



OPERATIONAL BLUEPRINT FOR SCHOOL REENTRY 2020-21

Updated 8/11/2020

Under ODE's **Ready Schools, Safe Learners** guidance, each school¹ has been directed to submit a plan to the district² 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	St. Thomas Becket Academy
Key Contact Person for this Plan	Christopher Hand, Secretary
Phone Number of this Person	541-935-0149
Email Address of this Person	sttbschool@gmail.com
Sectors and position titles of those who informed the plan	District of SSPX / Principal-Director / Teachers / Parents / Fern Ridge School District / Lane County Public Health (541) 682-4041 / Oregon Health Authority (503) 947-2340
Local public health office(s) or officers(s)	Kathleen Blair, Luis Pimental, Jacqueline Moreno, Sue
Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements	Father Stephen Stanich, Principal Christopher Hand, Jonathon Zach RN, Rebekah McCoy LPN
Intended Effective Dates for this Plan	August 31 st , 2020
ESD Region	Fern Ridge School District

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.

To help notify and support the needs of students, families, and employees of St Thomas Becket. reports and updates shall be made public and sent to Fern Ridge School District and Lane County Health Authority. All documents, policy and procedures and logs shall be made available for upon request for our 'On-Site Learning Program' for the school year 2020 – 2021.

3. Indicate which instructional model will be used.

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 3-19 in the initial template) and [submit online](https://app.smartsheet.com/b/form/a4dedb5185d94966b1dff75e4874c8a). (<https://app.smartsheet.com/b/form/a4dedb5185d94966b1dff75e4874c8a>) 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. For Private Schools, completing this section is optional (not required). 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.

This is the current and only option model according to the Metrics of Land County Health Authority. School will open on September 3, 2020. We are planning for the Comprehensive Distance Learning to be temporary.

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

We are following all the CDL Requirements as layout for the Comprehensive Distance Learning Guidance. We are not asking for any flexibility or waiver currently.

Describe the school's plan, including the anticipated timeline, for returning to Hybrid Learning or On-Site Learning consistent with the **Ready Schools, Safe Learners** guidance.

We are unable to meet the metrics to open for complete On-Site Learning. We will open on September 3, 2020 with Comprehensive Distance Learning. As soon as the metrics allows we will open to "On-Site" instructional model.

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 unless the school is implementing the Limited In-Person Instruction provision under the Comprehensive Distance Learning guidance.



0. Community Health Metrics

METRICS FOR ON-SITE OR HYBRID INSTRUCTION

- ☐ The school currently meets the required metrics to successfully reopen for in-person instruction in an On-Site or Hybrid model. *If this box cannot yet be checked, the school must return to Comprehensive Distance Learning but may be able to provide some in-person instruction through the exceptions noted below.*

EXCEPTIONS FOR SPECIFIC IN-PERSON INSTRUCTION WHERE REQUIRED CONDITIONS ARE MET

- ☒ The school currently meets the exceptions required to provide in-person education for students in grades K-3 (see section 0d(1) of the **Ready Schools, Safe Learners** guidance).
- ☒ The school currently meets the exceptions required to provide limited in-person instruction for specific groups of students (see section 0d(2) of the **Ready Schools, Safe Learners** guidance).
- ☐ The school currently meets the exceptions required for remote or rural schools in larger population counties to provide in-person instruction (see section 0d(3) of the **Ready Schools, Safe Learners** guidance).
- ☐ The school currently meets the exceptions required for smaller population counties to provide in-person instruction (see section 0d(4) of the **Ready Schools, Safe Learners** guidance).
- ☐ The school currently meets the exceptions required for schools in low population density counties (see section 0d(5) of the **Ready Schools, Safe Learners** guidance).
- ☐ The school currently meets the exceptions required for small districts to provide in-person instruction (see section 0d(6) of the **Ready Schools, Safe Learners** guidance).



1. Public Health Protocols

1a. COMMUNICABLE DISEASE MANAGEMENT PLAN FOR COVID-19

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"><input checked="" type="checkbox"/> Implement measures to limit the spread of COVID-19 within the school setting.<input checked="" type="checkbox"/> Update written Communicable Disease Management Plan to specifically address the prevention of the spread of COVID-19.<input checked="" type="checkbox"/> Designate a person at each school to establish, implement and enforce physical distancing requirements, consistent with this guidance and other guidance from OHA.<input checked="" type="checkbox"/> Include names of the LPHA staff, school nurses, and other medical experts who provided support and resources to the district/school policies and plans. Review relevant local, state, and national evidence to inform plan.<input checked="" type="checkbox"/> 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.<input checked="" type="checkbox"/> Protocol to notify the local public health authority (LPHA Directory by County) of any confirmed COVID-19 cases among students or staff.<input checked="" type="checkbox"/> Plans for systematic disinfection of classrooms, offices, bathrooms and activity areas.<input checked="" type="checkbox"/> Process to report to the LPHA any cluster of any illness among staff or students.	<ul style="list-style-type: none">- Identify through ongoing/daily screening of students and to send home and report those who are showing symptoms related to COVID-19.- SEE ATTACHED 'St. Thomas Becket Daily Student Sign-In Log'- Christopher Hand, Jonathan Zach, Rebekah McCoy to implement, enforce, review reports and report using OHA guidelines.- Pre-Entry On-Site Operational Meeting with staff to educate in filling reports, reporting symptoms to school and OHA.- SAME AS ABOVE- SEE ATTACHED POLICY – Policy and Procedure for Daily and Weekly systematic disinfection of classrooms, offices, bathrooms and activity areas.- SEE ATTACHED POLICY – Policy and Procedure for Reporting Cluster of any Illness Among Staff or Students to the LPHA

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Protocol to cooperate with the LPHA recommendations. ☒ Provide all logs and information to the LPHA in a timely manner. ☒ Protocol for screening students and staff for symptoms (see section 1f of the Ready Schools, Safe Learners guidance). ☒ Protocol to isolate any ill or exposed persons from physical contact with others. ☒ Protocol for communicating potential COVID-19 cases to the school community and other stakeholders (see section 1e of the Ready Schools, Safe Learners guidance). ☒ 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. <ul style="list-style-type: none"> • 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. ☒ Required components of individual daily student/cohort logs include: <ul style="list-style-type: none"> • 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 ☒ Protocol to record/keep daily logs to be used for contact tracing for a minimum of four weeks to assist the LPHA as needed. ☒ 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. ☒ 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). 	<ul style="list-style-type: none"> - All documents required will be reported to the LPHA in a timely manner by Christopher Hand. - Students and teachers will be screened and asked a series of questions (such as those used in hospitals) which will determine their present health status and possible exposure to COVID-19. - Students who become ill during regular school session will be isolated and proper screening and documentation to be done to review for possible COVID-19 symptoms. Parents will be notified, and students sent home. - Reports of A-symptomatic conditions will be reported to the LPHA, ESD Region and District Office. - SEE ATTACHED 'St Thomas Becket Daily Student Cohort Log' - Daily Log will be maintained and kept in the main office of the school. - Time sheets and logs will be maintained in the main office of the school and available to LPHA and ESD upon request. - A Cleaning Log of each classroom or area utilized by staff and students will be updated daily and kept in the Main Office and made available to the LPHA and ESD upon request.

