

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

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.

Westside Village

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. Westside village is dedicated to follow these guidelines to the maximum extent possible.

Our School safety teams has used this checklist to help ensure we 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 document verifies that Westside Village Magnet School has 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?

Wendy Winchel Wendy.winchel@bend.k12.or.us 541-408-3894

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

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 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 building personnel (SPED, nurses, behavioral coaches, counselor) 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.
 - 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.
- Building principal 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 tested positive or have symptoms of COVID-19.
- 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.
- **Marcie Gibson**, Position: Office Manager, email Marcie.gibson@bend.k12.or.us and cell phone number: 770-855-8344 **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.**
- **Marcie Gibson**, Position: Office Manager, email Marcie.gibson@bend.k12.or.us and cell phone number: 770-855-8344 **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**

Physical Distancing (1c, 2f)

Westside Village students are separated by three feet when other safety measures are in place including masking, hand-hygiene, minimizing of shared materials, students facing in the same direction (when possible) and regular disinfecting of surfaces. *(Six feet of social distancing, to the greatest extent possible, is the norm for most all other instances like staff-to-staff and staff-to-student interactions, in common areas like hallways, cafeterias, locker rooms, when eating, when rehearsing in music classes, when exerting themselves in physical activity, when entering/exiting the buildings, lining up and when interacting with other distinct cohorts.)*

- Staff have been informed to maintain six feet of physical distancing (when feasible.)
- 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. **However, classrooms are organized around the 3 feet social distancing guidelines.**
 - WVMS classrooms are now organized classrooms where students are separated by three feet while other safety measures are in place including masking, hand-hygiene, minimizing of shared materials, students facing in the same direction (when possible) and regular disinfecting of surfaces.
- Physical distancing signage is posted throughout the school.
- We have physical distancing markings on floor space (where appropriate).
- We have trained students and staff on physical distancing guidelines.
- We have taken precautions to limit the amount of time spent standing in lines by students?
 - There will be a designated time that each cohort will be excused to get lunch. There will be 6-foot distancing posted where the kids are going to pick up their lunch, to the maximum extent possible. A staff member will be directing traffic. Students will not stand in lines to exit or enter the building. We will have staff placed in specific locations to greet and help maintain 6-foot physical distancing to help with traffic flow.
- We redirected our traffic flow (one-way when possible) to maximize physical distancing.
- We have students going up one stairway (the secret stairway) and coming down the main stairway.
- We will manage traffic flow in the halls by teaching children to walk on the right hand side, creating one-way corridors, with the exception of the front hall.
- The front hall will be managed by staff and training students to walk on the right hand side. Reminder stickers and posters will be posted to help remind students to maintain 6-foot distancing.
- We will use different entries and exits to the building when possible. Cohorts will be assigned an entry, exit and hallway. In our building we have one main hallway to the exit out the front. The cohorts that will be assigned the main hallway will have an adult with them.
- 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)
- Recess (safe play) have been designed to allow activities that allow for physical distancing and students will have an area of the playground to help maintenance of stable cohorts to the maximum extent possible.
- Lunch and snack will be eaten outdoors.
- Students will be required to do their best to maintain 6 feet apart while eating lunch.
- Lunch time will not exceed 15 minutes. Special accommodations will be made for students that need longer.

- Since staff must remove their face covers (masks) during eating and drinking, staff should eat snacks and meals independently, and not in staff rooms when other people are present or at least 6 feet apart
- Supervision for physical distancing especially while masks are off will be expected by all staff.
- Students are distributed across multiple common spaces to avoid overcrowding in any one area during play and eating.

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 in-person instruction to no more than 36 students *to the maximum extent possible* and carefully organizing students when they are part of more than one stable cohort a day.

- Each cohort has a system to ensure contact tracing using daily cohort logs or individual logs for bussing and after school activities.
- 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.
- Cohorts are created with diverse groups of students that would typically be grouped in schools.

Entry and Screening (1f.)

All elementary and middle school age students will be welcomed at the beginning of the day and screened for symptoms on site every day.

