

# School-Level Communicable Disease Management Plan

## For The Lighthouse School 2023-2024



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### School/District/Program Information

District or Education Service District Name and ID: Coos Bay School District; ID 1965

School or Program Name: The Lighthouse School

Contact Name and Title: Shelley Lake, Director

Contact Phone: (541) 751-1649 Contact Email: director@thelighthouseschool.org

Table 1.



## Policies, protocols, procedures and plans already in place

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

Plan Types	Hyperlinks and Descriptions
<p><b>School District Communicable Disease Management Plan</b>  <a href="#">OAR 581-022-2220</a></p>	<p>Coos Bay School District <a href="#">Communicable Disease Management Plan</a>                      OHA Communicable Disease Guidance for Schools: <a href="#">OHA Communicable Disease Guidance</a></p>
<p><b>Exclusion Measures</b>                      Exclusion of students and staff who are diagnosed with certain communicable diseases.  <a href="#">OAR 333-019-0010</a></p>	<p>Those who may have a contagious illness or are diagnosed with a communicable disease are excluded per the OHA Exclusion Guidelines. District policies and procedures incorporate a layered approach to identifying, monitoring, and mitigating outbreaks of communicable diseases.  <a href="#">Exclusion letter</a> (OHA) This letter is available through OHA in multiple languages</p>
<p><b>Isolation Space</b>                      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.  <a href="#">OAR 581-022-2220</a></p>	<p>Students who present symptoms of active illness will be isolated in The Lighthouse School nurse’s bay and sent home from school until symptom free for a minimum of 24 hours.</p> <p>Students who present perceived sickness will be isolated near school exit for monitoring purposes, if a student presents active symptoms families will be notified and the students will be sent home for the remainder of the day and until symptom free.</p> <p>Students with special health needs will be provided quality care in the isolated space of the school’s health room.</p>
<p><b>Emergency Plan or Emergency Operations Plan</b>  <a href="#">OAR 581-022-2225</a></p>	<p>CBSD Plan: <a href="https://4.files.edl.io/6e8c/04/20/22/232616-263acfde-f625-4214-84c8-d35815ae3602.pdf">https://4.files.edl.io/6e8c/04/20/22/232616-263acfde-f625-4214-84c8-d35815ae3602.pdf</a></p>

Plan Types	Hyperlinks and Descriptions
<b>Mental Health and Wellbeing Plans such as those prepared for <a href="#">Student Investment Account</a></b> (optional)	<p>The Lighthouse School faculty is participating in Professional development to include Trauma informed classroom management techniques. Each classroom at The Lighthouse School is equipped with a sanctuary space for students that need mental health breaks, as well as a self-regulation tool kit designed to help students with tangible items associated with emotional health regulation.</p> <p>The Lighthouse School contracts with a school counselor to meet the mental health need of our students.</p>
<b>Additional documents reference here:</b>	



## SECTION 1. Clarifying Roles and Responsibilities

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

**Table 2. Roles and Responsibilities**

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
Building Lead / Administrator	<ul style="list-style-type: none"> <li>Educates staff, families, and students on policies regarding visitors and volunteers, ensuring health and safety are being maintained.</li> <li>In consultation with district leadership and LPHA staff, determines the level and type of response that is required/necessary.</li> </ul>	<b>Shelley Lake, School Director</b> 541.751.1649 <a href="mailto:director@thelighouseschool.org">director@thelighouseschool.org</a>	<b>Michelle Silva Business Services/Human Resources</b> 541.751.1649 <a href="mailto:businessservices@thelighouseschool.org">businessservices@thelighouseschool.org</a>

