



OPERATIONAL BLUEPRINT FOR SCHOOL REENTRY 2020-21

Updated 6/30/2020

Under ODE’s **Ready Schools, Safe Learners** guidance, each school¹ has been directed to submit a plan to the district² in order to provide on-site and/or hybrid instruction. Districts must submit each school’s plan to the local school board and make the plans available to the public. This form is to be used to document a district’s, school’s or program’s plan to ensure students can return for the 2020-21 school year, in some form, in accordance with Executive Order 20-25(10). Schools must use the [Ready Schools, Safe Learners guidance](#) document as they complete their Operational Blueprint for Reentry. ODE recommends plan development be inclusive of, but not limited to school-based administrators, teachers and school staff, health and nursing staff, association leadership, nutrition services, transportation services, tribal consultation,³ parents and others for purposes of providing expertise, developing broad understanding of the health protocols and carrying out plan implementation.

1. Please fill out information:

SCHOOL/DISTRICT/PROGRAM INFORMATION	
Name of School, District or Program	Medford Montessori School
Key Contact Person for this Plan	Shannon Hampson
Phone Number of this Person	(850) 819-2124
Email Address of this Person	medfordmontessorischool2@gmail.com
Sectors and position titles of those who informed the plan	Shannon Hampson – Teacher / Assistant Director Barbara Sheaffer- Director Scott Sheaffer- Principal Rainy Tilton- Lead Teacher Lower Elementary Jami Donahue- Lead Teacher Upper Elementary Lakiesha Sheaffer- Family Nurse Practitioner
Local public health office(s) or officers(s)	Bonnie Simpson, REHS Jackson County Public Health https://jacksoncountyor.org/hhs/Public-Health/Welcome
Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements	All teachers will be responsible for establishing, implementing and enforcing physical distancing requirements within their classroom cohort.
Intended Effective Dates for this Plan	September 8, 2020
ESD Region	Southern Oregon ESD

¹ For the purposes of this guidance: “school” refers to all public schools, including public charter schools, public virtual charter schools, alternative education programs, private schools and the Oregon School for the Deaf. For ease of readability, “school” will be used inclusively to reference all of these settings.

² For the purposes of this guidance: “district” refers to a school district, education service district, public charter school sponsoring district, virtual public charter school sponsoring district, state sponsored public charter school, alternative education programs, private schools, and the Oregon School for the Deaf.

³ Tribal Consultation is a separate process from stakeholder engagement; consultation recognizes and affirms tribal rights of self-government and tribal sovereignty, and mandates state government to work with American Indian nations on a [government-to-government](#) basis.

- 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.

We have discussed as a staff many times how to best meet the needs of our students and school families during these uncertain times. We have sent our parents regular updates by email on the measures we have taken relative to COVID since spring. Two of our most recent emails covered the work we're doing on the Operational Blueprint and invited parents to share concerns they had for the upcoming school year.

- Indicate which instructional model will be used.

Select One:

- On-Site Learning**

 Hybrid Learning

 Comprehensive Distance Learning

- 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).
- 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 3-15 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.

Currently, our county and state do not meet the metrics for schools to safely reopen. Once the metrics are met for our county and state, we will safely reopen our school. We will use Comprehensive Distance Learning with limited in person instruction to meet our student's needs.

Describe how your school's model aligns to the Comprehensive Distance Learning Guidance. In completing this part of the Blueprint you are attesting that you have reviewed the Comprehensive Distance Learning Guidance. Please name any requirements you need ODE to review for any possible accommodations.

We will only use Comprehensive Distance Learning until our country meets the required metrics and we can safely reopen. We will use computers, teacher videos, packets, emails, Zoom meetings/conferencing, etc. to implement our distance learning. We will offer limited on-site instruction to students with varying educational needs.

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 will use Comprehensive Distance Learning with limited in person instruction to meet our student's needs.

Our 4th-6th grades will be able to return to onsite learning when our county and state meet the following metrics:
Fewer than 10 cases per 100,000 county residents (22 or fewer new COVID-19 cases) and ≤ 5% test positivity for Oregon per week for three weeks in a row.

Our K-3 students will be able to return to onsite learning when our county and state meet the following metrics:

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.

Fewer than 30 cases per 100,000 county residents (66 or fewer new COVID-19 cases) and $\leq 5\%$ test positivity for Oregon per week for three weeks in a row.