1b. HIGH-RISK POPULATIONS

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>☒ Serve students in high-risk population(s) whether learning is happening through On-Site, Hybrid (partially On-Site and partially Comprehensive Distance Learning models), or Comprehensive Distance Learning models.</p> <p>Medically Fragile, Complex and Nursing-Dependent Student Requirements</p> <p>☒ 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:</p> <ol style="list-style-type: none"> 1. Medically Complex: Are students who may have an unstable health condition and who may require daily professional nursing services. 	<p>*Plan includes as vulnerable or part of a vulnerable household: staff & students:</p> <ul style="list-style-type: none"> - Restructuring of 'Instructional Model' in consideration of those who may in the future be either quarantined or who may become COVID-19 positive. - Medical Condition and Report are kept in the main office for any student and teacher who exhibits underlying health conditions as well as those who may fall under the "High-Risk" classification.

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>2. Medically Fragile: Are students who may have a life-threatening health condition and who may require immediate professional nursing services.</p> <p>3. Nursing-Dependent: Are students who have an unstable or life-threatening health condition and who require daily, direct, and continuous professional nursing services.</p> <p>☒ 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:</p> <ul style="list-style-type: none"> • 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. • Appropriate medical-grade personal protective equipment (PPE) should be made available to nurses and other health providers. • 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: <ul style="list-style-type: none"> ○ 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 school nurse services' as part of the 'related services' in order 'to assist a child with a disability to benefit from special education.' ○ OAR 333-019-0010 Public Health: Investigation and Control of Diseases: General Powers and Responsibilities, outlines authority and responsibilities for school exclusion. 	<ul style="list-style-type: none"> - Daily Student log (See 1a) will always be available in the school office. Issues and or concerns regarding student's health shall be communicated to parents. Those relating to potential exposure to COVID – 19 shall, as well, be reported to the OHA and ESD. Care and proper consideration for student-level medical issues will be addressed by our Licensed Medical Staff. - Non-essential visitors and non-essential volunteers will be unable to work in schools or complete other volunteer activities that require in person interaction, at this time. Staff in school is limited to essential personnel only. Essential visitors and essential volunteers who must enter for other reasons other than school related, i.e., maintenance, must sign in and be screened in the main office. - With reference to Section 504 of the U.S. Rehabilitation Act of 1973, all necessary consideration essential to the fair treatment and education of those who fall in this category will be strictly adhered to.

1c. PHYSICAL DISTANCING

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>☒ 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.</p>	<ul style="list-style-type: none"> - Classrooms are set up with the 35 square feet per person rule in mind with an average of 9 students per classroom - Several activities, lunch, recess, music, and P.E. (those which are usually grouped together with multiple grade levels) are

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☑ Support physical distancing in all daily activities and instruction, maintaining six feet between individuals to the maximum extent possible. ☑ 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. ☑ 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). ☑ Plan for students who will need additional support in learning how to maintain physical distancing requirements. Provide instruction; don't employ punitive discipline. ☑ Staff should maintain physical distancing during all staff meetings and conferences, or consider remote web-based meetings. 	<p>either cancelled or will be done in the respective grade levels and not together with other grade levels.</p> <ul style="list-style-type: none"> - SEPARATE BUILDING: Junior and High School (11 students) will be separated from the lower grade levels. (<i>See 1f for breakdown of Cohort Group</i>) - SEPARATE WING: Kindergarten (4 students), 3rd Grade (3 Students) and 4th Grade (7 students) will be held in separate school wing and classroom/cohort group. - SEPARATE WING: 5th Grade (5 Students) 6th Grade (4 students), 1st Grade (6 Students), 2nd Grade (6 students) will be held in another wing of the school. This will help limit the flow of traffic and lines in each area of the school building. <p>Students maintain a homeroom status (cohort group) on campus.</p>

1d. COHORTING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☑ Where feasible, establish stable cohorts: groups should be no larger than can be accommodated by the space available to provide 35 square feet per person, including staff. <ul style="list-style-type: none"> • The smaller the cohort, the less risk of spreading disease. As cohort groups increase in size, the risk of spreading disease increases. ☑ 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. ☑ Each school must have a system for daily logs to ensure contact tracing among the cohort (see section 1a of the Ready Schools, Safe Learners guidance). ☑ Minimize interaction between students in different stable cohorts (e.g., access to restrooms, activities, common areas). Provide access to All Gender/Gender Neutral restrooms. ☑ Cleaning and disinfecting surfaces (e.g., desks, door handles, etc.) must be maintained between multiple student uses, even in the same cohort. ☑ Design cohorts such that all students (including those protected under ADA and IDEA) maintain access to general education, grade-level academic content standards, and peers. ☑ Staff who interact with multiple stable cohorts must wash/sanitize their hands between interactions with different stable cohorts. 	<ul style="list-style-type: none"> - None of the students in our school switch classrooms. Every classroom is a homeroom and a specific grade level. This will insure stable cohort groups. - Students are part of a single classroom unit each of which does not exceed more than 12 students per class or group. - Each homeroom teacher will keep a sign in sheet to help track the cohort group. - Each classroom will be scheduled to utilize bathroom privileges to allow for single cohort groups to avoid interacting with other cohort groups. - Regular cleaning and wiping of surfaces will be done in cohort groups, - General education to all students in cohort groups as well as those who fall under ADA and IDEA, will be maintained. - Staff (teachers) who move from classroom to classroom for various subjects will be responsible for maintaining proper hand/sanitizing technique when moving around.

1e. PUBLIC HEALTH COMMUNICATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☑ 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. ☑ Develop protocols for communicating with students, families and staff who have come into close contact with a confirmed case. <ul style="list-style-type: none"> • The definition of exposure is being within 6 feet of a COVID-19 case for 15 minutes (or longer). ☑ 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. ☑ Provide all information in languages and formats accessible to the school community. 	<ul style="list-style-type: none"> - Enforce, maintain, and review procedure explaining infection control measures that are implemented. - As needed memos will be sent out to families to inform them of any possible exposure to COVID – 19 - In the event of an exposure to COVID-19 staff and parents will be immediately notified as well as OHA and EDA via text and email notification. All documentation will be forwarded at the same time.

