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2021/22 Faculty & Staff COVID Mitigation and Response Manual

Stated Purpose:

WCHS will strive to implement reasonable COVID mitigation protocols to provide a safe environment for students, faculty, and staff, while placing a high priority on overall student health, mental health, and educational experience. Spiritual support and the education of our students can be implemented in conjunction with mitigation protocols to lower the risk of COVID transmission. The mitigation and response protocols contained in this document are a digest of the **requirements issued to us by the State of Oregon** various sections (Oregon Health Authority, Oregon Department of Education, Oregon Occupational Safety and Health Administration). The state of Oregon issues these orders and administrative rules with the weight of state law and can implement various measures to enforce them, including fines and issuing stop orders, shutting down our operations. This document attempts to digest these various requirements in the practice and operations of WCHS.

Basis:

This document has been compiled to distill down the information, requirements, and relevant guidance contained in the Oregon Department of Education (ODE) Ready Schools, Safe Learners Resiliency Framework for the 2021-22 School Year (RSSL), and associated documents, the WCHS Communicable Disease Plan, guidance from the Oregon Health Authority (OHA) and the US Centers for Disease Control (CDC), and our LPHA (Washington County Health Department).

Key Terms:

COVID exposure: An Individual who has had close contact (within 6 feet for a total of 15 minutes or more) to:

- Person with COVID-19 who has symptoms (in the period from 2 days before symptom onset until they meet criteria for discontinuing home isolation (10 days)

- Person who has tested positive for COVID-19 (laboratory confirmed) but has not had any symptoms (in the 2 days before the date of specimen collection until they meet criteria for discontinuing home isolation).
- The OHA/ODE RSSL has decreased the exposure spatial distance to less than 3' for students in a classroom setting when all students in the exposure group were masked.

Source: CDC Website

LPHA: Local Public Health Authority, in the case of WCHS, the Washington County Health Department

Presumed COVID positive: The LPHA or a health care professional may determine that a person who has been exposed to COVID is presumed to be COVID positive based on the results of contact tracing. If a person has been officially informed that they are presumed COVID positive, they must be treated as though they tested positive unless subsequently being tested with a negative result.

COVID diagnostic antigen test: Detects antigen proteins on the surface of SARS-CoV-2, the virus that causes COVID-19. Unlike other diagnostic tests for COVID-19, BinaxNOW does not require a laboratory or other equipment to process or analyze the test results. This makes it portable and fast — results are available within 15 minutes. Positive results should be confirmed with a PCR test.

COVID diagnostic PCR test: Detects the presence of the virus's genetic material, must be done in a lab, and takes a few days (or longer depending on testing capacity).

Mitigation: The process or result of making something less severe, dangerous, painful, harsh, or damaging.

Awareness & Prevention:

COVID symptoms:

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure (but in most cases in just a few days) to the virus. People with these symptoms may have COVID-19:

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|---|------------------------------|
| ● Fever or chills (=OR>100.4) | ● Headache |
| ● Cough | ● New loss of taste or smell |
| ● Shortness of breath/ difficulty breathing | ● Sore throat |
| ● Fatigue | ● Congestion or runny nose |
| ● Muscle or body aches | ● Nausea or vomiting |
| | ● Diarrhea |

Symptom free campus:

Workplace COVID policies have been instituted to keep symptomatic, COVID positive, or presumed COVID personnel away from campus. Likewise the following student policies have been established.

Student COVID policies have been implemented and continue to be reiterated to students and families.

- If a student or someone in the student's household has tested positive for COVID, **AND/OR** been informed by the LPHA or healthcare professional that they are presumed to have COVID, **AND/OR** the student or anyone in their household is confirmed to have been in close contact (less than 6' for 15 minutes or more) with someone who is confirmed to have COVID, they must follow the required isolation/quarantine protocols (covered later in this document). Note that in a classroom setting, the spatial distance is within 3' if all students are masked.
- If the student has any COVID symptoms (that are not associated with known pre-existing medical conditions), they can not come to campus until 24 hours after all symptoms have subsided, including any fever (=OR> 100.4), without use of fever reducing medicine.