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"> <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 requirements, consistent with the Ready Schools, Safe Learners guidance and other guidance from OHA. <input checked="" type="checkbox"/> Include names of the LPHA staff, school nurses, and other medical experts who provided support and resources to the district/school policies and plans. Review relevant local, state, and national evidence to inform plan. <input checked="" type="checkbox"/> Process and procedures established to train all staff in sections 1 - 3 of the Ready Schools, Safe Learners guidance. Consider conducting the training virtually, or, if in-person, ensure physical distancing is maintained to the maximum extent possible. <input checked="" type="checkbox"/> Protocol to notify the local public health authority (LPHA Directory by County) of any confirmed COVID-19 cases among students or staff. <input checked="" type="checkbox"/> Plans for systematic disinfection of classrooms, offices, bathrooms and activity areas. <input checked="" type="checkbox"/> Process to report to the LPHA any cluster of any illness among staff or students. <input checked="" type="checkbox"/> Protocol to cooperate with the LPHA recommendations and provide all logs and information in a timely manner. <input checked="" type="checkbox"/> Protocol for screening students and staff for symptoms (see section 1f of the 	<p>Communicable Disease Management Plan: Medford Montessori School follows the published communicable disease guidelines from the Oregon Department of Education and the Oregon Health Authority. https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/commndisease.pdf?utm_medium=email&utm_source=govdelivery</p> <p>https://www.safestrongoregon.org</p> <p>Training Process: Our staff and faculty will review and be trained on the new COVID procedures outlined in this Operational Blueprint at a staff meeting before school starts this fall.</p> <p>Screening Staff:</p> <ul style="list-style-type: none"> • Staff are required to report when they may have been exposed to COVID-19. • Staff are required to report when they have symptoms related to COVID-19. <p>Screening Students: MMS would like parents to take their student's temperatures daily before school. Once at school, a daily visual screen will be given for each child by their teacher as they enter the classroom and recorded on the daily contact-tracing log. A daily contact-tracing log will be kept for each cohort.</p> <ul style="list-style-type: none"> • Classroom teacher will conduct a visual screen for students as they enter the classroom. • When the screening indicates that a student may be symptomatic, the teacher will discuss with parent to determine any pre-existing conditions (allergies, asthma, etc.) • Hand-sanitizers will be placed by each school and classroom entrance. <p><i>*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. Do not exclude staff or students who have a cough that is not a new onset or worsening cough (e.g., asthma, allergies, etc.) from school.</i></p> <p>Isolation: A space at each campus will designated for isolation, if needed and be monitored when occupied. All occupants in the room will wear masks unless health conditions prohibit such use.</p> <p>Contact Tracing: Contact-tracing logs will be kept for each student cohort.</p> <p>Outbreak Plan: The Medford Montessori School Outbreak Protocol is outlined in section 3 of this</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>Ready Schools, Safe Learners guidance).</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Protocol to isolate any ill or exposed persons from physical contact with others. <input checked="" type="checkbox"/> Protocol for communicating potential COVID-19 cases to the school community and other stakeholders (see section 1e of the Ready Schools, Safe Learners guidance). <input checked="" type="checkbox"/> 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 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. <input checked="" type="checkbox"/> Required components of individual daily student/cohort logs include: <ul style="list-style-type: none"> • Child's name • Drop off/pick up time • Parent/guardian name and emergency contact information • All staff (including itinerant staff, substitutes, and guest teachers) names and phone numbers who interact with a stable cohort or individual student <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. <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. <input checked="" type="checkbox"/> Protocol to respond to potential outbreaks (see section 3 of the Ready Schools, Safe Learners guidance). 	<p>document.</p> <p>Ongoing: Reminders to parents to report actual symptoms when calling students in sick as part of communicable disease surveillance. Any student or staff known to have been exposed to COVID-19 will not be allowed on campus until the passage of 10 calendar days after exposure and until symptoms (e.g., fever, cough, shortness of breath, sore throat, headache) are improving.</p>

