

## School Safety Teams

Each school will be responsible for establishing and administering their own safety team. Each school will select a safety officer to administer their school's safety team. School safety teams will work in conjunction with the district safety team to create a safe work environment for all employees.

### Goal

The goal of school safety committees is to get staff and administrators working together to prevent workplace accidents and injuries, and produce a safer and healthier workplace.

### Meetings

- The safety team will have an equal number of employer-selected members and employee-elected (or volunteer) members. At least one school administrator will be a part of the school safety team.
- The safety team will meet (at a minimum) on a monthly basis.
- Safety meetings will be held on district time, and attendees will be paid at their regular rate of pay.
- Safety meetings will focus on reviewing inspection and accident records, and reviewing, investigating, and providing recommendations to any safety concern reports from school employees.

### Minutes

- Safety meeting minutes will be retained by the school for a minimum of three years.
- Safety meeting minutes will be made available to all school employees.

### Organizational Chart

The school will make available to all employees the organizational chart of members on the school safety team.

### Bulletin Boards

The school safety team will maintain a bulletin board with all pertinent safety committee minutes, policies, communication plans, and safety committee organizational charts in a location that is accessible to all employees.

### OSHA

OSHA 437-001-076 ([OSHA](#)) governs the rules for workplace safety committees and safety meetings in Oregon, and is a good source of additional information.

## **COVID-19 School Safety Teams**

For the 2020-21 school year, all schools will ensure that COVID-19 related safety concerns are addressed with their school safety teams. The school safety team will meet regularly (at least monthly with greater frequency at the beginning of the year and in preparation for the transition into in-person education) to address COVID-19 specific questions or concerns that have been communicated by employees to the safety team.

The school safety team will maintain contact with the district safety committee (Scott) and the Safe and Health Schools Administrator (Paul) for any additional support they need in resolving COVID-19 safety related questions and concerns.

*Possible members of your school's safety team: Admin + Custodian + Nurse + Office Manager + SRO + HS AD or Athletic secretary + broad certified and classified staff members*

# Realms High School

## COVID-19 Safety Team Checklist

One of the guiding principles behind ODE's *Operational Blueprint* is to ensure safety and wellness. The decision to return to school is driven by health and safety considerations, and should create the conditions to support the mental, social, and emotional health of students and staff.

School safety teams will use this checklist to help ensure they are following the guidelines set out by the Oregon Department of Education (ODE), Oregon Health Authority (OHA), the Center for Disease Control (CDC), and the Occupational Safety and Health Administration (OSHA).

**(1) Make a copy of this COVID-19 Safety Checklist for your school; (2) save it with "[Your school] COVID Checklist 1-19-2021 update"; (3) upload it [here](#); and, (4) remove your older version.**

**This is your school's verification that you have satisfied ODE blueprint domains 1-3 and are ready to welcome students back into your building under Limited In Person, Hybrid or All-In when the metrics allow it.**

### Designated Staff Member for COVID-19 Guideline Enforcement (1a)

Who is the school/site designated COVID-19 Guideline Enforcement staff member?

- |                                           |                                                                                      |                              |
|-------------------------------------------|--------------------------------------------------------------------------------------|------------------------------|
| <input type="checkbox"/> Roger White      | <a href="mailto:roger.white@bend.k12.or.us">roger.white@bend.k12.or.us</a>           | 541-355-5502 or 541-390-8685 |
| <input type="checkbox"/> Jennifer Scalley | <a href="mailto:jennifer.scalley@bend.k12.or.us">jennifer.scalley@bend.k12.or.us</a> | 541-355-5501                 |

Who is the staff member completing ODE's COVID-19 Weekly School Status email?

- |                                      |                                                                            |              |
|--------------------------------------|----------------------------------------------------------------------------|--------------|
| <input type="checkbox"/> Roger White | <a href="mailto:roger.white@bend.k12.or.us">roger.white@bend.k12.or.us</a> | 541-355-5502 |
|--------------------------------------|----------------------------------------------------------------------------|--------------|

- All staff members know who the designated guideline enforcement staff member is
- The contact information for the designated staff members has been posted on the staff bulletin board

### Communication & Training (1a, 1e, 1f)

- We have a bulletin board that is centrally located for all staff to view ODE safety requirements, guidelines.
- Staff understand to follow [this flow chart](#) for questions/concerns about COVID-19 safety issues.
- All staff have been informed on the function of the school safety team, know who the safety team members are, and are aware of the most up-to-date guidelines from ODE, OHA, and the school district leadership.
- Building principals will work with the Director of Communications & School Safety, Julianne Repman, to distribute letters to staff/families in the event of a presumptive or confirmed COVID-19 case
- Staff understand the symptoms of COVID-19.

