



OPERATIONAL BLUEPRINT FOR SCHOOL 2021-2022

Updated 8/17/2021

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. *It is required that a revised Operational Blueprint be completed and updated when there is a change of Instructional Model.*

1. Please fill out information:

SCHOOL/DISTRICT/PROGRAM INFORMATION	
Name of School, District or Program	Marist Catholic High School
Key Contact Person for this Plan	Stacey Baker
Phone Number of this Person	541-686-2234
Email Address of this Person	sbaker@marisths.org
Sectors and position titles of those who informed the plan	President: David Welch, dwelch@marisths.org Interim Principal: Andy Oldham, goldham@marisths.org Assistant Principal of Student Life and Culture: Stacey Baker, sbaker@marisths.org Interim Athletic Director: Bart Pollard, bpollard@marisths.org Director of Campus Ministry and Formation: Rick Martin, rmartin@marisths.org

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.

	<p>Athletic Trainer/COVID-19 Coordinator: Mari Gibson, mgibson@marisths.org</p> <p>IT/Facility Manager: Chris Fudge, cfudge@marisths.org</p>
Local public health office(s) or officers(s)	<p>Lane County Public Health, 541-682-4041 https://www.lanecounty.org/cms/one.aspx?pagelid=4078590</p> <p>Kate Blair, kathleen.blair@lanecountyor.gov , 541-682-4327</p>
Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements	<p>President: David Welch, dwelch@marisths.org Interim Principal: Andy Oldham, aoldham@marisths.org Assistant Principal of Student Life and Culture: Stacey Baker, sbaker@marisths.org Interim Athletic Director: Bart Pollard, bpollard@marisths.org Athletic Trainer/COVID-19 Coordinator: Mari Gibson, mgibson@marisths.org</p>
Intended Effective Dates for this Plan	September 7, 2021
ESD Region	Archdiocese of Portland, Oregon Lane County



1. Public Health Protocols

COMMUNICABLE DISEASE MANAGEMENT PLAN FOR COVID-19

Onsite Plan

Communicable Disease Management Plan:

As an Archdiocesan high school, Marist will follow Multnomah Education Service District's (MESD) Comprehensive Communicable [Disease Management Plan](#) and will work with LCPH since the school is not located in Multnomah County.

Staff to Enforce Protocols:

David Welch, dwelch@marisths.org, President
Stacey Baker, sbaker@marisths.org, Assistant Principal
Mari Gibson, mgibson@marisths.org, Athletic Trainer/COVID-19 Coordinator

Lane County Public Health Contacts

Lane County Public Health, 541-682-4041. <https://www.lanecounty.org/cms/one.aspx?pageId=4078590>
Kate Blair, kathleen.blair@lanecountyor.gov

Staff Training:

Staff training will happen during in-service week and through staff meetings. An in depth review of protocols will happen prior to our return to in-person instruction.

Staff will receive the Return to School Plan and the Communicable Disease Management Plan.

Training for preparation students' return will include:

- Review of the plan
- Proper hygiene and sanitization protocols
- Proper respiratory etiquette
- Physical distancing of 3' in educational setting
- Physical distancing of 6' when masks are removed

The COVID-19 Coordinator will provide training, monitor updates from ODE, CDC, OHA, and LCPH and provide updates and additional trainings as needed.

Plans for systematic disinfection of classrooms, offices, bathrooms and activity areas.

There will be a schedule for cleaning campus during the day which will include:

Bathrooms will be cleaned twice a day.

UV sterilization daily in bathrooms.

Classrooms will receive UV sterilization daily after hours.

Hallways and all high touch surfaces will be cleaned daily.

UV sterilization daily in common hallways, main office, staff mailroom, conference room, health room, Athletic Training Facility. This will happen before or after school hours.

Cleaning logs will be kept and monitored weekly.

Student hallway lockers will not be utilized.

Process to report to the LPHA any cluster of any illness among staff or students.

COVID-19 Coordinator or Assistant Principal will call LPHA to report any cluster of any illness among staff or students as soon as they are aware.

