

1.0 SCOPE:

1.1 This work instruction describes the guidelines for reporting and limiting the spread of communicable disease within the student population at Salem-Keizer Public Schools (SKPS). SKPS will follow the Oregon Department of Education (ODE), Oregon Health Authority (OHA) Communicable Disease Guidance, and Local Public Health Authority (LPHA). SKPS will work collaboratively with these organizations during a communicable disease or virus outbreak process. This work instruction and all addendums attached, provide the framework for the district's response. The school health nurse District Health Authority (DHA), composed of School Health Nurses, will be the liaison between SKPS and the LPHA for communicable disease response for student and SKPS HR department for employees-COVID-19 response team.

2.0 DEFINITIONS: Oregon Administrative Rules identify some communicable disease as:

2.1 **"Reportable"** diseases are to be reported to the LPHA by licensed healthcare providers. Any information about a student's possible diagnosis with a "reportable" communicable disease must be reported to the school health nurse or nurse help line (NHL) immediately. The school health nurse will initiate immediate action with LPHA as needed. The LPHA will confirm the diagnosis, provide directions regarding the student's return to school eligibility and/or action necessary prevent the spread of disease (ex: contact tracing, immunization status, disease line lists, exclusion, letter notification). School health nurse team will work in collaboration with district communication department and executive administration.

2.2 **"Local Public Health Authority"** (LPHA) In order to help maintain the health of our community, the Marion/Polk County Health Department epidemiology team investigates individual cases and outbreaks of reported communicable diseases. We work to control and contain the spread of diseases, monitor disease trends, and often provide current statistics and other information to doctors, hospitals, the public and news media. We also provide education or preventive treatment.

1. **Marion County:** <https://www.co.marion.or.us/HLT/PH/Epid>

2. **Polk County:** <https://www.co.polk.or.us/ph/communicable-diseasetbstd>

2.3 **"School-restrictable or school-excludable"** communicable diseases for which the school administrator has the authority to exclude a child when he/she has reasonable cause to believe the child has a school-restrictable disease, until a licensed health care provider ensures that the individual is not infectious to others.

2.4 **"Susceptible"** means being at risk of contracting a restrictable disease by virtue of being in one or more of the following categories: immunocompromised, not having all immunizations required by OAR chapter 333, division 50; possessing a medical exemption document; possessing a nonmedical exemption document.

2.5 **"Outbreaks"** is a sudden increase in occurrences of disease in a particular time and place. It may affect a small and localized group or impact many. SKPS staff will work with the District Health Authority to implement control measures for virus outbreaks, maintain documentation, initial appropriate line list report any known exposures of diagnosed cases of disease, and to ensure a safe and healthy learning environment. The DHA will work in collaboration with the LPHA for further guidance and implementation.

2.6 **"Pandemic"** An epidemic occurring worldwide, or over a very wide area, crossing international boundaries and usually affecting many people.

3.0 PREVENTION: The following resources may be utilized in the prevention of Communicable Disease:

WORK INSTRUCTION

Communicable Disease

HST-W008

- 3.1 Communication in collaboration with LPHA and ODE/OHA
- 3.2 Follow CDC Guidelines for Hand Hygiene(see CDC Cough Posters for Signage):
<https://www.cdc.gov/handwashing/when-how-handwashing.html>
- 3.3 Follow CDC Guidelines for Cough Hygiene (see CDC Cough Posters for Signage):
<https://www.cdc.gov/flu/professionals/infectioncontrol/resphygiene.htm>
- 3.4 Screening for symptoms: Only healthy staff and students will report to district buildings.
 - 3.4.1 SKPS will education staff and families on the following decision trees for exclusion:
 - 3.4.1.1 HST-W009 - Communicable Disease, Student Exclusion Decision Tree
 - 3.4.1.2 HST-W010 - COVID-19 Specific Communicable Disease, Student Exclusion Decision Tree
 - 3.4.1.3 HST-W011 - COVID-19 Specific, Salem-Keizer Extracurricular Activities Participation Guidelines
 - 3.4.1.4 HST-W016 – COVID-19 Specific Layered Screening Process
 - 3.4.1.5 HST-F013-Do Not Send Ill Students to School Letter
- 3.5 COVID-19 health and safety in communicable disease training.
- 3.6 Follow SKPS district work instructions for cleaning and disinfecting.
- 3.7 Follow SKPS district work instructions for blood borne pathogens.
- 3.8 Follow SKPS FNS-P003 Food Preparation and Kitchen Usage.
- 3.9 Follow SKPS protocols for Water Quality and Air Quality.
- 3.10 Follow SKPS guidelines for student placement Health room vs Sick/Isolation room and treatment room found in this document.
- 3.11 Follow SKPS protocols for clean and safe transportation.
- 3.12 Nurse Help Line (NHL) will be open during instructional hours for nurse advice.
- 3.13 Accurate attendance required in Synergy.

