



## OPERATIONAL BLUEPRINT FOR SCHOOL REENTRY 2020-21

Under ODE’s **Ready Schools, Safe Learners** guidance, each school<sup>1</sup> has been directed to submit a plan to the district<sup>2</sup> 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,<sup>3</sup> 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	St. Thomas Academy
Key Contact Person for this Plan	Patty Schulte
Phone Number of this Person	541-548-3785
Email Address of this Person	schulte@redmondacademy.com
Sectors and position titles of those who informed the plan	Superintendent, Principal, Pastor, Advisory Council, Parish Council, Maintenance-Custodial Staff
Local public health office(s) or officer(s)	Deschutes County Health Department
Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements	<u>Patty Schulte</u> , Lynn Fleenor, Lisa Velasquez, Andrea Gibson
Intended Effective Dates for this Plan	August 31, 2020 – June 19, 2021
ESD Region	High Desert 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.

St. Thomas Academy, a Catholic School (preschool – 8<sup>th</sup> grade), has an enrollment of approximately 140 students. There are 34 preschool and preK students, 16 middle school students and 92 k-5 students. The three groups will not be in direct access to each other. Our middle school is in another part of the building that is separated from the general population as are the 3 and 4 year olds. Our school/parish advisory council, Diocese School Superintendent, and school staff have all been engaged in planning for the 2020-2021 school year. Members of these groups include Hispanic, Asian and African American families as well as those that receive financial assistance. School parents were called/emailed and asked their preferences for opening the school year. Overwhelmingly they would like on-site learning.

<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</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.

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 3-15 in the initial template) and [submit online](https://app.smartsheet.com/b/form/a4dedb5185d94966b1dffc75e4874c8a). (<https://app.smartsheet.com/b/form/a4dedb5185d94966b1dffc75e4874c8a>) by August 15, 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.

If Deschutes County does not meet the new metrics guidelines, STA will be teaching at least 3 hours per day, 5 days per week, face to face on Zoom. The classroom experience will be as closely mirrored as possible. The ODE guidelines for distance learning will be followed.

[Complete after June 30, 2020 when Comprehensive Distance Learning Guidance is released by ODE.] Describe how your school's model aligns to the Comprehensive Distance Learning Guidance.

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.

*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"> <li><input checked="" type="checkbox"/> Implement measures to limit the spreads of COVID-19 within the school setting.</li> <li><input checked="" type="checkbox"/> Update written Communicable Disease Management Plan to specifically address the prevention of the spread of COVID-19.</li> <li><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.</li> <li><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.</li> <li><input checked="" type="checkbox"/> Process and procedures to train all staff in sections 1 - 3 of the <b>Ready Schools, Safe Learners</b> guidance. Consider conducting the training virtually, or, if in-person, ensure physical distancing is maintained.</li> <li><input checked="" type="checkbox"/> Protocol to notify the local public health authority (<a href="#">LPHA Directory by County</a>) of any confirmed COVID-19 cases among students or staff.</li> <li><input checked="" type="checkbox"/> Plans for systematic disinfection of classrooms, offices, bathrooms and activity areas.</li> <li><input checked="" type="checkbox"/> Process to report to the LPHA any cluster of any illness among staff or students.</li> <li><input checked="" type="checkbox"/> Protocol to cooperate with the LPHA recommendations and provide all logs and information in a timely manner.</li> <li><input checked="" type="checkbox"/> Protocol for screening students and staff for symptoms (see section 1f of the <b>Ready Schools, Safe Learners</b> guidance).</li> <li><input checked="" type="checkbox"/> Protocol to isolate any ill or exposed persons from physical contact with others.</li> <li><input checked="" type="checkbox"/> Protocol for communicating potential COVID-19 cases to the school community and other stakeholders (see section 1e of the <b>Ready Schools, Safe Learners</b> guidance).</li> </ul>	<p>We will share with all families at St. Thomas Academy the plan to limit the spread of COVID 19. We will provide links that were used to formulate this plan.</p> <p>We have updated our communicable disease plan to include COVID19. Staff as well as interested parents will spend a significant amount of time during in-service week training as to the Ready Schools, Safe Learnings Protocol. Specific plans will be implemented.</p> <p>September 9 – 11, 2020, will be a time of teaching and reinforcing all the guidelines, in the Ready Schools, Safe Learnings documentation, with our students.</p> <p>STA will immediately notify Deschutes County Health Department, any cases of COVID 19 at 541-322-7418.</p> <p>St. Thomas Academy has an hourly, daily, weekly and monthly plan for thorough cleaning of all school areas. Hourly handwashing for students and staff will be part of this plan as will the cleaning of high traffic areas (restrooms, office counter, student desks and hallways).</p> <p>Students and staff as well as any visitors will be screened using a digital thermometer and will have a personal health checklist they must pass.</p> <p>Every student at St. Thomas Academy will be in a stable cohort, with 35 square feet of dedicated space for each. Cohorts will be isolated from one another. Every cohort is required to keep daily records of attendance and other pertinent information. The administrative assistant will keep copies of these records for the school year.</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<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. <ul style="list-style-type: none"> <li>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 <i>Ready Schools, Safe Learners</i> guidance), the daily log may be maintained for the cohort.</li> <li>If a student(s) is not part of a stable cohort, then an individual student log must be maintained.</li> </ul> <input checked="" type="checkbox"/> Required components of individual daily student/cohort logs include: <ul style="list-style-type: none"> <li>Child's name</li> <li>Drop off/pick up time</li> <li>Parent/guardian name and emergency contact information</li> <li>All staff (including itinerant staff, substitutes, and guest teachers) names and phone numbers who interact with a stable cohort or individual student</li> </ul> <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. <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. <input checked="" type="checkbox"/> Protocol to respond to potential outbreaks (see section 3 of the <i>Ready Schools, Safe Learners</i> guidance).	<p>STA will work closely with Deschutes County Health Department and follow all protocols they recommend, to mitigate the potential outbreaks of COVID19. There will be a plan for school closure if needed.</p> <p>The plan will be presented to all staff August 31 thru September 4.</p> <p>A standard log will be given to and explained during in-service week, August 31 - September 4, 2020. Each cohort teacher will be responsible for the accuracy of their log. All visiting/temporary staff will be required to be logged in at the main office by the administrative assistant.</p> <p>Principal will report to the liaison established by the health department any irregularities pertaining to the health and safety of the students and staff and COVID 19.</p>

