to a gathering area, following social distance protocols, on the lower blacktop.

Similar to drop off, cars will enter campus via Vermont St. entrance. "Car line" will stop at the yellow speed bump. An SJF teacher will be at the yellow speed bump to direct traffic. 1 additional faculty/staff member will be stationed along the carline to ensure safety. First 4 cars may have students loaded into their car at a time. Parents may not park and go pick up their children.

To exit the campus, once signaled from the teacher, cars will proceed and merge with cars entering from 45th Ave. entrance to form 1 line. A teacher/supervisor will be in this area. Families will wait in the carline till the teacher signals they may exit campus. All cars should exit via the 45th Ave entrance/exit, preferably turning right.

K, 5th - 8th Grade: Students will exit the school building with their classroom cohort from their designated school exit door to a gathering area, following social distance

protocols, in the front of the school.

Cars will enter campus via 45th Ave entrance and a single “car line” will follow white arrows through campus. At flag pole, cars coming from 45th Ave will merge with cars coming from Vermont St. entrance to form 1 line in front of the school. Teacher will be at the stop sign to direct traffic. 2 additional faculty/staff will be stationed along the front of the school to ensure safety. First 6 cars in line may have students loaded into their car. Parents may not park their car and go pick up their children.

Families will wait in the carline till the teacher signals they may exit campus. All cars should exit via the 45th Ave entrance/exit, preferably turning right.

2f. CLASSROOMS/REPURPOSED LEARNING SPACES

| OHA/ODE Requirements | Hybrid/Onsite Plan |
|---|--|
| <ul style="list-style-type: none"><input type="checkbox"/> Seating: Rearrange student desks and other seat spaces so that staff and students’ physical bodies are six feet apart to the maximum extent possible while also maintaining 35 square feet per person; assign seating so students are in the same seat at all times.<input type="checkbox"/> Materials: Avoid sharing of community supplies when possible (e.g., scissors, pencils, etc.). Clean these items frequently. Provide hand sanitizer and tissues for use by students and staff.<input type="checkbox"/> Handwashing: Remind students (with signage and regular verbal reminders from staff) of the utmost importance of hand hygiene and respiratory etiquette. Respiratory etiquette means covering coughs and sneezes with an elbow or a tissue. Tissues shall be disposed of in a garbage can, then hands washed or sanitized immediately.<ul style="list-style-type: none">● Wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol. | <ul style="list-style-type: none">● Seating: Students in grades K-4 will remain in their homeroom classroom for all classes, with exception of PE which will be held outside (lawn or upper parking lot) or in the classroom (weather permitting). Students in grades 5-8 will remain in their designated classroom for the majority of their classes. Designated classrooms are: 5th: Corrado Family Center (parish use side), 6th: Corrado Family Center (school cafeteria side), 7th: Current 7th Grade Homeroom Class, 8th: Library Student desks in K-8 classrooms will have a clear plexiglass barrier attached to the desk. Newly designated classroom spaces will be set up to provide a minimum 35 square foot distance per student. Desks are spaced to the maximum extent possible for social distancing. PE will be held outside (lawn or upper parking lot) or in the gymnasium (weather permitting). Math may be held in the designated classroom or current 6th grade homeroom depending on ability level group.● Materials: Students will provide their own school supplies and will not share with their classmates. Student supplies will not be left in the classroom overnight.● Handwashing: Students will use hand sanitizer upon entry/exit from the building and while moving around the building (ie: bathroom) Students are encouraged to wash hands often with soap and water for at least 30 seconds. This will be mandatory before snack and lunch. |

2g. PLAYGROUNDS, FIELDS, RECESS, BREAKS, AND RESTROOMS

| OHA/ODE Requirements | Hybrid/Onsite Plan |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Keep school playgrounds closed to the general public until park playground equipment and benches reopen in the community (see Oregon Health Authority’s Specific Guidance for Outdoor Recreation Organizations). <input type="checkbox"/> After using the restroom students must wash hands with soap and water for 20 seconds. Soap must be made available to students and staff. For learning outside if portable bathrooms are used, set up portable hand washing stations and create a regular cleaning schedule. <input type="checkbox"/> Before and after using playground equipment, students must wash hands with soap and water for 20 seconds <u>or</u> use an alcohol-based hand sanitizer with 60-95% alcohol. <input type="checkbox"/> Designate playground and shared equipment solely for the use of one cohort at a time. Outdoor playground structures require normal routine cleaning and do not require disinfection. Shared equipment (balls, jump ropes, etc.) should be cleaned and disinfected at least daily in accordance with CDC guidance. <input type="checkbox"/> Cleaning requirements must be maintained (see section 2j of the Ready Schools, Safe Learners guidance). <input type="checkbox"/> Maintain physical distancing requirements, stable cohorts, and square footage requirements. <input type="checkbox"/> Provide signage and restrict access to outdoor equipment (including sports equipment, etc.). <input type="checkbox"/> Design recess activities that allow for physical distancing and maintenance of stable cohorts. <input type="checkbox"/> Clean all outdoor equipment at least daily or between use as much as possible in accordance with CDC guidance. <input type="checkbox"/> Limit the number of employees gathering in shared spaces. Restrict use of shared spaces such as conference rooms, break rooms, and elevators by limiting occupancy or staggering use, maintaining six feet of distance between adults. Establish a minimum of 35 square feet per person when determining room capacity. Calculate only with usable space, understanding that tables and room set-up will require use of all space in the calculation. Note: The largest area of risk is adults eating together in break rooms without face coverings. | <p>Recess will be structured for no more than 3 classes per recess. Blacktop will be divided into 2 sections, 1 for each class. Classrooms will have their own set of recess equipment they can use outside. The play structure is utilized by 1 class cohort per day and all cleaning requirements are followed.</p> |

