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OPERATIONAL BLUEPRINT FOR SCHOOL REENTRY 2020-21

Updated 7/29/2020

Under ODE's **Ready Schools, Safe Learners** guidance, each school[1] has been directed to submit a plan to the district[2] 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	COIC Redmond Classroom
Key Contact Person for this Plan	John Bouchard, Ed. D.
Phone Number of this Person	541 420 2239
Email Address of this Person	jbouchard@coic.org
Sectors and position titles of those who informed the plan	Redmond administrative staff, High Desert ESD admin staff, parents, and COIC teaching staff
Local public health office(s) or officers(s)	Deschutes County Public Health (DCPH) Laura Hart
Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements	Dustin Gurley
Intended Effective Dates for this Plan	September 1, 2020 – June 30, 2021
ESD Region	HDESD

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 currently consult with stakeholders including administrators from the High Desert ESD and Redmond SD, COIC teachers and employment counselors, parents and students. This is done primarily through phone calls, emails and texts because of the small numbers. Additionally, a survey will be posted on the COIC website in addition to the Communicable Disease Management Plan.

3. Indicate which instructional model will be used.

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[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.

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/a4dedb5185d94966b1dffc75e4874c8a) 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.

In completing this portion of the Blueprint you are attesting that you have reviewed the Comprehensive Distance Learning Guidance. <u>Here is a link to the overview of CDL Requirements.</u> Please name any requirements you need ODE to review for any possible flexibility or waiver.

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
☒ Implement measures to limit the spreads of COVID-19 within the school setting.	• The Redmond COIC Communicable Disease Management Plan can be accessed on the COIC website. https://www.coic.org/employment-training/alternative-education/
☒ Update written Communicable Disease Management Plan to specifically address the prevention of the spread of COVID-19.	• COIC has established a communicable disease policy.
☒ Designate a person at each school to establish, implement and enforce physical distancing requirements, consistent with this guidance and other guidance from OHA.	• Dustin Gurley, the Redmond Lead Teacher, is designated to implement and enforce physical distancing requirements, consistent with this guidance and other guidance from the Oregon Health Authority.
☒ 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.	• Deschutes County Health Services is the LPHA. Laura.Hart@deschutes.org, 541-280-0630
☒ 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.	• All staff will be trained on the COIC Operational Blueprint for School Reentry prior to the start of school.
☒ Protocol to notify the local public health authority (LPHA Directory by County) of any confirmed COVID-19 cases among students or staff.	• Protocol for contacting Deschutes County Health Services (DCHS) is in place and clearly delineated in the COIC Communicable Disease Management Plan (CDMP)
☒ Plans for systematic disinfection of classrooms, offices, bathrooms and activity areas.	• CDMP
☒ Process to report to the LPHA any cluster of any illness among staff or students.	• CDMP
☒ Protocol to cooperate with the LPHA recommendations and provide all logs and information in a timely manner.	• CDMP
☒ Protocol for screening students and staff for symptoms (see section 1f of the *Ready Schools, Safe Learners* guidance).	• CDMP
☒ Protocol to isolate any ill or exposed persons from physical contact with others.	• CDMP
☒ Protocol for communicating potential COVID-19 cases to the school community and other stakeholders (see section 1e of the *Ready Schools, Safe Learners* guidance).	• CDMP

☒ 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.
  • 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.
	• Contact logs have been created within the COIC Data system and will be maintained in real time.

☒ Required components of individual daily student/cohort logs include:
  • 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
	• Contact logs include the student's name, arrival time, parent / guardian name and emergency contact information, and all staff (including itinerant staff, substitutes, and guest teachers) names and phone numbers who interact with a stable cohort or individual student.

☒ Protocol to record/keep daily logs to be used for contact tracing for a minimum of four weeks to assist the LPHA as needed.	• Contact logs are part of the permanent data system.
☒ 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.	• Separate contact log in place for all itinerant, district, and COIC staff.

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ 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. ☒ Protocol to respond to potential outbreaks (see section 3 of the *Ready Schools, Safe Learners* guidance).	• COVID-19 diagnosed entries reported by 4 pm to Deschutes County Health Services regarding cleaning or program closure. • Outbreak response: described in section 3a. Physical distancing and hygiene practices taught and enforced as part of daily routine.