Protocol to cooperate with the LPHA recommendations.

Marist will follow all LPHA recommendations concerning COVID-19 exposure and/or illnesses.

Provide all logs and information to the LPHA in a timely manner.

The COVID-19 Coordinator or Assistant Principal will provide LPHA with all logs and information within 24hrs of request.

Protocol to isolate any ill or exposed persons from physical contact with others.

When a STUDENT arrives on campus with COVID-19 symptoms or become ill while at school they must report to the teacher/coach/moderator they are with on campus.

- Students will be sent to the health room during the academic day or athletic training facility during athletics for further screening.
- Designated staff will wear medical grade face mask and gloves.
- Screen for exclusion criteria with self-screening log.
- When it is determined that a student has symptoms that are excludable, take the student to isolation space to wait for parent/guardian pickup.
- The parent/guardian will be contacted to pick up student.
- Provide face mask for student and maintain physical distancing.
- If more than one student is in an isolation space, appropriate distance or barriers must be maintained between students.
- Do not leave students unattended.
- Upon pickup, reinforce school quarantine scenarios with handout.
- Sanitize the space between each use.

When a STAFF member arrives on campus with COVID-19 symptoms or becomes ill while at school:

- They must report to the designated staff for further screening.
- Designated staff will wear medical grade face mask and gloves.
- Screen for exclusion criteria with self screening log.
- If they meet the exclusion criteria, they will be dismissed to home or emergency contact can be called.
- Staff must be moved to isolation room, if waiting for pick-up.
- Reinforce quarantine scenarios.
- Staff will contact their health care provider and stay home as directed and obtain a COVID-19 test, if advised.
 - This should be a minimum 24 hours fever free (or vomiting and diarrhea 48 hours) without the use of symptom reducing medication.
- Follow-up communication and documentation will be sent to covidhealth@marisths.org

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

- Phone calls will be made and/or emails sent to those who were in close contact/exposed to a presumptive COVID-19 case.
- Notification to school community will be sent.
- ODE sample communications will be referred to as a template.
- FERPA and HIPAA requirements will be followed.

Required components of individual daily student/cohort logs include.

All required information will be included in the logs/information.

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.

Facilities Manager and Assistant Principal will consult with LPHA about required cleaning and follow recommendations.

Protocol to respond to potential outbreaks (see section 3 of the *Ready Schools, Safe Learners* guidance).

- Planning for COVID-19 Scenarios in Schools will continue to be reviewed and followed.
- Assistant Principal and COVID-19 Coordinator will contact LPHA and follow all guidance.
- CDL will implemented when/where advised/needed
- Cleaning per guidance

HIGH-RISK POPULATIONS

Onsite Plan

Serve students in high-risk population(s) whether learning is happening through On-Site (*including outside*), Hybrid (partially On-Site and partially Comprehensive Distance Learning models), or Comprehensive Distance Learning models.

Students will have the option to remain CDL.

Medically Fragile, Complex and Nursing-Dependent Student Requirements

We do not currently have students in this category. If this were to change we would support students through appropriate accommodations. Families who are concerned about students being on campus for hybrid instruction, CDL will still be available.

PHYSICAL DISTANCING

Onsite Plan

Student desks will be set 3 feet apart and students will be in assigned seats.

Staff will be 3 feet apart at all staff meetings.

COHORTING

Onsite Plan

Student cohorts will be by class period.

Daily logs are outlined in the previous section.

Students and staff will use bathrooms and water fill stations in the hallway their class is in.

All weight room equipment, athletic equipment and athletic training facility will be cleaned daily.

Each staff member will have access to cleaning supplies and PPE.

At the end of each class period:

- Students clean table/desk top, seat, seat back with wipe
- Teacher is stationed just outside doorway at exit for hallway supervision during passing time.
- Teacher greets incoming students during passing time and ensures there is no congregating in hallways.
- When students begin to enter classroom doorway, teacher reminds students to sanitize hands then gives each student a wipe to clean their desk before sitting down.

All desks will be sanitized between classes. Teachers will be trained to effectively sanitize their rooms.