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
	<ul style="list-style-type: none"> <li>Acts as key spokesperson to communicate health-related matters within school community members, health partners, and other local partners.</li> </ul>		
<p>School Safety Team Representative (<i>or staff member knowledgeable about risks within a school, emergency response, or operations planning</i>)</p>	<ul style="list-style-type: none"> <li>Trains staff at the start of the academic year and at periodic intervals on communicable disease management procedures.</li> <li>Leads debrief of communicable disease event, informing continuous improvement of the planning, prevention, response, and recovery system.</li> </ul>	<p><b>Shelley Lake, School Director</b> 541.751.1649 <a href="mailto:director@thelighouseschool.org">director@thelighouseschool.org</a></p>	<p><b>Michelle Silva Business Services/Human Resources</b> 541.751.1649 businessservices@thelighouseschool.org</p> <p>Dave Sloan/Operations &amp; Maintenance</p> <p>Anita Martins/Lighthouse Parent Organization (LPO)</p> <p>Heather Kapande/Union President/3rd grade MLT</p> <p>Maya Watts, Board Member</p>
<p>Health Representative (<i>health aid, administrator, school/district nurse, ESD support</i>)</p>	<ul style="list-style-type: none"> <li>Supports building lead/administrator in determining the level and type of response that is necessary.</li> <li>Reports to the LPHA any cluster of illness among staff or students.</li> <li>Provides requested logs and information to the LPHA in a timely manner.</li> </ul>	<p>Emily Parkhurst BSN,RN Communicable Disease Nurse 541.297.6011 <a href="mailto:emilyp@coos-bay.k12.or.us">emilyp@coos-bay.k12.or.us</a></p>	<p>Donna Johnson ESD site Nurse 541.751-1649 <a href="mailto:donnaj@scesd.k12.or.us">donnaj@scesd.k12.or.us</a></p> <p>Michaela Vonderohe Administrative Assistant 541.751.1649 <a href="mailto:office@thelighouseschool.org">office@thelighouseschool.org</a></p>

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
<p>School Support Staff as needed <i>(transportation, food service, maintenance/custodial)</i></p>	<ul style="list-style-type: none"> <li>• Advises on prevention/response procedures that are required to maintain student services.</li> </ul>	<p><b>Shelley Lake, School Director</b> will coordinate and work with food service Head Janine Leep at Sodexo, Becky Mascarenas at First Student Bus Company to ensure continued services for students.</p> <p><b>Brian Bergstedt</b> Facilities Manager (541) 888-1233</p>	<p>Donette Savey TLS Food Services</p> <p>Micheala Vonderohe TLS Transportation Schedule <a href="mailto:office@thelighouseschool.org">office@thelighouseschool.org</a></p> <p>Dave Sloan TLS Operations and Maintenance</p>
<p>Communications Lead <i>(staff member responsible for ensuring internal/external messaging is completed)</i></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Shares communications in all languages relevant to school community.</li> </ul>	<p><b>Shelley Lake School Director</b> 541.751.1649 <a href="mailto:director@thelighouseschool.org">director@thelighouseschool.org</a></p>	<p>Michaela Vonderohe/ Administrative Assistant</p> <p>Michelle Silva/Human Resources</p> <p>Anita Martins/ LPO</p>
<p>District Level Leadership Support <i>(staff member in which to consult surrounding a communicable disease event)</i></p>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Responds to media inquiries during the communicable disease event and ensures that those responsible for communication are designated speakers.</li> </ul>	<p><b>Shelley Lake School Director</b> 541.751.1649 <a href="mailto:director@thelighouseschool.org">director@thelighouseschool.org</a></p>	<p><b>Michelle Silva Business Services/Human Resources</b> 541.751.1649 <a href="mailto:businessservices@thelighouse.school.org">businessservices@thelighouse.school.org</a></p>

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
Main Contact within Local Public Health Authority (LPHA)	<ul style="list-style-type: none"> <li>• Notifies Building Lead/Administrator of communicable disease outbreak and offers recommendations for appropriate response.</li> <li>• Key spokesperson to communicate on health-related matters with community members, health facility staff, and other local community partners.</li> </ul>	Anthony Arton Administrator Coos Health and Wellness 541.751.3945 anthony.arton@chw.coos.or.us	Leesa Cobb Coos Health and Wellness COVID 19 lead investigator 541.294.2476 leesa.cobb@chw.coos.or.us
Others as identified by team			



## Section 2. Equity and Continuity of Education

### Preparing a plan that centers equity and supports mental health

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

#### Centering Equity

Identify existing district or school plans and tools that can be utilized when centering equity in prevention, response, and recovery from incidents of outbreaks (e.g., district or school equity plans/stances/lenses/decision tools, Equity Committee or Team protocols, district or school systems for

including student voice, existing agreements or community engagement or consultation models, Tribal Consultation<sup>1</sup>, etc.)