1b. HIGH-RISK POPULATIONS

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <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>Medically Fragile, Complex and Nursing-Dependent Student Requirements</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> All districts must account for students who have health conditions that require additional nursing services. Oregon law (ORS 336.201) 	<p>Because of our small size, we are capable of individual attention/learning. We are able to meet the needs of staff and students that are high risk.</p> <p>Vulnerable Staff: We will work with vulnerable staff/faculty to arrange appropriate accommodations. Options may include work from home or transfer to a different position. Staff may also consider all</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>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. • High-risk individuals may meet criteria for exclusion during a local health crisis. • Refer to updated state and national guidance and resources such as: <ul style="list-style-type: none"> ○ U.S. Department of Education Supplemental Fact Sheet: Addressing the Risk of COVID-19 in Preschool, Elementary and Secondary Schools While Serving Children with Disabilities from March 21, 2020. ○ ODE guidance updates for Special Education. Example from March 11, 2020. ○ OAR 581-015-2000 Special Education, requires districts to provide 'school health services and school nurse services' as part of the 'related services' in order 'to assist a child with a disability to benefit from special education.' ○ OAR 333-019-0010 Public Health: Investigation and Control of Diseases: General Powers and Responsibilities, outlines authority and responsibilities for school exclusion. 	<p>leave options.</p> <p>Vulnerable Students: We will work with vulnerable students to accommodate them. Options may include distance learning through packets and/or participation in classes via Zoom.</p> <p>Visitors/Volunteers: Visitors/Volunteers will be unable to work at either of our campuses, or complete other volunteer activities that require in person interaction, at this time. Volunteer assistance would need to be done online or at home. Adults in schools are limited to essential personnel only.</p>

1c. PHYSICAL DISTANCING

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>☒ Establish a minimum of 35 square feet per person when determining room capacity. Calculate only with usable classroom space, understanding that desks and room set-up will require use</p>	<p>Overall plan for both campuses:</p> <ul style="list-style-type: none"> • Reduce amount of furniture

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>of all space in the calculation.</p> <ul style="list-style-type: none"> ☒ Support physical distancing in all daily activities and instruction, maintaining at least six feet between individuals to the maximum extent possible. ☒ Minimize time standing in lines and take steps to ensure that six feet of distance between students is maintained, including marking spacing on floor, one-way traffic flow in constrained spaces, etc. ☒ Schedule modifications to limit the number of students in the building (e.g., rotating groups by days or location, staggered schedules to avoid hallway crowding and gathering). ☒ Plan for students who will need additional support in learning how to maintain physical distancing requirements. Provide instruction; don't employ punitive discipline. 	<ul style="list-style-type: none"> • Rearrange areas where possible to facilitate distancing • Reduce / remove cloth/fabric furniture & pillows • Use outdoor space for extended classroom space while weather is nice (deck, breezeway, picnic tables, tent canopies) • Preschool will use their own playground • 1-3rd grades will use their own playground at their campus • Kindergarten and 4-6th grade will use same playground at different times of day. All students will wash hands before and after recess. • All students will each lunch in their classroom or outside. • Re-organize and stagger, as much as possible, school arrival and dismissal to maximize space between individuals. <p>Capacity for Poplar Campus (preschool, kindergarten, fourth, fifth, and sixth grade): Preschool Classroom: 799 sq. ft. of usable space / 22 people Kindergarten Classroom: 802 sq. ft. of usable space / 22 people 4-6th Classroom (Fig Room): 761 sq. ft. of usable space / 21 people 4-6th Classroom (<i>room purpose could change</i>)(Juniper Room): 670 sq. ft. of usable space / 19 people Outdoor deck for outdoor classroom workspace: 525.5 sq. ft. usable space / 15 people</p> <p>Capacity for Jackson Street Campus (grades 1-3) Hallway: 576 sq. ft. of usable space / 16 people West Side Classrooms (two classrooms connected by an open doorway) <ul style="list-style-type: none"> • Room 1: 420 sq. ft. of usable space / 12 people max • Room 2: 356 sq. ft. usable space / 10 people max East Side Classrooms (two classrooms connected by an open doorway) <ul style="list-style-type: none"> • Room 1: 525 sq. ft. usable space / 15 people max • Room 2: 184.75 sq. ft. usable space / 5 people max • Library: 70 sq. ft. usable space / 2 people max <p>Teachers and staff will use grace, kindness and positivity as they gently redirect and remind students who need additional support with physical distancing</p> </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 contact tracing among the cohort (see section 1a of the Ready Schools, Safe Learners guidance). ☒ Minimize interaction between students in different stable cohorts (e.g., access to restrooms, activities, common areas). Provide access to All Gender/Gender Neutral restrooms. ☒ Cleaning and wiping surfaces (e.g., desks, door handles, etc.) must be maintained between multiple student uses, even in the same cohort. ☒ Design cohorts such that all students (including those protected under ADA and IDEA) maintain access to general education, grade level learning standards, and peers. ☒ Staff who interact with multiple stable cohorts must wash/sanitize their hands between interactions with different stable cohorts. 	<p>Daily Tracing Log: A daily attendance log will be used within cohorts to support contact tracing.</p> <p>Stable Cohorts:</p> <ul style="list-style-type: none"> • Preschool, Kindergarten, Lower Elementary, Upper Elementary, Transportation, After School Care • Every attempt will be made to minimize interactions between cohorts. • Teachers will assist in the cleaning of frequently touched surfaces in the classrooms and work spaces of their cohort. • Staff and faculty will wash/sanitize their hands between interactions with different cohorts. <p>Recess:</p> <ul style="list-style-type: none"> • Preschool will use own playground for recess • Kindergarten and 4th-6th grades will use the same playground, but have separate recess times. One classroom teacher will be on the playground and one will be in the classroom as students are dismissed to playground to avoid

