

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.
Minutes from safety teams will be stored using Google Drive.
- Safety meeting minutes will be made available to all school employees.
Minutes from safety teams will be available upon request; additionally, a QR code to the digital document will be created and posted on the Safety Bulletin Board in the Staff Workroom.

Organizational Chart

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

Organizational chart will be posted on the Safety Bulletin Board in the Staff Workroom.

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.

The Safety Bulletin Board is located in the staff workroom.

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

Pacific Crest Middle 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).

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

- (1) Make a copy of this COVID-19 Safety Checklist for your school; (2) save it with “[Your school] COVID Checklist 10-30-2020 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?

Ryan Kelling ***ryan.kelling@bend.k12.or.us*** ***541-355-7802 (o) 415-203-8007 (c)***

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

Ryan Kelling ***ryan.kelling@bend.k12.or.us*** ***541-355-7802 (o) 415-203-8007 (c)***

- All staff members know who the designated guideline enforcement staff member is
The Organizational Chart posted on the Safety Bulletin Board in the Staff Workroom contains this information.
- The contact information for the designated staff member has been posted on the staff bulletin board
The Organizational Chart posted on the Safety Bulletin Board in the Staff Workroom contains this information.
- Designate a single point-person at each school to establish, implement, support and enforce all RSSL health and safety protocols, including face coverings and physical distancing requirements, consistent with this guidance and other guidance from OHA. This role should be known to all

staff in the building with consistent ways for licensed and classified staff to access and voice concerns or needs.

Ryan Kelling

ryan.kelling@bend.k12.or.us

541-355-7802 (o) 415-203-8007 (c)

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

- We have a bulletin board that is centrally located for all staff to view ODE safety requirements, guidelines.

The Safety Bulletin Board is located in the staff workroom.

- Staff understand to follow [this flow chart](#) for questions/concerns about COVID-19 safety issues.
This information is available to staff via the “Pacific Crest Covid-19 Safety Guidelines” document, which is shared electronically to staff and is available via QR Code on the Safety Bulletin Board in the Staff Workroom.

- Create a simple process that allows for named and anonymous sharing of concerns that can be reviewed on a daily and weekly basis by the designated RSSL building point-person. Example: Anonymous survey form or suggestion box where at least weekly submissions and resolutions are shared in some format.

This information is available to staff via the “Pacific Crest Covid-19 Safety Guidelines” document, which is shared electronically to staff and is available via QR Code on the Safety Bulletin Board in the Staff Workroom.

- 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.
The Organizational Chart posted on the Safety Bulletin Board in the Staff Workroom contains this information.

- 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.
This information is available to staff via the “Pacific Crest Covid-19 Safety Guidelines” document, which is shared electronically to staff and is available via QR Code on the Safety Bulletin Board in the Staff Workroom.

- Staff understand the symptoms of COVID-19.
This information is available to staff via the “Pacific Crest Covid-19 Safety Guidelines” document, which is shared electronically to staff and is available via QR Code on the Safety Bulletin Board in the Staff Workroom.

- Staff understand the district’s policy and guidance for staying home from work if they have symptoms of COVID-19.

This information is available to staff via the “Pacific Crest Covid-19 Safety Guidelines” document, which is shared electronically to staff and is available via QR Code on the Safety Bulletin Board in the Staff Workroom.

- 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

This information is available to staff via the “Pacific Crest Covid-19 Safety Guidelines” document, which is shared electronically to staff and is available via QR Code on the Safety Bulletin Board in the Staff Workroom.

- Staff are aware that this school safety plan is uploaded to the [Return To School website](#) and viewable by the public

This information is available to staff via the “Pacific Crest Covid-19 Safety Guidelines” document, which is shared electronically to staff and is available via QR Code on the Safety Bulletin Board in the Staff Workroom.

- Your staff has met either in-person or virtually to discuss the details of this plan
This plan has been discussed at WebEx staff meetings.

- Plans for systematic disinfection of classrooms, common areas, offices, table surfaces, bathrooms and activity areas.

This information is available to staff via the “Pacific Crest Covid-19 Safety Guidelines” document, which is shared electronically to staff and is available via QR Code on the Safety Bulletin Board in the Staff Workroom.

- How have the details of this plan been shared with your parent/student community?