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1b. HIGH-RISK POPULATIONS

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OHA/ODE Requirements	Hybrid/Onsite Plan
☒ 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.	• All staff and students given the opportunity to self-identify as vulnerable or living with a vulnerable family member.
Medically Fragile, Complex and Nursing-Dependent Student Requirements	
☒ 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: 1. Medically Complex: Are students who may have an unstable health condition and who may require daily professional nursing services.	• Students identified as Medically Complex, Medically Fragile, or Nursing-Dependent will be enrolled in online instruction with weekly check-ins.

☒ 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:
 • 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.
 • 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:
    ○ 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
	• Although COIC does not have a school nurse, COIC always has worked in concert with Redmond medical and Special Education staff to provide instruction to address individual student needs.

OHA/ODE Requirements	Hybrid/Onsite Plan
school nurse services' as part of the 'related services' in order 'to assist a child with a disability to benefit from special education.' o 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
☒ 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.	• The classroom, in which all cohorts meet severally, has 800+ ft^2. Because there will never be more than 10 students, there is more than twice the required space.
☒ Support physical distancing in all daily activities and instruction, maintaining at least six feet between individuals to the maximum extent possible.	• No hallways. All activity takes place in one room
☒ 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.	• See CDMP.
☒ 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).	• COIC has a morning and afternoon schedule.
☒ Plan for students who will need additional support in learning how to maintain physical distancing requirements. Provide instruction; don't employ punitive discipline.	• Social Distancing Manual in preparation for September start.
☒ Staff should maintain physical distancing during all staff meetings and conferences, or consider remote web-based meetings.	• COIC staff meeting protocols maintain social distancing.

1d. COHORTING

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ 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. • The smaller the cohort, the less risk of spreading disease. As cohort groups increase in size, the risk of spreading disease increases.	• Space provides more than 80 ft^2 in classrooms for each cohort, sized 3 - 5 students.
☒ 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.	• Maximum cohort size will not exceed 10.
☒ Each school must have a system for daily logs to ensure contract tracing among the cohort (see section 1a of the *Ready Schools, Safe Learners* guidance).	• Contact tracing logs as part of school information system.
☒ Minimize interaction between students in different stable cohorts (e.g., access to restrooms, activities, common areas). Provide access to All Gender/Gender Neutral restrooms.	• Bathroom monitored and gender neutral.
☒ Cleaning and wiping surfaces (e.g., desks, door handles, etc.) must be maintained between multiple student uses, even in the same cohort.	• Wiping protocols in place for staff and students.
☒ Design cohorts such that all students (including those protected under ADA and IDEA) maintain access to general education, grade level learning standards, and peers.	• COIC has always maintained access for all students.
☒ Staff who interact with multiple stable cohorts must wash/sanitize their hands between interactions with different stable cohorts.	• Staff protocols in place per Communicable Disease Management Plan (CDMP).

1e. PUBLIC HEALTH COMMUNICATION

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ 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.	• In place.
☒ Develop protocols for communicating with students, families and staff who have come into close contact with a confirmed case. • The definition of exposure is being within 6 feet of a COVID-19 case for 15 minutes (or longer).	• A template letter is included in the CDMP.
☒ 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.	• Protocols described in the CDMP.
☒ Provide all information in languages and formats accessible to the school community.	• Spanish Language information posters in CDMP.

1f. ENTRY AND SCREENING

OHA/ODE Requirements	Hybrid/Onsite Plan

☒ 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:
  • 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:
    o Trouble breathing
    o Persistent pain or pressure in the chest
    o New confusion or inability to awaken
    o Bluish lips or face
    o Other severe symptoms
	• CDMP
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☒ 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.
  • Anyone displaying or reporting the primary symptoms of concern must be isolated (see section 1i of the *Ready Schools, Safe Learners* 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.
	• CDMP

☒ 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.	• Per the CDMP, teachers screen individual students at the start of the school day.
☒ 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.	• CDMP

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ 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.	• CDMP

1g. VISITORS/VOLUNTEERS

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ Restrict non-essential visitors/volunteers. ☒ Visitors/volunteers must wash or sanitize their hands upon entry and exit. ☒ Visitors/volunteers must maintain six-foot distancing, wear face coverings, and adhere to all other provisions of this guidance. ☒ 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.	• Volunteers are not authorized school access for the 2020-2021 school year. • CDMP • CDMP • Essential visitors will be cleared by the lead teacher and will be screened using temperature check and COVID-19 questionnaire.