### 1b. HIGH-RISK POPULATIONS

OHA/ODE Requirements	Hybrid/Onsite Plan
<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><b>Medically Fragile, Complex and Nursing-Dependent Student Requirements</b></p> <input checked="" type="checkbox"/> All districts must account for students who have health conditions that require additional nursing services. Oregon law ( <a href="#">ORS 336.201</a> ) defines three levels of severity related to required nursing services: <ol style="list-style-type: none"> <li>Medically Complex: Are students who may have an unstable health condition and who may require daily professional nursing services.</li> <li>Medically Fragile: Are students who may have a life-threatening health condition and who may require immediate professional nursing services.</li> <li>Nursing-Dependent: Are students who have an unstable or life-threatening health condition and who require daily, direct, and continuous professional nursing services.</li> </ol> <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: <ul style="list-style-type: none"> <li>Communicate with parents and health care providers to determine return to school status and current needs of the student.</li> </ul>	<p>St. Thomas Academy does not currently have students who are defined as medically fragile or nursing dependent.</p> <p>Every parent is required to participate in an interview with the administrative assistant if their child has any health risks (asthma). Any condition that could be exacerbated by COVID19, will be addressed individually with the parents and a plan developed to further minimize exposure to the virus. All persons who have contact with an at-risk student, will be informed and trained according to the plan.</p> <p>Staff is asked to self-identify if vulnerable or part of a vulnerable household. Staff will be reassigned to non-contact positions if requested. Leave options will be reviewed with staff.</p> <p>In the event a medical issue is brought to our attention, we will work with the parents and medical provider to assure that their student can access educational services.</p> <p>We are aware of the information provided to us from the Oregon Department of Education, Health departments and U. S. Department of Education that will provide the guidance and resources for best practices in dealing with COVID19.</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li>• 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.</li> <li>• Modify Health Management Plans, Care Plans, IEPs, or 504 or other student-level medical plans, as indicated, to address current health care considerations.</li> <li>• 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.</li> <li>• Service provision should consider health and safety as well as legal standards.</li> <li>• Work with an interdisciplinary team to meet requirements of ADA and FAPE.</li> <li>• High-risk individuals may meet criteria for exclusion during a local health crisis.</li> <li>• Refer to updated state and national guidance and resources such as: <ul style="list-style-type: none"> <li>○ US 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.</li> <li>○ ODE guidance updates for Special Education. Example from March 11, 2020.</li> <li>○ 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’.</li> <li>○ OAR 333-019-0010 Public Health: Investigation and Control of Diseases: General Powers and Responsibilities, outlines authority and responsibilities for school exclusion.</li> </ul> </li> </ul>	<p>There are no students at St. Thomas Academy that receive the listed plans or services. The school does not have a dedicated RN. The Redmond School District RN’s can be consulted when necessary and STA has on going communication with Deschutes County Health Department.</p> <p>All Guidance materials/resources are accessible to all staff and parents.</p>

