



**OPERATIONAL BLUEPRINT 2021-2022**

Updated 8.13.21

SCHOOL/DISTRICT/PROGRAM INFORMATION	
Name of School, District or Program	St. Luke Catholic School, Archdiocese of Portland
Key Contact Person for this Plan	Becky Williams, Principal
Phone Number of this Person	503-981-7441 (school) 503-689-6831 (cell)
Email Address of this Person	rwilliams@stlukeschoolwoodburn.org
Sectors and position titles of those who informed the plan	ODE Department of Catholic Schools LPHA (see below) Mario Sisto, Head of Maintenance Maria Capetillo, Administrative Assistant
Local public health office(s) or officers(s)	<a href="https://www.oregon.gov/oha/PH/PROVIDERPARTNERRESOURCES/LOCALHEALTHDEPARTMENTRESOURCES/Documents/Marion.pdf">https://www.oregon.gov/oha/PH/PROVIDERPARTNERRESOURCES/LOCALHEALTHDEPARTMENTRESOURCES/Documents/Marion.pdf</a> Jordan Boustead, MPH Epidemiologist Health and Human Services Phone: 971-707-2577
Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements	Becky Williams, Principal
Intended Effective Dates for this Plan	August 2021 – June 2022 (per ODE and Archdiocese guidance) <b>Most Recently Updated on</b> August 13, 2021
ESD Region	Willamette ESD

- St. Luke uses the school communication system SchoolSpeak to send announcements and emails to update the parent community. Announcements and emails are translated through the school communication system into languages of choice by families.
- The principal and administrative assistant follow-up email communication with family phone calls as needed.
- The principal and administrative assistant connect with new families to orientate them to the school in general and the specifics of COVID protocols.
- The principal plans the release of the school’s resiliency plan through a Google Slide deck emailed to school families.
- The resiliency plan will be posted on the school website and, and the Google Slide deck will be posted on SchoolSpeak.
- The principal meets with the School Advisory Council, Foundation board, and Parent Connect virtually or with social distancing to discuss aspects of COVID-protocols essential to the effectiveness of each group.
- The principal consulted with the Archdiocese of Portland, the pastor of St. Luke, the teachers, the LPHA, and the SAC to evaluate readiness and community need in determining specific protocols based on advisory guidance.

# ESSENTIAL HEALTH AND SAFETY PROTOCOLS FOR ON-SITE LEARNING



## 1. Public Health Protocols

### 1a. COMMUNICABLE DISEASE MANAGEMENT PLAN FOR COVID-19

#### Hybrid/Onsite Plan

St. Luke Catholic School, as part of the Archdiocese of Portland, follows the published Communicable Disease Guidelines from the Oregon Department of Education and the Oregon Health Authority and Multnomah ESD.

\*See Comprehensive Communicable Disease Management Plan from MESD.

<https://www.multnomahesd.org/shs-communicable-disease.html>

<https://www.oregon.gov/ode/students-and-family/healthsafety/Documents/commdisease.pdf>

The principal has been designated as the person who will establish, implement, and enforce COVID-related requirements.

During the course of the 2020-2021 year Marion County Health has collaborated with the school. In July 2020, Donna Thompson read the initial St. Luke Operational Blueprint, reviewed with suggestions, and confirmed the edits. While operating in comprehensive distance learning with limited in-person instruction, Marion County provided recommendations in situations of exposure. In December St. Luke experienced one student COVID case and worked closely with Jordan Boustead to monitor the outbreak. In late December, St. Luke informed Marion County Health of the intent to phase in reopening in January. In May, St. Luke experienced three student COVID cases and was monitored by Marion County Health until the close of the school year.

In 2020-2021, staff was trained on Sections 1-3 of *Ready Schools, Safe Learners* guidance through digital communication and virtual staff meetings and trainings in summer of 2020. Staff and students operated with these protocols for limited in-person instruction. Review of RSSL protocols was conducted January 5, 2021 and include guidelines for lunch and recess times in preparation for full reopening. During the inservice week of 2021-2022, staff will review all COVID protocols and details of the school resiliency plan.

