School-Level COVID-19 Management Plan School Year 2022-23



School/District/Program Information

District or Education Service District Name and ID: West Linn Wilsonville SD 3JT

School or Program Name: Three Rivers Charter School (3452)

Contact Name and Title: **Megan Elston, Administrator**

Contact Phone: **503-673-7850** Contact Email: **melston@3rcs.org**

Table 1.

	Provide hyperlinks to any documents or other resources currently utilized in your school/district. Consider adding a brief description about how each is used within your school.
School District Communicable Disease Management Plan OAR 581-022-2220	https://www.3rcs.org/apps/pages/index.jsp?uREC_ID=826909&type=d&pREC_ID=2029750 We partner with the WLWV SD on our communicable disease management plan.
Exclusion Measures Exclusion of students and staff who are diagnosed	See page 9 of the joint TRCS and WLWV School District Communicable Disease Management Plan for information on exclusion guidelines.
with certain communicable diseases OAR 333-019-0010	TRCS will also follow the most current OHA and Clackamas County guidelines for updated exclusion measures.
Isolation Space Requires a prevention- oriented health services program including a dedicated space to isolate sick students and to provide services for students with special health care needs. OAR 581-022-2220	See page 24 of the joint TRCS and WLWV School District Communicable Disease Management Plan for information on isolation measures and reporting.
Educator Vaccination OAR 333-019-1030	To comply with Governor Kate Brown's Executive Order, all staff, substitutes and volunteers in K-12 schools will be required to be fully vaccinated by October 18, 2021. Upon hire we collect a copy of the COVID-19 vaccination card or evidence of a qualifying medical or religious exception from the mandate.
Emergency Plan or Emergency Operations Plan OAR 581-022-2225	See page 14 of the joint TRCS and WLWV School District Communicable Disease Management Plan for information on the three phases of in the event of an emergency. The charter school provides safety instruction to all students and provides training to staff on all required drills.

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Additional documents reference here:

Policies, protocols, procedures and plans already in place

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

SECTION 1. Clarifying Roles and Responsibilities

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

Table 2.

Roles and Responsibilities

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
Building Lead / Administrator	 Educates staff, families, and students on policies regarding visitors and volunteers, ensuring health and safety are being maintained. In consultation with district leadership and LPHA staff, determines the level and type of response that is required/necessary. Acts as key spokesperson to communicate health-related matters within school community members, health partners, and other local partners. 	Megan Elston, Administrator	Kate Cavagnaro, Business Manager

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
School Safety Team Representative (or staff member knowledgeable about risks within a school, emergency response, or operations planning)	 Trains staff at the start of the academic year and at periodic intervals on communicable disease management procedures. Leads debrief of communicable disease event, informing continuous improvement of the planning, prevention, response, and recovery system. 	Megan Elston, Administrator	Cheryl Sharkey, R.N. Laura Ransome, Administrative Assistant
Health Representative (health aid, administrator, school/district nurse, ESD support)	 Supports building lead/administrator in determining the level and type of response that is necessary. Reports to the LPHA any cluster of illness among staff or students. Provides requested logs and information to the LPHA in a timely manner. 	Megan Elston, Administrator Cheryl Sharkey, R.N.	Laura Ransome, Administrative Assistant
School Support Staff as needed (transportation, food service, maintenance/custodial)	Advises on prevention/response procedures that are required to maintain student services.	Megan Elston, Administrator	Laura Ransome, Administrative Assistant

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
Communications Lead (staff member responsible for ensuring internal/external messaging is completed)	 Ensures accurate, clear, and timely information is communicated including those who may have been exposed, a description of how the school is responding, and action community members can take to protect their health. Shares communications in all languages relevant to school community. 	Megan Elston, Administrator	Kate Cavagnaro, Business Manager Laura Ransome, Administrative Assistant Andrew Kilstrom, Director of Communication, WLWV
District Level Leadership Support (staff member in which to consult surrounding a communicable disease event)	 Has responsibility over COVID-19 response during periods of high transmission. May act as school level support to Building lead/Administrator activating a scaled response. Responds to media inquiries during the communicable disease event and ensures that those responsible for communication are designated speakers. 	Andrew Kilstrom, Director of Communication, WLWV	Cheryl Sharkey, R.N.
Main Contact within Local Public Health Authority (LPHA)	 Notifies Building Lead/Administrator of communicable disease outbreak and offers recommendations for appropriate response. Key spokesperson to communicate on health-related matters with community members, health facility staff, and other local community partners. 	Megan Elston, Administrator	Cheryl Sharkey, R.N.
Others as identified by team			