2h. MEAL SERVICE/NUTRITION

| OHA/ODE Requirements | Hybrid/Onsite Plan |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Include meal services/nutrition staff in planning for school reentry. <input type="checkbox"/> Prohibit self-service buffet-style meals. <input type="checkbox"/> Prohibit sharing of food and drinks among students and/or staff. <input type="checkbox"/> At designated meal or snack times, students may remove their face coverings to eat or drink but must maintain six feet of physical distance from others, and must put face coverings back on after finishing the meal or snack. <input type="checkbox"/> Staff serving meals and students interacting with staff at mealtimes must wear face coverings (see section 1h of the Ready Schools, Safe Learners guidance). Staff must maintain 6 feet of physical distance to the greatest extent possible. If students are eating in a classroom, staff may supervise from the doorway of the classroom if feasible. <input type="checkbox"/> Students and staff must wash hands with soap and water for 20 seconds <u>or</u> use an alcohol-based hand sanitizer with 60-95% alcohol before meals and shall be encouraged to do so after. <input type="checkbox"/> Appropriate daily cleaning of meal items (e.g., plates, utensils, transport items). <input type="checkbox"/> Cleaning and sanitizing of meal touch-points and meal counting system between stable cohorts. | <p>During the months of January through March 2021, we will not offer a hot lunch or milk option. Students will eat lunch in their classroom spaces and must bring a ready-to-eat lunch from home. There will not be a refrigerator or microwave available.</p> <p>In the spring we will explore the option to provide a Cold Lunch Option for families to purchase on Tuesday, Wednesday and Thursday. Price points will be the same as 19-20 (\$3.50 per meal and \$1.50 for extra entree). There will be NO “salad bar only” option. Lunches will be delivered to the classroom and will be individually wrapped for each student.</p> <p>To maintain cleanliness, students will not be allowed to share food. The school will provide granola bars for each classroom should students forget their lunch. Additionally, all non-essential deliveries, including</p> |

- Adequate cleaning and disinfection of tables between meal periods.
- Since staff must remove their face coverings during eating and drinking, limit the number of employees gathering in shared spaces. Restrict use of shared spaces such as conference rooms and break rooms by limiting occupancy or staggering use. Consider staggering times for staff breaks, to prevent congregation in shared spaces. Always maintain at least six feet of physical distancing and establish a minimum of 35 square feet per person when determining room capacity. Calculate only with usable classroom space, understanding that desks and room set-up will require use of all space in the calculation. Wear face coverings except when eating or drinking and minimize time in spaces where face coverings are not consistently worn.

food/forgotten lunches, personal items, are suspended until it is deemed safe.

2i. TRANSPORTATION

| OHA/ODE Requirements | Hybrid/Onsite Plan |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Include transportation departments (and associated contracted providers, if used) in planning for return to service. <input type="checkbox"/> Buses are cleaned frequently. Conduct targeted cleanings between routes, with a focus on disinfecting frequently touched surfaces of the bus (see section 2j of the Ready Schools, Safe Learners guidance). <input type="checkbox"/> Staff must use hand sanitizer (containing between 60-95% alcohol) in between helping each child and when getting on and off the vehicle. Gloves are not recommended; hand sanitizer is strongly preferred. If hand sanitizer is not available, disposable gloves can be used and must be changed to a new pair before helping each child. <input type="checkbox"/> Develop protocol for loading/unloading that includes visual screening for students exhibiting symptoms and logs for contact-tracing. This must be done at the time of arrival and departure. <ul style="list-style-type: none"> ● If a student displays COVID-19 symptoms, provide a face covering (unless they are already wearing one) and keep six feet away from others. Continue transporting the student. <ul style="list-style-type: none"> ○ The symptomatic student shall be seated in the first row of the bus during transportation, and multiple windows must be opened to allow for fresh air circulation, if feasible. ○ The symptomatic student shall leave the bus first. After all students exit the bus, the seat and surrounding surfaces must be cleaned and disinfected. ● If arriving at school, notify staff to begin isolation measures. <ul style="list-style-type: none"> ○ If transporting for dismissal and the student displays an onset of symptoms, notify the school. <input type="checkbox"/> Consult with parents/guardians of students who may require additional support (e.g., students who experience a disability and require specialized transportation as a related service) to appropriately provide service. <input type="checkbox"/> Drivers must wear masks or face coverings while driving, unless the mask or face covering interferes with the driver's vision (e.g., fogging of eyeglasses). Drivers must wear face coverings when not actively driving and operating the bus, including while students are entering or exiting the vehicle. A face shield may be an acceptable alternative, only as stated in Section 1h of the Ready Schools, Safe Learners guidance. <input type="checkbox"/> Inform parents/guardians of practical changes to transportation service (i.e., physical distancing at bus stops and while loading/unloading, potential for increased route time due to additional precautions, sanitizing practices, and face coverings). <input type="checkbox"/> Face coverings for all students, applying the guidance in section 1h of the Ready Schools, Safe Learners guidance to transportation settings. This prevents eating while on the bus. | <p>St. John Fisher School families are responsible for their own children's transportation to and from school. The school does not have school bus service.</p> |

