

Falls City School District Emergency Response Guidelines



Pandemic Flu & Infectious Diseases Guidelines

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I. INTRODUCTION

Falls City School District (FCSD) COVID 19 Plan is promulgated by the Administration Team and is implemented in the event of an outbreak.

II. PURPOSE, SCOPE, SITUATION AND ASSUMPTIONS

Purpose

The purpose of this plan is to provide guidance to district leadership and staff in the event of a pandemic outbreak in the Falls City School District (FCSD) or the region.

The general objectives of this plan are:

- Maintain communication and information sharing with students, staff, and the community
- Ensure schools and facilities are safe and healthy places for all
- Monitor and report disease outbreaks as directed by public health agencies
- Continue education for all students

Scope

This COVID 19 plan provides guidance for reducing illness at school on a regular basis, as well as procedures during infectious disease outbreaks and pandemic periods. It includes 1) strategies to prevent and reduce the spread of COVID 19 at our schools, 2) procedures for canceling school due to a COVID 19 outbreak, 3) considerations for reopening schools.

Situation

FCSD Situation

The district by its nature is subject to exposure of communicable diseases. By following sound cleaning, monitoring and reporting procedures the district will be able to continue providing its normal services.

What is a Pandemic?

Pandemic: a worldwide outbreak of a specific disease or illness that suddenly occurs in human beings within a community, region or country in a number of cases that clearly exceeds that of 'normal.' Pandemic outbreaks are expected to occur simultaneously throughout the nation in inevitably and unpredictable intervals. When the pandemic occurs, an outbreak is expected to last about six to eight weeks in each affected community.

What is COVID 19?

COVID 19: also known as “novel coronavirus.” A respiratory illness caused by an infecting viral organism. It is spread from person to person when drops of moisture (saliva, sputum), from an infected person, travels through the air when they talk, sneeze or cough. These droplets of moisture contain the COVID 19 virus. When they are inhaled the other becomes infected with COVID 19.

The Center for Disease Control (CDC) defines COVID 19-like illnesses as having the following symptoms:

Fever of 101.5° Fahrenheit or higher AND ONE OF THE FOLLOWING:

- Cough
- Sore throat
- Headache
- Muscle ache
- Nausea/vomiting
- New loss of taste or smell
- Shortness of breath
- Fever and chills
- Diarrhea
- Congestion or runny nose

Assumptions

A pandemic is a public health emergency with political, social and economic dimensions; it will likely affect everyone in Oregon in some manner.

An outbreak in the FCSD or the region:

- May require ill students, staff, volunteers to be restricted from attending school
- May require sanitation of school, buses, or other areas where possible contagion may have occurred
- May affect students, staff, volunteers, and visitors
- May require staff to notify public health authorities of possible contagion
- May affect multiple students from the same home, those that attend group events, or travel outside the district
- Would require coordination with public health agencies and Oregon Department of Education (ODE)

III. CONCEPT OF OPERATIONS

A three-tiered approach will be used to outline measures to be taken during each tier. The purpose of this tier approach is to help maintain psychological safety for staff, students, and the community. All response actions will align with guidance from the Oregon Health Authority, the Oregon Department of Education, and Polk County Public Health Departments.

Tier I

Tier I will consist of precautionary measures and actions to be taken to respond to potential threats.

The focus of this tier will include:

- Information sharing and communications
 - Internal and external
 - FAQ development
- Custodial operations
 - Enhanced cleaning
 - Disinfecting
 - Sanitation
- Resource status
 - Identifying critical resources
 - Stockpiling
 - Alternative practices
- Attendance monitoring
 - Students
 - Staff
- Health and safety practices
 - Handwashing
 - Cover cough
 - Computer and other equipment cleaning
- Transportation Operations
 - Enhanced cleaning
 - Alternate routes
 - Staffing issues
- Food services
 - Alternative food service
 - Sack meals
 - Eliminate self-serve

Tier II

Tier II will consist of a targeted response that may require closure of a school(s) and/or canceling events if recommended or directed by a public health agency.