Principal remains point of contact with LPHA and will follow "Planning for COVID-19 in a School Setting" document in collaboration with LPHA.

Protocols for screening and isolation are detailed in sections below.

In 2020-2021, the principal completed weekly reporting to ODE regarding instructional model and case counts.

### 1b. HIGH-RISK POPULATIONS

#### Hybrid/Onsite Plan

- St. Luke Catholic School has identified known students in high-risk populations as defined by the CDC and connected with families of those students in planning for the fall.
- Virtual meetings with care coordinators, teachers, and principal will take place in late August to develop individual plans for students identified as Medically Fragile.
- Comprehensive Distance Learning will not be offered through St. Luke Catholic School.

### 1c. PHYSICAL DISTANCING

#### Overall

- Classroom capacity has been determined based on usable square footage to maintain distance of at least 3 feet between students at all times.
- Classes have been capped depending on individual classroom capacity.
- Classes, K-8, serve as cohort groups. Students will remain with their cohort throughout the day and not mix with students from other cohorts.
- Recesses will take place on the field, track, covered play area, or blacktop. All spaces allow for extreme physical distancing. Recess will take place three classes at a time, but classes/cohorts will remain in separate, designated areas.

#### Physical Supports in Place

- Markers are placed on classroom floors to indicate individual student space and designate instructional space.
- Markers are placed low on hallway walls indicating six feet of distance, assisting in physical distancing for transitions and hallway use.

- Classroom furniture that crowds or inhibits student and/or instructional space has been stored for the school year.
- Upholstered or fabric furniture has been removed from classrooms and the school library.

**Scheduling Supports in Place**

- A master schedule ensures physical distancing during all daily activities including recesses, lunch, bathroom breaks liturgy, and Title services.
- Entry and exit schedule and procedures are modified to maintain social distancing.

Activities that cannot support physical distancing, such as gathering for all-school morning prayer or assemblies, will be modified and held outdoors or in the gym, or canceled until further notice.

**1d. COHORTING**

**Hybrid/Onsite Plan**

**Class Cohorting**

- Each class, grades K-8, will serve as a cohort. There will be one class/cohort per grade level.
- Classes/cohorts will not interact with other cohorts. Use of hallways, restrooms, gymnasium, and library will be limited to the master schedule to ensure cohorts do not mix in common areas.
- Cleaning protocols will be required in each class/cohort’s daily schedule.
- Staff who will interact with multiple cohorts include the administrative assistant, the principal, the PE teacher, the head of maintenance, the Title I specialist, and one instructional assistant. These staff will wash/sanitize their hands between interactions with different stable classes/cohorts.

**Transportation Cohort**

- St. Luke Catholic School does not provide student transportation.

**Contract Tracing**

- Daily logs will be kept for attendance and completion of health screenings.
- Cohort/class lists are maintained electronically in the school office.

**1e. PUBLIC HEALTH COMMUNICATION**

**Hybrid/Onsite Plan**

- Staff will complete training during August inservice week including control measures and protocols.
- Staff complete OSHA online training prior to February 1, 2021.
- After consultation with the LPHA and the Department of Catholic Schools, standard letters have been developed for use in the case of close contact with a confirmed case or a confirmed case within our school. These will be used in consultation with the LPHA.
- Documents will be provided in languages and formats accessible to school families.

**1f. ENTRY AND SCREENING**

**Hybrid/Onsite Plan**

**At-Home Screening**

- By way of school communications prior to the instructional year, families have been educated on at-home screening for primary and additional common symptoms of COVID-19.
- The school’s Communicable Disease Plan was shared with school families in early August.
- The Exclusion Summary chart is posted for families on the school communication system.
- Families are asked to report specific symptoms when keeping a child home due to illness.

**On-Site Screening (Students)**

- Students/families are asked to answer screening questions about symptoms or exposure while still in their vehicles at morning drop-off.
- Students who report symptoms or exposure will not be admitted into the school.
- Staff will perform visual screening for symptoms other than fever.
- Hand-washing or sanitizing will be required upon entry to each classroom.