4.0 CONTROL MEASURES

- 4.1 SKPS will follow Oregon Health Authority and ODE communicable disease guidance standards and exclusions. Contact your school health nurse or Nurse Help Line (NHL) 503-399-3376 for further guidance, education, and/or training opportunities. The following resources may be utilized as control measures:
 - a. SKPS follows [OHA Communicable Disease Guidance for Exclusions](#)
 - b. Screening for symptoms daily and for any student requesting health room support, recording documentation with Synergy-Student Health Log. SBHA or backup is required to document each visit. Call school health nurse or NHL for further health guidance.

WORK INSTRUCTION

Communicable Disease

HST-W008

- c. Communication in collaboration with LPHA and ODE/OHA
 - d. RSK-W041 COVID-19 Prevention and Management Safety Protocols
 - e. OSHA rules and communication
 - f. Salem-Keizer Public Schools district work instructions for bloodborne pathogens.
 - g. Face Covering and PPE Guidelines during Governors orders: <https://govstatus.egov.com/or-oha-face-coverings>
 - h. Itinerant staff and visitors will use daily check-in/check-out (CICO) system at the front desk or through mobile device.
 - i. Follow SKPS protocols for Emergencies: RSK-W031-Emergency Operations Guide.
- 4.2 The DHA and LPHA **may** require documentation from a medical provider before allowing a student to return to school following a diagnosis of a communicable disease.
1. DHA school health nurse will work with the family to obtain appropriate documentation for return to school.
 2. Communication: Do not send out communicable disease communication prior to consulting with the DHA. The DHA will work in partnership with LPHA, COVID-19 response team, SKPS communication department, and administration team to develop communication when advised. Confidentiality must be maintained.
 3. The DHA should always be consulted regarding any communication that may be developed to notify parents, students, or staff about illness, disease outbreaks, and risks to students, families, and staff, and/or control measures specific to an outbreak or exposure.

5.0 SCREENING FOR SYMPTOMS:

- 5.1 Student will have a daily visual screen by staff and it will be documented through Synergy attendance. Staff, and Visitor will use daily check-in/check-out logging system.
- 5.2 Students and staff should come to school healthy and perform a self-check prior to coming to work or sending student to school. If any changes in the health status, follow OHA communicable disease guidelines for routine exclusion criteria. A copy must be posted in health room and sick/Isolation room. Please review at least yearly or when directed by school health nurse team. Also, decision trees listed above are a helpful tool to post in the health and sick/isolation room. Assigned School Health Nurse will train SBHA and the required two additional backups.
- 5.2.1 <https://www.oregon.gov/ode/students-and-family/healthsafety/documents/commndisease.pdf>
- 5.2.2 <https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2681.pdf>
- 5.3 Contact school health nurse or NHL for questions or guidance regarding student population. Staff, with assistance of NHL, will determine based on symptoms if student should remain in the health room or sick/isolation room. This will allow for appropriate separation of healthy and sick student population, while ensuring all students are able to access support. Privacy, confidentiality, and protected health information should always be maintained. Documentation of ever health room or sick/isolation room visit is required in Synergy-Student Health Log.

5.4 Review if student has any Health Conditions and/or Individual Health Management Plan in Synergy/SHPN or the red health notebook in addition presented symptoms to identify student placement and support needs.

