

Yamhill Carlton School District

Board of Directors - Regular Session Agenda

Zoom Meeting – Via Link: <https://zoom.us/j/97292357176>

Thursday August 13, 2020

Regular Session- 6:00pm

AGENDA

- I. Flag Salute
- II. Call to Order Regular Session- 30 Minutes
- III. Individuals, Delegations, Recognition, and Communications

Public Comment – The Board welcomes you to its monthly meeting. We ask that you complete an Intent to Speak Form and turn it in to the Board secretary at this time. The Board will receive public comments at this time but will defer issues to the appropriate administrator. During public comment, the board listens but neither discusses, nor responds to questions and concerns. Speakers are limited to three minutes.

- IV. Review of Agenda
- V. Swearing in of New Board Member – Erin Galyean (Pg. 1)
- VI. Appointment of Board Liaison and Committee Members (Action Item) (Pg. 2)
- VII. Consideration of Work Session Calendar (Pg. 3)
- VIII. Regular Session - Consent Agenda
 - 1. Approval of Board of Directors Minutes
 - a. School Board Retreat of August 1, 2020 (Pg. 5)
 - 2. Personnel Report (Pg. 7)
- IX. Announcements and Reports – 30 minutes
 - I. Financial Report & List of Bills for July 2020 – Tami Zigler (Action Item) (Pg. 8)
 - II. Superintendent's Report- Bill Rhoades – Verbal Report
 - III. District Facilities Report – Bill Rhoades – Verbal Report (Pg. 11)
 - IV. School Reopening Blueprints – Bill Rhoades (Pg. 12)
 - a. YCES (Pg. 13)
 - b. YCIS (Pg. 34)
 - c. YCHS (Pg. 56)

X. Board of Directors Comments

Adjournment

Note: Unless approved, Regular Meetings of the Board of Directors will be no longer than 3 hours in length at any single session.

INTERPRETERS FOR THE HEARING IMPAIRED: To request interpreter services for this meeting call 503-852-6980 at least 24 hours prior to the meeting.

I, Erin Galyean, do solemnly swear (or affirm) that I will support the Constitution of the United States, the constitution and the laws of the state of Oregon, and the policies of the Yamhill Carlton School District. During my term, I will faithfully and impartially discharge the responsibilities of the office to the best of my ability.

Mission

The Yamhill-Carlton School District champions the growth of its students. Our students recognize their individual strengths and talents, overcome their challenges, grow past proficiency, and succeed in their aspirations so each may contribute positively to a local and global society.



To: Yamhill Carlton School District Board of Directors
From: Bill Rhoades, Superintendent
Date: August 10, 2020
Re: Appointment of Board Liaison/Committee Members

Background Information:

Annually Board members have been selected as a liaison to the superintendent for specific aspects of the leadership and management of the district. The Board liaison acts as a consult and point of contact for the superintendent and attends regularly scheduled meetings in the areas they represent. Areas that have had Board appointed liaisons in the past are:

- Finance/Budget/Audit
- Facilities Planning and Safety
- Activities/Athletics
- Negotiations
- School Improvement/Curriculum
- Policy

The Board will consider identifying a Board liaison (or two if desired) for the areas identified above. The Board liaison could be consulted by the superintendent, and may attend meetings and/or work sessions called to process aspects of our work in those areas they support.

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To: Yamhill Carlton School District Board of Directors
From: Bill Rhoades, Superintendent
Date: August 10, 2020
Re: Consideration of Work Session Calendar

Background Information:

At the August 1, 2020 retreat the Board considered the possibility of reserving dates for work sessions or study sessions during which the Board would take a deeper dive into critical aspects of the work. A work session might last an hour and a half or so and topics might include things like:

- Refining Board Goals
- School Reentry Planning
- Instructional Technology Update
- Elements of a Superintendent Search
- Long Range Facilities Planning
- Mathematics Instruction
- Legislative Priorities and Updates
- Policy Work
- Social and Emotional Learning

There would not generally be decisions made or actions taken during a work session, however if there was some urgency around getting Board approval for an item or to have the Board take action on a particular aspect of our work, an action item could always be included as part of a work session agenda.

An example might be the dedicating of the 4th Thursday of each month to a scheduled work session. This gives two weeks between the regular business meeting and the work session. Many Boards also try to avoid scheduling December and March work sessions because of the upcoming breaks and the busy nature of the end of those months.

Recommendation:

After discussion, the Board may move to schedule regular work sessions on the 4th Thursday of each month with the exception of November (Holiday), December, and March.

YAMHILL CARLTON SCHOOL DISTRICT NO. 1

BOARD OF DIRECTORS

Board Retreat

FitzGerald Farms

Saturday, August 1, 2020 8:30 am – 12:30 pm

MINUTES

Board Members: Susan Fitzgerald, Jami Egland, Jack Bibb, Ken Watson, Erin Galyean

DO/Administration Staff: Superintendent Bill Rhoades, Ed.D., and Board Secretary Eric Kraft

Superintendent's Update

Staffing

- Staff Turnover
- Facilities Manager, Communication Specialist, Payroll Specialist positions have been posted.

Budget

- Optimism around a \$9.0 billion State School Fund,
- Potential full funding for Measure 98
- Likely funding for a third of the SIA (Student Investment Account)
- More Federal relief likely coming
- Governor assigned \$28 million in COVID Relief to support technology and connectivity.

Facilities Projects

- Completed Projects – Track Resurface.
- To Do -YCES Parking Lot, District Office foundation, Old Gym hot water replacement system, intercom system, locker room & concession.
- Other – 30,000 Gallon Propane Tank, HVAC system repairs, Seismic upgrades and grants, materials to support COVID related health and safety needs.

Back to School

- Comprehensive Distance Learning and Transition to Hybrid model under construction.

Back to School

- Teachers and classified association across the state have been asking to bargain and/or develop MOUs related to changes in the working conditions related to COVID.

Review Continuous Improvement Goals

- Reviewed and discussed the YC Strategic Plan 2017-20222.
- Reviewed and discussed the most recent State Report Card Results.

Board Goals

- Grow student achievement, through the use of high leverage instructional strategies that raise rigor for all students while generating equitable outcomes and opportunity to learn.
- Continue progressive planning and visioning for maintaining long-term financial stability and sustainability and facilities maintenance and improvement that remain responsive to community growth and student learning needs.
- Engage the school community as partners in our search for a superintendent who will successfully lead and support our district mission, vision, and values of excellence in education.
- Implement systems of professional learning and growth to support coherent systems of teaching and learning that are responsive to change, that leverage current technologies, that are flexible and adaptive, and that build confidence and competence in navigating the challenges of our current school context.

Superintendent Goals

- The goals for the Superintendent and the goals for the Board are one in the same.

Organization

Working Agreements

- The Board and Superintendent reviewed and discussed examples of working agreements from other districts.

Work Sessions

- The Board considered the possibility of reserving dates for work sessions or study sessions during which the Board would take a deeper look into critical items.

With no further discussion the meeting adjourned at 12:30 PM

Minutes by: Eric Kraft, Board Secretary

Yamhill Carlton School District

Human Resources

Board Report

August 2020



New Hires

Brenna Diede - DO Confidential Secretary / Communications Specialist
Todd Hendrickson - Facilities Manager
Shelly Ready - Payroll / Accounts Payable Specialist
Katie Fjeldheim - Kindergarten Teacher

Resignation/Retirements

Audra Fletcher - YCIS Building Secretary

Currently Open Postitions

YCIS Secretary
YCHS Counseling Secretary
Alliance Academy Program Teacher
Kitchen Helper (3.75)
IA - Life Skills
IA - Behavior 4th - 8th grades
IA - ELL
YCHS - Volunteer Assistant Coach

Approval of Bills Report

Fiscal Year: 2020-2021

Criteria: From Check Date: 07/01/2020 To: 07/31/2020 Voucher: ALL
Report Sort: FUND From Fund: 100 To: 900

☐ Page Break

☒ Exclude Invoice Description

Check Number	Vendor	Amount
100 - GENERAL FUND		
0	AMAZON CAPITAL SERVICES	\$317.49
58394	AVEANNA HEALTHCARE	\$7,778.32
0	BLACKBOARD INC.	\$1,687.00
0	CARRUTH COMPLIANCE CONSULTING INC	\$2,304.72
0	CENTURY LINK	\$179.48
58369	CITY OF CARLTON	\$1,133.86
58370	CITY OF YAMHILL	\$4,744.82
58371	CJ STEEL MOTORWORKS	\$268.00
58361	COGNIA INC	\$1,200.00
58395	COMCAST NETWORK SERVICES	\$4,306.13
58372	COSA	\$3,570.00
0	D-N-D ELECTRICAL CONTRACTORS	\$462.00
58373	DEPT CONSUMER & BUSINESS SERVICES	\$403.20
0	DUDE SOLUTIONS INC	\$3,232.86
58362	DUDE SOLUTIONS INC	\$2,802.62
0	ESS WEST LLC	\$25,576.39
58374	FENCE MASTER FENCE CO.	\$6,167.80
58363	FORECAST 5 ANALYTICS INC	\$9,975.00
58375	IRON MOUNTAIN INCORPORATED	\$140.46
58376	KONE INC	\$3,616.59
58377	LAWRENCE COMPANY	\$100.00
58378	LOWE'S COMPANIES INC.	\$262.41
58379	MCGRAW-HILL EDUCATION INC	\$495.35
0	NORTHWEST REGIONAL ESD	\$71,900.00
58398	OETC	\$150.00
58399	OSBA	\$2,000.00
58380	PAC-VAN	\$105.00

Approval of Bills Report

Fiscal Year: 2020-2021

Criteria: From Check Date: 07/01/2020 To: 07/31/2020 Voucher: ALL
Report Sort: FUND From Fund: 100 To: 900

☐ Page Break

☒ Exclude Invoice Description

Check Number	Vendor	Amount
100 - GENERAL FUND		
58381	PACE	\$168,208.00
58382	PORTLAND GENERAL ELECTRIC	\$7,408.66
58364	POWERSCHOOL GROUP LLC	\$9,845.31
58383	RECOLOGY WESTERN OREGON GARBAGE	\$434.63
0	SAIF CORPORATION	\$33,684.77
58384	SIERRA SPRINGS	\$19.26
58385	T AND E GENERAL STORE	\$27.82
58386	TYLER TECHNOLOGIES INC	\$675.00
58367	WHA INSURANCE AGENCY INC	\$15,748.00
58401	WILCO	\$26.07
58390	YAMHILL SHELL STATION	\$15.39
58391	ZIPLY FIBER	\$722.22
Total for 100 - GENERAL FUND		\$391,694.63
206 - IDEA PART B SECTION 611		
58388	WESTERN PSYCHOLOGICAL SERVICES	\$602.80
Total for 206 - IDEA PART B SECTION 611		\$602.80
230 - MISC GRANTS		
58389	YAMHILL CARLTON EDUCATION FOUNDATION	\$203.71
Total for 230 - MISC GRANTS		\$203.71
250 - FOOD SERVICES		
58368	ALPENROSE	\$73.66
58393	ALPENROSE	\$679.82
58396	FRUITHILL INC	\$82.50
58397	OCNC	\$531.44
58400	SYSCO FOOD SERVICES	\$711.20
58365	THE CLM GROUP, INC.	\$2,090.00

Approval of Bills Report

Fiscal Year: 2020-2021

Criteria: From Check Date: 07/01/2020 To: 07/31/2020 Voucher: ALL
Report Sort: FUND From Fund: 100 To: 900

☐ Page Break

☒ Exclude Invoice Description

Check Number	Vendor	Amount
250 - FOOD SERVICES		
58366	WATER WALKERS INC	\$2,394.90
58402	YAMHILL COUNTY PUBLIC HEALTH	\$474.00
Total for 250 - FOOD SERVICES		\$7,037.52
266 - TUITION REIMBURSEMENT		
0	FOLEY, ANNE MICHELLE	\$2,901.84
Total for 266 - TUITION REIMBURSEMENT		\$2,901.84
301 - OTHER DEBT SERVICE FUND - QZAB		
58359	BAC LEASING SVC AGENT FOR	\$69,097.50
0	CAPITAL ONE EQUIPMENT FINANCE	\$71,428.57
58360	CAPITAL ONE EQUIPMENT FINANCE	\$0.00
Total for 301 - OTHER DEBT SERVICE FUND - QZAB		\$140,526.07
304 - JCI PROJECT		
58387	US BANK ST PAUL	\$91,161.39
Total for 304 - JCI PROJECT		\$91,161.39
Grand Total:		\$634,127.96

End of Report

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To: Yamhill Carlton School District Board of Directors
From: Bill Rhoades, Superintendent
Date: August 10, 2020
Re: District Facilities Report

Background Information:

The Superintendent will provide brief updates and information related to progress on the following projects:

1. Locker Room and Concession Stand Construction
2. District Office Foundation Repair
3. Gym Occupancy
4. JCI Propane Tank Installation
5. JCI HVAC Repairs

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To: Yamhill Carlton School District Board of Directors
From: Bill Rhoades, Superintendent
Date: August 10, 2020
Re: School Reopening Blueprints

Background Information:

The Superintendent will provide an overview and information related to the blueprints and planning for the reopening of school in the fall. The report will include the plans for opening school under the Comprehensive Distance Learning Model, the only option available to us given the Yamhill County COVID-19 metrics and the Governor's guidelines released July 28th. The blueprints also provide plans for returning to a hybrid model, which would include onsite instruction, as/should the county metrics improve.

As per ODE guidance, the blueprints will also be submitted to the Yamhill County Health Department and the Oregon Department of Education by Monday, August 17th.

OPERATIONAL BLUEPRINT FOR SCHOOL REENTRY 2020-21

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	Yamhill-Carlton School District
Key Contact Person for this Plan	Bill Rhoades, Ed. D.
Phone Number of this Person	541-639-2882
Email Address of this Person	rhoadesb@ycschools.org
Sectors and position titles of those who informed the plan	Bill Rhoades, Ed. D., Superintendent John Horne, Human Resources Director Kristen Watson, YCHS Bobbi Kidd, YCIS Matt Wiles, YCIS Lisa Heatherly, YCES Chad Tollefson, YCES Client Raever, YCHS Kelly VanHorn, YCES Shelly Campbell, YCES Anne Foley, YCIS Patti Bertrand, YCIS Kelli Fletcher, YCES Bradley Post, YCHS Ardis Bell, YCIS Emily Chadwick, YCES Tina Vertner, YCHS Teresa Brey, YCIS Abbey Stevens, YCES
Local public health office(s) or officers(s)	Yamhill County Health, Amber Miller

Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements	Chad Tollefson Scott Henderson
Intended Effective Dates for this Plan	08/01/2020-06/30/2020
ESD Region	Willamette ESD

2.

3. 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.

Staff, community members and parents were involved in the committee work and/or participated through survey. Our school board has been involved and communicated with throughout the development of this plan. The plan will be shared for public review, mailed to all families, and posted online. Surveys will be collected from parents and staff. Survey responses will be used to revise the plan for final review by the school board August 13.

4. Indicate which instructional model will be used. This does not apply if you are an online school or virtual public charter school and had a virtual online instructional model already in place pre-COVID-19.

Select One:

☐ On-Site Learning ☒ Hybrid Learning ☐ Comprehensive Distance Learning

5. 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).
6. 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 3-14 in the initial template) and [submit online](https://app.smartsheet.com/b/form/a4dedb5185d94966b1dffc75e4874c8a). (<https://app.smartsheet.com/b/form/a4dedb5185d94966b1dffc75e4874c8a>) by August 15, 2020 or prior to the beginning of the 2020-21 school year.

* **Note:** Private schools are required to comply with only sections 1-3 of the **Ready Schools, Safe Learners** guidance.

REQUIREMENTS FOR COMPREHENSIVE DISTANCE LEARNING OPERATIONAL BLUEPRINT

This section must be completed by any school that is seeking to provide instruction through Comprehensive Distance Learning.

Schools providing On-Site or Hybrid Instructional Models do not need to complete this section.

Describe why you are selecting Comprehensive Distance Learning as the school's Instructional Model for the effective dates of this plan.

N/A

[Complete after June 30, 2020 when Comprehensive Distance Learning Guidance is released by ODE.] Describe how your school's model aligns to the Comprehensive Distance Learning Guidance.

Our model combines live teaching throughout the day with tutoring support and office hours for students to receive additional time. Students are on a consistently scheduled school day for their core content support and are encouraged to participate live when possible; however, most live classes will also be recorded to support families after-hours. Tutorial and tech support will be made available Monday-Friday. Schedules and due dates for assignments will be posted regularly and at regular times to the extent possible. Interventions and support for students needing special services will be available through live sessions as well as through alternative support materials. The District will supply Chromebooks to each student and has hot spots available as well, for those who may need them. We are exploring connectivity options for families who have service of no kind. Familiar teaching and learning platforms will be integrated with digital curriculum and digital communication tools to support students and families.