- Visually screen for symptoms
- Greeting students and asking students and staff about any new symptoms or close contact with someone with COVID-19.
- When appropriate for students asking for confirmation from a parent/caregiver or guardian about COVID symptoms or contact.
- We will have signage out by each entrance and exit to remind kids, public, families to 6-foot distance. Families will wait in their car until they are greeted.
- Riders and walkers will be greeted as well and welcomed into the building. We will have several staff out in front to help greet.
- We have staggered students accessing common areas (like hallways and the cafeteria) to small cohorts.

Visitors/Volunteers (1g)

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.

- Staff understand the guidelines/policies around visitors/volunteers.
- 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)

Face coverings (masks) will be worn by all students in grades Kindergarten-eighth grade both indoors and outdoors at all times.

- 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.
- Face coverings (masks) 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 mask
 - 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, we will limit the student’s proximity to students and staff to the extent possible to minimize the possibility of exposure
- Face coverings need to be worn even when staff are behind plexiglass barriers.
- Students singing outdoors, 6 feet apart may remove their face coverings for a limited class period.

Personal Protective Equipment PPE (1h)

We have enough face coverings (masks) for staff and student. All staff and students are expected to wear masks.

- If we need to order more, please designate one person from your location to order when supplies get low. Be sure to specify a disposable mask. * Order from the distribution center at 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.

- 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

- School nurses have trained staff on your school's isolation and quarantine protocols and the use of medical grade 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 two rooms of the main office which includes the Principal's office and the Mini Conference Room.

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. Students are required to sanitize hands after entering the building and/or moving to a different learning area.

- 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.
- Staff is responsible for consistently reminding students to sanitize and or wash hands in between class periods or rotations.
- Staff who interact with multiple stable cohorts will wash/sanitize their hands between interactions with different stable cohorts. *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.
- Students will be discouraged from bringing personal property to school. If personal items are brought to school, they must be labeled prior to entering school and use should be limited to the item's owner. We will close non-bottle-filling water stations. Refillable water bottles must be labeled with a student's name. (We will put in a work order for more water bottle filling stations.)
- We will limit staff rooms, common staff lunch areas, elevators and workspaces to maintaining six feet of distance between adults.
- Establish and clearly communicate procedures for keeping caregiver drop-off/pick-up as brief as possible.
- We are providing ample time for teacher unsupervised lunch and prep times to the maximum extent 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.

Arrivals/Dismissals (2e, 1f)

Stable cohorts will arrive and depart at predetermined entry/exit locations at the school. Staff will check for COVID symptoms as children arrive, then direct students to sanitize, and direct to their designated classroom or pick up zone. When all students are dropped off, staff will greet them and ask them to wait to enter the building to allow 6-foot distancing entry and hallway walking. Students will not mix with others until they are up in their cohort room. The entire entry will be keeping a 6-foot distance from other children. We have 5 different groups entering the building in four different locations. Bus and Camp care students enter 60-45 minutes before regular doors open. We have a staggered dismissal time and students are picked up or meet at their drop off zone.

- Students from the Daycare Program (WVMS Early and After Care Camp) will be dropped off in the front of the building and enter the Great room Door. Staff will greet and check for COVID symptoms.
- Bus students will be dropped off at bus drop off and enter through the delivery door 45 minutes before doors are opened. They will be greeted and head to the playground for a fitness time and then breakfast. **In inclement weather:** Students will head to a designated cohort area in the Great Room (gym.)
- Walking, riding, and car-drop students in K/1 will drive through to the main door. Staff will greet students as parents are driving through and direct students to the entry, helping maintain 6-foot distancing. They will walk through the main doors, directed to sanitize hands, be directed to receive breakfast outside, or continue down the hallway to their designated classroom.
- Walking, riding, and car-drop students in 2/3 grades (younger cohort) will be dropped off on 13th street. They will be greeted by an adult, enter the playground, sanitize hands, and stop for breakfast outside or continue walking to enter the playground backdoor, and head to their designated classrooms. (Cohorts will remain together and 6-foot distancing will be monitored by staff.)
- All 4/5th grade students (older cohort) will be dropped off on 12th street and enter through Landon's Gate. They will be greeted by an adult, enter the playground, sanitize hands, and stop for breakfast outside or continue walking to enter the playground backdoor, and head to their designated classrooms. (Cohorts will remain together and 6-foot distancing will be monitored by staff.)
- All 6-8th graders (2 Elders cohorts) will be dropped off on 12th street and enter through the delivery door. They will be greeted by an adult, enter the school, sanitize hands, and stop for breakfast outside or continue walking to enter their designated classrooms. One cohort will meet in the library and the other cohort will meet in the Elder rooms, put their bags away, gather materials and head to the Great Room for class. (Cohorts will remain together and 6-foot distancing will be monitored by staff.)

