School-Level Communicable Disease Management Plan

Template For School Year 2026-2027

School/District/Program Information

District or Education Service District Name and ID:	Lebanon Community School District 009
School or Program Name:	Hamilton Creek School
Contact Name and Title:	Emily Canfield, Principal
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Table 1.



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.

Plan Types	Hyperlinks and Descriptions
School District Communicable Disease Management Plan OAR 581-022-2220	Our Health Services page outlines some guidelines for constituents regarding responding to symptoms as well as our 2026-27 Communicable Disease Management Plans.
Exclusion Measures Exclusion of students and staff who are diagnosed with certain communicable diseases. OAR 333-019-0010	Exclusion measures are outlined on our Health Services page.
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	Each of our schools has a health room that is used, as needed, as an isolation space, with supervision and care from a qualified staff member.
Emergency Plan or Emergency Operations Plan OAR 581-022-2225	

Plan Types	Hyperlinks and Descriptions
Mental Health and Wellbeing Plans such as those prepared for Student Investment Account (optional)	*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 a communicable disease outbreak.* See our Mental Health webpage, which we are in the process of expanding with resources and updated information, with oversight from our new Mental Health Coordinator.
Additional documents reference here:	



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.	Emily Canfield, Principal	Jennifer Meckley, Superintendent

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
	• Acts as key spokesperson to communicate health-related matters within school community members, health partners, and other local partners.		
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.	Emily Canfield, Principal	Jennifer Meckley, Superintendent
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.	Lori George, Attendance Secretary	Susan Norris, Office Manager
School Support Staff as needed (*transportation, food service, maintenance/custodial*)	• Advises on prevention/response procedures that are required to maintain student services.	Susan Norris, Office Manager	Lori George, Attendance Secretary

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.	Emily Canfield, Principal	Susan Norris, Office Manager
District Level Leadership Support (*staff member in which to consult surrounding a communicable disease event*)	• Has responsibility over communicable disease response during periods of high transmission in community at large. 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.	Jennifer Meckley, Superintendent	Jessica Woody, Executive Assistant
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.	Jennifer Meckley, Superintendent	Jessica Woody, Executive Assistant
Others as identified by team			

Section 2. Equity and Continuity of Education

Preparing a plan that centers equity and supports mental health

Preparing a school to manage a communicable disease case or event 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 communicable disease 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 outbreaks (e.g., district or school equity plans/stances/lenses/decision tools, Equity Committee or Team protocols, district or school systems for including student voice, existing agreements or community engagement or consultation models, Tribal Consultation[1], etc.)

- LCSD Equity Lens
- ParentSquare for accessible, two-way communication
- New website for information supporting all languages spoken by our families

Suggested Resources:

1. Equity Decision Tools for School Leaders
2. Community Engagement Toolkit
3. Tribal Consultation Toolkit

Table 3. Centering Educational Equity

[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.

OHA/ODE Recommendation(s)	Response:
Describe how you will ensure continuity of instruction for students who may miss school due to illness.	Our schools have access to Canvas and Google Classroom as Learning Management Systems. Students without access to devices at home may check out Chromebooks from their school libraries. Since COVID, we have partnered with PEAK to improve the reach of the internet in our rural areas, and we have hot spots available to lend. These platforms, tools, and services, combined with ParentSquare, which facilitates efficient dialogue with parents, ensures that students can continue to access and engage with instruction, and parents can stay informed and supported in assisting their children.
Describe how you identify those in your school setting that are disproportionately impacted by communicable disease and which students and families may need differentiated or additional support.	We monitor attendance data to identify individuals struggling with absences due to illness as well as demographic trends and family patterns. Our administrators, educators, health room assistants, and district nurses communicate to align information, practices, and responses and to ensure we are operating in an equitable, culturally-sensitive manner.
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 communicable disease.	We routinely create individualized plans to support students and their families. The staff, systems, (Multi-tiered Systems of Support, technology supports, language tools, etc.) and resources (e.g., Welcome Center) we have in place help ensure that those at higher risk of negative impacts due to absences are supported during their illness and after their return. We tailor our support based on each student's situation and respond nimbly based on the circumstances; however, our MTSS system typically drives the steps and scope of our response.
Describe what support, training or logistics need to be in place to ensure that the named strategies are understood, implemented, and monitored successfully.	We have monthly training for staff to increase awareness and dialogue around supporting our focal groups. Our early-release Wednesdays also provide time for school teams to conduct MTSS meetings to discuss students struggling and needing additional support. All staff are provided resources and training to ensure they can identify and address concerns in a way that is aligned with policy and centers on equity for our students and their families.