This plan will be uploaded to the “Return to School” website and was shared via Lisa Birk’s weekly communication home to families 1/8/2021

- All staff have viewed the COVID-19 training video

This was made available to staff 9/4, 9/15, and 9/23.

Contact Tracing (1a)

- We have all required contact tracing logs

- Student logs through Synergy and accurate in-person attendance

Tami Nielsen, Attendance Secretary, will manage these logs.

- Staff through paper and/or digital logs

Deb Mullen, Office Manager, will manage these logs.

- We have a system for maintaining and storing logs for at least four weeks

BLS Staff logs maintained and stored via Google Form; visitor/non-staff paper logs to be stored for a minimum of four weeks.

- We are quickly able to provide our Local Health Authority with tracing logs for students and staff when requested.

Deb Mullen, Office Manager, or Tami Nielsen, Attendance Secretary, will provide these logs when necessary.

- 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

Tami Nielsen	Attendance Secretary	tami.nielsen@bend.k12.or.us	541-355-7821
Name	Position	Email	Office phone number
	<input type="checkbox"/> 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		

Deb Mullen	Office Manager	deb.mullen@bend.k12.or.us	541-355-7801
Name	Position	Email	Office phone number

Physical Distancing (1c, 2f)

- Staff must maintain physical distancing during all staff meetings and conferences, or consider remote web-based meetings.
This information is available to staff via the “Pacific Crest Covid-19 Safety Guidelines” document, which is shared electronically to staff and is available via QR Code on the Safety Bulletin Board in the Staff Workroom.
- 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.
All rooms have the maximum occupancy signs posted.
- Physical distancing signage is posted throughout the school. ***Placement decisions are currently being made.***
- We have physical distancing markings on floor space (where appropriate).
Placement decisions are currently being made.
- We have trained students and staff on physical distancing guidelines.
Initial staff training completed via “Pacific Crest Covid-19 Safety Guidelines” ; student training will be initiated in Advisory classes and completed upon student re-entry.
- We have taken precautions to limit the amount of time spent standing in lines by students?
 - Developing guidelines around student restroom usage (both location and volume), grade-level defined entrances and exits into/from building, will work with Nutrition Services for food service. Working to create plans for staff supervision of cohorts before and after instructional time to minimize co-mingling of cohorts while awaiting transportation to/from school.***
- We redirected our traffic flow (one-way when possible) to maximize physical distancing.
Developing traffic flow patterns in each hallway, minimizing entrances and exits of building.
- We have staggered students accessing common areas (like hallways and the cafeteria) to small cohorts.
In process.
- We are prepared to make accommodations for students/staff that need additional support and have communicated this publicly.
This information is available to staff via the “Pacific Crest Covid-19 Safety Guidelines” document, which is shared electronically to staff and is available via QR Code on the Safety Bulletin Board in the Staff Workroom. Information to students and families was distributed electronically on 9/25.

- ❑ We are minimizing interaction between students in different stable cohorts?
Creating grade-level defined entrances and exits into/from building, restroom location and volume management.
- ❑ 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.
In process.
- ❑ Design recess activities that allow for physical distancing and maintenance of stable cohorts.
Outside activities will be limited by cohort.

Outside Learning Space Defined

Outside learning space means an open-air space, or a structure with at least 75% of the area of its sides open for airflow. For a school to offer multiple outdoor learning spaces there must be sufficient space to accommodate the number of students and staff in any outside learning space with 6 feet of separation between all students and staff, a natural or artificial barrier separating the spaces, separate drop-off and exit sites, separate bathroom and handwashing facilities, and separate food distribution centers. Separate learning spaces should not have any mingling of individuals between the spaces.

- ❑ If implementing Learning Outside guidance, establish an outside learning space for learning that maintains a minimum 35 square feet per person.
This information is available to staff via the "Pacific Crest Covid-19 Safety Guidelines" document, which is shared electronically to staff and is available via QR Code on the Safety Bulletin Board in the Staff Workroom. Information to students and families was distributed electronically on 9/25.
- ❑ Within this design, educators should have their own minimum of 35 square feet and the design of the learning environment must allow for some ability for the educator to move through the room efficiently and carefully without breaking 6 feet of physical distance to the maximum extent feasible.
This information is available to staff via the "Pacific Crest Covid-19 Safety Guidelines" document, which is shared electronically to staff and is available via QR Code on the Safety Bulletin Board in the Staff Workroom. Information to students and families was distributed electronically on 9/25.