OHA/ODE Requirements	Hybrid/Onsite Plan
	<p>lines. Students will wash / sanitize hands before and after recess.</p> <ul style="list-style-type: none"> • 1st-3rd grades will share same playground (one cohort). One classroom teacher will be on the playground and one will be in the classroom as students are dismissed to playground to avoid lines. Students will wash / sanitize hands before and after recess. • Recess equipment will be sanitized frequently <p>Physical Education:</p> <ul style="list-style-type: none"> • All classroom teachers will lead physical education, no mixing of cohorts, will maintain physical distancing and be outside as often as possible. • Each cohort will have their own physical education equipment whenever possible. <p>Lunch: All students will each lunch in their classroom or outside, maintain social distancing.</p> <p>Restrooms:</p> <ul style="list-style-type: none"> • Poplar Campus: Each cohort will have a designated restroom to use. • Jackson Campus: With three grade levels and three restrooms available, students will be assigned a restroom for daily use. • Classroom teacher will wipe high touch surfaces in bathrooms, such as sink handles, door handles and light switches several times daily. <p>Transportation Cohort: (This applies to students going from Jackson Campus to Poplar Campus for after school care.)</p> <ul style="list-style-type: none"> • This is a stable group of students each day. • Contact-tracing logs are required for each transport run. • Windows will be open as much as possible for ventilation. • Hand sanitizer provided to students as they board transportation.

1e. PUBLIC HEALTH COMMUNICATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ 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. <ul style="list-style-type: none"> • Consider sharing school protocols themselves. ☒ 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." ☒ Develop protocols for communicating immediately with staff, families, and the community when a new case(s) of COVID-19 is diagnosed in students or staff members, including a description of how the school or district is responding. ☒ Provide all information in languages and formats accessible to the school community. 	<p>Communication: MMS will continue to develop letters/emails to keep communication lines open with staff and families regarding guideline updates and school protocols. These communications will be reviewed at regular intervals and MMS will communicate to impacted families immediately if/when a new case of COVID-19 is diagnosed among students or staff members, including a description of how MMS is responding. Information will be provided in newsletters and emails.</p> <p>Protocols:</p> <ul style="list-style-type: none"> • Medford Montessori School's Operational Blueprint will be shared with all staff and school families, the Department of Education, Jackson Country Local Health Authority, and be

OHA/ODE Requirements	Hybrid/Onsite Plan
	<p>placed on the school website.</p> <ul style="list-style-type: none"> • If we have a positive COVID case on campus, a general letter will go out to all staff, parents and students. A second letter will go to those who were potentially exposed. • Access to our Blueprint and Communicable Disease guidance will be provided on our school website

