

# LEWIS & CLARK MONTESSORI CHARTER SCHOOL COMMUNICABLE DISEASE MANAGEMENT PLAN



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## Plan Elements

### Section 1 - Communicable Disease Management Plan

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

### Section 2 - Communicable Disease Exclusion Guidelines

### Section 3 - COVID-19 Specific Plan

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

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

The purpose of this comprehensive guide is to provide infection control guidance, practice standards, and protocols for Lewis & Clark Montessori.

Lewis & Clark Montessori shall comply with state law and rules and state and local health authorities' guidelines regarding communicable diseases.

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

## **Section 1 - Communicable Disease Management Plan (COVID-19 Specific Plan - See Section 3)**

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

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

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

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

#### **How Germs Spread**

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

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

To help prevent the spread of any infectious disease, schools have an opportunity to educate students, staff, and the community on social etiquette, good health and hygiene habits, and disease prevention. Lewis & Clark Montessori will provide education and reminders on handwashing, coughing, and sneezing any time there is a suspected outbreak and during the school year as requested by staff. Lewis & Clark Montessori will have current illness/disease

prevention information on the Lewis & Clark Montessori website. During times of suspected or identified infectious disease outbreaks, Lewis & Clark Montessori will coordinate with state and local health authorities and their sponsoring school districts to address the outbreak.

**Our basic educational message is:**

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

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

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

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

- Wet hands with water, apply soap and scrub hands together for at least 20 seconds.
- Thoroughly rinse under warm, running water.
- Dry hands completely with a paper towel. Use a paper towel to turn off faucet handles and open restroom doors. If there are air dryers in the restrooms, rub hands vigorously together under the dryer until completely dry.

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

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

**Cancelled school due to an infectious disease outbreak**

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

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

The Lewis & Clark Montessori executive director has the authority to cancel classes when it is deemed necessary for the health and safety of students and staff.

If school is canceled due to an infectious disease outbreak, all other school-related gatherings (athletic events, concerts, after school activities, field trips, etc.) will also be canceled. In some cases, non-academic events may be canceled even if classes are not.

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

Lewis & Clark Montessori will attempt to provide accurate, consistent, and timely communication with staff, students, and parents. We will coordinate with our school districts to disseminate critical information from the health department, to develop and deliver common health messages and educational materials to families as information is received.

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

### **Continuity of Operations Plan**

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

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

### **Distance Learning**

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

### **Staff Leave**

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

### **Reopening schools**

Our primary objective in the recovery phase is to restore the learning environment as soon as possible. Issues to consider include determining if schools need disinfection measures before reopening, staffing levels, and grief/mental health issues. Administration may also need to develop a plan for students/staff to make up for lost school days.

As the schools resume normal operation, they will remain in contact with their school districts regarding disease surveillance. An infectious disease outbreak often comes in waves and the response and recovery process may be repeated several times.

### **Disinfection**

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

### **Personnel**

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

### **Mental health issues**

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

### **Making up school days**

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

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

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

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

During periods of suspected or identified infectious disease outbreaks.

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

### **Disinfection & Cleaning Procedures**

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

When an employee or student with a suspected infectious disease is identified and has left the building, their area (and other known places that have been touched) will be thoroughly cleaned and disinfected. Cleaning and disinfecting will follow manufacturers' recommendations, paying particular attention to dwell time requirements. The person cleaning and disinfecting will wear appropriate PPE according to the state and local health authorities recommendation. Hands will be washed or sanitized at the completion of the procedure. During times of a specifically known or suspected disease outbreak, Lewis & Clark Montessori will consult with their school district for guidance.

