



OPERATIONAL BLUEPRINT FOR SCHOOL REENTRY 2020-21

Updated 7/29/2020

Under ODE’s **Ready Schools, Safe Learners** guidance, each school¹ has been directed to submit a plan to the district² 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	Phoenix Charter School
Key Contact Person for this Plan	Brandy Osborn, Principal
Phone Number of this Person	541.671.6933
Email Address of this Person	bosborn@roseburgphoenix.com
Sectors and position titles of those who informed the plan	Principal, Executive Director
Local public health office(s) or officers(s)	Douglas County Public Health Networks
Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements	Brandy Osborn, Principal Thomas McGregor, Executive Director To Be Hired, Resilience Specialist
Intended Effective Dates for this Plan	August 24, 2020 – June 10, 2021
ESD Region	Douglas ESD

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.

We are collecting survey data regarding Distance Learning for all successes and struggles from families and staff, technology availability/needs, preference of parents and students for structure of learning for the 2020-2021 school year and the intent to send students to school next year.

Survey links have been provided to all students, families, and staff members to ensure effective representation/survey data from all levels of students, including demographics and our underserved and marginalized students/community groups. Paper copies of surveys will be provided upon request.

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.

3. Indicate which instructional model will be used.

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 3-16 in the initial template) and [submit online](https://app.smartsheet.com/b/form/a4dedb5185d94966b1dff75e4874c8a). (<https://app.smartsheet.com/b/form/a4dedb5185d94966b1dff75e4874c8a>) 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.

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.

Due to the Governor's order, we are operating comprehensive distance learning per state requirements. At a time that the orders have been lifted for the state and our county, we will work to begin the hybrid plan as described below.

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.

Phoenix Charter School confirms that the Comprehensive Distance Learning Guidance has been reviewed. No waiver's or flexibility needed at this time.

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.

Phoenix Charter School will be using Canvas for the Learning Management System and our secure Microsoft Office Teams to provide synchronous instruction to students. We are currently and continually revamping our remote learning course catalog, course schedule, and synchronous vs asynchronous instruction, including office hours for students. Phoenix has been committed to rising up students for the past three years through a trauma lens and building in resilience for our mobile students that we serve. Staff have already received training on trauma informed practices, project-based learning, resilience training, and more to support our mission. We will continue that work and incorporate our current practices remotely to ensure connection and care are in place for our students and staff. We are currently building trainings for not only staff, but also students and parents/guardians. Training in August for staff is still to be determined onsite or remote; due to our building size and space available, we may be able to setup two parallel trainings to build morale for the team of teachers and instructors.

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.



1. Public Health Protocols

1a. COMMUNICABLE DISEASE MANAGEMENT PLAN FOR COVID-19

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Implement measures to limit the spreads of COVID-19 within the school setting. <input checked="" type="checkbox"/> Update written Communicable Disease Management Plan to specifically address the prevention of the spread of COVID-19. <input checked="" type="checkbox"/> Designate a person at each school to establish, implement and enforce physical distancing requirements, consistent with this guidance and other guidance from OHA. <input checked="" type="checkbox"/> 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. <input checked="" type="checkbox"/> 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. <input checked="" type="checkbox"/> Protocol to notify the local public health authority (LPHA Directory by County) of any confirmed COVID-19 cases among students or staff. <input checked="" type="checkbox"/> Plans for systematic disinfection of classrooms, offices, bathrooms and activity areas. <input checked="" type="checkbox"/> Process to report to the LPHA any cluster of any illness among staff or students. <input checked="" type="checkbox"/> Protocol to cooperate with the LPHA recommendations and provide all logs and information in a timely manner. <input checked="" type="checkbox"/> Protocol for screening students and staff for symptoms (see section 1f of the Ready Schools, Safe Learners guidance). <input checked="" type="checkbox"/> Protocol to isolate any ill or exposed persons from physical contact with others. <input checked="" type="checkbox"/> Protocol for communicating potential COVID-19 cases to the school community and other stakeholders (see section 1e of the Ready Schools, Safe Learners guidance). <input checked="" type="checkbox"/> 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. <ul style="list-style-type: none"> • 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 student(s) is not part of a stable cohort, then an individual student log must be maintained. <input checked="" type="checkbox"/> Required components of individual daily student/cohort logs include: 	<p>Phoenix Charter School follows the Roseburg Public Schools Communicable Disease Guidelines adopted from the Oregon Department of Education and the Oregon Health Authority.</p> <p>Roseburg Public Schools has updated their Infectious Disease / Pandemic Plan. Phoenix Charter School will follow the district's guidance.</p> <p>The Principal and Executive Director are the designees to enforce physical distancing consistent with OHA and this guidance.</p> <p>School Nurse Barb Hofford provided her professional medical input in the plan from the district including biweekly updates on COVID-19 provided by Douglas Public Health Network as provided by the district.</p> <p>Screening and Isolation Measures: Visual screening of staff and students will be further discussed in 12. Students or staff showing signs of COVID-19 will be isolated or sent home immediately. See 1h, for further information.</p> <p>Contact Tracing Logs for Contact Tracing will be recorded for each student or cohort.</p> <p>Protocol to notify DPHN in the event there are any confirmed COVID-19 cases among staff or students. See Outbreak Plan in 3a.</p> <p>For further information see Communicable Infectious Disease / Pandemic Plan</p> <p>The Roseburg Public Schools School Supervising Nurse will manage Contact Tracing for the District and report to DPHN at least once a week or in the event a student or staff member contracts COVID-19. The Phoenix Charter School Principal will work directly with the Supervising Nurse to support the needs of Contact Tracing.</p> <p>Phoenix Charter School will utilize the contact tracing feature in Synergy to ensure contact tracing among the cohort.</p> <p>The Resilience Specialist will manage daily student and/or cohort logs. The logs will include:</p> <ul style="list-style-type: none"> • Child's Name • Drop off/pick up time • Parent/guardian name and emergency contact information • All staff which includes intermittent staff, substitutes, and guest teachers, (names and phone numbers who interact with a stable cohort or individual student will be included.