### 1c. PHYSICAL DISTANCING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li>☒ 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.</li> <li>☒ Support physical distancing in all daily activities and instruction, striving to maintain at least six feet between individuals.</li> <li>☒ 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.</li> <li>☒ 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).</li> <li>☒ Plan for students who will need additional support in learning how to maintain physical distancing requirements. Provide instruction; don’t employ punitive discipline.</li> </ul>	<p>St. Thomas has large classrooms and small class sizes. Student to teacher ratio is 1:12. Classrooms are 700 square feet and will have no more than 16 students and one teacher.</p> <p>We will explicitly teach every student in our school the protocol for learning in the presence of COVID risks. Masks/face coverings will be worn by all students and staff. All hands and materials will be scheduled in every cohort for cleaning regularly.</p> <p>Lunch and recess will be scheduled as cohorts and there will be no interaction between cohorts.</p> <p>Our school is large enough for our 150 students at an overall square footage of 100 square feet per individual.</p> <p>Arrival times and dismissal times will be staggered, and each cohort teacher will be responsible for escorting their students to the drop off and pick up area. No other cohort will be present.</p> <p>Hallways, classrooms and restrooms will be clearly labeled for traffic flow (6-foot distancing). Cleaning expectations will also be posted.</p>

### 1d. COHORTING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li>☒ 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"> <li>• The smaller the cohort, the less risk of spreading disease. As cohort groups increase in size, the risk of spreading disease increases.</li> </ul> </li> <li>☒ Each school must have a system for daily logs to ensure contact tracing among the cohort (see section 1a of the <b>Ready Schools, Safe Learners</b> guidance).</li> <li>☒ Minimize interaction between students in different stable cohorts (e.g., access to restrooms, activities, common areas). Provide access to All Gender/Gender Neutral restrooms.</li> <li>☒ Cleaning and wiping surfaces (e.g., desks, door handles, etc.) must be maintained between multiple student uses, even in the same cohort.</li> <li>☒ Design cohorts such that all students (including those protected under ADA and IDEA) maintain access to general education, grade level learning standards, and peers.</li> <li>☒ Staff who interact with multiple stable cohorts must wash/sanitize their hands between interactions with different stable cohorts.</li> </ul>	<p>Every student and most staff will be in stable cohorts. Specialists will follow all requirements for moving from class to class. All students at St. Thomas academy will only leave their cohort area for toileting, recess (outside) and coming/leaving school. No cohort will have more than 17 students. No student will move to another classroom or cohort. Staff (the majority of staff will stay in their cohorts) will move, not students. Staff will follow all protocol for cleaning and prevention of the spread of COVID19.</p> <p>The middle school students as well as our preschool and PreK students are not part of our elementary school (k-5). The 3 and 4 year olds do not follow ODE guidelines. The Early Childhood Division is the governing body. The 16 middle schoolers are in a separate building. They will follow all the same guidelines as the elementary students.</p>

### 1e. PUBLIC HEALTH COMMUNICATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li>☒ Develop a letter or communication to staff to be shared at the start of on-site instruction and at periodic intervals explaining infection control measures that are being implemented to prevent spread of disease. <ul style="list-style-type: none"> <li>• Consider sharing school protocols themselves.</li> </ul> </li> <li>☒ 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"> <li>• Consult with your LPHA on what meets the definition of “close contact.”</li> </ul> </li> <li>☒ 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.</li> <li>☒ Provide all information in languages and formats accessible to the school community.</li> </ul>	<p>On August 31, 2020 staff will be presented with instructions for infection control. Every week there will be an update of changes and feedback from staff will be encouraged.</p> <p>At this same in-service period staff will be given the protocols for all communications.</p> <p>Our operational Blueprint will be shared with all school stakeholders. A weekly newsletter will also be shared.</p> <p>As partners with the Deschutes county Health Department we will communicate all “best practices” and pertinent information on mitigating the spread of Covid-19.</p> <p>Cohort logs will be kept in classrooms as well as copies in the school office.</p>

### 1f. ENTRY AND SCREENING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li>☒ Direct students and staff to stay home if they, or anyone in their homes or community living spaces, have COVID-19 symptoms. COVID-19 symptoms are as follows: <ul style="list-style-type: none"> <li>• Primary symptoms of concern: cough, fever or chills, shortness of breath, or difficulty breathing.</li> <li>• 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 but are not enough in isolation to deny entry. More information about COVID-19 symptoms is available <a href="#">from CDC</a>.</li> <li>• 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 <a href="#">OHA/ODE Communicable Disease Guidance</a>.</li> <li>• Emergency signs that require immediate medical attention: <ul style="list-style-type: none"> <li>○ Trouble breathing</li> </ul> </li> </ul> </li> </ul>	<p>All parents and staff will be given guidelines to follow if they or anyone in their living space shows symptoms of COVID-19. These guidelines will follow health department and CDC recommendations.</p> <p>These guidelines will be given to parents during in-service week and revisited weekly.</p> <p>All students staff and others will be screened upon arrival at St. Thomas Academy. We will use visual cues, digital temperature checks, and checklist questions.</p> <p>St. Thomas Academy will continue monitoring all infectious disease indications using the OHA/ODE guidance.</p> <p style="text-align: center;">The “Ready Schools, Safe Learning” document will be used for guidance.</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li>○ Persistent pain or pressure in the chest</li> <li>○ New confusion or inability to awaken</li> <li>○ Bluish lips or face</li> <li>○ Other severe symptoms</li> </ul> <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.</p> <ul style="list-style-type: none"> <li>• Anyone displaying or reporting the primary symptoms of concern must be isolated (see section 1i of the <b>Ready Schools, Safe Learners</b> guidance) and sent home as soon as possible.</li> <li>• They must remain home until 72 hours after fever is gone (without use of fever reducing medicine) and other symptoms are improving.</li> </ul> <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>Any student or staff member who displays primary symptoms will be sent home immediately or isolated in the conference room, until they can leave. They will be given written protocols for their return.</p> <p>Students with the help of their teacher, will follow all cleaning protocol. Handwashing will be done at the beginning of school, throughout the day (transitions), and before they leave the classroom.</p>