Visitors:

Visitors on campus must be limited to necessary activities

- Outside of faculty, staff, coaches, and students, no person should be on campus for any purpose that is not necessary to school operations.
- Social visits or visits with no particular purpose are not permitted.
- Parent volunteers who are performing a necessary function are permitted as appropriate.
- Vendors performing necessary functions are permitted.

Events:

School social, athletic and music/art events will adhere to all requirements relevant to their events, as published by the OSAA and where applicable, OHA and ODE. While crowd and group size limitations have been largely eliminated by OHA/ODE, COVID mitigation practices will be considered for all events.

Vaccinations:

Under the Governor's emergency power, the state of Oregon ODE and OHA have instituted COVID vaccination requirements for all faculty, staff, coaches, and volunteers. WCHS has instructed all persons affected to comply with this requirement by the state deadline (at current publication October 18th 2021).

Students will not be required to get a COVID vaccine. Students who are fully vaccinated have different requirements for quarantine after a COVID exposure (see COVID Response, Testing & Quarantine Section in this document).

COVID Concerns:

If employees have concerns, or suggestions for improvement to the WCHS COVID mitigation plans, you are highly encouraged to:

- Bring them up at a Tuesday morning faculty/staff meeting.
- Email them to COVID@wchsonline.org.
- Speak to John Hynes or Jeff Cox.
- Alternatively, if you feel you must communicate something anonymously, you may place a written letter in the Finance Directors inbox (outside the finance office door). However the best practice is to communicate clearly and to bring your concerns directly, so dialogue can occur. No one will be disparaged or disciplined in any way for bringing concerns or suggestions.

WCHS COVID Mitigation Practices:

- Communications and reminders with signage.
 - Continue to display signage and reminders regarding face coverings, social distancing, and hygiene practices.
- Students, families, and staff will be reminded to not to come to campus if they feel ill and/or exhibit symptoms of illness.
- Most passing periods are kept brief to keep students moving in the hallways.
- Face coverings are required.
 - Face coverings are required to be worn by students, faculty and staff. If faculty or staff are working in an area, such as a classroom or office, where there is no one else present, face coverings can be removed.
 - ODE and the RSSL document does allow the use of face shields in circumstances where the wearer has a medical need or in circumstances where visibility of the mouth is necessary to understand someone.
 - Face shields have been placed in each classroom, and if a student requires a break of their mask, the faculty can give a student a face shield, so long as they are seated in one location. The face shield is theirs to keep and re-use.
 - Where medical exemptions have been filed for face coverings, this will be reviewed on a case by case basis by the administration.
- Classroom social distancing configurations
 - Wherever possible effort will be made to keep students 3' apart.

- Desks and chairs must be configured to provide as much social distancing as possible, striving for roughly 3' of space between students wherever possible.
 - The RSSL document from ODE does allow some flexibility regarding classroom setups. The RSSL guidance document states “Arrange student desks and other seat spaces so that staff and students’ physical bodies are 3 feet apart to the **maximum extent possible** and use assigned seating so students are in the same seat at all times.”
 - Classroom configurations will be inspected by campus operations to assure compliance.
- Air flow
 - HVAC Systems are programmed to keep a constant fan during the school day, to maximize the exchange of air in the room. Filters are changed regularly.
 - Some classrooms still have older windows that can be vented open. Faculty are encouraged to open these (weather permitting). They must be shut and locked before faculty leaves the room for the day.
- Facilities Cleaning & Sanitizing
 - Bathrooms will be treated with the sanitizing electrostatic sprayer and wiped clean during 2nd period and 3rd period each day. In addition bathrooms will be fully cleaned and sanitized again at the end of the day. Each cleaning / sanitizing cycle will be logged.
 - Diligent overall facilities cleaning and sanitizing will continue including the continued use of sanitizing with an electrostatic sprayer on all desks, chairs, and high touch points (door handles, light switches, etc) daily.
 - Frequent vacuuming and floor cleaning will also continue.
 - If a person becomes injured or ill resulting in a biohazard, such as blood or vomit, follow the protocols in the WCHS Biohazard Exposure Control Plan.
 - Have the injured party use something to apply pressure to the bleeding area and limit spread of the blood. If the person is unconscious, do this for the person, limiting as much contact with their blood as possible.
 - Seek treatment for the injured party.
 - Do not clean biohazard material yourself. Contact Campus Operations, who will respond with biohazard cleanup kits.
 - Campus Operations personnel will document the incident and anyone having unprotected contact with the biohazard will be directed to consult a medical professional.
- Transportation
 - WCHS does not operate bus service for transporting students to and from school.
 - WCHS does have 15 passenger buses used for special events. ODE RSSL guidance and protocols permit having students on busses without social distancing, but masks are required and windows must be opened during use.