Section 2. Equity and Mental Health

Preparing a plan that centers equity and supports mental health

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

Centering Equity

Identify existing district or school plans and tools that can be utilized when centering equity in prevention, response, and recovery from incidents of COVID-19 (e.g., district or school equity plans/stances/lenses/decision tools, Equity Committee or Team protocols, district or school systems for including student voice, existing agreements or community engagement or consultation models, Tribal Consultation¹, etc.)

TRCS and TRCS Board Equity Team



Suggested Resources:

- 1. Equity Decision Tools for School Leaders
- 2. Oregon Data for Decisions Guide
- 3. Oregon's COVID-19 Data Dashboards by Oregon Health Authority COVID-19
- 4. <u>Data for Decisions Dashboard</u>
- 5. Community Engagement Toolkit
- 6. Tribal Consultation Toolkit

¹ 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.

Table 3.

Centering Equity

OHA/ODE Recommendation(s)	Response:
Describe how you identify those in your school setting that are disproportionately impacted by COVID-19 and which students and families may need differentiated or additional support.	P. 13 of Safe Return to in-Person and Continuity of Services Plan: https://www.3rcs.org/apps/pages/index.jsp?uREC_ID=2113421&type=d&pREC_ID=2150966 As a small school, we are able to consult and check in with families frequently to help understand circumstances. Students with underlying health conditions, families with English as a second language, and those disproportionately effected by COVID-19 may require additional supports. Our entire team of 13 work closely with students and families to support our school community.
Describe the process by which the school will implement a differentiated plan for those that are disproportionately impacted, historically underserved or at higher risk of negative impacts or complications related to COVID-19.	In the event that students need to isolate, school staff will continue to provide access to education and learning. Staff are prepared to keep students engaged in their learning and in their school community. Staff will use a variety of methods, either hard copy or digital tools, to keep students connected and engaged in their learning while at home.
What support, training or logistics need to be in place to ensure that the named strategies are understood, implemented, and monitored successfully.	Staff are trained on COVID-19 mitigation strategies and protocols via in-service, videos, memos, and consultation with our school nurse.

Mental Health Supports

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

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

School Counseling



Suggested Resources:

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

Table 4.

Mental Health Supports

OHA/ODE Recommendation(s)	Response:
Describe how you will devote time for students and staff to connect and build relationships.	We are implementing a new SEL curriculum in our Advisory class for our middle schoolers and in our Health class for our fourth and fifth graders. This is a tier 1 approach to help all of our students return to a sense of normalcy and to recover time lost during the pandemic.
Describe how you will ensure class time, and individual time if needed, for creative opportunities that allow students and staff to explore and process their experiences.	At TRCS, students are always given time to process in places and in ways that are appropriate for what they need in the moment. We have staff that are able to support individuals and small groups. We emphasize outside time, brain breaks, and movement throughout our day.

OHA/ODE Recommendation(s)	Response:
Describe how you will link staff, students and families with culturally relevant health and mental health services and supports.	Three Rivers works closely with the Clackamas County Public Health Department to connect students, staff, and families with the resources they require.
Describe how you will foster peer/student lead initiatives on wellbeing and mental health.	We have long emphasized student leadership and self-advocacy. Students at TRCS have opportunities for leadership at all grades. Last school year, one example of this was our 5 th grade class making wellness posters and motivational posters for our bathrooms and hallways.



Section 3. COVID-19 Outbreak Prevention, Response & Recovery:

Implementing mitigation activities, responding to periods of increased transmission, resuming baseline level mitigation, and debriefing actions to improve the process

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



Suggested Resources:

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

Table 5.