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> • 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 <p><input checked="" type="checkbox"/> Protocol to record/keep daily logs to be used for contact tracing for a minimum of four weeks to assist the LPHA as needed.</p> <p><input checked="" type="checkbox"/> 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.</p> <p><input checked="" type="checkbox"/> 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.</p> <p><input checked="" type="checkbox"/> Protocol to respond to potential outbreaks (see section 3 of the <i>Ready Schools, Safe Learners</i> guidance).</p>	<p>The Resilience Specialist will send the daily log in Portable Document Form (PDF) via email to the Nursing Supervisor by 2 PM the same day. It will be kept a minimum of four weeks to assist DPHN s needed.</p> <p>Phoenix Charter School will report any student or staff member diagnosed with COVID-19 that has walked into our building to DPHN immediately. If this occurs the school will ensure proper cleaning, disinfecting of classrooms and high touch areas. If the school chooses to close because of this DPHN will also be notified.</p> <p>See Plans for Contact Tracing under Screening Procedures Defined in Communicable Infectious Disease / Pandemic Plan</p> <p>Protocols to respond to potential outbreaks will follow the ODE <i>Planning for COVID-19 Scenarios in Schools</i> Toolkit.</p>

1b. HIGH-RISK POPULATIONS

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input checked="" type="checkbox"/> 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.</p> <p>Medically Fragile, Complex and Nursing-Dependent Student Requirements</p> <p><input checked="" type="checkbox"/> 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:</p> <ol style="list-style-type: none"> 1. Medically Complex: Are students who may have an unstable health condition and who may require daily professional nursing services. <p><input checked="" type="checkbox"/> 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:</p> <ul style="list-style-type: none"> • 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. 	<p>Students</p> <p>All students identified as vulnerable, either by a physician, or parent/guardian notification, will be enrolled in remote instruction with weekly/routine check ins and will be offered opportunities for on-site instruction.</p> <p>All students who qualify will continue to receive specially designed instruction (SDI).</p> <p>Students with language services will receive speech and language services.</p> <p>ELL eligible students will receive services as written into their plans.</p> <p>Roseburg Public Schools PDHH and VI staff will provide interpreter and brailist services both online and in person (if needed).</p> <p>ASD consultation will be maintained with all multidisciplinary teams supporting students with co-occurring interventions.</p> <p>Dedicated team to serve student needs will be put into place for students to receive services as required.</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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. ○ ODE guidance updates for Special Education. Example from March 11, 2020. ○ 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.’ ○ 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
<ul style="list-style-type: none"> ☒ 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 at least 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. 	<p>Roster size for rooms will be calculated based on a minimum of 35 square feet per person and will maintain 6 ft social distancing guidance.</p> <p>Hallways will be marked with one-way directions and markers to support physical distancing.</p> <p>Common areas where lines form will be marked with proper physical distancing indicators and will have signage encouraging staff and students to follow protocols.</p> <p>Instructional Models Options: We are considering two schedules for Phoenix Charter School not to exceed 100 people in multiple cohort models. We will follow guidance for Comprehensive Distance Learning in the Fall.</p> <p>Possible Schedule #1: Option 1: Hybrid Learning CLASSES WILL BE SPLIT INTO A AND B GROUPS.</p> <ul style="list-style-type: none"> • A Groups will attend onsite learning on Monday/Thursday • B Groups will attend onsite learning on Tuesday/Friday • Remote Learning 3 days/week <p>Option 2: Remote Learning 5 days/week</p> <p>Possible Schedule #2: Option 1: Hybrid Learning CLASSES WILL BE SPLIT INTO A AND B GROUPS.</p> <ul style="list-style-type: none"> • A Groups will attend onsite learning on Monday/Tuesday • B Groups will attend onsite learning on Thursday/Friday • Remote Learning 3 days/week <p>Option 2: Remote Learning 5 days/week</p> <p>Class schedules will be arranged to ensure the lowest number of students in common areas as possible.</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
	<p>Classroom spaces will be designated to a specific cohort with teachers moving from classroom to classroom.</p> <p>Phoenix staff gatherings will be limited to ensure 6 ft social distancing and face coverings are worn at all times. Phoenix staff will be remote versus in-person for inservice (as much as possible) or small cohorts of staff (less than 10 people) will be setup for training.</p> <p>Teacher and instructional workspaces will be moved to the Multipurpose room or other areas to work in designated spaces 6ft apart at minimum.</p> <p>Principal, Resilience Specialist and All Staff will encourage, teach, reteach students to maintain and follow physical distancing and face coverings guidelines.</p> <p>Remove extra furniture to make more room and to reduce surfaces to allow for proper cleaning and disinfecting.</p> <p>All students will have an assigned seat for that cohort day/period. Students that stay in a single room the majority of their day will maintain the same seat assignment for that entire day. If seating changes need to occur then the seating stations will be cleaned and disinfected prior to the student taking over the new location.</p> <p>All staff are already training in Mental, Social, and Emotional Health best practices. Staff will receive additional training during inservice and will ensure students have dedicated spaces if needed.</p> <p>All staff will have dedicated teaching areas in the classrooms that are behind plexiglass stands to ensure safety. Staff will maintain all physical distancing and face coverings requirements as required.</p>