- See WCHS COVID Bus Mitigation Protocol Document.
- Lunch practices and food handling
 - Students can remove their face coverings while eating, but need to maintain social distancing wherever possible.
 - Students who are eligible for off-campus lunch are decorated to do so, other students are encountered outside, weather permitting.
 - Purchased lunches are from pre-approved and vetted vendors and will be supplying lunches individually packaged.

Contact Tracing / Exposure Reporting

- All visitors must sign in AND out on the provided sign in sheets.
- All faculty must diligently record student attendance in FACTS each class period.
- Use of seating charts keeping students in the same seats for each class period is required. If seating charts are changed, document changes with a new seating chart and the date it went into use. New seating charts should be updated and provided to the office of Campus Operations.
- Focus groups must diligently take student attendance.
- Any known or presumed COVID exposure must be reported
 - Primary method will be via the COVID Exposure/Potential Exposure reporting form found on the WCHS COVID page: <https://www.wchsonline.org/community-life/coronavirus.cfm>
 - If the form can not be completed quickly, you can email the basic information to COVID@wchsonline.org
 - All reporting of exposure or confirmed COVID positive information will be handled confidentially. Only staff who have a need to know will know the identity.
 - Students, staff, or faculty who are away from campus for COVID related concerns should only be referred to as absent.
- Staff who meet with students for longer than 15 minutes, are required to document the meeting on your google calendar.

COVID Response, Testing, & Quarentines

Student develops symptoms while at school:

- If at student notifies you or you determine a student shows signs of COVID symptoms, not consistent with a pre-existing condition, then the following practices will be implemented:
 - Students should be sent to the office and report to Mrs. Moyer, maintaining maximum social distance at all times.

- Call the office and notify them you are sending a student with possible symptoms.
- They will be isolated in the designed isolation room (room to the left of the front desk).
- Upon confirmation of a COVID testing consent form on file or upon reaching the parent/guardian to obtain consent, the student can be tested for COVID with an antigen rapid test provided by ODE/OHA. Tests are administered by a trained test administrator with PPE and all tests are documented and reported as required by ODE/OHA.
 - If the student tests negative, they are sent home and can return after completing a 24 hour period with no symptoms.
 - If the student tests positive, they are sent home and encouraged to have a PCR test to confirm the antigen test, and to consult their healthcare professional.
 - If the student tests positive the COVID response team is activated and contact tracing will begin.
 - If a contact tracing, testing, and isolation of potential exposed parties can not be done before the next bell, the bell schedule will be paused and students will be held in place.
 - Exposed persons identified by contact tracing will be relocated to the gym, documented, and sent home to quarantine.
 - Exposed persons can make an appointment for drive up testing at WCHS after a minimum of **3 days**. And must quarantine at home for the applicable quarantine period (see quarantine section).
- The electrostatic sprayer will be used to sanitize the affected classrooms and the isolation room.

Person reports COVID exposure subsequent to being on campus or at a school event:

- If a person reports to the school that they have tested positive for COVID or have been informed by a health care professional that they are presumed to have COVID after being on campus the COVID response team is activated.
 - Contact tracing will be completed.
 - Exposed persons will be notified that they must quarantine at home for the applicable quarantine period (see quarantine section).

Quarantine Periods

IMPORTANT: Quarantine and Isolation protocols are prescribed by the LPHA, which in most cases for us, is Washington County Health Department. The state of Oregon says it no longer has a statewide quarantine/isolation protocol for all schools, and that the local health department will determine these protocols in coordination with the OHA and ODE based on local conditions. This means that the protocols could change any time, and have already been

tweaked since the start of the school year. Unless issued as a recommendation (which will be specifically called out) these protocols are required under law. The documents provided to us provided seven different COVID scenarios for schools. The specific protocols for your student may vary slightly based on these seven different response scenarios. However, in general the following quarantine protocols are most common.