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.

Completed

- ❑ 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.

Completed.

- ❑ We will adhere to the Limited In Person Instruction (LIPI) guidelines outlined [here](#)

We are adhering to the LIPI guidelines as outlined.

- ❑ 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)? ~22
- ❑ Minimize the number of staff that interact with each cohort to the extent possible, staff who interact with multiple stable cohorts must wash/sanitize their hands between interactions with different stable cohorts.

This information is available to staff via the “Pacific Crest Covid-19 Safety Guidelines” document, which is shared electronically to staff and is available via QR Code on the Safety Bulletin Board in the Staff Workroom. Information to students and families was distributed electronically on 9/25.

Public Health Communication and Training (1e)

- ❑ Offer initial training to all staff prior to being in-person in any instructional model. Training could be accomplished through all staff webinar, narrated slide decks, online video, using professional learning communities, or mailing handouts with discussion. Training cannot be delivered solely through the sharing or forwarding information electronically or in paper copy form as this is an insufficient method for ensuring fidelity to public health protocols (see section 8b for specific training requirements). Note: Instructional time requirements allow for time to be devoted for professional learning that includes RSSL training.

Such training was provided to all staff prior to LIPI and will be provided to all staff prior to initiating hybrid instruction.

- ❑ Periodic interval training also keeps the vigilance to protocols ever present when fatigue and changing circumstances might result in reduced adherence to guidance.

Periodic interval training will be conducted to maintain familiarity and vigilance with guidance and recommendations.

- ❑ 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

This information is available to staff via the “Pacific Crest Covid-19 Safety Guidelines” document, which is shared electronically to staff and is available via QR Code on the Safety Bulletin Board in the Staff Workroom.

Visitors/Volunteers (1g)

- Diligently screen all visitors/volunteers for symptoms and ask questions about symptoms and any close contact with someone diagnosed with COVID-19 upon every entry. Restrict from school property any visitor known to have been exposed to COVID-19. See the COVID-19 Exclusion Summary Guide.
- Staff understand the guidelines/policies around visitors/volunteers.
This information is available to staff via the “Pacific Crest Covid-19 Safety Guidelines” document, which is shared electronically to staff and is available via QR Code on the Safety Bulletin Board in the Staff Workroom.
- 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.
This information is available to staff via the “Pacific Crest Covid-19 Safety Guidelines” document, which is shared electronically to staff and is available via QR Code on the Safety Bulletin Board in the Staff Workroom.
- We will log visitors/contractors/itinerant staff for contact tracing
All entrants to building will sign in via digital or paper check-in. BLS Staff logs maintained and stored via Google Form; visitor/non-staff paper logs to be stored for a minimum of four weeks.
- 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.
Signage posted for mandated face coverings and social distancing; office staff will direct to wash hands upon entry and exit; staff with whom contractors/authorized visitors are interacting will screen for symptoms.
- 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.
This information is available to staff via the “Pacific Crest Covid-19 Safety Guidelines” document, which is shared electronically to staff and is available via QR Code on the Safety Bulletin Board in the Staff Workroom.

Face Coverings (1h, 2n)

Face coverings are required for all students in grades kindergarten and up, along with all staff. Certain accommodations for medical needs or disability are noted in the guidance below. Student or family refusal to wear appropriate face covering for a values-based reason then dictates that educational needs be met through Comprehensive Distance Learning. Staff refusal to wear appropriate face coverings should be addressed according to established school or district processes.

In October 2020 it was established that people without symptoms can spread the virus that causes COVID-19, and this is a significant contributor to person-to-person spread. Face coverings decrease the spread of COVID-19 as “source control” of a contagious person’s respiratory secretions. Use of face coverings does not change physical distancing requirements. In addition, evidence continues to suggest

that airborne transmission plays a role in the spread of COVID-19, via exposure to small droplets and aerosols that contain the virus and can linger in the air for minutes to hours. This means the virus may be able to infect people who are farther than 6 feet away from the person who is infected, especially in enclosed indoor spaces, when people are shouting, singing or exercising, and when air ventilation is suboptimal.

❑ **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.