#### 1g. VISITORS/VOLUNTEERS

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input checked="" type="checkbox"/> Restrict non-essential visitors. Only allow visitors if six feet of physical distance between all people can be maintained.</p> <p><input checked="" type="checkbox"/> Visitors must wash or sanitize their hands upon entry and exit.</p> <p><input checked="" type="checkbox"/> Visitors must wear face coverings in accordance with local public health authority and <a href="#">CDC</a> guidelines.</p> <p><input checked="" type="checkbox"/> Screen all visitors 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.</p>	<p>All non-essential visitors will not be allowed in the school. Anyone who is deemed essential will be given instructions (handwashing, physical distancing, face covers and virus symptoms) for entering.</p> <p>When weather permits, an area will be set up for meeting outside. Student exposure to hallways and visitors will be kept to only essential matters.</p>

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

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input checked="" type="checkbox"/> Face coverings or face shields for:</p> <ul style="list-style-type: none"> <li>• Staff who are regularly within six feet of students and/or staff <ul style="list-style-type: none"> <li>○ This can include staff who support personal care, feeding, or instruction requiring direct physical contact.</li> <li>○ Staff who will sustain close contact and interactions with students.</li> </ul> </li> <li>• Bus drivers.</li> <li>• Staff preparing and/or serving meals.</li> </ul> <p><input checked="" type="checkbox"/> Face shields or clear plastic barriers for:</p> <ul style="list-style-type: none"> <li>• Speech Language Pathologists, Speech Language Pathology Assistants, or other adults providing articulation therapy.</li> <li>• Front office staff.</li> </ul> <p><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>	<p><b>All staff</b> will be provided with gloves and face coverings. Front office staff will have a barrier between them and the public. We have view of all persons who wish to enter (intercom/doorbell system), anyone deemed non-essential will not be admitted.</p> <p>Students (K-8) will always be expected to wear face coverings . Anyone deemed medically fragile if a mask is worn, must present a written disclosure from a medical provider.</p> <p>Early elementary teachers may wear a face shield when giving articulation and reading instruction.</p> <p>Any staff member giving direct care of staff or student will be expected to wear appropriate PPE.</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> <b>Students who choose not to wear face coverings must be provided access to instruction.</b> <input checked="" type="checkbox"/> <b>ADA accommodations:</b> 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>New Governor requirement (July 14, 2020) all children 5 years and older <b>must</b> wear a face covering.</p> <p>ADA accommodations will be made to the extent possible to minimize exposure to COVID-19.</p>

### 1i. ISOLATION MEASURES

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Protocols for surveillance COVID-19 testing of students and staff, as well as exclusion and isolation protocols 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. <input checked="" type="checkbox"/> Protocols for assessment of students, as well as exclusion and isolation protocols for sick students and staff identified at the time of arrival or during the school day. <ul style="list-style-type: none"> <li>• Work with school nurses, health care providers, or other staff with expertise to determine necessary modifications to areas where staff/students will be isolated.</li> <li>• Consider required physical arrangements to reduce risk of disease transmission.</li> <li>• Plan for the needs of generally well students who need medication or routine treatment, as well as students who may show signs of illness.</li> </ul> <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. <ul style="list-style-type: none"> <li>• School nurse and health staff in close contact with symptomatic individuals (less than 6 feet) should wear 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, and hands washed after removing PPE.</li> <li>• If able to do so safely, a symptomatic individual should wear a face covering.</li> <li>• To reduce fear, anxiety, or shame related to isolation, provide clear explanation of procedures, including use of PPE and handwashing.</li> </ul> <input checked="" type="checkbox"/> Establish procedures for safely transporting anyone who is sick to their home or to a health care facility. <input checked="" type="checkbox"/> 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. <ul style="list-style-type: none"> <li>• Symptomatic staff or students should seek COVID-19 testing from their regular physician or through the local public health authority.</li> <li>• 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 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.</li> </ul>	<p>We have established an isolation room for sick students and staff (conference room).</p> <p>Staff members who attend the isolation room will be provided with appropriate PPE.</p> <p>Any staff or student will be required to follow all guidelines for the COVID-19 symptoms and isolation. A printed copy of these guidelines will be given to the ill person or parent.</p> <p>A log will be kept at St. Thomas Academy of all cohorts. This includes any staff that has interactions with students (principal, Nuns, Priest, office assistants, lunch staff, etc.).</p> <p>Sick students will only be transported by a parent or guardian. If it is a medical emergency, 911 will be called.</p> <p>If a staff member becomes ill at school, their emergency contact will be called, and the expectation is that person will transport this staff member. If it is a medical emergency, 911 will be called.</p> <p>Any staff or students who are ill, will be expected to follow all health department guidelines, regarding symptoms and isolation. This would include testing clearance, e.g. 24 hours fever free to return, etc.</p> <p>Logs will be kept for all students, visitors and staff, either through cohort and/or main office documentation. Isolations as well as anyone leaving the building with symptoms will be documented by cohorts as well as the main office.</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li>○ Alternatively, a person who had a positive viral test may return to school when they have received two subsequent negative COVID-19 viral tests at least 24 hours apart and 72 hours have passed since fever is gone, without use of fever reducing medicine, and other symptoms are improving</li> <li>• If they have a negative COVID-19 viral test (and if they have multiple tests, all tests are negative), they should remain home until 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.</li> <li>• If they do not undergo COVID-19 testing, the person should remain home until 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.</li> </ul> <p><input checked="" type="checkbox"/> 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).</p> <p><input checked="" type="checkbox"/> Record and monitor the students and staff being isolated or sent home for the LPHA review.</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

