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OPERATIONAL BLUEPRINT FOR SCHOOL REENTRY 2020-21

Updated 10/12/2020

Under ODE's **Ready Schools, Safe Learners** guidance, each school[1] has been directed to submit a plan to the district[2] 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.

1. Please fill out information:

SCHOOL/DISTRICT/PROGRAM INFORMATION	
Name of School, District or Program	High Desert Christian Academy
Key Contact Person for this Plan	Maggie Hale
Phone Number of this Person	541-416-0114
Email Address of this Person	mhalehdca@gmail.com
Sectors and position titles of those who informed the plan	Principal HDCA Board
Local public health office(s) or officers(s)	Crook County Health Department/Katie Plumb
Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements	Maggie Hale
Intended Effective Dates for this Plan	09/08/2020
ESD Region	Crook

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.

> HDCA has conducted parent surveys and have sent our blue print to all of our stakeholders via email and letters that were handed out.

3. Indicate which instructional model will be used.

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[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.

Select One:
☒ **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 3-19 in the initial template) and submit online. (https://app.smartsheet.com/b/form/a4dedb5185d94966b1dffc75e4874c8a) by August 17, 2020 or prior to the beginning of the 2020-21 school year.

* **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 CDL 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.

0. Community Health Metrics

METRICS FOR ON-SITE OR HYBRID INSTRUCTION

☒ The school currently meets the required metrics to successfully reopen for in-person instruction in an On-Site or Hybrid model. *If this box cannot yet be checked, the school must return to Comprehensive Distance Learning but may be able to provide some in-person instruction through the exceptions noted below.*

EXCEPTIONS FOR SPECIFIC IN-PERSON INSTRUCTION WHERE REQUIRED CONDITIONS ARE MET

☐ The school currently meets the exceptions required to provide in-person person education for students in grades K-3 (see section 0d(1) of the *Ready Schools, Safe Learners* guidance).

☐ The school currently meets the exceptions required to provide limited in-person instruction for specific groups of students (see section 0d(2) of the *Ready Schools, Safe Learners* guidance).

☐ The school currently meets the exceptions required for remote or rural schools in larger population counties to provide in-person instruction (see section 0d(3) of the *Ready Schools, Safe Learners* guidance).

☒ The school currently meets the exceptions required for smaller population counties to provide in-person instruction (see section 0d(4) of the *Ready Schools, Safe Learners* guidance).

☐ The school currently meets the exceptions required for schools in low population density counties (see section 0d(5) of the *Ready Schools, Safe Learners* guidance).

☐ The school currently meets the exceptions required for small districts to provide in-person instruction (see section 0d(6) of the *Ready Schools, Safe Learners* guidance).

1. Public Health Protocols

1a. COMMUNICABLE DISEASE MANAGEMENT PLAN FOR COVID-19

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ Implement measures to limit the spread of COVID-19 within the school setting. ☒ Update written Communicable Disease Management Plan to specifically address the prevention of the spread of COVID-19. ☒ Designate a person at each school to establish, implement and enforce physical distancing requirements, consistent with this guidance and other guidance from OHA. ☒ 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. ☒ 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. ☒ Protocol to notify the local public health authority (LPHA Directory by County) of any confirmed COVID-19 cases among students or staff. ☒ Plans for systematic disinfection of classrooms, offices, bathrooms and activity areas. ☒ Process to report to the LPHA any cluster of any illness among staff or students. ☒ Protocol to cooperate with the LPHA recommendations.	HDCA has implemented in every classroom a 35 square foot space for all of our students Kindergarten – 12th Grade. Our staff and administration will implement and enforce social distancing the best to our ability. I myself, Maggie Hale and HDCA School Board reviewed ODE Guidelines and developed a HDCA Blue Print. We created our own and did not use this form, so I am not sure if that is why you have not received it yet. I have submitted it twice. We had staff development the week of August 31-September 4. Staff were trained on ODE Guidelines and online learning procedures. I have been working closely with Katie Plumb at the Crook County Health Department. If we have a confirmed Covid-19 case we will notify the health department, if they haven't been notified