The focus of this tier will include:

- Continuation of actions in Tier 1 as applicable
- Closing school(s)
- Canceling/Rescheduling events
- Developing alternative learning strategies
 - Relocating teachers to other schools
 - Relocating students to other schools
 - Enhancing online learning opportunities
- Develop alternative delivery of student services
- Alternative transportation strategies

- Cleaning
 - Contracted services

Tier III

Tier III will be considered an extreme response and would relate to the majority of the district or the entire district being closed electively or at the direction of a public health agency.

The focus of this tier will include:

- Continuation of actions from Tier I & II as applicable
- Continuation of student services if possible
- Possibility of hiring contracted services to disinfect schools

Cooperating & Coordinating Agencies:

If an outbreak does occur, FCSD may need to work with the following agencies:

- Polk County Public Health (PCPH)
- Willamette ESD
- Oregon Department of Education
- Oregon Health Authority
- Salem Health Hospital & Clinics/West Valley Hospital
- Emergency Management

Assistance may include providing medical advice to staff and parents and coordinating messaging to community members.

Areas of Concern:

Because FCSD includes students, staff, and volunteers who interact with each other from across the area, the chance for contagion is possible anywhere in the district. The following is a list of the areas of greatest concern for the possibility of contagion:

FCSD

- Food and Nutrition Services
- Transportation
 - Mid-Columbia Bus Company
- K12
 - Falls City Elementary School
 - Falls City High School
- Student Services
 - FACES After School Program
- Preschools
 - Falls City PreK
- Individuals
 - Student teachers

- o College student aides
- o Coaches
- o Staff
- o Volunteers
- o Pregnant Staff
- o Non-immunized students

Non-district

- Willamette ESD

Vulnerable Populations:

FCSD supports students and staff who make up our vulnerable populations. Therefore, if a disease outbreak were to occur, special attention would need to be given to these individuals to ensure they are not impacted, or that the occupants do not become exposed.

In addition, when applicable, we will provide messages and disease information to students and adults with limited English language skills in multiple languages.

IV. MITIGATION/PREVENTION:

Disease Prevention & Education:

To help prevent the spread of any infectious disease, schools have an opportunity to educate students, staff, and the community on social etiquette, good health and hygiene habits, and disease prevention. FCSD will provide hand washing, coughing, and sneezing education at any time there is a suspected outbreak and during the school year as requested by staff.

FCSD Superintendent and health assistants in each school will be the liaison to the local and state public health authorities.

Vulnerable Populations

FCSD contracts with WESD Nursing Services. They, along with our special education directors, have the ability to quickly identify vulnerable immunocompromised students who may need to take additional precautions during a disease outbreak.

School district personnel has access to immunization reports if any of the communicable diseases that are affected by immunization status.

Educational Messages:

Respiratory etiquette, Handwashing, Stay Home if you are sick

Cover Your Cough

Teach students coughing and sneezing etiquette.

- Cover your mouth and nose with a tissue when you cough or sneeze, or
- Cough or sneeze into your upper sleeve, not your hands.
- Clean your hands after you cough or sneeze.

Handwashing

Hand washing with soap and warm water is the best option. Hand sanitizers can be effective when there is no access to water. Staff are encouraged to provide time and opportunities each day for students to practice washing their hands with soap and water: upon arrival at school, after coughing and/or sneezing in hands, at the beginning of the lunch line before eating, after bathroom use, and after recess.

- Wet hands, apply soap and scrub for at least 20 seconds.
- Thoroughly rinse under running water.
- Dry hands completely with paper towel. Use paper towel to turn off faucet handles and open restroom doors.

It is important to wash hands with soap and water:

- Before, during and after preparing food;
- Before eating;
- Before and after caring for someone who is sick;
- Before and after treating a cut or wound;
- After using the bathroom or assisting another person in the bathroom;
- After changing a diaper;
- After handling animals or animal waste;
- When hands are dirty;
- After touching garbage;
- After recess or gym; and
- After blowing nose, coughing, or sneezing.