1d. COHORTING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ 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. <ul style="list-style-type: none"> • 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 contact tracing among the cohort (see section 1a of the <i>Ready Schools, Safe Learners</i> guidance). ☒ 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 wiping 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 learning standards, and peers. ☒ Staff who interact with multiple stable cohorts must wash/sanitize their hands between interactions with different stable cohorts. 	<p>Transportation Cohort:</p> <ul style="list-style-type: none"> • This is a stable group of students each day. • Stable groups can be varied by AM/PM routes. • Updated contact-tracing logs are required for each run of a route. • Transportation dependent on the district plan. <p>8th-12th Grade Cohorts:</p> <ul style="list-style-type: none"> • Students will be assigned to a maximum of 1 classroom cohort a day with breakfast and lunch in the classroom. • Students will be a part of a grade appropriate learning cohort; only encountering maximum 25 people in a day. <p>Speech and Language Cohort:</p> <ul style="list-style-type: none"> • This stable group is maintained as much as possible. <ul style="list-style-type: none"> ○ Note: in the event the stable cohort is changed, the SLP will need to update the contact-tracing log. <p>Title and Special Education staff push into cohorts for service:</p> <ul style="list-style-type: none"> • To the extent possible, students receiving supports beyond core instruction (i.e. Title I Services, Special Education and Related Services) will receive those services within their grade level cohort. • When student needs or administrative logistics require a student to be pulled from a grade level cohort to receive

OHA/ODE Requirements	Hybrid/Onsite Plan
	<p>support, it creates a new cohort and additional contact tracing log requirements.</p> <p>Teachers, Specialists, All Staff:</p> <ul style="list-style-type: none"> Teachers or specialists will rotate classrooms, moving to each cohort of students following set movement standards Teachers or specialists are required to wash/sanitize hands prior to interacting with students and/or new cohorts. <p>Students participating in extracurricular activities will be assigned to a cohort.</p> <p>Frequently touched surfaces will be cleaned and disinfected multiple times a day.</p> <p>Student workstations will be cleaned and disinfected each time the student seat assignment changes. IE: between class periods or between days of cohorts; at minimum daily.</p> <p>All potential shared tools/items/school supplies will be cleaned and disinfected after/before each use by a new person.</p> <p>Interaction between students in different stable cohorts will be limited (e.g., access to restrooms, activities, common areas). We will provide access to All Gender/Gender Neutral restrooms.</p> <p>Cleaning and disinfecting surfaces (e.g., desks, door handles, etc.) will be maintained between multiple student uses, even in the same cohort.</p> <p>Cohorts for students (including those protected under ADA and IDEA) maintain access to general education, grade-level academic content standards, and peers will be maintained.</p> <p>Staff who interact with multiple stable cohorts will wash/sanitize their hands between interactions with different stable cohorts.</p>

1e. PUBLIC HEALTH COMMUNICATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> 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. <input checked="" type="checkbox"/> Develop protocols for communicating with students, families and staff who have come into close contact with a confirmed case. <ul style="list-style-type: none"> The definition of exposure is being within 6 feet of a COVID-19 case for 15 minutes (or longer). <input checked="" type="checkbox"/> 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. <input checked="" type="checkbox"/> Provide all information in languages and formats accessible to the school community. 	<p>Communication outlining the instructional model, the rationale and vision behind it and specific infection control measures will be shared with families in their native languages in print and electronic versions.</p> <p>Additional communication regarding protocols will be shared with families and staff in August prior to the start of school.</p> <p>Updated communications will be provided in native languages as plans are adjusted as required throughout the school year.</p> <p>Complete information on Communication Specialist tasks located in Communicable Infectious Disease / Pandemic Plan</p>

1f. ENTRY AND SCREENING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> 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: 	<p>Building entries are designated as the upper lobby and lower lobby with screening points in each location; supervised by staff who have completed implicit bias training.</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> • Primary symptoms of concern: cough, fever (of 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: <ul style="list-style-type: none"> ○ Trouble breathing ○ Persistent pain or pressure in the chest ○ New confusion or inability to awaken ○ Bluish lips or face ○ Other severe symptoms <p><input checked="" type="checkbox"/> 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.</p> <ul style="list-style-type: none"> • Anyone displaying or reporting the primary symptoms of concern must be isolated (see section 1i of the <i>Ready Schools, Safe Learners</i> guidance) and sent home as soon as possible. • They must remain home until 24 hours after fever is gone (without use of fever reducing medicine) and other symptoms are improving. <p><input checked="" type="checkbox"/> 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 within the preceding 14 calendar days.</p> <p><input checked="" type="checkbox"/> 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.</p> <p><input checked="" type="checkbox"/> 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.</p>	<p>Temperature check points will be added, with wall mounted thermometers (which will change the students and staff screening protocols).</p> <p>Parent and Staff Education: Families will be provided with symptom lists and asked to check symptoms each morning prior to school and to keep students home if symptomatic.</p> <p>Staff will be provided with symptom lists and asked to check symptoms each morning prior to school and to stay home if symptomatic.</p> <p>Staff Screeners will complete implicit bias training.</p> <p>Screening Students: Students will be visually screened by the staff. When the screening indicates that a student may be symptomatic, the student is directed to the office where staff will follow the isolation and screening protocols identified in the Communicable Infectious Disease / Pandemic Plan</p> <p>Handwashing stations or hand sanitizers will be placed by each entrance upon student entering classrooms, or students will utilize classroom stations to wash hands.</p> <p>Screening Staff: Staff are required to report to the administrator when:</p> <ul style="list-style-type: none"> • They may have been exposed to COVID-19. • They have symptoms related to COVID-19. <p>Staff will be screened upon entry.</p> <p>Dedicated staff who have completed implicit bias training will be responsible for screening other staff members for symptoms as required.</p> <p>Ongoing: Reminder to parents to report actual symptoms when calling to report a student is ill as part of communicable disease surveillance. Parents/guardians can provide information regarding existing conditions that cause coughing to be utilized for the purpose of screening, as previously existing coughs that are not worsening are not considered symptomatic of COVID-19.</p> <p>Upon notification by DPHN that a staff member or student has been exposed to COVID-19, the staff member or students shall not be allowed on campus until the passage of 14 calendar days after exposure and until 72 hours after fever is gone (without fever reducing medicine) and other symptoms (e.g. cough, shortness of breath, sore throat, headache) are improving.</p>