COVID-19 Mitigating Measures

OHA/ODE Recommendation(s) Layered Health and Safety Measures	BASELINE MEASURES: describe what mitigating measures will the school implement all of the time, each and every day of the school year to reduce the spread of COVID-19 and protect in-person instruction?
COVID-19 Vaccination	CDC, OHA, and ODE recommend COVID-19 vaccination for all eligible individuals. Please include whether your school will offer COVID-19 vaccine clinics or notices about where to access vaccines in your community. Three Rivers Charter School will monitor both Clackamas and Washington counties for information on vaccine clinics. We are also in contact with WLWV in the event they offer a clinic. We notify our population via our weekly communication email – The Wave. We continue to be flexible when staff and students require time off for boosters or initial vaccines. We will continue to remind students and families that vaccination remains one of the leading mitigations against COVID-19.
Face Coverings	We continue to follow the CDC, OHA, and ODE guidance that strongly advises the universal use of face coverings when county levels are high. We are publishing the website for the "COVID-19 County Check" in our weekly publication, so parents, students, and staff can make informed decisions. Students may be asked to wear a mask in the school health room if it is determined that symptoms warrant this health protocol.
Isolation	TRCS will follow local public health guidance and requirements around COVID-19 isolation and quarantine procedures. Students exhibiting COVID-19 symptoms must stay home (and families should consult their primary care provider). Individuals with COVID-19 should isolate for at least 5 days and may return to school wearing a mask for the following 5 days. To calculate the 5-day isolation period, day 0 is the first day of symptoms or a positive test result. Day 1 is the first full day after the symptoms developed or a positive test result.
Symptom Screening	We do a check in with students each morning as they enter school. It is informal, but an opportunity for staff to have eyes on all students entering the building that day.
COVID-19 Testing	OHA offers both diagnostic and screening testing programs to all public and private K-12 schools in Oregon. Please include whether your school will offer diagnostic and screening testing, respectively. In the 2021-2022 school year, we were enrolled in OHSU's program and are ready to move forward with this again during the 2022-2023 school year. Parents/students have the option to opt-in to OHSU's program for testing this year.
Airflow and Circulation	TRCS will continue to introduce fresh outside air into the school. We have MERV 13 filters in all of our HVAC systems and they are on a quarterly maintenance service plan. Garage doors and windows open to promote fresh air flow. All of our classrooms, our staff room, health room, and our counseling room have air purifiers with H13 HEPA filters (capable of clearing a 1500 sq ft room in one hour).
Cohorting	With 112 students across five grades, it is relatively easy for us to track cohorts. In the spring, we were able to have our 5 cohorts move to just two (our students could then eat lunch across grade levels). We will be in two cohorts again for this school year. In the event that there is a larger, indoor event with the whole student body, we will track that event date and be able to alert families and Clackamas County Health in the event of an outbreak.
	Three (3) feet physical distancing for students and staff will be maintained to the extent possible. We will eat lunch outside whenever possible. When this is not possible, we will have students in well-ventilated areas.
Physical Distancing	
Hand Washing	TRCS will continue to provide ready access to soap, water, and alcohol-based hand sanitizer with at least 60% alcohol. We will prioritize hand washing with soap and warm water before eating, after using the restroom and throughout the day. We have hand hygiene signs posted at every sink location and cover your cough signs posted throughout the school.

OHA/ODE Recommendation(s) Layered Health and Safety Measures	BASELINE MEASURES: describe what mitigating measures will the school implement all of the time, each and every day of the school year to reduce the spread of COVID-19 and protect in-person instruction?
Cleaning and Disinfection	Cleaning and disinfecting surfaces will follow the guidance from the Centers for Disease Control and Prevention (CDC). The CDC advises that when no people with positive or presumptive COVID-19 cases are known to have been in a space, cleaning once a day is usually enough to sufficiently remove any virus that may be on surfaces and help maintain a healthy facility. District custodians will clean and disinfect a space when a sick person or someone who tested positive for COVID-19 has been in that space within the last 24 hours. Our custodian will also maintain their regular routine cleaning protocols at all school buildings.
Training and Public Health Education	Three Rivers provides regular public health reminders and education through school and district newsletters as well as in-person reminders for students. Three Rivers works with Clackamas County Public Health to share important health updates or information.

Table 6.

