

District 6 Pandemic Response Plan

Updated 3/1/20

Planning and Coordination	
Item	Key Actions
Establish Core Team	
Coordination with Oregon Health Authority and Jackson County Health Department	<input type="checkbox"/> Determine public health emergencies, closures and cancelations for school sites, events, and/or district.
Monitor student and staff absences and school site reports of influenza or COVID-19 symptom	
Coordination with partner organizations and entities	
Communication	
Item	Key Actions
Coordinate regular communication with Jackson County Health and regional superintendents	
Approve documents, resources, press releases and other communications	<input type="checkbox"/> Protect student and family confidentiality in accordance with federal law <input type="checkbox"/> Coordinate notifications of potential exposures, where required, with Jackson County Health
Disseminate documents, resources, press releases and other communications	<input type="checkbox"/> Email, phone, InTouch, ParentSquare <input type="checkbox"/> District web page postings <input type="checkbox"/> Social Media <input type="checkbox"/> Television, print and radio
District spokesperson	<input type="checkbox"/> Respond to media requests
School site and district staff	<input type="checkbox"/> Staff meetings by site <input type="checkbox"/> Email
Infection Control Procedures	
Item	Key Actions
Encourage parents to keep sick students at home	<input type="checkbox"/> Temporarily discontinue "attendance letters" <input type="checkbox"/> Provide information from Oregon Health Authority about "thresholds" for keeping students at home
Encourage sick staff to stay home	<input type="checkbox"/> Provide information from Oregon Health Authority about "thresholds" for staying home
Increase cleaning and sanitizing practices	<input type="checkbox"/> Prioritize sanitizing "frequent touch areas" for custodial duties <input type="checkbox"/> Additional hand sanitizer equipment and product installed at key areas <input type="checkbox"/> Twice daily restroom checks for soap at school sites
Deliver instruction to ALL students on protection against the spread of disease	

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Continuity of Learning	
Item	Key Actions
Establish policies and procedures for student absences unique to pandemic situation	<input type="checkbox"/> Temporarily discontinue “attendance letters”
Assure access to coursework, assignments and makeup work	<input type="checkbox"/> Establish digital access to assignments for absent students <input type="checkbox"/> Establish alternate access to assignment for students without on-line access <input type="checkbox"/> Assure that special needs students are supported with access to content
Establish plans for safe and healthy learning environments during pandemic	<input type="checkbox"/> Protect students and staff from discrimination or harassment resulting from pandemic situation <input type="checkbox"/> Provide accurate information to staff to dispel myths and rumors <input type="checkbox"/> Establish plans for managing instruction, supervision and learning environments in the event of reduced staff due to absences and/or substitute shortages.
Continuity of essential district functions	
Item	Key Actions
Establish plan for continuing essential business office services in the event of closure or employee absence	<input type="checkbox"/> Access to work from off-site locations <input type="checkbox"/> Process for handling hard copies
Establish plan for continuing essential Human Resources services in the event of closure or employee absence	<input type="checkbox"/> Substitute services (classified and certified), including strategy for coverage in the event of shortages <input type="checkbox"/> Access to work from off-site locations <input type="checkbox"/> Process for handling hard copies
Establish plan for continuing maintenance and custodial services in the event of closure or employee absences	<input type="checkbox"/> Contract services for cleaning sites with known infections
Establish plan for continuing Technology Services in the event of closure or employee absences	<input type="checkbox"/> Access to work from off-site locations
Establish plan for continuing Bond Activities in the event of closure or employee absences	<input type="checkbox"/> Access to work from off-site locations
Establish plan for continuing services from Superintendent office in the event of closure or employee absences	<input type="checkbox"/> Access to work from off-site locations