1g. VISITORS/VOLUNTEERS

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input checked="" type="checkbox"/> Restrict non-essential visitors/volunteers.</p> <p><input checked="" type="checkbox"/> Visitors/volunteers must wash or sanitize their hands upon entry and exit.</p> <p><input checked="" type="checkbox"/> Visitors/volunteers must maintain six-foot distancing, wear face coverings, and adhere to all other provisions of this guidance.</p>	<p>Visitors/Volunteers will be unable to work in schools, or complete other volunteer activities that require in person interaction, at this time. Adults in schools are limited to essential personnel only.</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Screen all visitors/volunteers for symptoms upon every entry. Restrict from school property any visitor known to have been exposed to COVID-19 within the preceding 14 calendar days.	All essential personnel must wash or sanitize their hands upon entry and exit, wear face coverings and be screened for symptoms upon every entry to the building and will be required to maintain physical distancing requirements.

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

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Face coverings or face shields for all staff, contractors, other service providers, or visitors or volunteers following CDC guidelines Face Coverings . <input checked="" type="checkbox"/> Face coverings or face shields for all students in grades Kindergarten and up following CDC guidelines Face Coverings . <input checked="" type="checkbox"/> If a student removes a face covering, or demonstrates a need to remove the face covering for a short-period of time, the school/team must: <input checked="" type="checkbox"/> 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.	<p>Face coverings are required for all staff unless immune compromised or have a qualifying medical condition per OHA and ADA requirements.</p> <p>Immune compromised staff will limit proximity to students and staff to the extent possible to minimize the possibility of exposure maintain physical distancing, and hand sanitize/wash hands frequently will be the expectation.</p> <p><i>Current Mandate 20-29 guidelines will be followed.</i></p> <p>Face coverings are required for students in Kindergarten-12th grade.</p>
<p>Protections under the ADA or IDEA</p> <input checked="" type="checkbox"/> If any student requires an accommodation to meet the requirement for face coverings, districts and schools should work to limit the student’s proximity to students and staff to the extent possible to minimize the possibility of exposure. Appropriate accommodations could include: <ul style="list-style-type: none"> • 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; <input checked="" type="checkbox"/> For students with existing medical conditions, doctor’s orders to not wear face coverings, or other health related concerns, schools/districts must not deny access to On-Site instruction. <input checked="" type="checkbox"/> Schools and districts must comply with the established IEP/504 plan prior to the closure of in-person instruction in March of 2020. <ul style="list-style-type: none"> • 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: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 1. Review the 504/IEP to ensure access to instruction in a manner comparable to what was originally established in the student’s plan. 	<p>Facial coverings are not recommended for:</p> <ul style="list-style-type: none"> • Children under the age of 5; • Children of any age should not wear a face covering: <ul style="list-style-type: none"> ○ If they have a medical condition that makes it difficult for them to breathe with a face covering; ○ If they experience a disability that prevents them from wearing a face covering; ○ They are unable to remove the face covering independently; or ○ While sleeping. <p>Face coverings are required for use by children age 5 and up and should never be prohibited or prevented access to instruction or activities in onsite learning.</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>2. The team must determine that the disability is not prohibiting the student from meeting the requirement.</p> <ul style="list-style-type: none"> • 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, • 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. <p>3. Hold a 504/IEP meeting to determine equitable access to educational opportunities which may include limited on-site instruction, on-site instruction with accommodations, or Comprehensive Distance Learning.</p> <p><input checked="" type="checkbox"/> Districts must consider child find implications for students who are not currently eligible for, or receiving services under, a 504/IEP who demonstrate an inability to consistently wear a face covering or face shield as required. 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.</p> <p><input checked="" type="checkbox"/> If a staff member requires an accommodation for the face covering 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.</p>	

1i. ISOLATION MEASURES

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input checked="" type="checkbox"/> 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.</p> <p><input checked="" type="checkbox"/> 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.</p> <ul style="list-style-type: none"> • Work with school nurses, health care providers, or other staff with expertise to determine necessary modifications to areas where staff/students will be isolated. • 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. <p><input checked="" type="checkbox"/> 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.</p> <ul style="list-style-type: none"> • School nurse and health staff in close contact with symptomatic individuals (less than six feet) should wear 	<p>Defer to the District Communicable Disease Management Plan for appropriate isolation determination and process. Communicable Infectious Disease / Pandemic Plan</p> <p>All students who become ill at school will remain at school supervised by staff until parents can pick them up in the designated isolation room.</p> <ul style="list-style-type: none"> • Students will be provided a facial covering (if they can safely wear one). • Staff must wear a facial covering and maintain social distancing, but never leave a child unattended. • While exercising caution to maintain (ensure) safety is appropriate when working with children exhibiting symptoms, it is also critical that staff maintain sufficient composure and disposition so as not to unduly worry a student or family. • Staff will maintain student confidentiality as appropriate. • Staff will clean and disinfect isolation room after contact with student. • Staff will wash hands following current recommended guidance immediately after student leaves. • Staff will maintain 6 ft physical distancing or wear face coverings as required.

OHA/ODE Requirements

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.

- Symptomatic staff or students should be evaluated and seek COVID-19 testing from their regular physician or through the local public health authority.
- If they have a positive COVID-19 viral (PCR) test result, the person should remain home for at least 10 days after illness onset and 24 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.
- If they have a negative COVID-19 viral test (and if they have multiple tests, all tests are negative), they should remain home until 24 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.
- If a clear alternative diagnosis is identified as the cause of the person's illness (e.g., a positive strep throat test), then usual disease-specific return-to-school guidance should be followed and person should be fever-free for 24 hours, without use of fever reducing medicine. A physician note is required to return to school, to ensure that the person is not contagious.
- If they do not undergo COVID-19 testing, the person should remain at home for 10 days and until 24 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.