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input checked="" type="checkbox"/> Enroll all students following the standard Oregon Department of Education guidelines.</p> <p><input checked="" type="checkbox"/> Do not disenroll students for non-attendance if they meet the following conditions:</p> <ul style="list-style-type: none"> <li>• Are identified as high-risk, or otherwise considered to be part of a population vulnerable to infection with COVID-19, or</li> <li>• Have COVID-19 symptoms for 10 consecutive school days or longer.</li> </ul> <p><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>	<p>St. Thomas Academy will enroll students using our current enrollment procedures. COVID related factors will not determine or limit a student's ability to enroll at STA.</p> <p>*Those students who cannot attend regularly because of a COVID related situation, will be given assistance to continue learning off site.</p>

### 2b. ATTENDANCE

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input checked="" type="checkbox"/> <b>On-Site school students:</b> Full-time and part-time students follow normal reporting policy and procedures.</p> <p><input type="checkbox"/> <b>Full-Time Online and/or Hybrid school students:</b> Full-time students who are enrolled in school and taking online and/or hybrid courses only are reported on an FTE basis using a standard record (ADMProgTypCd = 01) as identified in the Oregon Cumulative Average Daily Membership (ADM) Manual. This is an existing policy previously used in the online setting. As such, there should not be any need to reprogram student information systems</p>	<p>*See above</p> <p>Staff and students are required to stay home when ill.</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>to accommodate for this change and the addition of the hybrid setting.</p> <ul style="list-style-type: none"> <li>• Note: Because the students in the online and/or hybrid setting do not regularly attend classes at the district facilities, the standard procedures for recording student days present and days absent cannot be effectively applied to those students. This will reduce accuracy of attendance data for the state while this is in effect.</li> <li>• For the purposes of this section, please use the following definition and clarification: <b>Online and/or Hybrid Check-in:</b> The responsibility of taking attendance must be performed by the teacher of record. "Check-ins" with appropriately licensed instructional staff are two-way communications between the student and the teacher. A check-in does not include a student leaving a message on an answering machine or sending an email that does not receive a response from the appropriately licensed instructional staff by the end of the next school day.</li> <li>• The student must check-in <b>at least</b> twice a week with their teacher(s) of record on <b>at least</b> two separate weekdays in order to be counted as present for all five days of that week.</li> <li>• If the student only checks in once during the week, the student must be counted as absent for half of the scheduled week (2.5 days, if there are 5 days scheduled in the week).</li> <li>• The student must be counted as absent for the entire week (5 days, if there are 5 days scheduled in the week) if they do not report in at all during the week.</li> <li>• Note: If a district schedule is based on a 4-day school week, the student would still need to check in twice a week as described above in order to be counted as present for the entire week (4 days) and once a week to be counted as present for half of the week (2 days).</li> <li>• Days in attendance may not be claimed for days in which the student did not have access to appropriately licensed instructional staff. The purpose of the rule regarding checking in with the teacher of record is to assure that the teacher can evaluate whether the student is making adequate progress in the course and the student has additional guaranteed opportunities to engage with a teacher. The responsibility of taking attendance must be performed by the teacher of record, not another staff member (e.g., the registrar or school secretary).</li> </ul> <p><input type="checkbox"/> <b>Part-time students receiving online and/or hybrid instruction (not college courses):</b> Students who are not enrolled full-time and are taking online and/or hybrid courses offered by the school district or charter school are reported as large group instruction (program type 4), unless they are an ESD-registered homeschooled or private school student receiving supplemental coursework in public school, which are reported as shared time (program type 9). The district may count up to 1 hour per day per course taken, provided appropriately licensed teachers for the coursework taken, are available and accessible to the student during regular business hours on each school day to be claimed. Because this is online and/or hybrid instruction, attendance is based on check-ins with the student's appropriately licensed teacher(s) of record at least two times (on different days) during the school week.</p>	<p>Most of this does not apply to St. Thomas Academy as we are not under the ADM reporting requirements of public schools.</p> <p>STA will not allow part time hybrid education as part of our education model. Only those students with COVID-19 or other health related issues will be offered learning assistance outside the classroom, and only with the approval of the principal.</p> <p>St. Thomas does not enroll part time students.</p> <p>In the event of a large COVID outbreak, we will utilize additional teachers to provide online learning for those affected.</p>