1f. ENTRY AND SCREENING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ 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: <ul style="list-style-type: none"> • Primary symptoms of concern: cough, fever (<i>temperature</i> 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: <ul style="list-style-type: none"> ○ Trouble breathing ○ Persistent pain or pressure in the chest ○ New confusion or inability to awaken ○ Bluish lips or face (lighter skin); greyish lips or face (darker skin) ○ Other severe symptoms ☒ 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. <ul style="list-style-type: none"> • 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. See table "Planning for COVID-19 Scenarios in Schools." • Additional guidance for nurses and health staff. ☒ 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. See table "Planning for COVID-19 Scenarios in Schools." ☒ 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. ☒ 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. 	<ul style="list-style-type: none"> - Students will be visually screened by the staff. When the screening indicates that a student may be symptomatic, the student is directed to the office and sent home immediately. - JUNIOR AND HIGH SCHOOL STUDENTS will enter the High Building separate from the Elementary School Students STUDENT COUNT AT THIS LEVEL TOTALS TO 13 STUDENTS SEPARATE COHORT GROUPS 7th & 8th Grade - 6 student / 1 Cohort Group 9th, 10th and 11th Grade - 7 Students / 1 Cohort Group - FIRST, SECOND, FIFTH AND SIXTH GRADE STUDENTS will enter the school through EAST SIDE of the main school building. STUDENT COUNT AT THIS LEVEL TOTALS TO 21 STUDENTS 1st Grade – 6 Students / 1 Cohort Group 2nd Grade – 6 Students / 1 Cohort Group 5th and 6th Grade – 9 Students / 1 Cohort Group - KINDERGARTEN, THIRD AND FOURTH GRADE STUDENTS will enter through the main entrance of the school building. STUDENT COUNT AT THESE LEVELS TOTAL TO 14 STUDENTS. Kindergarten - 4 Students / 1 Cohort Group 3rd and 4th Grade – 10 Students / 1 Cohort Group - All students will be visually screened before entering the school building and then (see attached sign in sheet) temperature checked and questioned for various symptoms. - Temperature will be taken and documented for each student. This document (log) will be made available in the main office of the school. - Following initial on-site screening, any student, or staff member determined to have been exposed to COVID-19 within the preceding 14 days will be forbidden to come on campus. - Staff or students who have an ongoing, chronic cough that is worsening, and not able to be controlled with medications will be sent home. - Classrooms/Bathrooms and all campus entry ways will be equipped with washing stations to include at least alcohol based hand sanitizer.

1g. VISITORS/VOLUNTEERS

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Restrict non-essential visitors/volunteers. <ul style="list-style-type: none"> • Examples of essential visitors include: DHS Child Protective Services, Law Enforcement, etc. • Examples of non-essential visitors/volunteers include: Parent Teacher Association (PTA), classroom volunteers, etc. ☒ Screen all visitors/volunteers for symptoms upon every entry. Restrict from school property any visitor known to have been exposed to COVID-19. See table "Planning for COVID-19 Scenarios in Schools." ☒ 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. 	<ul style="list-style-type: none"> - Any visitors on school property will need to sign in on the Visitor's Log' located in the main office. They will be screened by taking their temperature and asking the appropriate questions to determine their current health condition. Anyone exhibiting symptoms of COVID-19 will be asked to leave and restricted from returning to the school property for 14 calendar days.

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

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Face coverings or face shields for all staff, contractors, other service providers, or visitors or volunteers following CDC guidelines for Face Coverings. Individuals may remove their face coverings while working alone in private offices. ☒ Face coverings or face shields for all students in grades Kindergarten and up following CDC guidelines for Face Coverings. ☒ If a student removes a face covering, or demonstrates a need to remove the face covering for a short-period of time: <ul style="list-style-type: none"> • 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;” <ul style="list-style-type: none"> ○ Students should not be left alone or unsupervised; ○ 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. <ul style="list-style-type: none"> • Additional guidance for nurses and health staff. <p>Protections under the ADA or IDEA</p> <ul style="list-style-type: none"> ☒ If any student requires an accommodation to meet the requirement for face coverings, districts and schools should limit the student’s proximity to students and staff to the extent possible to minimize the possibility of exposure. Appropriate accommodations could include: <ul style="list-style-type: none"> • 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; ☒ For students with existing medical conditions and a physician’s orders to not wear face coverings, or other health related concerns, schools/districts must not deny any in-person instruction. ☒ Schools and districts must comply with the established IEP/504 plan prior to the closure of in-person instruction in March of 2020. <ul style="list-style-type: none"> • 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: <ol style="list-style-type: none"> 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 	<ul style="list-style-type: none"> - Face coverings will be made available in the office for all staff members and visitors. - Face masks must be provided for by parents of students and mask should be worn upon entering the school and kept on during the entire school day. - If a student removes a face covering for a period of time, staff shall make accommodations for adequate distancing so as to meet the 6’ (35 square feet) requirements established by the OHA. - School nursing staff should always wear appropriate PPE. - St Thomas shall work with each student to accommodate their need for face covering to include different types of covering and to accommodate those who remove face covering for a period so as to be sure each student is following the proper guideline for social distancing. Care will be taken to ensure that each student in our school receives the best education during these times. - Students with existing medical conditions will not be denied access to on-site instruction. - No student will be denied an education who is receiving services under a 504/IEP and who cannot wear a face covering. All possible accommodations for proper education will be utilized.

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>determine the student will not wear a face covering, the school or district must:</p> <ol style="list-style-type: none"> 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. <ul style="list-style-type: none"> o 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, o 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 in-person instruction, on-site instruction with accommodations, or Comprehensive Distance Learning. <p>☒ For students not currently served under an IEP or 504, districts must consider whether or not student inability to consistently wear a face covering or face shield as required is due to a disability. 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.</p> <p>☒ If a staff member requires an accommodation for the face covering or face shield requirements, districts and schools should work to limit the staff member's proximity to students and staff to the extent possible to minimize the possibility of exposure.</p>	See above

1i. ISOLATION AND QUARANTINE

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>☒ 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.</p> <p>☒ 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.</p> <ul style="list-style-type: none"> • Work with school nurses, health care providers, or other staff with expertise to determine necessary modifications to areas where staff/students will be isolated. If two students present COVID-19 symptoms at the same time, they must be isolated at once. If separate rooms are not available, ensure that six feet distance is maintained. Do not assume they have the same illness. • 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. • Additional guidance for nurses and health staff. <p>☒ 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.</p>	<ul style="list-style-type: none"> - Students who during the day exhibit COVID-19 symptoms will be immediately taken to the office and quarantined in a designated area (private room for quarantined purpose) until parents or guardian can arrive and pick up the child. Proper disinfecting procedures will be followed to ensure the area in which the child was quarantined is properly disinfected. - Only those who wear PPE shall access and review, log and report and attend to basic needs of those quarantined. As well, those who wear PPE shall be responsible for cleaning/disinfecting the quarantined area after an individual has left. - Appropriate reporting and notification to the OHA and ESD at the moment COVID-19 has been diagnosed. - Proper disposal of PPE and hand washing care will be maintained by those who have been in the quarantined area and have been in contact with student who was in isolation. - Upon quarantining a student, parents and school authority will be immediately notified and student will be sent home. If COVID-19 has been determined student will not be allowed on campus until proper period of isolation and symptoms of COVID-19 are no longer a threat to anyone.