☒ 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.

Hybrid/Onsite Plan

Staff and students with known or suspected COVID-19, or displaying COVID-19 symptoms per current [OHA guidance](#), [CDC guidance](#), or [DPHN guidance](#), cannot remain at school and should return only after their symptoms resolve per the guidance as provided in the ODE ***Planning for COVID-19 Scenarios in Schools*** guidance and they are physically ready to return to school. In no case can they return before:

- If they have a positive COVID-19 viral (PCR) test result, the person should remain home for at least 10 days after illness onset and 24 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.
- If they have a negative COVID-19 viral test (and if they have multiple tests, all tests are negative), they should remain home until 24 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.
- If a clear alternative diagnosis is identified as the cause of the person's illness (e.g., a positive strep throat test), then usual disease-specific return-to-school guidance should be followed and person should be fever-free for 24 hours, without use of fever reducing medicine. A physician note is required to return to school, to ensure that the person is not contagious.
- If they do not undergo COVID-19 testing, the person should remain at home for 10 days and until 24 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.

Additional information on isolation determination and process is located in [Communicable Infectious Disease / Pandemic Plan](#).

Signs of Sickness:

Cough, fever or chills (temperature of 100.4 or higher), shortness of breath, or difficulty of breathing. Secondary symptoms are muscle pain, headache, sore throat, loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose are symptoms associated with COVID-19.

To reduce fear, anxiety and anguish the Resilience Specialist, Administrator, or Supervising Nurse shall explain to the student or staff the procedures of donning PPE and hand washing. All patients whether a student or staff shall be treated with impartiality and equity.

Staff or students with a chronic or baseline cough that has worsened or is not well controlled with medication should be excluded from school. Staff or students will not be excluded who have other symptoms that are chronic or baseline symptoms such as asthma, allergies, etc. from school.

Hand hygiene shall be readily available on entry to school every day either with soap and water for 20 seconds or use of an alcohol-based hand sanitizer with 65-95% alcohol.

In the event a student or staff member exhibits emergent signs that require immediate attention such as:

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to awaken
- Bluish lips or face
- Or other severe symptoms

OHA/ODE Requirements	Hybrid/Onsite Plan
	<p>Call 911, to summon emergency services. Roseburg Fire, PD and DCSD Dispatch (541) 440-4471.</p> <p>For further information see Signs of Sickness in “During” An Infectious Disease / Pandemic Plan in Communicable Infectious Disease / Pandemic Plan</p> <p>The Resilience Specialist will keep in contact with Administration and the Nursing Supervisor will keep in contact with Douglas County Public Health Network (DPHN) and advise them at minimum of once a week of any trends in absences or positive cases in the district if the pandemic annex is deployed.</p> <p>Concurrently, Administration, the Resilience Specialist, and the Nursing Supervisor will review relevant, local, state, and national evidence regarding viruses and measures to prevent diseases. Administration will update the Safety Committee and Staff as needed.</p> <p>Administration, the Resilience Specialist, or the Nursing Supervisor will call DPHN at (541) 440-3571 or afterhours (541) 440-4471, email at mail@douglaspublichealthnetwork.org and advise them of ANY student or staff that has contracted COVID-19 or virus that is causing the pandemic. This includes any clusters of illnesses the Nursing Supervisor traces at any site.</p> <p>For further information see Nursing Supervisor in “Before” An Infectious Disease / Pandemic Plan in Communicable Infectious Disease / Pandemic Plan</p>



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 higher risk activities (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
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Enroll all students (includes foreign exchange students) following the standard Oregon Department of Education guidelines. <input checked="" type="checkbox"/> Do not disenroll students for non-attendance if they meet the following conditions: <ul style="list-style-type: none"> • Are identified as high-risk, or otherwise considered to be part of a population vulnerable to infection with COVID-19, or • Have COVID-19 symptoms for 10 consecutive school days or longer. <input checked="" type="checkbox"/> Design attendance policies to account for students who do not attend in-person due to student or family health and safety concerns. 	<p>All students will be enrolled following the Oregon Department of Education guidelines.</p> <p>No students will be dropped for non-attendance if they meet the following conditions:</p> <ul style="list-style-type: none"> • Are identified as vulnerable, or otherwise considered to be part of a population vulnerable to infection with COVID-19. • Have COVID-19 symptoms for 10 consecutive school days or longer. <p>Utilize Student Check-In feature in Synergy to track interactions with students not attending school in-person.</p>

2b. ATTENDANCE

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

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Grades K-5: 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). ☒ Grades 6-12: 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). ☒ 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. 	<p>Hybrid Instruction:</p> <ul style="list-style-type: none"> ● Students on-site attendance shall be used as a primary attendance indicator. ● Attendance will be taken at least once for each scheduled class that day for all students enrolled in school. Attendance will be counted with all licensed or registered teacher during a school day or interactions with educational assistants and paraprofessionals through teacher designed and facilitated processes: <ul style="list-style-type: none"> ○ Canvas (Assignment Submission) ○ Office 365 Teams Synchronous Participation ○ Completion and submission of coursework ○ Email Communication ○ Phone Communication via text, chat, communication app, or conversation ○ Survey Communication ○ 1:1 Tutoring <p>Online/Remote:</p> <ul style="list-style-type: none"> ● Attendance will be taken at least once for each scheduled class that day for all students enrolled in school. Attendance will be counted with all licensed or registered teacher during a school day or interactions with educational assistants and paraprofessionals through teacher designed and facilitated processes: <ul style="list-style-type: none"> ○ Canvas (Assignment Submission) ○ Office 365 Teams Synchronous Participation ○ Completion and submission of coursework ○ Email Communication ○ Phone Communication via text, chat, communication app, or conversation ○ Survey Communication ○ 1:1 Tutoring <p>Remote Option / No Online Access per Parent/Guardian/Student request:</p> <ul style="list-style-type: none"> ● Completed packet work as needed for those students who cannot be connected to online access. <ul style="list-style-type: none"> ○ Completion and submission of coursework ○ Email Communication ○ Phone Communication via text, chat, communication app, or conversation ○ 1:1 Tutoring

