

School-Level Management Plan Template For School Year 2023-
2024



School/District/Program Information


District or Education Service District Name and ID: Evergreen Virtual Academy

School or Program Name: Evergreen Virtual Academy

Contact Name and Title: Jamie Stiles – Executive Director

Contact Phone: 503-250-4812 Contact Email: jstiles@evergreenvirtual.org

Table 1.

	<p>Policies, protocols, procedures and plans already in place Provide hyperlinks to any documents or other resources currently utilized in your school/district. Consider adding a brief description about how each is used within your school.</p>
<p>School District Communicable Disease Management Plan OAR 581-022-2220</p>	<p>EVA follows the authorizing districts communicable disease plan: North Bend School District Communicable Disease Plan.</p>
<p>Exclusion Measures Exclusion of students and staff who are diagnosed with certain communicable diseases. OAR 333-019-0010</p>	<p>Student exclusion measures are unnecessary due to virtual school nature. Staff exclusion measures: Sherri Wheeler</p>
<p>Isolation Space Requires a prevention-oriented health services program including a dedicated space to isolate sick students and to provide services for students with special health care needs. OAR 581-022-2220</p>	<p>N/A – Virtual School</p>
<p>Emergency Plan or Emergency Operations Plan OAR 581-022-2225</p>	<p>Emergency and Communicable Disease- Staff (GBEB)</p>



Policies, protocols, procedures and plans already in place

Provide hyperlinks to any documents or other resources currently utilized in your school/district. Consider adding a brief description about how each is used within your school.

Mental Health and Wellbeing Plans such as those prepared for [Student Investment Account](#) (optional)

EVA maintains a high level of employee support through flexible work schedules, a consistent remote working environment. Staff have a generous amount of personal time as well as sick leave. We also have a consistent focus on wellness and mental health/physical health during our professional development.

Additional documents reference here:



SECTION 1. Clarifying Roles and Responsibilities

Identifying roles central to communicable disease management. Clarifying responsibilities related to communicable disease response is a first step in keeping communities healthy and safe. In general, decisions of school health and safety reside with school and district officials. Together with local public health officials, school/district administrators should consult a variety of individuals when making decisions about health and safety in school.

Table 2. Roles and Responsibilities

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
Building Lead / Administrator	<ul style="list-style-type: none"> Educates staff, families, and students on policies regarding visitors and volunteers, ensuring health and safety are being maintained. 	Sherri Wheeler- HR Coordinator	Caitlin Klenz- HR Director

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
	<ul style="list-style-type: none"> In consultation with district leadership and LPHA staff, determines the level and type of response that is required/necessary. Acts as key spokesperson to communicate health-related matters within school community members, health partners, and other local partners. 		
School Safety Team Representative <i>(or staff member knowledgeable about risks within a school, emergency response, or operations planning)</i>	<ul style="list-style-type: none"> Trains staff at the start of the academic year and at periodic intervals on communicable disease management procedures. Leads debrief of communicable disease event, informing continuous improvement of the planning, prevention, response, and recovery system. 	Caitlin Klenz- HR Director	Sherri Wheeler- HR Coordinator
Health Representative <i>(health aid, administrator, school/district nurse, ESD support)</i>	<ul style="list-style-type: none"> Supports building lead/administrator in determining the level and type of response that is necessary. Reports to the LPHA any cluster of illness among staff or students. Provides requested logs and information to the LPHA in a timely manner. 	Melinda Kramer—Engagement Manager	Caitlin Klenz- HR Director

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
School Support Staff as needed <i>(transportation, food service, maintenance/custodial)</i>	<ul style="list-style-type: none"> • Advises on prevention/response procedures that are required to maintain student services. 	N/A -Virtual School	N/A -Virtual School
Communications Lead <i>(staff member responsible for ensuring internal/external messaging is completed)</i>	<ul style="list-style-type: none"> • Ensures accurate, clear, and timely information is communicated including those who may have been exposed, a description of how the school is responding, and action community members can take to protect their health. • Shares communications in all languages relevant to school community. 	Caitlin Klenz- HR Director	Jamie Stiles- Executive Director
District Level Leadership Support <i>(staff member in which to consult surrounding a communicable disease event)</i>	<ul style="list-style-type: none"> • Has responsibility over communicable disease response during periods of high transmission in community at large. May act as school level support to Building lead/Administrator activating a scaled response. • Responds to media inquiries during the communicable disease event and ensures that those responsible for communication are designated speakers. 	Jamie Stiles- Executive Director	Caitlin Klenz- HR Director

School planning team members	Responsibilities:	Primary Contact (Name/Title):	Alternative Contact:
Main Contact within Local Public Health Authority (LPHA)	<ul style="list-style-type: none"> Notifies Building Lead/Administrator of communicable disease outbreak and offers recommendations for appropriate response. Key spokesperson to communicate on health-related matters with community members, health facility staff, and other local community partners. 	Caitlin Klenz- HR Director	Sherri Wheeler – HR Coordinator
Others as identified by team			



Section 2. Equity and Continuity of Education

Preparing a plan that centers equity and supports mental health

Preparing a school to manage a communicable disease case or event requires an inclusive and holistic approach to protect access to in-person learning for all students. In this section suggested resources are offered to help prepare for a communicable disease management while centering an equitable and caring response.