- Take all possible actions to maximize ventilation: Dress warmly, keep vents and windows open to the greatest extent possible.

2j. CLEANING, DISINFECTION, AND VENTILATION

| OHA/ODE Requirements | Hybrid/Onsite Plan |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Clean, sanitize, and disinfect frequently touched surfaces (e.g. door handles, sink handles, drinking fountains, transport vehicles) and shared objects (e.g., toys, games, art supplies) between uses multiple times per day. Maintain clean and disinfected (CDC guidance) environments, including classrooms, cafeteria settings and restrooms. Provide time and supplies for the cleaning and disinfecting of high-touch surfaces between multiple student uses, even in the same cohort. <input type="checkbox"/> Outdoor learning spaces must have at least 75% of the square footage of its sides open for airflow. <input type="checkbox"/> Outdoor playground structures require normal routine cleaning and do not require disinfection. Shared equipment should be cleaned and disinfected at least daily in accordance with CDC guidance. <input type="checkbox"/> Apply disinfectants safely and correctly following labeling direction as specified by the manufacturer. Keep these products away from students. <input type="checkbox"/> To reduce the risk of asthma, choose disinfectant products on the EPA List N with asthma-safer ingredients (e.g. hydrogen peroxide, citric acid, or lactic acid) and avoid products that mix these with asthma-causing ingredients like peroxyacetic acid, sodium hypochlorite (bleach), or quaternary ammonium compounds. <input type="checkbox"/> Schools with HVAC systems must evaluate the system to minimize indoor air recirculation (thus maximizing fresh outdoor air) to the extent possible. Schools that do not have mechanical ventilation systems shall, to the extent possible, increase natural ventilation by opening windows and interior doors before students arrive and after students leave, and while students are present. Do not prop open doors that can pose a safety or security risk to students and staff (e.g., exterior doors and fire doors that must remain closed.) <input type="checkbox"/> Schools with HVAC systems should ensure all filters are maintained and replaced as necessary to ensure proper functioning of the system. <input type="checkbox"/> All intake ports that provide outside air to the HVAC system should be cleaned, maintained, and cleared of any debris that may affect the function and performance of the ventilation system. <input type="checkbox"/> Consider running ventilation systems continuously and changing the filters more frequently. Do <u>not</u> use fans if they pose a safety or health risk, such as increasing exposure to pollen/allergies or exacerbating asthma symptoms. Consider using window fans or box fans positioned in open windows to blow fresh outdoor air into the classroom via one window, and indoor air out of the classroom via another window. Fans must not be used in rooms with closed windows and doors, as this does not allow for fresh air to circulate. <input type="checkbox"/> Consider the need for increased ventilation in areas where students with special health care needs receive medication or treatments. <input type="checkbox"/> Facilities must be cleaned and disinfected at least daily to prevent transmission of the virus from surfaces (see CDC's guidance on disinfecting public spaces). <input type="checkbox"/> Consider modification or enhancement of building ventilation where feasible (see CDC's guidance on ventilation and filtration and American Society of Heating, Refrigerating, and Air-Conditioning Engineers' guidance). | <ul style="list-style-type: none"> ● Students desks will be cleaned by students daily. and disinfected by staff on a weekly basis. ● School staff will frequently clean surfaces inside the classroom or their teaching area. This cleaning time is incorporated into teacher/staff schedules. Staff will follow all manufacturer instructions when using disinfecting products. ● Ventilation systems have been inspected for proper operation and a schedule is in place for changing filters. ● Windows and doors will be open when feasible. ● Air purifiers have been purchased for all homeroom classrooms and larger classrooms such as the Corrado Family Center, library and kindergarten. |