- ✓ Staff understand the district's policy and guidance for staying home from work if they have symptoms of COVID-19.
- ✓ Staff have been reminded to use the [Return To School website](#), the [COVID-19 staff portal](#) and [Bend-La Pine Schools Ready Set Learn Communications Guidance for COVID-19 Positive Cases](#) to stay up-to-date on the district latest information
- ✓ Staff are aware that this school safety plan is uploaded to the [Return To School website](#) and viewable by the public
- ✓ Your staff has met either in-person or virtually to discuss the details of this plan
- ✓ How have the details of this plan been shared with your parent/student community?
- ✓ All staff have viewed the COVID-19 training video

### Contact Tracing (1a)

- ✓ We have all required contact tracing logs
  - ✓ Student logs through synergy and accurate in-person attendance
  - ✓ Staff through paper and/or digital logs
- ✓ We have a system for maintaining and storing logs for at least four weeks.
- ✓ We are quickly able to provide our Local Health Authority with tracing logs for students and staff when requested.
  - ✓ Who is the person managing the student synergy reports and who will work directly with Tami to pass along the student logs to Deschutes County Health:

*Jennifer Scalley*      [jennifer.scalley@bend.k12.or.us](mailto:jennifer.scalley@bend.k12.or.us)      541-355-5501

- ✓ Who is the person managing the staff cohort lists, staff paper and digital logs at your building and who will work directly with Tami to pass along the logs to Deschutes County Health

*Jennifer Scalley*      [jennifer.scalley@bend.k12.or.us](mailto:jennifer.scalley@bend.k12.or.us)      541-355-5501

### Physical Distancing (1c, 2f)

- ✓ Staff must maintain physical distancing during all staff meetings and conferences, or consider remote web-based meetings.
- ✓ Each room has a maximum occupancy sign posted which has been calculated based upon the 35 square feet of space per student/staff in each space.
- ✓ Physical distancing signage is posted throughout the school.
- ✓ We have physical distancing markings on floor space (where appropriate).
- ✓ We have/will train students and staff on physical distancing guidelines.
- ✓ We will have taken precautions to limit the amount of time spent standing in lines by students?

**Front door** - signage and supervision will be provided for any entry door lineups and we have separate entry/exit doors for Skyline HS and Realms HS cohorts.

RHS will have two dedicated entry monitoring staff members at the start of school and all RHS students will enter through the east RHS door. Once school starts, these doors will be locked and late arriving students will enter through the main Brinson west doors.

**Cafeteria Plan** - We have four designated zones for eating. Students will be assigned to a zone by crew groups for snack and lunch breaks. Students who require a sack lunch from the cafeteria will have their lunch delivered to their eating zone to minimize time spent standing in lines.

Students may remove their face coverings to eat or drink but must remain seated, maintain six feet of physical distance from others, and must put face coverings back on after finishing the meal or snack. Total mask off time not to exceed 15 minutes of the 30 minute lunch break.

Skyline HS and Realms HS students will be kept physically separate during passing times, lunch and snack.

**Bathroom Plan** - Occupancy limits - men's restroom (max occupancy 3) , the women's restroom (max occupancy of 3) or the gender neutral restroom (max occupancy 4).

During classes, only 1 student at a time will be excused to use the bathroom.

During passing periods and lunch, students will be allowed to enter the hallway for the restrooms and enter into the men's restroom , the women's restroom, or the gender neutral restroom. If the restrooms are visibly full, students will need to walk back down the hallway to the open area outside the hallway to wait for someone to exit the restroom before entry.

- ✓ We redirected our traffic flow (one-way when possible) to maximize physical distancing.

RHS has set up and marked off two way hallways to maximize distancing.

- ✓ We have staggered students accessing common areas (like hallways and the cafeteria) to small cohorts.
- ✓ We are prepared to make accommodations for students/staff that need additional support and have communicated this publicly.
- ✓ We are minimizing interaction between students in different stable cohorts? (i.e. restrooms, common areas, playgrounds, cafeterias) [Please elaborate on the steps that you've taken]

See above for cafeteria and restroom plans

- ✓ We have rearranged student desk and other seat spaces so that staff and students' physical bodies are six feet apart to the maximum extent possible while also maintaining 35 square feet per person. We recommend that couches and rugs be removed because they are difficult to keep clean.
- ✓ Design recess activities that allow for physical distancing and maintenance of stable cohorts.