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

OHA/ODE Requirements	Hybrid/Onsite Plan

☒ Face coverings or face shields for all staff, contractors, other service providers, or visitors or volunteers following CDC guidelines Face Coverings.
☒ Face coverings or face shields for all students in grades Kindergarten and up following CDC guidelines Face Coverings.
☒ If a student removes a face covering, or demonstrates a need to remove the face covering for a short-period of time:
   • Provide space away from peers while the face covering is removed. In the classroom setting, an example could be a designated chair where a student can sit and take a 15 minute "sensory break;"
     o Students should not be left alone or unsupervised;
     o Designated area or chair should be appropriately distanced from other students and of a material that is easily wiped down for disinfection after each use;
   • Provide additional instructional supports to effectively wear a face covering;
   • Provide students adequate support to re-engage in safely wearing a face covering;
Students cannot be discriminated against or disciplined for an inability to safely wear a face covering during the school day.
☒ 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.
Protections under the ADA or IDEA
☒ 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:
   • 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;
	• Per CDMP all students and staff required to wear face covering.
	
	• CDMP
	
	• CDMP
	
	• COIC does not have these staff.
	
	• COIC will follow guidance of Redmond Special Ed staff. All students at COIC Redmond have been referred from Redmond high schools.

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ 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.	• COIC will follow guidance regarding masks from licensed medical personal and will not deny access to On-Site instruction based on this.
☒ Schools and districts must comply with the established IEP/504 plan prior to the closure of in-person instruction in March of 2020.	
• 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:	• COIC will follow guidance from Redmond Special Education staff.
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:	
1. Review the 504/IEP to ensure access to instruction in a manner comparable to what was originally established in the student's plan.	
2. The team must determine that the disability is not prohibiting the student from meeting the requirement.	
• 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.	
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.	
☒ 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.	• COIC will follow guidance from Redmond Special Education staff.
☒ 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.	• COIC staff requiring an accommodation for face covering will work from home and will not be in the building with students.

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ 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.	• Per CDMP, COIC has an isolation room for student until pickup.

☒ 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.
    • 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.
	• See CDMP

☒ 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.
    • School nurse and health staff in close contact with symptomatic individuals (less than six 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.
    • 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.
	• CDMP
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☒ Establish procedures for safely transporting anyone who is sick to their home or to a health care facility.	• Transportation by parent, guardian or authorized caregiver.

☒ 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
	• CDMP
	
	• Communicable Diseases Management Plan.

OHA/ODE Requirements	Hybrid/Onsite Plan
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.	• COIC does not have a school nurse but communicates with medical personnel of student's home school. • This information is recorded in the Contact tracing logs.

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
☒ Enroll all students (includes foreign exchange students) following the standard Oregon Department of Education guidelines. ☒ Do not disenroll students for non-attendance if they meet the following conditions: • 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. ☒ Design attendance policies to account for students who do not attend in-person due to student or family health and safety concerns.	• All students enrolled following Oregon Department of Education guidelines. • No student dropped for non attendance because of high risk status or "10 day drop" related to COVID-19 symptoms. • Attendance and enrollment policy accounts for attendance using 2-way check-ins using COIC information system process.

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

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ 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).	• COIC is grade 9 – 12 • Daily attendance taken as part of COIC information system.

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ 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.	• Individualized attendance and participation reports provided to families.

2c. TECHNOLOGY

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ Update procedures for district-owned or *school-owned* devices to match cleaning requirements (see section 2d of the ***Ready Schools, Safe Learners*** guidance).	• COIC students do not have district owned equipment.
☒ Procedures for return, inventory, updating, and redistributing district-owned devices must meet physical distancing requirements.	• COIC students do not have district owned equipment.