2k. HEALTH SERVICES

| OHA/ODE Requirements | Hybrid/Onsite Plan |
|---|--|
| <p><input type="checkbox"/> OAR 581-022-2220 Health Services, requires districts to “maintain a prevention-oriented health services program for all students” including space to isolate sick students and services for students with special health care needs. While OAR 581-022-2220 does not apply to private schools, private schools must provide a space to isolate sick students and provide services for students with special health care needs.</p> <p><input type="checkbox"/> Licensed, experienced health staff should be included on teams to determine district health service priorities. Collaborate with health professionals such as school nurses; SBHC staff; mental and behavioral health providers; dental providers; physical, occupational, speech, and respiratory therapists; and School Based Health Centers (SBHC).</p> | <ul style="list-style-type: none"> • Students becoming ill at school will be sent to the office for evaluation. If COVID-19 symptoms are present, the student will be isolated in our health room until the parent, or their parents designee, arrives to pick them up • Adequate space and staff supervision and symptom monitoring by school staff will be provided till the student is able to go home. • Students who are unable to attend school in-person due to required quarantine will be able to access core instruction at home, via Google Classroom platforms. |

2l. BOARDING SCHOOLS AND RESIDENTIAL PROGRAMS ONLY

| OHA/ODE Requirements | Hybrid/Onsite Plan |
|--|--|
| <p><input type="checkbox"/> Provide specific plan details and adjustments in Operational Blueprints that address staff and student safety, which includes how you will approach:</p> <ul style="list-style-type: none"> • Contact tracing • The intersection of cohort designs in residential settings (by wing or common restrooms) with cohort designs in the instructional settings. The same cohorting parameter limiting total cohort size to 100 people applies. • Quarantine of exposed staff or students • Isolation of infected staff or students • Communication and designation of where the “household” or “family unit” applies to your residents and staff <p><input type="checkbox"/> Review and take into consideration CDC guidance for shared or congregate housing:</p> <ul style="list-style-type: none"> • Not allow more than two students to share a residential dorm room unless alternative housing arrangements are impossible • Ensure at least 64 square feet of room space per resident • Reduce overall residential density to ensure sufficient space for the isolation of sick or potentially infected individuals, as necessary; • Configure common spaces to maximize physical distancing; • Provide enhanced cleaning; • Establish plans for the containment and isolation of on-campus cases, including consideration of PPE, food delivery, and bathroom needs. <p>Exception K-12 boarding schools that do not meet the Advisory Metrics (Section 0 of the Ready Schools, Safe Learners guidance) may operate, in consultation with their Local Public Health Authority, provided that:</p> <p><input type="checkbox"/> They have a current and complete RSSL Blueprint and are complying with Sections 1-3 of the Ready Schools, Safe Learners guidance and any other applicable sections, including Section 2L of the Ready Schools, Safe Learners guidance.</p> <p><input type="checkbox"/> The school maintains a fully-closed residential campus (no non-essential visitors allowed), and normal day school operations are only offered remotely through distance learning.</p> <p><input type="checkbox"/> There have been no confirmed cases of COVID-19 among school staff or students in the past 14 days.</p> <p><input type="checkbox"/> Less than 10% of staff, employees, or contracts (in total) are traveling to or from campus. Staff in this designation will:</p> <ul style="list-style-type: none"> • Limit travel to essential functions. | <p>Not applicable. St. John Fisher is neither a boarding school nor residential program.</p> |

- Carefully monitor their own health daily and avoid coming to campus at any potential symptom of COVID-19.
- Any boarding students newly arriving to campus will either:
- Complete a quarantine at home for 14 days* prior to traveling to the school, OR
 - Quarantine on campus for 14 days.*
- * A 14-day quarantine is the safest option to prevent the spread of COVID-19 to others. However, in either option above, for boarding students who have not developed any symptoms, schools may consider ending quarantine after 10 days without any testing, or after 7 days with a negative result on a COVID-19 viral test collected within 48 hours before ending quarantine, unless otherwise directed by the local public health authority (LPHA).
- Student transportation off-campus is limited to medical care.

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2m. SCHOOL EMERGENCY PROCEDURES AND DRILLS