- [EEA Empowerment principals](#)



**Suggested Resources:**

1. [Equity Decision Tools](#) for School Leaders
2. [Community Engagement Toolkit](#)
3. [Tribal Consultation Toolkit](#)

**Table 3. Centering Educational Equity**

OHA/ODE Recommendation(s)	Response:
Describe how you will ensure continuity of instruction for students who may miss school due to illness.	TLS provides an ISP (Independent Study Plan) upon request for students that anticipate long-term absence including, but not limited to, mandated isolation. Administrative and Secretarial staff, will monitor absences and contact families with higher rates of absenteeism. TLS can inform families of health services in the community and will provide access to PPE (masks, hand sanitizer, etc) for those interested in accessing these materials.
Describe how you identify those in your school setting that are disproportionately impacted by communicable disease and which students and families may need differentiated or additional support.	TLS provides tri-annual benchmarks for reading (Dibels), Math & Language Comprehension (easyCBM) to help identify students who are academically at risk. TLS will provide an in person registration event to help coordinate the school-home communication and relationships including annual school orientations. The TLS registration packet provides required demographics to help the school identify any students that may be disproportionately impacted. The School Director serves as liason between ESD, CBSD, to coordinate IEP, 504, and behavioral plans. TLS partners with local charities to support our students impacted by socio-economic hardships.

<sup>1</sup> Tribal Consultation is a separate process from stakeholder engagement; consultation recognizes and affirms tribal rights of self-government and tribal sovereignty, and mandates state government to work with American Indian nations on a [government-to-government](#) basis.

OHA/ODE Recommendation(s)	Response:
<p>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.</p>	<p>The School Director serves as liaison between ESD and CBSD, to coordinate IEP, 504, and behavioral plans.</p> <p>TLS has on staff a Dyslexia Coach as well as an additional reading coach to provide targeted reading instruction for our at-risk students with pull out and push in intervention. TLS has an instructional aide in Kindergarten for small group instructional opportunities. TLS contracts with CBSD and ESD for Special resource services for students who qualify.</p>
<p>Describe what support, training or logistics need to be in place to ensure that the named strategies are understood, implemented, and monitored successfully.</p>	<p>The TLS staff will participate in training through the school year including: Trauma informed classroom management and Waldorf inclusion teaching strategies. The Dyslexia Coach will be available for coaching and ongoing PLCs. TLS has Teacher Support Staff available for staff coaching and lesson plan collaboration one day weekly. Friday is an early release for all students, allowing additional time for necessary PLC and Professional Development. TLS will provide Communication with nursing staff, secretarial staff, for shared understanding of Communicable Disease Plan. Staff will have input on support, training and logistics through monthly leadership meetings. All Staff are assigned Mandated health training through Vector Solutions/Safe Schools.</p>



### Section 3. Communicable Disease Outbreak Prevention and Response:

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

Planning for and implementing proactive health and safety mitigation measures assists schools in reducing communicable disease transmission within the school environment for students, staff, and community members. Communicable disease, including norovirus, flu and COVID-19, will continue to circulate in our communities and our schools. Schools will utilize different mitigation measures based on local data, and observation of



what is happening in their schools (e.g., transmission within their facilities and communities.) In the following section, teams will document their school's approach to the CDC, OHA and ODE advised health and safety measures at baseline, during increased transmission.



