



COMMUNICABLE DISEASE RESPONSE PROTOCOL

Portland Public Schools is committed to protecting the health and well-being of our students, staff, and community by providing school health services and communicable disease control through our partnerships with Multnomah Education Service District (MESD) and Multnomah County Health Department (MCHD). For an in-depth process overview for monitoring illness and communicable disease reference the [PPS Communicable Disease Response and Contact Tracing SOP](#).

The Oregon Health Authority and the Oregon Department of Education have exclusion guidelines for school staff and student illnesses that can be associated with COVID-19. Appropriate exclusion for individuals is vitally important to reduce the risk of disease transmission in school. It is crucial that all individuals working, volunteering, or attending within the district report symptoms of illness, presence of communicable disease, and exposures to their appropriate supervisor, building administrator or school nurse. PPS uses the following Google forms to respond appropriately to illness and communicable disease.

The [Symptoms Tracker Tool \(STT\) Form](#) is a school-specific monitoring tool developed by MESD to track and monitor illness, including COVID-19 events reported by staff and students. School staff who receive reports of illness should notify the building School Health Assistant (SHA), school nurse, or supervisor immediately.

The [STT Response Sheet](#) is managed by the school nurse in collaboration with the building administrator, to respond appropriately to illness and [excludable symptoms](#) not associated with COVID-19. The Staff and Student COVID-19 Information Form (SCIF) was embedded into the STT Response Sheet and can only be completed by the building administrator or school nurse.

The [Staff and Student COVID-19 Information \(SCIF\) Form](#) is a district-wide monitoring form to be completed by direct supervisors, athletics, community partners building administrators, or school nurse for individuals working, volunteering, or attending within the district **who report testing positive for COVID-19 or who have been notified that they are a close contact exposure of a positive or presumptive COVID-19 case**. Direct Supervisors should consult with MESD Nurse Consultant as needed around illness. Do not complete the SCIF for general illness not associated with COVID-19.



PROCESS FOR INDIVIDUALS WITH SYMPTOMS OF ILLNESS, COVID-19, OR COMMUNITY EXPOSURE (Students, Staff, Partners, Contractors, Volunteers)

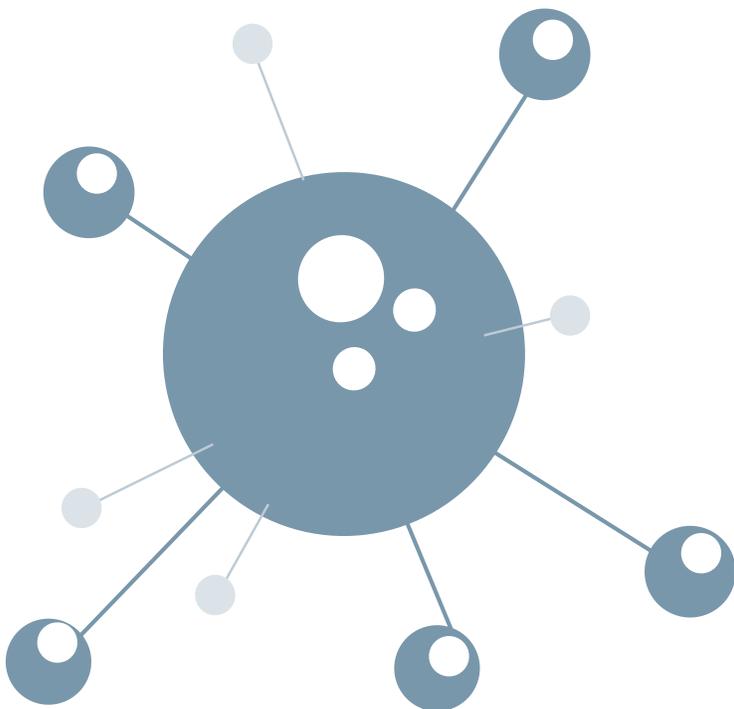
- 1. EXCLUDE** (keep home) or isolate symptomatic individual(s) onsite with excludable symptoms and send home as soon as possible.
 - ★ Fully vaccinated individuals who report being exposed or in close contact with an individual with COVID AND do not have symptoms do not need to quarantine.
- 2. RECORD** Complete the appropriate form:
 - School staff or School Health Assistant (SHA) submits an [STT](#) form for students with exhibited symptoms or reported illness.
 - School nurses or building administrators complete a STT & SCIF form for individuals who report testing positive for COVID-19 or who have been notified that they are a close contact exposure of a positive or presumptive COVID-19 case.
 - Non-school staff (athletics, central office, community partners) use this link to complete [SCIF](#) for adults.
- 3. CONTACT TRACING** is required when a positive or presumptive case was onsite during their infectious period 2 days before symptom started or two days before test. If the reported individual **was not** onsite during their contagious period go to step 5.
 - General all staff and school community notification letter can be emailed out.
 - Start Contact Tracing Tool Investigation Form (K-5 or 6-12)
 - Determine Individuals who met close contact criteria (Decision Tree)
 - Gather interviews from classroom settings, transportation, 1:1 Student Support Services, Athletics, Extended Day Programming, Specials & Extra Curricular Activities, lunch & recess monitors.
- 4. COVID-19 MANAGEMENT Meeting Outcomes**
 - ASDs will provide daily review of potential COVID-19 exposure events with MESD/PPS CD team
 - Review Contact Tracing information to determine true close contacts.
 - Building Administrator will preliminary exclude close contacts, via phone call and follow up with the notification to exposed individuals. Individuals already onsite who were determined to have been potentially exposed can remain in school for the rest of the school day and will be placed in quarantine for the remainder of the quarantine period.
- Building administrator or designee will complete School Exposure Tracking Log(s) for ongoing monitoring of exposed individuals throughout their quarantine period. Building Admin will need to enter contact information within 24 hrs and school nurse will update if quarantined individuals develop symptoms or test positive.
- Reliable Dashboard Metrics are submitted by completing the School Exposure Tracking Log(s).
- 5. MESD OFFICIAL CONSULT**
 - For STT reports of illness, with no COVID-19 test and no known exposure to COVID-19, the school nurse/building administrator will provide illness exclusion guidance and return to school/work dates.
 - Follow [Oregon COVID-19 Exclusion Summary Chart](#) and [Planning for COVID-19 Scenarios in Schools](#)
 - For SCIF reports of a COVID-19 event, MESD Communicable Disease Response Team provides exclusion and return to school/work dates for positive COVID-19 cases or close contacts.
 - MESD will provide official Exposure Notification Letters based on public health guidance, including isolation, quarantine and return to work/school dates for the individual who tested positive as well as anyone who was exposed.
- 6. Verify the following COMMUNICATION** has been completed per our [Communication Protocol of COVID-19 Case SOP](#), school/supervisor provides exclusion and return to in-person school/work dates to the following:
 - School nurse or building administrator provides public health guidance and return to work/school date to the positive individual.
 - All staff, school community, and broader audience notification of COVID-19 individual onsite within 24 hours. If the positive individual was not onsite during their contagious period no community or staff communication is needed.
 - Exclusion notification and phone call to a group of exposed individuals onsite.
- 7. WELCOME BACK** Individuals may return back to in-person learning or activities after quarantine or isolation has been completed and have been fever-free for 24 hours and other symptoms are improving.