2c. TECHNOLOGY

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li>☒ Update procedures for district-owned devices to match cleaning requirements (see section 2d of the <i>Ready Schools, Safe Learners</i> guidance).</li> <li>☒ Procedures for return, inventory, updating, and redistributing district-owned devices must meet physical distancing requirements.</li> </ul>	<p>Students will check out devices (iPad) that will be used throughout the school year. Cleaning of these devices will be part of the daily cleaning procedures in the cohorts.</p> <p>We will utilize materials within the cohorts and follow strict social distancing protocol. Hand washing and material cleaning will be done before and after any transitions and interactions outside of cohorts.</p>

## 2d. SCHOOL SPECIFIC FUNCTIONS/FACILITY FEATURES

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li>☒ <b>Handwashing:</b> All people on campus should be advised and encouraged to wash their hands frequently.</li> <li>☒ <b>Equipment:</b> Develop and use sanitizing protocols for all equipment used by more than one individual or purchase equipment for individual use.</li> <li>☒ <b>Events:</b> 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.</li> <li>☒ <b>Transitions/Hallways:</b> Limit transitions to the extent possible. Create hallway procedures to promote physical distancing and minimize gatherings.</li> <li>☒ <b>Personal Property:</b> 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.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Handwashing: Multiple times daily (scheduled) and before and after transitions.</b></li> <li>● <b>Equipment: Daily sanitation and cleaning at transitions.</b></li> <li>● <b>Events: No field trips, assemblies, performances, etc., until conditions improve for COVID-19 and/or health officials indicate these events are safe.</b></li> <li>● <b>Transitions/Hallways: Limited persons in the hallways. Limited transitions. Lunch will be delivered to classes. Hallways will have one lane directional indicators and signs instructing physical distancing. Areas such as restrooms will be clearly marked, with 6-foot markers. Teachers will have a schedule for restroom use, and student emergencies will be reported to the office. Cleaning will occur after each class.</b></li> <li>● <b>Personal Property:</b> Students and parents will be given a list of supplies they are to personally provide for their child. Items will be labeled with the student name. Students will be instructed on the safe use of these items (only used by said student and no touching of others belongings).</li> </ul>

## 2e. ARRIVAL AND DISMISSAL

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li>☒ Physical distancing, stable cohorts, square footage, and cleaning requirements must be maintained during arrival and dismissal procedures.</li> <li>☒ Create schedule(s) and communicate staggered arrival and/or dismissal times.</li> <li>☒ 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).</li> <li>☒ Develop sign-in/sign-out protocol to help facilitate contact tracing: <ul style="list-style-type: none"> <li>● Eliminate shared pen and paper sign-in/sign-out sheets.</li> <li>● Ensure hand sanitizer is available if signing children in or out on an electronic device.</li> </ul> </li> <li>☒ Install hand sanitizer dispensers near all entry doors and other high-traffic areas.</li> <li>☒ Establish and clearly communicate procedures for keeping caregiver drop-off/pick-up as brief as possible.</li> </ul>	<p>We will be using 4 entrances and exits for arrival and dismissal. Each class will have a specific time to arrive and be picked up. No classes will have the same time schedule. Staff members will be assigned to monitor their cohort. They will check temperatures, do a visual check and complete a verbal check off list.</p> <p>All students will be checked in and out in their cohorts. Anyone who leaves the cohort will be checked out each time and checked in if they return.</p> <p>We will have hand sanitizing stations at every entrance, in the office and in every room.</p> <p>Parents will be given clear instructions of how students must be dropped off and picked up. Parents cannot accompany their students to the classroom.</p>

## 2f. CLASSROOMS/REPURPOSED LEARNING SPACES

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li>☒ <b>Seating:</b> Rearrange student desks and other seat spaces to at least six feet apart; assign seating so students are in the same seat at all times.</li> </ul>	<ul style="list-style-type: none"> <li>● <b>Seating:</b> Students will be assigned a desk and chair. The student will remain in that assignment until the teacher changes it.</li> </ul>

