

# **Encore Academy Operational Blueprint 2021-22**

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**Name of School, District or Program:** Encore Academy

**Key Contact Person for this Plan:** Lynsea Eichler

**Phone Number of this Person:** 503-861-1637

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**Sectors and Position Titles of Those Who Informed the Plan:**

Denele Sweet - Director

Courtney Bangs - Academic Director

Lynsea Eichler - Office Manager

**Local Public Health Office(s) or Officer(s)-** Margo Lulich

**Name of Person Designated to Establish, Implement and Enforce Physical Distancing**

**Requirements:** Lynsea Eichler - Office Manager

**Intended Effective Date for This Plan** 07/01/2021

**Educational Service District Region** Private School in the Warrenton School District

**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.**

A committee of 6 individuals from the school community were involved in creating the plan. This committee included internal and community stakeholders. Parent Meeting held on 03/20/2021 supported by email and social media feedback. Our documented COVID-19 plan is documented on our website and inside the building. The communication was available to all, including diverse individuals. Encore Academy worked closely with the Office of Child Care Early Learning Division and the Clatsop County Public Health Department on the development of the plan which mirrors other school districts in our county.

**Place an X next to the Instructional Model to be used**

- On-Site Learning X
- Hybrid Learning
- Comprehensive Distance Learning

## **1A Communicable Disease Management Plan**

This plan is undergoing constant revision based on feedback from constituents and state officials. Please check back for the latest version.

Encore Academy will be following ODE and OHA recommendations to the maximum amount possible, from sanitizing to social distancing. Yet, risk will still exist and must be assumed by families. While the benefits of attending school in-person with classmates and teachers may often outweigh limited risk, it is important to recognize that risk can never be fully eliminated.

For our school, the primary enforcement of physical distancing will be done by the Director and Office Manager.

Our primary contact at Clatsop County Public Health has been Margo Lalich. Encore Academy will notify CCPH when any staff or student tests positive for COVID. If requested, EA will provide CCPH with the daily logs of student interactions to assist in contact tracing.

Implement measures to limit the spread of COVID-19 within the school setting, including when the school setting is outside a building. **Complete**

Designate a single point-person at each school to establish, implement, support and enforce all RSSL health and safety protocols, including face coverings and physical distancing requirements, consistent with the Ready Schools, Safe Learners guidance and other guidance from OHA. This role should be known to all staff in the building with consistent ways for licensed and classified staff to access and voice concerns or needs. **Office Manager**

Create a simple process that allows for named and anonymous sharing of concerns that can be reviewed on a daily and weekly basis by the designated RSSL building point-person. Example: Anonymous survey form or suggestion box where at least weekly submissions and resolutions are shared in some format. **Complete**

Process and procedures established to train all staff in sections 1 - 3 of the Ready Schools, Safe Learners guidance. Consider conducting the training virtually, or, if in-person, ensure physical distancing is maintained to the maximum extent possible. **Staff was trained on May 28, 2021 and new training will occur during staff orientation.**

Protocol to notify the local public health authority of any confirmed COVID-19 cases among students or staff. **Coordinated by Office Manager**

Plans for systematic disinfection of classrooms, common areas, offices, table surfaces, bathrooms and activity areas. **All staff are trained.**

Process to report to the LPHA any cluster of any illness among staff or students. **Coordinated by Office Manager & Director**

Protocol to cooperate with the LPHA recommendations. **The Office Manager will contact LPHA on a regular basis.**

Provide all logs and information to the LPHA in a timely manner. **Logs are maintained in the office and provided when requested.**

Protocol for screening students and staff for symptoms (see section 1f of the Ready Schools, Safe Learners guidance). **Daily Screening Logs are at the entrance to each building and stored in the office.**

Protocol to isolate any ill or exposed persons from physical contact with others. ***Quarantine area is established and all staff are trained in management of ill child.***

Protocol for communicating potential COVID-19 cases to the school community and other stakeholders (see section 1e of the Ready Schools, Safe Learners guidance). ***Responsibility of the Director***

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. ***Logs maintained in office***

Process to ensure that all itinerant and all district staff (maintenance, administrative, delivery, nutrition, and any other staff ) who move between buildings keep a log or calendar with a running four-week history of their time in each school building and who they were in contact with at each site. ***Logs maintained in office***

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. ***School has communication with CCPH***

Designate a staff member and process to ensure that the school provides updated information regarding current instructional models and student counts and reports these data in ODE's COVID-19 Weekly School Status system. ***Office Manager***

Please enter the details of your On-Site or Hybrid plan that correspond to the requirements listed above:

***We have daily logs to identify cohorts and health checks.***

## **1B High Risk Populations**

All employees and students will be given the opportunity to self-identify as vulnerable or living with a vulnerable family member.