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 have communicated that we will use the CDL model for the first quarter of teaching and learning. We will begin preparation for returning to onsite hybrid learning when the Yamhill County metrics have indicated the 5% test positive rate has been met for three weeks. Once that has occurred, we will monitor the County infection levels and when they have been below the 30 cases for two weeks (grades K-3) and 10 cases (K-12) in a row, we will prepare classrooms for student arrival. When they have been met for four consecutive weeks, we will notify staff and families of the plan to shift to onsite. At that time we will determine a time for transition that would be the least disruptive to learning and that would best support the needs of our families. We will then welcome students into the classrooms in our onsite hybrid model. Families who would prefer to continue with CDL will be able to do so.

The remainder of this operational blueprint is not applicable to schools operating a Comprehensive Distance Learning Model.

ESSENTIAL REQUIREMENTS FOR HYBRID / ON-SITE OPERATIONAL BLUEPRINT

This section must be completed by any school that is providing instruction through On-Site or Hybrid Instructional Models.

Schools providing Comprehensive Distance Learning Instructional Models do not need to complete this section.



1. Public Health Protocols

1a. COMMUNICABLE DISEASE MANAGEMENT PLAN FOR COVID-19

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Implement measures to limit the spreads 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	Disease Management Plan: The Yamhill-Carlton School District follows the published Communicable Disease Guidelines from the Oregon Department of Education and the Oregon Health Authority. The Yamhill-Carlton School District Pandemic Plan, COVID-19 response plan and Board Policies GBEB, JHCC and GBEB/JHCC-AR will be followed.

requirements, consistent with this guidance and other guidance from OHA.

- ☒ 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.
- ☒ Process and procedures 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.
- ☒ Protocol to notify the local public health authority ([LPHA Directory by County](#)) of any confirmed COVID-19 cases among students or staff.
- ☒ Plans for systematic disinfection of classrooms, offices, bathrooms and activity areas.
- ☒ Process to report to the LPHA any cluster of any illness among staff or students.
- ☒ Protocol to cooperate with the LPHA recommendations and provide all logs and information 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.
 - 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:
 - Child's name
 - Drop off/pick up time
 - Parent/guardian name and emergency contact information

Staff Responsible for Maintaining Physical Distancing:

YCES: Chad Tollefson

Resource Staff:

- **Yamhill County Health:** Amber Miller
- **WESD On-Site Nurse:** Alanna Russell

Training Process: Utilizing both online and on-site trainings (as allowable and feasible), all staff (classified and certified) will be trained on the components of this document as well as our policies and plans for managing the COVID pandemic.

Reporting to LPHA: Logs of students and staff sent home with possible symptoms shall be sent to Yamhill County Health daily. Contact tracing shall be completed at their request.

Isolation: Isolations rooms are identified below. Rooms shall be staffed when occupied. All occupants in room will wear masks unless health conditions prohibit such use.

- **YCES:** Room 226 and Room 227
- **Daily Logs- Contents and Maintenance:** Daily logs for student cohorts shall be created and stored for each student cohort (transportation, on-site hybrid cohort, intervention cohort). Such logs shall be kept at the front office and shall be delivered to the front office each day. Bus records from school-home trips shall be scanned and sent via email to the lead secretary at the conclusion of the routes each day. Once received, such logs shall be saved in the YCES Bus Daily Logs folder in google drive with the date as the file name. These logs will be maintained in the online storage system through October 1st of 2021 at a minimum. This drive shall be shared directly with the Yamhill County Health Department and may be used as needed for contract tracing purposes. An MOU will be signed by the Yamhill County Health Department agreeing to privacy requirements and serve as a contracted partner for FERPA purposes. Staff identified to maintain contract tracing logs:
- **YCES:** Kelli Fletcher

Logs shall include:

- Child's name
- Drop off/pick up time
- Parent/guardian name and emergency contact information shall be maintained and accessed via

<ul style="list-style-type: none"> • All staff (including itinerant staff, substitutes, and guest teachers) names and phone numbers who interact with a stable cohort or individual student <p><input checked="" type="checkbox"/> Protocol to record/keep daily logs to be used for contact tracing for a minimum of four weeks to assist the LPHA as needed.</p> <p><input checked="" type="checkbox"/> 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.</p> <p><input checked="" type="checkbox"/> Protocol to respond to potential outbreaks (see section 3 of the <i>Ready Schools, Safe Learners</i> guidance).</p>	<p>Synergy. Yamhill County Public Health shall be granted view only access to student demographic information for contact tracing purposes.</p> <ul style="list-style-type: none"> • All staff (including itinerant staff, substitutes, and guest teachers) names and phone numbers shall be logged along with their cohort interactions. <p>Screening:</p> <ul style="list-style-type: none"> • Each cohort shall be assigned an entry location. Staff will be assigned to each entry location and will screen students each morning prior to entering the building and/or classroom. • When the screening indicates that a student may be symptomatic, the student is directed to the office where the staff will follow the isolation and screening protocols identified in the pandemic and COVID-19 plans and follow directions provided by Yamhill County Health. • Hand-sanitizer stations will be placed by each entrance for student usage prior to building and classroom entrance. Handwashing stations will be available for use within each classroom. <p>Disinfection: Disinfection shall occur daily in each classroom. Restrooms, doorknobs, and isolation rooms shall be cleaned multiple times per day and logs of cleaning will be maintained by custodial staff. Yamhill County Health recommendations for cleaning and sanitizing will be followed and the plan will be revised accordingly as needed and directed.</p> <p>Outbreak Response: In the event of an outbreak, Superintendent Rhoades and Principal Tollefson will work directly with Yamhill County Health to implement and make any updates/changes as may be necessary per guidance from Yamhill County Health.</p>
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1b. HIGH-RISK POPULATIONS

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input checked="" type="checkbox"/> 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><input checked="" type="checkbox"/> 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>	<p>Serving Students: All students (through parental/guardian confirmation) will be given the opportunity to self-identify as vulnerable or living with a vulnerable family member.</p> <ul style="list-style-type: none"> • Parents will be able to select the online or hybrid model option that is most appropriate for their student. • Students who experience disability will continue to receive specially designed instruction and such services shall be delivered as designed by the IEP team.

1. Medically Complex: Are students who may have an unstable health condition and who may require daily professional nursing services.
2. Medically Fragile: Are students who may have a life-threatening health condition and who may require immediate professional nursing services.
3. Nursing-Dependent: Are students who have an unstable or life-threatening health condition and who require daily, direct, and continuous professional nursing services.

☒ Staff and school administrators, in partnership with school nurses, or other school health providers, should work with interdisciplinary teams to address individual student needs. The school registered nurse (RN) is responsible for nursing care provided to individual students as outlined in ODE guidance and state law:

- Communicate with parents and health care providers to determine return to school status and current needs of the student.
- Coordinate and update other health services the student may be receiving in addition to nursing services. This may include speech language pathology, occupational therapy, physical therapy, as well as behavioral and mental health services.
- Modify Health Management Plans, Care Plans, IEPs, or 504 or other student-level medical plans, as indicated, to address current health care considerations.
- The RN practicing in the school setting should be supported to remain up to date on current guidelines and access professional support such as evidence-based resources from the Oregon School Nurses Association.
- Service provision should consider health and safety as well as legal standards.
- Work with an interdisciplinary team to meet requirements of ADA and FAPE.
- High-risk individuals may meet criteria for exclusion during a local health crisis.
- Refer to updated state and national guidance and resources such as:
 - US 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.

- A school team, including the nurse, shall be available for parent concerns regarding 504 plan needs or supports necessary for medically fragile or vulnerable students and/or family members.
- Medically vulnerable ELL students will continue to receive English Language Development courses through the online or hybrid option.

- 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.

1c. PHYSICAL DISTANCING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☑ 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. ☑ Support physical distancing in all daily activities and instruction, striving to maintain at least six feet between individuals. ☑ 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. 	<p>Students in grades K-3 will be assigned a classroom teacher and will remain with their classroom teacher, and cohort for the day. Classrooms will interact with online students in both live and recorded formats. Cohorts will be assigned to teachers to allow for the 35 square feet/person to be followed (15-20 students per space). Students will be assigned a seat in the classroom, and students will be consistently and frequently taught social distancing practices that include keeping at least six feet between individuals while in the classroom, or in a line. Classroom teachers will wear masks and/or face shields when interacting within 6 feet of students, or as directed by the health department. Cohort groups will have scheduled cohort restroom breaks, and recess times and locations.</p> <p>Students In Need of Additional Support: In all circumstances, students shall receive grace when making mistakes regarding distancing requirements. Staff will be trained in redirecting and retraining students with such needs.</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. ☑ Each school must have a system for daily logs to ensure contract tracing among the cohort (see section 1a of the Ready Schools, Safe Learners guidance). ☑ Minimize interaction between students in different stable cohorts (e.g., access to restrooms, activities, 	<p>Contract tracing logs: Logs shall be supplied to Yamhill County Health daily for any students with symptoms.</p> <p>Entrances/Exits, Meals and Restrooms: Student cohorts are assigned to specific entrances/exits and restrooms. Meal times shall be hosted in the classroom, with meals delivered and picked up at the classroom door.</p> <p>Cleaning: Please see section 1a.</p> <p>Staff Working with Multiple Cohorts: Staff members interacting with multiple cohorts shall wear a mask or face</p>

<p>common areas). Provide access to All Gender/Gender Neutral restrooms.</p> <p><input checked="" type="checkbox"/> Cleaning and wiping surfaces (e.g., desks, door handles, etc.) must be maintained between multiple student uses, even in the same cohort.</p> <p><input checked="" type="checkbox"/> Design cohorts such that all students (including those protected under ADA and IDEA) maintain access to general education, grade level learning standards, and peers.</p> <p><input checked="" type="checkbox"/> Staff who interact with multiple stable cohorts must wash/sanitize their hands between interactions with different stable cohorts.</p>	<p>shield, and shall wash and/or sanitize hands between cohorts.</p> <p>Transportation Cohort</p> <ul style="list-style-type: none"> Students will be assigned a transportation cohort. Screening, contact tracing, and attendance on each bus shall be taken per route. . <p>Maximum Cohort Assignment</p> <ul style="list-style-type: none"> In most cases, students shall be assigned to a maximum of three cohorts: instructional cohort, transportation cohort and intervention cohort). In some cases, students may also be assigned service cohorts for services such as speech, counseling, physical therapy, etc.
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1e. PUBLIC HEALTH COMMUNICATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input type="checkbox"/> Develop a letter or communication to staff to be shared at the start of on-site instruction and at periodic intervals explaining infection control measures that are being implemented to prevent spread of disease.</p> <ul style="list-style-type: none"> Consider sharing school protocols themselves. <p><input type="checkbox"/> Develop protocols for communicating with students, families and staff who have come into close contact with a confirmed case.</p> <ul style="list-style-type: none"> Consult with your LPHA on what meets the definition of “close contact.” <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> Provide all information in languages and formats accessible to the school community.</p>	<p>Communication</p> <ul style="list-style-type: none"> A letter outlining the instructional model, the rationale and vision behind it and specific infection control measures will be shared with all families through print and electronically when available. Additional communication regarding protocols will be shared with families and staff prior to the start of hybrid instruction. Email and phone communication will be sent to staff and parents, and notification will be posted to social media the same day when new cases of COVID-19 have been diagnosed in students or staff members. As part of the notification, a description of how the school and district are responding will be included.

1f. ENTRY AND SCREENING

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input checked="" type="checkbox"/> Direct students and staff to stay home if they, or anyone in their homes or community living spaces, have COVID-19 symptoms. COVID-19 symptoms are as follows:</p> <ul style="list-style-type: none"> Primary symptoms of concern: cough, fever or chills, shortness of breath, or difficulty breathing. 	<p>Parent and Staff Education</p> <ul style="list-style-type: none"> Families and staff will be provided with symptom lists and asked to check symptoms each morning prior to school and keep students home/stay home if they suspect they are symptomatic.

<ul style="list-style-type: none"> 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, but are not enough in isolation to deny entry. More information about COVID-19 symptoms is available from CDC. 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 Other severe symptoms <p>☒ 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.</p> <ul style="list-style-type: none"> Anyone displaying or reporting the primary symptoms of concern must be isolated (see section 1i of the <i>Ready Schools, Safe Learners</i> guidance) and sent home as soon as possible. They must remain home until 72 hours after fever is gone (without use of fever reducing medicine) and other symptoms are improving. <p>☒ Follow LPHA advice on restricting from school any student or staff known to have been exposed (e.g., by a household member) to COVID-19 within the preceding 14 calendar days.</p> <p>☒ 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.</p> <p>☒ 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.</p>	<p>Screening Students Upon Entry</p> <ul style="list-style-type: none"> Each cohort shall be assigned an entry location. Staff will be assigned to each entry location and will screen students each morning prior to entering the building and/or classroom. When the screening indicates that a student may be symptomatic, the student is directed to the office where staff will follow the isolation and screening protocols identified in the pandemic and COVID-19 plans and follow directions provided by Yamhill County Health. Hand-sanitizer stations will be placed by each entrance for student usage prior to building and classroom entrance. Handwashing stations will be available for use within each classroom. <p>Logging for Contact Tracing</p> <ul style="list-style-type: none"> Please see section 1a. <p>Screening Staff:</p> <ul style="list-style-type: none"> Staff are required to make a report to their supervisor when they may have been exposed to COVID-19. Staff are required to report when they have symptoms related to COVID-19.
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1g. VISITORS/VOLUNTEERS

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>☒ Restrict non-essential visitors. Only allow visitors if six feet of physical distance between all people can be maintained.</p>	<p>Visitors/Volunteers</p>

<ul style="list-style-type: none"> ☒ Visitors must wash or sanitize their hands upon entry and exit. ☒ Visitors must wear face coverings in accordance with local public health authority and CDC guidelines. ☐ Screen all visitors for symptoms upon every entry. Restrict from school property any visitor known to have been exposed to COVID-19 within the preceding 14 calendar days. 	<ul style="list-style-type: none"> • Visitors/Volunteers will be unable to work in schools, or complete other volunteer activities that require in person interaction, at this time. • Volunteers for extra-curricular activities must be approved by the building principal. Such approved volunteers will be required to complete training on COVID protocols and this plan, and sign a waiver in addition to regular trainings and background checks. • Adults in schools are limited to essential personnel only. • Essential visitors must wash or sanitize their hands upon entry and exit. • Essential visitors must wear masks or face shields. • Essential visitors will be visually screened for symptoms during sign-in and will not be allowed to enter if symptomatic.
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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: <ul style="list-style-type: none"> • Staff who are regularly within six feet of students and/or staff <ul style="list-style-type: none"> ○ This can include staff who support personal care, feeding, or instruction requiring direct physical contact. ○ Staff who will sustain close contact and interactions with students. • Bus drivers. • Staff preparing and/or serving meals. ☒ Face shields or clear plastic barriers for: <ul style="list-style-type: none"> • Speech Language Pathologists, Speech Language Pathology Assistants, or other adults providing articulation therapy. • Front office staff. ☒ 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. ☒ Students who choose not to wear face coverings must be provided access to instruction. ☒ ADA accommodations: 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>Face Masks or Shields</p> <p>Required:</p> <ul style="list-style-type: none"> • All staff and students when directed by the governor and/or OHA/ODE including: • Certified and classified staff • Bus drivers. • Staff preparing and/or serving meals. • School nurses or other personnel when providing care and monitoring of staff/students displaying symptoms. • Speech Language Pathologists/Assistants or other adults providing articulation therapy. • Front office staff. • Students in grades kindergarten through third grade. <p>Not Recommended</p> <ul style="list-style-type: none"> • Anyone who has a medical condition or who is experiencing disability for whom mask wearing may be counter indicated. <p>Face Shields or Plastic Barriers Required for:</p> <p>ADA Accommodations</p> <ul style="list-style-type: none"> • If staff requires an accommodation for the face covering or face shield requirements, the principal shall work with the staff member to help develop an alternative solution or reassignment of duties.