2c. TECHNOLOGY

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Update procedures for district-owned or <i>school-owned</i> 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. 	<p>Phoenix will conduct a family technology and connectivity survey. All students will be surveyed for technology capacity.</p> <p>Any student needing a computer/laptop or other device will be assigned a school-owned device for use during the school year.</p> <p>Deployment of pad device hotspots will continue to ensure adequate internet access for all families and will be issued, as necessary.</p> <p>School devices will be cleaned and sanitized between each utilized. During technology check-out and check-in procedures, physical distancing and safety measures will be utilized.</p>

2d. SCHOOL SPECIFIC FUNCTIONS/FACILITY FEATURES

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>☒ Handwashing: All people on campus should be advised and encouraged to wash their hands frequently.</p> <p>☒ Equipment: Develop and use sanitizing protocols for all equipment used by more than one individual or purchase equipment for individual use.</p> <p>☒ 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.</p> <p>☒ Transitions/Hallways: Limit transitions to the extent possible. Create hallway procedures to promote physical distancing and minimize gatherings.</p> <p>☒ 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.</p>	<p>Handwashing: Provide age appropriate hand washing education, define appropriate times to wash hands, and provide hand sanitizer when hand washing is not available.</p> <p>Equipment: All classroom supplies and PE equipment will be cleaned and sanitized before use by another student or cohort group and in between use within the cohort.</p> <p>Safety Drills: Safety drills at the start of the school year will be scheduled for all cohorts of students to participate:</p> <ul style="list-style-type: none"> ● Fire Drill (monthly) ● Evacuation drill (twice a year) ● Lockdown drill (twice a year) ● Earthquake drill (twice a year) ● Others as needed <p>Remaining drills will alternate monthly between cohorts.</p> <p>Staff and students will follow distance requirements during exit of the building.</p> <p>Re-entry to the building will be through assigned entry points to reduce incidental contact.</p> <p>Events: Off-site field trips and events requiring visitors or volunteers have been canceled.</p> <p>In-school events will be modified to follow cohorting and physical-distancing guidance.</p> <p>Use of the building by outside groups will be restricted.</p> <p>Classroom line up: Visual markers will be used around doorways and inside classrooms to support physical distancing during transitions.</p> <p>Transitions/Hallways: Hallways will include one-way traffic markings to reduce contact. Transitions by cohorts will be staggered when feasible to reduce contact.</p> <p>Personal Property: Each classroom will have a limit on the number of personal items brought into school. A full list will be sent home prior to class starting with allowable items (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 not shared with other students.</p> <p>Restrooms: Restrooms assigned based on cohorts.</p> <p>Visual reminders will be used in all restrooms to encourage hygienic practices including:</p> <ul style="list-style-type: none"> ● Handwashing techniques ● Covering coughs/sneezes ● Physical Distancing ● Facial Coverings ● Covid-19 Symptoms

2e. ARRIVAL AND DISMISSAL

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ 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 <i>Ready Schools, Safe Learners</i> 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. <ul style="list-style-type: none"> • 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 hand sanitizer 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. 	<p>Screening Students: Students will be visually screened by the staff upon arrival. When the screening indicates that a student may be symptomatic, the student is directed to the office. See Communicable Infectious Disease / Pandemic Plan</p> <p>Temperature check points with wall mounted thermometers (which will change the students and staff screening protocols) will be mounted at each entry point.</p> <p>Arrival and Entry:</p> <ul style="list-style-type: none"> • Each student will be assigned an entrance point to the school building. • Upon entry, students will go directly to their classroom cohort. • Staff will be present at each entry point to visually screen students for symptoms. • Students must go directly to assigned classrooms. There will be no access to the outside areas or the multipurpose room upon arrival. <p>Sign-In/Sign-Out Procedures:</p> <ul style="list-style-type: none"> • Students entering or leaving the building at times other than arrival or dismissal must be checked out through the main office. <p>Dismissal: Students will exit through assigned exit points from the school building.</p>

2f. CLASSROOMS/REPURPOSED LEARNING SPACES

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Seating: Rearrange student desks and other seat spaces so 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. <ul style="list-style-type: none"> • Wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol. 	<p>Seating: Classroom tables will be arranged with students being at least six feet apart. Students will have assigned seats and will stay in their assigned seats throughout the day.</p> <p>Materials: Each classroom will limit sharing of supplies between students. If needed to share, these items will be cleaned between each use. Hand sanitizer and hand washing stations will be available for use by students and staff. Sinks are available in all classrooms for cleaning.</p> <p>Handwashing: All students and staff will wash with soap and water or use hand sanitizer upon building/classroom entry and exit and prior to meals. Additional hand washing/sanitizing opportunities will be available throughout the school day. Signage at each sink/hand washing station will remind students and staff of effective handwashing practices. Sinks are available in all classrooms for cleaning.</p>