#### **Suggested Resources:**

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

**Table 4.**

**Communicable Disease Mitigation Measures**

<p><b>OHA/ODE Recommendation(s)</b> Layered Health and Safety Measures</p>	<p><b>Describe what mitigating measures the school will implement to reduce and respond to the spread of communicable disease and protect in-person instruction?</b></p>
<p>Immunizations</p>	<p><i>CDC, OHA, and ODE recommend COVID-19 vaccination for all eligible individuals. Please include whether your school will offer COVID-19 vaccine clinics or notices about where to access vaccines in your community. <b>Shots are required by law</b> 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 <a href="#">requires shots</a> or a <a href="#">medical</a> or <a href="#">nonmedical exemption</a> to stay enrolled.</i></p>
<p>Face Coverings</p>	<p>Universal masking is no longer required of adults or students, but welcomed and PPE is available upon request at the school office. At low community levels students and faculty may wear a mask based on personal preference or when required by district.</p>
<p>Isolation</p>	<p>Per OAR 581-022-2220 schools must maintain supervised space to isolate the sick that is separate from the space where other health care tasks take place. Isolation space in each school is required. The TLS Health room is available for students that are presenting moderate-severe symptoms, that need close monitoring and/or additional rest.</p>
<p>Symptom Screening</p>	<p>TLS will Communicate with families and staff regularly about information of communicable disease symptoms. If symptoms are present families are asked to keep their student home.</p> <ul style="list-style-type: none"> <li>● District will educate or support paid sick leave policies and practices, designed to encourage sick employees to stay home without fear of retaliation, loss of pay, loss of employment, or other negative impacts.</li> <li>● Schools will create communications which include symptoms for communicable disease and instructions to families and staff if/when symptoms are present.</li> <li>● School will create a letter template for notifying families of illness within a classroom or communicable disease. The communication will include the message that staying home when sick can lower the risk of spreading communicable diseases to other people.</li> </ul> <p>The school’s Administration team should monitor the student population for high rates of absenteeism or unusual spread of disease, and notify their LPHA if the following thresholds are met: 1. At the school level: ≥ 30% absenteeism, with at least 10 students/staff absent. 2. At the cohort level: ≥ 20% absenteeism, with at least 3 students/staff absent.</p>
<p>COVID-19 Diagnostic Testing</p>	<p>The Lighthouse School will not offer in school COVID-19 diagnostic testing. At home i-Health COVID tests for staff or students are available upon request.</p>

OHA/ODE Recommendation(s) Layered Health and Safety Measures	Describe what mitigating measures the school will implement to reduce and respond to the spread of communicable disease and protect in-person instruction?
Airflow and Circulation	TLS has air purifiers in each of our classrooms. Air Filters are maintained and cleaned by the school's operations Supervisor quarterly.
Cohorting	TLS will notify the LPHA about unusual respiratory disease activity if the following absence thresholds are met and at least some students are known to have influenza or COVID-like symptoms with the investigative process: 1. At the school level: ≥ 30% student/staff population absent d/t illness 2. At the cohort level: ≥ 20% students/staff absent d/t illness
Physical Distancing	TLS will practice physical distancing to the greatest extent possible as well as utilize outdoor spaces and/or spread students out as feasible.
Hand Washing	The Lighthouse School will continue hand-washing education and provide 60-70% alcohol-based hand sanitizer where water is not available.  <a href="https://www.cdc.gov/handwashing/materials.html">https://www.cdc.gov/handwashing/materials.html</a> <a href="https://www.cdc.gov/handwashing/index.html">https://www.cdc.gov/handwashing/index.html</a>
Cleaning and Disinfection	TLS will provide cleaning and disinfecting supplies to staff and maintain minimum required cleaning and disinfecting. TLS will Enhance cleaning measures in health and isolation areas to minimize transmission of illness.
Training and Public Health Education	Communicable disease plans and protocols will be shared District-wide, all mitigating measures will be promoted and followed. Best practice for mitigating risk of illness transmission and other communicable disease will be shared Via Weekly newsletters to include any communications between LHA updates and TLS community. Staff trainings will continue to advise all TLS staff on best practice as advised by the LHA

## 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.

[https://www.thelighthouseschool.org/docs/notices/Communicable-Disease-Management-Plan\\_8-2022.pdf](https://www.thelighthouseschool.org/docs/notices/Communicable-Disease-Management-Plan_8-2022.pdf)

Date Last Updated: **8/2023**

Date Last Practiced: **8/2023**