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ Provide all logs and information to the LPHA in a timely manner.	already.
☒ Protocol for screening students and staff for symptoms (see section 1f of the *Ready Schools, Safe Learners* guidance).	HDCA hired a sanitation employee to sanitize after recess, the office, bathrooms, or any activity areas. We have purchased cleaning, disinfecting, and sanitization products to meet the requirements. We constantly review LPHA recommendations and apply them to our staff development and HDCA.
☒ 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.	HDCA will supply all logs and requested information to LPHA in a timely manner. The staff at drop-off conducts a safety check in the morning and if the parents have not checked the students temperature we will then take them. The staff is to take their own temperature every morning before school.
• 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 child is experiencing any Covid-19 symptoms we will isolate them in an assigned room and call parents immediately to have them pick up their child.
• If a student(s) is not part of a stable cohort, then an individual student log must be maintained.	We ask that if the child is exhibiting any symptoms at home before school the parent does not bring their child to school. We ask staff to stay home or to go home immediately if they are having any symptoms.
☒ Required components of individual daily student/cohort logs include:	In entry to the school each person is required to use our hand sanitizing stations which are placed at every entrance and every classroom. Staff will take attendance with every class period and have thermometers in every class to use if the student exhibits any kind of sickness.
• 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	HDCA staff will encourage and train in classes the importance of hand washing.
☒ Protocol to record/keep daily logs to be used for contact tracing for a minimum of four weeks to assist the LPHA as needed.	If a child is has been around a person with Covid-19 or has tested positive for Covid-19 we will refer to our "Planning for Covid-19 Scenarios in School" ToolKit.
☒ 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.	HDCA will limit any visitors coming into the school. HDCA has a closed campus. If parents need to talk with any staff we request they call to make an appointment. If parents need to pay for any fees or lunches, we ask they pay over the phone or on our website at: hdchristianacademy.com or send a check through the mail.
☒ 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.	HDCA has a SIS system called RenWeb and that is how we will take attendance and do any tracking. We have the student's information on this SIS system.
☒ Protocol to respond to potential outbreaks (see section 3 of the *Ready Schools, Safe Learners* guidance).	Our staff keeps a daily log of all cleaning and sanitization. If there was to be a Covid-19 case in our school we would close the school for 48 hours and clean, disinfect, and sanitize the whole school before allowing students to return.
	If we were to have an outbreak at HDCA we would close the school down for the 14 day required time to

OHA/ODE Requirements	Hybrid/Onsite Plan
	quarantine and to offer an online learning option. HDCA conducted staff training for online learning the week of August 31st. We would use: Google Docs, Abeka Proteach, and Zoom or Facebook meetings. HDCA will also offer packets to be sent home with the students to help meet our student's goals in continuing their education successfully. If a child has a compromised immune system or is a high-risk child, HDCA will offer Hybrid learning or an online option. HDCA will account through our RenWeb SIS if a child has any health conditions so we can be aware of extra care and treat the student accordingly.

1b. HIGH-RISK POPULATIONS

OHA/ODE Requirements	Hybrid/Onsite Plan

☒ Serve students in high-risk population(s) whether learning is happening through On-Site, Hybrid (partially On-Site and partially Comprehensive Distance Learning models), or Comprehensive Distance Learning models.
Medically Fragile, Complex and Nursing-Dependent Student Requirements
☒ 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:
  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.
☐ 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
	We do not have a nurse on-site, but will be very cautious. We do not have the means to admit students with severe health conditions. We do not have the facilities to admit any students with severe learning disabilities.

OHA/ODE Requirements	Hybrid/Onsite Plan

(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:
   o 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.
   o ODE guidance updates for Special Education. Example from March 11, 2020.
   o 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.'
   o 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
☒ 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. ☒ 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 (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 should maintain physical distancing during all staff meetings and conferences, or consider remote web-based meetings.	HDCA has set up rooms with each student having a 35 square foot area. We also have the required space for our staff meetings and professional development. Our staff will be constantly monitoring the 6 foot rule throughout the day. We purchased signage that reminds everyone that enters our facility of our rules. We have placed markers throughout HDCA to remind students where to stand. We have also marked one-way traffic flow.

1d. COHORTING

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ Where feasible, establish stable cohorts: groups should be no larger than can be accommodated by the space available to provide 35 square feet per person, including staff. • The smaller the cohort, the less risk of spreading disease. As cohort groups increase in size, the risk of spreading disease increases. ☒ Students cannot be part of any single cohort, or part of multiple cohorts that exceed a total of 100 people within the educational week. Schools should plan to limit cohort sizes to allow for efficient contact-tracing and minimal risk for exposure. ☒ Each school must have a system for daily logs to ensure contract tracing among the cohort (see section 1a of the **Ready Schools, Safe Learners** guidance).	HDCA has established cohorts. Our largest cohort consists of 45 students. We will continue to log our students into our RenWeb SIS throughout the day to track them, which includes all the students' information. HDCA has employed a sanitization employee to sanitize throughout the day through transitions. HDCA has a janitor that will come in nightly to clean and disinfect our facility. HDCA staff is trained to adhere to all the wash/sanitize ODE Guidelines. They will wash and their hands through

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ Minimize interaction between students in different stable cohorts (e.g., access to restrooms, activities, common areas). Provide access to All Gender/Gender Neutral restrooms. ☒ Cleaning and disinfecting surfaces (e.g., desks, door handles, etc.) must be maintained between multiple student uses, even in the same cohort. ☒ Design cohorts such that all students (including those protected under ADA and IDEA) maintain access to general education, grade-level academic content standards, and peers. ☒ Staff who interact with multiple stable cohorts must wash/sanitize their hands between interactions with different stable cohorts.	any transition. All classrooms have a hand sanitizer at each door to the classroom.

