

School Safety Teams - Updated 1/26/21

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. Team – Sal Cassaro, Heather Cornett, Andrew Sawyer, Kevin Collins, Laurie Byers, Alex Greenwood
We will review and update all accident records and safety concerns
- The safety team will meet four times a month. BTA's safety meetings are every Friday at 8:10am
- 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. We will review and update all accident records and safety concerns

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. Minutes are kept in a google doc (shared with staff) and hung in the staff lounge

Organizational Chart

The school will make available to all employees the organizational chart of members on the school safety team. See attached email titled organizational chart and bulletin board in staff lounge

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. In the staff lounge.

OSHA

OAR 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

Bend Tech Academy @ MHS 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).

This checklist was developed in conjunction with the Bend-La Pine Schools [Operational Blueprint Management Plan](#).

Completing this COVID-19 checklist and uploading it [here](#) is your school's verification that you have satisfied ODE blueprint domains 1-3 and are ready to welcome students back into your building either under Limited In Person or Hybrid 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?

Heather Cornett & Sal Cassaro heather.cornett@bend.k12.or.us & Sal.cassaro@bend...

HC cell XXX-XXX-XXXX SC cell XXX-XXX-XXXX

Name	email	phone number
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- All staff members know who the designated guideline enforcement staff member is
- The contact information for the designated staff member been posted on the staff bulletin board. This has been in an email and posted in the staff lounge on 9/11/20.

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

- We have a bulletin board that is centrally located for all staff to view ODE safety requirements, guidelines. Staff lounge and emailed to staff on 9/11/20
- Staff understand that questions/concerns about:
 - Your school's overall safety plan implementation should be made to your site's safety team for resolution. If resolution cannot be achieved, staff can contact Paul Dean who will problem solve with the district safety team and your school safety team.
 - An individual's (student/staff/visitor) lack of adherence to safety practices should be made to your principal for resolution. If concerns still persist, human resources will assist with staff issues, student issues will be addressed by the most appropriate personnel (SPED, nurses, behavioral coaches) and we advise that visitor issues be taken up with the appropriate level leader.
 - Clarity about ODE blueprint guidelines can be made to Paul Dean
 - Health related matters can be addressed by your school nurse. Kevin Collins
 - Presumptive or confirmed COVID cases are to be directed to Tami Pike

- 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. Emailed 9/9/20 and Staff Lounge
- 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. Sent email on 9/9/20
- Staff understand the district's policy and guidance for staying home from work if they have tested positive or have symptoms of COVID-19. Has been sent in email 9/9/20
- All staff have viewed the COVID-19 training video Pending Report on 9/14

Contact Tracing (1a)

- We have all required contact tracing logs
 - Student logs through synergy and accurate in-person attendance Yes
 - Staff through paper and/or digital logs Yes on 8/28/20
- We have a system for maintaining and storing logs for at least four weeks. Yes in the front office
- We are quickly able to provide our Local Health Authority with tracing logs for students and staff when requested. Yes, kept in the office and google doc
 - 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

Heather Cornett. Office Manager heather.cornett@bend.k12.or.us XXX-XXX-XXXX

Name	Position	Email	Cell phone number
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- 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

Heather Cornett Office Manager heather.cornett@bend.k12.or.us XXX-XXX-XXXX

Name	Position	Email	Cell phone number
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Physical Distancing (1c, 2f)

- Staff have been informed to maintain six feet of physical distancing (when feasible)? Yes, 9/9/20 and signs throughout the building
- 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. Yes, occupancy signs are posted on each door/area
- Physical distancing signage is posted throughout the school. yes
- We have physical distancing markings on floor space (where appropriate). ADD
- We have trained students and staff on physical distancing guidelines. Staff yes 9/19/20
- We have taken precautions to limit the amount of time spent standing in lines by students who are entering and exiting the school by having 3 staff members supervise entrances and exits during high volume times to help maintain social distancing.

- We redirected our traffic flow with one way in the school through main entrance doors to maximize physical distance from students exiting the school through our back gate to load the buses between cohorts. In progress
- We are prepared to make accommodations for students/staff that need additional support and have communicated this publicly. Referring students to RN Kevin Collins, staff to HR.
- We are minimizing interaction between students in different stable cohorts? (i.e. restrooms, common areas, playgrounds, cafeterias) staff in halls and courtyard during passing periods. For extra precaution we are dividing into 2 cohort lunch periods. We will have an A lunch (9/10) and a B lunch (11/12)
- 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. Each classroom has posted maximum capacity posted. Staff has been instructed to remove or tape off any soft surfaces. Teachers will ensure distance between students in classrooms with 6ft distancing.
- Design recess activities that allow for physical distancing and maintenance of stable cohorts.

Cohorts (1d)

- We are maintaining the guidelines for stable cohorts by (a) not grouping students on any demographic or disability criteria, and (b) adhering to cohort size requirements of limited in-person instruction to no more than 10 students and no more than one cohort per student. This info is for LIPI
- We have maximized the best practice of rotating teachers of specific academic content to cohort locations and keeping students in one classroom as much as possible.
- We will adhere to the cohort requirements of:
 - limited in-person: 1.) no more than 10 students at a given time, 2.) students cannot be part of more than two cohorts (including transportation) in any given week. 3.) any one staff member cannot interact with more than 3 cohorts in a given day, and five in a week. 4.) The absolute number of students who can be in the building any given week is 250.
 - in-person instruction: 1.) student cohorts will not exceed 100 people within the educational week (ODE recommends stable cohort size of 24-36 based on space, with recommendations to go even smaller when feasible)
- What is the average range of your cohort sizes within your school during hybrid instruction? Cohort A 55 student 9th /10th and Cohort B 60 students 11th/12th.