COVID-19 Mitigating Measures

OHA/ODE Recommendation(s) Layered Health and Safety Measures	MEASURES DURING PERIODS OF HIGH TRANSMISSION*: describe what mitigating measures the school will implement during periods of high transmission to reduce the spread of COVID-19 and protect in- person learning? *Within the community, high transmission is defined at the county level through CDC COVID-19 Community Levels. Within a school, high transmission may be defined as high absenteeism or unusual spread within a cohort (e.g., a large outbreak in a classroom).
	Three Rivers Charter School will monitor both Clackamas and Washington counties for information on vaccine clinics. We are also in contact with WLWV in the event they offer a clinic. We notify our population via our weekly communication email – The Wave.
COVID-19 Vaccination	We continue to be flexible when staff and students require time off for boosters or initial vaccines.
	We will continue to remind students and families that vaccination remains one of the leading mitigations against COVID-19.
	Three Rivers and West Linn-Wilsonville School District will consult with Clackamas County Public Health during times of high transmission.
Face Coverings	Face coverings will continue to be strongly recommended but not required for staff and students.
Isolation	Three Rivers Charter School will require staff or students to isolate for 5 days if they test positive for COVID-19. Face coverings are strongly recommended for the following 5 days upon their return to school.
Symptom Screening	Three Rivers will continue to remind staff and families, including volunteers, of the importance of self screening prior to every school day. If a student is exhibiting visible signs or symptoms of COVID-19, they may be sent to the health room for a screening and/or COVID-19 test with a district nurse.
COVID-19 Testing	In the 2021-2022 school year, we were enrolled in OHSU's program and are ready to move forward with this again during the 2022-2023 school year. Parents/students have the option to opt-in to OHSU's program for testing this year.

OHA/ODE Recommendation(s) Layered Health and Safety Measures	MEASURES DURING PERIODS OF HIGH TRANSMISSION*: describe what mitigating measures the school will implement during periods of high transmission to reduce the spread of COVID-19 and protect in- person learning? *Within the community, high transmission is defined at the county level through CDC COVID-19 Community Levels. Within a school, high transmission may be defined as high absenteeism or unusual spread within a cohort (e.g., a large outbreak in a classroom).
Airflow and Circulation	TRCS will continue to introduce fresh outside air into the school. We have MERV 13 filters in all of our HVAC systems and they are on a quarterly maintenance service plan. Garage doors and windows open to promote fresh air flow. All of our classrooms, our staff room, health room, and our counseling room have air purifiers with H13 HEPA filters (capable of clearing a 1500 sq ft room in one hour).
Cohorting ²	With 112 students across five grades, it is relatively easy for us to track cohorts. In the spring, we were able to have our 5 cohorts move to just two (our students could then eat lunch across grade levels). We will be in two cohorts again for this school year. In the event that there is a larger, indoor event with the whole student body, we will track that event date and be able to alert families and Clackamas County Health in the event of an outbreak. Three Rivers will notify CCPH about unusual respiratory disease activity if the following absence thresholds are met and at least some students are known to have influenza or COVID-like symptoms: 1. At the school level: ≥ 30% absenteeism, with at least 10 students and staff absent
Physical Distancing	Physical distancing will be encouraged to the extent possible but not required in the school setting. This could include using alternative spaces for meals depending on consultation with Clackamas County Public Health.
Hand Washing	TRCS will continue to provide ready access to soap, water, and alcohol-based hand sanitizer with at least 60% alcohol. We will prioritize hand washing with soap and warm water before eating, after using the restroom and throughout the day. We have hand hygiene signs posted at every sink location and cover your cough signs posted throughout the school.
Cleaning and Disinfection	Cleaning and disinfecting surfaces will follow the guidance from the Centers for Disease Control and Prevention (CDC). The CDC advises that when no people with positive or presumptive COVID-19 cases are known to have been in a space, cleaning once a day is usually enough to sufficiently remove any virus that may be on surfaces and help maintain a healthy facility. District custodians will clean and disinfect a space when a sick person or someone who tested positive for COVID-19 has been in that space within the last 24 hours. Our custodian will also maintain their regular routine cleaning protocols at all school buildings.
Training and Public Health Education	Three Rivers provides regular public health reminders and education through school and district newsletters as well as in-person reminders for students. Three Rivers works with Clackamas County Public Health to share important health updates or information.

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

Table 7.