1e. PUBLIC HEALTH COMMUNICATION

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ 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. ☒ Develop protocols for communicating with students, families and staff who have come into close contact with a confirmed case. • The definition of exposure is being within 6 feet of a COVID-19 case for 15 minutes (or longer). ☒ Develop protocols for communicating immediately with staff, families, and the 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. ☒ Provide all information in languages and formats accessible to the school community.	Every Tuesday HDCA Staff have a meeting to go over the procedures and ODE guidelines. We will call parents/guardians and staff if a student who has come in contact with a confirmed case and follow ODE guidelines and "Planning for Covid-19 Scenarios in Schools".

1f. ENTRY AND SCREENING

OHA/ODE Requirements	Hybrid/Onsite Plan

☒ Direct students and staff to stay home if they, or anyone in their homes or community living spaces, have COVID-19 symptoms, or if anyone in their home or community living spaces has COVID-19. COVID-19 symptoms are as follows:
• Primary symptoms of concern: cough, fever (*temperature* greater than 100.4°F) or chills, shortness of breath, or difficulty breathing.
• Note that muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, 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 should be excluded from school for signs of other infectious diseases, per existing school policy and protocols. See pages 9-12 of OHA/ODE Communicable Disease Guidance.
• Emergency signs that require immediate medical attention:
  o Trouble breathing
  o Persistent pain or pressure in the chest
  o New confusion or inability to awaken
  o Bluish lips or face (lighter skin); greyish lips or face (darker skin)
  o Other severe symptoms
☒ Screen all students and staff for symptoms on entry to bus/school every day. This can be done visually and/or with confirmation from a parent/caregiver/guardian. Staff members can self-screen and attest to their own health.
• 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.*"
	If any student or staff, or anyone in their homes, have Covid-19 symptoms: cough, fever of 100.4 or greater or chills, shortness of breath, or difficulty breathing OHA/ODE requirements will be followed. The following can be associated with Covid-19: muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose.
	
	Parents are asked to take their child's temperature in the morning before school. Upon arrival students will be screened and asked questions regarding the at home temperature and if the child has been around anyone that has had Covid-19. Students at drop-off will be assigned to an area designated for their cohort. Anyone that displays a temperature or any other symptoms related to Covid-19 will be put in a sick room and parents will be called immediately. When the parent comes to pick up the child the parent will wait in the car until a staff member takes the child to the car. Upon return the staff member will clean and sanitize his/her hands and any area where the child had been in contact.
	Staff members are requested to self-screen.
	Every entry will have an automatic hand sanitizer dispenser where every person entering the building is required to use before they may enter.

OHA/ODE Requirements	Hybrid/Onsite Plan
• [Additional guidance](#) for nurses and health staff. ☒ 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 table "*Planning for COVID-19 Scenarios in Schools.*"](#) ☒ Staff or students with a chronic or baseline cough that has worsened or is not well-controlled with medication should 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. ☒ 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.	A child with a chronic cough that has worsened and is not well-controlled with medication will be sent home. Staff will educate students to wash with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol. The school van driver, that picks up students at public schools, will require a temperature check and will require each person upon entering the van must sanitize their hands.

1g. VISITORS/VOLUNTEERS

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ Restrict non-essential visitors/volunteers. • 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. ☒ Screen all visitors/volunteers for symptoms upon every entry. Restrict from school property any visitor known to have been exposed to COVID-19. [See table "*Planning for COVID-19 Scenarios in Schools.*"](#) ☒ Visitors/volunteers must wash or sanitize their hands upon entry and exit. ☒ Visitors/volunteers must maintain six-foot distancing, wear face coverings, and adhere to all other provisions of this guidance.	HDCA will not allow visitors at the school unless they have an appointment. If HDCA does have visitors they are asked to wear a mask and to sanitize their hands before entering. All volunteers will be required to wear face masks and to maintain six-foot distancing. However, we will limit our volunteers to a minimal.