### Cohorts (1d)

- ✓ Where feasible, establish stable cohorts: groups shall be no larger than can be accommodated by the space available to provide 35 square feet per person, including staff. The smaller the cohort, the less risk of spreading disease. As cohort groups increase in size, the risk of spreading disease increases.
- ✓ Students cannot be part of any single cohort, or part of multiple cohorts that exceed a total of 100 people within the educational week. Schools must plan to limit cohort sizes to allow for efficient contact-tracing and minimal risk for exposure. Cohorts may change week-to-week, but must be stable within the educational week.
- ✓ We will adhere to the Limited In Person Instruction (LIPI) guidelines outlined [here](#)
- ✓ What is the average range of your cohort sizes within your school during hybrid instruction (ODE recommends stable cohort size of 24-36 based on space, with recommendations to go even smaller when feasible)?

*We will have approximately 70 RHS students on campus in Cohort A and 70 students in Cohort B. Actual class sizes will be between 10 and 15 students.*

### Public Health Communication (1e)

- ✓ The definition of exposure (updated) is being within 6 feet of a person who has COVID-19 for at least 15 cumulative minutes in a day

### Visitors/Volunteers (1g)

- ✓ Staff understand the guidelines/policies around visitors/volunteers.
- ✓ Only BLS staff and essential visitors are allowed to enter buildings beyond the lobby. Examples of essential visitors are DHS, child protective services, law enforcement, student teachers and their supervisors, CASA advocates, Friends of Children mentors, cadet teachers, and ESD service providers. When in doubt whether a visitor is 'essential', consult with your Level Leader.
- ✓ We will log visitors/contractors/itinerant staff for contact tracing
- ✓ Contractors/authorized visitors will be required to wear face coverings, be screened for COVID symptoms, maintain 6 ft distancing, and wash hands upon entry and exit.
- ✓ We have communicated out to staff and families that teacher conferences, meetings (with parents and between staff) should be maximized through videoconferencing or telephone calls.

### Face Coverings (1h, 2n)

- ✓ **Mask Policy (Restrictions on Face Shield Use):** A cloth, paper, or disposable face mask (without valves) that covers the nose and the mouth is the requirement for all BLS students and staff with some exceptions. When exceptions apply, a face shield is permissible, but other safety practices should be implemented, such as maintaining more than 6 feet of social distancing and/or added ventilation of fresh air.

The exceptions are:

- A. For provisions applicable to staff/students protected by ADA or IDEA

- B. Bus drivers when the mask interferes with the driver’s vision (e.g., fogging of eyeglasses). Drivers must wear face coverings when not actively driving and operating the bus, including while students are entering or exiting the vehicle.
- C. For specific and time-limited instructional needs such as speech and language, LIPS reading group, ELL lessons or other examples when viewing a teacher’s or student’s mouth is essential to that portion of the lesson. As soon as possible within the lesson, masks should replace the shields;
- D. For younger children moving into in-person education who exhibit severe emotional dysregulation when wearing a mask. Staff should employ strategies to transition them from shields into mask wearing: mindfulness exercises, increase in the frequency of outdoor mask breaks, and other trauma-informed best practices.
- E. People who are deaf or hard of hearing, or those who care for or interact with a person who is hearing impaired.
- F. Other time-limited exceptions of short durations may be made with administrative knowledge.

A cloth mask with a clear panel is an acceptable option, as is the use of a shield over a mask for added protection.

Individuals working in a private, single use workspace and outside workers who can maintain at least 6 feet of physical distancing do not need to wear a mask or shield.

*The BLS masking policy will be updated periodically and the new language will be found in the Supervisory Guidelines and FAQ section of the district Return To School webpage*

- ✓ Face coverings or face shields will be worn by all students in grades Kindergarten and up
- ✓ Face coverings should be worn both indoors and outdoors, including during outdoor recess.
- ✓ “Group mask breaks” or “full classroom mask breaks” are not allowed. If a student removes a face covering, or demonstrates a need to remove the face covering for a short-period of time, we will:
  - Provide space away from peers while the face covering is removed. In the classroom setting, an example could be a designated chair where a student can sit and take a 15 minute “sensory break;”
  - Students must not be left alone or unsupervised;
  - Designated area or chair must be appropriately distanced from other students and of a material that is easily wiped down for disinfection after each use;
  - Provide additional instructional supports to effectively wear a face covering;
  - Provide students adequate support to re-engage in safely wearing a face covering;
  - Students cannot be discriminated against or disciplined for an inability to safely wear a face covering during the school day.
  - Partner with counselors, SPED staff, 504 coordinators, nurses, ELL staff, behavioral coaches and/or families to problem-solve face covering issues.
- ✓ If any student requires an accommodation to meet the requirement for face coverings, districts and schools *must* limit the student’s proximity to students and staff to the extent possible to minimize the possibility of exposure
- ✓ Please note, face coverings need to be worn even when staff are behind plexiglass barriers.