Employees are to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Alcohol-based hand sanitizers and cleaning products are accessible throughout the workplace to disinfect frequently touched objects and surfaces such as telephones and keyboards.

The site custodial team will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE will be used when cleaning individual workspaces.

PUBLIC HEALTH COMMUNICATION AND TRAINING

Onsite Plan

On-going communication and review will happen during staff meetings.

Staff will be retrained before students return.

COVID-19, face mask/covering, reminders to stay home if ill, proper respiratory hygiene and proper hand washing signs are posted throughout campus in both English and Spanish.

Communication protocol is outlined in previous section.

ENTRY AND SCREENING

Onsite Plan

Students and staff are directed to self-screen at home and to stay home if ill or exhibiting any COVID-19 like symptoms.

OHA communicable disease guidance for schools will be followed.

Staff and families who have COVID-19 related questions or concerns related to processes/protocols may contact the COVID-19 coordinator and/or principal via phone or by emailing questions to covidhealth@marisths.org.

Symptomatic staff and students will be excluded and directed to see their health care provider.

Students and staff who become symptomatic while on campus will report to the isolation room and will be tested following the requirements for COVID-19 Testing in Oregon's K-12 Schools program from the OHA.

Hand hygiene posters are posted in all bathrooms and hand sanitizing stations have been installed at the entry of each classroom and common space.

VISITORS/VOLUNTEERS

Onsite Plan

Visitors and/or volunteers who will be on campus will complete the health screening, which will be monitored and archived for 4 weeks.

Visitors and/or volunteers will follow hygiene, mask, and physical distancing protocols.

FACE COVERINGS, FACE SHIELDS, AND CLEAR PLASTIC BARRIERS

Onsite Plan

Face coverings are required in Oregon for everyone age 5 and older in all indoor spaces where there is more than one person present.

OHA definitions and specifications of face coverings: <https://sharedsystems.dhsoha.state.or.us/DHSForms/Served/le2288K.pdf>

All students, staff, and visitors will be required to wear a face cover/mask. Marist will follow OHA/ODE masking requirements.

Signage is posted in both English and Spanish at all building entries.

N95 medical grade and/or surgical mask, face shield, and gown will be provided to the Athletic Trainer/COVID-19 Coordinator, the health room and the isolation room supervisor, and staff who are trained to administer COVID-19 testing to symptomatic staff and students or those who are exposed or come in close contact with a presumptive positive case while on campus.

ISOLATION AND QUARANTINE

Onsite Plan

When a STUDENT arrives on campus with visible symptoms or becomes ill while at school, they must report to the teacher/coach/moderator they are with on campus.

- Students will be sent to the health room during the academic day or athletic training facility during athletics for further screening.
- Designated staff will wear medical grade face mask and gloves.
- Screen for exclusion criteria with self-screening log.
- When it is determined that a student has symptoms that are excludable, take the student to isolation space to wait for parent/guardian pickup.
- The parent/guardian will be contacted to pick up the student.
- Provide face mask for student and maintain physical distancing.
- If more than one student is in an isolation space, appropriate distance or barriers must be maintained between students.
- Do not leave students unattended.
- Upon pickup, reinforce school quarantine scenarios with handout.
- Sanitize the space between each use.

If a STAFF member arrives on campus with visible symptoms or becomes ill while at school:

- They must report to the designated staff for further screening.
- Designated staff will wear medical grade face mask and gloves.
- Screen for exclusion criteria with self-screening log.
- If they meet the exclusion criteria, they will be dismissed to home or emergency contact can be called.
- Staff must be moved to isolation room, if waiting for pick-up.
- Reinforce quarantine scenarios.
- Staff will contact their health care provider and stay home as directed and obtain a COVID-19 test, if advised.
 - This should be a minimum 24 hours fever free (or vomiting and diarrhea 48 hours) without the use of symptom reducing medication.
- Follow-up communication and documentation will be sent to covidhealth@marisths.org

Parents/guardians will transport their child.

We do not have a school nurse or health center but we have developed protocols and assessment of symptoms for designated staff members to follow.