**On-Site Screening (Staff)**

- Staff are asked to self-screen prior to arriving at the school.
- Staff with symptoms will not come into the school.
- Hand-washing or sanitizing will be required upon entry to each classroom.

**Restrictions from School**

- The school will follow the “Planning for COVID-19 Scenarios in Schools” guidance and flowcharts, and rely heavily on the Exclusion Summary flowchart.
- The LPHA will be consulted in cases of known exposure, and students will be restricted from school as recommended.

#### Hybrid/Onsite Plan

- If a student or staff member is diagnosed with COVID-19, the LPHA is consulted to review the situation. Members of the stable cohort likely will not need to quarantine, based on fidelity to mask use and physical distancing. The clear documentation of the cohort members will allow for the LPHA to rapidly initiate contact tracing as needed.
- Students or staff with chronic or baseline cough that has worsened or is not well-controlled will be restricted from school.
- Students or staff that have chronic symptoms due to allergies or asthma, etc., will not be restricted from school.
- Hand hygiene is a regular and repeated part of every school day, beginning with school entry.

### 1g. VISITORS/VOLUNTEERS

#### Hybrid/Onsite Plan

- Visitors/Volunteers are restricted from St. Luke Catholic School at this time. Adults in St. Luke Catholic School are limited to essential personnel only.
- Essential visitors must wash or sanitize their hands upon entry and exit.
- Approved visitation by the principal will be conditional on health and adherence to COVID protocols of approved visitors.
- Protocols are in place for the school's front office, which will serve as a necessary hub of contact with parents and parish staff. Visitors to school office will be as health screening questions upon entry.

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

#### Hybrid/Onsite Plan

##### Face Coverings:

- Face coverings are required indoors for staff and students per OAR 333-019-1015 issued on August 2, 2021.
- Face coverings are not required outdoors.
- Face shields may be worn for medical reasons.
- Group mask breaks are not permitted.

##### Face Shields or Clear Plastic Barriers:

- A clear plastic barrier is provided for front office staff.

##### Face Masks (medical grade):

- Medical grade face masks N95 are provided for staff having direct contact care and monitoring of staff/students displaying symptoms.
- Medical grade face masks N95 are kept in the school office and designated for use by the administrative assistant, as she is our primary health manager.

St. Luke does not currently have students who need accommodations to meet the requirements of face coverings.

### 1i. ISOLATION, QUARANTINE, AND TESTING

#### Hybrid/Onsite Plan

##### Isolation

- Students presenting with primary symptoms of COVID-19 upon arrival at school will not be admitted into the building, as screening will be completed in morning carline.
- Students who report or develop symptoms at school will be isolated in the designated isolation area, formerly the school's health room, per OAR 581-022-2220. The student will be monitored by staff until able to go home. Monitoring staff will wear a facial covering and maintain physical distancing, but never leave the student unattended.
- Staff will maintain student confidentiality as appropriate.
- Daily logs must be maintained containing the following:
  - Name of students sent home for illness, symptoms of illness, time of onset,
  - Name of students visiting the office for illness symptoms, even if not sent home, as per routine health logs
- Generally well students who need medication or routine treatment will be cared for in the school office rather than in the designated isolation room.

##### Quarantine

- Staff and students with known 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. The school will closely follow "Planning for COVID-19 Scenarios in Schools" from the ODE toolkit and rely on recommendations from the LPHA.
- Students and staff will follow communicable disease plan protocols for COVID-19 testing through the LPHA. Return to school or work will depend upon test results and improvement of symptoms.

##### Testing

- St. Luke Catholic School is registered to offer diagnostic testing on-site with written parental consent.
- St. Luke Catholic School is researching enrollment in OHA screening testing program and will communicate with parents as more information becomes available.



## 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 instructional and extra-curricular activities requiring additional considerations.