1f. ENTRY AND SCREENING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Direct students and staff to stay home if they, or anyone in their homes or community living spaces, have COVID-19 symptoms, or if anyone in their home or community living spaces has COVID-19. COVID-19 symptoms are as follows: <ul style="list-style-type: none"> • Primary symptoms of concern: cough, fever or chills, shortness of breath, or difficulty breathing. • Note that muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose are also symptoms often associated with COVID-19. More information about COVID-19 symptoms is available from CDC. • In addition to COVID-19 symptoms, students should be excluded from school for signs of other infectious diseases, per existing school policy and protocols. See pages 9-12 of OHA/ODE Communicable Disease Guidance. • Emergency signs that require immediate medical attention: <ul style="list-style-type: none"> ○ Trouble breathing ○ Persistent pain or pressure in the chest ○ New confusion or inability to awaken ○ Bluish lips or face ○ Other severe symptoms ☒ Screen all students and staff for symptoms on entry to bus/school every day. This can be done visually and/or with confirmation from a parent/caregiver/guardian. <ul style="list-style-type: none"> • Anyone displaying or reporting the primary symptoms of concern must be isolated (see section 1i of the Ready Schools, Safe Learners guidance) and sent home as soon as possible. • They must remain home until 72 hours after fever is gone (without use of fever reducing medicine) and other symptoms are improving. ☒ 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. 	<p>Screening Students:</p> <ul style="list-style-type: none"> • Student screening is first the responsibility of the parent. Parents will be informed of screening protocols before the start of school and continuously be reminded to screen their children for illness. • Students will be visually screened by teachers upon entering school. When the screening indicates that a student may be symptomatic, the student will be directed to the area designated for isolation and a parent will be contacted. • Hand-sanitizer will be placed by classroom entrance for use or students may wash hands. <p>Entry to Poplar Campus:</p> <ul style="list-style-type: none"> • Preschool: Preschool will enter through preschool gate and meet teacher for screening before entering classroom. • Kindergarten: Kindergarten will enter through Kindergarten gate and meet teacher for screening before entering classroom. • 4th-6th: Upper Elementary will enter through Kindergarten gate and walk up ramp to meet teacher for screening before entering classroom. • Hand-sanitizer will be placed by classroom entrance for use or students may wash hands. <p>Jackson Street Campus:</p> <ul style="list-style-type: none"> • Students will be divided into two groups for designated screening point to maintain distancing. Half the cohort will enter the campus from the east side of breezeway to meet a teacher for screening. The other half of the cohort will enter the campus from the west side of breezeway to meet a teacher for screening. • Hand-sanitizer will be placed by classroom entrance for use or students may wash hands. <p>Screening Staff:</p> <ul style="list-style-type: none"> • Staff are required to make a report to the administrator when they may have been exposed to COVID-19 or have symptoms related to COVID-19.

1g. VISITORS/VOLUNTEERS

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Restrict non-essential visitors. Only allow visitors if six feet of physical distance between all people can be maintained. 	<p>Visitors/Volunteers: Non-essential Visitors/Volunteers will be unable to work in schools, or complete other volunteer activities that require</p>

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <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 OHA and CDC guidelines. <input checked="" 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>in person interaction, at this time. Adults in schools are limited to essential personnel only.</p> <ul style="list-style-type: none"> • 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. <p><i>*(An essential visitor is defined as school owner, director, principal, substitute teacher, local health authority representative, emergency personal, etc.)</i></p>

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. <input checked="" type="checkbox"/> Face shields, face coverings 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. <input checked="" type="checkbox"/> 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. <input checked="" type="checkbox"/> Students who choose not to wear face coverings must be provided access to instruction. <input checked="" type="checkbox"/> 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 Coverings: Face coverings are currently required for all and students in grades kindergarten through twelfth. <i>(Clear plastic face shields may be preferred for teachers and students because they enable students to see their faces. This avoids potential barriers to phonological instruction and reinforces social emotional cues.)</i></p> <p>Not recommended: Children of any age should not wear a face covering:</p> <ul style="list-style-type: none"> • If they have a medical condition that makes it difficult for them to breathe with a face covering; • If they experience a disability that prevents them from wearing a face covering; • They are unable to remove the face covering independently;

1i. ISOLATION MEASURES

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> 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. <input checked="" type="checkbox"/> 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 	<ul style="list-style-type: none"> • School principal (or designee) will connect on a regular basis with MMS's designated Local Health Authority on updates for plan and isolation measures. • All students who become ill at school will remain at school supervised by staff until parents can pick them up in the designated isolation area. • While exercising caution to maintain and ensure safety when working with children exhibiting symptoms, it is also