❑ Face coverings or face shields for all staff, contractors, other service providers, visitors or volunteers following CDC guidelines for Face Coverings. Individuals may remove their face coverings while working alone in private offices or when separated by more than 6 feet in outside learning spaces. Face shields are an acceptable alternative only when a person has a medical condition that prevents them from wearing a mask or face covering, when people need to see mouth and tongue motions in order to communicate, or when an individual is speaking to an audience for a short period of time and clear communication is otherwise not possible.

Accommodations under ADA or IDEA and providing FAPE while attending to Face Covering Guidance

Students who abstain from wearing a face covering, or students whose families determine the student will not wear a face covering during On-Site instruction must be provided access to instruction.

Comprehensive Distance Learning can and should be provided when this decision is values-based. However, additional provisions do apply to students protected under ADA and IDEA.

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

This information is available to staff via the “Pacific Crest Covid-19 Safety Guidelines” document, which is shared electronically to staff and is available via QR Code on the Safety Bulletin Board in the Staff Workroom.

- Employers are required to provide masks, face coverings, or face shields for all staff, contractors, other service providers, visitors and volunteers.

These masks are available.

- Face coverings or face shields will be worn by all students in grades Kindergarten and up.
Signage posted in the building, staff are of requirement for students to wear face covering or face shields.
- 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.

Staff is aware of these requirements.

- 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

Staff is aware of these requirements.

- Please note, face coverings need to be worn even when staff are behind plexiglass barriers.

This information is available to staff via the “Pacific Crest Covid-19 Safety Guidelines” document, which is shared electronically to staff and is available via QR Code on the Safety Bulletin Board in the Staff Workroom.

Personal Protective Equipment PPE (1h)

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

Supply levels maintained by Christina Johanesen, Community Engagement and Athletics Secretary, and Tami Nielsen, Attendance Secretary

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

Transportation (2i)

- Face coverings for all students, applying the guidance in section 1h to transportation settings. This prevents eating while on the bus.
- Take all possible actions to maximize ventilation: Dress warmly, keep vents and windows open to the greatest extent possible.

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

This information is available to staff via the “Pacific Crest Covid-19 Safety Guidelines” document, which is shared electronically to staff and is available via QR Code on the Safety Bulletin Board in the Staff Workroom.

- Protocols for screening students, as well as exclusion and isolation protocols for sick students and staff identified at the time of arrival or during the school day. See the COVID-19 Exclusion Summary Guide.

This information is available to staff via the “Pacific Crest Covid-19 Safety Guidelines” document, which is shared electronically to staff and is available via QR Code on the Safety Bulletin Board in the Staff Workroom.

- Work with school nurses, health care providers, or other staff with expertise to determine necessary modifications to areas where staff/students will be isolated. If two students present COVID-19 symptoms at the same time, they must be isolated at once. If separate rooms are not available, ensure that six feet distance is maintained. Do not assume they have the same illness. Consider if and where students and staff will be isolated during learning outside. Create a comfortable outdoor area for isolation or follow plan for in-building isolation.

Isolation room protocols have been established and remain fluid in order to meet new guidance.

- Students and staff who report or develop symptoms must be isolated in a designated isolation area in the school *or outside learning space*, with adequate space and staff supervision and symptom monitoring by a school nurse, other school-based health care provider or school staff until they are able

to go home. Anyone providing supervision and symptom monitoring must wear appropriate face covering or face shields.

- The school must provide a remote learning option for students who are required to be temporarily off-site for isolation and quarantine*

- 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 ***For Limited In-Person Instruction, this has been achieved. Additional training to be provided to staff prior to initiating hybrid schedule.***

- All staff understand the isolation and quarantine protocols outlined in our district's [Exclusion & Quarantine of COVID-19 Cases in the School Setting Flowchart](#) ***This flowchart is posted on the Safety Bulletin Board in the Staff Workroom. Additionally, this information is available to staff via the "Pacific Crest Covid-19 Safety Guidelines" document, which is shared electronically to staff and is available via QR Code on the Safety Bulletin Board in the Staff Workroom.***

- School nurses have trained staff on your school's isolation and quarantine protocols and the use of PPE
Plan in development.

- 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 Counseling Office Conference Room
Initial isolation room identified and in process of being set up; awaiting further guidance re: need to prep additional spaces for isolation rooms to avoid cohort co-mingling.

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

- All people on campus shall be advised and encouraged to frequently wash their hands or use hand sanitizer.
This information is available to staff via the "Pacific Crest Covid-19 Safety Guidelines" document, which is shared electronically to staff and is available via QR Code on the Safety Bulletin Board in the Staff Workroom. Dispensers are posted throughout the building.

