School-Level Communicable Disease Management Plan

School Year 2026-2027

Sherwood SCHOOL DISTRICT

School/District/Program Information

District or Education Service District Name and ID: _____Sherwood School District 88J_____

School or Program Name: _____Sherwood High School_____

Contact Name and Title: _____Eryn Gonzales, Executive Director of Student Services_____

Contact Phone: _____503-825-5032_____ Contact Email: _____egonzales@sherwood.k12.or.us_____

Table 1.

	**Policies, protocols, procedures and plans already in place**
School District Communicable Disease Management Plan OAR 581-022-2220	Plan located here: https://docs.google.com/document/d/1xbcPALzznWFGMIktKFljZbbD5q6-7kbO/edit?usp=sharing&ouid=113626366193586823515&rtpof=true&sd=true
Exclusion Measures Exclusion of students and staff who are diagnosed with certain communicable diseases. OAR 333-019-0010	In alignment with the District, Sherwood High School will follow the requirements of OAR 333-019-0010, Disease Related School, Child Care, and Worksite Restrictions: Imposition of Restrictions. In coordination with the District's Health Services Department, a school administrator or designee shall exclude a susceptible student or staff member unless the local health officer determines that exclusion is not necessary.
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	Sherwood High School will utilize the Health Room in the event of the isolation of an ill student, or to provide services for students with special health care needs. Assigned staff prepared to operate this isolation room include all school administrators, the Dean of Students, and office administrative staff.
Emergency Plan or Emergency Operations Plan OAR 581-022-2225	The Sherwood School District utilizes an Emergency Operations Plan created and maintained by our Emergency Preparedness Committee. This Committee additionally provides training opportunities and professional development on emergency operations to staff district-wide during the academic year. The District utilizes the Standard Response Protocol for emergency response, in partnership with our local law enforcement.

	## Policies, protocols, procedures and plans already in place
Mental Health and Wellbeing Plans such as those prepared for Student Investment Account (optional)	The District has put in place a Flight Team, which is typically utilized during incidents of crisis (such as student loss of life). This team consists of licensed mental health professionals, as well as trained school staff and administrators. In incidents of an outbreak, this team could be utilized to provide additional student and staff mental health response as needed. Additionally, we employ licensed mental health professionals full-time to attend to ongoing student mental health needs.

SECTION 1. Clarifying Roles and Responsibilities

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.	Joshua Pratt, Principal	Patrick Leitch, Associate Principal Sarah McCusker, Associate Principal, Jamie Barton, Associate Principal
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.	April Dewees, Safety Rep	Brady Strutz, District Chief Operations Officer

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
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.	Marlin Kendall, District Nurse	Larissa Waters, District Nurse Lindsey Butler, District Nurse
School Support Staff as needed (*transportation, food service, maintenance/custodial*)	• Advises on prevention/response procedures that are required to maintain student services.	Transportation – Casey Jebens, Director of Transportation Food Service – Gia Saporito, Director of Nutrition Services Maintenance - Cheryl Templeton, Facilities Admin Assistant Custodial – Kyle Laursen, Maintenance & Custodial Manager	Brady Strutz, Chief Operations Officer
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.	Gwen Babick, SHS Administrative Assistant	Eryn Gonzales, Executive Director of Student Services
District Level Leadership Support (*staff member in which to consult surrounding a*	• 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.	Eryn Gonzales, Executive Director of Student Services	Brady Strutz, Chief Operations Officer

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
communicable disease event)	• Responds to media inquiries during the communicable disease event and ensures that those responsible for communication are designated speakers.		
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.	Marlin Kendall, District Nurse	Larissa Waters, District Nurse



Section 2. Equity and Continuity of Education

Preparing a plan that centers equity and supports mental health

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:

- SSD Equity Lens
- SSD Equity Visioning Committee feedback (gathered during Committee meetings)
- Student clubs (secondary level)