1i. ISOLATION MEASURES

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Protocols for surveillance COVID-19 testing of students and staff, as well as exclusion and isolation protocols 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. ☒ Protocols for assessment of students, as well as exclusion and isolation protocols for sick students and staff identified at the time of arrival or during the school day. <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. ● 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. ☒ 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. ☒ 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. <ul style="list-style-type: none"> ● Symptomatic staff or students should seek COVID-19 testing from their regular physician or through the local public health authority. ● If they have a positive COVID-19 viral (PCR) test result, the person should remain home for at least 10 days after illness onset and 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving. <ul style="list-style-type: none"> ○ Alternatively, a person who had a positive viral test may return to school when they have received two subsequent negative COVID-19 viral tests at least 24 hours apart and 72 hours have passed since fever is gone, without use of fever reducing medicine, and other symptoms are improving 	<p>Isolation:</p> <ul style="list-style-type: none"> ● Bus: Students developing symptoms on the bus shall be seated in designated row and will be taken immediately to office upon arrival to the school for additional screening. Students with symptoms upon screening will be sent to the supervised isolation room until they may be picked up. ● Upon Arrival: Students shall be visually screened in their cohorts by their supervising staff. Students exhibiting symptoms will report to the office for screening and appropriate care until they may be picked up. ● During Day: Students and staff exhibiting symptoms shall be sent to the front office for screening and placement in an isolation room. Isolations rooms are identified below. -YCES: Room 226 and Room 227 <p>Transportation:</p> <ul style="list-style-type: none"> ● Students who report or develop symptoms will be isolated and monitored until they are picked up by a parent or caregiver. ● Students or staff in need of emergency transport to a medical facility shall be transported via ambulance. <p>Symptomatic Student/Staff Care and Re-Entry</p> <ul style="list-style-type: none"> ● Name and contact information for staff and students exhibiting symptoms shall be sent to the Yamhill County Health Department daily. ● Staff and students exhibiting symptoms will be provided with instructions in their native language on how to access Yamhill County Health. They will be encouraged to contact either Yamhill County Health, or their family doctor, for testing services. ● Students and/or staff testing positive for COVID-19 will remain home for at least 10 days and will follow the guidance contained in this section of the ODE/OHA requirements prior to re-entry.

<ul style="list-style-type: none"> ● If they have a negative COVID-19 viral test (and if they have multiple tests, all tests are negative), they should remain home until 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving. ● If they do not undergo COVID-19 testing, the person should remain home until 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving. <p><input checked="" type="checkbox"/> 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).</p> <p><input checked="" type="checkbox"/> Record and monitor the students and staff being isolated or sent home for the LPHA review.</p>	
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2. Facilities and School Operations

Some activities and areas will have a higher risk for spread (e.g., band, choir, science labs, locker rooms). When engaging in these activities within the school setting, schools will need to consider additional physical distancing or conduct the activities outside (where feasible). Additionally, schools should consider sharing explicit risk statements for higher risk activities (see section 5f of the **Ready Schools, Safe Learners** guidance).

2a. ENROLLMENT

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input checked="" type="checkbox"/> Enroll all students following the standard Oregon Department of Education guidelines.</p> <p><input checked="" type="checkbox"/> Do not disenroll students for non-attendance if they meet the following conditions:</p> <ul style="list-style-type: none"> ● Are identified as high-risk, or otherwise considered to be part of a population vulnerable to infection with COVID-19, or ● Have COVID-19 symptoms for 10 consecutive school days or longer. <p><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.</p>	<p>Family Choice: Students and families may be given the opportunity to enroll in fully online or on-site hybrid learning. On-site hybrid learning will allow for continued learning in cases of short-term distance learning. In addition, hybrid learning will allow students to participate with their classroom cohort through synchronous distance learning opportunities while at home due to parent choice or quarantine requirements.</p>

2b. ATTENDANCE

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input type="checkbox"/> On-Site school students: Full-time and part-time students follow normal reporting policy and procedures.</p>	<p>Attendance:</p>

☒ **Full-Time Online and/or Hybrid school students:** Full-time students who are enrolled in school and taking online and/or hybrid courses only are reported on an FTE basis using a standard record (ADMProgTypCd = 01) as identified in the Oregon Cumulative Average Daily Membership (ADM) Manual. This is an existing policy previously used in the online setting. As such, there should not be any need to reprogram student information systems to accommodate for this change and the addition of the hybrid setting.

- Note: Because the students in the online and/or hybrid setting do not regularly attend classes at the district facilities, the standard procedures for recording student days present and days absent cannot be effectively applied to those students. This will reduce accuracy of attendance data for the state while this is in effect.
- For the purposes of this section, please use the following definition and clarification: **Online and/or Hybrid Check-in:** The responsibility of taking attendance must be performed by the teacher of record. "Check-ins" with appropriately licensed instructional staff are two-way communications between the student and the teacher. A check-in does not include a student leaving a message on an answering machine or sending an email that does not receive a response from the appropriately licensed instructional staff by the end of the next school day.
- The student must check-in **at least** twice a week with their teacher(s) of record on **at least** two separate weekdays in order to be counted as present for all five days of that week.
- If the student only checks in once during the week, the student must be counted as absent for half of the scheduled week (2.5 days, if there are 5 days scheduled in the week).
- The student must be counted as absent for the entire week (5 days, if there are 5 days scheduled in the week) if they do not report in at all during the week.
- Note: If a district schedule is based on a 4-day school week, the student would still need to check in twice a week as described above in order to be counted as present for the entire week (4 days) and once a week to be counted as present for half of the week (2 days).
- Days in attendance may not be claimed for days in which the student did not have access to appropriately licensed instructional staff. The

On-Site Hybrid: Students on-site attendance shall be used as a primary attendance indicator. For any students not attending (and participating with their content teacher) at least two days per week, online learning logs will be monitored to determine weekly attendance. Students not present in the classroom two or more days will be considered present through at least one other method of two-way communication including:

- Live video participation, discussion boards, or assignment submission
- Email communication
- Phone communication

Online

For students attending fully online learning, two-way communication of two days shall be utilized to determine full weekly attendance. Two-way communications will be documented via:

- Live video participation, discussion boards or assignment submission
- Email communication
- Phone communication

On-Site Hybrid Students in grades K-3 will be assigned a classroom teacher and will remain with their classroom teacher, and cohort for the day. Classrooms will interact with online students in both live and recorded formats. Cohorts will be assigned to teachers to allow for the 35 square feet/person to be followed. In order to accommodate the class sizes needed to utilize this solution, all elementary teachers (except special education teachers) shall be assigned a self-contained classroom. The District will work with the Teacher Standards and Practices Commission to apply for Limited Conditional Assignments for all teachers to allow for such assignments.

Key components of the on-site hybrid learning option:

- Provide on-site instruction Monday-Friday for cohort instruction utilizing both online and teacher led instructional methods and lessons.
- The school day is reduced by one hour to accommodate bus spacing and to allow teachers to have their prep and/or their online course prep and time with online students.
- Each teacher schedule consists of facilitating instruction in language arts, math, science, social studies, and SEL. Health, PE, Art, and Music will primarily consist of distance learning opportunities.

purpose of the rule regarding checking in with the teacher of record is to assure that the teacher can evaluate whether the student is making adequate progress in the course and the student has additional guaranteed opportunities to engage with a teacher. The responsibility of taking attendance must be performed by the teacher of record, not another staff member (e.g., the registrar or school secretary).

- ☒ **Part-time students receiving online and/or hybrid instruction (not college courses):** Students who are not enrolled full-time and are taking online and/or hybrid courses offered by the school district or charter school are reported as large group instruction (program type 4), unless they are an ESD-registered homeschooled or private school student receiving supplemental coursework in public school, which are reported as shared time (program type 9). The district may count up to 1 hour per day per course taken, provided appropriately licensed teachers for the coursework taken, are available and accessible to the student during regular business hours on each school day to be claimed. Because this is online and/or hybrid instruction, attendance is based on check-ins with the student's appropriately licensed teacher(s) of record at least two times (on different days) during the school week.

2c. TECHNOLOGY

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>☒ Update procedures for district-owned devices to match cleaning requirements (see section 2d of the Ready Schools, Safe Learners guidance).</p> <p>☒ Procedures for return, inventory, updating, and redistributing district-owned devices must meet physical distancing requirements.</p>	<ul style="list-style-type: none"> • All students will be assigned a district-owned device for use in the school building. • Students will have the option to take the device home for at-home use. • Deployment of district-provided Chromebooks with wireless access will ensure adequate internet access for all families. • Additional devices will be accessible for in-building use for students with broken devices or devices left at home. • School devices will be cleaned and sanitized between users. • During check-out and check-in procedures, social distancing and safety measures will be utilized.

2d. SCHOOL SPECIFIC FUNCTIONS/FACILITY FEATURES

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>☒ Handwashing: All people on campus should be advised and encouraged to wash their hands frequently.</p>	<ul style="list-style-type: none"> • Handwashing: All students will have access to hand washing prior to meals. Frequent opportunities for

<ul style="list-style-type: none"> ☒ Equipment: Develop and use sanitizing protocols for all equipment used by more than one individual or purchase equipment for individual use. ☒ 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. ☒ Transitions/Hallways: Limit transitions to the extent possible. Create hallway procedures to promote physical distancing and minimize gatherings. ☒ 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. 	<p>hand washing will be provided throughout the school day. Hand washing will be supplemented with the use of hand sanitizer.</p> <ul style="list-style-type: none"> ● Equipment: Sharing of supplies will be restricted when possible. All shared equipment will be cleaned between users. ● Events: Off-site field trips and events requiring visitors or volunteers will be canceled. In-school events will be modified to follow cohorting and social distancing guidance. Use of facilities for District sponsored athletics and activities shall be coordinated through the Athletic Director and approved by the Principal. ● Transitions/Hallways: Hallways will include one-way traffic markings to reduce contact. Transitions by grade-level cohort groups will be staggered to reduce contact. Student cohorts will remain in the classroom with adult transitions when possible. Cohort classrooms will be assigned by area/level to allow access to a bathroom, drinking fountain and hand washing station throughout the school day. ● Personal Property: All personal property brought to school will be kept in the student's backpack/bag. Personal property must be labeled with a student name and will only be used by the student. ● Restrooms: Restrooms will be assigned to each cohort. Visual reminders will be used in all restrooms to encourage hygienic practices including: handwashing techniques, covering coughs/sneezes, social distancing, facial coverings and COVID-19 symptoms.
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2e. ARRIVAL AND DISMISSAL

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Physical distancing, stable cohorts, square footage, and cleaning requirements must be maintained during arrival and dismissal procedures. ☒ Create schedule(s) and communicate staggered arrival and/or dismissal times. ☒ 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). ☒ Develop sign-in/sign-out protocol to help facilitate contact tracing: <ul style="list-style-type: none"> ● Eliminate shared pen and paper sign-in/sign-out sheets. 	<p>Arrival and Entry</p> <ul style="list-style-type: none"> ● Each student cohort will be assigned an entrance point (i.e., a specific door) to the school building or outside classroom. ● Upon campus entry, students in classrooms with exterior doors will go directly to their classroom cohort. ● Upon campus entry, students in cohorts without exterior entrance doors, will go directly to their classroom upon entrance into the school building.

<ul style="list-style-type: none"> ● Ensure hand sanitizer is available if signing children in or out on an electronic device. <p>☒ Install hand sanitizer dispensers near all entry doors and other high-traffic areas.</p> <p>☒ Establish and clearly communicate procedures for keeping caregiver drop-off/pick-up as brief as possible.</p>	<ul style="list-style-type: none"> ● Staff will be present at each building and classroom entry to visually screen students for symptoms and track cohort data. ● Students identified as potentially symptomatic will be directed to the office and will follow previously described procedures. ● Breakfast will be served in the classroom, and will be delivered and picked up at the classroom door. Students must wash hands before breakfast. <p>Sign-In / Sign-Out Procedures</p> <ul style="list-style-type: none"> ● Students entering or leaving the building at times other than arrival or dismissal will use the main building entrance and check-in or out at the main office. ● All sign-in/sign-out tracking will be handled by office staff to reduce sharing of pen/paper.
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2f. CLASSROOMS/REPURPOSED LEARNING SPACES

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>☒ Seating: Rearrange student desks and other seat spaces to at least six feet apart; assign seating so students are in the same seat at all times.</p> <p>☒ 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.</p> <p>☒ Handwashing: Remind students through signage and regular 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 and hands washed or sanitized immediately.</p> <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: Classroom desks and tables will be arranged with students being at least six feet apart. Students will have assigned seats and will stay in their assigned seats throughout the day. ● Materials: Each classroom will limit sharing of community supplies when possible (e.g., scissors, pencils, etc.). If needed to share, these items will be cleaned between each use. Hand sanitizer will be available for use by students and staff in each classroom and throughout the building. ● Handwashing: All students will wash or sanitize their hands upon classroom entry and exit and prior to meals. Additional hand washing opportunities will be provided throughout the school day. Signage at each sink/hand washing station will remind students and staff of effective handwashing practices.

2g. PLAYGROUNDS, FIELDS, RECESS, AND BREAKS

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>☒ 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).</p> <p>☒ Students must wash hands before and after using playground equipment.</p>	<ul style="list-style-type: none"> ● Playgrounds shall remain closed to the public. ● Recess activities will be supervised in a manner conducive to social distancing. ● Students will access recess in their cohorts and will be assigned a recess location.

<ul style="list-style-type: none"> ☒ Designate playground and shared equipment solely for the use of one cohort at a time. Disinfect between sessions and between each group's use. ☒ Cleaning requirements must be maintained (see section 2j of the Ready Schools, Safe Learners 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 between cohorts. 	<ul style="list-style-type: none"> ● Students will wash or sanitize their hands before going to recess and before returning to the building. ● Playground equipment will be cleaned between cohorts.
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2h. MEAL SERVICE/NUTRITION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Include meal services/nutrition staff in planning for school reentry. ☒ Staff serving meals must wear face shields or face covering (see section 1h of the Ready Schools, Safe Learners guidance). ☒ Students must wash hands before meals and should be encouraged to do so after. ☒ Appropriate daily cleaning of meal items (e.g., plates, utensils, transport items) in classrooms where meals are consumed. ☒ Cleaning and sanitizing of meal touch-points and meal counting system between stable cohorts. ☒ Adequate cleaning of tables between meal periods. 	<ul style="list-style-type: none"> ● Meals will be served to cohorts in their classrooms. ● All students and staff must wash hands prior to meals and following meal consumption. ● Meals will be delivered to classrooms and disposable items will be used. Trash/meal service items will be collected at the classroom door. ● Each desk/table will be cleaned prior to meal consumption.

2i. TRANSPORTATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Include transportation departments (and associated contracted providers, if used) in planning for return to service. ☒ Buses are cleaned frequently. Conduct targeted cleanings between routes, with a focus on disinfecting frequently touched surfaces of the bus (see section 2j of the Ready Schools, Safe Learners guidance). ☒ Develop protocol for loading/unloading that includes visual screening for students exhibiting symptoms and logs for contact-tracing. <ul style="list-style-type: none"> ● If a student displays symptoms, provide a face shield or face covering and keep student at least six feet away from others. Continue transporting the student. <ul style="list-style-type: none"> ○ If arriving at school, notify staff to begin isolation measures. 	<ul style="list-style-type: none"> ● The District will work with Mid-Columbia bus to determine routes and times for routes. ● Mid-Columbia Bus will assure staff are trained and prepared to enact the District's plan. ● Bus routes will be adjusted to support cohorting students and maintaining: 1) 3 feet of distance between non-family members and 2) 6 feet of distance from drivers (except during loading, unloading and assisting students). ● All drivers will wear masks and/or face shields. ● Seats on each bus shall be identified for students exhibiting symptoms. Students exhibiting symptoms must: 1) Wear a mask and/or face shield, 2) remain seated in designated location, 3) be transported immediately to school office upon

<ul style="list-style-type: none"> ○ If transporting for dismissal and the student displays an onset of symptoms, notify the school. <ul style="list-style-type: none"> ☒ Consult with parents/guardians of students who may require additional support (e.g., students who experience a disability and require specialized transportation as a related service) to appropriately provide service. ☒ Drivers wear face shields or face coverings. ☒ 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). 	<p>arrival (drivers should call ahead to the school when possible so staff may assist).</p> <ul style="list-style-type: none"> ● Parents shall receive education on busing procedures and be offered the opportunity for consultation for students who may need additional support on the bus.
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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., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and shared objects (e.g., toys, games, art supplies) between uses multiple times per day. Maintain clean and disinfected (CDC guidance) environments, including classrooms, cafeteria settings, restrooms, and playgrounds. ☒ Apply disinfectants safely and correctly following labeling direction as specified by the manufacturer. Keep these products away from students. ☒ Operate ventilation systems properly and/or increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and through other methods. 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. For example, do not use fans if doors and windows are closed and the fans are recirculating the classroom air. ☒ 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). ☒ Air circulation and filtration are helpful factors in reducing airborne viruses. Consider modification or enhancement of building ventilation where feasible (see CDC's guidance on ventilation and filtration and 	<ul style="list-style-type: none"> ● All frequently touched surfaces and shared objects will be cleaned at least three times per day. ● Door handles, desks and tables will be cleaned between cohort groups. ● Ventilation systems will be checked and maintained monthly by maintenance staff. Staff are encouraged to contact the main office to request assistance with any specialized needs beyond the monthly maintenance.

[American Society of Heating, Refrigerating, and Air-Conditioning Engineers' guidance](#)).