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

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ 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. 	<p>Outside areas are not open to the public. Administration will monitor ordinances given by the Governor's Office and "specific guidance for outdoor recreation organizations" under OHA.</p> <p>Students must wash/sanitize hands before and after use of outside equipment.</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Before and after using playground equipment, students must wash hands with soap and water for 20 seconds <u>or</u> 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, and workspaces to single person usage at a time, maintaining six feet of distance between adults. 	<p>Outside areas and shared equipment for the use of one cohort at a time will be designated when feasible. Disinfect between sessions and between each group's use.</p> <p>The cleaning of equipment will be maintained as per the <i>Ready Schools, Safe Learners Guidance</i>. Applying disinfectants safely and correctly following labeling direction as specified by the manufacturer. Disinfectants will be kept away from students.</p> <p>Outside activities will be constructed around physical distancing and maintaining stable cohorts.</p> <p>See Playgrounds, Fields, Recess and Breaks in "During" an Infectious / Pandemic Plan in Communicable Infectious Disease / Pandemic Plan</p>

2h. MEAL SERVICE/NUTRITION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Include meal services/nutrition staff in planning for school reentry. ☒ Staff serving meals 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 <u>or</u> use an alcohol-based hand sanitizer with 60-95% alcohol before meals and should be encouraged to do so after. ☒ Appropriate daily cleaning of meal items (e.g., plates, utensils, transport items) in classrooms where meals are consumed. ☒ Cleaning and sanitizing of meal touch-points and meal counting system between stable cohorts. ☒ Adequate cleaning 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. 	<p>Face coverings will be worn at all times while serving meals and when physical distancing cannot be maintained.</p> <p>Students will wash/sanitize hands before obtaining and consuming their meal. Students will remove face coverings during eating and will put face coverings back on after finishing their meals or snacks.</p> <p>Grades 8-12 will have meals delivered to the cohorted classrooms for breakfast and lunch. Upon entering the building, students will sanitize their hands and move to their assigned classroom.</p> <p>Administration will consult with nutrition services and custodial services when planning schedules around meals as needed.</p>

2i. TRANSPORTATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ 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 can be done at the time of arrival and departure. <ul style="list-style-type: none"> • 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. • If arriving at school, notify staff to begin isolation measures. <ul style="list-style-type: none"> ○ If transporting for dismissal and the student displays an onset of symptoms, notify the school. 	<p>Phoenix Charter School coordinates busing with Roseburg Public Schools, North Douglas County, and South Douglas County for busing of students.</p> <p>At this time, students will not be transported via Phoenix Charter School's operational vehicles unless deemed necessary.</p> <p>If necessary, we will adopt all protocols as mandated under the Ready Schools, Safe Learners guidance.</p> <p>Roseburg Public Schools Plan: Drivers will wear face coverings. Drivers will be given hand sanitizer.</p> <p>Drivers will visually screen students as they enter the bus. Students displaying symptoms will be given a face covering and be seated 6 feet away from others. The first three rows of seats behind the driver will be reserved for isolation.</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ 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. 	<p>Drivers will use seating charts as logs of students who enter the bus for contact tracing.</p> <p>Buses will be sanitized between each route. Seating charts will be used to encourage physical distancing where possible.</p>

2j. CLEANING, DISINFECTION, AND VENTILATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Clean, sanitize, and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and shared objects (e.g., toys, games, art supplies) between uses 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. ☒ Operate ventilation systems properly and/or increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and through other methods. 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. For example, do not use fans if doors and windows are closed and the fans are recirculating the classroom air. ☒ 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). ☒ Air circulation and filtration are helpful factors in reducing airborne viruses. 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). 	<p>All frequently touched surfaces (e.g., outside equipment, door handles, sink handles, flush valves, drinking fountains, and transport vehicles) and shared objects (e.g. toys, games, instructional supplies) will be cleaned between uses at least 3 times daily.</p> <p>Door handles, desks, and tables will be cleaned between cohort groups and frequently throughout the day.</p> <p>Ventilation systems will be checked and maintained monthly by maintenance staff. Filters will be changed on an as needed basis. All filters will be of a MERV8 or greater rating. Increase circulation of outdoor air as much as possible will be in operation.</p>

2k. HEALTH SERVICES

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ 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 	<p>Per OAR 581-022-2220 Health Services, requires the District and School’s to “maintain a prevention-oriented health services program</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>apply to private schools, private schools must provide a space to isolate sick students and provide services for students with special health care needs.</p> <p><input checked="" type="checkbox"/> 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; physical, occupational, speech, and respiratory therapists; and School Based Health Centers (SBHC).</p>	<p>for all services.” This includes space to isolate sick students and services for students with special health care needs.</p> <p>Isolation rooms have been designated as required.</p> <p>Licensed, experienced health staff will be included to determine school health service priorities.</p> <p>Administration will collaborate with health professionals, Aviva Health (SBHC staff), mental and behavioral health providers; physical, occupational, speech, and respiratory therapist (if District Supervising Nurse is unavailable).</p>

21. BOARDING SCHOOLS AND RESIDENTIAL PROGRAMS ONLY

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input checked="" type="checkbox"/> Provide specific plan details and adjustments in Operational Blueprints that address staff and student safety, which includes how you will approach:</p> <ul style="list-style-type: none"> • 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 <p><input checked="" type="checkbox"/> Review and take into consideration CDC guidance for shared or congregate housing:</p> <ul style="list-style-type: none"> • 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. 	<p>Not Applicable</p>



3. Response to Outbreak

3a. PREVENTION AND PLANNING

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input checked="" type="checkbox"/> Coordinate with Local Public Health Authority (LPHA) to establish communication channels related to current transmission level.</p> <p><input checked="" type="checkbox"/> Establish a specific emergency response framework with key stakeholders.</p> <p><input checked="" type="checkbox"/> When new cases are identified in the school setting, and the incidence is low, the LPHA will provide a direct report to the district nurse, or designated staff, on the diagnosed case(s). Likewise, the LPHA will impose restrictions on contacts.</p>	<p>Coordination will be local with Phoenix Charter School with Administration being the main point of contact. Phoenix also follows the Roseburg Public Schools District plan.</p> <p><u>Roseburg Public Schools Plan</u></p>