### 2a. TECHNOLOGY

#### Hybrid/Onsite Plan

- St. Luke Catholic School provided individual devices for students for the 2020-2021 school year. Students in grades K-2 utilize Kindles, students in grade 3 utilize Dell laptops, and students in grades 4-8 utilize Chromebooks.
- Families and students sign a technology agreement for use, maintenance, and replacement of student devices.
- School-wide platforms such as Google Classroom will be utilized in the classroom to support digital learning. Appropriate PD on these platforms will continue to be provided for staff, and students will be familiarized with these programs at the start of the school year.

### 2b. SCHOOL SPECIFIC FUNCTIONS/FACILITY FEATURES

#### Hybrid/Onsite Plan

- **Handwashing:** Age-appropriate handwashing education will take place within each classroom. Handwashing will take place following recesses and prior to eating. Hand sanitizer will be provided at higher traffic areas, such as the school office, and at each classroom entrance. Hand sanitizer will be used upon entry to a classroom and exiting the classroom at the end of the day. Use of hand sanitizer by students in grades 4 and under will be closely supervised.
- **Equipment:** Classroom equipment and supplies will be for individual cohort use. Cohorts/classes will be provided with recess equipment that can be shared within the cohort. Equipment will be sanitized frequently using the electrostatic sprayer.
- **Events:** All-school events, such as morning prayer, assemblies, and school performances will be modified and held outdoors or cancelled to adhere to distancing and cohorting guidelines. Field trips will be considered per guidelines provided by the Archdiocese of Portland. St. Luke Catholic School athletic events will be suspended until further notice in an effort to minimize exposure.
- **Transitions/Hallways:** Classes/cohorts will follow hallway procedures and master schedules for recess and bathroom usage to limit congestion in shared spaces. Visual reminders will assist students in maintaining physical distance.

### 2c. ARRIVAL AND DISMISSAL

#### Hybrid/Onsite Plan

##### Arrival Procedures

- Students will arrive in a morning carline. Cars may line up beginning at 7:30am.
- At 7:35am, designated staff members will begin asking health screening questions in the first row of the carline. As students pass the screening process, they will be released from their cars one row at a time to enter the school building. The entryway will be monitored to ensure social distancing is maintained.
- Students will go directly to their classrooms and follow the procedures for entering a classroom. Staff will greet students at their classroom doors to complete visual screening.
- Students who arrive after the morning carline has ended will need to be dropped off at the school office. Parents dropping off students will remain outside the building.

##### Dismissal Procedures

- The school day ends at 2:30pm, and cars will begin lining up in afternoon carline at 2:15pm.
- Students will remain in classrooms, while the principal and support staff go to carline. Using schoolwide walkie-talkies, students will be called to carline by row and will exit their classrooms using the back, exterior door when their name is called. This will ensure that only a minimal number of students are in the hallway and using the exit at one time.

## 2d. CLASSROOMS/REPURPOSED LEARNING SPACES

### Hybrid/Onsite Plan

- **Seating:** Students are assigned seats within their classrooms, remaining in the same seat at all times. Seats are arranged so that students' physical bodies are three feet apart. Middle school students will change classrooms with their cohort, and cleaning protocols will be followed during each transition.
- **Materials:** Frequent sanitizing will accompany the use of community supplies, such as manipulatives. Shared materials will be disinfected frequently and sprayed with the electrostatic sprayer.
- **Handwashing:** Handwashing will be a part of every classroom's routine and will be noted on class schedules following recesses and prior to eating. Visual reminders as well as handwashing education will support students in healthy habits.

## 2e. PLAYGROUNDS, FIELDS, RECESS, BREAKS, AND RESTROOMS

### Hybrid/Onsite Plan

#### Recess Procedures

- Students recess on the track, field, blacktop, and covered play area and are encouraged to maintain physical distancing.
- Three cohorts recess at the same time, but are kept to separate, designated areas.
- Playground equipment is provided for each cohort for use by that cohort only. Equipment will be cleaned each day and sanitized using the electrostatic sprayer.
- Students will wash hands or sanitize before and after using playground equipment.
- Students will be educated on and introduced to new recess activities that allow for physical distancing.
- Classroom teachers and aids will monitor for physical distancing and appropriate use of equipment during recesses and breaks.
- Students should not eat at recesses or breaks to ensure hands remain clean while eating.