5.5 Communicable disease investigation process:

5.5.1.1 Each school or program site is responsible for the following:

- 5.5.1.1.1 Schools must consult their school nurse or NHL with concerns so they may assist with the investigation process with the COVID-19 response team or other communicable disease response.
- 5.5.1.1.2 Maintain daily Synergy cohort logs, groups, attendance, tardy, absent status for all students and cohort groups.
- 5.5.1.1.3 Evaluating daily attendance rate of cohort, class, and entire school.
- 5.5.1.1.4 If absentee rate is greater than 20% of baseline attendance rate for the entire cohort, class, and/or school report to school health nurse or if there is 1 positive communicable disease case, report to school health nurse.

5.5.1.1.4.1 Report to school Health nurse and they will investigate illness and HR for staff illness.

5.5.1.1.4.2 Initiate line list as advised by school health nurse based on communicable disease or illness.

5.5.1.2 When a positive case of a vaccine preventable disease is identified in the school setting, designated staff will run immunization reports to identify unvaccinated students in the building. The DHA will work with the LPHA and the school administrator to determine the need for exclusion or notification of exposure to members of the school community. In the event that a positive case is identified in the school building, or there is an increased in incidence in a building/community, the school health nurse will work with the LPHA to determine the necessity for exclusion of unvaccinated individuals. SKPS follow the State of Oregon immunization laws and regulations.

5.5.1.2.1.1 Initiate line list as advised by school health nurse based on communicable disease or illness.

5.5.1.2.1.1.1 HST-F014 – LPHA Communicable Disease Line List.

5.5.1.3 When a positive case of COVID-19 is identified report to the school health nurse for students and HR for staff.

5.5.1.3.1.1 School health nurse (student) or HR (staff) to confirm COVID-19 positive test results.

5.5.1.3.2 Based on COVID-19 current protocols staff (possibly student) are to objectively identify close contact of a positive COVID-19 case if directed by school health nurse or HR. This investigation is detailed and identifies all areas of possible exposure while onsite (including school related activities).

WORK INSTRUCTION

Communicable Disease

HST-W008

5.5.1.3.2.1 Initiate line list as advised by the school health nurse based on confirmed positive COVID-19 test results of exposed close contact to the positive COVID-19 case.

5.5.1.3.2.1.1.1 HST-F015 COVID-19 close contact line list.

5.5.1.3.2.1.1.2 Close contacts may remain at school for the duration of the school day and go home as they normally would (this includes bus) if healthy. Their quarantine will start for the next school day.

5.5.1.3.2.2 OHA has updated its exposure (close contact) definition for K–12 settings in alignment with CDC guidance released in July 2021. There is now an exception to the exposure definition (having been within 6 feet of a confirmed or presumptive COVID-19 case for 15 minutes or more within one day) for the K–12 indoor classroom setting: students who were within 3 to 6 feet of someone with COVID-19 where both students were engaged in consistent and correct use of well-fitting masks and other K–12 school prevention strategies (such as universal and correct mask use, physical distancing, increased ventilation) were in place are not considered exposed. This exception does not apply to teachers, staff, or other adults.

5.5.1.3.2.3 [Planning for COVID-19 Scenarios in Schools \(oregon.gov\)](#)

5.5.1.3.3 Isolation

5.5.1.3.3.1 People who have confirmed positive COVID-19 should isolate for 10 days after their symptoms started (or, if they have no symptoms, for 10 days after the test date) and 24 hours after any fever has resolved without the use of fever-reducing medicine and other symptoms are improving; follow all instructions from the LPHA.

5.5.1.3.3.1.1.1 See Synergy Guide Tracking No In Person in Synergy codes.

5.5.1.3.3.1.1.2 Students who are temporarily quarantining (any number of students) can join the class virtually to listen-in and participate to the extent possible. Teacher will post assignments that would regularly be posted in Canvas/Seesaw and get attendance credit.

5.5.1.3.3.1.1.3 All close contacts need to be reported and added to the appropriate line list once the positive COVID-19 case is confirmed by nurse or HR. Fully completed line list will be sent by school health nurse or HR to appropriate LPHA (Marion or Polk). SKPS will follow LPHA guidance and direction.