### **Employees**

This plan includes all employees; classroom, recess, and lunch assistants, office personnel, shuttle drivers, maintenance workers, teachers and administrative faculty and will allow them to self-identify as vulnerable or part of a vulnerable household. If they choose to be reassigned, options may include on-line instruction and tutoring, maintenance, custodial and office work that limits or does not include person to person contact, or leave options.

### **Students**

All students identified as vulnerable either by a physician or parent/guardian will be provided an educational plan designed to meet their learning needs. This plan may include; education packets, online assignments, and streaming of classroom instruction.

## **1C Physical Distancing**

Encore Academy will follow all current Federal, State and Local guidelines and mandates regarding physical distancing.

## **1D Cohorting**

Encore Academy will follow all current Federal, State and Local guidelines and mandates regarding cohorting.

Attendance for each classroom must be submitted promptly as students arrive.

Daily logs will be kept.

## **1E Public Health Communication**

Encore Academy will immediately communicate to impacted families or staff when a new case of COVID-19 is diagnosed in students or staff members, including a description of how the school district is responding.

If anyone who has entered the school is diagnosed with COVID-19, the school will report to and consult with CCPH regarding cleaning and possible classroom or program closure. Any cohort exposed to a positive case might be sent home, to learn remotely, for at least 2 days to limit spread around the school campus.

In order to train our staff on Sections 1-3 of the Ready Schools/Safe Learners requirements, we will be utilizing on-site training (if allowed) during the week of August 23 to August 27. All staff will be trained on the details of this document as well as our policies and plans for managing the COVID pandemic. If we cannot train on-site we will offer this training online. Two separate four-hour workshops will be provided.

Should a confirmed case of COVID-19 be reported within our students or staff, school administrators will be in contact with CCPH to receive guidance on steps to take as a school, as well cooperate as fully as possible as they conduct contact tracing. In the event that our school is in need of closing in order to clean and sanitize, we will be prepared to convert to remote instruction. We recognize that this produces a great deal of difficulty and challenges for our families but want to be as transparent as possible knowing that there is a very real potential for this to occur.

If school closure is advised by the local public health department, the final decision will be up to the Director. All families and staff will be notified as to the start date, duration, and cause of the closure.

**Script for communication of COVID-19 cases to parents:**

*Dear Parents/Guardians,*

*If you are receiving this communication it means there has been a confirmed case of COVID-19 among your student's classroom cohort. We have consulted our local public health authority and they are advising us to \_\_\_\_\_.*

*Please know that we are consistently following the Communicable Disease Management plan to limit exposure within our school. If you have any questions or concerns, please reach out to me directly.*

**Script for Communication for COVID-19 Cases to Staff & Teachers:**

*Dear Staff and Teachers,*

*There has been a confirmed COVID-19 case in our school. We have contacted BCPH to determine the appropriate steps to take, including sending that cohort home.*

*We have been advised to transition the following cohort(s)/school to digital learning until \_\_\_\_\_. At that time, we will seek further guidance from CCPH as to reintegrating that cohort(s)/reopening the school. In order to effectively prepare for this transition, (limited to less than the school, this will be sent to the appropriate teachers) please take the next two days, \_\_\_\_\_ to \_\_\_\_\_, to transition your on-site learning plans to a digital format. Classes will resume on \_\_\_\_\_.*

*Please know that we are consistently following the Communicable Disease Management plan to limit exposure within our school. If you have any questions or concerns, please reach out to me directly.*

## **1F Entry and Screening**

### **Staff**

- Staff are required to report when they may have been exposed to COVID 19.
- Staff are required to report to the school administrator when they have symptoms of COVID 19.
- Staff members are not responsible for screening other staff members for symptoms but should be responsible for being aware of their own symptoms.