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>areas where staff/students will be isolated.</p> <ul style="list-style-type: none"> 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 symptom monitoring must wear appropriate face covering or face shields.</p> <ul style="list-style-type: none"> School nurse and health staff in close contact with symptomatic individuals (less than six feet) should wear a medical-grade face mask. Other Personal Protective Equipment (PPE) may be needed depending on symptoms and care provided. Consult a nurse or health care professional regarding appropriate use of PPE. Any PPE used during care of a symptomatic individual should be properly removed and disposed of prior to exiting the care space, and hands washed after removing PPE. If able to do so safely, a symptomatic individual should wear a face covering. To reduce fear, anxiety, or shame related to isolation, provide a clear explanation of procedures, including use of PPE and handwashing. <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>critical that staff maintain sufficient composure and disposition so as not to unduly worry a student or family.</p> <ul style="list-style-type: none"> Staff will maintain student confidentiality as appropriate. Daily logs must be maintained containing the name of the student sent home for illness and the time . <p>● Staff and/or students with a positive COVID-19 test or suspected COVID-19 cannot remain at school and should return only after their symptoms resolve and they are physically ready to return to school. In no case can they return before:</p> <ul style="list-style-type: none"> the passage of 10 calendar days after illness onset; and they have received two subsequent negative COVID-19 viral tests at least 24 hours apart; and symptoms have been resolved for 72 hours without the use of anti-fever medications Symptomatic staff or students should seek COVID-19 testing from their regular physician or through the local public health authority. <p>● If staff and/or students have a negative COVID-19 viral test (and if they have multiple tests, all test are negative), they should remain home until 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.</p> <p>● If staff and/or students have COVID-19 symptoms and 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> <p>● MMS designee will record and monitor the students and/or staff being sent home for the Local Public Health Authority review.</p>



2. Facilities and School Operations

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

2a. ENROLLMENT

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

OHA/ODE Requirements	Hybrid/Onsite Plan
<input type="checkbox"/> Enroll all students (includes foreign exchange students) following the standard Oregon Department of Education guidelines. <input 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 type="checkbox"/> Design attendance policies to account for students who do not attend in-person due to student or family health and safety concerns.	This section does not apply due to Medford Montessori School being a private school.

2b. ATTENDANCE

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

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 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. • 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 	This section does not apply due to Medford Montessori School being a private school

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>week (2.5 days, if there are five days scheduled in the week).</p> <ul style="list-style-type: none"> The student must be counted as absent for the entire week (five days, if there are five 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 four-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 (four days) and once a week to be counted as present for half of the week (two 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). <p><input type="checkbox"/> 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 one 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.</p>	

2c. TECHNOLOGY

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Update procedures for district-owned or school-owned devices to match cleaning requirements (see section 2d of the Ready Schools, Safe Learners guidance). <input checked="" type="checkbox"/> Procedures for return, inventory, updating, and redistributing district-owned devices must meet physical distancing requirements. 	<ul style="list-style-type: none"> Students in grades 4th – 6th will be assigned a school-owned device for use in the school building, which will be cleaned and sanitized between each use. If governor mandates require schools to return to online learning, students and families will be trained to use class websites for curriculum and updates.

2d. SCHOOL SPECIFIC FUNCTIONS/FACILITY FEATURES

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Handwashing: All people on campus should be advised and encouraged to wash their hands frequently. <input checked="" type="checkbox"/> Equipment: Develop and use sanitizing protocols for all equipment used by more than one individual or purchase equipment for individual use. <input checked="" type="checkbox"/> Events: Cancel, modify, or postpone field trips, assemblies, athletic events, practices, special performances, school-wide parent meetings and other large gatherings to meet requirements for physical distancing. <input checked="" type="checkbox"/> Transitions/Hallways: Limit transitions to the extent possible. Create hallway procedures to promote physical distancing and minimize gatherings. <input checked="" type="checkbox"/> Personal Property: Establish policies for personal property being brought to school (e.g., refillable water bottles, school supplies, 	<ul style="list-style-type: none"> Hand washing: Frequent opportunities for hand washing will be provided throughout the school day. Hand washing will be supplemented with the use of hand sanitizer. All students will have access to hand washing and hand sanitizer throughout the school day as needed. Equipment: Sharing of supplies will be limited when possible. All shared instructional or activity supplies will be cleaned between uses. Students should have and use individual supplies whenever possible. Each cohort will have their own physical education equipment whenever possible. If PE equipment needs to be shared with another cohort, it will be cleaned and sanitized before use by another cohort. Safety Drills: During fire drills (and all other safety drills) all