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

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ Face coverings or face shields for all staff, contractors, other service providers, or visitors or volunteers following [CDC guidelines for Face Coverings](#). Individuals may remove their face coverings while working alone in private offices. ☒ Face coverings or face shields for all students in grades Kindergarten and up following [CDC guidelines for Face Coverings](#). ☒ If a student removes a face covering, or demonstrates a need to remove the face covering for a short-period of time: • 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;" ○ Students should not be left alone or unsupervised; ○ Designated area or chair should 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. ☐ Face masks for school RNs or other medical personnel when providing direct contact care and monitoring of staff/students displaying symptoms. School nurses should also wear appropriate Personal Protective Equipment (PPE) for their role. • [Additional guidance](#) for nurses and health staff. **Protections under the ADA or IDEA** ☒ If any student requires an accommodation to meet the	Face coverings and face shields are required unless they have a medical exemption (requires documentation) or health issues. HDCA will do the best of their ability to continue education with enough space from their peers if the face mask is removed or the child cannot wear a facemask. We will allow different kinds of face coverings including a face shield. Staff is required to wear masks at all times unless they are in an area by themselves. HDCA staff can also wear a variety of face coverings as long as it complies with ODE regulations. IEP students will be taken out of class to tutor with their own cohort. Teachers will be required to wear a mask and social distancing will be maintained. If the child cannot safely wear a mask or has a medical condition they will be provided a space away from their peers. Staff will be provided with proper PPE.

OHA/ODE Requirements	Hybrid/Onsite Plan

requirement for face coverings, districts and schools should limit the student's proximity to students and staff to the extent possible to minimize the possibility of exposure. Appropriate accommodations could include:
• 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 should 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;
☒ 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.
• 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. Placement determinations cannot be made due solely to the inability to wear a face covering.
   3. Plans should include updates to accommodations and modifications to support students.
• 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.
     o 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,
     o 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	

OHA/ODE Requirements	Hybrid/Onsite Plan
or face shield requirements, districts and schools should work to limit the staff member's proximity to students and staff to the extent possible to minimize the possibility of exposure.	

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1i. ISOLATION AND QUARANTINE

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OHA/ODE Requirements	Hybrid/Onsite Plan

☐ 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.
☐ 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.
   • 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 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.
☐ Students and staff who report or develop symptoms must be isolated in a designated isolation area in the school, 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 nurse and health staff in close contact with symptomatic individuals (less than 6 feet) should 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 should be properly removed and disposed of prior to exiting the care space.
   • After removing PPE, hands should 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 should 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.
	Drop Off/Dismissal/Welcome Center:
	   • Student drop-off begins at 7:45 a.m. at their designated area. Students will need to sanitize their hands upon entering the building.
	   • Students will report directly to the classroom.
	   • Students checking in after 8:00 a.m. are to go directly to the office.
	   • A clear plexi-glass divider will be installed at our front desk.
	Check Out:
	   • If checking a student out early a phone call to the office will be required. The student will be released to the front entry once the parent/approved person is visible.
	   • At the end of the day students will be socially distanced at the pick-up area on the South end by the church cafeteria doors.
	Classroom:
	   • Desks will be appropriately spaced according to ODE Guidelines.
	   • Students will be instructed to not share items with one another.
	   • Students will be reminded to wash their hands regularly.
	P.E./Recess:
	   • Contact sports will not be permitted during Physical Education classes or Recess times. We will still allow activities such as kickball, baseball, volleyball, etc.
	   • Recreational and sports equipment will be regularly cleaned and sanitized.
	Facilities:
	   • Reminders will be displayed throughout the school (classrooms, hallways, bathrooms, office) for students and staff.

OHA/ODE Requirements	Hybrid/Onsite Plan
	o Stay 6' apart when possible
	o Proper and frequent handwashing
	o How to stop the spread of germs
	• Fire drill, earthquake drill, and lockdown drill will be modified to maintain proper physical distancing to the greatest extent possible.
	• Virtual Chapel services will be held in the classrooms.
	• Our janitorial staff will sanitize door, halls, and restrooms throughout the day, while teachers will be required to sanitize their classrooms throughout the day.

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
☐ Enroll all students (including foreign exchange students) following the standard Oregon Department of Education guidelines. ☐ The temporary suspension of the 10-day drop rule does not change the rules for the initial enrollment date for students: • 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. ☐ 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. ☐ When enrolling a student from another school, schools must request documentation from the prior school within 10 days of	• Water Fountains will not be operational. • Students will bring their own water bottles labeled with their name. If a student does not bring a water bottle, a disposable water bottle will be provided and the student's account will be charged $1.00. • School vehicles will be disinfected after each morning and afternoon bus routes. • All Personal items brought to the school by a student or employee must be disinfected daily prior to being introduced to the campus. We ask that all students keep toys and items that do not pertain to school at home. • No personal items are to be shared (e.g.,