#### Restroom Procedures

- Students in restrooms are limited to the number of sinks in each restroom. At St. Luke Catholic School, that means the restroom capacity is two in the main bathroom and three in the cafeteria bathroom.
- Students wash hands with soap and water after using the restroom and are encouraged to hand sanitize following hand washing as an extra measure of caution.

#### Employee Spaces

- Use of shared spaces is restricted by square footage of usable space.
- Use of staff break room is limited in occupancy by staggering use

## 2f. MEAL SERVICE/NUTRITION

### Student Lunch Time

- Students will eat lunch in the lunchroom, three cohorts at a time. Cohorts will sit in designated spaces and not mix with students from other cohorts.
- Students will sit four students to a round table, approximately three feet apart.
- The school's former hot lunch program will be suspended until further notice.
- Students will bring their own lunches including drinks. Cartons of milk may become available for purchase.
- Teachers and lunch support staff are discouraged from assisting students in opening lunch items. Students and families are encouraged to include only items that students can independently open in student lunches.
- Sharing of food and drinks is prohibited.
- Students must wash hands before meals and sanitize after eating.
- Face coverings will be removed during lunch, with students remaining in their seats at six feet physical distance from each other. Face coverings will be worn at the end of lunch time.
- Desks and tables will be sanitized following meals and between lunch periods.

### Employee Lunch Time

- Use of shared spaces is restricted by square footage of usable space.
- Use of staff break room is limited in occupancy by staggering use

## 2g. TRANSPORTATION

### Hybrid/Onsite Plan

- St. Luke Catholic School does not provide transportation.

## Hybrid/Onsite Plan

### 2h. CLEANING, DISINFECTION, AND VENTILATION

#### Cleaning Procedures

- Teachers will take primary responsibility for cleaning and disinfecting classrooms throughout the school day. This includes sanitizing of high touch surfaces such as faucets, doorknobs, and light switches.
- Students will use Clorox wipes to sanitize desks before and after eating and when possibly contaminated by sneezing or coughing.
- At the end of each school day, teachers will use Clorox wipes on classroom surfaces such as around the sink, counters, and teacher desk.
- Custodial staff will be responsible for cleaning, sanitizing, and disinfecting common areas throughout the school day. This will include a schedule for bathroom cleaning multiple times per day. Other areas include exterior door handles, office area, and isolation room.
- At the end of each day, every classroom and common area is sanitized with the electrostatic sprayer. Outdoor play equipment is sprayed at the end of each day.

#### Ventilation

- Teachers will open windows and doors as much as possible to increase circulation of outdoor air. Heating/air conditioning fans will be used to increase air flow. Teachers will monitor for asthma or allergy symptoms being affected by use of fans.
- Windows in the isolation room will be opened as much as possible.
- Custodial staff will be responsible for maintenance of heating/air conditioning units to ensure reliable use for ventilation.
- Air purifiers will be used in the resource room, isolation room, and library.
- In the cafeteria, window wall sliding doors will be opened during lunch periods and kitchen exhaust fans will be turned on.

### 2i. HEALTH SERVICES

## Hybrid/Onsite Plan

- Each teacher will provide age appropriate hand hygiene and respiratory etiquette education to endorse prevention. Visual supports will be in place to promote health and hygiene procedures.
- The school will practice appropriate communicable disease isolation and exclusion measures.
- Staff has participated 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 continually be communicated.
- Review of individual student service plans and accommodations will be completed to address vulnerable populations.
- Immunization processes will be addressed as per routine timeline, which prioritizes the beginning of the year and new students.
- Collaboration with Marion County as the schools LPHA will continue throughout the school year.