2k. HEALTH SERVICES

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> 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. <input checked="" type="checkbox"/> Licensed, experienced health staff should be included on teams to determine district health service priorities. Collaborate with health professionals such as school nurses; SBHC staff; mental and behavioral health providers; physical, occupational, speech, and respiratory therapists; and School Based Health Centers (SBHC). <input checked="" type="checkbox"/> Prioritize immunizations and other needed health services for students, including behavioral health and reproductive health services. 	<ul style="list-style-type: none"> • All health plans will be developed collaboratively with WESD School Nurse and Yamhill County Health.



3. Response to Outbreak

3a. PREVENTION AND PLANNING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Coordinate with Local Public Health Authority (LPHA) to establish communication channels related to current transmission level. <input checked="" type="checkbox"/> Establish a specific emergency response framework with key stakeholders. <input checked="" type="checkbox"/> When new cases are identified in the school setting, and the incidence is low, the LPHA will provide a direct report to the district nurse, or designated staff, on the diagnosed case(s). Likewise, the LPHA will impose restrictions on contacts. 	<p>Please see Yamhill-Carlton School District Pandemic Plan and Yamhill-Carlton School District COVID-19 Response Plan.</p>

3b. RESPONSE

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Follow the district's or school's outbreak response protocol. Coordinate with the LPHA for any outbreak response. <input checked="" type="checkbox"/> If anyone who has been on campus is known to have been diagnosed with COVID-19, report the case to and consult with the LPHA regarding cleaning and possible classroom or program closure. 	<p>Please see Yamhill-Carlton School District Pandemic Plan and Yamhill-Carlton School District COVID-19 Response Plan.</p>

- ☒ Report to the LPHA any cluster of illness (2 or more people with similar illness) among staff or students.
- ☒ When cases are identified in the local region, a response team should be assembled within the district and responsibilities assigned within the district.
- ☒ Modify, postpone, or cancel large school events as coordinated with the LPHA.
- ☒ If the school is closed, implement Short-Term Distance Learning or Comprehensive Distance Learning models for all staff/students.
- ☒ Continue to provide meals for students.
- ☒ Communicate criteria that must be met in order for On-Site instruction to resume and relevant timelines with families.

3c. RECOVERY AND REENTRY

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Plan instructional models that support all learners in Comprehensive Distance Learning. <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"/> Communicate with families about options and efforts to support returning to On-Site instruction. <input checked="" type="checkbox"/> Follow the LPHA guidance to begin bringing students back into On-Site instruction. <ul style="list-style-type: none"> • Consider smaller groups, cohorts, and rotating schedules to allow for a safe return to schools. 	<ul style="list-style-type: none"> • Online and distance learning instruction shall remain in place during any times of school closure due to COVID-19 unless staff levels are insufficient to support such. • We will consult with Yamhill County Health regarding additional reopening recommendations.



ASSURANCES

This section must be completed by any public school that is providing instruction through On-Site or Hybrid Instructional Models.

Schools providing Comprehensive Distance Learning Instructional Models do not need to complete this section.

This section does not apply to private schools.

- ☒ We affirm that our school plan has met the requirements from ODE guidance for sections 4, 5, 6, 7, and 8 of the **Ready Schools, Safe Learners** guidance.
- ☒ We affirm that we cannot meet all of the ODE requirements for sections 4, 5, 6, 7 and/or 8 of the **Ready Schools, Safe Learners** guidance at this time. We will continue to work towards meeting them and have noted and

addressed which requirement(s) we are unable to meet in the table titled “Assurance Compliance and Timeline” below.



4. Equity



5. Instruction



6. Family and Community Engagement



7. Mental, Social, and Emotional Health



8. Staffing and Personnel

Assurance Compliance and Timeline^{SEP} 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>
	N/A, all elements are met.

OPERATIONAL BLUEPRINT FOR SCHOOL REENTRY 2020-21

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	Yamhill-Carlton School District
Key Contact Person for this Plan	Bill Rhoades, Ed. D.
Phone Number of this Person	541-639-2882
Email Address of this Person	rhoadesb@ycschools.org
Sectors and position titles of those who informed the plan	Bill Rhoades, Ed. D., Superintendent John Horne, Human Resources Director Kristen Watson, YCHS Bobbi Kidd, YCIS Matt Wiles, YCIS Lisa Heatherly, YCES Chad Tollefson, YCES Client Raever, YCHS Kelly VanHorn, YCES Shelly Campbell, YCES Anne Foley, YCIS Patti Bertrand, YCIS Kelli Fletcher, YCES Bradley Post, YCHS Ardis Bell, YCIS Emily Chadwich, YCES Tina Vertner, YCHS Teresa Brey, YCIS Abbey Stevens, YCES
Local public health office(s) or officers(s)	Yamhill County Health: Amber Miller & Lindsey Lopez

Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements	
Intended Effective Dates for this Plan	08/01/2020-06/30/2020
ESD Region	Willamette ESD

2.

3. 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.

Staff, community members and parents were involved in the committee work and/or participated through survey. Our school board has been involved and communicated with throughout the development of this plan. The plan will be shared for public review, mailed to all families, emailed to all students grades 6-12 and posted online and shared via video on Facebook. Surveys will be collected from parents, staff, and students. Survey responses will be used to revise the plan for final review by the school board August 13.

4. Indicate which instructional model will be used. This does not apply if you are an online school or virtual public charter school and had a virtual online instructional model already in place pre-COVID-19.

Select One:

☐ On-Site Learning ☒ Hybrid Learning ☐ Comprehensive Distance Learning

5. 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).
6. 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 3-14 in the initial template) and [submit online](https://app.smartsheet.com/b/form/a4dedb5185d94966b1dffc75e4874c8a). (<https://app.smartsheet.com/b/form/a4dedb5185d94966b1dffc75e4874c8a>) by August 15, 2020 or prior to the beginning of the 2020-21 school year.

* **Note:** Private schools are required to comply with only sections 1-3 of the **Ready Schools, Safe Learners** guidance.

REQUIREMENTS FOR COMPREHENSIVE DISTANCE LEARNING OPERATIONAL BLUEPRINT

This section must be completed by any school that is seeking to provide instruction through Comprehensive Distance Learning.

Schools providing On-Site or Hybrid Instructional Models do not need to complete this section.

Describe why you are selecting Comprehensive Distance Learning as the school's Instructional Model for the effective dates of this plan.

N/A

[Complete after June 30, 2020 when Comprehensive Distance Learning Guidance is released by ODE.] Describe how your school's model aligns to the Comprehensive Distance Learning Guidance.

Our model combines live teaching in each class period with tutoring and small group support and office hours for students to receive additional time. Students in grades 4-6 are on a consistently scheduled school day for their core content support and are encouraged to participate live when possible; however, most live classes will also be recorded to support families after-hours. Tutorial and tech support will be made available Monday-Friday. Schedules and due dates for assignments will be posted regularly and at regular times to the extent possible. Students in grades 7-8 will be scheduled into 4 courses per quarter, 3 core content classes and one elective. Students will attend their classes virtually on a regular schedule with synchronous instruction occurring daily in whole group and/or small group sessions. Each day will have a combination of teacher facilitated instruction and applied learning. Most sessions will be recorded or will have a recording available for support after hours. Interventions and support for students needing special services will be available through live sessions as well as through alternative supports. Students in grade and are encouraged to participate live when possible; however, most live classes will also be recorded to support families after-hours. Wellness, movement, and SEL activities will be woven throughout the day. Interventions will be available through live sessions as well as through support materials. The District will supply Chromebooks to each student and has hot spots available as well, for those who may need them.

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 have communicated that we will use the CDL model for the first quarter of teaching and learning. We will begin preparation for returning to onsite hybrid learning when the Yamhill County metrics have indicated the 5% test positive rate has been met for three weeks. Once that has occurred, we will monitor the County infection levels and when they have been below the 30 cases for two weeks (grades K-3) and 10 cases (K-12) in a row, we will prepare classrooms for student arrival. When they have been met for four consecutive weeks, we will notify staff and families of the plan to shift to onsite. At that time we will determine a time for transition that would be the least disruptive to learning and that would best support the needs of our families. We will then welcome students into the classrooms in our onsite hybrid model. Families who would prefer to continue with CDL will be able to do so.

The remainder of this operational blueprint is not applicable to schools operating a Comprehensive Distance Learning Model.

ESSENTIAL REQUIREMENTS FOR HYBRID / ON-SITE OPERATIONAL BLUEPRINT

This section must be completed by any school that is providing instruction through On-Site or Hybrid Instructional Models.

Schools providing Comprehensive Distance Learning Instructional Models do not need to complete this section.



1. Public Health Protocols

1a. COMMUNICABLE DISEASE MANAGEMENT PLAN FOR COVID-19

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Implement measures to limit the spreads of COVID-19 within the school setting.	Disease Management Plan: The Yamhill-Carlton School District follows the published Communicable Disease

- ☒ Update written Communicable Disease Management Plan to specifically address the prevention of the spread of COVID-19.
- ☒ Designate a person at each school to establish, implement and enforce physical distancing requirements, consistent with this guidance and other guidance from OHA.
- ☒ 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.
- ☒ Process and procedures 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.
- ☒ Protocol to notify the local public health authority ([LPHA Directory by County](#)) of any confirmed COVID-19 cases among students or staff.
- ☒ Plans for systematic disinfection of classrooms, offices, bathrooms and activity areas.
- ☒ Process to report to the LPHA any cluster of any illness among staff or students.
- ☒ Protocol to cooperate with the LPHA recommendations and provide all logs and information 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.
 - 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.

Guidelines from the Oregon Department of Education and the Oregon Health Authority. The Yamhill-Carlton School District Pandemic Plan, COVID-19 response plan and Board Policies GBEB, JHCC and GBEB/JHCC-AR will be followed.

Staff Responsible for Maintaining Physical Distancing:

YCIS: Matt Wiles

Resource Staff:

- **Yamhill County Health:** Amber Miller
- **WESD On-Site Nurse:** Alanna Russell

Training Process: Utilizing both online and on-site trainings (as allowable and feasible), all staff (classified and certified) will be trained on the components of this document as well as our policies and plans for managing the COVID pandemic.

Reporting to LPHA: Logs of students and staff sent home with possible symptoms shall be sent to Yamhill County Health daily. Contract tracing shall be completed at their request.

Isolation: Isolations rooms are identified below. Rooms shall be staffed when occupied. All occupants in room will wear masks unless health conditions prohibit such use.

- **YCIS: Health Room and vacant office inside YCIS main office**

Daily Logs- Contents and Maintenance: Daily logs for student cohorts shall be created and stored for each student cohort (transportation, on-site hybrid cohort, intervention cohort). Such logs shall be kept at the front office of each school and shall be delivered to each front office each day. Bus records from school-home trips shall be delivered with the home-school records each morning with the exception of Friday logs which shall be scanned and sent via email to the office manager at the conclusion of the Friday routes. Once received, such logs shall be scanned into a [daily log folder kept on the Google Drive](#). These logs will be maintained in the online storage system of Drive through October 1st of 2021 at a minimum. This drive shall be shared directly with the Yamhill County Health Department and may be used as needed for contract tracing purposes. A MOU will

<p><input checked="" type="checkbox"/> Required components of individual daily student/cohort logs include:</p> <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, substitutes, and guest teachers) names and phone numbers who interact with a stable cohort or individual student <p><input checked="" type="checkbox"/> Protocol to record/keep daily logs to be used for contact tracing for a minimum of four weeks to assist the LPHA as needed.</p> <p><input checked="" type="checkbox"/> 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.</p> <p><input checked="" type="checkbox"/> Protocol to respond to potential outbreaks (see section 3 of the <i>Ready Schools, Safe Learners</i> guidance).</p>	<p>be signed by the Yamhill County Health Department agreeing to privacy requirements and serve as a contracted partner for FERPA purposes. Staff identified to maintain contract tracing logs:</p> <ul style="list-style-type: none"> ● YCIS: Audra Fletcher <p>Logs shall include:</p> <ul style="list-style-type: none"> ● Child's name ● Drop off/pick up time ● Parent/guardian name and emergency contact information shall be maintained and accessed via PowerSchool. Yamhill County Public Health shall be granted view only access to student demographic information for contact tracing purposes. ● All staff (including itinerant staff, substitutes, and guest teachers) names and phone numbers shall be logged along with their cohort interactions. <p>Screening:</p> <ul style="list-style-type: none"> ● Each cohort shall be assigned an entry meeting location. Staff will be assigned to each meeting location and will screen students each morning prior to entering classroom ● When the screening indicates that a student may be symptomatic, the student is directed to the office where the staff will follow the isolation and screening protocols identified in the pandemic and COVID-19 plans and follow directions provided by Yamhill County Health. ● Handwashing stations or hand-sanitizers will be placed by each entrance prior to student entrance to classes, or students will utilize classroom stations to wash hands. <p>Disinfection: Disinfection shall occur daily in each classroom. Restrooms, doorknobs, and isolation rooms shall be cleaned multiple times per day and logs of cleaning will be maintained by custodial staff. Yamhill County Health recommendations for cleaning and sanitizing will be followed and the plan will be revised accordingly as needed and directed.</p> <p>Outbreak Response: In the event of an outbreak, Superintendent Rhoades will work directly with Yamhill County Health to implement plan and make any updates/changes as may be necessary as per guidance from Yamhill County Health.</p>
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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. 2. Medically Fragile: Are students who may have a life-threatening health condition and who may require immediate professional nursing services. 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>☒ 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. • Work with an interdisciplinary team to meet requirements of ADA and FAPE. 	<p>Serving Students: All students (through parental/guardian confirmation) will be given the opportunity to self-identify as vulnerable or living with a vulnerable family member.</p> <ul style="list-style-type: none"> • Parents will be able to select the online or on-site model service option that is most appropriate for their student. • Students who experience disability will continue to receive specially designed instruction and such services shall be delivered as designed by the IEP team. • A school team, including the nurse, shall be available for parent concerns regarding 504 plan needs or supports necessary for medically fragile or vulnerable students and/or family members. • Medically vulnerable ELL continue to receive English Language Development courses through the online or on-site hybrid option.

- High-risk individuals may meet criteria for exclusion during a local health crisis.
- Refer to updated state and national guidance and resources such as:
 - US 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.

1c. PHYSICAL DISTANCING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☑ 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. ☑ Support physical distancing in all daily activities and instruction, striving to maintain at least six feet between individuals. ☑ 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. 	<p>Students in grades 4-6 will be assigned a classroom teacher and will remain with this classroom teacher, and cohort for the day. This classroom will interact with online students in both live and recorded formats. Cohorts will be assigned to teachers to allow for the 35 square feet/person to be followed. Classroom teachers and students shall wear masks. Teachers interacting with multiple cohorts (for example, those providing online teacher prep coverage) shall be required to wear masks. Cohort groups will have scheduled cohort restroom breaks, and recess times and locations.</p> <p>Students in grades 7-8 will assigned to a consistent cohort of students by quarter/semester. This cohort will remain together throughout the semester. During this week, students will participate in their core (Math, Science, Social Studies and Language Arts) classes via video and/or live instruction from the certified content teacher. They shall be supported by a teacher during such instruction in a whole class environment as well as in small groups.</p>

	<p>Electives shall be provided online with the support of cohort teacher to the extent possible. Elective teachers will provide lessons, feedback and regular communication to each of their students.</p> <p>Students In Need of Additional Support: In all circumstances, students shall receive grace when making mistakes regarding distancing requirements. Staff will be trained in redirecting and retraining students with such needs.</p>
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1d. COHORTING

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input checked="" type="checkbox"/> 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.</p> <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. <p><input checked="" type="checkbox"/> Each school must have a system for daily logs to ensure contract tracing among the cohort (see section 1a of the <i>Ready Schools, Safe Learners</i> guidance).</p> <p><input checked="" type="checkbox"/> Minimize interaction between students in different stable cohorts (e.g., access to restrooms, activities, common areas). Provide access to All Gender/Gender Neutral restrooms.</p> <p><input checked="" type="checkbox"/> Cleaning and wiping surfaces (e.g., desks, door handles, etc.) must be maintained between multiple student uses, even in the same cohort.</p> <p><input checked="" type="checkbox"/> Design cohorts such that all students (including those protected under ADA and IDEA) maintain access to general education, grade level learning standards, and peers.</p> <p><input checked="" type="checkbox"/> Staff who interact with multiple stable cohorts must wash/sanitize their hands between interactions with different stable cohorts.</p>	<p>Contract tracing logs: Logs shall be supplied to Yamhill County Health daily for any students with symptoms.</p> <p>Entrances/Exits, Meals and Restrooms: Student cohorts are assigned to specific entrances/exits and restrooms. Meals times shall be hosted in the classroom.</p> <p>Cleaning: Please see section 1a.</p> <p>Staff Working with Multiple Cohorts: Staff members interacting with multiple cohorts shall wear masks and/or shields and shall wash and/or sanitize hands between cohorts.</p> <p>Transportation Cohort</p> <ul style="list-style-type: none"> Students will be assigned a transportation cohort. Attendance on each bus shall be taken per route. <p>Intervention Cohort</p> <ul style="list-style-type: none"> Students may be assigned to an intervention cohort for Mondays and/or other times scheduled for small groups. Students in need of additional services shall receive their additional instruction Mondays. These cohorts shall be consistent for one quarter.