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> • School nurse and health staff in close contact with symptomatic individuals (less than 6 feet) should wear a medical-grade face mask. Other Personal Protective Equipment (PPE) may be needed depending on symptoms and care provided. Consult a nurse or health care professional regarding appropriate use of PPE. Any PPE used during care of a symptomatic individual should be properly removed and disposed of prior to exiting the care space. • 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. <ul style="list-style-type: none"> ☒ Establish procedures for safely transporting anyone who is sick to their home or to a health care facility. ☒ 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. Refer to table in "Planning for COVID-19 Scenarios in Schools." ☒ 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. 	<ul style="list-style-type: none"> - Proper log sheet will be provided for all students or staff who will be quarantined. Log sheet will be filled out during the quarantining period up to the time the person in quarantine will be released to parent or guardian. - Log sheet will be kept in the First Aid room and made readily available upon request to the LCPH and OHA. - Additional area of quarantine will be provided in an unused classroom, suitable for distancing students or staff in the event multiple students or staff members become quarantined. <p>See above</p>



2. Facilities and School Operations

Some activities and areas will have a higher risk for spread (e.g., band, choir, science labs, locker rooms). When engaging in these activities within the school setting, schools will need to consider additional physical distancing or conduct the activities outside (where feasible). Additionally, schools should consider sharing explicit risk statements for instructional and extra-curricular activities requiring additional considerations (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
<ul style="list-style-type: none"> ☒ Enroll all students (including foreign exchange students) following the standard Oregon Department of Education guidelines. 	DOES NOT APPLY TO ST THOMAS

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> The temporary suspension of the 10-day drop rule does not change the rules for the initial enrollment date for students: <ul style="list-style-type: none"> • The ADM enrollment date for a student is the first day of the student's actual attendance. • A student with fewer than 10 days of absence at the beginning of the school year may be counted in membership prior to the first day of attendance, but not prior to the first calendar day of the school year. • If a student does not attend during the first 10 session days of school, the student's ADM enrollment date must reflect the student's actual first day of attendance. • Students who were anticipated to be enrolled, but who do not attend at any time must not be enrolled and submitted in ADM. <input checked="" type="checkbox"/> If a student has stopped attending for 10 or more days, districts must continue to try to engage the student. At a minimum, districts must attempt to contact these students and their families weekly to either encourage attendance or receive confirmation that the student has transferred or has withdrawn from school. This includes students who were scheduled to start the school year, but who have not yet attended. <input checked="" type="checkbox"/> When enrolling a student from another school, schools must request documentation from the prior school within 10 days of enrollment per OAR 581-021-0255 to make all parties aware of the transfer. Documentation obtained directly from the family does not relieve the school of this responsibility. After receiving documentation from another school that a student has enrolled, drop that student from your roll. <input checked="" type="checkbox"/> Design attendance policies to account for students who do not attend in-person due to student or family health and safety concerns. <input checked="" type="checkbox"/> When a student has a pre-excused absence or COVID-19 absence, the school district should reach out to offer support at least weekly until the student has resumed their education. <input checked="" type="checkbox"/> When a student is absent beyond 10 days and meets the criteria for continued enrollment due to the temporary suspension of the 10 day drop rule, continue to count them as absent for those days and include those days in your Cumulative ADM reporting. 	

2b. ATTENDANCE

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

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Grades K-5 (self-contained): 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, online schools). <input checked="" type="checkbox"/> Grades 6-12 (individual subject): 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, online schools). <input checked="" type="checkbox"/> Alternative Programs: Some students are reported in ADM as enrolled in a non-standard program (such as tutorial time), with hours of instruction rather than days present and days absent. Attendance must be taken at least once for each scheduled interaction with each student, so that local systems can track the student's attendance and engagement. Reported hours of instruction continue to be those hours in which the student was present. <input checked="" type="checkbox"/> Online schools that previously followed a two check-in per week attendance process must follow the Comprehensive Distance Learning requirements for checking and reporting attendance. 	DOES NOT APPLY TO ST THOMAS

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> 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.	

2c. TECHNOLOGY

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Update procedures for district-owned or school-owned devices to match cleaning requirements (see section 2d of the Ready Schools, Safe Learners guidance). <input checked="" type="checkbox"/> Procedures for return, inventory, updating, and redistributing district-owned devices must meet physical distancing requirements.	<p>St. Thomas Becket does not lend out equipment of any type to its students.</p>

2d. SCHOOL SPECIFIC FUNCTIONS/FACILITY FEATURES

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Handwashing: All people on campus should be advised and encouraged to wash their hands frequently. <input checked="" type="checkbox"/> Equipment: Develop and use sanitizing protocols for all equipment used by more than one individual or purchase equipment for individual use. <input checked="" type="checkbox"/> 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. <input checked="" type="checkbox"/> Transitions/Hallways: Limit transitions to the extent possible. Create hallway procedures to promote physical distancing and minimize gatherings. <input checked="" type="checkbox"/> 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.	<ul style="list-style-type: none"> • Handwashing: HAND WASHING REQUIREMENT AND PROCEDURE ARE POSTED THROUGHOUT THE CAMPUS • Equipment: HAND WASHING AND SANITIZING STATIONS ARE DESIGNATED THROUGHOUT THE CAMPUS • Events: All school social events and other gatherings will be postponed until restrictions are lifted and we are able to while complying with any new updated regulations. • Transitions/Hallways: HALLWAY DIRECTION MAPS AND TAPE WILL BE PLACED TO MOVE TRAFFIC IN DIRECTIONS TO KEEP WITHIN THE SOCIAL DISTANCING (6') GUIDELINES. • Personal Property: STUDENTS WILL LIMIT THEIR PERSONAL PROPERTY TO ONLY THOSE ITEMS REQUIRED BY THE SCHOOL.