Hand Washing and Respiratory Etiquette Websites:

- National Science Foundation (NSF) Scrub Club
<https://www.scrubclub.org/index.php>
- It's a SNAP (School Network for Absenteeism Prevention)
<http://www.itsasnep.org/Learn-More/About-Us#>
- Stopping the Germ at Home, Work and School
<https://www.cdc.gov/handwashing/pdf/wash-your-hands-fact-sheet-508.pdf>

Stay Home if You're Sick

A primary strategy against the spread of illness is for sick people to stay home from school and work. This includes students, staff and volunteers. In times of suspected or identified infectious disease outbreaks sick

leave policies may be modified. We encourage staff and students to stay home if they have had a fever within the last 24 hours, or if they are vomiting, have diarrhea, have pink or crusty eyes, or have a rash.

Free on-site COVID-19 diagnostic testing

Diagnostic testing is the testing of students or staff who develop symptoms at school or are exposed to COVID-19 at school. We will offer access to free on-site testing for symptomatic students and staff identified on campus as well as those with known exposures to individuals with COVID. Health assistants and administrators in both buildings are trained to administer the test.

COVID-19 screening testing

Screening testing is the testing of students or staff who do not have symptoms of, or exposure to, COVID-19. Screening testing targets unvaccinated students and staff, but enrollment is open to anyone and vaccination status is not verified. OHA offers separate screening testing programs for students and staff. Staff will receive information about the testing program through OHA from our district. Families will also receive information about the student screening testing program.

Notification of potential COVID-19 cases

Falls City School District will use phone calls, School Messenger, the Remind App, the district Facebook account and parent emails to communicate potential COVID-19 cases.

The school district personally contacts all staff members and students' families that have been exposed to COVID. The school sends a letter via Remind and social media to the rest of the school community. In some instances there is also a letter mailed to families. In addition, once contact tracing is done the school personally notifies all people that have been a close contact and the definition of a close contact is explained to them.

Within 24 hours of being notified of a new COVID-19 case the school contacts all people that were close contacts and anyone that was exposed, even contacts of contacts. All information will be provided in languages and formats so students, families and community members can access it.

Isolation & Quarantine

Quarantine means that people should stay away from others for a time when they may become sick with an infection, even if they have no symptoms.

State and local public health staff recommend self-quarantine for many people who return from areas where a disease may be widespread in communities and for people who have been in close, prolonged contact with someone ill with an infectious disease. Public health works with these people to make a plan that keeps them, their families and the public safe.

This plan includes doing the following the most recent exposure:

- Checking one's temperature twice a day.
- Avoiding places where many people gather, including stores, workplaces, and schools.
- Staying off transportation like planes, trains, and buses.

- Calling one's healthcare provider promptly if fever, cough, or trouble breathing develop.

Exclusion and Isolation Protocols for students and staff

Students that become ill while at school are sent to the isolation room. The staff member that is assigned to the room contacts parents to arrange for pick up. In addition, the school has requested that families arrange to have the ability to pick up the student within fifteen minutes. If parents cannot pick up the student then a designated school personnel will transport the student home in the school district vehicle. Appropriate mitigation processes will be in place before, during and after transport. If a staff member becomes ill while in the building, they are asked to leave the school and to check in once they get home.

Each school principal (or designee) will connect weekly with the LPHA on updates for plan and isolation measures taken to that point.

All students who become ill at school will remain at school supervised by staff until parents can pick them up in the designated isolation area.

- Students will be provided a facial covering (if they can safely wear one).
- Staff should wear a facial covering and maintain physical distancing, but never leave a child unattended.
- After the student has gone home or left the school the staff member that was supervising the student will change their PPE.
- 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.

While exercising caution to maintain safety is appropriate when working with children exhibiting symptoms, it is also critical that staff maintain sufficient composure and disposition so as not to unduly worry a student or family.

Staff will maintain student confidentiality as appropriate.

Daily logs must be maintained containing the following:

- Name of students sent home for illness, cause of illness, time of onset; and
- Name of students visiting the office for illness symptoms, even if not sent home.