1e. PUBLIC HEALTH COMMUNICATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input type="checkbox"/> Develop a letter or communication to staff to be shared at the start of on-site instruction and at periodic intervals explaining infection control measures that are being implemented to prevent spread of disease.</p> <ul style="list-style-type: none"> Consider sharing school protocols themselves. 	<p>Communication</p> <ul style="list-style-type: none"> A letter outlining the instructional model, the rationale and vision behind it and specific infection control measures will be shared with all families through print and electronically when available.

<input type="checkbox"/> 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"> Consult with your LPHA on what meets the definition of “close contact.” 	<ul style="list-style-type: none"> Additional communication regarding protocols will be shared with families and staff in August prior to the start of on-site instruction.
<input type="checkbox"/> 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.	
<input type="checkbox"/> Provide all information in languages and formats accessible to the school community.	

1f. ENTRY AND SCREENING

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Direct students and staff to stay home if they, or anyone in their homes or community living spaces, have COVID-19 symptoms. COVID-19 symptoms are as follows: <ul style="list-style-type: none"> Primary symptoms of concern: cough, fever 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, but are not enough in isolation to deny entry. More information about COVID-19 symptoms is available from CDC. 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 Other severe symptoms 	Parent and Staff Education <ul style="list-style-type: none"> Families and staff will be provided with symptom lists and asked to check symptoms each morning prior to school and keep students home/stay home if symptomatic. Such communications shall be in writing, provided via social media and emailed directly to all staff and to students in grades 4-8.
<input checked="" type="checkbox"/> 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. <ul style="list-style-type: none"> Anyone displaying or reporting the primary symptoms of concern must be isolated (see section 1i of the <i>Ready Schools, Safe Learners</i> guidance) and sent home as soon as possible. They must remain home until 72 hours after fever is gone (without use of fever reducing medicine) and other symptoms are improving. 	Screening Students Upon Entry <ul style="list-style-type: none"> Each cohort shall be assigned an entry meeting location. Staff will be assigned to each meeting location and will screen students each morning prior to entering classroom When the screening indicates that a student may be symptomatic, the student is directed to the office where the staff will follow the isolation and screening protocols identified in the pandemic and COVID-19 plans and follow directions provided by Yamhill County Health. Handwashing stations or hand-sanitizers will be placed by each entrance prior to student entrance to classes, or students will utilize classroom stations to wash hands.
<input checked="" type="checkbox"/> Follow LPHA advice on restricting from school any student or staff known to have been exposed (e.g., by a	Logging for Contact Tracing <ul style="list-style-type: none"> Please see section 1a.
	Screening Staff:

<p>household member) to COVID-19 within the preceding 14 calendar days.</p> <p><input checked="" type="checkbox"/> 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.</p> <p><input checked="" type="checkbox"/> 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.</p>	<ul style="list-style-type: none"> • Staff are required to make a report to their supervisor when they may have been exposed to COVID-19. • Staff are required to report when they have symptoms related to COVID-19.
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1g. VISITORS/VOLUNTEERS

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input checked="" type="checkbox"/> Restrict non-essential visitors. Only allow visitors if six feet of physical distance between all people can be maintained.</p> <p><input checked="" type="checkbox"/> Visitors must wash or sanitize their hands upon entry and exit.</p> <p><input checked="" type="checkbox"/> Visitors must wear face coverings in accordance with local public health authority and CDC guidelines.</p> <p><input type="checkbox"/> Screen all visitors for symptoms upon every entry. Restrict from school property any visitor known to have been exposed to COVID-19 within the preceding 14 calendar days.</p>	<p>Visitors/Volunteers</p> <ul style="list-style-type: none"> • Visitors/Volunteers will be unable to work in schools, or complete other volunteer activities that require in person interaction, at this time. • Volunteers for extra-curricular activities must be approved by building principal. Such approved volunteers will be required to complete training on COVID protocols and this plan and sign a waiver in addition to regular trainings and background checks. • Adults in schools are limited to essential personnel only. • Essential visitors must wash or sanitize their hands upon entry and exit. • Essential visitors must wear masks. • Essential visitors will be visually screened for symptoms during sign-in and will not be allowed to enter if symptomatic.

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

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input checked="" type="checkbox"/> Face coverings or face shields for:</p> <ul style="list-style-type: none"> • Staff who are regularly within six feet of students and/or staff <ul style="list-style-type: none"> ○ This can include staff who support personal care, feeding, or instruction requiring direct physical contact. ○ Staff who will sustain close contact and interactions with students. • Bus drivers. • Staff preparing and/or serving meals. <p><input checked="" type="checkbox"/> Face shields or clear plastic barriers for:</p>	<p>Face Masks or Shields</p> <p>Required:</p> <ul style="list-style-type: none"> • All staff and students when directed by the governor and/or OHA/ODE including: • Certified and classified staff • Bus drivers. • Staff preparing and/or serving meals. • School nurses or other personnel when providing care and monitoring of staff/students displaying symptoms.

<ul style="list-style-type: none"> • Speech Language Pathologists, Speech Language Pathology Assistants, or other adults providing articulation therapy. • Front office staff. <p>☒ 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.</p> <p>☒ Students who choose not to wear face coverings must be provided access to instruction.</p> <p>☒ ADA accommodations: 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>	<ul style="list-style-type: none"> • Speech Language Pathologists/Assistants or other adults providing articulation therapy. • Front office staff. • Students in grades kindergarten through third grade. <p>Not Recommended</p> <ul style="list-style-type: none"> • Anyone who has a medical condition or who is experiencing disability for whom mask wearing may be counter indicated. <p>Face Shields or Plastic Barriers Required for:</p> <ul style="list-style-type: none"> • Speech Language Pathologists/Assistants or other adults providing articulation therapy. • Front office staff. <p>ADA Accommodations</p> <ul style="list-style-type: none"> • If staff requires an accommodation for the face covering or face shield requirements, the principal shall work with the staff member to help develop an alternative solution or reassignment of duties.
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1i. ISOLATION MEASURES

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>☒ Protocols for surveillance COVID-19 testing of students and staff, as well as exclusion and isolation protocols 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 assessment of 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. • 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. <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</p>	<p>Isolation:</p> <ul style="list-style-type: none"> • Bus: Students developing symptoms on the bus shall be seated in designated row and will be taken immediately to office upon arrival to the school for additional screening. Students with symptoms upon screening will be sent to the supervised isolation room until they may be transported home or picked up. • Upon Arrival: Students shall be visually screened in their cohorts by their supervising staff. Students exhibiting symptoms will report to the office for screening and appropriate care until they may be transported home or picked up • During Day: Students and staff exhibiting symptoms shall be sent to the front office for screening and placement in isolation room. Isolations rooms are identified below. <p>-YCIS: Room- The health bay in the front office as well as a vacant enclosed office that is also located in front office.</p> <p>Transportation:</p> <ul style="list-style-type: none"> • Students in need of transport to home or medical facility shall be transported utilizing the

<p>symptom monitoring must wear appropriate face covering or face shields.</p> <p>☒ Establish procedures for safely transporting anyone who is sick to their home or to a health care facility.</p> <p>☒ 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.</p> <ul style="list-style-type: none"> ● Symptomatic staff or students should seek COVID-19 testing from their regular physician or through the local public health authority. ● If they have a positive COVID-19 viral (PCR) test result, the person should remain home for at least 10 days after illness onset and 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving. <ul style="list-style-type: none"> ○ Alternatively, a person who had a positive viral test may return to school when they have received two subsequent negative COVID-19 viral tests at least 24 hours apart and 72 hours have passed since fever is gone, without use of fever reducing medicine, and other symptoms are improving ● If they have a negative COVID-19 viral test (and if they have multiple tests, all tests are negative), they should remain home until 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving. ● If they do not undergo COVID-19 testing, the person should remain home until 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving. <p>☒ 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).</p> <p>☒ Record and monitor the students and staff being isolated or sent home for the LPHA review.</p>	<p>District owned transportation. Passengers will sit in the seat furthest from the driver unless such location is inaccessible for the patient. Patients being transported shall wear masks as will the driver unless health of physical limitations prohibit such. The van will be cleaned and sanitized following each use.</p> <ul style="list-style-type: none"> ● Students in need of emergency transport to a medical facility shall be transported via ambulance. <p>Symptomatic Student/Staff Care and Re-Entry</p> <ul style="list-style-type: none"> ● Name and contact information for staff and students exhibiting symptoms shall be sent to the Yamhill County Health Department daily. ● Staff and students exhibiting symptoms will be provided with instructions in their native language on how to access Yamhill County Health and our partner, Family Health Associates. They will be encouraged to contact either provider, or their family doctor, for testing services. ● Students and/or staff testing positive for COVID-19 will remain home for at least 10 days and will follow the guidance contained in this section of the ODE/OHA requirements prior to re-entry.
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2. Facilities and School Operations

Some activities and areas will have a higher risk for spread (e.g., band, choir, science labs, locker rooms). When engaging in these activities within the school setting, schools will need to consider additional physical distancing or

conduct the activities outside (where feasible). Additionally, schools should consider sharing explicit risk statements for higher risk activities (see section 5f of the *Ready Schools, Safe Learners* guidance).

2a. ENROLLMENT

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Enroll all students following the standard Oregon Department of Education guidelines. <input checked="" type="checkbox"/> Do not disenroll students for non-attendance if they meet the following conditions: <ul style="list-style-type: none"> Are identified as high-risk, or otherwise considered to be part of a population vulnerable to infection with COVID-19, or Have COVID-19 symptoms for 10 consecutive school days or longer. <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.	Family Choice: Students and families may be given the opportunity to enroll in fully online distance learning or on-site hybrid learning. Families are welcome to move their students in and out of online and on-site hybrid learning as needed throughout the year.

2b. ATTENDANCE

OHA/ODE Requirements	Hybrid/Onsite Plan
<input type="checkbox"/> On-Site school students: Full-time and part-time students follow normal reporting policy and procedures. <input checked="" type="checkbox"/> Full-Time Online and/or Hybrid school students: Full-time students who are enrolled in school and taking online and/or hybrid courses only are reported on an FTE basis using a standard record (ADMProgTypCd = 01) as identified in the Oregon Cumulative Average Daily Membership (ADM) Manual. This is an existing policy previously used in the online setting. As such, there should not be any need to reprogram student information systems to accommodate for this change and the addition of the hybrid setting. <ul style="list-style-type: none"> Note: Because the students in the online and/or hybrid setting do not regularly attend classes at the district facilities, the standard procedures for recording student days present and days absent cannot be effectively applied to those students. This will reduce accuracy of attendance data for the state while this is in effect. For the purposes of this section, please use the following definition and clarification: Online and/or Hybrid Check-in: The responsibility of taking attendance must be performed by the teacher of record. "Check-ins" with appropriately licensed instructional staff are two-way communications between the student and the teacher. A check-in does not include a student leaving a message on an answering 	Attendance: On-Site Hybrid: Students on-site attendance shall be used as a primary attendance indicator. For any students not attending (and participating with their content teacher) at least two days per week, online learning logs will be monitored to determine weekly attendance. Students not present in the classroom two or more days will be considered present through at least one other method of two-way communication including: <ul style="list-style-type: none"> Google Classroom (live video participation, discussion boards or assignment submission) Email communication Phone communication Online For students attending fully online learning, two way communication of two days shall be utilized to determine full weekly attendance. Two-way communications will be documented via: <ul style="list-style-type: none"> Google Classroom (live video participation, discussion boards or assignment submission) Email communication Phone communication On-Site Hybrid Students in grades 4-6 will be assigned a classroom teacher and will remain with this classroom teacher, and cohort for the day. One teacher per grade

machine or sending an email that does not receive a response from the appropriately licensed instructional staff by the end of the next school day.

- The student must check-in **at least** twice a week with their teacher(s) of record on **at least** two separate weekdays in order to be counted as present for all five days of that week.
- If the student only checks in once during the week, the student must be counted as absent for half of the scheduled week (2.5 days, if there are 5 days scheduled in the week).
- The student must be counted as absent for the entire week (5 days, if there are 5 days scheduled in the week) if they do not report in at all during the week.
- Note: If a district schedule is based on a 4-day school week, the student would still need to check in twice a week as described above in order to be counted as present for the entire week (4 days) and once a week to be counted as present for half of the week (2 days).
- Days in attendance may not be claimed for days in which the student did not have access to appropriately licensed instructional staff. The purpose of the rule regarding checking in with the teacher of record is to assure that the teacher can evaluate whether the student is making adequate progress in the course and the student has additional guaranteed opportunities to engage with a teacher. The responsibility of taking attendance must be performed by the teacher of record, not another staff member (e.g., the registrar or school secretary).

☒ **Part-time students receiving online and/or hybrid instruction (not college courses):** Students who are not enrolled full-time and are taking online and/or hybrid courses offered by the school district or charter school are reported as large group instruction (program type 4), unless they are an ESD-registered homeschooled or private school student receiving supplemental coursework in public school, which are reported as shared time (program type 9). The district may count up to 1 hour per day per course taken, provided appropriately licensed teachers for the coursework taken, are available and accessible to the student during regular business hours on each school day to be claimed. Because this is online and/or hybrid instruction, attendance is based on check-ins with the student's

level will be identified as the "online classroom." This classroom will interact with online students in both live and recorded formats. Cohorts will be assigned to teachers to allow for the 35 square feet/person to be followed. In order to accommodate the class sizes needed to utilize this solution, all elementary teachers (excluding specialists used for prep coverage) shall be assigned a self-contained classroom. The District will work with the Teacher Standards and Practices Commission to apply for Limited Conditional Assignments for all teachers to allow for such assignments.

Students in grades 7-8 will be assigned to a consistent cohort of students by quarter. This cohort will remain together throughout the quarter.

Key components of the on-site hybrid learning option:

- Provide on-site instruction Tuesday-Friday for cohort instruction.
- The school day is reduced by one hour to accommodate bus spacing and to allow teachers to have their prep and/or their online course prep and time with online students.
- Students will be engaged in online (home based) instruction for one period per day. The Options will vary for students in grades 4-8.
- Mondays may be used for on-site instruction for students in need of additional intervention.
- Each teacher schedule consists of four sessions of facilitating instruction taught online by content teachers, a block of time to allow for elective class participation in varied student electives.
- Each teacher would be responsible for recording scheduled lessons and putting them into Google Classroom so they could be accessed later.
- In the sessions where a homeroom teacher is facilitating the online instruction, the teacher will play the video from the content teacher and support students in the assignments provided by the content teacher.

appropriately licensed teacher(s) of record at least two times (on different days) during the school week.

2c. TECHNOLOGY

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Update procedures for district-owned devices to match cleaning requirements (see section 2d of the Ready Schools, Safe Learners guidance). ☒ Procedures for return, inventory, updating, and redistributing district-owned devices must meet physical distancing requirements. 	<ul style="list-style-type: none"> ● All students will be assigned a district-owned device for use in the school building. ● Students will have the option to take the device home for at-home use. ● Deployment of district-provided hotspots and district-owned wireless access points places throughout the community will continue to ensure adequate internet access for all families. ● Additional devices will be accessible for in-building use for students with broken devices or devices left at home. ● School devices will be cleaned and sanitized between each use. ● During check-out and check-in procedures, social distancing and safety measures will be utilized.

2d. SCHOOL SPECIFIC FUNCTIONS/FACILITY FEATURES

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Handwashing: All people on campus should be advised and encouraged to wash their hands frequently. ☒ Equipment: Develop and use sanitizing protocols for all equipment used by more than one individual or purchase equipment for individual use. ☒ 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. ☒ Transitions/Hallways: Limit transitions to the extent possible. Create hallway procedures to promote physical distancing and minimize gatherings. ☒ 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: All students will have access to hand washing prior to meals. Frequent opportunities for hand washing will be provided throughout the school day. Hand washing will be supplemented with the use of hand sanitizer. ● Equipment: Sharing of supplies will be restricted when possible. All shared equipment will be cleaned between users. ● Events: Off-site field trips and events requiring visitors or volunteers have been canceled. In-school events will be modified to follow cohorting and social distancing guidance. Use of facilities for District sponsored athletics and activities shall be coordinated through the Athletic Director and approved by the Principal. ● Transitions/Hallways: Hallways will include one-way traffic markings to reduce contact. Transitions by grade-level cohort groups will be staggered to reduce contact. Student cohorts will remain in the classroom with adult transitions when possible. Cohort classrooms will be assigned by building area/level to allow access to a single bathroom, drinking fountain and hand washing station throughout the school day. ● Personal Property: Students will not use lockers to store personal property. All personal property brought

to school will be carried by the student throughout the school day in their backpack/bag. Personal property must be labeled with a student name and will only be used by the student.