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> <b>Materials:</b> 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.</li> <li><input checked="" type="checkbox"/> <b>Handwashing:</b> Remind students through signage and regular 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 and hands washed or sanitized immediately. <ul style="list-style-type: none"> <li>• Wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol.</li> </ul> </li> </ul>	<p>Sanitizing procedures will be followed if students change locations. Staff will consistently teach and reinforce respiratory etiquette. Tissues will be available at each desk. Students will be required to dispose of tissues individually. Student’s desks will be cleaned after tissue use.</p> <ul style="list-style-type: none"> <li>• <b>Materials:</b> All materials will be individually assigned when appropriate. Community materials will be cleaned. All soft materials are removed from the classroom.</li> <li>• <b>Handwashing:</b> Every classroom, auxiliary rooms, hallways, restrooms, etc. Will have handwashing instructions and signs emphasizing the importance of handwashing. Hand sanitizer will be available in multiple locations.</li> </ul>

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

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Keep school playgrounds closed to the general public until park playground equipment and benches reopen in the community (see Oregon Health Authority’s <a href="#">Specific Guidance for Outdoor Recreation Organizations</a>).</li> <li><input checked="" type="checkbox"/> Students must wash hands before and after using playground equipment.</li> <li><input checked="" type="checkbox"/> Designate playground and shared equipment solely for the use of one cohort at a time. Disinfect between sessions and between each group’s use.</li> <li><input checked="" type="checkbox"/> Cleaning requirements must be maintained (see section 2j of the <i>Ready Schools, Safe Learners</i> guidance).</li> <li><input checked="" type="checkbox"/> Maintain physical distancing requirements, stable cohorts, and square footage requirements.</li> <li><input checked="" type="checkbox"/> Provide signage and restrict access to outdoor equipment (including sports equipment, etc.).</li> <li><input checked="" type="checkbox"/> Design recess activities that allow for physical distancing and maintenance of stable cohorts.</li> <li><input checked="" type="checkbox"/> Clean all outdoor equipment between cohorts.</li> </ul>	<p>The playground at St. Thomas Academy is secured with a locking fence. Until parks are open to the general public, the fence will remain locked.</p> <p>Students will wash hands as they leave the classroom to go outside, and immediately wash again when they return.</p> <p>Each class will have their own “bag of equipment. These will be sanitized daily.</p> <p>Students will go to the playground as cohorts. Every cohort will have an assigned playground time. The cohorts will maintain 6 feet of physical distancing between students.</p> <p>The PE specialist will assist teachers in developing activities that allow for physical distancing.</p> <p>Any communal sharing of equipment will be cleaned before and after each cohort.</p>

## 2h. MEAL SERVICE/NUTRITION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Include meal services/nutrition staff in planning for school reentry.</li> <li><input checked="" type="checkbox"/> Staff serving meals must wear face shields or face covering (see section 1h of the <i>Ready Schools, Safe Learners</i> guidance).</li> <li><input checked="" type="checkbox"/> Students must wash hands before meals and should be encouraged to do so after.</li> <li><input checked="" type="checkbox"/> Appropriate daily cleaning of meal items (e.g., plates, utensils, transport items) in classrooms where meals are consumed.</li> <li><input checked="" type="checkbox"/> Cleaning and sanitizing of meal touch-points and meal counting system between stable cohorts.</li> <li><input checked="" type="checkbox"/> Adequate cleaning of tables between meal periods.</li> </ul>	<p>All staff has access to face coverings and gloves. Staff will be instructed on the use of these safety materials. Students will be eating in their cohort locations. They will wash hands before and after eating.</p> <p>All meal items are sanitized in industrial washing equipment. Soap and water are part of the process as is high temperature steaming.</p> <p>All tables are sanitized between transitions, including lunch time.</p> <p>Lunch is the only meal served at school.</p>

## 2i. TRANSPORTATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input type="checkbox"/> Include transportation departments (and associated contracted providers, if used) in planning for return to service.</li> <li><input type="checkbox"/> 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 <i>Ready Schools, Safe Learners</i> guidance).</li> </ul>	<p>St. Thomas does not have transportation services. Parents are responsible for transport of students.</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input type="checkbox"/> Develop protocol for loading/unloading that includes visual screening for students exhibiting symptoms and logs for contact-tracing. <ul style="list-style-type: none"> <li>• If a student displays symptoms, provide a face shield or face covering and keep student at least six feet away from others. Continue transporting the student. <ul style="list-style-type: none"> <li>○ If arriving at school, notify staff to begin isolation measures.</li> <li>○ If transporting for dismissal and the student displays an onset of symptoms, notify the school.</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Drivers wear face shields or face coverings.</li> <li><input type="checkbox"/> 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).</li> </ul>	

