

The Cottonwood School of Civics & Science

School-Level Communicable Disease Management Plan

For School Year 2023-2024



THE COTTONWOOD SCHOOL
— OF CIVICS AND SCIENCE —



School/District/Program Information

District or Education Service District Name and ID: The Cottonwood School, State sponsored Charter, ID#4604

School or Program Name: The Cottonwood School of Civics & Science

Contact Name and Title: Amanda Keane McAdoo, Executive Director

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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	The Communicable Disease Management Plan (CDMP) is used to help inform health decision-making at the school: https://docs.google.com/document/d/1NrIpb0aHp4T-yp5AwR3ytj5CWMpY-zk6HO8YHh0kGPc/edit?usp=sharing
Exclusion Measures Exclusion of students and staff who are diagnosed with certain communicable diseases. OAR 333-019-0010	The exclusion measures used by the school are highlighted in CDMP: Page 7
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	The isolation measures used by the school are highlighted in CDMP: Page 9
Emergency Plan or Emergency Operations Plan OAR 581-022-2225	The school follows the emergency operations plans and protocols required by OAR 581-022-2225, including maintaining logs of regular safety drills and annual trainings.

Plan Types	Hyperlinks and Descriptions
Mental Health and Wellbeing Plans such as those prepared for Student Investment Account (optional)	
Additional documents reference here:	The Cottonwood Equity Lens was built by our staff and DEI team. It is in place and used for decision making.



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.	Amanda McAdoo, Executive Director	Amy Sample Ward & Mari Van Sickle, Board Co-Chairs

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 (<i>or staff member knowledgeable about risks within a school, emergency response, or operations planning</i>)	- 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.	Amanda McAdoo, Executive Director	Aviva McClure, Principal
Health Representative (<i>health aid, administrator, school/district nurse, ESD support</i>)	- 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.	Amanda McAdoo, Executive Director	Aviva McClure, Principal
School Support Staff as needed (<i>transportation, food service, maintenance/custodial</i>)	Advises on prevention/response procedures that are required to maintain student services.	Amanda McAdoo, Executive Director	Aviva McClure, Principal

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.	Amanda McAdoo, Executive Director	Aviva McClure, Principal
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.	Amanda McAdoo, Executive Director	Aviva McClure, Principal
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.	Amanda McAdoo, Executive Director	Aviva McClure, Principal
Others as identified by team		Sade Rivers, Diversity,Equity,Inclusion & Belonging Coordinator Aviva McClure, Principal Kristin Krem, School Counselor	



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 Consultation¹, etc.)

- Staff Input
- Listening Groups
- Community Survey
- Data Dashboards
- Cottonwood's Equity Lens
- Community Engagement Toolkit



Suggested Resources:

1. [Equity Decision Tools](#) for School Leaders

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.

[2. Community Engagement Toolkit](#)

[3. Tribal Consultation Toolkit](#)

Table 3. **Centering Educational Equity**

OHA/ODE Recommendation(s)	Response:
Describe how you will ensure continuity of instruction for students who may miss school due to illness.	The schools tracks absences and in the event that students will miss more than 10 consecutive days of instruction they may seek a medical leave and develop a plan with input from teachers, parents, administrator.
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.	Race and ethnicity are self-reported by families. We hold listening sessions, conduct surveys and have recently hired a Diversity, Equity, Inclusion and Belonging Coordinator to help support connection. We are a small enough school that we know our families and can pick up the phone and check in when needed.
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.	The school will try to ensure that it goes beyond minimum health requirements to ensure that it creates an environment at which the risks are reduced as practicable, recognizing that historically underserved populations are at a higher risk of negative impacts or complications related to COVID-19.
Describe what support, training or logistics need to be in place to ensure that the named strategies	Staff will be trained on health and safety protocols at the start and at regular intervals throughout the year. Signage will be posted ensuring handwashing and hand-sanitization as practicable. Newsletter

OHA/ODE Recommendation(s)	Response:
are understood, implemented, and monitored successfully.	mailers will advise families of health protocols, as will the posted Communicable Disease Management Plan.



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	<i>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.</i> The school will share information requested by ODE or the LPHA about vaccination opportunities and will post immunization statistics.
Face Coverings	The school will have face coverings available and will suggest that individuals who exhibit symptoms wear them, and as otherwise required by law.
Isolation	The Cottonwood School has designated one room to be equipped to isolate sick individuals. Injured students will be cared for in a different room. ● All necessary protocols that are outlined in The Cottonwood School Communicable Disease Plan in regards to isolation will be followed, page 9. ● The Cottonwood School has all the necessary PPE, clean sheets and cots and equipment available to use in the isolation room. ● The isolation room will be properly cleaned and disinfected after each student. ● The Cottonwood School will contact the family of any sick or injured student to arrange pick up. This policy demonstrates a centering on equity in that care has been taken to make sure the isolation room is private, to make extra sure that any details around COVID-19 are kept completely private. This practice builds trust in terms of healthcare with our historically underserved population that has not always had positive experiences with health care or education systems.
Symptom Screening	Excludable symptoms will be posted in the school's Communicable Disease Management Plan posted on our website. Staff will be trained to observe students for recognizable symptoms and refer students to the office for assessment and exclusion where applicable
COVID-19 Diagnostic Testing	The school will offer diagnostic testing in its discretion (such as in times of high community transmission), in compliance with OHA requirements.

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?
Airflow and Circulation	The Cottonwood School will continue to follow best practice by using air purifiers in all rooms along with open windows where possible. Staff have been instructed to keep air purifiers on 24/7. • Ventilation systems have been serviced regularly. Filters have been replaced with the highest filtration rates that are compatible with our system. • 60% outside air will move through the system • Air scrubbers will be placed in shared areas (basement, office and great room) and all classrooms • Doors to the outside will be open as safety allows
Cohorting	Cottonwood will comply with any cohorting requirements mandated by ODE, OHA or the LPHA.
Physical Distancing	The school will encourage physical distancing as reasonably practicable and when mandated by ODE, OHA or the LPHA.
Hand Washing	The school will encourage frequent hand washing and/or use of hand sanitizer.
Cleaning and Disinfection	Cottonwood will routinely clean, focusing on bathrooms and high touch surfaces.
Training and Public Health Education	Administration will participate in ODE-provided health and safety training as feasible, and public health information shared by ODE will be promulgated as reasonable and feasible.
PRACTICING PLAN TO BE READY	

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.

[LINK](#) where this plan is available for public viewing.

Date Last Updated: **August 2023**

Date Last Practiced: **8/29/2023**