5.5.1.3.3.1.1.4 All records of positive COVID-19 cases infectious while onsite will be monitored for the duration of the open case to ensure no further spread of disease. All data will be presented on the OHA dashboard as well as the SKPS COVID-19 dashboard.

5.5.1.3.4 Quarantine

5.5.1.3.4.1 Any person who has been in close contact with a person who has COVID-19 should quarantine at home. Although a 14-day quarantine is the safest option to prevent the spread of COVID-19 to others, the LPHA may recommend shortened

WORK INSTRUCTION

Communicable Disease

HST-W008

quarantine periods in some instances, one being the school setting (currently 10 days from last exposure to ill person). If symptoms develop during the quarantine period, the person should isolate, seek testing, and call your student's school to report any positive COVID-19 test results. Staff to contact their supervisor/HR.

5.5.1.3.5 Quarantine Exceptions:

- 5.5.1.3.5.1 Close contacts who have been fully immunized with a COVID-19 vaccine (received both doses of a two-dose vaccine or one dose of a single-dose vaccine) and are at least 14 days beyond completion of the vaccine series at the time of their exposure are not required to quarantine. Fully immunized close contacts should still monitor themselves for symptoms of COVID-19 during the 14 days after exposure, and if symptoms develop they should isolate, seek testing, and call your student's school to report any positive COVID-19 test results. Staff to contact their supervisor/HR.
- 5.5.1.3.5.2 Close contacts who themselves had a previous confirmed or presumptive COVID-19 case (verified by a positive viral COVID-19 test and/or LPHA) and have completed their isolation are not required to quarantine if the new exposure happened within 90 days of symptom onset or first positive test, whichever is earlier, for their original case.
- 5.5.1.3.5.3 Any person who has been in close contact with someone who was exposed to COVID-19 does not need to quarantine. That is, quarantine is only recommended for people who have close contact with a case (confirmed or presumptive as determined by the LPHA), not close contact with a contact (an exposed person without COVID-19 symptoms and no positive test result).

5.6 Student placement Health room vs Sick/Isolation room:

- 5.6.1 Each school needs to designate a sick/isolation room in addition to a health room to prevent the spread of communicable diseases (OAR 581-022-2220). To determine health room vs sick/isolation room placement refer to student health conditions/health management plan found in SHPN/Synergy, OHA communicable disease guidelines (posted in your health room and/or sick/isolation room), or consult School Health Nurse or Nurse Help Line.
 - 5.6.1.1 **Health room** will support healthy students who need medication, routine treatment and/or basic first aid. Be sure to review students for health conditions and/or health management plan (HMP) for routine student health needs.
 - 5.6.1.1.1 Review if student has any Health Conditions and/or Individual Health Management Plan in Synergy/SHPN or the red health notebook in addition presented symptoms to identify student placement and support needs.
 - 5.6.1.1.2 **Health room Synergy log:** School staff are required to log every health room visits in Synergy. Documentation to include in/out time, symptoms, and disposition.
 - 5.6.1.1.3 **Cleaning:** Follow school district work instructions for cleaning and disinfecting. Clean high frequency used area and touch points often.
 - 5.6.1.2 **Sick/isolation room** is required to be separated from the health room (or any other room, office space, or shared space) and to be utilized for students exhibiting any communicable disease symptoms listed on OHA guidelines for exclusion, refer to page 10.

WORK INSTRUCTION

Communicable Disease

HST-W008

<https://www.oregon.gov/ode/students-and-family/healthsafety/documents/commdisease.pdf>

Sick/Isolation room should have adequate space and ventilation (windows). The rationale behind a sick/isolation room is to mitigate possible transmission of disease from someone who is ill to someone who is well. Be sure to review student for health conditions and/or health management plan (HMP).