### **Students**

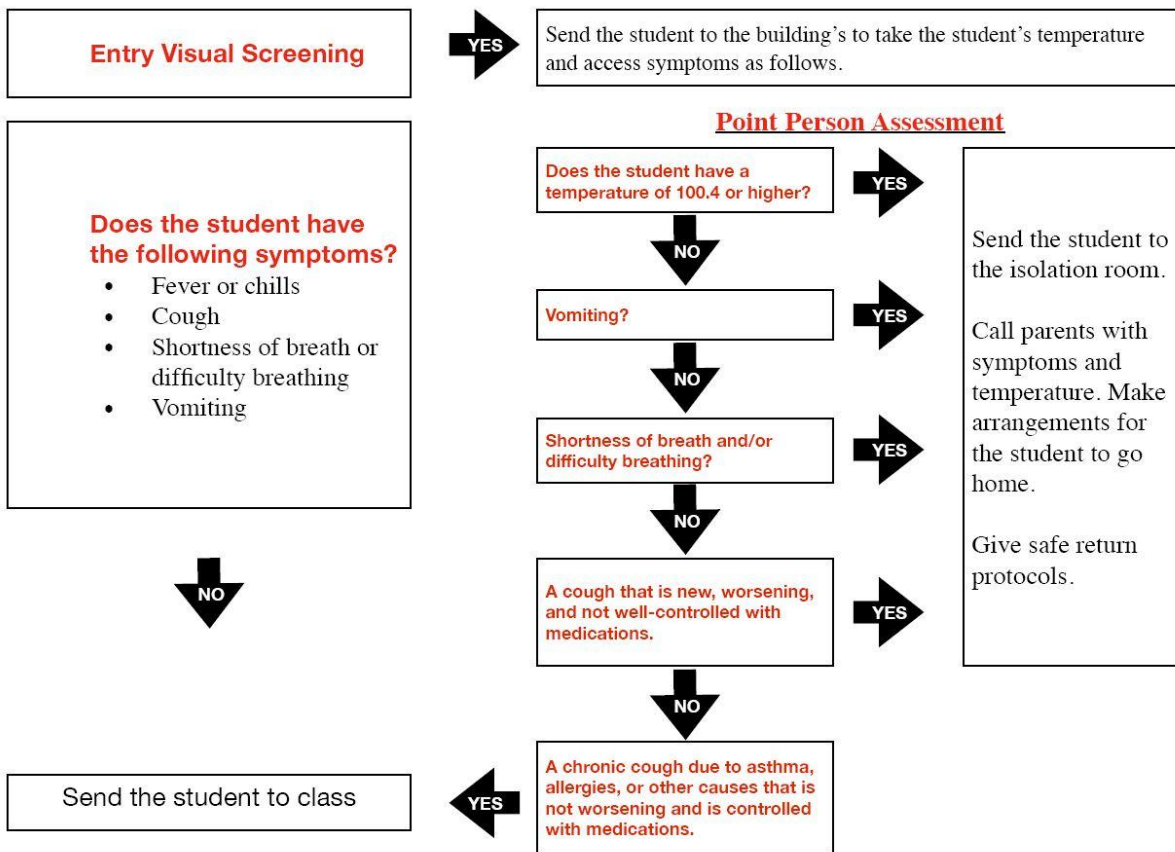
Student screening is first the responsibility of the parent. Parents will screen their own children for symptoms and keep them home if symptoms are present.

Students will be screened when they are boarding the shuttle. Anyone exhibiting symptoms will be sent home.

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.

A weekly reminder will be sent to parents to remind them to keep their children home if they are not feeling well for any reason.

All students will be screened according to the following criteria when they arrive on campus each day:



All students will be screened at the entrances to each building at the beginning of school each day. Their information will be entered into the daily log.

Any student displaying or reporting the primary symptoms of concern must be sent to the office and they will be sent home.

- Arrival times: All doors open at 8am to enter classrooms.

- Arrival Entrances: Each grade will enter and exit through their own entrances/exit point.
- Teachers will greet students at their classroom door with an alcohol-based hand sanitizer with 60-95% alcohol.

## **Hand Hygiene**

### **Before meals:**

- Pre-K through 12 will wash their hands before they eat their meals.

### **After Restroom Use:**

- Teachers will use the first week of school to train students to wash their hands after using the restroom.
- Teachers will continue to reteach and reinforce this learning as needed throughout the school day/year.

## **1G Visitors and Volunteers**

In the interest of protecting our students and staff, only essential visitors (those who need to provide maintenance to the facility or provide educational opportunities) will be allowed in our buildings.