The exit plan will be very similar to the entry plan:

- After Care Camp students will be walked to the Great Room (gym) and they will leave through that door. These students are not picked up until 4-5:30 PM.
- Bus kids will leave early. They will go through the delivery door with an adult. Waiting for the bus while maintaining 6 feet apart.
- Students will be excused from their cohorts in groups with a staff member in each group.

- Our K/1 cohort families will exit the front door and walk to their cars, bikes or family. Students will be walked to the front door and excused in a manner that will keep them 6 feet apart. Our goal is to have students and families create a designated spot where parents will park for pick up. Staff will help students meet up with their families. (Parents of this cohort may not park on 13th street.) Their parking areas are in the front of the school in the parking lot and on Lexington Street. Overflow is on 11th street.
- Our 2/3 cohort families pick their students up on 13th street. Students will be walked to 13th street via the playground door and delivered to vehicles, families, and to their bikes. (This includes walkers and bikers) Our goal is to have students and families create a designated spot where parents will park for pick up. Staff will help students meet up with their families.
- Our 4/5 cohort families will pick their students up on 12th street by Landon's Gate. Students will be walked to 12th street via the Secret Staircase exit door and delivered to vehicles, families, and to their bikes. (This includes walkers and bikers) Our goal is to have students and families create a designated spot where parents will park for pick up. Staff will help students meet up with their families.
- Our 6-8 cohort families will pick their students up on 12th street by the Delivery Door and apple trees. Students will be walked to 12th street via the Delivery Door and delivered to vehicles, families, and to their bikes. (This includes walkers and bikers) Our goal is to have students and families create a designated spot where parents will park for pick up. Staff will help students meet up with their families
- 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 (2)j, see the Bend-La Pine Schools [COVID-19 Cleaning and Disinfecting Plan](#))

We are following the BLP cleaning and disinfecting program. All staff are responsible for maintaining the cleaning and disinfecting plan. Staff will ask for help when specialized cleaning is needed and otherwise sanitize between each classroom or learning space usage.

- 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.
- All shared objects and 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 students, 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.
 - We have a cleaning and disinfecting schedule. All areas will be cleaned and disinfected after use including the playground.

Meal Service/Nutrition (2h)

Meal services/nutrition staff have been involved in planning for school reentry and collaborate to make changes when needed. At designated meal or snack times, students may remove their face coverings (masks) to eat or drink but must maintain six feet of physical distance from others, and must put face coverings (masks) back on after finishing the meal or snack. Meals will be 15 minutes long.

- breakfast will be distributed in the morning: Students will eat outside. In inclement weather we will eat in small groups in designated spaces.
- Students will eat breakfast in a staggered manner.
- Students will eat lunch outside in their cohort areas. In inclement weather we will eat in small groups in designated inside spaces.
- We have also made a plan on how to use our Great Room (gym) to seat students for inclement inside eating.
- Lunch and snack will be eaten outdoors.
- Staff will serve snack and lunch from cohort carts. Students will receive their lunch and snack from their cohort cart.
- Afternoon snack is delivered to students via their exit doors. Each cohort has a cart for their
- Students will be required to maintain 6 feet apart while eating lunch.
- All meal times will not exceed 15 minutes.
- Special accommodations will be made for students that need longer
- Since staff must remove their face covers (masks) during eating and drinking, staff should eat snacks and meals independently, and not in staff rooms when other people are present or at least 6 feet apart.

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)

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

[Return To School website](#)

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

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

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

Names of the People and who contributed to this document:

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Name: Leah Parsons, Title: Lead Teacher, ICCL

Name: Marcie Gibson, Title: Office Manger

Name: Jill Moore, Title: K-8 Teacher

Name: Lisa Fairman, Title: Inclusion Specialist

Name: James Sites, Title: Inclusion/Regular EA

Name: Kelly Holiday, Title: Inclusion/Regular/ Title EA and Liaison to
Nutrition Service staff and Daycare Staff

Name: Molly Blackburn Title: School Nurse