- A person who is COVID positive or presumed to be COVID Positive
 - Must quarantine and isolate at home for a period of 10 days after symptom onset, or after their first positive COVID test (or after being informed by a medical professional they are presumed COVID positive) and may NOT return to school until after the 10 day isolation period AND 24 hours after all COVID symptoms (except loss of taste/smell and fatigue) have subsided without the aid of medication. For example, if a person has quarantined for 10 days, and no longer has a fever, but is taking a fever reducing medication, they can not return until they have completed 24 hours without a fever and without fever reducing medication. In another example, if a person has completed all 10 days, and only remaining symptoms are loss of taste/smell and/or fatigue, they can return (loss of taste/smell and fatigue can linger on after being COVID positive).
 - A negative COVID test is NOT required to return to school, as it is possible to test Positive for COVID several months after contracting COVID.

- A person is determined to have been exposed to COVID after contact tracing has occurred and they have been informed by the school or a healthcare professional that they have been exposed to COVID.
 - Must quarantine at home for a period of at least 10 days after exposure to COVID 19, although 14 days is recommended. Can return to school after 10 days if they are symptom free. A negative COVID test is NOT required to return to school, with the noted exception described in the below bullet point.
 - If the exposed person has been fully vaccinated or has been COVID positive in the previous 90 days from exposure, the person does NOT have to quarantine. They are to monitor closely for symptoms, and should be tested 3-5 days after exposure to confirm they have not contracted COVID.
 - If the exposed person in the same household has a COVID positive person (or presumed COVID positive person) they must quarantine for a minimum of 10 days regardless of vaccination or previous COVID status.
 - Seven day early return with a negative COVID test option. This option may be implemented depending on current community conditions and in respect to the LPHA direction. This option can change from “allowed, prohibited, or not recommended” on any given day. When this provision is not strictly prohibited, WCHS will offer this option with the exception of persons who are in the same household as a COVID Positive (or presumed COVID Positive) person.

- If a person tests negative and has no symptoms they can return to school after the 7th day from the date of exposure. For example, if a cohort is exposed on January 1, that cohort could be tested between January 4th and 6th, and released from quarantine on January 8th if all tests are negative and exposed students are symptom-free. If they do not wish to take a test they must quarantine for at least 10 days from the date of last exposure before returning to school.

School Provided Testing:

Under emergency authorization by the Governor of the State of Oregon school provided COVID rapid testing is available. The test, the program protocols and rules, and the data collection is provided by the State of Oregon and must be conducted under the prescribed program rules.

Designated school personnel have been specially trained to conduct and oversee the testing program. The school can offer tests specifically **and only specifically in two scenarios**. First, if a person becomes symptomatic while on campus or at a school event. Second, if a person has been determined via school or LPHA contact tracing to have been exposed to COVID while on campus or at a school event.

- The person must have a OHA/ODE COVID consent form on file.
- Exposed persons can make an appointment for drive up testing at WCHS after a minimum of **3 days** after exposure. At times the school may announce specific times for drive through testing for the exposed group.
- Upon confirmation of a COVID testing consent form on file or upon reaching the parent/guardian to obtain consent, the student can be tested for COVID with an antigen rapid test provided by ODE/OHA. Tests are administered by a trained test administrator with PPE and **all tests are documented and reported as required by ODE/OHA**.

Remote Learning:

While in quarantine/isolation students will have full access to remote learning via Google Classroom, and have the opportunity to schedule remote video sessions with faculty. A staff person will be following up with students and families, as well as faculty, to assure access to remote learning resources.

COVID Response Team:

- Jeff Cox, Director of Campus Operations:
 - COVID response coordinator
 - Facilities response
 - Notifications & guidance

- Wendy Pringle, COVID Response Interventionist & Denise Moyer Receptionist/
Attendance:
 - Contact tracing
 - Attendance tracking
 - Covid testing
 - Post COVID contraction or exposure followup
- Scott Ball, Assistant Principal for Academics
 - Quarantine remote learning and accommodation intervention

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