- **Restrooms:** Restrooms will be assigned to each cohort. Visual reminders will be used in all restrooms to encourage hygienic practices including: handwashing techniques, covering coughs/sneezes, social distancing, facial coverings and COVID-19 symptoms.

2e. ARRIVAL AND DISMISSAL

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☑ Physical distancing, stable cohorts, square footage, and cleaning requirements must be maintained during arrival and dismissal procedures. ☑ Create schedule(s) and communicate staggered arrival and/or dismissal times. ☑ Assign students or cohorts to an entrance; assign staff member(s) to conduct visual screenings (see section 1f of the <i>Ready Schools, Safe Learners</i> guidance). ☑ Develop sign-in/sign-out protocol to help facilitate contact tracing: <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. ☑ Install hand sanitizer dispensers 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. 	<p>Arrival and Entry</p> <ul style="list-style-type: none"> ● Each student cohort will be assigned an entrance point (i.e., a specific door) to the school building or to a meeting point. ● Upon entry, students in classrooms with exterior doors at the Elementary school will go directly to their classroom cohort. ● Upon entry, students in cohorts without exterior entrance doors in grades K-5, or any students in grades 6-12 will meet their cohort and staff member at their identified meeting location. ● Staff will be present at each entry or meeting point to visually screen students for symptoms and track cohort data. ● Students identified as potentially symptomatic will be directed to the office and will follow previously described procedures. ● Breakfast will be served in the classroom. Students must wash hands before breakfast. <p>Sign-In / Sign-Out Procedures</p> <ul style="list-style-type: none"> ● Students entering or leaving the building at times other than arrival or dismissal will use the main building entrance. ● Arrivals will be held in the secure entry vestibule in each building until screening is complete. ● All sign-in/sign-out tracking will be handled by office staff to reduce sharing of pen/paper.

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 to at least six feet apart; assign seating so students are in the same seat at all times. 	<ul style="list-style-type: none"> ● Seating: Classroom desks and tables will be arranged with students being at least six feet apart. Students will

<ul style="list-style-type: none"> ☒ 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 through signage and regular 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 and 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. 	<p>have assigned seats and will stay in their assigned seats throughout the day.</p> <ul style="list-style-type: none"> ● Materials: Each classroom will limit sharing of community supplies when possible (e.g., scissors, pencils, etc.). If needed to share, these items will be cleaned between each use. Hand sanitizer and tissues will be available for use by students and staff. ● Handwashing: All students will wash their hands upon building entry and exit and prior to meals. Additional hand washing opportunities will be provided throughout the school day. Signage at each sink/hand washing station will remind students and staff of effective handwashing practices.
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2g. PLAYGROUNDS, FIELDS, RECESS, AND BREAKS

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). ☒ Students must wash hands before and after using playground equipment. ☒ Designate playground and shared equipment solely for the use of one cohort at a time. Disinfect between sessions and between each group's use. ☒ Cleaning requirements must be maintained (see section 2j of the Ready Schools, Safe Learners 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 between cohorts. 	<ul style="list-style-type: none"> ● Playgrounds shall remain closed to the public. ● Recess activities will be supervised in a manner conducive to social distancing. ● Students will access recess in their cohorts. ● Students will wash or sanitize their hands before going to recess and before returning to the building. ● Playground equipment will be cleaned between cohorts.

2h. MEAL SERVICE/NUTRITION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Include meal services/nutrition staff in planning for school reentry. ☒ Staff serving meals must wear face shields or face covering (see section 1h of the Ready Schools, Safe Learners guidance). ☒ Students must wash hands before meals and should be encouraged to do so after. ☒ Appropriate daily cleaning of meal items (e.g., plates, utensils, transport items) in classrooms where meals are consumed. 	<ul style="list-style-type: none"> ● Meals will be served to cohorts in their classrooms. ● All students and staff must wash hands prior to meals and following meal consumption. ● Meals will be delivered to classrooms and disposable items will be used. ● Each desk/table will be cleaned prior to meal consumption.

- ☒ Cleaning and sanitizing of meal touch-points and meal counting system between stable cohorts.
- ☒ Adequate cleaning of tables between meal periods.

2i. TRANSPORTATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Include transportation departments (and associated contracted providers, if used) in planning for return to service. ☒ Buses are cleaned frequently. Conduct targeted cleanings between routes, with a focus on disinfecting frequently touched surfaces of the bus (see section 2j of the <i>Ready Schools, Safe Learners</i> guidance). ☒ Develop protocol for loading/unloading that includes visual screening for students exhibiting symptoms and logs for contact-tracing. <ul style="list-style-type: none"> ● If a student displays symptoms, provide a face shield or face covering and keep student at least six feet away from others. Continue transporting the student. <ul style="list-style-type: none"> ○ If arriving at school, notify staff to begin isolation measures. ○ If transporting for dismissal and the student displays an onset of symptoms, notify the school. ☒ Consult with parents/guardians of students who may require additional support (e.g., students who experience a disability and require specialized transportation as a related service) to appropriately provide service. ☒ Drivers wear face shields or face coverings. ☒ 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). 	<ul style="list-style-type: none"> ● The District will work with Mid-Columbia bus to determine routes and times for routes. ● Mid Columbia Bus will assure staff are trained and prepared to enact the District's plan. ● Bus routes will be adjusted to support cohorting students and maintaining: 1) 3 feet of distance between non-family members and 2) 6 feet of distance from drivers (except during loading, unloading and assisting students). ● All drivers will wear masks or face shields. ● Seats on each bus shall be identified for students exhibiting symptoms. Students exhibiting symptoms must: 1) Wear a mask and/or face shield, 2) remain seated in designated location, 3) be transported immediately to school office upon arrival (drivers should call ahead to the school when possible so staff may assist). ● Parents shall receive education on busing procedures and be offered the opportunity for consultation for students who may need additional support on the bus.

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., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and shared objects (e.g., toys, games, art supplies) between uses multiple times per day. Maintain clean and disinfected (CDC guidance) environments, including classrooms, cafeteria settings, restrooms, and playgrounds. 	<ul style="list-style-type: none"> ● All frequently touched surfaces and shared objects will be cleaned at least three times per day. ● Door handles, desks and tables will be cleaned between cohort groups. ● Ventilation systems will be checked and maintained monthly by maintenance staff. Staff are encouraged to use the help desk system to request

<ul style="list-style-type: none"> ☒ Apply disinfectants safely and correctly following labeling direction as specified by the manufacturer. Keep these products away from students. ☒ Operate ventilation systems properly and/or increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and through other methods. 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. For example, do not use fans if doors and windows are closed and the fans are recirculating the classroom air. ☒ 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). ☒ Air circulation and filtration are helpful factors in reducing airborne viruses. Consider modification or enhancement of building ventilation where feasible (see CDC's guidance on ventilation and filtration and American Society of Heating, Refrigerating, and Air-Conditioning Engineers' guidance). 	<p>assistance with any specialized needs beyond the monthly maintenance.</p>
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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. ☒ Licensed, experienced health staff should be included on teams to determine district health service priorities. Collaborate with health professionals such as school nurses; SBHC staff; mental and behavioral health providers; physical, occupational, speech, and respiratory therapists; and School Based Health Centers (SBHC). ☒ Prioritize immunizations and other needed health services for students, including behavioral health and reproductive health services. 	<ul style="list-style-type: none"> ● All health plans will be developed collaboratively with WESD School Nurse and Yamhill County Health.



3. Response to Outbreak

3a. PREVENTION AND PLANNING

OHA/ODE Requirements	Hybrid/Onsite Plan
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<input checked="" type="checkbox"/> Coordinate with Local Public Health Authority (LPHA) to establish communication channels related to current transmission level. <input checked="" type="checkbox"/> Establish a specific emergency response framework with key stakeholders. <input checked="" type="checkbox"/> When new cases are identified in the school setting, and the incidence is low, the LPHA will provide a direct report to the district nurse, or designated staff, on the diagnosed case(s). Likewise, the LPHA will impose restrictions on contacts.	Please see Yamhill-Carlton School District Pandemic Plan and Yamhill-Carlton School District COVID-19 Response Plan.
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3b. RESPONSE

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Follow the district's or school's outbreak response protocol. Coordinate with the LPHA for any outbreak response. <input checked="" type="checkbox"/> If anyone who has been on campus is known to have been diagnosed with COVID-19, report the case to and consult with the LPHA regarding cleaning and possible classroom or program closure. <input checked="" type="checkbox"/> Report to the LPHA any cluster of illness (2 or more people with similar illness) among staff or students. <input checked="" type="checkbox"/> When cases are identified in the local region, a response team should be assembled within the district and responsibilities assigned within the district. <input checked="" type="checkbox"/> Modify, postpone, or cancel large school events as coordinated with the LPHA. <input checked="" type="checkbox"/> If the school is closed, implement Short-Term Distance Learning or Comprehensive Distance Learning models for all staff/students. <input checked="" type="checkbox"/> Continue to provide meals for students. <input checked="" type="checkbox"/> Communicate criteria that must be met in order for On-Site instruction to resume and relevant timelines with families.	Please see Yamhill-Carlton School District Pandemic Plan and Yamhill-Carlton School District COVID-19 Response Plan.

3c. RECOVERY AND REENTRY

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Plan instructional models that support all learners in Comprehensive Distance Learning. <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"/> Communicate with families about options and efforts to support returning to On-Site instruction. <input checked="" type="checkbox"/> Follow the LPHA guidance to begin bringing students back into On-Site instruction.	<ul style="list-style-type: none"> Online and distance learning instruction shall remain in place during any times of school closure due to COVID-19 unless staff levels are insufficient to support such. We will consult with Yamhill County Health regarding additional reopening recommendations.

- Consider smaller groups, cohorts, and rotating schedules to allow for a safe return to schools.



ASSURANCES

This section must be completed by any public school that is providing instruction through On-Site or Hybrid Instructional Models.

Schools providing Comprehensive Distance Learning Instructional Models do not need to complete this section. This section does not apply to private schools.

- ☒ We affirm that our school plan has met the requirements from ODE guidance for sections 4, 5, 6, 7, and 8 of the **Ready Schools, Safe Learners** guidance.
- ☒ We affirm that we cannot meet all of the ODE requirements for sections 4, 5, 6, 7 and/or 8 of the **Ready Schools, Safe Learners** guidance at this time. We will continue to work towards meeting them and have noted and addressed which requirement(s) we are unable to meet in the table titled “Assurance Compliance and Timeline” below.



4. Equity



5. Instruction



6. Family and Community Engagement



7. Mental, Social, and Emotional Health



8. Staffing and Personnel

Assurance Compliance and Timeline SEP If a district/school cannot meet the requirements from the sections above, provide a plan and timeline to meet the requirement.

List Requirement(s) Not Met

Provide a Plan and Timeline to Meet Requirements
Include how/why the school is currently unable to meet them

	N/A, all elements are met.
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OPERATIONAL BLUEPRINT FOR SCHOOL REENTRY 2020-21

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	Yamhill-Carlton School District
Key Contact Person for this Plan	Bill Rhoades, Ed. D.
Phone Number of this Person	541-639-2882
Email Address of this Person	rhoadesb@ycschools.org
Sectors and position titles of those who informed the plan	Bill Rhoades, Ed. D., Superintendent John Horne, Human Resources Director Kristen Watson, YCHS Bobbi Kidd, YCIS Matt Wiles, YCIS Lisa Heatherly, YCES Chad Tollefson, YCES Client Raever, YCHS Kelly VanHorn, YCES Shelly Campbell, YCES Anne Foley, YCIS Patti Bertrand, YCIS Kelli Fletcher, YCES Bradley Post, YCHS Erin Sunday, YCHS Ardis Bell, YCIS Emily Chadwick, YCES Tina Vertner, YCHS Teresa Brey, YCIS Abbey Stevens, YCES

Local public health office(s) or officers(s)	Yamhill County Health, Amber Miller & Lindsey Lopez
Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements	Scott Henderson
Intended Effective Dates for this Plan	08/01/2020-06/30/2021
ESD Region	Willamette ESD

2.

3. 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.

Staff, community members and parents were involved in the committee work and/or participated through survey. Our school board has been involved and communicated with throughout the development of this plan. The plan will be shared for public review, mailed to all families, emailed to all students grades 6-12 and posted online and shared via video on Facebook. Surveys will be collected from parents, staff, and students. Survey responses will be used to revise the plan for final review by the school board August 13.

4. Indicate which instructional model will be used. This does not apply if you are an online school or virtual public charter school and had a virtual online instructional model already in place pre-COVID-19.

Select One:

☐ On-Site Learning ☒ Hybrid Learning ☐ Comprehensive Distance Learning

5. 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).
6. 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 3-14 in the initial template) and [submit online](https://app.smartsheet.com/b/form/a4dedb5185d94966b1dffc75e4874c8a). (<https://app.smartsheet.com/b/form/a4dedb5185d94966b1dffc75e4874c8a>) by August 15, 2020 or prior to the beginning of the 2020-21 school year.

* **Note:** Private schools are required to comply with only sections 1-3 of the **Ready Schools, Safe Learners** guidance.

REQUIREMENTS FOR COMPREHENSIVE DISTANCE LEARNING OPERATIONAL BLUEPRINT

This section must be completed by any school that is seeking to provide instruction through Comprehensive Distance Learning.

Schools providing On-Site or Hybrid Instructional Models do not need to complete this section.

Describe why you are selecting Comprehensive Distance Learning as the school's Instructional Model for the effective dates of this plan.

N/A

[Complete after June 30, 2020 when Comprehensive Distance Learning Guidance is released by ODE.] Describe how your school's model aligns to the Comprehensive Distance Learning Guidance.

Our model combines live teaching in each class period with tutoring support and office hours for students to receive additional time. Students in grades 9-12 will be scheduled into 4 courses per quarter with a combination of core content classes and electives. Students will attend their classes virtually on a regular schedule with synchronous instruction occurring daily in whole group and/or small group sessions. Each day will have a combination of teacher facilitated instruction and applied learning. Most sessions will be recorded or will have a recording available for support after hours. Interventions and support for students needing special services will be available through live sessions as well as through alternative supports. Students are encouraged to participate live when possible; however, most live classes will also be recorded to support families after-hours. Wellness, movement, and SEL activities will be woven throughout the day. Interventions will be available through live sessions as well as well as through support materials. The District will supply Chromebooks to each student and has hot spots available as well, for those who may need them. Staff and families will connect on familiar digital platforms and digital curriculum will be used to support instruction.

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 have communicated that we will use the CDL model for the first quarter of teaching and learning. We will begin preparation for returning to onsite hybrid learning when the Yamhill County metrics have indicated the 5% test positive rate has been met for three weeks. Once that has occurred, we will monitor the County infection levels and when they have been below the 30 cases for two weeks (grades K-3) and 10 cases (K-12) in a row, we will prepare classrooms for student arrival. When they have been met for four consecutive weeks, we will notify staff and families of the plan to shift to onsite. At that time we will determine a time for transition that would be the least disruptive to learning and that would best support the needs of our families. We will then welcome students into the classrooms in our onsite hybrid model. Families who would prefer to continue with CDL will be able to do so.

The remainder of this operational blueprint is not applicable to schools operating a Comprehensive Distance Learning Model.

ESSENTIAL REQUIREMENTS FOR HYBRID / ON-SITE OPERATIONAL BLUEPRINT

This section must be completed by any school that is providing instruction through On-Site or Hybrid Instructional Models.

Schools providing Comprehensive Distance Learning Instructional Models do not need to complete this section.



1. Public Health Protocols

1a. COMMUNICABLE DISEASE MANAGEMENT PLAN FOR COVID-19

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☑ Implement measures to limit the spreads of COVID-19 within the school setting. ☑ Update written Communicable Disease Management Plan to specifically address the prevention of the spread of COVID-19. ☑ Designate a person at each school to establish, implement and enforce physical distancing requirements, consistent with this guidance and other guidance from OHA. ☑ 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. ☑ Process and procedures 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. ☑ Protocol to notify the local public health authority (LPHA Directory by County) of any confirmed COVID-19 cases among students or staff. ☑ Plans for systematic disinfection of classrooms, offices, bathrooms and activity areas. ☑ Process to report to the LPHA any cluster of any illness among staff or students. ☑ Protocol to cooperate with the LPHA recommendations and provide all logs and information 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. <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 	<p>Disease Management Plan: The Yamhill-Carlton School District follows the published Communicable Disease Guidelines from the Oregon Department of Education and the Oregon Health Authority. The Yamhill-Carlton School District Pandemic Plan, COVID-19 response plan and Board Policies GBEB, JHCC and GBEB/JHCC-AR will be followed.</p> <p>Staff Responsible for Maintaining Physical Distancing: YCHS: Clint Raever Maintenance: Scott Henderson</p> <p>Resource Staff:</p> <ul style="list-style-type: none"> - Yamhill County Health: Amber Miller - WESD On-Site Nurse: Allana Russell <p>Training Process: Utilizing both online and on-site trainings (as allowable and feasible), all staff (classified and certified) will be trained on the components of this document as well as our policies and plans for managing the COVID pandemic.</p> <p>Reporting to LPHA: Logs of students and staff sent home with possible symptoms shall be sent to Yamhill County Health daily. Contract tracing shall be completed at their request.</p> <p>Isolation: Isolations rooms are identified below. Rooms shall be staffed when occupied. All occupants in room will wear face coverings unless health conditions prohibit such use.</p> <ul style="list-style-type: none"> ● YC High: Main Office Sick Rooms ● Daily Logs- Contents and Maintenance: Daily logs for student cohorts shall be created and stored for each student cohort (transportation, on-site hybrid cohort, intervention cohort). Such logs shall be kept at the front office of each school and shall be delivered to each front office each day. Bus records from school-home trips shall be delivered with the home-school records each morning with the exception of Friday logs which shall be scanned and sent via email to the office manager at the conclusion of the Friday routes. Once received,

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:

- Child's name
- Drop off/pick up time
- Parent/guardian name and emergency contact information
- All staff (including itinerant staff, substitutes, and guest teachers) names and phone numbers who interact with a stable cohort or individual student

☒ Protocol to record/keep daily logs to be used for contact tracing for a minimum of four weeks to assist the LPHA as needed.