RESOURCES

- [PPS Everything Health website](#)
- [Exclusion Guidelines](#)
- [Exclusion Summary](#)
- [Planning for COVID-19 Scenarios](#)
- [Communicable Disease Management Plan](#)
- [Multnomah County Student Health Centers](#)
- [COVID-19: After You Get Tested](#)
- [Oregon Health Authority COVID-19 Testing in Oregon](#)
- [PPS COVID-19 Employee Support](#)
- [PPS FMLA Source website](#) for Employee Leave Information visit or contact HR Leaves Team at 503-916-3544 or leave@pps.net.

If you have any questions, please connect with your school



DEFINITIONS

COVID-19: Abbreviation for the coronavirus diseases 2019, a disease caused by a novel (or new) coronavirus called SARS-CoV-2 that has not previously been seen in humans.

COVID-19 Infectious Period: Two days prior to the start of symptoms or if asymptomatic 2 days prior to testing positive.

Presumptive Positive: Individual who is sick with COVID-19 symptoms who does not have a positive COVID-19 test but had exposed close contact with a confirmed case in the past 14 days.

Exposed close contact: The definition of close contact is being less than 6 feet of a person who has COVID-19 for at least 15 cumulative minutes in a day, regardless of whether either person was wearing a mask or other personal protective equipment.

Exposure for K-12 setting indoors: There is now an exception for the K-12 indoor classroom setting; students who were within 3 to 6 feet of someone with COVID-19 where both students were engaged in consistent and correct use of well-fitting masks and other K-12 school prevention strategies (such as universal and correct mask use, physical distancing, increased ventilation) were in place are not considered exposed. **This exception does not apply to teachers, staff, or other adults.**

COVID-19 Management Team: Health Services Coordinator, MESD Nurse Consultants, and Human Resources in collaboration with Multnomah County Health Department are responsible for determining exclusion of individuals, communicating to direct supervisors, school teams, and recommending infection control measures.

School Exposure Form: Supports contact tracing and provides further information for the COVID-19 Management Team to provide a thorough assessment regarding onsite exposure to a COVID-19 positive case.

Exposure Tracking log: The tracking logs are shared with the Multnomah County Health Department & allow us to track viral spread in school settings.

STT Response Sheet: Building specific log to track symptoms for students and staff absent from school or work due to illness, as well as those individuals who develop symptoms of illness while attending school. The response sheet is shared with the school nurse, building administrator and designated school staff and should be monitored daily. Connect with the MESD staff in the building for more information about the Symptom Tracker Tool.