- Their visits will be by appointment only.
- No other visitors will be allowed.
- All visitors entering the building are required to wear a mask or face covering.
- Essential visitors must wash or sanitize their hands upon entry and exit.
- Essential visitors will be visually screened for symptoms during sign-in and will not be allowed to enter if symptomatic.

The Office manager will be responsible for maintaining a digital Daily Log for each individual who enters and exits the facility. The log will include:

- Name (Last, First)
- Time IN
- Screening at Entrance (pass/fail)
- Time OUT

## **1H Face Coverings, Face Shields, and Clear Plastic Barriers**

Students and staff members will comply with the latest directives from OHA, ODE and State Mandates.



Masks will be supplied by the school for any students, staff, or visitors who need them. These will be kept in the main school office.

## **11 Isolation Measures**

Parents/guardians can provide information regarding existing conditions that cause coughing to be utilized for the purpose of screening, as previously existing coughs that are not worsening are not considered symptomatic of COVID-19. If a clear alternative diagnosis is identified as the cause of the person's illness (e.g., a positive strep-throat test), then usual disease-specific return-to-school guidance should be followed and the person should be fever-free for 24 hours, without use of fever-reducing medicine.

Parents will follow illness protocol provided by the school:

- Students will stay home 24 hours after flu symptoms (vomiting, diarrhea, and/or fever are no longer present).
- Students will stay home 24 hours after the fever is gone (without the use of fever reducing medications).

In the event that an individual is sick while at school, they will be placed in isolation in the designated area of the school until a parent can come pick them up. Their illness will be documented by their teacher or main office.

Any student or staff known to have been exposed (e.g., by a household member) to COVID-19 shall not be allowed on campus until the passage of 10 calendar days (or current Public Health recommendations) after exposure and until symptoms (e.g., fever, cough, shortness of breath, sore throat, headache) are improving.

### **Staff Return to Work**

Symptomatic staff should seek advice on whether to obtain COVID-19 testing from their regular physician or through some other medical provider.

- If they have positive COVID-19 viral test results, the person should remain home for at least 10 days after illness onset and 24 hours after the fever is gone, without use of fever medicine, and other symptoms are improving. (or current Public Health recommendations)
- If they have a negative COVID-19 viral test, they should remain home until and follow current Public Health recommendations.
- If they do not undergo COVID-19 testing, the person should remain at home for 10 days and until 24 hours after the fever is gone, without use of fever reducing medicine, and other symptoms are improving. (follow current Public health recommendations)

If a clear alternative diagnosis is identified as the cause of the person's illness (e.g., a positive strep-throat test), then usual disease-specific return-to-school guidance should be followed and the person should be fever-free for 24 hours, without use of fever-reducing medicine.

As much as possible, teachers will continue to teach from home using various digital platforms. If the teacher is not able to continue teaching, a substitute teacher will conduct the class digitally with teacher assistance and plans.

## **2A Enrollment**

This section does not apply to Encore Academy

## **2B Attendance**

This section does not apply to Encore Academy

## **2C Technology**

One-to-one access to all electronics. If they change hands, they are sanitized prior.

## **2D School Specific Functions/Facility Features**

**Hand Washing:** All students will have access to hand sanitizing stations at the entrance of each building and inside the classroom. Opportunity to wash hands prior to lunch/breaks/ recess/snack times, etc. will be provided as well as time for frequent hand washing throughout the day.

**Equipment:** All classroom supplies and PE equipment will be cleaned and sanitized before use by other students or cohort groups. Sharing of supplies will be restricted when possible. All shared instructional or activity supplies will be cleaned between uses. "Class-packs" of crayons and other items shall be curtailed and students shall have individual supplies only whenever possible.

**Events:** Physical field trips are limited and can only be approved by the Director. This will be reassessed at the end of the first semester.

**Personal Property:** Personal items outside of school supplies are allowed. Approved items include water bottle, school supplies, cell phone, personal headphones, instruments, personal books. Students will use lockers to store personal property. All personal property brought to school will be carried by the student in either their backpack/bag or locker/cubby.

## **2E Arrival and Dismissal**

All requirements are followed. Procedures for drop off and pickup will be clearly communicated to parents and staff.

## **2F Classrooms/Repurposed Learning Spaces**

**Hand Washing:** Encouraged frequently, required before snack and lunch. Sanitizer is provided in each room, hallway, entrance and exit.

**Environment:** When possible, windows will be open in the classroom before students arrive and after students leave. Each classroom will hold classes outside when possible and encourage students to spread out.