## 2j. CLEANING, DISINFECTION, AND VENTILATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 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 (<a href="#">CDC guidance</a>) environments, including classrooms, cafeteria settings, restrooms, and playgrounds.</li> <li><input checked="" type="checkbox"/> Apply disinfectants safely and correctly following labeling direction as specified by the manufacturer. Keep these products away from students.</li> <li><input checked="" type="checkbox"/> 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. 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.</li> <li><input checked="" type="checkbox"/> Consider the need for increased ventilation in areas where students with special health care needs receive medication or treatments.</li> <li><input checked="" type="checkbox"/> Facilities should be cleaned and disinfected at least daily to prevent transmission of the virus from surfaces (see <a href="#">CDC's guidance on disinfecting public spaces</a>).</li> <li><input checked="" type="checkbox"/> Air circulation and filtration are helpful factors in reducing airborne viruses. Consider modification or enhancement of building ventilation where feasible (see <a href="#">CDC's guidance on ventilation and filtration</a> and <a href="#">American Society of Heating, Refrigerating, and Air-Conditioning Engineers' guidance</a>).</li> </ul>	<p>As stated previously, all door handles, equipment, materials, sinks, toilets, playgrounds, etc. will be cleaned and disinfected whenever needed (immediately, hourly and/or daily).</p> <p>All cleaning supplies are labeled, and students do not have access.</p> <p>Our ventilation system has been checked and OK'd by the safety personnel. The ventilation system is new within the last 10 years. Cohort areas have windows that open. CDC guidelines for ventilation will be followed.</p> <p>Students will have classes outside as weather permits. The grounds at our school are enormous. Outside classrooms can be easily set up.</p> <p>As a result of COVID-19 we are hiring an additional custodian. They will disinfect high contact areas daily as needed. The second custodian will clean and disinfect all areas of the school. The school will be clean at the start of every school day. CDC guidelines will be followed as part of the cleaning protocol.</p> <p>Doors and windows will be opened when appropriate, to increase ventilation. Fans will be used when increased ventilation is needed.</p>

## 2k. HEALTH SERVICES

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> 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.</li> <li><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</li> </ul>	<p>We are in communication with the Deschutes County Health Department. Our public-school district (RSD) also partners with us when the need arises. Our Office manager is trained in prevention of viruses and other health related issues. We have an isolation area for sick children and adults. We also have parents who are nurses and doctors that are always available for consultations.</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
behavioral health providers; physical, occupational, speech, and respiratory therapists; and School Based Health Centers (SBHC).	



### 3. Response to Outbreak

#### 3a. PREVENTION AND PLANNING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Coordinate with Local Public Health Authority (LPHA) to establish communication channels related to current transmission level.</li> <li><input checked="" type="checkbox"/> Establish a specific emergency response framework with key stakeholders.</li> <li><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.</li> </ul>	We will work closely with our health department. We have weekly meetings with them as they provide information and clarification of COVID-19 transmission. Will also consult with them when regulatory requirements are not clear to us.

#### 3b. RESPONSE

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Follow the district's or school's outbreak response protocol. Coordinate with the LPHA for any outbreak response.</li> <li><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.</li> <li><input checked="" type="checkbox"/> Report to the LPHA any cluster of illness (2 or more people with similar illness) among staff or students.</li> <li><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.</li> <li><input checked="" type="checkbox"/> Modify, postpone, or cancel large school events as coordinated with the LPHA.</li> <li><input checked="" type="checkbox"/> If the school is closed, implement Short-Term Distance Learning or Comprehensive Distance Learning models for all staff/students.</li> <li><input type="checkbox"/> Continue to provide meals for students.</li> <li><input checked="" type="checkbox"/> Communicate criteria that must be met in order for On-Site instruction to resume and relevant timelines with families.</li> </ul>	<p>All COVID-19 guidelines will be given to all stakeholders. These will be communicated as emails, in writing and over the phone when needed.</p> <p>We will report immediately to our health department if an outbreak occurs and consult with them regarding school closure.</p> <p>We will not have any gatherings outside the orders from the Governor.</p> <p>The principal will check daily for changes at the state and district levels.</p> <p>We have a school distant learning plan in place in the event school closes.</p> <p>STA does not provide meals outside the school.</p> <p>Close communication with parents, school advisory council, health officials, etc. will be key to a successful school year.</p>

#### 3c. RECOVERY AND REENTRY

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Plan instructional models that support all learners in Comprehensive Distance Learning.</li> <li><input checked="" type="checkbox"/> Clean, sanitize, and disinfect surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and follow <a href="#">CDC guidance</a> for classrooms, cafeteria settings, restrooms, and playgrounds.</li> </ul>	Distance learning is a tool we will use in the event of student illness or Covid-19 outbreak.

OHA/ODE Requirements	Hybrid/Onsite Plan
<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"> <li>Consider smaller groups, cohorts, and rotating schedules to allow for a safe return to schools.</li> </ul>	<p>We have added more custodial help who will be cleaning continuously. We also will do comprehensive cleaning in the evenings.</p> <p>All Students will be in small cohorts. Students who are sick will receive instruction via Zoom. Once cleared to return to school, students will rejoin their cohorts.</p> <p>We affirm that the St. Thomas Academy school plan has met the requirements from OHA and ODE to open school on-site.</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 and 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.

<b>List Requirement(s) Not Met</b>	<b>Provide a Plan and Timeline to Meet Requirements</b> <i>Include how/why the school is currently unable to meet them</i>