| OHA/ODE Requirements | Hybrid/Onsite Plan |
|---|---|
| <p><input type="checkbox"/> In accordance with ORS 336.071 and OAR 581-022-2225 all schools (including those operating a Comprehensive Distance Learning model) are required to instruct students on emergency procedures. Schools that operate an On-Site or Hybrid model need to instruct and practice drills on emergency procedures so that students and staff can respond to emergencies.</p> <ul style="list-style-type: none"> ● At least 30 minutes in each school month must be used to instruct students on the emergency procedures for fires, earthquakes (including tsunami drills in appropriate zones), and safety threats. ● Fire drills must be conducted monthly. ● Earthquake drills (including tsunami drills and instruction for schools in a tsunami hazard zone) must be conducted two times a year. ● Safety threats including procedures related to lockdown, lockout, shelter in place and evacuation and other appropriate actions to take when there is a threat to safety must be conducted two times a year. <p><input type="checkbox"/> Drills can and should be carried out <u>as close as possible</u> to the procedures that would be used in an actual emergency. For example, a fire drill must be carried out with the same alerts and same routes as normal. If appropriate and practicable, COVID-19 physical distancing measures can be implemented, but only if they do not compromise the drill.</p> <p><input type="checkbox"/> When or if physical distancing must be compromised, drills must be completed in less than 15 minutes.</p> <p><input type="checkbox"/> Drills shall not be practiced unless they can be practiced correctly.</p> <p><input type="checkbox"/> Train staff on safety drills prior to students arriving on the first day on campus in hybrid or face-to-face engagement.</p> <p><input type="checkbox"/> If on a hybrid schedule, conduct multiple drills each month to ensure that all cohorts of students have opportunities to participate in drills (i.e., schedule on different cohort days throughout the year).</p> <p><input type="checkbox"/> Students must wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol after a drill is complete.</p> | <ul style="list-style-type: none"> ● Fire and earthquake drills occur as scheduled following appropriate procedures. Students and staff socially distance during all drills, and students remain in their classroom cohorts. ● We will follow our ALICE drill schedule for all emergency drills ● Following all drills, students and staff will return to their respective cohort locations in a physically distanced manner. Upon return, all students and staff will wash or sanitize hands ● All students and staff will be trained appropriately prior to any drill |

2n. SUPPORTING STUDENTS WHO ARE DYSREGULATED, ESCALATED, AND/OR EXHIBITING SELF-REGULATORY CHALLENGES

| OHA/ODE Requirements | Hybrid/Onsite Plan |
|---|--|
| <p><input type="checkbox"/> Utilize the components of Collaborative Problem Solving or a similar framework to continually provide instruction and skill-building/training related to the student’s demonstrated lagging skills.</p> | <ul style="list-style-type: none"> ● If an event occurs where a student has self-regulatory challenges or physically aggressive behavior, our staff has been trained to handle the situation. If needed, the student will |

- Take proactive/preventative steps to reduce antecedent events and triggers within the school environment.
- Be proactive in planning for known behavioral escalations (e.g., self-harm, spitting, scratching, biting, eloping, failure to maintain physical distance). Adjust antecedents where possible to minimize student and staff dysregulation. Recognize that there could be new and different antecedents and setting events with the additional requirements and expectations for the 2020-21 school year.
- Establish a proactive plan for daily routines designed to build self-regulation skills; self-regulation skill-building sessions can be short (5-10 minutes), and should take place at times when the student is regulated and/or is not demonstrating challenging behaviors.
- Ensure all staff are trained to support de-escalation, provide lagging skill instruction, and implement alternatives to restraint and seclusion.
- Ensure that staff are trained in effective, evidence-based methods for developing and maintaining their own level of self-regulation and resilience to enable them to remain calm and able to support struggling students as well as colleagues.
- Plan for the impact of behavior mitigation strategies on public health and safety requirements:
 - Student elopes from area
 - If staff need to intervene for student safety, staff should:
 - Use empathetic and calming verbal interactions (i.e. “This seems hard right now. Help me understand... How can I help?”) to attempt to re-regulate the student without physical intervention.
 - Use the least restrictive interventions possible to maintain physical safety for the student and staff.
 - Wash hands after a close interaction.
 - Note the interaction on the appropriate contact log.
 - *If unexpected interaction with other stable cohorts occurs, those contacts must be noted in the appropriate contact logs.
 - Student engages in behavior that requires them to be isolated from peers and results in a room clear.
 - If students leave the classroom:
 - Preplan for a clean and safe alternative space that maintains physical safety for the student and staff
 - Ensure physical distancing and separation occur, to the maximum extent possible.
 - Use the least restrictive interventions possible to maintain physical safety for the student and staff.
 - Wash hands after a close interaction.
 - Note the interaction on the appropriate contact log.
 - *If unexpected interaction with other stable cohorts occurs, those contacts must be noted in the appropriate contact logs.
 - Student engages in physically aggressive behaviors that preclude the possibility of maintaining physical distance and/or require physical de-escalation or intervention techniques other than restraint or seclusion (e.g., hitting, biting, spitting, kicking, self-injurious behavior).
 - If staff need to intervene for student safety, staff should:
 - Maintain student dignity throughout and following the incident.
 - Use empathetic and calming verbal interactions (i.e. “This seems hard right now. Help me understand... How can I help?”) to attempt to re-regulate the student without physical intervention.

be escorted to the main office for additional time until the student returns to calm.

- Physical intervention has not been required with students at St. John Fisher School, and the principal would immediately be called to handle the situation away from the rest of the students in a classroom. The principal or other administrator would utilize safe practices and PPE to act as necessary to support the student.