OHA/ODE Requirements	Hybrid/Onsite Plan
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. ☐ Design attendance policies to account for students who do not attend in-person due to student or family health and safety concerns. ☐ When a student has a pre-excused absence or COVID-19 absence, the school district should reach out to offer support at least weekly until the student has resumed their education. ☐ 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.	backpacks, clothing). • Learning materials may be shared only when disinfected (e.g., textbooks, reading books). All personal items must be labeled with the student's name (e.g., water bottles, notebooks, backpacks, coats). • This year, it will be very important for all school items, including jackets and other items of clothing to be labeled with the first and last name of the student. All items will be secured in the Principal's office where the items will be sanitized. **Closure:** • If a case of Covid-19 appears on campus HDCA will close for 2 days to conduct a school- wide deep cleaning and "toggle" instruction during those days. • In order to ensure a smooth transition at any time in the future that the school may need to shift from campus-based to home-based instruction, all teachers will be proficient in the use of the following online tools: LMS – Google Classroom: This Learning Management System (LMS) will be utilized for posting all assignments and communications regarding assignments. SIS – FACTS/RenWeb: This Student Information System (SIS) will host all grade-book information as well as all parent communication. • Video conferencing through Zoom or Facetime will be required for any student that needs further academic help or to keep the students in social environment. • Packets, textbooks, workbooks will be sent home with the students. **Arrival and Dismissal Procedures:** • A staff member will greet everyone in the morning and observe if any student is

OHA/ODE Requirements	Hybrid/Onsite Plan
	showing symptoms of Covid-19.
	• Parents and employees must complete a Waiver of Liability at the beginning of the school year with required signatures releasing HDCA of any liability in regards to Covid-19 and agreeing to only permit non-symptomatic person to enter the campus.
	• It is recommended that any person who has traveled out of the country or to a Covid-19 "hot spot" self-quarantine for no less than 14 days at your home with no symptoms appearing prior to returning to school.
	• Any student that exhibits a fever of 100+ will be held in a sick room and parents will be notified immediately to pick up their child.
	• If a student/staff has a negative COVID-19 test, they may return to school once there is no fever. They may not return for 72 hours after a fever and without use of fever-reducing medicines and must provide a doctor's note.
	• In order for a student/staff who tested positive for COVID-19 to be allowed to return to campus they must be able to answer YES to the following questions:
	• Has it been at least 14 days since the individual first had symptoms?
	• Has it been at least 3 days since the individual had a fever (without using fever-reducing medicine)?
	• Has it been at least three days since the individual's symptoms have improved including cough and/or shortness of breath?
	Absences due to Health Screening restrictions will not be counted as school day absences.
	Lunch Procedure:
	• We will be serving brown bag lunches/meals, snacks and beverages must be individually

OHA/ODE Requirements	Hybrid/Onsite Plan
	packaged and served directly to the student.
	• Silverware/Napkins will be prepackaged
	• Classes will split time between eating in the cafeteria and classrooms to accommodate physical distancing.
	Classroom Procedures:
	• All classrooms will be equipped with hand sanitizer, disinfectant spray, and wipes.
	• Common areas including cafeteria will be cleaned and sanitized by our staff throughout the day.
	• Classroom doors will be kept open as much as possible to allow ventilation and airflow.
	• Hand sanitizing stations will be at all entrances and exits.
	• Students may not touch or use another student's locker, backpack, or any other item without first disinfecting the item.
	• Keep all items at home that do not pertain to school (toys, blankets, etc.)
	Visitor Procedures:
	• We ask that parents call before coming into the school. We can take payments over the phone and assist with any concerns over the phone.
	• If you need to set up a meeting with a teacher, principal, or board member, we ask you call the front desk to set up an appointment.

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

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ 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). ☐ 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).	**Attendance:** K – 5 Attendance will be taken every morning before class and in combined Cohorts. Such as recess and lunch. 6 – 12 Attendance will be taken at the beginning of every

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ 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. ☐ 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. ☐ 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.	class period and in combined cohorts such as lunch.

2c. TECHNOLOGY

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Update procedures for district-owned or school-owned devices to match cleaning requirements (see section 2d of the *Ready Schools, Safe Learners* guidance). ☐ Procedures for return, inventory, updating, and redistributing district-owned devices must meet physical distancing requirements.	Computers will be assigned to each student and they will use that assigned computer throughout the year. The students will be responsible for their device throughout the day. At the end of class they will check in their computer. At this time the computer will be sanitized. We do not have the funds to loan/give out computers.