Health room supervisor keeps a record of and monitors health room and isolation room use.

CDL will be available for students and staff on quarantine as needed.



2. Facilities and School Operations

TECHNOLOGY

Onsite Plan

Marist is a 1:1 iPad school. Students and staff who need access CDL due to quarantine will school provide technology equipment and the school Zoom account. <https://www.marisths.org/technology.html>

SCHOOL SPECIFIC FUNCTIONS/FACILITY FEATURES

Onsite Plan

- **Handwashing:** Handwashing signs in all bathrooms.
- **Equipment:** Hand sanitizing stations have been placed near the entry/exit of all common spaces (front office, cafeteria, ARC etc)

Additional hand sanitizing stations will be placed outside each classroom. Students will be expected to sanitize hands when entering and leaving the room.
- **Personal Property:** Students are encouraged to leave all non-related school items at home. Hallway lockers will not be used in order to prevent hallway congestion.

ARRIVAL AND DISMISSAL

Onsite Plan

Hand sanitizing stations have been installed at the entry of all classes and shared/common spaces.

Students will not gather/congregate in hallways before or after school.

Parents/Guardians will be encouraged to drop off no earlier than 15-20 minutes before school and pick students up immediately after school unless they are meeting with a teacher or have practice.

CLASSROOMS/REPURPOSED LEARNING SPACES

Onsite Plan

- **Seating:** Desks will be 3 feet apart and teachers will use seating charts. Non-essential furniture will be removed from all classrooms.
- **Materials:** Students will bring their own school supplies and materials.
- **Handwashing:** Additional hand sanitizing stations will be placed outside each classroom. Students will be expected to sanitize hands when entering and leaving the room.

PLAYGROUNDS, FIELDS, RECESS, BREAKS, AND RESTROOMS

Onsite Plan

Marist is a private school with a closed campus. Campus is always closed to public access during the school day.

Hand washing will be reviewed with students. Hand washings are in all bathrooms.

As a high school, we do not have playground equipment.

All weight room equipment, athletic equipment and athletic training facility will be cleaned daily.

All desks will be sanitized between classes. Teachers will be trained to effectively sanitize their rooms.

Teachers will be encouraged to keep doors and windows open and teach classes outdoors when appropriate.

Employees are to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Alcohol-based hand sanitizers and cleaning products are accessible throughout the workplace to disinfect frequently touched objects and surfaces such as telephones and keyboards. The site custodial team will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE will be used when cleaning individual workspaces.

All entry and exit doors are signed to help with directional flow.

MEAL SERVICE/NUTRITION

Onsite Plan

Students will have access to free grab and go lunches provided by 4J. Students will sign up for which lunches they would like via a google sheet each week.

TRANSPORTATION

Onsite Plan

Marist does not have a school bus system.

Athletics, field trips, and retreats will follow all transportation protocols from ODE, OHA, and OSAA for travel to events/contests.

CLEANING, DISINFECTION, AND VENTILATION

Onsite Plan

Cleaning and disinfection process have been shared earlier in the plan.

A full airflow assessment of all buildings and classrooms has been completed by an HVAC company. All systems are in line with COVID-19 air flow requirements and meet OSHA standards.

Merv-13 air filters are installed.

HEALTH SERVICES

Hybrid/Onsite Plan

We have established a health room and an isolation room.

Athletic Trainer, Assistant Principal, and Health Coordinator have all been trained in symptom checking and BinaxNow testing.



3. Response to Outbreak

PREVENTION AND PLANNING

Onsite Plan

Toolkit is reviewed regularly by the COVID-19 Coordinator.
Assistant Principal and COVID-19 Coordinator will continue to work with LPHA and have established communication channels.

RESPONSE

Onsite Plan

Toolkit is reviewed regularly by the COVID-19 Coordinator.
CDL will be provided as/when needed.

RECOVERY AND REENTRY

Onsite Plan

Toolkit is reviewed regularly by the COVID-19 Coordinator.
Cleaning and sanitizing happen regularly. Please see the above sections.
Students will be cohorted by their class schedule.