Visitors/Volunteers (1g)

- Staff understand the guidelines/policies around visitors/volunteers. Email 9/9/20 & in person 9/1/20
- For the time being, NO visitors or volunteers are allowed beyond the lobby/main office. The district is working on protocols to address which visitors and volunteers will be allowed beyond the welcome lobby/main office during our COVID restrictions. Sign posted on front door to school.
- We will log visitors/contractors/itinerant staff for contact tracing QR code and paper

- 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. Yes, same as all staff entering building
- 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. Yes

Face Coverings (1h, 2n) TBA for the return to full students return.

- Face coverings will be worn by all staff, contractors, other service providers, or visitors or volunteers. Individuals may remove their face coverings while working alone in private offices.
- Face coverings will be worn by all students in grades Kindergarten and up
- 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 should not be left alone or unsupervised;
 - Designated area or chair should 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.

Personal Protective Equipment PPE (1h)

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

If you need to order more, please designate one person from your location to order when supplies get low. Order from the distribution center at PPESupplies@bend.k12.or.us Heather Cornett and RN Kevin are BTA’s contact to order.

Isolation Protocols (1i)

- All staff understand the isolation and quarantine protocols outlined in our district’s [Exclusion & Quarantine of COVID-19 Cases in the School Setting Flowchart](#)
- 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. In person staff meeting 9/1/20
- School nurses have trained staff on your school’s isolation and quarantine protocols and the use of medical grade PPE Coming soon
- Your school’s isolation rooms have been identified and equipped to handle staff/students displaying COVID-19 symptoms. Our isolation rooms are located
 - Health Room with adjacent restroom
 - Tiny office, Restroom across from counseling office and room 204a
 - Room 204a

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

- 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. Multiple Hand sanitizing stations have been placed throughout the school in high traffic areas. We have expanded 2 cleaning stations into 3 so we have more easy access for everyone.
- We are only using approved hand sanitizer from the district's custodial supply. Yes
- 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. Yes, cleaning signs throughout the building
- Staff who interact with multiple stable cohorts will wash/sanitize their hands between interactions with different stable cohorts. Yes, and clean surfaces

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 This should be done through Andrew Sawyer.

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. None planned to date
- Students will be discouraged to bring personal property to school (e.g., ~~refillable water bottles~~, 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 should 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. Will do via parent email
- 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. Done in a staff email
- 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. If necessary, communicate with HR if an issue arises. Working on bell schedule

Arrivals/Dismissals (2e, 1f)

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

We are implementing one way in one way out. All students will enter through our main entrance and exit through our back gate and walk around the front of the school to ride the bus or be picked up. We

will have 3 staff members monitoring social distancing. We will have cleaning stations at both entry and exit for students to use.

- We have assigned staff to conduct screening of COVID-19 symptoms as students enter the building. 3 staff for arrival and departure
- Staff have been trained in symptom screening. (cough, fever of greater than 104.4°F, chills, shortness of breath, difficulty breathing) email on 9/8/20 and in person 9/1/20 and 9/8/20

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.
- We will designate playground and shared equipment solely for the use of one cohort at a time. Disinfect at least daily or between use as much as possible
- We will clean, sanitize, and disinfect frequently touched surfaces (e.g. door handles, sink handles, drinking fountains, transport vehicles) and shared objects (e.g., toys, games, art supplies) between uses multiple times per day.
- 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.
- Questions about cleaning and disinfecting should be made first to your head custodian, then Walt Norris and lastly Terry Cashman.
 - This has been done by email and in person
 - See Walt's email to Andrew

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 in bags to be eaten in classroom
 - how/where lunch will occur, 2 lunch times for cohorts
 - 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. Drills scheduled already
- We will train staff on safety drills prior to students arriving on the first day on campus in hybrid or face-to-face engagement. Yes
- 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. Yes
- 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). Yes
- 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). Yes
- 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). Yes
- We will report the completion of our drills to the district office (Marsha Baro). Yes

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

- Our staff (school administrators, school nurses, office staff) know the protocol to contact Tami Pike if a staff member has a presumptive or confirmed case of COVID-19. We will notify Kevin Collins if a student has presumptive or confirmed case of COVID-19

Resources

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

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

Bend-La Pine Schools Operational Blueprint Management Plan - [Operational Blueprint Management Plan](#)

Bend-La Pine Schools COVID-19 Cleaning and Disinfecting Plan - [COVID-19 Cleaning and Disinfecting Plan](#)

[Exclusion & Quarantine of COVID-19 Cases in the School Setting Flowchart](#)

Bend-La Pine Schools COVID-19 Communicable Disease Management Plan - [COVID-19 CDM Plan](#)

Bend-La Pine Schools PPE Supply Request Email Link - PPEsupplies@bend.k12.or.us

Names of the People and who contributed to this document:

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