- 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.
Installed week of 9/14.

- We are only using approved hand sanitizer from the district's custodial supply.
Installed week of 9/14.

- 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.
Signage posted in restrooms, lunchroom, and high-traffic areas. Additional signage to be posted at classroom sinks.

- 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.
Signage posted in restrooms, lunchroom, and high-traffic areas. Additional signage to be posted at classroom sinks.

- After using the restroom students must wash hands with soap and water for 20 seconds. Soap must be made available to students and staff.

Signage posted in restrooms, lunchroom, and high-traffic areas. Additional signage to be posted at classroom sinks.

- Staff who interact with multiple stable cohorts will wash/sanitize their hands between interactions with different stable cohorts.

This information is available to staff via the “Pacific Crest Covid-19 Safety Guidelines” document, which is shared electronically to staff and is available via QR Code on the Safety Bulletin Board in the Staff Workroom. Additional signage to be posted in classrooms.

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

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.

All such events have been cancelled, postponed, or moved to an online format via WebEx.

- 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 non-bottle-filling water stations, we decided that refillable water bottles are okay if they are labeled with a student’s name.

All materials that are non-pertinent to instruction are discouraged/prohibited.

- Personal Property: Establish policies for identifying personal property being brought to school (e.g., refillable water bottles, school supplies, headphones/earbuds, cell phones, books, instruments, etc.).

This information is available to staff via the “Pacific Crest Covid-19 Safety Guidelines” document, which is shared electronically to staff and is available via QR Code on the Safety Bulletin Board in the Staff Workroom and available to students and families via weekly communication. Additional signage to be posted in classrooms.

- Provide signage and restrict access to outdoor equipment (including sports equipment, etc.) ***In process.***

- Design recess activities that allow for physical distancing and maintenance of stable cohorts. ***Outside time following lunch will be restricted based on grade level.***

- Limit the number of employees gathering in shared spaces. Restrict use of shared spaces such as conference rooms, break rooms, and elevators by limiting occupancy or staggering use, maintaining six feet of distance between adults. Establish a minimum of 35 square feet per person when determining room capacity. Calculate only with usable space, understanding that

tables and room set-up will require use of all space in the calculation. Note: The largest area of risk is adults eating together in break rooms without face coverings.

This information is available to staff via the “Pacific Crest Covid-19 Safety Guidelines” document, which is shared electronically to staff and is available via QR Code on the Safety Bulletin Board in the Staff Workroom.

- Establish and clearly communicate procedures for keeping caregiver drop-off/pick-up as brief as possible.

Drop-off and pick-up procedures will be shared with public week of 1/11/2021.

- Diligently screen all students and staff for symptoms on entry to bus/school/outside learning space every day. This can be done visually as well as asking students and staff about any new symptoms or close contact with someone with COVID-19. For students, confirmation from a parent/caregiver or guardian can also be appropriate. Staff members can self-screen and attest to their own health, but regular reminders of the importance of daily screening must be provided to staff. Self-screening of adult staff members can be efficient but also problematic if not held to the highest of standards and building a culture where staff don't sign-in when they have symptoms that should have them staying or working from home.

This information is available to staff via the “Pacific Crest Covid-19 Safety Guidelines” document, which is shared electronically to staff and is available via QR Code on the Safety Bulletin Board in the Staff Workroom.

- 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.

For Limited In-Person Instruction, this has been achieved. Plan in place.

Arrivals/Dismissals - Entry and Screening (2e, 1f)

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

Students will enter PCMS through one of two doors and will head directly to that day's first class. Students will exit through one of 5 doors immediately upon the conclusion of school.

- We have assigned staff to conduct screening of COVID-19 symptoms as students enter the building.

Visual symptom screening materials have been made available to all staff.

- Staff have been trained in symptom screening. (cough, fever of greater than 100.4°F, chills, shortness of breath, difficulty breathing)

Completed

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

- 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. Maintain clean and disinfected (CDC guidance) environments, including classrooms, cafeteria settings and restrooms. Provide time and supplies for the cleaning and disinfecting of high-touch surfaces between multiple student uses, even in the same cohort.

This information is available to staff via the “Pacific Crest Covid-19 Safety Guidelines” document, which is shared electronically to staff and is available via QR Code on the Safety Bulletin Board in the Staff Workroom.