Cleaning

Schools are routinely cleaned throughout the day and evenings. Enhanced cleaning for high touch surfaces may also require daily disinfecting these items. Standard procedures often call for disinfecting specific areas of the school, like bathrooms.

Immediately clean surfaces and objects that are visibly soiled. If surfaces or objects are soiled with body fluids or blood, use gloves and other standard precautions to avoid coming into contact with the fluid. Remove the spill, and then clean and disinfect the surface.

Definitions according the Center for Disease Control:

Cleaning removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

Disinfecting kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

Sanitizing lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

School Outbreak Control Measures

Control measures are tools that can help end the outbreak by halting disease transmission.

Polk County Health Department, in consultation with the Oregon Health Authority Acute and Communicable Disease Prevention Section, can provide recommendations and guidance to the district regarding appropriate control measures.

FCSD should make every effort to institute and maintain adequate control measures until the outbreak is declared over.

Wearing of Face coverings

Face coverings will be required inside all buildings on school property, for all vaccinated and unvaccinated students and staff. It is acceptable for both fully vaccinated and unvaccinated people to be outdoors without a face covering.

On August 2, 2021 OHA adopted a rule requiring face coverings in all K-12 indoor school settings. This rule applies to public, private, parochial, charter, youth corrections education programs (YCEP) and juvenile detention education programs (JDEP) or alternative educational programs offering kindergarten through grade 12 or any part thereof. The rule requires all individuals over two years of age to wear a face covering while indoors in a K-12 school during school hours.

Disposable face coverings will be available in all buildings for those who do not have one or may need a replacement.

Reusable bags with the student's name will be provided to all students to place face covering in when eating or when outside. This will provide a safe, clean, dry spot to store face covering when not being worn.

How to Wear

Wear a mask correctly and consistently for the best protection.

Be sure to wash your hands or use hand sanitizer before putting on a mask.

Do NOT touch the mask when wearing it. If you have to often touch/adjust your mask, it doesn't fit you properly, and you may need to find a different mask or make adjustments

Do wear a mask that

- Cover your nose and mouth and secure it under your chin.
- Fits snugly against the sides of your face.

How NOT to wear a mask

- Around your neck
- On your forehead
- Under your nose
- Only on your nose
- On your chin
- Dangling from one ear
- On your arm

How to take off a mask

- Carefully, untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold the outside corners together
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing

Ventilation and Airflow

We have installed an ionization system to purify the air along with our HVAC system maximizing the air filtration and circulation. The manufacturer of the ionization system is IWAVE.

Ventilation systems will be checked and maintained monthly by maintenance staff.

Maintenance staff will ensure that intake ports that provide outside air are cleaned, maintained and cleared of debris to ensure the ventilation system will function optimally.

Every day all classrooms are treated using an ultraviolet that neutralizes viruses

Each classroom will hold classes outside when possible.

Vaccinations

Vaccinations are an important way to prevent the spread of disease. Unvaccinated students risk the chance of contagion and then spreading it to other students.

The district will provide resources for educators, staff, students and families to receive their COVID-19 vaccination. Oregon Department of Education and the Oregon Health Authority have developed exclusion guidance for students who do not receive mandatory vaccines. The COVID-19 vaccine is not currently part of that guidance.

In accordance with Work Instruction STS-W022 Immunization Requirements, FCSD is required by state law to keep a record of each student's immunizations.

Parents who are enrolling a student in school must complete a Certificate of Immunization Status form with their child's record of immunization.

V. RESPONSE:

Illness/Disease Monitoring & Tracking:

Falls City staff will follow Work Instruction STS-W013 Communicable Disease for reporting and dealing with communicable disease outbreaks for students and staff. FCSD staff will follow the Oregon Department of Education and the Oregon Health Authority Communicable Disease guidance and protocols.

Oregon Administrative Rule 333-018-0000 requires that all outbreaks of any disease be reported to and investigated by the Local Health Department (LHD). An outbreak is defined as more cases than expected for a given population and time period.