### **Personal Protective Equipment PPE (1h)**

- ✓ We have enough face coverings and face shields for staff and students

*Each Realms High classroom will be equipped with a PPE box which will contain extra face masks, face shields and gloves for use by staff and students.*

If you need to order more, please designate one person from your location to order when supplies get low. Be sure to specify type A, B or C style face shield or disposable mask. \* Order from the distribution center at [PPESupplies@bend.k12.or.us](mailto:PPESupplies@bend.k12.or.us)

#### Isolation Protocols (1i)

- ✓ [Bend-La Pine Schools Ready Set Learn Communications Guidance for COVID-19 Positive Cases](#) is our guiding document for addressing symptomatic, presumptive and positive COVID-19 situations
- ✓ Staff understand the protocols for exclusion and isolation of sick students and colleagues whether identified at the time of bus pick up, arrival at school or at any time during the day
- ✓ School nurses have trained staff on your school's isolation and quarantine protocols and the use of PPE
- ✓ Your school's isolation rooms have been identified and equipped to handle staff/students displaying COVID-19 symptoms. Our isolation rooms are located:

*In the front office nursing room (capacity = 1) and overflow unused office room (capacity = 2)*

#### Hand Hygiene (2d, 2f, 2g)

- ✓ All people on campus shall be advised and encouraged to frequently wash their hands or use hand sanitizer.
- ✓ We have adequate handwashing stations and/or hand sanitizer (with 60-95% alcohol) dispensers easily accessible near all entry doors and other high-traffic areas.

*Realms High has 4 automatic "touch free" hand sanitizer stations in our hallways in high traffic areas. Each of our nine classrooms have been equipped with a 32 oz bottle of hand sanitizer. Proper hand washing instructions and signs have been posted in restrooms and next to sinks for students and staff.*

- ✓ We are only using approved hand sanitizer from the district's custodial supply.
- ✓ We have protocols (and signage) in place to ensure students and staff are washing their hands or using approved hand sanitizer prior to eating meals/snacks, after recess or using playground equipment, and using the restroom.
- ✓ Before and after using playground equipment, students must wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol.
- ✓ After using the restroom students must wash hands with soap and water for 20 seconds. Soap must be made available to students and staff.
- ✓ Staff who interact with multiple stable cohorts will wash/sanitize their hands between interactions with different stable cohorts.

Four hundred wall-mounted, non-touch dispensers and 75 free-standing hand sanitizer stations (with complementary floor mat) have been ordered and will be delivered to your sites. Your existing



wall-mounted dispensers will be replaced with these new models. Refill request can be sent to [PPESupplies@bend.k12.or.us](mailto:PPESupplies@bend.k12.or.us)

### **School Specific Functions/Facility Features (2d,2f, 2g)**

- ✓ Steps have been taken to cancel, modify, or postpone field trips, assemblies, athletic events, practices, special performances, school-wide parent meetings and other large gatherings to meet requirements for physical distancing.
- ✓ Students will be discouraged to bring personal property to school (e.g., school supplies, headphones/earbuds, cell phones, books, instruments, etc.). If personal items are brought to school, they must be labeled prior to entering school and use shall be limited to the item owner. Because BLS will close nonbottle-filling water stations, we decided that refillable water bottles are okay if they are labeled with a student's name.
- ✓ Provide signage and restrict access to outdoor equipment (including sports equipment, etc.).
- ✓ Design recess activities that allow for physical distancing and maintenance of stable cohorts.
- ✓ We will limit staff rooms, common staff lunch areas, elevators and workspaces to single person usage at a time, maintaining six feet of distance between adults.
- ✓ Establish and clearly communicate procedures for keeping caregiver drop-off/pick-up as brief as possible.
- ✓ We have partnered with our building's BEA and/or OSEA reps to verify that any new responsibilities related to cleaning, supervision and/or student lunches don't conflict with collective bargaining agreements around breaks and preps times.

### **Arrivals/Dismissals (2e, 1f)**

- ✓ Stable cohorts will arrive and depart at predetermined entry/exit locations at the school.