2d. SCHOOL SPECIFIC FUNCTIONS/FACILITY FEATURES

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ **Handwashing:** All people on campus should be advised and encouraged to wash their hands frequently.	● Handwashing: teachers will start day with handwashing instruction. Posters are affixed in Bathrooms, classrooms, hallway, and entry and exits.
☒ **Equipment:** Develop and use sanitizing protocols for all equipment used by more than one individual or purchase equipment for individual use.	● Equipment is wiped down daily and between cohorts using the CDC guidelines.
☒ **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.	● Events have all been cancelled. Parent student teacher meetings are scheduled individually.
☒ **Transitions/Hallways:** Limit transitions to the extent possible. Create hallway procedures to promote physical distancing and minimize gatherings.	● COIC Redmond has one large classroom and no hallways. Cohorts do not meet at the same time.
☒ **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.	● Personal Property is labelled and limited to it owner.

2e. ARRIVAL AND DISMISSAL

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ Physical distancing, stable cohorts, square footage, and cleaning requirements must be maintained during arrival and dismissal procedures.	• Communicable Disease Communication Plan
☒ Create schedule(s) and communicate staggered arrival and/or dismissal times.	• Arrivals and dismissals are staggered.
☒ Assign students or cohorts to an entrance; assign staff member(s) to conduct visual screenings (see section 1f of the ***Ready Schools, Safe Learners*** guidance).	• Cohort teacher perform this task.
☒ 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. 　　• 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.	• Sign in, sign out is done and stored electronically.
☒ 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.	• Hand sanitizer is situated near the entrance and exit of building. Dispensers are located near bathroom and student stations. Drop-off/ pick processes are outlined in a parent letter that accompanies all new student registrations.

2f. CLASSROOMS/REPURPOSED LEARNING SPACES

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ **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.	● **Seating:** All classrooms have been arranged to maximize distance between students. With a maximum cohort size that ranges from 3 – 5, this allows at least 80 sq. ft per student, more than twice the required space. Seating is assigned and desks and chairs will be sanitized daily.
☒ **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.	● **Materials:** Classroom will limit shared materials. Curriculum will be online to limit use of books. Printed materials will not be shared.
☒ **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. ● Wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol.	● **Handwashing:** CDC hand washing signs will be posted throughout the classroom, at the entrance, and in the bathroom. At the beginning of school, every day, the teacher will remind students of hand washing importance and procedures.

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

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ 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).	● COIC does not have playgrounds.
☒ After using the restroom students must wash hands with soap and water for 20 seconds. Soap must be made available to students and staff.	● Per CDMP
☒ Before and after using playground equipment, students must wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol.	● COIC does not have recess.
☒ 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.	● Does not apply.
☒ Cleaning requirements must be maintained (see section 2j of the **Ready Schools, Safe Learners** guidance).	● Per CDMP
☒ Maintain physical distancing requirements, stable cohorts, and square footage requirements.	● Per CDMP
☒ Provide signage and restrict access to outdoor equipment (including sports equipment, etc.).	● Does not apply.
☒ Design recess activities that allow for physical distancing and maintenance of stable cohorts.	● Does not apply.
☒ Clean all outdoor equipment at least daily or between use as much as possible in accordance with CDC guidance.	● Does not apply.
☒ Limit staff rooms, common staff lunch areas, and workspaces to single person usage at a time, maintaining six feet of distance between adults.	● Per CDMP

2h. MEAL SERVICE/NUTRITION

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Include meal services/nutrition staff in planning for school reentry.	● COIC Redmond does not provide lunch – Students are scheduled in the am or pm.
☐ Staff serving meals must wear face shields or face covering (see section 1h of the **Ready Schools, Safe Learners** guidance).	● Does not apply.
☐ Students must wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol before meals and should be encouraged to do so after.	● Does not apply.
☐ Appropriate daily cleaning of meal items (e.g., plates, utensils, transport items) in classrooms where meals are consumed.	● Does not apply.
☐ Cleaning and sanitizing of meal touch-points and meal counting system between stable cohorts.	● Does not apply.
☐ Adequate cleaning of tables between meal periods.	● Does not apply.

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ 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.	• Does not apply.