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>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>	<p>cohort classes will be physically distanced during exit, recovery and re-entry procedures.</p> <ul style="list-style-type: none"> ● Events: Off-site field trips and events requiring visitors or volunteers have been canceled until further notice. Virtual field trips will be planned as well as virtual enrichment learning opportunities. In-school events will be modified to follow cohorting and social distancing guidance. Use of buildings by outside groups will not be allowed. All special performances, and other large gatherings will be cancelled, held in virtual format or designed in a manner that allows appropriate physical distancing to be maintained throughout, until further notice. ● Transitions/Hallways: The Jackson Campus hallway and entry and exits at both campuses will include directional traffic markings to reduce contact. Transitions by grade-level cohort groups will be staggered to reduce contact. Lineup areas are to be marked with visual cues to indicate adequate physical distance. ● Personal Property: All personal property brought to school will be placed in student’s cubby or in student’s backpack. Students’ backpacks will be stored in a designated spot each day. (Teachers will provide parents with a list of personal belongings needed prior to the start of school.) Personal property must be labeled with a student name and will only be used by the student. ● Restrooms: Preschool and Kindergarten students will use the individual bathrooms closest to their designated classroom. Upper Elementary will use the restroom within their designated classroom. Lower Elementary students will have a designated restroom among the three student restrooms available. All restrooms will be cleaned daily. Visual reminders will be used in all restrooms to encourage hygienic hand washing techniques.

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>Drop-Off / Pick Up: Students will have staggered drop-off and pick-up times by cohort and grade level. For families with multiple children in different cohorts, outdoor spaces will be utilized to maintain cohort groups and ensure student supervision.</p> <ul style="list-style-type: none"> ● Each teacher will use a sign-in/sign-out protocol to help facilitate contact tracing. ● Staff will fill in the information and not allow a shared pen/paper. ● Hand sanitizer will be available at reception to use in conjunction with arrival/dismissal and sign-in/sign-out. ● All classes with outside doors will utilize this entrance. ● Hand washing stations or hand sanitizer dispensers will be placed near all entry doors and other high-traffic areas. ● Share with families the need to keep drop-off/pick-up interactions as brief as possible.

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 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. 	<ul style="list-style-type: none"> • Seating: Markings will be placed on the floor to indicate individual work spots for students in all grades. (Desks are not used in Montessori classrooms. Tables will be limited.) Table seating will be spaced so students are 6 ft. apart. Plastic barriers that can be easily disinfected may be used on tables to provide protection for students seated at the same table. Tables and chairs will be disinfected frequently. • 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. All preschool- 6th grade students will use an assigned cubby or storage space for individual student belongings. • Handwashing: All students will wash or sanitize their hands upon building entry and exit and prior to meals. Additional hand washing will be done as needed throughout the school day. Signage at each sink/hand washing station will remind students and staff of effective hand washing practices. • Environment: When possible, windows and doors will be open in the classroom before students arrive and after students leave. Each classroom may hold class outside when possible and encourage students to spread out.

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

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Keep school playgrounds closed to the general public until park playground equipment and benches reopen in the community (see Oregon Health Authority’s Specific Guidance for Outdoor Recreation Organizations). ☒ After using the restroom students must wash hands with soap and water for 20 seconds. ☒ Students must wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol 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 <i>Ready Schools, Safe Learners</i> guidance). ☒ Maintain physical distancing requirements, stable cohorts, and square footage requirements. ☒ Provide signage and restrict access to outdoor equipment (including sports equipment, etc.). ☒ Design recess activities that allow for physical distancing and maintenance of stable cohorts. ☒ Clean all outdoor equipment between cohorts. 	<p>Playground:</p> <ul style="list-style-type: none"> • Playground will remain private and used for MMS students only. • Classes may use the playground for recess on a staggered schedule throughout the school day. • Preschool will use their designated playground. • Students will access recess in their cohorts. • Students will wash or sanitize their hands before going to recess and before returning to the classroom. • Fixed outdoor playground equipment will be sanitized frequently. • Each cohort group will use their own playground supplies (i.e. balls, jump ropes, etc.). • Students must wash their hands before and after using playground equipment. • Recess activities will be planned to support physical distancing and maintain stable cohorts. This will include limiting the number of students on one piece of equipment, at one game, etc.

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 <i>Ready Schools, Safe Learners</i> guidance). ☒ Students must wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol 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 	<ul style="list-style-type: none"> • Lunch and snack will be eaten in the classroom or outside. • All students and staff must wash hands prior to and following meals. • Students will not share utensils or other items during meals. • If students are eating at tables, each table will be cleaned prior to meals being consumed.