2d. SCHOOL SPECIFIC FUNCTIONS/FACILITY FEATURES

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ **Handwashing:** All people on campus should be advised and encouraged to wash their hands frequently. ☐ **Equipment:** Develop and use sanitizing protocols for all equipment used by more than one individual or purchase equipment for individual use. ☐ **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. ☐ **Transitions/Hallways:** Limit transitions to the extent possible. Create hallway procedures to promote physical distancing and minimize gatherings. ☐ **Personal Property**: Establish policies for personal property being brought to school (e.g., refillable water bottles, school supplies, headphones/earbuds, cell phones, books, instruments, etc.). If personal items are brought to school, they must be labeled prior to entering school and use should be limited to the item owner.	● **Handwashing:** HDCA Staff is to wash their hands frequently and to teach students the importance of washing their hands. ● **Equipment:** HDCA maintenance and staff will continually sanitize any equipment used at the facility. ● **Events:** HDCA has discontinued all events. ● **Transitions/Hallways:** 6th – 12 Grade will be in one building and will be considered one cohort. K – 5th Grade will be in one building and will be considered one cohort. There will be no more than 45 in a cohort. ● **Cafeteria will be sanitized after each cohort.** ● **Personal Property**: HDCA asks that students do not bring personal property other than what is needed for school.

OHA/ODE Requirements	Hybrid/Onsite Plan

☐ Physical distancing, stable cohorts, square footage, and cleaning requirements must be maintained during arrival and dismissal procedures.
 ☐ Create schedule(s) and communicate staggered arrival and/or dismissal times.
 ☐ 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).
 ☐ 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.
     • 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.
 ☐ 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.
	Arrival and Dismissal Procedures:
	 • A staff member will greet everyone in the morning and observe if any student is showing any symptoms of Covid-19.
	 • Parents and employees must complete a Waiver of Liability at the beginning of the school year.
	 • Students will report directly to the classroom.
	 • Students checking in after 8:00 a.m. are to go directly to the office.
	 • A clear plexi-glass divider has been installed at our front desk.
	 Check Out:
	 • If checking a student out early a phone call to the office will be required. The student will be released to the front entry once the parent/approved person is visible.
	 • At the end of the day students will be socially distanced at the pick-up area on the South end by the church cafeteria doors.

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ **Seating:** Rearrange student desks and other seat spaces *s*o 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. ☐ **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. ☐ **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 should be disposed of in a garbage can, then hands washed or sanitized immediately. • Wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol.	• **Seating:** HDCA has spaced each desk out to give each student 35 square feet. Desks will be assigned to the same student. At the end of each class desks will be sanitized. • **Materials:** HDCA students will need to have their own personal supplies and will not be allowed to share with other students. • **Handwashing:** With signage and training each student to wash their hands, we will also be constantly reminding students to wash their hands and use the sanitizer that has been placed in every room and entry way to the buildings. We will encourage the students to wash their hands with soap and water for 20 seconds and always use a hand sanitizer with 50-95% alcohol. • HDCA will remind and train students on

OHA/ODE Requirements	Hybrid/Onsite Plan
	respiratory etiquette, such as covering coughs and sneezes with elbow or tissue. Tissues must to be disposed in the garbage and then hands need to washed and sanitized.

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

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ 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). ☐ After using the restroom students must wash hands with soap and water for 20 seconds. Soap must be made available to students and staff. ☐ Before and after using playground equipment, students must wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol. ☐ Designate playground and shared equipment solely for the use of one cohort at a time. Disinfect at least daily or between use as much as possible in accordance with CDC guidance. ☐ Cleaning requirements must be maintained (see section 2j of the Ready Schools, Safe Learners guidance). ☐ Maintain physical distancing requirements, stable cohorts, and square footage requirements. ☐ Provide signage and restrict access to outdoor equipment (including sports equipment, etc.). ☐ Design recess activities that allow for physical distancing and maintenance of stable cohorts. ☐ Clean all outdoor equipment at least daily or between use as much as possible in accordance with CDC guidance. ☐ Limit staff rooms, common staff lunch areas, elevators and workspaces to single person usage at a time, maintaining six feet of distance between adults.	HDCA playground is always closed to the public. HDCA playground will be sanitized after each cohort. HDCA students must wash their hands with soap and water for 20 seconds after each bathroom visit. HDCA students must sanitize their hands upon entry to the building from any activity outside of the building. They will then need to go wash their hands for 20 seconds with soap and water. HDCA will clean shared equipment after each cohort according with CDC guidance. HDCA will, to the best of their ability, maintain physical distancing and keep the students within stable cohorts. HDCA has strategically placed signage throughout the school to remind everyone of the importance of social distancing, face protection and handwashing/sanitizing. HDCA Staff room, to maintain social distancing, is limited to four people at a time. Staff will sanitize after using any of HDCA equipment.