COVID-19 Mitigating Measures

OHA/ODE Recommendation(s) Layered Health and Safety Measures	STEPS FOR GRADUAL RETURN TO BASELINE RESPONSE: describe how does the school will gradually return to a baseline response. Describe how the school team will decide what measure(s) should remain at an increased level which others may not, prioritizing some measure(s) over others. How does the school reduce or make permanent implementation of enhanced mitigation measures once high transmission has ended?
	Three Rivers Charter School will monitor both Clackamas and Washington counties for information on vaccine clinics. We are also in contact with WLWV in the event they offer a clinic. We notify our population via our weekly communication email – The Wave.
COVID-19 Vaccination	We continue to be flexible when staff and students require time off for boosters or initial vaccines.
	We will continue to remind students and families that vaccination remains one of the leading mitigations against COVID-19.
Face Coverings	Three Rivers and West Linn-Wilsonville School District will consult with Clackamas County Public Health during times of high transmission. Face coverings will continue to be strongly recommended but not required for staff and students.
	Three Rivers Charter School will require staff or students to isolate for 5 days if they test positive for COVID-19. Face coverings are strongly recommended for the following 5 days upon their return to school.
Isolation	
Symptom Screening	Three Rivers will continue to remind staff and families, including volunteers, of the importance of self screening prior to every school day. If a student is exhibiting visible signs or symptoms of COVID-19, they may be sent to the health room for a screening and/or COVID-19 test with a district nurse.
COVID-19 Testing	In the 2021-2022 school year, we were enrolled in OHSU's program and are ready to move forward with this again during the 2022-2023 school year. Parents/students have the option to opt-in to OHSU's program for testing this year.
Airflow and Circulation	TRCS will continue to introduce fresh outside air into the school. We have MERV 13 filters in all of our HVAC systems and they are on a quarterly maintenance service plan. Garage doors and windows open to promote fresh air flow. All of our classrooms, our staff room, health room, and our counseling room have air purifiers with H13 HEPA filters (capable of clearing a 1500 sq ft room in one hour).
	With 112 students across five grades, it is relatively easy for us to track cohorts. In the spring, we were able to have our 5 cohorts move to just two (our students could then eat lunch across grade levels). We will be in two cohorts again for this school year. In the event that there is a larger, indoor event with the whole student body, we will track that event date and be able to alert families and Clackamas County Health in the event of an outbreak.
Cohorting	Three Rivers will notify CCPH about unusual respiratory disease activity if the following absence thresholds are met and at least some students are known to have influenza or COVID-like symptoms: 1. At the school level: ≥ 30% absenteeism, with at least 10 students and staff absent
	Physical distancing will be encouraged to the extent possible but not required in the school setting. This could include using alternative spaces for meals depending on consultation with Clackamas County Public Health.
Physical Distancing	

OHA/ODE Recommendation(s) Layered Health and Safety Measures	STEPS FOR GRADUAL RETURN TO BASELINE RESPONSE: describe how does the school will gradually return to a baseline response. Describe how the school team will decide what measure(s) should remain at an increased level which others may not, prioritizing some measure(s) over others. How does the school reduce or make permanent implementation of enhanced mitigation measures once high transmission has ended?
Hand Washing	TRCS will continue to provide ready access to soap, water, and alcohol-based hand sanitizer with at least 60% alcohol. We will prioritize hand washing with soap and warm water before eating, after using the restroom and throughout the day. We have hand hygiene signs posted at every sink location and cover your cough signs posted throughout the school.
Cleaning and Disinfection	Cleaning and disinfecting surfaces will follow the guidance from the Centers for Disease Control and Prevention (CDC). The CDC advises that when no people with positive or presumptive COVID-19 cases are known to have been in a space, cleaning once a day is usually enough to sufficiently remove any virus that may be on surfaces and help maintain a healthy facility. District custodians will clean and disinfect a space when a sick person or someone who tested positive for COVID-19 has been in that space within the last 24 hours. Our custodian will also maintain their regular routine cleaning protocols at all school buildings.
Training and Public Health Education	Three Rivers provides regular public health reminders and education through school and district newsletters as well as in-person reminders for students. Three Rivers works with Clackamas County Public Health to share important health updates or information.

PRACTICING PLAN TO IMPROVE PROCESS

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

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Date Last Updated: August 24, 2022 Date Last Practiced: August 24, 2022