- 5.6.1.2.1 Review if student has any Health Conditions and/or Individual Health Management Plan in Synergy/SHPN or the red health notebook in addition presented symptoms to identify student placement and support needs.
- 5.6.1.2.2 Emergency contacts of a student should be notified immediately to take the student home. If emergency contacts are unable to pick up student immediately, discuss with administrator.
- 5.6.1.2.3 Synergy cohort logs must be maintained and up-to-date.
- 5.6.1.2.4 **Personal Protective Equipment (PPE):** The isolation room will contain appropriate PPE for the staff member supervising the ill student during times of outbreak. Medical grade equipment will be utilized by staff members in the isolation room. In addition to mask, disposable gowns, gloves, and eye protection/face shield may be used as symptoms indicate. PPE will need to be disposed of after use in the garbage, prior to leaving the room. Biohazard used for blood and bodily fluid disposal as needed. Staff should wash hands frequently and thoroughly before and after providing care. Ensure isolation space has soap and water readily accessible. If soap and water is not accessible, use hand sanitizer with 60% or greater alcohol content and wash hands with soap and water as soon as possible. Persons staffing isolation room will require additional training on proper use and disposal of PPE by the DHA.
- 5.6.1.2.5 Follow CDC Guidelines for putting and removing PPE and have posted:
<https://www.cdc.gov/hai/pdfs/ppe/PPE-Sequence.pdf>
- 5.6.1.3 Treatment room: designated room, that is neither the health room nor the sick/isolation room, with adequate ventilation is established. Treatment room is to remain closed to other procedures for a two-hour minimum following nursing determined clinical procedures.
 - 5.6.1.3.1 <https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Additional%20Considerations%20for%20Staff%20Working%20with%20Students%20with%20Complex%20Needs.pdf>
- 5.6.1.4 Proper cleaning of sick/isolation room must be performed between students.
- 5.6.1.5 Physical distancing measures will be maintained in the sick/isolation room.
- 5.6.1.6 Ventilation – Follow district ventilation guidance.
- 5.6.1.7 Student safety and well-being is of the utmost of importance. Consult school nurse for direct care provision. Adjust protocols to age and developmental abilities. Ensure line of sight; always keep ill student visible. To reduce fear, anxiety, or shame related to isolation, provide clear explanation of procedures, including use of PPE and handwashing.
- 5.6.1.8 **Health room and Sick/Isolation room Synergy Log:** School staff are required to immediately log health room visits and sick/isolation room visits in Synergy-Health Log.

WORK INSTRUCTION

Communicable Disease

HST-W008

Documentation to include in/out time, symptoms, disposition, and plan. Contact NHL as needed.

5.6.1.9 Input exclusion dates for health-related needs into Synergy No In-person alert.

6.0 RESPONSIBILITY:

- 6.1 Administration to designate School Based Health Assistance (SBHA) and at least two additional backup employees to this role. The administration will collaborate with facilities and nursing staff to determine equipment and/or supplies necessary to prevent communicable disease transmission. DHA will facilitate necessary training for all SBHA and designated backup employees regarding communicable disease management.
- 6.2 SBHA and/or designated backup will ensure student is placed in appropriate room based off health conditions and/or Individualized Health Management Plan, symptoms, guidelines, and school health nurse advise.
- 6.3 Designated attendance personnel of each school need to have frequent communication with SBHA and/or school health nurse if high absentee rate is determined. See QRG-Synergy Contact Tracing Cohort Log for more information.
- 6.4 DHA is the liaison between the school setting and the local health department for communicable disease outbreak. HR is liaison between the staff and the LPHA. Both entities work together with SRMS as the COVID-19 response team.
- 6.5 District staff are required to report incidents of communicable disease and those diseases or conditions which are reportable under Oregon Health Division rules, to the nurse health team and/or supervision or designee immediately. Staff are required to report their own school restrictable communicable diseases to their supervisor/HR and shall be excluded from the work environment until no longer afflicted with the condition in a communicable state. The following processes are to be utilized to ensure staff health and safety:
 - 6.5.1 Students to undergo visual screening before entering bus and/or school building.
 - 6.5.2 If staff have any questions regarding leave related to communicable diseases, please contact the Supervisor and Human Resources Department.
- 6.6 Each building or program administrator is responsible for following guidelines found in RSK-W041 COVID-19 Prevention and Management Safety Protocols