[Identify your exit locations for students departing on buses, parent drop-off, walking/biking and how you will stagger exiting students while maintaining stable cohorts and social distancing. How will staff be deployed to different areas to assist with this? Please be as specific as possible in describing your exit plan]

*All 70 RHS students in Cohort A (or B) will enter through the East doors (near FedEx). We will have two staff members inside the door admitting/screening students and one staff member outside the door with cones and social distancing signage outside to maintain 6 feet of social distancing in the entryway line up.*

*RHS students will depart through one of two east RHS exit doors. We will have two staff members assigned to monitor the exit door processes.*

- ✓ We have assigned staff to conduct screening of COVID-19 symptoms as students enter the building.
- ✓ Staff have been trained in symptom screening. (cough, fever of greater than 100.4°F, chills, shortness of breath, difficulty breathing)

### **Cleaning and Disinfecting (2j, see the Bend-La Pine Schools [COVID-19 Cleaning and Disinfecting Plan](#))**

- ✓ We are only using approved cleaning products from the district's custodial supply.
- ✓ We will work to ensure that cleaning/disinfecting products are not being brought in from outside the custodial supply. (Clorox wipes, bleach products, etc.)
- ✓ We will partner with custodians and maintenance staff to ensure that proper ventilation circulation is in place.

- ✓ Designate playground and shared equipment solely for the use of one cohort at a time. Outdoor playground structures require normal routine cleaning and do not require disinfection. Shared equipment (balls, jump ropes, etc.) should be cleaned and disinfected at least daily in accordance with [CDC guidance](#).
- ✓ Facilities should be cleaned and disinfected at least daily to prevent transmission of the virus from surfaces
- ✓ Cleaning and disinfecting surfaces (e.g., desks, door handles, etc.) must be maintained between multiple student uses, even in the same cohort.
- ✓ Fans *must* not be used in rooms with closed windows and doors, as this does not allow for fresh air to circulate.
- ✓ Schools with HVAC systems must evaluate the system to minimize indoor air recirculation (thus maximizing fresh outdoor air) to the extent possible. Schools that do not have mechanical ventilation systems shall, to the extent possible, increase natural ventilation by opening windows and interior doors before students arrive and after students leave, and while students are present. Do not prop open doors that can pose a safety or security risk to students and staff (e.g., exterior doors and fire doors that must remain closed).
- ✓ Questions about cleaning and disinfecting should be made first to your head custodian, then Walt Norris and lastly Terry Cashman.

#### **Meal Service/Nutrition (2h)**

- ✓ Meal services/nutrition staff have been involved in planning for school reentry that includes how:
  - breakfast will be distributed in the morning
  - how/where lunch will occur
  - how next-day meals will be distributed
- ✓ At designated meal or snack times, students may remove their face coverings to eat or drink but must maintain six feet of physical distance from others, and must put face coverings back on after finishing the meal or snack.
- ✓ Since staff must remove their face coverings during eating and drinking, staff should eat snacks and meals independently, and not in staff rooms when other people are present. Consider staggering times for staff breaks, to prevent congregation in shared spaces.

#### **School Emergency Procedures and Drills (2m)**

- ✓ We are ensuring all emergency drills required by law, (ORS 336.071 and OAR 581-022-2225) are taking place.
- ✓ We will train staff on safety drills prior to students arriving on the first day on campus in hybrid or face-to-face engagement.
- ✓ When or if physical distancing must be compromised, drills must be completed in less than 15 minutes.
- ✓ We are ensuring that at least 30 minutes in each school month is used to instruct students on the emergency procedures for fires, earthquakes, and safety threats.
- ✓ We plan to carry out drills as closely as possible to the procedures that would be used in an actual emergency (even during CDL and Hybrid models of instruction).

- ✓ If on a hybrid schedule, we will conduct multiple drills each month to ensure that all cohorts of students have opportunities to participate in drills (i.e., schedule on different cohort days throughout the year).
- ✓ Students must wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol after a drill is complete.
- ✓ We plan to conduct the required safety drills virtually during CDL instruction (including the month of September).
- ✓ We will report the completion of our drills to the district office (Marsha Baro).

**Protocol for Notifying Local Health Authority of Confirmed COVID-19 Cases (3b)**

- ✓ Staff know that in addition to the traditional manner of report sick leave/absences, a building principal, direct supervisor and/or office manager are required to fill out the Staff Absence Form when a staff member indicates that their absence is COVID-19 related (they are exhibiting high or low risk COVID-19 symptoms, have tested positive for COVID-19, or had a close contact to a positive COVID-19 case) so that our school nurses will follow up with them. For all other non-COVID-19 leave, staff will report the absence in the traditional manner.

**Resources**

[Return To School website](#)

[COVID-19 staff portal](#)

Bend-La Pine Schools Emergency Operations Plan (EOP) - [Emergency Operations Plan](#)

Standard Response Protocols (Lockdown, Lockout, Shelter, Evacuate) - [Standard Response Protocols](#)

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