## **2G Playgrounds, Fields, Recess, and Breaks**

No playground equipment is present.

Playground supplies will be disinfected between each use and supplies designated specifically to each cohort will be used as much as possible.

A schedule that supports individual cohorts during recess will be created.

Recess activities will be supervised in a manner conducive to social distancing.

Students will wash or sanitize their hands before going to recess and before returning to the classroom.

## **2H Meal Services/Nutrition**

We do not allow sharing of food. All food will either be handed out by staff members or sent from home in the student's backpack. Students will wash hands before and after meals.

Staff members will either eat in their classrooms or designated spaces.

## **2I Transportation**

The capacity of each shuttle has been determined based on the guidelines from ODE and OHA.

Each shuttle driver will :

- Screen students for illness.
- Maintain logs for contact-tracing.
- Clean and sanitize the shuttle between each use.

- Shuttle drivers will notify administration of any issues in maintaining distancing expectations on the bus and/or of any student excluded from riding due to illness.

## **2J Cleaning, Disinfection, and Ventilation**

### **Classrooms**

Each classroom will be sanitized according to ODE and OHA guidelines. This will not occur every time the students leave the classroom because the same students will be returning. Each classroom will be sanitized between classes. This will be accomplished through students being provided the necessary gloves and cleaning materials and having them clean the space as they leave.

Each classroom will be sanitized according to ODE and OHA guidelines. This will not occur every time the students leave the classroom because the same students will be back.

### **Additional methods:**

The UV light disinfectant will be used for all shared spaces.

### **Restrooms and Common Areas:**

Staff is assigned to these areas and will develop a schedule to regularly clean and sanitize them throughout the school day.

## **2K Health Services**

Each school will provide age appropriate hand hygiene and respiratory etiquette education. This includes school newsletter and signage in the school setting and will practice appropriate communicable disease isolation and exclusion measures.

Isolation room provided.

Staff will participate in required health services related training to maintain health services/practices in the school setting.

COVID-19 specific infection control practices for staff and students will be communicated during the week of August 23-27.

Immunization communication will be provided to families as part of Encore Academy's regular routine.

In addition to this plan, regular school protocols and procedures for maintaining the health of all students and staff will be followed.

## **2L Boarding Schools and Residential Programs**

This section does not apply to Encore Academy.

## **2M School Emergency Procedures and Drills**

Encore Academy conducts one fire drill every month that school is in session. At the end of each fire drill the students return to class and practice an earthquake drill.

Lockdown and Tsunami drills will be conducted twice a year, once during each semester.

When students return to class after each drill they will wash their hands before entering the classroom.

## **2N Supporting Students Who Are Dysregulated, Escalated, and/or Exhibiting Self-Regulatory Challenges.**

Encore Academy will follow its usual disciplinary processes to manage behavioral issues with students.

## **3A Prevention and Planning**

Determining sizes for specific events shall be coordinated with consideration of the guidance of CCPH.

Encore Academy is prepared to transition to online learning if necessary.

All protocols and criteria are to be shared directly with all parents and posted on our website.

EA will identify baseline absentee rates to determine if rates have increased by 20% or more. If this happens, we will temporarily dismiss students attending childcare facilities, and PreK-12 students. We will also modify, postpone, or cancel large school events as coordinated with CCPH.

Work with CCPH to establish timely communication with staff and families.

The district safety committee will develop clear communication on the criteria that must be met in order for on-site instruction to resume.

### **3B Response**

Determining sizes for specific events shall be coordinated with consideration of the guidance of BCPH.

Encore Academy is prepared to transition to online learning if necessary.

All protocols and criteria are to be shared directly with all parents and posted on our website.

EA will identify baseline absentee rates to determine if rates have increased by 20% or more. If this happens, we will temporarily dismiss students attending childcare facilities, and PreK-12 students. We will also modify, postpone, or cancel large school events as coordinated with CCPH.

Work with CCPH to establish timely communication with staff and families.

The school safety committee will develop clear communication on the criteria that must be met in order for on-site instruction to resume.

### **3C Recovery and Reentry**

Encore Academy will continue to support all learners in comprehensive distance learning.

Staff will clean, sanitize, and disinfect all frequently used surfaces inside buildings/outside commons areas following CDC guidelines in preparation to return to school.

Encore Academy will work with CCPH to create a plan for returning students to campus for on-site learning.