### 2j. SCHOOL EMERGENCY PROCEDURES AND DRILLS

## Hybrid/Onsite Plan

- Instruction on emergency procedures will continue within classrooms in accordance with guidelines.
- Safety drills will be conducted according to the schedule to the extent required.
- Students are encouraged to maintain COVID procedures (social distancing) during drills, as they do not compromise the drills.
- Drills are completed in less than 15 minutes.
- Handwashing or sanitizing takes place following each drill.

### 2k. SUPPORTING STUDENTS WHO ARE DYSREGULATED, ESCALATED, AND/OR EXHIBITING SELF-REGULATORY CHALLENGES

## Hybrid/Onsite Plan

- Teachers have been encouraged to creatively plan classroom communities and focus on care and connection.
- Morning and end of day meetings will continue and serve as ways to ground the day, set goals, and process a new school experience.
- Teachers will begin the year with parts of the Second Step program and immediately focused on strategies for coping with change, stress, anxiety, etc.
- Academic supports and policies are intended to support students in reconnecting with school routines and expectations.
- Teachers identify students from each grade level who will need extra mental and emotional support, especially with protocols.
- Parents will be continually educated on signs for concern in children and will be encouraged to notify the school and health care providers as needed.
- The principal will consolidate a list of identified students for discussion and planning among the staff. Check-ins and moments of genuine connection with these students will be methodically tracked and evaluated.
- MTSS strategies will be employed at varying appropriate levels per student concerns.

#### Hybrid/Onsite Plan

- Frequent conversation with parents of students of concern will take place between classroom teachers and parents, with the support of the principal.

### 2I. PROTECTIVE PHYSICAL INTERVENTION

#### Hybrid/Onsite Plan

PPE used during an episode of physical intervention will be cleaned according to guidelines or disposed of if single-use PPE.



## 3. Response to Outbreak

### 3a. PREVENTION AND PLANNING

#### Hybrid/Onsite Plan

- The document “Planning for COVID-19 Scenarios in Schools” with the companion Exclusion Summary flowchart will be used by the principal and administrative assistant.
- St. Luke Catholic School will continue to connect with the LPHA regarding transmission levels in the area and safety precautions necessary for St. Luke students.
- The LPHA will work with the principal in events of new cases identified in the school setting, and the school will follow restrictions on contacts as determined by the LPHA.

### 3b. RESPONSE

#### Hybrid/Onsite Plan

- The document “Planning for COVID-19 Scenarios in Schools” with the companion Exclusion Summary flowchart will be used by the principal and administrative assistant.
- In the event someone who has been on campus is known to have been diagnosed with COVID-19, St. Luke Catholic School will call the 24/7 Communicable Disease reporting line 503-588-5621.
- The LPHA will consult with St. Luke Catholic School regarding necessary quarantine, classroom, or school closure and advise the school on cleaning procedures.
- Clear communication via the school platform and emails will be prepared to use in the event of a confirmed case of someone who is known to have been on campus and has been diagnosed with COVID-19.
- Clusters of illnesses will be reported to the LPHA.
- In the event of classroom closure, individual classrooms would shift to temporary distance learning as designed by the classroom teacher.
- In the event of whole school closure, all classes would shift to distance learning.
- Instructional materials will be prepared by teachers and delivered digitally through platforms such as Dojo and Google Classroom so as to seamlessly transition to distance learning. Possibility of packet pick-ups will be determined with guidance from the Archdiocese of Portland.
- St. Luke Catholic School does not provide meals for students thus would not continue meal service in the event of school closure.

### 3c. RECOVERY AND REENTRY

#### Hybrid/Onsite Plan

- The document “Planning for COVID-19 Scenarios in Schools” with the companion Exclusion Summary flowchart will be used by the principal and administrative assistant.
- St. Luke Catholic School will work in conjunction with the LPHA to determine reentry status and stipulations.
- Cleaning procedures will follow CDC guidance and LPHA recommendations.
- Timely and clear communication via the school platform and emails will be shared with families to keep them informed of reentry plans as needed.