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>system between stable cohorts.</p> <p><input checked="" type="checkbox"/> Adequate cleaning of tables between meal periods.</p>	

2i. TRANSPORTATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input type="checkbox"/> Include transportation departments (and associated contracted providers, if used) in planning for return to service.</p> <p><input 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 <i>Ready Schools, Safe Learners</i> 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. • 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"> • MMS is a private school, without bus service • Willows van driver will pick students up from Jackson Campus and take to Poplar Campus for after school care. • Driver will wear a face covering when students are entering and existing van, during student screening, and other idle times. May remove face covering when driving. • Driver will visually screen students for illness and maintain logs for contact tracing using procedures. • Students exhibiting any illness symptoms will not be transported to after school care and will wait at Jackson Campus for parent pick up. • The Willows van will have the recommended three feet of physical distance between passengers. • Clean and sanitize the Willows van daily. • Parents picking up or dropping off older students will either remain in their vehicles or drop off and pick up quickly, without congregating at the school exit point. • Parents picking up or dropping off younger students will follow school plan that will be given to parents at back to school orientation. Teachers will discuss procedure in detail with parents.

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> <p><input checked="" type="checkbox"/> To reduce the risk of asthma, choose disinfectant products on the EPA List N with asthma-safer ingredients (e.g. hydrogen peroxide, citric acid, or lactic acid) and avoid products that mix these with asthma-causing ingredients like peroxyacetic acid, sodium hypochlorite (bleach), or quaternary ammonium compounds.</p> <p><input checked="" type="checkbox"/> 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.</p> <p><input checked="" type="checkbox"/> Consider the need for increased ventilation in areas where students with special health care needs receive medication or treatments.</p> <p><input checked="" type="checkbox"/> 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).</p>	<ul style="list-style-type: none"> • All frequently touched surfaces and shared objects will be cleaned frequently. • Door handles, desks and tables will be cleaned between cohort groups. • Increase circulation of outdoor air by opening windows and doors. • Both campuses will be professionally cleaned on a regular basis. • CDC guidance website for cleaning, disinfection and ventilation: https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

OHA/ODE Requirements	Hybrid/Onsite Plan
<input checked="" type="checkbox"/> 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
<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. While OAR 581-022-2220 does not apply to private schools, private schools must provide a space to isolate sick students and provide services for students with special health care needs. <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).	<ul style="list-style-type: none"> • Designated staff can implement plan. • Each school campus will provide age appropriate hand hygiene. • Staff at both campuses will practice appropriate communicable disease isolation measures. • Staff will be updated regarding any health services practices in the school setting.



3. Response to Outbreak

3a. PREVENTION AND PLANNING

OHA/ODE Requirements	Hybrid/Onsite Plan
<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.	<ul style="list-style-type: none"> • Coordinate communication with local public health authority. • Establish a specific emergency response team made up of all staff for preparedness if outbreak should occur • Work with local public health authority to establish timely communication with staff and families. • When novel viruses are identified in the school setting, school designee will immediately report to local public health authority and follow LPHA guidance. • If school closure is advised by the local public health authority, students and staff will switch to distance learning model for required time set by LPHA. • Use the Response to Outbreak Toolkit provided by the ODE and guidance from the LHA. See link: https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/Planning%20and%20Responding%20to%20COVID-19%20Scenarios%20in%20Schools%20August%202020.pdf

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	<ul style="list-style-type: none"> • In the event of a closure, MMS will shift to distance learning for all students. • MMS school principal will develop clear communication on the criteria from the LPHA that must be met in order for on-site instruction to resume and relevant timelines with staff, students, and families. • Report to and consult with LPHA with all confirmed COVID-19 cases. • Report to LPHA any cluster of illness among staff or students.

OHA/ODE Requirements	Hybrid/Onsite Plan
Comprehensive Distance Learning models for all staff/students. <input 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.	

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"> In the case that distance learning becomes required, we would switch to the model we used last spring adding updates from feedback received from families. Plan instructional models that support all learners in comprehensive distance learning. Clean, sanitize, and disinfect surfaces and follow CDC guidance for classrooms, restrooms & playgrounds. MMS will follow the local public health authority's guidance regarding the return of students and staff for in-person instruction.



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>