- Use the least restrictive interventions possible to maintain physical safety for the student and staff
- Wash hands after a close interaction.
- Note the interaction on the appropriate contact log.

*If unexpected interaction with other stable cohorts occurs, those contacts must be noted in the appropriate contact logs.

- Ensure that spaces that are unexpectedly used to deescalate behaviors are appropriately cleaned and sanitized after use before the introduction of other stable cohorts to that space.

2o. PROTECTIVE PHYSICAL INTERVENTION

| OHA/ODE Requirements | Hybrid/Onsite Plan |
|---|--|
| <input type="checkbox"/> Reusable Personal Protective Equipment (PPE) must be cleaned and disinfected following the manufacturer’s recommendation, after every episode of physical intervention (see section 2j. Cleaning, Disinfection, and Ventilation in the Ready Schools, Safe Learners guidance). Single-use disposable PPE must not be re-used. | Any reusable PPE used during an episode of physical intervention will be cleaned according to manufacturer’s recommendations. Single-use PPE will be disposed of and not reused. |



3. Response to Outbreak

3a. PREVENTION AND PLANNING

| OHA/ODE Requirements | Hybrid/Onsite Plan |
|---|--|
| <input type="checkbox"/> Review the " Planning for COVID-19 Scenarios in Schools " toolkit. <input type="checkbox"/> Coordinate with Local Public Health Authority (LPHA) to establish communication channels related to current transmission level. | <ul style="list-style-type: none"> • This Operational Blueprint has been prepared through consultation with the Department of Catholic Schools, our LPHA representative and with input from our school healthcare consultants (Emily Coombes, DO, Christy Meade Olivier, MD, and Amanda Miller, P.A-C, M.A.P.S.) Communication channels with these partners will remain intact. • The school updated its parent/student and staff handbooks in August 2020 to reflect and outline our emergency response framework. • The school will follow all guidance and directives of the LPHA. |

3b. RESPONSE

| OHA/ODE Requirements | Hybrid/Onsite Plan |
|---|--|
| <input type="checkbox"/> Review and utilize the " Planning for COVID-19 Scenarios in Schools " toolkit. <input type="checkbox"/> Ensure continuous services and implement Comprehensive Distance Learning. <input type="checkbox"/> Continue to provide meals for students. | <ul style="list-style-type: none"> • The "Planning for COVID-19 Scenarios in Schools" guidance will be used for any suspected or actual outbreak. • Any known COVID-19 diagnoses on campus will be reported to the Multnomah County Health Department. We will follow any requirements to close cohort groups or the physical campus when necessary. • Clusters of illness will be reported to the Multnomah County Health Department. <ul style="list-style-type: none"> ◦ The school will rely on the Multnomah County Health Department to initiate and direct our response team if an increase in cases is identified. • Our Comprehensive Distance Learning Plan will be utilized for a transition to distance learning, short or long term. • Required meal service does not apply to St. John Fisher School. • The closure of school, or specific cohorts within the school, will be communicated with families and staff and include a planned timeline for return and criteria to be met, as discussed with the Multnomah County Health Department. |

3c. RECOVERY AND REENTRY

| OHA/ODE Requirements | Hybrid/Onsite Plan |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Review and utilize the "Planning for COVID-19 Scenarios in Schools" toolkit. <input type="checkbox"/> Clean, sanitize, and disinfect surfaces (e.g. door handles, sink handles, drinking fountains, transport vehicles) and follow CDC guidance for classrooms, cafeteria settings, restrooms, and playgrounds. <input type="checkbox"/> When bringing students back into On-Site or Hybrid instruction, consider smaller groups, cohorts, and rotating schedules to allow for a safe return to schools. | <ul style="list-style-type: none"> • Using the "Planning for COVID-19 Scenarios in Schools" as guidance, families will be notified of plans to return to on-site learning, along with their options to continue with distance learning if they choose. |



ASSURANCES

This section must be completed by any public school that is providing instruction through On-Site or Hybrid Instructional Models. Schools providing Comprehensive Distance Learning Instructional Models do not need to complete this section unless the school is implementing the Limited In-Person Instruction provision under the Comprehensive Distance Learning guidance. This section does not apply to private schools.

- We affirm that, in addition to meeting the requirements as outlined above, our school plan has met the collective requirements from ODE/OHA guidance related to the 2020-21 school year, including but not limited to requirements from:
 - Sections 4, 5, 6, 7, and 8 of the [Ready Schools, Safe Learners](#) guidance,
 - The [Comprehensive Distance Learning](#) guidance,
 - The [Ensuring Equity and Access: Aligning Federal and State Requirements](#) guidance, and
 - [Planning for COVID-19 Scenarios in Schools](#)

- We affirm that we cannot meet all of the collective requirements from ODE/OHA guidance related to the 2020-21 school year from:
 - Sections 4, 5, 6, 7, and 8 of the [Ready Schools, Safe Learners](#) guidance,
 - The [Comprehensive Distance Learning](#) guidance,
 - The [Ensuring Equity and Access: Aligning Federal and State Requirements](#) guidance, and
 - [Planning for COVID-19 Scenarios in Schools](#)

We will continue to work towards meeting them and have noted and addressed which requirement(s) we are unable to meet in the table titled "Assurance Compliance and Timeline" below.