2e. ARRIVAL AND DISMISSAL

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Physical distancing, stable cohorts, square footage, and cleaning requirements must be maintained during arrival and dismissal procedures. <input checked="" type="checkbox"/> Create schedule(s) and communicate staggered arrival and/or dismissal times. <input checked="" type="checkbox"/> 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). <input checked="" type="checkbox"/> 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. <ul style="list-style-type: none"> • 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. <input checked="" type="checkbox"/> Ensure alcohol-based hand sanitizer (with 60-95% alcohol) 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.	<ul style="list-style-type: none"> - Students will be visually screened by the staff. When the screening indicates that a student may be symptomatic, the student is directed to the office and sent home immediately. Screening will include updating the cohort or individual student log. - HAND SANITIZING STATIONS will be maintained at each entrance mentioned below - JUNIOR AND HIGH SCHOOL STUDENTS will enter the High School Building separate from the Elementary School Students - FIRST, SECOND, FIFTH AND SIXTH GRADE STUDENTS will enter the school through EAST SIDE of the main school building. - KINDERGARTEN, THIRD AND FOURTH GRADE STUDENTS will enter through the main entrance of the school building. - All students will be visually screened before entering the school building and then (see attached sign in sheet) temperature checked and questioned for various symptoms

OHA/ODE Requirements	Hybrid/Onsite Plan
	<ul style="list-style-type: none"> - Students will remain in the continuous cohort throughout the day and will be released for the day at the last designated bell. - Students will proceed to the pickup areas, same as the drop off area mentioned above.

2f. CLASSROOMS/REPURPOSED LEARNING SPACES

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ 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. ☒ 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. ☒ 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. <ul style="list-style-type: none"> • Wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol. 	<ul style="list-style-type: none"> • Seating: Classrooms are set up and designed with social distancing taking into consideration. Desks are rearranged with at least 6' distance apart. Students will not move around classroom or from classroom to classroom. • Materials: <ul style="list-style-type: none"> - Limited use of classroom supplies by multiple students will be limited or avoided. If used, proper disinfecting will be done. - Students will be required to utilize tissue and hand sanitizer should they cough or sneeze. (Proper procedure for coughing and sneezing will be posted in each classroom) • Handwashing: Each classroom is supplied with alcohol-based hand sanitizer.

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

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ 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). ☒ After using the restroom students must wash hands with soap and water for 20 seconds. Soap must be made available to students and staff. ☒ Before and after using playground equipment, students must wash hands with soap and water for 20 seconds <u>or</u> use an alcohol-based hand sanitizer with 60-95% alcohol. ☒ 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. ☒ Cleaning requirements must be maintained (see section 2j of the <i>Ready Schools, Safe Learners</i> guidance). ☒ Maintain physical distancing requirements, stable cohorts, and square footage requirements. ☒ Provide signage and restrict access to outdoor equipment (including sports equipment, etc.). ☒ Design recess activities that allow for physical distancing and maintenance of stable cohorts. ☒ Clean all outdoor equipment at least daily or between use as much as possible in accordance with CDC guidance. ☒ Limit staff rooms, common staff lunch areas, elevators and workspaces to single person usage at a time, maintaining six feet of distance between adults. 	<ul style="list-style-type: none"> - Playground will be off limits to everyone except school students. - Students will be asked and monitored in hand washing technique. - Students will, before and after using play area, use hand sanitizer. - Play areas will be designated for Kindergarten Level, Elementary Level, Junior Level and High School Level to ensure the least amount of student traffic in any one given area. - Games and activities will be designed to encourage and limit students from being within 6' of each other keeping social distancing in mind. - Signage will be posted in the various gathering areas to encourage social distancing. - All sports and other outdoor equipment will be cleaned on a daily and weekly basis. - St Thomas does not have a common area for staff to gather and congregate.

2h. MEAL SERVICE/NUTRITION

OHA/ODE Requirements	Hybrid/Onsite Plan
☒ Include meal services/nutrition staff in planning for school reentry.	<ul style="list-style-type: none"> - Our school does not have a meal service.

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Prohibit self-service buffet-style meals. <input checked="" type="checkbox"/> Prohibit sharing of food and drinks among students and/or staff. <input checked="" type="checkbox"/> At designated meal or snack times, students may remove their face coverings to eat or drink but must maintain six feet of physical distance from others, and must put face coverings back on after finishing the meal or snack. <input checked="" type="checkbox"/> Staff serving meals and students interacting with staff at mealtimes must wear face shields or face covering (see section 1h of the Ready Schools, Safe Learners guidance). <input checked="" type="checkbox"/> Students must wash hands with soap and water for 20 seconds <u>or</u> use an alcohol-based hand sanitizer with 60-95% alcohol before meals and should be encouraged to do so after. <input checked="" type="checkbox"/> Appropriate daily cleaning of meal items (e.g., plates, utensils, transport items). <input checked="" type="checkbox"/> Cleaning and sanitizing of meal touch-points and meal counting system between stable cohorts. <input checked="" type="checkbox"/> Adequate cleaning and disinfection of tables between meal periods. <input checked="" type="checkbox"/> 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. 	<ul style="list-style-type: none"> - N/A - Students to wash hands or use hand sanitizer after meals - N/A - N/A - Tables, chairs, and floors to be cleaned after lunch period. - N/A Our school does not have a staff break room <p>See above ---</p>

2i. TRANSPORTATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Include transportation departments (and associated contracted providers, if used) in planning for return to service. <input checked="" type="checkbox"/> Buses are cleaned frequently. Conduct targeted cleanings between routes, with a focus on disinfecting frequently touched surfaces of the bus (see section 2j of the Ready Schools, Safe Learners guidance). <input checked="" type="checkbox"/> Develop protocol for loading/unloading that includes visual screening for students exhibiting symptoms and logs for contact-tracing. This should be done at the time of arrival and departure. <ul style="list-style-type: none"> • 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. <ul style="list-style-type: none"> ○ The symptomatic student should be seated in the first row of the bus during transportation, and multiple windows should be opened to allow for fresh air circulation, if feasible. ○ The symptomatic student should leave the bus first. After all students exit the bus, the seat and surrounding surfaces should be cleaned and disinfected. • If arriving at school, notify staff to begin isolation measures. <ul style="list-style-type: none"> ○ If transporting for dismissal and the student displays an onset of symptoms, notify the school. <input checked="" type="checkbox"/> Consult with parents/guardians of students who may require additional support (e.g., students who experience a disability and require specialized transportation as a related service) to appropriately provide service. <input checked="" type="checkbox"/> Drivers wear face shields or face coverings when not actively driving and operating the bus. <input checked="" type="checkbox"/> Inform parents/guardians of practical changes to transportation service (i.e., physical distancing at bus stops and while loading/unloading, potential for increased route time due to additional precautions, sanitizing practices, and face coverings). <input checked="" type="checkbox"/> Face coverings or face shields for all students in grades Kindergarten and up following CDC guidelines applying the 	<ul style="list-style-type: none"> - St. Thomas does not utilize an outside transportation service. - N/A - N/A - N/A - N/A - N/A - N/A

OHA/ODE Requirements	Hybrid/Onsite Plan
guidance in section 1h of the <i>Ready Schools, Safe Learners</i> guidance to transportation settings.	