### **Physical Distancing**

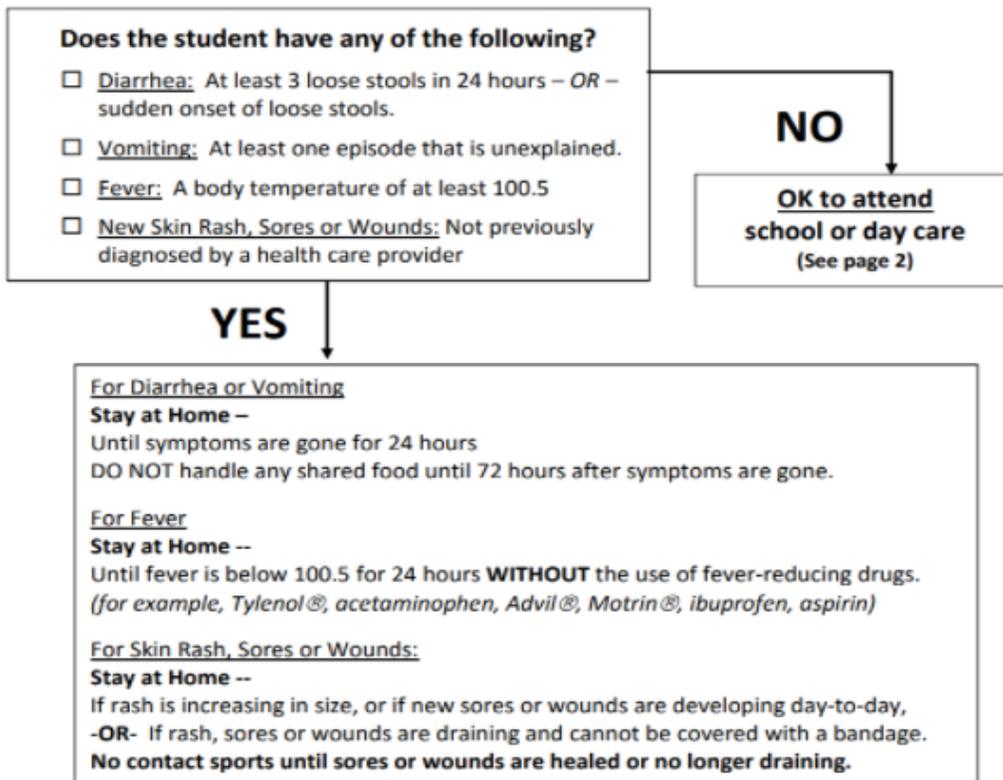
During suspected or identified infectious disease outbreaks, physical distancing measures will be taken to reduce the spread of an infectious disease.

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

## Section 2- Communicable Disease Exclusion Guidelines



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



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

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

Multnomah County Public Health Department: 503-988-3406  
Clackamas County Public Health Department: 503-655-8411

## Notifications

Local public health authorities will be notified of:

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

Lewis & Clark Montessori has a plan for educating parents/guardians about the need for them to notify the school immediately upon identification of COVID-19 in a student.

The executive director will be responsible for notification to the school district and Local Health Authorities.

## Screening

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

- Cough
- Temperature of 100.4 F or higher
- Chills
- Shortness of breath
- Difficulty breathing
- New loss of taste or smell

When the screening indicates that a student may be symptomatic, the student is directed to the office.

Students or staff with any above symptoms will be sent home or isolated. The guidance in [\*Planning for COVID-19 Scenarios in Schools\*](#) would be used to determine how long they must be excluded.

## Communication

The executive director will be responsible for communicating with parents, families, staff and district officials.

Families of students who were exposed to a person diagnosed with COVID-19, and all exposed adults, will be notified within 24 hours and advised to quarantine at home for 14 days following exposure and to seek testing should symptoms develop, or as directed by public health.

## Daily Logs

Staff will be trained in the importance and requirement of daily logs.

Staff assigned to each classroom will maintain daily logs used for contact tracing with information about each student who entered and other students with whom they came in contact during the day.

Daily log will contain:

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

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

## **Visitor Log (Visitors are currently not allowed in the building at any time)**

Office staff will maintain daily logs used for all visitors.

Log will contain:

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

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

## **Isolation**

Anyone developing cough, fever, chills, shortness of breath or difficulty breathing while at school will be isolated from others immediately; and sent home as soon as possible.

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

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

Lewis & Clark Montessori has an adequate supply of face coverings located in each room.

## **Environmental Management**

### **Hand hygiene**

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

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

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

### **Cleaning and disinfecting**

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

Protocols include but are not limited to:

- All frequently touched surfaces (playground equipment, door handles, sink handles, drinking fountains, desks) and shared objects (toys, games, art supplies) will be cleaned between uses, but not less than once daily.
- Disinfectants/cleaners will be applied safely and correctly following labeling direction as specified by the manufacturer. These products will be kept away from students.
- Bathrooms will be cleaned routinely throughout the school day.
- Staff members will increase circulation of outdoor air as much as possible by opening windows and doors when possible.

CDC guidelines for cleaning will be followed.

### **Physical Distancing**

Staff and students will maintain at least three feet of distance, to the extent possible, in all daily activities and instruction. Spacing will be marked on the floor and we will encourage one-way traffic flow whenever possible in classrooms, hallways, restrooms; at arrival and dismissal, meal times, recess and time between classes.

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

### **Face Coverings**

- All individuals 5 years of age and older will wear a face covering while indoors in accordance with CDC guidelines.
- A face shield may be worn instead of a face covering if an individual cannot wear a face covering for medical reasons. Face coverings are preferred over face shields, as they provide better containment of small aerosols that can be produced while talking.
- When students falter in consistently and correctly wearing a face covering, school staff will reteach the expectation. We will continually provide instruction and positive reinforcement to help all students adapt to wearing a face covering.
- The Director of Operations will be responsible to ensure that students and staff comply with the face covering rule. Signs will be posted at entrances.

Communication regarding face coverings will be provided to staff, parents, families and students prior to on-site instruction and regularly throughout the school-year. Communication will be sent electronically and a link will be provided on our website.