7.0 RESPONSE TO OUTBREAKS

- 7.1 SKPS will adhere to LPHA, OHA, and ODE guidance and work with LPHA for response to outbreaks.
- 7.2 SKPS District Health Authority, COVID-19 response team, the District's Emergency Operations Center (EOC) and District Operations Center (DOC), will be the liaison between the school/program and the LPHA to establish communication channels related to current transmission level or outbreak response.
- 7.3 When new cases are identified outside the school setting, and the incidence is low, the LPHA will provide a direct report to the district school health nurse DHA, on diagnosed case(s). Likewise, the LPHA will impose restrictions on contacts.

WORK INSTRUCTION

Communicable Disease

HST-W008

7.4 When new cases or clusters of illnesses are identified within the district, the district will follow the communicable disease investigation process. DHA will be the response team for communicable disease process, while stakeholders COVID-19 response team (EOC/DOC) will modify, postpone, or cancel large school events as coordinated with the LPHA during outbreaks.

7.5 Communicable disease outbreak investigation and response process:

- 7.5.1.1.1 Outbreak investigations will be facilitated through the SKPS DHA, HR liaison, COVID-19 response team in collaboration with the school nurse and SBHA, the school or district administrator, LPHA with the use of the Oregon Health Authority Tool Kit for Schools:
 - 7.5.1.1.1.1 Resource:
<https://www.oregon.gov/oha/PH/DISEASES/CONDITIONS/COMMUNICABLEDISEASE/Pages/schools.aspx>
- 7.5.1.1.2 Staff will maintain daily Synergy student, staff and itinerant staff cohort logs, groups, attendance, tardy, absent status for all cohort groups. Documentation will be used in conjunction with the Communicable Disease Line List and LPHA contact tracing.
- 7.5.1.1.3 Evaluating daily attendance rate of cohort, class, and entire school.
- 7.5.1.1.4 Contact School Health Nurse:
 - 7.5.1.1.4.1 Absentee rate is 20% or greater of baseline attendance rate for the entire cohort, class, and school,
 - 7.5.1.1.4.2 1 confirmed positive COVID-19, or other communicable disease case. Communicable disease close contact line list may be initiated for monitoring illness.
 - 7.5.1.1.4.3 HST-F015-COVID-19 Close Contact Line List or HST-F014 – LPHA Communicable Disease Line List depending on the communicable disease symptoms.
- 7.5.1.1.5 District Health Authority will take direction from the LPHA in outbreak response for students. HR will take direction from the LPHA in outbreak response for employees. COVID-19 response team will work together at the district level.
- 7.5.1.1.6 Staff will maintain privacy, confidentiality (HIPAA/FERPA), and protected health information at all times.
- 7.5.1.1.7 SKPS stakeholders COVID-19 district response team (EOC/DOC) will address each outbreak situation and location for the recovery and reentry process. DHA will coordinate with LPHA and school/program to establish communication channels related to current transmission level (green, yellow, red status).
- 7.5.1.1.8 In the event of COVID-19 outbreaks SKPS will follow LPHA advice on restricting from school any student or staff known to have been exposed.
- 7.5.1.1.9 Staff are to contact supervisor/HR liaison for staff needs. All student related concerns will be directed to DHA.

7.5.1.2 Symptomatic staff/students should seek medical attention from their medical provider. The following guidelines and resources will be utilized:

7.5.1.2.1 OHA COVID-19 scenarios: <https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Planning%20and%20Responding%20to%20COVID-19%20Scenarios%20in%20Schools.pdf>

7.5.1.2.2 COVID-19 testing (see SKPS testing guidance plan): [OHA 3560A COVID-19 Testing K-12 Registration Form \(state.or.us\)](#)

7.5.1.2.2.1 QAM HST-W018 COVID-19 Onsite Testing

7.5.1.2.2.2 Staff COVID-19 screening testing

7.5.1.2.2.3 Student COVID-19 screening testing (pending OHA processes)

8.0 Response and Recovery:

8.1 SKPS has developed instructional models that support all learners.

8.1.1 SKPS will follow the LPHA, OHA, and ODE Ready Schools Safe Learners Resiliency Framework for re-opening schools and all updates to the guidance.

