



FRANCISCAN
MONTESSORI EARTH SCHOOL
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Outbreak Response Plan (ORP)

ORP Purpose

Strategies to prevent and respond to communicable disease Outbreaks at Franciscan Montessori Earth School (FMES).

ORP Goals

- Identification of communicable disease threats at FMES.
- Coordination of actions, education and control of communicable diseases at FMES.
- Implementation of protocols and communication plans.
- Communication and collaboration with the Multnomah County Health Department (LPHA) and its designated contact.

Outbreak Response Team

Head of School	Sister Therese Gutting
School Nurse	Carrie Crimin, RN
Administrative Assistant	Ellie Vy

Outbreak Response Protocol

FMES follows the protocols as established by the Oregon Health Authority for management and reporting of influenza and norovirus Outbreaks.

- [Influenza Outbreak Response and Reporting](#)
- [Download the Norovirus Toolkit \(pdf\)](#)
- [MESD Outbreak Response & COVID-19 Response](#)

Oregon Administrative Rule 333-018-000 requires all outbreaks are reported to the local health department. An outbreak is defined as more cases than expected for a given population and time period. To aid in the identification of an outbreak at FMES, an absence log including the medical reason(s) for the absence will be recorded by receptionist and / or administrative assistant and reviewed daily by the school nurse.

FMES has adapted the influenza outbreak and norovirus response for management of other communicable disease outbreaks such as SARS COV2 within the school. If the school nurse determines an outbreak is present, the following management protocol will be initiated:

1. Activation of Outbreak Response Team.
2. School nurse to notify the LPHA within 24 hours.
3. School nurse to maintain an outbreak case log to track case symptom profiles and personal information from the absence log.
4. Collaboration with LPHA to confirm the communicable disease.
5. Head of School in collaboration with Outbreak Response Team to notify staff and parents of outbreak. Notification to include symptoms and steps to limit the spread of the communicable disease.
6. Initiation of additional preventative control measures including, but not limited to:
 - a) Instructions for infected students and staff to stay home from school until symptom free for and fever free for 24 hours, without the use of fever-reducing medication (recovery period).
 - b) Notification to the school community of the specific communicable disease, signs and symptoms, and preventative control measures.
 - c) Cancellation of all extracurricular activities.
 - d) Deep cleaning of restrooms, common areas and frequently touched surfaces per CDC guidelines and the school's cleaning, disinfection and ventilation protocols.
 - e) Enforcement of strict hand washing including supervised hand washing for younger students.
 - f) Limitation of persons present on school grounds to staff, students and other essential personnel.
 - g) Classroom cohorts may be initiated to minimize the spread of disease among the school.
 - h) If classroom cohorts are utilized, FMES will collaborate with the LPHA in regard to appropriate mitigating measures.
 - i) The Outbreak Response Team may close the school without the recommendation from the LPHA.
 - j) During a local health communicable disease outbreak, epidemic or pandemic, FMES will follow all protocols as dictated by the Oregon Health Authority (OHA), Oregon Department of Education (ODE), and the LPHA. FMES will develop and follow public health protocols as required by the OHA, ODE and other applicable agencies such as the CDC.
 - k) In the unlikely event of an all school closure or a classroom cohort (if initiated) mandatory quarantine, FMES may implement its Comprehensive Distance Learning Plan.

FMES will work with the LPHA to review the Outbreak case log. The Outbreak will be declared over after the last case is symptom free for two (2) Incubation Periods (without the use of fever-reducing medication) for the identified communicable disease.

Communication Plan

In the event of a communicable disease outbreak or possible infection at FMES, the school nurse will be the initial contact. Staff or parents should communicate any knowledge of a communicable disease to the school nurse within 12 hours. An outbreak of any communicable disease will be communicated to the LPHA by the school nurse if family or physician has not already done so. The school nurse will work in collaboration with the LPHA to determine if an outbreak is occurring in the school.

The Outbreak Response Team will manage the Outbreak Response Protocol. Release of information to the school community, public or media will be coordinated by the Head of School or designee within 24

hours. Information will be released to inform the presence of the communicable disease without the disclosure of personal information.

In the process of investigating an outbreak, the LPHA will conduct contact tracing. The LPHA may not necessarily notify FMES of known presence of a communicable disease or results of contact tracing. Parents, students and staff with known diagnosis of a communicable disease or close contact exposure to a communicable disease within their immediate household are strongly encouraged to voluntarily report to FMES within 24 hours. The information collected will be used as part of the school's Outbreak Response Plan and documentation of known communicable disease within the school.

Family Educational Rights and Privacy Act (FERPA) Restrictions

FERPA prevents the disclosure of a student's personal information, including education records such as immunization and other health records without prior written consent of a parent. As a private school, FMES does not receive funds from the Department of Education and is therefore not subject to the FERPA. However, FMES does believe in respecting the data privacy rights of our students. At FMES we follow the FERPA guidelines with regard to the release of personal information as established by the US Department of Education.

The FERPA provides an exception to the disclosure of personal information without the prior written consent of the parent in the event of a "health or safety emergency" where the information is necessary to protect the health and safety of the students or other individuals. Before releasing personal information, it is FMES' preference to obtain consent. However, FMES may determine the need to release personal information without a parent's consent is necessary to address the health and safety of the students or other individuals in the event of an emergency. The decision to release personal information without consent will be made by FMES on a case-by-case basis and disclosure will be limited to law enforcement officials, public health officials or trained medical personnel and only in the event, the health and safety of the student or other individuals are at risk.

FMES may notify the general FMES community of the presence of a communicable disease in the school community within 24 hours, while protecting the disclosure of personal information. While FMES will rely on the LPHA or other public health authorities to conduct contact tracing, FMES may communicate to known close contacts / classroom(s) directly of a possible exposure to the communicable disease while avoiding the release of personal information.

FERPA allows the release of directory information, including the contact information of parents who opt out of the directory listing. FMES may provide the school directory if requested by the local public health authority and in the event of a "health or safety emergency."

References

Oregon Resources for Schools and Day Cares:

<https://www.oregon.gov/oha/PH/DISEASESCONDITIONS/COMMUNICABLEDISEASE/Pages/schools.aspx>

Managing Communicable Disease in Schools:

https://www.michigan.gov/documents/mdch/Managing_CD_in_Schools_FINAL_469824_7.PDF

United States of America, Department of Education, "Student Privacy Policy Office," FERPA & Coronavirus Disease 2019), March 2020

https://studentprivacy.ed.gov/sites/default/files/resource_document/file/FERPA%20and%20Coronaviruses%20Frequently%20Asked%20Questions.pdf

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