2j. CLEANING, DISINFECTION, AND VENTILATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Clean, sanitize, and disinfect frequently touched surfaces (e.g. 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. ☒ Schools with HVAC systems should evaluate the system to minimize indoor air recirculation (thus maximizing fresh outdoor air) to the extent possible. Schools that do not have mechanical ventilation systems should, to the extent possible, increase natural ventilation by opening windows and doors before students arrive and after students leave, and while students are present. ☒ Consider running ventilation systems continuously and changing the filters more frequently. Do <u>not</u> use fans if they pose a safety or health risk, such as increasing exposure to pollen/allergies or exacerbating asthma symptoms. Consider using window fans or box fans positioned in open windows to blow fresh outdoor air into the classroom via one window, and indoor air out of the classroom via another window. Fans should not be used in rooms with closed windows and doors, as this does not allow for fresh air to circulate. ☒ Consider the need for increased ventilation in areas where students with special health care needs receive medication or treatments. ☒ 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). ☒ 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). 	<ul style="list-style-type: none"> - Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, (door handles, tables and chairs, shared electronic equipment (like tablets, touch screens, keyboards, remote controls,) used by staff and students, focusing especially on frequently touched surfaces. - Playground and sports equipment will be cleaned and disinfected at least daily. - All cleaning supplies and disinfectants are safely stored in the janitor's closet of the main school building. - Proper cleaning methods and technique will be used in accordance with the manufacturer's recommendations. - Cleaning of all common areas will be done daily. A thorough cleaning will be done on a weekly basis. - Supplementary air ventilation system will supply proper air flow through the school building, when weather permits, classroom windows will allow for additional air ventilation in each classroom. This HVAC systems is periodically checked to ensure proper function for maximum efficiency.

2k. HEALTH SERVICES

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ 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. ☒ 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; dental providers; physical, 	<ul style="list-style-type: none"> - St Thomas is private school, OAR 581-022-2220 does not apply to our school. St. Thomas does provide a room to isolate sick students. - St. Thomas does have on staff, volunteer nursing service with licensed personnel. See School Information on first page.

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

2l. BOARDING SCHOOLS AND RESIDENTIAL PROGRAMS ONLY

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Provide specific plan details and adjustments in Operational Blueprints that address staff and student safety, which includes how you will approach: <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> - St Thomas is not a boarding school or Student Residential Facility
<input checked="" type="checkbox"/> Review and take into consideration CDC guidance for shared or congregate housing: <ul style="list-style-type: none"> • 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; • 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. 	N/A

2m. SCHOOL EMERGENCY PROCEDURES AND DRILLS

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> In accordance with ORS 336.071 and OAR 581-022-2225 all schools (including those operating a Comprehensive Distance Learning model) are required to instruct students on emergency procedures. Schools that operate an On-Site or Hybrid model need to instruct and practice drills on emergency procedures so that students and staff can respond to emergencies. <ul style="list-style-type: none"> • At least 30 minutes in each school month must be used to instruct students on the emergency procedures for fires, earthquakes (including tsunami drills in appropriate zones), and safety threats. • Fire drills must be conducted monthly. • Earthquake drills (including tsunami drills and instruction for schools in a tsunami hazard zone) must be conducted two times a year. • Safety threats including procedures related to lockdown, lockout, shelter in place and evacuation and other appropriate actions to take when there is a threat to safety must be conducted two times a year. 	<ul style="list-style-type: none"> - St Thomas Becket complies with ORS 336.071 and OAR 581-022-2225
<input checked="" type="checkbox"/> Drills can and should be carried out <u>as close as possible</u> to the procedures that would be used in an actual emergency. For example, a fire drill should be carried out with the same alerts and same routes as normal. If appropriate and practicable, COVID-19 physical distancing measures can be implemented, but only if they do not compromise the drill.	<ul style="list-style-type: none"> - Drills will be carried out as close as possible.
<input checked="" type="checkbox"/> When or if physical distancing must be compromised, drills must be completed in less than 15 minutes.	<ul style="list-style-type: none"> - Drills will be completed within 15 minutes. Our student body count will make it easy to comply.

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Drills should not be practiced unless they can be practiced correctly. <input checked="" type="checkbox"/> Train staff on safety drills prior to students arriving on the first day on campus in hybrid or face-to-face engagement. <input checked="" type="checkbox"/> If on a hybrid schedule, conduct multiple drills each month to ensure that all cohorts of students have opportunities to participate in drills (i.e., schedule on different cohort days throughout the year). <input checked="" type="checkbox"/> Students must wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol after a drill is complete.	<ul style="list-style-type: none"> - Teachers will be instructed to teach/educate their cohort group prior to drills being conducted. - Drills will be scheduled on specific days within a month's period. - Students will use proper handwashing procedures after drill is complete.

2n. SUPPORTING STUDENTS WHO ARE DYSREGULATED, ESCALATED, AND/OR EXHIBITING SELF-REGULATORY CHALLENGES

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Utilize the components of Collaborative Problem Solving or a similar framework to continually provide instruction and skill-building/training related to the student's demonstrated lagging skills. <input type="checkbox"/> Take proactive/preventative steps to reduce antecedent events and triggers within the school environment. <input type="checkbox"/> Be proactive in planning for known behavioral escalations (e.g., self-harm, spitting, scratching, biting, eloping, failure to maintain physical distance). Adjust antecedents where possible to minimize student and staff dysregulation. Recognize that there could be new and different antecedents and setting events with the additional requirements and expectations for the 2020-21 school year. <input type="checkbox"/> Establish a proactive plan for daily routines designed to build self-regulation skills; self-regulation skill-building sessions can be short (5-10 minutes), and should take place at times when the student is regulated and/or is not demonstrating challenging behaviors. <input type="checkbox"/> Ensure all staff are trained to support de-escalation, provide lagging skill instruction, and implement alternatives to restraint and seclusion. <input type="checkbox"/> Ensure that staff are trained in effective, evidence-based methods for developing and maintaining their own level of self-regulation and resilience to enable them to remain calm and able to support struggling students as well as colleagues. <input type="checkbox"/> Plan for the impact of behavior mitigation strategies on public health and safety requirements: <ul style="list-style-type: none"> • Student elopes from area <ul style="list-style-type: none"> ○ If staff need to intervene for student safety, staff should: <ul style="list-style-type: none"> • Use empathetic and calming verbal interactions (i.e. "This seems hard right now. Help me understand... How can I help?") to attempt to re-regulate the student without physical intervention. • Use the least restrictive interventions possible to maintain physical safety for the student and staff. • Wash hands after a close interaction. • Note the interaction on the appropriate contact log. ○ *If unexpected interaction with other stable cohorts occurs, those contacts must be noted in the appropriate contact logs. • Student engages in behavior that requires them to be isolated from peers and results in a room clear. <ul style="list-style-type: none"> ○ If students leave the classroom: <ul style="list-style-type: none"> • Preplan for a clean and safe alternative space that maintains physical safety for the student and staff • Ensure physical distancing and separation occur, to the maximum extent possible. 	