2i. TRANSPORTATION

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ 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. 　　• 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. 　　　　o If transporting for dismissal and the student displays an onset of symptoms, notify the school. ☒ 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.	• COIC transportation is provided by Redmond SD and follows RSD guidelines. • Buses are maintained by Redmond School District (RSD). The COIC vehicle used to transport the COIC work crew team is cleaned and sanitized at the end of every work day. • RSD supervises the loading and unloading of buses. • RSD supervises all aspects of disability and specialized transportation. • RSD supervises bus drivers. • RSD will inform COIC of any changes related to transportation of COIC youth. COIC will, in turn, inform parents of the changes. • RSD follows CDC Guidelines.

2j. CLEANING, DISINFECTION, AND VENTILATION

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ 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.	• Cleaning and sanitizing are performed daily, between the am and pm sessions and at the end of the day. • COIC does not have playground equipment. • COIC disinfection processes follow the most recent CDC guidelines. • COIC follows CDC guidelines using products on the acceptable list.

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ 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 not 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.	• COIC follows CDC and ASHRAE guidelines. Vent system is set at 20% new air and MERV 11.
☒ Consider the need for increased ventilation in areas where students with special health care needs receive medication or treatments.	• COIC follows CDC guidance.
☒ 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).	• See CDMP
☒ 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).	• COIC follows CDC and ASHRAE guidelines

2k. HEALTH SERVICES

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ 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 apply to private schools, private schools must provide a space to isolate sick students and provide services for students with special health care needs.	• CDMP.
☒ 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).	• COIC personnel cooperates with referring school nurses, and each student's personal health care providers.

2l. BOARDING SCHOOLS AND RESIDENTIAL PROGRAMS ONLY

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Provide specific plan details and adjustments in Operational Blueprints that address staff and student safety, which includes how you will approach: • 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	
☐ Review and take into consideration CDC guidance for shared or congregate housing: • 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;	

OHA/ODE Requirements	Hybrid/Onsite Plan
• 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.	

3. Response to Outbreak

3a. PREVENTION AND PLANNING

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ Coordinate with Local Public Health Authority (LPHA) to establish communication channels related to current transmission level.	• Communicable Diseases Management Plan (CDMP).
☒ Establish a specific emergency response framework with key stakeholders.	• CDMP
☒ 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.	• CDMP

3b. RESPONSE

OHA/ODE Requirements	Hybrid/Onsite Plan
☐ Follow the district's or school's outbreak response protocol. Coordinate with the LPHA for any outbreak response.	• CDMP

☐ 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.
  • Determination if exposures have occurred
  • Cleaning and disinfection guidance
  • Possible classroom or program closure
	• CDMP

☒ Report to the LPHA any cluster of illness (2 or more people with similar illness) among staff or students.	• CDMP
☒ When cases are identified in the local region, a response team should be assembled within the district and responsibilities assigned within the district.	• CDMP
☒ Modify, postpone, or cancel large school events as coordinated with the LPHA.	• COIC's only large school event is graduation which will be coordinated with Deschutes County Health Services as needed.
☒ If the school is closed, implement Short-Term Distance Learning or Comprehensive Distance Learning models for all staff/students.	• COIC has extensive experience with Distance Learning both for staff and students. The proposed cohort can be easily adapted for Distance Learning.
☐ Continue to provide meals for students.	• COIC does not provide meals to students. Grab and Go services are available at the students' home schools.
☒ Communicate criteria that must be met in order for On-Site instruction to resume and relevant timelines with families.	• Processes are in place to efficiently communicate the particular criteria for resumption of services. Parents will be informed by means of texts, emails, phone, or letter.

3c. RECOVERY AND REENTRY

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ Plan instructional models that support all learners in Comprehensive Distance Learning.	• COIC serves all students referred by Redmond School District.
☒ 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.	• Processes are in place to clean, sanitize and disinfect surfaces that follow the CDC guidance.

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ Communicate with families about options and efforts to support returning to On-Site instruction. ☒ Follow the LPHA guidance to begin bringing students back into On-Site instruction. • Consider smaller groups, cohorts, and rotating schedules to allow for a safe return to schools.	• Processes are in place to efficiently communicate with parents by means of texts, emails, phone, or letter. • The current cohort system is set up for seamless transition from hybrid to distance back to hybrid with no beak in the teacher student communications and relationships.

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 *Include how/why the school is currently unable to meet them*