☒ 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).

such logs shall be scanned into a [daily log folder kept on the Google Drive](#). These logs will be maintained in the online storage system of Drive through October 1st of 2021 at a minimum. This drive shall be shared directly with the Yamhill County Health Department and may be used as needed for contract tracing purposes. A MOU will be signed by the Yamhill County Health Department agreeing to privacy requirements and serve as a contracted partner for FERPA purposes. Staff identified to maintain contract tracing logs:

- **YC High: Tina Vertner**

Logs shall include:

- Child's name
- Drop off/pick up time
- Parent/guardian name and emergency contact information shall be maintained and accessed via Synergy. Yamhill County Public Health shall be granted view only access to student demographic information for contact tracing purposes.
- All staff (including itinerant staff, substitutes, and guest teachers) names and phone numbers shall be logged along with their cohort interactions.

Screening:

- Each cohort shall be assigned an entry meeting location. Staff will be assigned to each meeting location and will screen students each morning prior to entering classroom
- When the screening indicates that a student may be symptomatic, the student is directed to the office where the staff will follow the isolation and screening protocols identified in the pandemic and COVID-19 plans and follow directions provided by Yamhill County Health.
- Handwashing stations or hand-sanitizers will be placed by each entrance prior to student entrance to classes, or students will utilize classroom stations to wash hands.

Disinfection: Disinfection shall occur daily in each classroom. Restrooms, doorknobs, and isolation rooms shall be cleaned multiple times per day and logs of cleaning will be maintained by custodial staff. Yamhill County Health recommendations for cleaning and sanitizing will be followed and the plan will be revised accordingly as needed and directed.

Outbreak Response: In the event of an outbreak, Superintendent Rhoades will work directly with Yamhill County Health to implement plan and make any updates/changes as may be necessary as per guidance from Yamhill County Health.

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. 2. Medically Fragile: Are students who may have a life-threatening health condition and who may require immediate professional nursing services. 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>☑ 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 	<p>Serving Students: All students (through parental/guardian confirmation) will be given the opportunity to self-identify as vulnerable or living with a vulnerable family member.</p> <ul style="list-style-type: none"> • Parents will be able to select the online or on-site model service option that is most appropriate for their student. • Students who experience disability will continue to receive specially designed instruction and such services shall be delivered as designed by the IEP team. • A school team, including the nurse, shall be available for parent concerns regarding 504 plan needs or supports necessary for medically fragile or vulnerable students and/or family members. • Medically vulnerable ELL continue to receive English Language Development courses through the online or on-site hybrid option.

guidelines and access professional support such as evidence-based resources from the Oregon School Nurses Association.

- Service provision should consider health and safety as well as legal standards.
- Work with an interdisciplinary team to meet requirements of ADA and FAPE.
- High-risk individuals may meet criteria for exclusion during a local health crisis.
- Refer to updated state and national guidance and resources such as:
 - US 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.

1c. PHYSICAL DISTANCING

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> 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.	<p>Students in grades 9-12 will be assigned to a consistent cohort of students by quarter. This cohort will remain together throughout the quarter. During the week, students will be enrolled in 4 classes. Students will rotate through the classes, attending 4 each day some synchronously and some asynchronously (am/pm schedule depending on staffing and sanitation needs). Students will receive live instruction in the content area and also have opportunities to work on other classes in an online environment.</p> <p>Students In Need of Additional Support: In all circumstances, students shall receive grace when making</p>
<input checked="" type="checkbox"/> Support physical distancing in all daily activities and instruction, striving to maintain at least six feet between individuals.	
<input checked="" type="checkbox"/> 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.	
<input checked="" type="checkbox"/> 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).	

<input checked="" type="checkbox"/> Plan for students who will need additional support in learning how to maintain physical distancing requirements. Provide instruction; don't employ punitive discipline.	mistakes regarding distancing requirements. Staff will be trained in redirecting and retraining students with such needs.
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1d. COHORTING

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> 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. <input checked="" type="checkbox"/> Each school must have a system for daily logs to ensure contract tracing among the cohort (see section 1a of the Ready Schools, Safe Learners guidance). <input checked="" type="checkbox"/> Minimize interaction between students in different stable cohorts (e.g., access to restrooms, activities, common areas). Provide access to All Gender/Gender Neutral restrooms. <input checked="" type="checkbox"/> Cleaning and wiping surfaces (e.g., desks, door handles, etc.) must be maintained between multiple student uses, even in the same cohort. <input checked="" type="checkbox"/> Design cohorts such that all students (including those protected under ADA and IDEA) maintain access to general education, grade level learning standards, and peers. <input checked="" type="checkbox"/> Staff who interact with multiple stable cohorts must wash/sanitize their hands between interactions with different stable cohorts.	Contract tracing logs: Logs shall be supplied to Yamhill County Health daily for any students with symptoms. Entrances/Exits, Meals and Restrooms: Student cohorts are assigned to specific entrances/exits and restrooms. Meals times shall be hosted in the classroom. Cleaning: Please see section 1a. Staff Working with Multiple Cohorts: Staff members shall wear face coverings and shall wash and/or sanitize hands between cohorts. Staff will be logged and tracked when switching cohorts. Transportation Cohort <ul style="list-style-type: none"> Students will be assigned a transportation cohort. Screening, contact tracing, and attendance on each bus shall be taken per route. Intervention Cohort <ul style="list-style-type: none"> Students in need of additional services may be assigned to an intervention cohort for Mondays. Maximum Cohort Assignment <ul style="list-style-type: none"> In most cases, students shall be assigned to a maximum of three cohorts (Instructional cohort, transportation cohort and intervention cohort). Students attending the After School programs shall be assigned a cohort as well. Students participating in extra-curricular activities shall be assigned to a cohort. In some cases, students may also be assigned service cohorts for services such as speech, counseling, physical therapy, etc.

1e. PUBLIC HEALTH COMMUNICATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<input type="checkbox"/> Develop a letter or communication to staff to be shared at the start of on-site instruction and at periodic intervals explaining infection control measures that are being implemented to prevent spread of disease.	Communication <ul style="list-style-type: none"> A letter outlining the instructional model, the rationale and vision behind it and specific infection

<ul style="list-style-type: none"> Consider sharing school protocols themselves. <p><input type="checkbox"/> Develop protocols for communicating with students, families and staff who have come into close contact with a confirmed case.</p> <ul style="list-style-type: none"> Consult with your LPHA on what meets the definition of “close contact.” <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> Provide all information in languages and formats accessible to the school community.</p>	<p>control measures will be shared with all families through print and electronically when available.</p> <ul style="list-style-type: none"> Additional communication regarding protocols will be shared with families and staff prior to the start of on-site instruction.
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1f. ENTRY AND SCREENING

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input checked="" type="checkbox"/> Direct students and staff to stay home if they, or anyone in their homes or community living spaces, have COVID-19 symptoms. COVID-19 symptoms are as follows:</p> <ul style="list-style-type: none"> Primary symptoms of concern: cough, fever 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, but are not enough in isolation to deny entry. More information about COVID-19 symptoms is available from CDC. 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 Other severe symptoms <p><input checked="" type="checkbox"/> 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.</p> <ul style="list-style-type: none"> Anyone displaying or reporting the primary symptoms of concern must be isolated (see section 1i of the <i>Ready Schools, Safe Learners</i> guidance) and sent home as soon as possible. They must remain home until 72 hours after fever is gone (without use of fever reducing medicine) and other symptoms are improving. 	<p>Parent and Staff Education</p> <ul style="list-style-type: none"> Families and staff will be provided with symptom lists and asked to check symptoms each morning prior to school and keep students home/stay home if symptomatic. Such communications shall be in writing, provided via social media and emailed directly to all staff and to students in grades 6-12. <p>Screening Students Upon Entry</p> <ul style="list-style-type: none"> Each cohort shall be assigned an entry meeting location. Staff will be assigned to each meeting location and will screen students each morning prior to entering classroom When the screening indicates that a student may be symptomatic, the student is directed to the office where the staff will follow the isolation and screening protocols identified in the pandemic and COVID-19 plans and follow directions provided by Yamhill County Health. Handwashing stations or hand-sanitizers will be placed by each entrance prior to student entrance to classes, or students will utilize classroom stations to wash hands. <p>Logging for Contact Tracing</p> <ul style="list-style-type: none"> Please see section 1a.

- ☒ Follow LPHA advice on restricting from school any student or staff known to have been exposed (e.g., by a household member) to COVID-19 within the preceding 14 calendar days.
- ☒ 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.

Screening Staff:

- Staff are required to make a report to their supervisor when they may have been exposed to COVID-19.
- Staff are required to report when they have symptoms related to COVID-19.

1g. VISITORS/VOLUNTEERS

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Restrict non-essential visitors. Only allow visitors if six feet of physical distance between all people can be maintained. <input checked="" type="checkbox"/> Visitors must wash or sanitize their hands upon entry and exit. <input checked="" type="checkbox"/> Visitors must wear face coverings in accordance with local public health authority and CDC guidelines. <input type="checkbox"/> Screen all visitors for symptoms upon every entry. Restrict from school property any visitor known to have been exposed to COVID-19 within the preceding 14 calendar days. 	Visitors/Volunteers <ul style="list-style-type: none"> • Visitors/Volunteers will be unable to work in schools, or complete other volunteer activities that require in person interaction, at this time. • Volunteers for extra-curricular activities must be approved by building principal. Such approved volunteers will be required to complete training on COVID protocols and this plan and sign a waiver in addition to regular trainings and background checks. • Adults in schools are limited to essential personnel only. • Essential visitors must wash or sanitize their hands upon entry and exit. • Essential visitors must wear face coverings. • Essential visitors will be visually screened for symptoms during sign-in and will not be allowed to enter if symptomatic.

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

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Face coverings or face shields for: <ul style="list-style-type: none"> • Staff who are regularly within six feet of students and/or staff <ul style="list-style-type: none"> ○ This can include staff who support personal care, feeding, or instruction requiring direct physical contact. ○ Staff who will sustain close contact and interactions with students. • Bus drivers. • Staff preparing and/or serving meals. 	Face coverings <p>Required:</p> <ul style="list-style-type: none"> • All staff and students when directed by the governor and/or OHA/ODE including: • Certified and classified staff • Bus drivers. • Staff preparing and/or serving meals. • School nurses or other personnel when providing care and monitoring of staff/students displaying symptoms.

<ul style="list-style-type: none"> ☒ Face shields or clear plastic barriers for: <ul style="list-style-type: none"> • Speech Language Pathologists, Speech Language Pathology Assistants, or other adults providing articulation therapy. • Front office staff. ☒ Face face coverings 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. ☒ Students who choose not to wear face coverings must be provided access to instruction. ☒ ADA accommodations: 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. 	<ul style="list-style-type: none"> • Speech Language Pathologists/Assistants or other adults providing articulation therapy. • Front office staff. • Students in grades kindergarten through third grade. <p>Not Recommended</p> <ul style="list-style-type: none"> • Anyone who has a medical condition or experiencing disability for whom face covering wearing may be counter indicated. • For anyone while sleeping. <p>Face Shields or Plastic Barriers for:</p> <p>ADA Accommodations</p> <ul style="list-style-type: none"> • If staff requires an accommodation for the face covering or face shield requirements, the principal shall work with the staff member to help develop an alternative solution or reassignment of duties.
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1i. ISOLATION MEASURES

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Protocols for surveillance COVID-19 testing of students and staff, as well as exclusion and isolation protocols 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. ☒ Protocols for assessment of students, as well as exclusion and isolation protocols for sick students and staff identified at the time of arrival or during the school day. <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. • 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. ☒ 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>Isolation:</p> <ul style="list-style-type: none"> • Bus: Students developing symptoms on the bus shall be seated in designated row and will be taken immediately to office upon arrival to the school for additional screening. Students with symptoms upon screening will be sent to the supervised isolation room until they may be transported home or picked up. • Upon Arrival: Students shall be visually screened in their cohorts by their supervising staff. Students exhibiting symptoms will report to the office for screening and appropriate care until they may be transported home or picked up. • During Day: Students and staff exhibiting symptoms shall be sent to the front office for screening and placement in isolation room. Isolations rooms are identified below. <p>-YC High: Room- Tina Vertner, Mindy Senn, Shelly Ready</p> <p>Transportation:</p> <ul style="list-style-type: none"> • Students in need of transport to home or medical facility shall be transported utilizing the District owned transportation. Passengers will sit in the seat furthest from the driver unless such location is

<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. <ul style="list-style-type: none"> ● Symptomatic staff or students should seek COVID-19 testing from their regular physician or through the local public health authority. ● If they have a positive COVID-19 viral (PCR) test result, the person should remain home for at least 10 days after illness onset and 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving. <ul style="list-style-type: none"> ○ Alternatively, a person who had a positive viral test may return to school when they have received two subsequent negative COVID-19 viral tests at least 24 hours apart and 72 hours have passed since fever is gone, without use of fever reducing medicine, and other symptoms are improving ● If they have a negative COVID-19 viral test (and if they have multiple tests, all tests are negative), they should remain home until 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving. ● If they do not undergo COVID-19 testing, the person should remain home until 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving. ☒ Involve school nurses, School Based Health Centers, or staff with related experience (Occupational or Physical Therapists) in development of protocols and assessment of symptoms (where staffing exists). ☒ Record and monitor the students and staff being isolated or sent home for the LPHA review. 	<p>inaccessible for the patient. Patients being transported shall wear face coverings as will the driver unless health of physical limitations prohibit such. The van will be cleaned and sanitized following each use.</p> <ul style="list-style-type: none"> ● Students in need of emergency transport to a medical facility shall be transported via ambulance. <p>Symptomatic Student/Staff Care and Re-Entry</p> <ul style="list-style-type: none"> ● Name and contact information for staff and students exhibiting symptoms shall be sent to the Yamhill County Health Department daily. ● Staff and students exhibiting symptoms will be provided with instructions in their native language on how to access Yamhill County Health and our partner, Family Health Associates. They will be encouraged to contact either provider, or their family doctor, for testing services. ● Students and/or staff testing positive for COVID-19 will remain home for at least 10 days and will follow the guidance contained in this section of the ODE/OHA requirements prior to re-entry.
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2. Facilities and School Operations

Some activities and areas will have a higher risk for spread (e.g., band, choir, science labs, locker rooms). When engaging in these activities within the school setting, schools will need to consider additional physical distancing or conduct the activities outside (where feasible). Additionally, schools should consider sharing explicit risk statements for higher risk activities (see section 5f of the **Ready Schools, Safe Learners** guidance).

2a. ENROLLMENT

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Enroll all students following the standard Oregon Department of Education guidelines. <input checked="" type="checkbox"/> Do not disenroll students for non-attendance if they meet the following conditions: <ul style="list-style-type: none"> Are identified as high-risk, or otherwise considered to be part of a population vulnerable to infection with COVID-19, or Have COVID-19 symptoms for 10 consecutive school days or longer. <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.	Family Choice: Students and families may be given the opportunity to enroll in fully online distance learning or on-site hybrid learning. Families may be able to move their students in and out of online and on-site hybrid learning as throughout the year.