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> • Use the least restrictive interventions possible to maintain physical safety for the student and staff. • Wash hands after a close interaction. • Note the interaction on the appropriate contact log. ○ *If unexpected interaction with other stable cohorts occurs, those contacts must be noted in the appropriate contact logs. • Student engages in physically aggressive behaviors that preclude the possibility of maintaining physical distance and/or require physical de-escalation or intervention techniques other than restraint or seclusion (e.g., hitting, biting, spitting, kicking, self-injurious behavior). ○ If staff need to intervene for student safety, staff should: <ul style="list-style-type: none"> • Maintain student dignity throughout and following the incident. • Use empathetic and calming verbal interactions (i.e. “This seems hard right now. Help me understand... How can I help?”) to attempt to re-regulate the student without physical intervention. • Use the least restrictive interventions possible to maintain physical safety for the student and staff • Wash hands after a close interaction. • Note the interaction on the appropriate contact log. ○ *If unexpected interaction with other stable cohorts occurs, those contacts must be noted in the appropriate contact logs. <p><input type="checkbox"/> Ensure that spaces that are unexpectedly used to deescalate behaviors are appropriately cleaned and sanitized after use before the introduction of other stable cohorts to that space.</p> <p>Protective Physical Intervention</p> <p><input type="checkbox"/> Reusable Personal Protective Equipment (PPE) must be cleaned/sanitized after every episode of physical intervention (see section 2j of the <i>Ready Schools, Safe Learners</i> guidance: Cleaning, Disinfection, and Ventilation).</p>	



3. Response to Outbreak

3a. PREVENTION AND PLANNING

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Review the “ Planning for COVID-19 Scenarios in Schools ” toolkit. <input checked="" type="checkbox"/> Coordinate with Local Public Health Authority (LPHA) to establish communication channels related to current transmission level.	<p>St Thomas will respond to any LPHA communication.</p> <p>St Thomas’ response team (principal, nursing staff, supporting staff) is prepared to follow any directives given by the LPHA. Along with family, and staff, LPHA (541)-682-4010, and OHA (503) 947-2340 will be immediately notified in the event of a student or staff member being quarantine with COVID-19 related symptoms.</p>

3b. RESPONSE

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Review and utilize the “ Planning for COVID-19 Scenarios in Schools ” toolkit. <input checked="" type="checkbox"/> Ensure continuous services and implement Comprehensive Distance Learning. <input checked="" type="checkbox"/> Continue to provide meals for students.	<ul style="list-style-type: none"> - Teachers/Staff will review and familiarize themselves with the “Planning for COVID-19 Scenarios in Schools” toolkit. - Teachers and staff are committed to ensure continuous service at St. Thomas Becket. - N/A

3c. RECOVERY AND REENTRY

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Review and utilize the " Planning for COVID-19 Scenarios in Schools " toolkit. <input checked="" type="checkbox"/> 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. <input checked="" type="checkbox"/> When bringing students back into On-Site or Hybrid instruction, consider smaller groups, cohorts, and rotating schedules to allow for a safe return to schools.	<ul style="list-style-type: none"> - Teachers/Staff will review and familiarize themselves with the "Planning for COVID-19 Scenarios in Schools" toolkit. - All sanitizing of common area surfaces will be done on a daily basis after each activity in the respective areas. - St Thomas Becket is currently drawing plans for proper cohort count and rotating schedules in the even the metrics allows.



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 unless the school is implementing the Limited In-Person Instruction provision under the Comprehensive Distance Learning guidance.

This section does not apply to private schools.

- ☒ We affirm that, in addition to meeting the requirements as outlined above, our school plan has met the collective requirements from ODE/OHA guidance related to the 2020-21 school year, including but not limited to requirements from:
 - Sections 4, 5, 6, 7, and 8 of the [Ready Schools, Safe Learners](#) guidance,
 - The [Comprehensive Distance Learning](#) guidance,
 - The [Ensuring Equity and Access: Aligning Federal and State Requirements](#) guidance, and
 - [Planning for COVID-19 Scenarios in Schools](#)
- ☒ We affirm that we cannot meet all of the collective requirements from ODE/OHA guidance related to the 2020-21 school year from:
 - Sections 4, 5, 6, 7, and 8 of the [Ready Schools, Safe Learners](#) guidance,
 - The [Comprehensive Distance Learning](#) guidance,
 - The [Ensuring Equity and Access: Aligning Federal and State Requirements](#) guidance, and
 - [Planning for COVID-19 Scenarios in Schools](#)

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 <i>Include how/why the school is currently unable to meet them</i>
St. Thomas Becket can meet the requirements from the above sections.	



Saint Thomas Becket Academy

25269 East Bolton Road - Veneta, OR 97487

Office: (541) 935-0149 / E-Mail: sttbschool@gmail.com

ST. THOMAS BECKET ACADEMY COMMUNICABLE DISEASE MANAGEMENT PLAN

St. Thomas Becket Academy will make safety and public health a high priority during this school year 2020 – 2021. This written communicable disease management plan includes protocols to notify the Lane County Health Authority (541) 682-4041, and the Oregon Health Authority (503) 947-2340, of any confirmed COVID-19 cases among students or staff. We will adhere to proper record keeping assisting the County as needed with contact tracing. A protocol for screening students and staff and to restrict anyone from campus who is ill or exposed to persons with COVID-19.

All that having been said, we will take reasonable measures, beyond the norm, to avoid the spread of the novel coronavirus in the school. Since we believe that parents have the full right and capacity to make decisions for themselves and their children, we ask that you take the lead role in safeguarding student health starting at home. We will ask all parents to screen their children for the following symptoms (published by the CDC) prior to sending their child (ren) to school.