School secretaries/attendance officers will track student illness to determine if they are related to a disease outbreak and pass information on to the administrative team.

Disinfection & Cleaning

Custodial staff will continue to use district-approved supplies and procedures to ensure schools are safe.

Day Shift Procedure

- Use the approved disinfectant cleaner for all wipe down cleaning before students arrive for entire assigned areas allowing for the ten-minute dwell time as required to be effective.
- Increase the frequency for touch point cleaning (doorknobs, drinking fountains, sink, toilet, & urinal handles, desktops, chair surfaces...) with the general cleaner throughout the entire day. General areas of particular emphasis need to be restrooms, lunchroom, staff rooms, common areas, and classrooms.
- Use of the Hillyard Cleaning Companion C3 equipment for the restrooms to at least 2x per day, if possible 3x per day.

Swing / Night Shift

- For **ALL** cleaning use the disinfectant cleaner for **ALL** touch points (doorknobs, drinking fountains, sink, toilet, & urinal handles, desktops, chair surfaces...) as soon as students are no longer in the area.
- Increase the frequency for touch point cleaning (doorknobs, drinking fountains, sink, toilet, & urinal handles, desktops, chair surfaces...) with the general cleaner throughout the entire day. General areas of particular emphasis need to be restrooms, lunchroom, staff rooms, common areas, and classrooms.
- Use of the Hillyard Cleaning Companion C3 equipment for the restrooms each evening.

Whole School Disinfecting

In the event that a school or schools are closed due to a COVID 19 outbreak, the administration team will determine if the site can be cleaned by district personnel or through its contract remediation service.

Buses

School buses are cleaned by the drivers on a regular basis during the normal school year. However, during periods of suspected or confirmed COVID 19 outbreaks, Mid-Columbia Bus has drivers disinfect busses at the end of the day.

Food Services and Nutrition

FCSD follows all rules and regulations provided by the United States Department of Agriculture regarding meal service during unanticipated school closures.

During periods of suspected or confirmed COVID 19 outbreaks, FCSD will consider the need to make modifications to its services based on the severity and nature of the outbreak. This could include discontinuing the use of self-serve salad bars, and serving sack lunches instead of cafeteria style lunches.

Additionally, they will increase the awareness of safe food handling and sanitation procedures.

Physical Distancing and Cohorting

Physical distancing is the practice of keeping people apart in social settings to reduce the potential of exposure to disease. This may be difficult in most classrooms, since they are already at capacity in many cases.

Because of this closeness, teachers and staff should discourage hand shaking, high fives, and hugs. Discourage the sharing of drinks or eating out of the same chip bag, etc.

Avoid face-to-face meetings; if unavoidable, maintain 3 feet between individuals if possible. Cancel or postpone non-essential meetings, gatherings, assemblies, field trips, workshops or trainings. Consider setting up staggered shifts or flexible hours to reduce crowding in offices.

Classrooms will have designed seating to meet physical distancing requirements. There will be assigned seating in learning spaces.

Staggered transition times will be implemented to meet physical distancing requirements

Cohorting is a specific strategy to reduce the spread of COVID-19. Cohorting refers to establishing a consistent group of students that stays together for most of the school day.

Falls City School District will limit the size of cohorts to the greatest extent possible.

VI. SCHOOL CANCELLATION

FCSD will collaborate with the Polk County Public Health to monitor COVID 19 outbreaks in our schools and to determine if and when school should be cancelled. The health department will also help decide the length of time for a school closure and the extent of the closure (single school closure, neighboring schools, partial

district, entire district, etc.), taking into consideration the mixing of students/staff across schools, geographic proximity, outbreaks at neighboring school districts, etc., based on the nature of the specific disease.

Event Cancellation

If school is canceled, community events may also be cancelled at the same time. This would include both indoor and outdoor events.

Legal Authorities for Cancellation of School:

In accordance with Administrative Policy HUM-A002, Reporting During Inclement Weather and Other Emergencies, the Superintendent will determine whether schools or other facilities will be closed for part or all scheduled workdays.