Section 3. Communicable Disease Outbreak Prevention and Response:

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 communicable disease transmission within the school environment for students, staff, and community members. Communicable disease, including norovirus, flu and COVID-19, will continue to circulate in our communities and our schools. Schools will utilize different mitigation measures based on local data, and observation of what is happening in their schools (e.g., 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 transmission.

Suggested Resources:

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

Table 4. Communicable Disease Mitigation Measures

OHA/ODE Recommendation(s) Layered Health and Safety Measures	**Describe what mitigating measures the school will implement to reduce and respond to the spread of communicable disease and protect in-person instruction?**
Immunizations	*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.* ***Shots are required by law*** *for children in attendance at public and private schools, preschools, child care facilities, and Head Start programs in Oregon. Nearly every place that provides care for a child outside the home requires shots or a medical or nonmedical exemption to stay enrolled.* We will not offer vaccine clinics or notices about vaccine locations. Our Events & Opportunities page may post relevant flyers if OHA provides them.
Face Coverings	We have masks available upon request. Students and staff may choose to wear masks at school and school-sponsored events as a personal prevention measure.
Isolation	As needed, we may isolate students based on symptoms indicated on our Health Services page. Students isolated must be picked up from school by a parent or guardian.
Symptom Screening	In our health rooms, staff may engage in symptom screening as indicated on the table on our Health Services page.
COVID-19 Diagnostic Testing	*OHA offers schools a diagnostic testing program to all public and private K-12 schools in Oregon. Please indicate whether your school will offer diagnostic testing.* We will offer diagnostic testing only upon parent/guardian request and as long as OHA supplies tests to our district.
Airflow and Circulation	The Oregon Health Authority has provided air purifiers for all classrooms and offices across our district; these will improve airflow and circulation throughout our facilities.
Cohorting	We are not implementing cohorting as of Fall 2023 but will adjust based on state guidance.
Physical Distancing	We are not implementing physical distancing as of Fall 2023 but will adjust based on state guidance.

OHA/ODE Recommendation(s) Layered Health and Safety Measures	**Describe what mitigating measures the school will implement to reduce and respond to the spread of communicable disease and protect in-person instruction?**
Hand Washing	We have hand washing reminders in restrooms and public spaces and will reteach, especially at lower grades, as necessary. Our district purchased hand sanitizer for all classrooms this year so that educators and students can supplement their hand washing and apply it as a prevention measure prior to meal times.
Cleaning and Disinfection	Our custodial team engages in daily cleaning and disinfection. Our district purchased disinfecting wipes for all classrooms this year so that staff and students may clean desks and other surfaces as needed throughout the day or with increasing frequency during heightened communicable disease spread.
Training and Public Health Education	Based on advice from our district nurses and guidance from the Oregon Department of Education and the Oregon Health Authority, we will train staff on current conditions and response and will inform our constituents if that training has the possibility of impacting students en masse. This approved plan will be added to our website, as will more up to date information and instructions should a communicable disease event interrupt our alter our operations.

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.

This plan is available for public viewing: https://www.lebanon.k12.or.us/departments/healthservices

Date Last Updated: 11/4/26

Date Last Practiced: 7/17/23