Centering Equity

Identify existing district or school plans and tools that can be utilized when centering equity in prevention, response, and recovery from incidents of outbreaks (e.g., district or school equity plans/stances/lenses/decision tools, Equity Committee or Team protocols, district or school systems for including student voice, existing agreements or community engagement or consultation models, Tribal Consultation¹, etc.)

¹Tribal 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.

- [Equity Decision Tools](#)
- N/A – Virtual School



Suggested Resources:

1. [Equity Decision Tools](#) for School Leaders
2. [Community Engagement Toolkit](#)
3. [Tribal Consultation Toolkit](#)

Table 3. Centering Educational Equity

OHA/ODE Recommendation(s)	Response:
Describe how you will ensure continuity of instruction for students who may miss school due to illness.	N/A - Virtual School
Describe how you identify those in your school setting that are disproportionately impacted by communicable disease and which students and families may need differentiated or additional support.	N/A - Virtual School

OHA/ODE Recommendation(s)	Response:
<p>Describe the process by which the school will implement a differentiated plan for those that are disproportionately impacted, historically underserved or at higher risk of negative impacts or complications related to communicable disease.</p>	<p>N/A - Virtual School</p>
<p>Describe what support, training or logistics need to be in place to ensure that the named strategies are understood, implemented, and monitored successfully.</p>	<p>N/A - Virtual School</p>



Section 3. Communicable Disease Outbreak Prevention, and Response:

Implementing mitigation activities, responding to periods of increased transmission, resuming baseline level mitigation, and debriefing actions to improve the process.

Planning for and implementing proactive health and safety mitigation measures assists schools in reducing communicable disease transmission within the school environment for students, staff, and community members. Communicable disease, including norovirus, flu and COVID-19, will continue to circulate in our communities and our schools. Schools will utilize different mitigation measures based on local data, and observation of what is happening in their schools (e.g., transmission within their facilities and communities.) In the following section, teams will document their school's approach to the CDC, OHA and ODE advised health and safety measures at baseline, during increased transmission:-



Suggested Resources:

1. Communicable Disease Guidance for Schools which includes information regarding
2. Symptom-Based Exclusion Guidelines (pages 8-12)
3. Transmission Routes (pages 29-32)
4. Prevention or Mitigation Measures (pages 5-6)
5. School Attendance Restrictions and Reporting (page 33)
6. [CDC Guidance for COVID-19 Prevention in K-12 Schools](#)
7. [Supports for Continuity of Services](#)

Table 5.

Communicable Disease Mitigation Measures

<p>OHA/ODE Recommendation(s) Layered Health and Safety Measures</p>	<p>Describe what mitigating measures the school will implement to reduce and the respond to the spread of communicable disease and protect in-person instruction?</p>
<p>Immunizations</p>	<p>CDC, OHA, and ODE recommend COVID-19 vaccination for all eligible individuals. Please include whether your school will offer COVID-19 vaccine clinics or notices about where to access vaccines in your community. Shots are required by law for children in attendance at public and private schools, preschools, childcare facilities, and Head Start programs in Oregon. Nearly every place that provides care for a child outside the home requires shots or a medical or nonmedical exemption to stay enrolled. EVA will continue to monitor and require immunizations required by law, and monitor exemptions as they occur.</p>
<p>Face Coverings</p>	<p>Offices will follow county restrictions. Otherwise, N/A - Virtual School</p>
<p>Isolation</p>	<p>Offices will follow county restrictions. Otherwise, N/A - Virtual School</p>
<p>Symptom Screening</p>	<p>For office based staff on exemptions, they must verify a lack of symptoms each assigned office day before entering the office.</p>
<p>COVID-19 Diagnostic Testing</p>	<p>EVA will not participate in any screening or testing program.</p>
<p>Airflow and Circulation</p>	<p>N/A – Virtual School</p>
<p>Cohorting</p>	<p>Our office based staff is cohorted. Otherwise, N/A - Virtual School</p>
<p>Physical Distancing</p>	<p>Offices will follow county restrictions. Otherwise, N/A - Virtual School</p>

OHA/ODE Recommendation(s) Layered Health and Safety Measures	Describe what mitigating measures the school will implement to reduce and the respond to the spread of communicable disease and protect in-person instruction?
Hand Washing	Hand washing signs are at every sink.
Cleaning and Disinfection	Hand sanitizer and disinfectant wipes are dispersed throughout each office space.
Training and Public Health Education	All staff members complete annual training through Vector Solutions, including "Coronavirus 101 - What you need to know," and "Coronavirus 103 - Managing Stress and Anxiety."

PRACTICING PLAN TO IMPROVE PROCESS BE READY

Training exercises are essential to preparedness ensuring individuals understand their role in a communicable disease event. Exercises can also help identify gaps in the planning, thereby building upon and strengthening the plan over time. Schools, districts, and ESDs should schedule to exercise this plan annually and when any revisions are made to update the plan. The plan, or component(s) of the plan, can be tested through conversations, practice exercises, or other activities.

INSERT THE LINK <https://evergreenvirtual.org/>

Date Last Updated: **August 8th, 2023**

Date Last Practiced: **August 24th, 2023**