- We are only using approved cleaning products from the district’s custodial supply.
In-place. ✓
- We will work to ensure that cleaning/disinfecting products are not being brought in from outside the custodial supply. (Clorox wipes, bleach products, etc.)

This information is available to staff via the “Pacific Crest Covid-19 Safety Guidelines” document, which is shared electronically to staff and is available via QR Code on the Safety Bulletin Board in the Staff Workroom.

- We will partner with custodians and maintenance staff to ensure that proper ventilation circulation is in place.
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](#).
All outdoor equipment will be used by only one lunch cohort at a time. Shared equipment will be cleaned at least daily.

- Facilities should be cleaned and disinfected at least daily to prevent transmission of the virus from surfaces
In-place ✓

- Cleaning and sanitizing surfaces (e.g., desks, dry erase boards, door handles, etc.) must be maintained between multiple student uses, even in the same cohort.
Staff have been made aware of requirements via Bend-La Pine Schools COVID-19 Cleaning Protocols.

- Fans *must* not be used in rooms with closed windows and doors, as this does not allow for fresh air to circulate.

This information is available to staff via the “Pacific Crest Covid-19 Safety Guidelines” document, which is shared electronically to staff and is available via QR Code on the Safety Bulletin Board in the Staff Workroom.

- 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).

In-place ✓

- Questions about cleaning and disinfecting should be made first to your head custodian, then Walt Norris and lastly Terry Cashman.

This information is available to staff via the “Pacific Crest Covid-19 Safety Guidelines” document, which is shared electronically to staff and is available via QR Code on the Safety Bulletin Board in the Staff Workroom.

Meal Service/Nutrition (2h)

Young children are not a significant source of spread of COVID-19 . This section provides requirements and recommendations to mitigate risk of COVID-19 transmission during mealtime. Staff supervising mealtime should always wear a face covering and maintain at least 6 feet of physical distance while students are eating and wash hands or use an alcohol-based hand sanitizer after mealtime. Staff should avoid eating with one another in common areas to the greatest extent possible, as this has proven to be a significant source of spread of COVID-19 in workplaces.

- Staff serving meals and students interacting with staff at mealtimes must wear face coverings (see section 1h). Staff must maintain 6 feet of physical distance to the greatest extent possible. If students are eating in a classroom, staff may supervise from the doorway of the classroom if feasible.

This information is available to staff via the “Pacific Crest Covid-19 Safety Guidelines” document, which is shared electronically to staff and is available via QR Code on the Safety Bulletin Board in the Staff Workroom.

- Students and staff must wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol before meals and shall be encouraged to do so after.

This information is available to staff via the “Pacific Crest Covid-19 Safety Guidelines” document, which is shared electronically to staff and is available via QR Code on the Safety Bulletin Board in the Staff Workroom.

- 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

Initial plan has been developed, necessary adjustments to be added as it is rolled out.

- 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.

Training and signage being created to remind students of this requirement.

- 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.

For Limited In-Person Instruction, this is in place. Additional information to be shared with staff week of 1/25/2021

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.

In-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.

For Limited In-Person Instruction, this is in place. Additional information to be shared with staff week of 1/11/2021

- When or if physical distancing must be compromised, drills must be completed in less than 15 minutes.

Plan in place ✓

- 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.

In-place ✓

- 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).

In-place ✓

- 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).

Plan in place ✓

- 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.

For Limited In-Person Instruction, this is in place. Additional plan to be finalized upon confirmation of hybrid schedule.

- We plan to conduct the required safety drills virtually during CDL instruction (including the month of September).

In-place ✓

- We will report the completion of our drills to the district office (Marsha Baro).

In-place ✓

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.

This information is available to staff via the "Pacific Crest Covid-19 Safety Guidelines" document, which is shared electronically to staff and is available via QR Code on the Safety Bulletin Board in the Staff Workroom.

Instructional Models (5b)

All schools should be prepared for Comprehensive Distance Learning in the event of emergency closure, in response to an outbreak, or in the case where the local decision is made to operate in CDL based on advisory health metrics.

This information is being developed currently and will be shared with the community when a model has been developed.

Instructional and Extra-Curricular Activities Requiring Additional Considerations (5f)

- **Visual and Performing Arts** (*Update coming soon*)

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

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