4. Equity



5. Instruction



6. Family, Community, Engagement



7. Mental, Social, and Emotional Health



8. Staffing and Personnel

Assurance Compliance and Timeline

If a district/school cannot meet the requirements from the sections above, provide a plan and timeline to meet the requirement.

| List Requirement(s) Not Met | Provide a Plan and Timeline to Meet Requirements <i>Include how/why the school is currently unable to meet them</i> |
|-----------------------------|--|
| | |

OSHA Exposure Risk Assessment Form

Completed by: Merrit Holub, Principal with input from all faculty on 12/2 and input from all staff via distribution/feedback on 12/3

Final Version Date: 12/7

Contact Information: Merrit Holub mholub@sjfschool.org (503) 246-3234

Employee job classifications evaluated in this assessment: Principal, Teacher, Academic Support Coordinator, Technology and Innovation Specialist, Office Administrator, Extended Care Director, Instructional Assistant, Facilities Manager, Extended Care Staff, Bookkeeper, Kitchen Staff

Can employees telework or otherwise work remotely? How are employees encouraged or empowered to use those distance work options to reduce COVID-19 transmission at the workplace?

Employees may telework or work remotely when they are not responsible for directly supervising students. For example, when students are not on campus for limited in person instruction and utilizing all comprehensive distance learning, employees may telework or work remotely.

What are the anticipated working distances between employees? How might those physical working distances change during non-routine work activities?

Classrooms are designed to allow for at least 6 ft distance between employees and students. Total occupancy guidelines, using the measurement of 35 sq ft. per person, are clearly labeled at the entrances and exits for each room. If the room/area has reached the identified occupancy, an employee must wait for someone to leave before entering the area to ensure proper spacing.

Given the nature of teaching, there will be times when 6ft distance is not possible based on a necessary activity. Steps to minimize the risks of such close proximity activities include ensuring it is for a short duration, ensuring handwashing or hand sanitizer immediately before and after, avoiding touching your face, teaching safe etiquette for coughing and sneezing, and/or using the required mask, face covering, or face shield (unless the nature of the interaction also makes their use impossible).

What is the anticipated working distance between employees and other individuals? How might those working distances change during non-routine work activities?

Classrooms are designed to allow for at least 6 ft distance between employees and students. Total occupancy guidelines, using the measurement of 35 sq ft. per person, are clearly labeled at the entrances and exits for each room. If the room/area has reached the identified occupancy, an employee must wait for someone to leave before entering the area to ensure proper spacing.

Given the nature of teaching, there will be times when 6ft distance is not possible based on a necessary activity. Steps to minimize the risks of such close proximity activities include ensuring it is for a short duration, ensuring handwashing or hand sanitizer immediately before and after, avoiding touching your face, teaching safe etiquette for coughing and sneezing, and/or using the required mask, face covering, or face shield (unless the nature of the interaction also makes their use impossible).

How have the workplace or employee job duties, or both, been modified to provide at least 6 ft of physical distancing between all individuals?

The workplace environment has been modified to remove or stack unnecessary furniture from each classroom to allow for more space to move around the classroom. Plexiglass trifolds have been purchased for each student desk to provide additional barriers for students sitting for instruction. Additionally, this allows the teacher to support students' learning needs should they need to approach the student for clarity and/or academic support that is closer than 6 ft. apart.

All employees, students and visitors are required to wear a cloth face covering. Face coverings are provided for all as needed. The school also has face shields available should employees and/or students want additional protection and/or if the instruction (like phonics for elementary students) warrants the use of a face shield versus face covering.

Job duties have been modified to include more frequent cleaning requirements between student cohorts within the classroom and common areas (as needed).

How are employees and other individuals at the workplace notified where and when masks, face coverings, or face shields are required? How is this policy enforced and clearly communicated to employees and other individuals?

The Oregon Health Authority required ["Masks Required" sign](#) is clearly posted at the main entrances/exits of the school. Additionally, at the main entrance, a sign in sheet and large trifold displaying the requirements of visitors to have/use: 1) Hand Sanitizer 2) Face Covering 3) Sign In 4) Limit where you go. We have extra masks available for faculty, staff, students and visitors at the main entrance and in all classrooms.

This policy is enforced via our check in procedures for faculty and students and is clearly communicated to employees and other individuals through the posted signs and discussed frequently in our school newsletters and posts on social media.