2h. MEAL SERVICE/NUTRITION

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Include meal services/nutrition staff in planning for school reentry. ☐ Prohibit self-service buffet-style meals. ☐ Prohibit sharing of food and drinks among students and/or staff. ☐ 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. ☐ Staff serving meals and students interacting with staff at mealtimes must wear face shields or face covering (see section 1h of the Ready Schools, Safe Learners guidance). ☐ Students must wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol before meals and should be encouraged to do so after.	• We will be serving brown bag lunches/meals. Snacks and beverages must be individually packaged and served directly to the student. • Silverware/napkins will be prepackaged • Classes will split time between eating in the cafeteria and classrooms to accommodate physical distancing.

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Appropriate daily cleaning of meal items (e.g., plates, utensils, transport items). ☐ Cleaning and sanitizing of meal touch-points and meal counting system between stable cohorts. ☐ Adequate cleaning and disinfection of tables between meal periods. ☐ Since staff must remove their face coverings during eating and drinking, staff should eat snacks and meals independently, and not in staff rooms when other people are present. Consider staggering times for staff breaks, to prevent congregation in shared spaces.	• Staff will sanitize after each lunch. Staff will be required to wear face coverings. • Each lunch will be given to the student by a staff member and will not be allowed to touch any areas where food or supplies are. • Staff will not eat with students when they are monitoring them. They will eat in the designated staff room when they have their own lunch break.

2i. TRANSPORTATION

OHA/ODE Requirements	Hybrid/Onsite Plan

☐ Include transportation departments (and associated contracted providers, if used) in planning for return to service.
☐ 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).
☐ Develop protocol for loading/unloading that includes visual screening for students exhibiting symptoms and logs for contact-tracing. This should be done at the time of arrival and departure.
   • If a student displays COVID-19 symptoms, provide a face shield or face covering (unless they are already wearing one) and keep six feet away from others. Continue transporting the student.
     o The symptomatic student should be seated in the first row of the bus during transportation, and multiple windows should be opened to allow for fresh air circulation, if feasible.
     o The symptomatic student should leave the bus first. After all students exit the bus, the seat and surrounding surfaces should be cleaned and disinfected.
   • If arriving at school, notify staff to begin isolation measures.
     o If transporting for dismissal and the student displays an onset of symptoms, notify the school.
☐ 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.
☐ Drivers wear face shields or face coverings when not actively driving and operating the bus.
☐ 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).
☐ Face coverings or face shields for all students in grades Kindergarten and up following CDC guidelines applying the guidance in section 1h of the *Ready Schools, Safe Learners* guidance to transportation settings.
	HDCA will utilize the Crook County Public School Transportation Department. HDCA staff will pick-up students at the designated schools. Students will have a temperature check and sanitize their hands upon entering the school vans. Drivers will take attendance and a log each day. Drivers are required to wear a mask covering at all times.
	If a child exhibits Covid-19 symptoms they will be placed in the front seat of the van and be required to wear a facemask. The driver will then call the school to have a staff member meet them when arriving at the school and to call the parent of the child. Once at the school the staff member will immediately take the student to the quarantine room until the parent arrives where the student we will released at front of the office.
	K – 12 Grade students will need to wear facemasks on the school vans.
	After each transport the van will be cleaned and sanitized.

2j. CLEANING, DISINFECTION, AND VENTILATION

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ 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	HDCA has hired additional staff, along with nightly

OHA/ODE Requirements	Hybrid/Onsite Plan
multiple times per day. Maintain clean and disinfected (CDC guidance) environments, including classrooms, cafeteria settings and restrooms. ☐ Clean and disinfect playground equipment at least daily or between use as much as possible in accordance with CDC guidance. ☐ Apply disinfectants safely and correctly following labeling direction as specified by the manufacturer. Keep these products away from students. ☐ 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. ☐ Schools with HVAC systems should 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 should, to the extent possible, increase natural ventilation by opening windows and doors before students arrive and after students leave, and while students are present. ☐ 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 should not be used in rooms with closed windows and doors, as this does not allow for fresh air to circulate. ☐ Consider the need for increased ventilation in areas where students with special health care needs receive medication or treatments. ☐ Facilities should be cleaned and disinfected at least daily to prevent transmission of the virus from surfaces (see CDC's guidance on disinfecting public spaces). ☐ 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).	janitorial cleaning, to clean and sanitize throughout the day. They will be cleaning playground equipment, handles, restrooms, transport vehicles, toys, and other misc. items. HDCA has purchased a fogger to help with the sanitization and disinfecting. HDCA has purchased spray bottles with bleach and water for each room, sanitizer and disinfecting wipes. Throughout the day staff will clean and disinfect their rooms. HDCA encourages all teachers to open windows for proper ventilation. In the evening our janitor will clean and disinfect all the bathrooms. Mop, vacuum, clean and disinfect other areas.