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.	Schools will also work directly with families of students who need additional academic or technical support for learning during absences from school due to communicable disease. With any illness or long-term absence, attendance teams review student needs and determine appropriate interventions.
Describe how you identify those in your school setting that are disproportionately impacted by communicable diseases and which students and families may need differentiated or additional support.	All Sherwood schools use an Early Warning System to identify students who are at risk academically, show signs of behavioral risks, and emotional/social risks. The EWS displays demographic data and risk data simultaneously so school teams are able to review disproportionate groups and attendance data.
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.	As a part of our regular practice, district nurses partner with school staff and families to develop plans to meet the needs of Medically Complex, Medically Fragile, Nursing Dependent, and disproportionately impacted students. The District will continue this process and develop plans for each student meeting these criteria.
Describe what support, training or logistics need to be in place to ensure that the named strategies are understood, implemented, and monitored successfully.	The District and Schools use a continuous improvement process and constantly work as a PLC to refine procedures and practices related to interventions for disruptions to a student's education related to absences associated with communicable disease. We spend time during Inservice week to update and revisit training and logistics.

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

Suggested Resources:

1. Communicable Disease Guidance for Schools which includes information regarding:
    a. Symptom-Based Exclusion Guidelines (pages 8-12)
    b. Transmission Routes (pages 29-32)
    c. Prevention or Mitigation Measures (pages 5-6)
    d. School Attendance Restrictions and Reporting (page 33)

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	Immunizations **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. Our district adheres to the legal requirements for immunizations, including compliance with school exclusion deadlines for students with no exemptions or immunization records.
Face Coverings	Masking is optional for all students, staff, and visitors. Masks/face coverings will be available to all students, staff, and building visitors upon request.
Isolation	Utilize isolation for individuals on-campus exhibiting symptoms as per communicable disease exclusion guidelines, and follow any additional local health department guidelines
Symptom Screening	Symptom screening information is provided regularly in parent communications at both the school and district levels. Office staff are additionally trained on how to screen for primary symptoms of communicable disease and are provided state-aligned guidance on symptom-based school exclusion.

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?**
COVID-19 Diagnostic Testing	District is not currently providing, but is prepared to implement as required by state/local guidance
Airflow and Circulation	The District will refer to ODE and OHA advice to schools to ensure effective ventilation and improve the indoor air quality in schools by: 1. Increasing the amount of fresh outside air that is introduced into the system; 2. Exhausting air from indoors to the outdoors; and 3. Cleaning the air that is recirculated indoors with effective filtration methods to remove virus-containing particles from the air. All ventilation strategies should include safety and health precautions including restricting the amount a window is open, putting screens in windows and covers on fans, and adjusting the thermostat to maintain a comfortable temperature.
Cohorting	Cohorting is not in effect at this time. Our district will implement cohorting practices when directed by OHA or LHPA staff, following direct guidance from those health officials.
Physical Distancing	Physical distancing is not in effect at this time. Our district will implement physical distancing practices when directed by OHA or LHPA staff, following direct guidance from those health officials.
Hand Washing	Per CDC guidance, students and staff will be informed they should practice handwashing and respiratory etiquette (covering coughs and sneezes) to keep from getting and spreading infectious illnesses. Custodial staff will ensure that the school provides adequate handwashing supplies at all times.
Cleaning and Disinfection	Cleaning and disinfection are completed on a regular schedule by the school's custodial staff, with a focus on high-touch/high-traffic areas of the school.
Training and Public Health Education	Public health information is regularly shared with families via both school and district level communications. Training is provided regularly to school administrators and office staff as state and local guidance changes occur.

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.

SSD Training Process:
All administrators within the District meet on a monthly basis, and professional development and training is provided at these meetings for various safety and health-related matters, including communicable disease response protocols. Training is provided as needed for review, or in response to changes in requirements

from ODE, OHA or the LPHA. Additionally, once per year in January or February, administrators participate in table top training exercises to duplicate conditions of an actual emergency or communicable disease outbreak.

After receiving their own training, District administrators conduct school-level training with their own staff members at staff meetings or PLCs; professional development days may also be utilized throughout the year for this purpose as needed. Our Emergency Preparedness Committee and/or our Health Services may provide additional direct training to administrators or relevant staff groups in response to changing conditions. For example, during the COVID surge of January 2022, our COVID Response Lead Coordinator paired with our district nurses to provide training to all principals and school office staff in response to changing ODE guidance.