Staff will keep daily logs for each stable group of not more than ten children which will include but not limited to questions regarding:

- | | |
|---|------------------------------|
| * Fever or chills | * Headache |
| * Cough | * New loss of taste or smell |
| * Shortness of breath or difficulty breathing | * Sore throat |
| * Fatigue | * Congestion or runny nose |
| * Muscle or body aches | * Nausea or vomiting |
| * Diarrhea | |

Temperatures will be taken and logged.

Anyone with a temp of more than 100 degrees will be sent home immediately.

If anyone who has entered school is diagnosed with COVID-19, staff will report to and consult with County Health Departments regarding cleaning.

St. Thomas Becket Academy, a leu of bathroom facilities, will provide in each classroom hand sanitizer solution for the students.

At the end of each day, classrooms will be cleaned and sanitized by staff.



Saint Thomas Becket Academy

25269 East Bolton Road - Veneta, OR 97487

Office: (541) 935-0149 / E-Mail: stthschool@gmail.com

To minimize contact during drop-off and pick-up, parents/guardian must remain outside the building (preferably in vehicles).

During regular school hours if a student or staff member develops a new cough (e.g., unrelated to preexisting condition such as asthma,), fever, shortness of breath, or other symptoms of COVID-19 St. Thomas Becket will isolate them away from others immediately in our designated First Aid room, and send them home with a parent or guardians soon as possible.

St. Thomas Becket Academy will limit maximum stable student groups of 10 or fewer students in a group or classroom.

St. Thomas Becket Academy will ensure stable cohort groups and will not intermingle with other cohort groups and much as is possible.

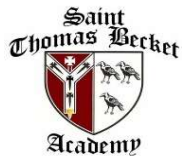
Parents and or guardians will not be permitted to enter the school building unless there is an emergency.

St. Thomas Becket Academy will clean, sanitize, and disinfect frequently touch surfaces, (for example, playground equipment, door handles, stair railings, sink handles, drinking fountains,) several times each day.

St. Thomas Becket Academy will ensure safe and correct application of disinfectants and keep these products away from children following labeling direction as specified by the manufacturer.

St. Thomas Becket Academy will ensure that ventilation systems operate properly and increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and other methods.

Students are required to bring their own lunches for school. St. Thomas Becket does not provide a food service kitchen for students.



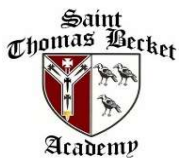
St Thomas Becket Daily Classroom/Cohort Group

25269 E Bolton Road - Veneta, OR 97487

PH: 541-935-0149

TODAY'S DATE	ATTENDANCE RECORD					MISS FREZELKA
Last Name	First Name	PRESENT	TARDY	ABSENT	WENT HOME	COMMENTS
COHORT GROUP						
Meyerhofer	Justin					
Sullivan	Augustine					
Zach	Damien					
Allen	John					
McCoy	Sebastian					
Stauffer	Isabel					
Zach	Jonathon					
Zach	Bernadette					
Zach	Jeanette					

Meyerhofer Loretta	503-509-8937
Sullivan Dorthea	541-513-8941
Allen Amanda	541-729-3426
McCoy Becky	541-543-7598
Stauffer Danielle	541-285-8729
Zach, Carolyn	503-928-9844
Zach Catherine	971-701-4736



St Thomas Becket Daily Classroom/Cohort Group

25269 E Bolton Road - Veneta, OR 97487

PH: 541-935-0149

TODAY'S DATE	ATTENDANCE RECORD					MR HAND
Last Name	First Name	PRESENT	TARDY	ABSENT	WENT HOME	COMMENTS
FIRST COHORT GROUP						
McCoy	Michael					
Meyerhofer	Sylvia					
Stauffer	Xavier					
Sullivan	Nicholas					
Zach	Ryan					
Bruhn	Dominic					
Meyerhofer	Luke					
Zach	Thomas					
Zach	Gilchrist					

Meyerhofer Loretta	503-509-8937
Sullivan Dorthea	541-513-8941
Bruhn Stephanie	541-554-4973
McCoy Becky	541-543-7598
Stauffer Danielle	541-285-8729
Zach, Carolyn	503-928-9844
Zach Catherine	971-701-4736



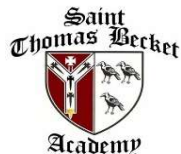
St Thomas Becket Daily Classroom/Cohort Group

25269 E Bolton Road - Veneta, OR 97487

PH: 541-935-0149

TODAY'S DATE	ATTENDANCE RECORD					SISTER MARY PETER
Last Name	First Name	PRESENT	TARDY	ABSENT	WENT HOME	COMMENTS
FIRST COHORT GROUP						
Gates	Philip					
McCoy	Felicity					
Meyerhofer	Raymond					
Sullivan	Anastasia					
Zach	Alana					
Pinney	Aribella					
SECOND COHORT GROUP						
Allen	Thomas					
Contreras	Emmalayna					
McCoy	Jeffery					
Stauffer	Anna					
Zach	Bianca					
Zach	Mikkalina					

Meyerhofer Loretta	503-509-8937
Sullivan Dortha	541-513-8941
Allen Amanda	541-729-3426
McCoy Becky	541-543-7598
Stauffer Danielle	541-285-8729
Zach, Carolyn	503-928-9844
Zach Catherine	971-701-4736
Gates Kendell	541-216-9303
Contreras Angela	541-852-6486
Zach Rose	541-216-1611



St Thomas Becket Daily Classroom/Cohort Group

25269 E Bolton Road - Veneta, OR 97487

PH: 541-935-0149

TODAY'S DATE	ATTENDANCE RECORD					MR SULLIVAN
Last Name	First Name	PRESENT	TARDY	ABSENT	WENT HOME	COMMENTS
FIRST COHORT GROUP						
Green	Samuel					
McCoy	William					
Demers	Ambrose					
Meyerhofer	Corinna					
Zach	Theresa					
Zach	Simon					
Zach	Weston					
SECOND COHORT GROUP						
Bruhn	Michael					
Fawver	Jerome					
McCoy	Alexander					
Sullivan	Isabella					
Meyerhofer	Madelyn					
McCoy	Anthony					
Meyerhofer	Cecilia					

Green Francine	541-510-7348
Meyerhofer Loretta	503-509-8937
Sullivan Dorthea	541-513-8941
McCoy Becky	541-543-7598
Zach, Carolyn	503-928-9844
Zach Catherine	971-701-4736
Demers Peggy	541-954-7799
Fawver Michelle	541-935-4265
Bruhn Stephanie	541-554-4973