How have employees been informed about the workplace policy and procedures related to reporting COVID-19 signs and symptoms? How might employees who are identified for quarantine or isolation as a result of medical removal under this rule be provided with an opportunity to work at home, if such work is available and they are well enough to do so?

Employees have been involved throughout the Return to School planning process. We held numerous meetings, communicated frequently via email and sent regular announcements via our school newsletter and weekly faculty meetings. The complete Return to School planning policies and procedures is posted on our school website. Additionally, a physician assistant conducted a workshop with the faculty and staff during our teacher inservice week to review signs and symptoms and how to respond if/when there is a COVID-19 exposure.

Our health room is reserved strictly for quarantine of faculty, staff or students if necessary.

Employees that have been identified for quarantine or isolation as a result of removal due to a COVID-19 exposure are able to work remotely from home, as long as they are well enough to do so successfully.

How have engineering controls such as ventilation (whether portable air filtration units equipped with HEPA filters, airborne infection isolation rooms, local exhaust ventilation, or general building HVAC systems) and physical barriers been used to minimize employee exposure to COVID-19?

Our building HVAC unit that serves the main school building and a new boiler that serves the gym, cafeteria and kindergarten wing, was installed in 2016. This new system replaced an old boiler and radiators which did not cycle fresh air into the building as the new system does. We service the HVAC and boiler on a tri-annual maintenance agreement with American Heating. This maintenance includes changing the filters (MERV-8 filters) and ensuring the proper work for air circulation.

Plexiglass trifolds have been purchased for each student desk to provide additional barriers for students sitting for instruction. Additionally, this allows the teacher to support students' learning needs should they need to approach the student for clarity and/or academic support that is closer than 6 ft. apart.

How have administrative controls (such as foot-traffic control) been used to minimize employee exposure to COVID-19?

A number of administrative controls have been implemented to minimize employee exposure to COVID-19:

- 1) Limit number of people on campus at one time
- 2) Limit number of students in a classroom at one time
- 3) Symptom check-in procedures for faculty, staff and students before entry
- 4) Designated entrance/exit points and traffic patterns while on campus
- 5) Exit procedure that limits guardians to maintaining the traffic pattern (versus coming up in person)
- 6) Deliveries left on front bench for pickup/drop off

What is the procedure or policy for employees to report workplace hazards related to COVID-19? How are these hazard reporting procedures or policies communicated to employees?

OSHA posters and information is kept in the school office. Employees should report workplace hazards related to COVID-19 directly to the Principal and/or Office Administrator. The reporting procedures are outlined in the Return to School plan and are reviewed during our faculty meetings as needed.

How are sanitation measures related to COVID-19 implemented in the workplace? How has these sanitation practices been explained to employees and other individuals at the workplace?

Sanitation measures are implemented through the use of Strong Tower janitorial that comes each evening (Monday through Friday) for a thorough cleaning of the school. Additionally, throughout the day teachers are provided dedicated time to clean their classrooms after each cohort. Approved cleaning supplies and gloves are provided.

Sanitation practices are explained in our Return to School plan and were reviewed during our August teacher inservice training.

How have the industry-specific or activity-specific COVID-19 requirements in Appendix A of this rule applicable guidance from Oregon Health Authority been implemented for workers? How are periodic updates to such guidance documents incorporated into the workplace on an on-going basis?

As a K-12 school, we are required to follow Appendix 13. Additionally, since we provide childcare, we are required to follow Appendix 14.

St. John Fisher School successfully meets these requirements and periodic updates are incorporated into the workplace on an on-going basis as needed. These updates will be reflected in our [Return to School plan](#) and distributed via our school newsletter and/or faculty meetings.

In settings where workers of multiple employers work in the same space or share equipment or common areas, how are the physical distancing; mask, face covering, or face shield requirements; and sanitation measures required under this rule communicated to and coordinated between all employers and their affected employees?

Employees and students are to practice staying the recommended distance from others and eliminating contact with others whenever possible. Face coverings are required in all common areas of the school. "Maximum Capacity" signs have been made for classrooms/common areas around the school. Cleaning materials are provided in all rooms of the school to provide easy access for employees to disinfect after use of common equipment/areas such as the copy room and/or faculty room.

How can the employer implement appropriate controls that provide layered protection from COVID-19 hazards and that minimize, to the degree possible, reliance on individual employee training and behavior for their efficacy?

By following the recommendations from the Oregon Department of Education *Ready Schools, Safe Learners* protocols and the Oregon Health Authority, we have implemented appropriate protocols and procedures that provide layered protection from COVID-19 hazards. Additionally, St. John Fisher School follows the published Communicable Disease Guidelines from the Oregon Department of Education, the Oregon Health Authority and Multnomah Education Service District.

Through effective and frequent education regarding safety protocols and leading by example, we ensure that our employees are properly trained and carry out the duties as assigned to ensure efficacy for our safety procedures.