OHA/ODE Requirements	Hybrid/Onsite Plan
	<p>The District Safety Coordinator attends semiweekly ZOOM meetings with DPHN and other stakeholders in the county.</p> <p>The Roseburg School District has an established emergency response framework with key stakeholders that will assist the district and are within our community. They are as follows:</p> <p>Roseburg Fire Department (541) 492-6770</p> <p>Roseburg Police Department (541) 492-6760</p> <p>Douglas County Fire Department District #2 Station 4 (541) 440-3334</p> <p>Douglas County Fire Department District #2 Station 2 (541) 679-6331</p> <p>Douglas County Sheriff's Department (541) 440-4463</p> <p>Mercy Hospital (541) 673- 0611</p> <p>Aviva Health (541) 672-9596</p> <p>Douglas County Fairgrounds, Contact Dan Hults (541)-957-7010</p> <p>Douglas County Public Health Network (DPHN) (541) 440-3571</p> <p>Douglas County Community Organizations Active in Disaster "COAD," President--Reed Finlayson (541) 378-7283</p> <p>Red Cross Roseburg (541) 378-3253</p> <p>When new cases are identified at one of our schools and the incidence is low, DPHN will provide a direct report to the Supervising Nurse, designated staff including the superintendent on the diagnosed case or cases. DPHN will impose restrictions on contacts.</p> <p>See Response to Outbreak--Prevention and Planning in "During" An Infectious Disease /Pandemic Plan in Communicable Infectious Disease / Pandemic Plan</p>

3b. RESPONSE

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Follow the district's or school's outbreak response protocol. Coordinate with the LPHA for any outbreak response. <input checked="" type="checkbox"/> If anyone who has been on campus is known to have been diagnosed with COVID-19, report the case to and consult with the LPHA regarding cleaning and possible classroom or program closure. <ul style="list-style-type: none"> • Determination if exposures have occurred • Cleaning and disinfection guidance • Possible classroom or program closure <input checked="" type="checkbox"/> Report to the LPHA any cluster of illness (2 or more people with similar illness) among staff or students. <input checked="" type="checkbox"/> When cases are identified in the local region, a response team should be assembled within the district and responsibilities assigned within the district. <input checked="" type="checkbox"/> Modify, postpone, or cancel large school events as coordinated with the LPHA. <input checked="" type="checkbox"/> If the school is closed, implement Short-Term Distance Learning or Comprehensive Distance Learning models for all staff/students. <input checked="" type="checkbox"/> Continue to provide meals for students. <input checked="" type="checkbox"/> Communicate criteria that must be met in order for On-Site instruction to resume and relevant timelines with families. 	<p>Phoenix Charter School will follow the District's outbreak response procedure. Administration will be in contact with DPHN and the District for any outbreak response.</p> <p>If anyone has been on Phoenix's campus and is known to have been diagnosed with COVID-19, Administration will immediately notify the Supervising Nurse, District office, and DPHN. DPHN will be notified about cleaning, disinfecting classroom (s) or possible program closure.</p> <p>Account for any cluster of illness (two or more people with similar illness) among staff or students and report to the District and DPHN immediately.</p> <p>Phoenix also follows the Roseburg Public Schools District plan.</p> <p><u>Roseburg Public Schools Plan</u></p> <p>When cases are identified in the local region, a response team from the Safety Committee will be assembled and responsibilities assigned within the District.</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
	<p>The Superintendent will modify, postpone or cancel large school events as coordinated with DPHN and possibly ODE and OHA.</p> <p>If there is a school closure implement Short-Term Distance Learning or Comprehensive Distance Learning for all students and staff.</p> <p>Continue to provide meals for the students and or Lunchbox Express.</p> <p>Communicate criteria through social media and one call that must be met in order for On-site instruction to resume and relevant timelines with families.</p> <p>See Response to Outbreak--Response in "During" An Infectious Disease / Pandemic Plan in Communicable Infectious Disease / Pandemic Plan</p>

3c. RECOVERY AND REENTRY

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Plan instructional models that support all learners in Comprehensive Distance Learning. <input checked="" type="checkbox"/> 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, restrooms, and playgrounds. <input checked="" type="checkbox"/> Communicate with families about options and efforts to support returning to On-Site instruction. <input checked="" type="checkbox"/> Follow the LPHA guidance to begin bringing students back into On-Site instruction. <ul style="list-style-type: none"> • Consider smaller groups, cohorts, and rotating schedules to allow for a safe return to schools. 	<p>Plan instructional model for remote learning that supports all learners in a Comprehensive Distance Learning model.</p> <p>All staff as needed, in addition to custodial staff, will clean, sanitize and disinfect surfaces such as outside equipment, door handles, sink handles, drinking fountains and transport vehicles (if used) and follow up to date CDC guidelines for classrooms, cafeteria settings, restrooms and outside areas.</p> <p>Communicate with families through social media and one-call about options and efforts to support returning to "On-site" instruction.</p> <p>Follow DPHN guidance on bringing students back to "On-site" instruction. Phoenix Charter School will follow District guidance as needed and will use smaller groups, cohorts and rotating schedules to allow for a safe return to schools.</p> <p>See Recovery and Reentry as well as After an Infectious Disease Outbreak (Recovery) in "After" An Infectious Disease / Pandemic Plan go to Communicable Infectious Disease / Pandemic Plan</p>



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.

This section does not apply to private schools.

- We affirm that our school plan has met the requirements from ODE guidance for sections 4, 5, 6, 7, and 8 of the **Ready Schools, Safe Learners** guidance.
- We affirm that we cannot meet all of the ODE requirements for sections 4, 5, 6, 7 and/or 8 of the **Ready Schools, Safe Learners** guidance at this time. 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 <i>Include how/why the school is currently unable to meet them</i>