2k. HEALTH SERVICES

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ 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. ☐ 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).	HDCA will provide a space to isolate students, to maintain a healthy school.

2l. BOARDING SCHOOLS AND RESIDENTIAL PROGRAMS ONLY

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Provide specific plan details and adjustments in Operational Blueprints that address staff and student safety, which includes how you will approach:	

OHA/ODE Requirements	Hybrid/Onsite Plan

• 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
☐ Review and take into consideration CDC guidance for shared or congregate housing:
    • 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.	

2m. SCHOOL EMERGENCY PROCEDURES AND DRILLS

OHA/ODE Requirements	Hybrid/Onsite Plan

☐ 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.
    • 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.
☐ **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 should 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.**
☐ When or if physical distancing must be compromised, drills must be completed in less than 15 minutes.
☐ Drills should not be practiced unless they can be practiced correctly.
☐ Train staff on safety drills prior to students arriving on the first day on campus in hybrid or face-to-face engagement.
☐ 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).
☐ Students must wash hands with soap and water for 20 seconds or
	Fire drills, earthquake drill, and lockdown
	    • Drills will be modified to maintain proper physical distancing to the greatest extent possible.
	    • Fire Drills will be conducted once a month.
	    • Earthquake and Lockdown Drill will be conducted four times a year.
	    • Drills will be carried out as close to the procedure as possible.
	    • If physical distancing has to be compromised the drill will be less than 15 minutes.
	    • Staff has been trained under the new Covid-19 guidelines on how to conduct drills.
	    • After any drill students and staff are required to sanitize their hands upon entry to the buildings and to wash their hands with soap and water for 20 seconds.

OHA/ODE Requirements	Hybrid/Onsite Plan
use an alcohol-based hand sanitizer with 60-95% alcohol after a drill is complete.	

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

OHA/ODE Requirements	Hybrid/Onsite Plan

☒ 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.
☒ 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
    o 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.
    o *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.
    o 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.
    o *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,
	HDCA has reduced many of our programs, such as choir and any choir performances and after school programs; such as drama or worship class.
	
	If a student has a behavior incident, the teacher is to call one of the office staff to take the student away and to keep them in a safe room until a parent arrives. They are trained to deescalate the situation and to keep the student safe.
	
	Office staff will log the incident and keep the child safe while wearing PPE.
	
	If a student is behaving in a mild way the student will be taken to office by office staff where he/she can talk about their concerns and then cooperatively come to a understanding.
	
	HDCA has a very low population (if any) of students with behavioral issues.
	
	HDCA staff has training each year in student behavior through ACSI seminars or online continued education.

OHA/ODE Requirements	Hybrid/Onsite Plan

biting, spitting, kicking, self-injurious behavior).
    o   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.
        ● 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.
    o   *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.
Protective Physical Intervention
☐ Reusable Personal Protective Equipment (PPE) must be cleaned/sanitized after every episode of physical intervention (see section 2j of the ***Ready Schools, Safe Learners*** guidance: Cleaning, Disinfection, and Ventilation).	

3. Response to Outbreak

3a. PREVENTION AND PLANNING

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ Review the "*Planning for COVID-19 Scenarios in Schools*" toolkit. ☒ Coordinate with Local Public Health Authority (LPHA) to establish communication channels related to current transmission level.	HDCA Will apply the "Planning for Covid-19 Scenarios in Schools" toolkit to determine the steps needed to take for different scenarios. HDCA will continually work with Crook County Health Department.

3b. RESPONSE

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ Review and utilize the "*Planning for COVID-19 Scenarios in Schools*" toolkit. ☒ Ensure continuous services and implement Comprehensive Distance Learning. ☐ Continue to provide meals for students.	HDCA will respond according to the "Planning for Covid-19 Scenarios in Schools" toolkit. Our staff has been trained for online instruction if HDCA is not able to continue in person schooling. We will not continue to provide meals for students.

3c. RECOVERY AND REENTRY

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Review and utilize the "*Planning for COVID-19 Scenarios in Schools*" toolkit. ☐ Clean, sanitize, and disinfect surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and follow CDC guidance for classrooms, cafeteria settings,	HDCA will utilize the "Planning for Covid-19 Scenarios in Schools" toolkit. In case of a confirmed Covid-19 case, HDCA will close

OHA/ODE Requirements	Hybrid/Onsite Plan
restrooms, and playgrounds. ☐ 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.	for two days to perform a thorough cleaning, sanitizing and disinfection. Upon returning to school we will reevaluate the size of cohorts and schedules to allow for a safe return.

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 *Include how/why the school is currently unable to meet them*