2b. ATTENDANCE

OHA/ODE Requirements	Hybrid/Onsite Plan
<input type="checkbox"/> On-Site school students: Full-time and part-time students follow normal reporting policy and procedures. <input checked="" type="checkbox"/> Full-Time Online and/or Hybrid school students: Full-time students who are enrolled in school and taking online and/or hybrid courses only are reported on an FTE basis using a standard record (ADMProgTypCd = 01) as identified in the Oregon Cumulative Average Daily Membership (ADM) Manual. This is an existing policy previously used in the online setting. As such, there should not be any need to reprogram student information systems to accommodate for this change and the addition of the hybrid setting. <ul style="list-style-type: none"> Note: Because the students in the online and/or hybrid setting do not regularly attend classes at the district facilities, the standard procedures for recording student days present and days absent cannot be effectively applied to those students. This will reduce accuracy of attendance data for the state while this is in effect. For the purposes of this section, please use the following definition and clarification: Online and/or Hybrid Check-in: The responsibility of taking attendance must be performed by the teacher of record. "Check-ins" with appropriately licensed instructional staff are two-way communications between the student and the teacher. A check-in does not include a student leaving a message on an answering machine or sending an email that does not receive a response from the appropriately licensed instructional staff by the end of the next school day. 	Attendance: On-Site Hybrid: Students on-site attendance shall be used as a primary attendance indicator. For any students not attending (and participating with their content teacher) at least two days per week, online learning logs will be monitored to determine weekly attendance. Students not present in the classroom two or more days will be considered present through at least one other method of two-way communication including: <ul style="list-style-type: none"> Google Classroom or other learning management system (live video participation, discussion boards or assignment submission) Email communication Phone communication Online For students attending fully online learning, two way communication of two days shall be utilized to determine full weekly attendance. Two-way communications will be documented via: <ul style="list-style-type: none"> Google Classroom or other learning management system (live video participation, discussion boards or assignment submission) Email communication Phone communication On-Site Hybrid Students in grades 9-12 will be assigned to a consistent cohort of students by quarter. This cohort will remain together throughout the quarter. During this week,

- The student must check-in **at least** twice a week with their teacher(s) of record on **at least** two separate weekdays in order to be counted as present for all five days of that week.
- If the student only checks in once during the week, the student must be counted as absent for half of the scheduled week (2.5 days, if there are 5 days scheduled in the week).
- The student must be counted as absent for the entire week (5 days, if there are 5 days scheduled in the week) if they do not report in at all during the week.
- Note: If a district schedule is based on a 4-day school week, the student would still need to check in twice a week as described above in order to be counted as present for the entire week (4 days) and once a week to be counted as present for half of the week (2 days).
- Days in attendance may not be claimed for days in which the student did not have access to appropriately licensed instructional staff. The purpose of the rule regarding checking in with the teacher of record is to assure that the teacher can evaluate whether the student is making adequate progress in the course and the student has additional guaranteed opportunities to engage with a teacher. The responsibility of taking attendance must be performed by the teacher of record, not another staff member (e.g., the registrar or school secretary).

☒ **Part-time students receiving online and/or hybrid instruction (not college courses):** Students who are not enrolled full-time and are taking online and/or hybrid courses offered by the school district or charter school are reported as large group instruction (program type 4), unless they are an ESD-registered homeschooled or private school student receiving supplemental coursework in public school, which are reported as shared time (program type 9). The district may count up to 1 hour per day per course taken, provided appropriately licensed teachers for the coursework taken, are available and accessible to the student during regular business hours on each school day to be claimed. Because this is online and/or hybrid instruction, attendance is based on check-ins with the student's appropriately licensed teacher(s) of record at least two times (on different days) during the school week.

students will be enrolled in 4 classes. Students will rotate through the classes, attending 4 each day. Students will receive instruction in each scheduled content area and also have opportunities to work on other activities in an online environment.

Key components of the on-site hybrid learning option:

- Provide on-site instruction Tuesday-Friday for cohort instruction.
- The school day is reduced to 9:30 am – 3:15 pm for students to accommodate transportation and to allow teachers time for prep and/or time to work with online students.
- Students will be engaged in online (home based) instruction four periods per day. At the Options will vary for students in grades 9-12.
- Mondays may be used for on-site instruction for students in need of additional intervention.
- Monday would be online only for most students.
- Each teacher schedule consists of four classes in which they are facilitating instruction online and in some cases in person.
- Each teacher would be responsible for uploading content in the LMS.
- When teachers have completed direct instruction of content, they may be facilitating online instruction, assignments, and learning provided by the other content teachers.
- Teachers will record some lessons so they may be accessed by students and families at a later time.

2c. TECHNOLOGY

<ul style="list-style-type: none"> ☒ Update procedures for district-owned devices to match cleaning requirements (see section 2d of the Ready Schools, Safe Learners guidance). ☒ Procedures for return, inventory, updating, and redistributing district-owned devices must meet physical distancing requirements. 	<ul style="list-style-type: none"> ● All students will be assigned a district-owned device for use in the school building. ● Students will have the option to take the device home for at-home use. ● Deployment of district-provided hotspots and district-owned wireless access points places throughout the community will continue to ensure adequate internet access for all families. ● Additional devices will be accessible for in-building use for students with broken devices or devices left at home. ● School devices will be cleaned and sanitized between each use. ● During check-out and check-in procedures, social distancing and safety measures will be utilized.
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2d. SCHOOL SPECIFIC FUNCTIONS/FACILITY FEATURES

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Handwashing: All people on campus should be advised and encouraged to wash their hands frequently. ☒ Equipment: Develop and use sanitizing protocols for all equipment used by more than one individual or purchase equipment for individual use. ☒ 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. ☒ Transitions/Hallways: Limit transitions to the extent possible. Create hallway procedures to promote physical distancing and minimize gatherings. ☒ 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: All students will have access to hand washing prior to meals. Frequent opportunities for hand washing will be provided throughout the school day. Hand washing will be supplemented with the use of hand sanitizer. ● Equipment: Sharing of supplies will be restricted when possible. All shared equipment will be cleaned between users. ● Events: Off-site field trips and events requiring visitors or volunteers have been canceled. In-school events will be modified to follow cohorting and social distancing guidance. Use of facilities for District sponsored athletics and activities shall be coordinated through the Athletic Director and approved by the Principal and subject to agency guidance. ● Transitions/Hallways: Hallways will include one-way traffic markings to reduce contact. Transitions by grade-level cohort groups will be staggered to reduce contact. Student cohorts will remain in the classroom with adult transitions when possible. Cohort classrooms will be assigned by building area/level to allow access to a single bathroom, drinking fountain and hand washing station throughout the school day to the extent possible. ● Personal Property: Students will not use lockers to store personal property. All personal property brought to school will be carried by the student throughout the school day in their backpack/bag. Personal property

must be labeled with a student name and will only be used by the student.

- **Restrooms:** Restrooms will be assigned to each cohort to the extent possible. Visual reminders will be used in all restrooms to encourage hygienic practices including: handwashing techniques, covering coughs/sneezes, social distancing, facial coverings and COVID-19 symptoms.

2e. ARRIVAL AND DISMISSAL

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☑ Physical distancing, stable cohorts, square footage, and cleaning requirements must be maintained during arrival and dismissal procedures. ☑ Create schedule(s) and communicate staggered arrival and/or dismissal times. ☑ 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). ☑ Develop sign-in/sign-out protocol to help facilitate contact tracing: <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. ☑ Install hand sanitizer dispensers 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. 	<p>Arrival and Entry</p> <ul style="list-style-type: none"> ● Each student cohort will be assigned an entrance point (i.e., a specific door) to the school building or to a meeting point. ● Upon entry, students in classrooms with exterior doors at the Elementary school will go directly to their classroom cohort. ● Upon entry, students in cohorts without exterior entrance doors in grades K-5, or any students in grades 6-12 will meet their cohort and staff member at their identified meeting location. ● Staff will be present at each entry or meeting point to visually screen students for symptoms and track cohort data. ● Students identified as potentially symptomatic will be directed to the office and will follow previously described procedures. ● Breakfast will be served in the classroom. Students must wash hands before breakfast. <p>Sign-In / Sign-Out Procedures</p> <ul style="list-style-type: none"> ● Students entering or leaving the building at times other than arrival or dismissal will use the main building entrance. ● Arrivals will be held in the secure entry vestibule in each building until screening is complete. ● All sign-in/sign-out tracking will be handled by office staff to reduce sharing of pen/paper.

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 to at least six feet apart; 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 	<ul style="list-style-type: none"> ● Seating: Classroom desks and tables will be arranged with students being at least six feet apart. Students will have assigned seats and will stay in their assigned seats throughout the day.

<p>frequently. Provide hand sanitizer and tissues for use by students and staff.</p> <p>☒ Handwashing: Remind students through signage and regular 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 and hands washed or sanitized immediately.</p> <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"> Materials: Each classroom will limit sharing of community supplies when possible (e.g., scissors, pencils, etc.). If needed to share, these items will be cleaned between each use. Hand sanitizer and tissues will be available for use by students and staff. Handwashing: All students will wash or sanitize their hands upon building entry and exit and prior to meals. Additional hand washing opportunities will be provided throughout the school day. Signage at each sink/hand washing station will remind students and staff of effective handwashing practices.
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2g. PLAYGROUNDS, FIELDS, RECESS, AND BREAKS

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>☒ 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).</p> <p>☒ Students must wash hands before and after using playground equipment.</p> <p>☒ Designate playground and shared equipment solely for the use of one cohort at a time. Disinfect between sessions and between each group's use.</p> <p>☒ Cleaning requirements must be maintained (see section 2j of the Ready Schools, Safe Learners guidance).</p> <p>☒ Maintain physical distancing requirements, stable cohorts, and square footage requirements.</p> <p>☒ Provide signage and restrict access to outdoor equipment (including sports equipment, etc.).</p> <p>☒ Design recess activities that allow for physical distancing and maintenance of stable cohorts.</p> <p>☒ Clean all outdoor equipment between cohorts.</p>	<ul style="list-style-type: none"> Playgrounds shall remain closed to the public. Recess activities will be supervised in a manner conducive to social distancing. Students will access recess in their cohorts. Students will wash or sanitize their hands before going to recess and before returning to the building. Playground equipment will be cleaned between cohorts.

2h. MEAL SERVICE/NUTRITION

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>☒ Include meal services/nutrition staff in planning for school reentry.</p> <p>☒ Staff serving meals must wear face shields or face covering (see section 1h of the Ready Schools, Safe Learners guidance).</p> <p>☒ Students must wash hands before meals and should be encouraged to do so after.</p> <p>☒ Appropriate daily cleaning of meal items (e.g., plates, utensils, transport items) in classrooms where meals are consumed.</p> <p>☒ Cleaning and sanitizing of meal touch-points and meal counting system between stable cohorts.</p>	<ul style="list-style-type: none"> Meals will be served to cohorts in their classrooms. All students and staff must wash hands prior to meals and following meal consumption. Meals will be delivered to classrooms and disposable items will be used. Each desk/table will be cleaned prior to meal consumption.

☒ Adequate cleaning of tables between meal periods.

2i. TRANSPORTATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input checked="" type="checkbox"/> Include transportation departments (and associated contracted providers, if used) in planning for return to service.</p> <p><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).</p> <p><input checked="" type="checkbox"/> Develop protocol for loading/unloading that includes visual screening for students exhibiting symptoms and logs for contact-tracing.</p> <ul style="list-style-type: none"> If a student displays symptoms, provide a face shield or face covering and keep student at least six feet away from others. Continue transporting the student. <ul style="list-style-type: none"> If arriving at school, notify staff to begin isolation measures. If transporting for dismissal and the student displays an onset of symptoms, notify the school. <p><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.</p> <p><input checked="" type="checkbox"/> Drivers wear face shields or face coverings.</p> <p><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).</p>	<ul style="list-style-type: none"> The District will work with Mid-Columbia bus to determine routes and times for routes. Mid Columbia Bus will assure staff are trained and prepared to enact the District's plan. Bus routes will be adjusted to support cohorting students and maintaining: 1) 3 feet of distance between non-family members and 2) 6 feet of distance from drivers (except during loading, unloading and assisting students). All drivers will wear face coverings or face shields. Seats on each bus shall be identified for students exhibiting symptoms. Students exhibiting symptoms must: 1) Wear a face covering or face shield, 2) remain seated in designated location, 3) be transported immediately to school office upon arrival (drivers should call ahead to the school when possible so staff may assist). Parents shall receive education on busing procedures and be offered the opportunity for consultation for students who may need additional support on the bus.

2j. CLEANING, DISINFECTION, AND VENTILATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input checked="" type="checkbox"/> Clean, sanitize, and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and shared objects (e.g., toys, games, art supplies) between uses multiple times per day. Maintain clean and disinfected (CDC guidance) environments, including classrooms, cafeteria settings, restrooms, and playgrounds.</p> <p><input checked="" type="checkbox"/> Apply disinfectants safely and correctly following labeling direction as specified by the manufacturer. Keep these products away from students.</p>	<ul style="list-style-type: none"> All frequently touched surfaces and shared objects will be cleaned at least three times per day. Door handles, desks and tables will be cleaned between cohort groups. Ventilation systems will be checked and maintained monthly by maintenance staff. Staff are encouraged to use the help desk system to request assistance with any specialized needs beyond the monthly maintenance.

- ☒ Operate ventilation systems properly and/or increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and through other methods. Do not use fans if they pose a safety or health risk, such as increasing exposure to pollen/allergies or exacerbating asthma symptoms. For example, do not use fans if doors and windows are closed and the fans are recirculating the classroom air.
- ☒ 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](#)).
- ☒ Air circulation and filtration are helpful factors in reducing airborne viruses. Consider modification or enhancement of building ventilation where feasible (see [CDC's guidance on ventilation and filtration](#) and [American Society of Heating, Refrigerating, and Air-Conditioning Engineers' guidance](#)).

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. ☒ Licensed, experienced health staff should be included on teams to determine district health service priorities. Collaborate with health professionals such as school nurses; SBHC staff; mental and behavioral health providers; physical, occupational, speech, and respiratory therapists; and School Based Health Centers (SBHC). ☒ Prioritize immunizations and other needed health services for students, including behavioral health and reproductive health services. 	<ul style="list-style-type: none"> • All health plans will be developed collaboratively with WESD School Nurse and Yamhill County Health.



3. Response to Outbreak

3a. PREVENTION AND PLANNING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Coordinate with Local Public Health Authority (LPHA) to establish communication channels related to current transmission level. 	Please see Yamhill-Carlton School District Pandemic Plan and Yamhill-Carlton School District COVID-19 Response Plan.

<input checked="" type="checkbox"/> Establish a specific emergency response framework with key stakeholders. <input checked="" type="checkbox"/> When new cases are identified in the school setting, and the incidence is low, the LPHA will provide a direct report to the district nurse, or designated staff, on the diagnosed case(s). Likewise, the LPHA will impose restrictions on contacts.	
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3b. RESPONSE

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Follow the district's or school's outbreak response protocol. Coordinate with the LPHA for any outbreak response. <input checked="" type="checkbox"/> If anyone who has been on campus is known to have been diagnosed with COVID-19, report the case to and consult with the LPHA regarding cleaning and possible classroom or program closure. <input checked="" type="checkbox"/> Report to the LPHA any cluster of illness (2 or more people with similar illness) among staff or students. <input checked="" type="checkbox"/> When cases are identified in the local region, a response team should be assembled within the district and responsibilities assigned within the district. <input checked="" type="checkbox"/> Modify, postpone, or cancel large school events as coordinated with the LPHA. <input checked="" type="checkbox"/> If the school is closed, implement Short-Term Distance Learning or Comprehensive Distance Learning models for all staff/students. <input checked="" type="checkbox"/> Continue to provide meals for students. <input checked="" type="checkbox"/> Communicate criteria that must be met in order for On-Site instruction to resume and relevant timelines with families.	<p>Please see Yamhill-Carlton School District Pandemic Plan and Yamhill-Carlton School District COVID-19 Response Plan.</p>

3c. RECOVERY AND REENTRY

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> Plan instructional models that support all learners in Comprehensive Distance Learning. <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"/> Communicate with families about options and efforts to support returning to On-Site instruction. <input checked="" type="checkbox"/> Follow the LPHA guidance to begin bringing students back into On-Site instruction. <ul style="list-style-type: none"> Consider smaller groups, cohorts, and rotating schedules to allow for a safe return to schools. 	<ul style="list-style-type: none"> Online and distance learning instruction shall remain in place during any times of school closure due to COVID-19 unless staff levels are insufficient to support such. We will consult with Yamhill County Health regarding additional reopening recommendations.



ASSURANCES

This section must be completed by any public school that is providing instruction through On-Site or Hybrid Instructional Models.

Schools providing Comprehensive Distance Learning Instructional Models do not need to complete this section.

This section does not apply to private schools.

- ☒ We affirm that our school plan has met the requirements from ODE guidance for sections 4, 5, 6, 7, and 8 of the **Ready Schools, Safe Learners** guidance.
- ☒ We affirm that we cannot meet all of the ODE requirements for sections 4, 5, 6, 7 and/or 8 of the **Ready Schools, Safe Learners** guidance at this time. We will continue to work towards meeting them and have noted and addressed which requirement(s) we are unable to meet in the table titled "Assurance Compliance and Timeline" below.



4. Equity



5. Instruction




6. Family and 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>
	N/A, all elements are met.