In the event of a local COVID 19 outbreak, the Oregon Health Authority (OHA) can also determine if school closure is necessary. Public Health, both at the state and local level, is granted by statute the authority to close schools/cancel classes in an emergency or to protect the public's health (ORS 431A.05). FCSD and OHA have the legal authority to close schools/cancel classes.

If school is cancelled due to a COVID 19 outbreak, all other school-related gatherings (athletic events, concerts, afterschool activities, field trips, etc.) will also be cancelled. In some cases, non-academic events may be cancelled, even if classes are not cancelled.

Communicating with Stakeholders during a COVID 19 Outbreak:

FCSD will attempt to provide accurate, consistent, and timely communications with staff, students, and parents to instill and maintain public confidence in our schools. The district will coordinate with public health agencies to disseminate critical information from the health department, to develop and deliver common health messages and educational materials in English and Spanish, and to demonstrate that FCSD is taking reasonable action to preserve the safety and health of our staff and students.

Information will be disseminated via our normal emergency communication methods: staff email, web site postings, parent letters, school newsletters, television and radio broadcasts, and mass phone call system as needed.

VII. CONTINUITY OF OPERATIONS PLAN:

Per Administrative Policy HUM-A002, Reporting During Inclement Weather and Other Emergencies, the district has identified several job classifications as essential personnel, and those employees will be expected to report at their regular start time and stay until they are notified by their supervisor they may leave.

In order to address safety and/or operational needs, an administrator/supervisor may alter who is designated as essential personnel on case-by-case basis.

Based on information from the Oregon Health Authority, FCSD may need to determine if various services can be accomplished at home (by computer, through emails, conference calls, using Skype, etc.) or by staggering work schedules and locations and using social distancing measures.

VIII. CONTINUATION OF STUDENT SERVICES

If schools are closed, FCSD will coordinate with Polk County Public Health, the Oregon Department of Education and OHA to determine if they will continue to provide student services such as meals, and social services.

IX. COMMAND AND CONTROL

If the decision is made to activate these guidelines, the Emergency Operations Center (EOC) will be activated and an ICS organization will be established. The EOC will provide command and control of district operations and facilitate communication between the district, first responders, partnering agencies and the media.

The Incident Command System will be used to manage the response as outlined in the basic Emergency Operations Plan (FEMA-NIMS).

The EOC will:

- Prioritize resource requests and allocations
- Disseminate timely and accurate information
- Coordinate with media and manage all communications
- Maintain essential FCSD operations, including:
 - Staffing
 - Finance
 - Personnel issues
- Coordinate damage assessment process
- Coordinate education services when possible
- Serve as the point of contact for city, county, and state EOCs if activated

X. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

General roles and responsibilities have been defined in the EOP(district flip chart).

XI. RECOVERY

Continuity of Education

Once FCSD facilities have been determined to be safe for use, FCSD will have to determine how it will reestablish education.

The McKinney-Vento Act ensures educational protections for children and youth in homeless situations, including those who have become homeless due to disaster. The Act provides stability and support for children and youth by requiring public schools to enroll eligible children and youth immediately, assess their needs, and provide or refer them to additional services, as needed.

XII. ANNEX DEVELOPMENT AND MAINTENANCE

These guidelines were developed as part of a collaborative process and will be maintained in the same manner. The annex will be reviewed annually and updated as required.

The Administrative Team and Facilities Manager are responsible for updating the annex.

XIII. AUTHORITIES AND REFERENCES

- Quality Assurance Model, Work Instruction STS-W013 Communicable Disease
- Quality Assurance Model, Administrative Policy HUM-A002 Reporting During Inclement Weather and Other Emergencies
- Communicable Disease Guidance, 2017 – Oregon Department of Education/Oregon Health Authority
- Outbreak Investigation in Schools – Marion County Health Department
- Quality Assurance Model, Work Instruction STS-W022 Immunization Requirements

XIV. TRAINING AND EXERCISE

Training and exercising of these guidelines will be accomplished according to the District EOP(district flip chart).