8.1.1.1 QAM HST-M002 COVID-19 Pandemic Addendum

8.1.1.2 <https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Ready%20Schools%20Safe%20Learners%202020-21%20Guidance.pdf>

8.1.1.3 <https://govstatus.egov.com/OR-OHA-COVID-19>

8.1.2 SKPS will follow Green, Yellow, Red opening response for all facility, cohort, or group operations. DHA works with SRMS to facilitate.

8.1.3 Refer to SKPS plan for Comprehensive Distance Learning for instructional models that support all learners.

8.1.4 To ensure safe return, all staff will follow LPHA protocols, daily health self-check, and district protocols for cleaning and disinfecting prior to student and staff return.

8.1.5 SKPS' District stakeholders (EOC/DOC), DHA, COVID-19 response team, School Administration, Interdisciplinary Teams will work collaboratively to address individual student / family needs to support return to On-Site instruction and will work collaboratively to communicate with families about options and efforts to support returning to Onsite Instruction.

8.2 SKPS DHA and key stakeholders COVID-19 district response team, the District's Emergency Operations Center (EOC) and District Operations Center (DOC), will be the liaison between the school/program and the LPHA to establish communication channels related to current transmission level or outbreak response.

8.3 LPHA will contact DHA for student communicable disease concerns and HR for staff related communicable disease concerns.

- 8.4 When new cases are identified outside the school setting, and the incidence is low, the LPHA will provide a direct report to the district school health nurse team, on diagnosed case(s). Likewise, the LPHA will impose restrictions on contacts.
- 8.5 When new cases or clusters of illnesses are identified within the district, the district will follow the communicable disease investigation process. DHA will be the response team for communicable disease process, while stakeholders COVID-19 response team (EOC/DOC) will modify, postpone, or cancel large school events as coordinated with the LPHA during outbreaks.
- 8.6 SKPS stakeholders COVID-19 response team (EOC/DOC) will address each outbreak situation and location for the recovery and reentry process.

9.0 IMPLEMENTING PROCEDURES

- 9.1 The District shall follow the regulations and guidelines developed by the Oregon State Health Authority, ODE, Local County Health Department, Oregon Law and advisors to the district to prevent the spread of disease in the school environment or work setting.
- 9.2 Actions taken with respect to students and staff members shall be consistent with the rights afforded individuals under state and federal statutory, regulatory, and constitutional provisions.
- 9.3 The confidentiality of any affected student or staff member shall be maintained at all times. HIPPA/FERPA training (ODE Student Health Privacy, FERPPA, National School Superintendents' Association).

Addendum 1

HST-M002 - COVID-19 Pandemic Addendum

Addendum 2

HST-M001-Pandemic Flu & Infections Disease

Addendum 3

Oregon Health Authority Communicable Disease Guidance:

<https://www.oregon.gov/ode/students-and-family/healthsafety/documents/commdisease.pdf>

10.0 REVISION HISTORY:

Date	Revision History
9-17/10	Approved by Department
10-15-19	Updated in consideration of local County Health Authorities which includes Marion and Polk County Agencies. Clarify the authority of the County Health Departments role in reporting of communicable diseases.

WORK INSTRUCTION
Communicable Disease
HST-W008

	Add statement regarding confidentiality.
7/1/20	This document was completely revised.
8/15/20	Updated most sections
10/9/2020	Updated based on continued OHA/ODE guidance
7/22/2021	Updated based on continued OHA/ODE guidance
1/22/2021	Updated based on continued OHA/ODE guidance
4/9/2021	Updated based on continued OHA/ODE guidance
5/7/2021	Updated based on continued OHA/ODE guidance
8/9/2021	Updated based on continued OHA/ODE guidance
9/22/2021	Updated based on continued OHA/ODE guidance
10/4/2021	Updated based on continued OHA/ODE guidance

Approved By: Director of Student Services