

PBMS 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.

PBMS 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

Steve Stancliff-Principal

Mary Koike-Assistant Principal/Safety Officer

Heather Finley-Office Manager/Recorder

Jess Hillier-Head Custodian

Dan Potts-Athletic Director

Shellie Peters-Athletic Director Secretary

Tennille Perry-School Nurse

Carter Larkin-Behavior Support Specialist

Mike LaTorre-BEA rep/Certified Staff

PBMS 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)

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

- ✓ Who is the school/site designated COVID-19 Guideline Enforcement staff member?
Mary Koike mary.koike@bend.k12.or.us 541-355-7405
- ✓ Who is the staff member completing ODE's COVID-19 Weekly School Status email?
Steve Stancliff steve.stancliff@bend.k12.or.us 541-355-7402
- ✓ All staff members know who the designated guideline enforcement staff member is. **The Organizational Chart posted on the Safety Bulletin Board in the school office across from staff mailboxes.**
- ✓ The contact information for the designated staff member is posted on the staff bulletin board. The Organizational Chart posted on the Safety Bulletin Board in the school office across from staff mailboxes. We have posted an ongoing Q & A where staff can post questions and get answers to these questions.

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

- ✓ We have a bulletin board that is centrally located for all staff to view ODE safety requirements, guidelines. The bulletin board is located in the office across from staff mailboxes.
- ✓ Staff understand to follow [this flow chart](#) for questions/concerns about COVID-19 safety issues.
- ✓ All staff have been informed on the function of the school safety team, know who the safety team members are, and are aware of the most up-to-date guidelines from ODE, OHA, and the school district leadership. This has been accomplished through the [PBMS COVID-19 Protocol Update 02/05/2021](#) which was emailed to staff and also is available on the bulletin board located in the office from staff mailboxes.
- ✓ 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. This information has been communicated through the [PBMS COVID-19 Protocol Update 02/05/2021](#)
- ✓ Staff understand the district's policy and guidance for staying home from work if they have symptoms of COVID-19. This has been communicated through the [Ready, Set Learn Communications Guidance](#)
- ✓ 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 has been communicated through the [PBMS COVID-19 Protocol Update 02/05/2021](#)

- ✓ Staff are aware that this school safety plan is uploaded to the [Return To School website](#) and viewable by the public. This information has been communicated through the [PBMS COVID-19 Protocol Update 02/05/2021](#).
- ✓ Your staff has met either in-person or virtually to discuss the details of this plan. **The PBMS COVID-19 Protocol Update 02/05/2021** It has been shared via email and staff members were encouraged to ask questions in virtual grade level meetings. We met with teams virtually and in person on 01/26/2021 to convey safety training as outlined by the district.
- ✓ How have the details of this plan been shared with your parent/student community? The details of the plan have been posted on our website and the pieces that apply to student action will be coached through advisory. The details of the plan have been shared with families through a website: <https://sites.google.com/bend.k12.or.us/balanced-hybrid-learning-pbms/> and also through a slide deck where they can get succinct information. Students were given this information during Advisory class and will review this information during orientation.
- ✓ All staff have viewed the COVID-19 training video (one new recent hires, an EA for life skills has not viewed it yet)
- ✓ Periodic interval training also keeps the vigilance to protocols ever present when fatigue and changing circumstances might result in reduced adherence to guidance.

Contact Tracing (1a)

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

Shannon King Attendance Secretary shannon.king@bend.k12.or.us 541-355-7403

Name	Position	Email	Internal Phone Number
<ul style="list-style-type: none"> ✓ 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 			
Digital LIPI: Mary Koike	Assistant Principal	mary.koike@bend.k12.or.us	541-355-7505
Synergy: Shannon King	Attendance Secretary	shannon.king@bend.k12.or.us	541-355-7403
Paper: Heather Finley	Office Manager	heather.finley@bend.k12.or.us	541-355-7401

Name	Position	Email	Internal Phone Number
------	----------	-------	-----------------------

Physical Distancing (1c, 2f)

- ✓ Staff must maintain physical distancing during all staff meetings and conferences, or consider remote web-based meetings.
- ✓ Each room has a maximum occupancy sign posted which has been calculated based upon the 35 square feet of space per student/staff in each space. All rooms have the maximum occupancy signs posted.
- ✓ Physical distancing signage is posted throughout the school. Physical distancing signage has been placed in appropriate locations in the building.
- ✓ We have physical distancing markings on floor space (where appropriate). Physical distancing markings have been placed in appropriate locations in the building.
- ✓ We have/will train students and staff on physical distancing guidelines. This information has been communicated through the [PBMS COVID-19 Protocol Update 02/05/2021](#) and in Advisory class for students upon re-entry to school.
- ✓ The teachers have access to sticker/markers or blue tape for students to stand on in order to keep students 6 feet apart. In the case of an emergency, students can stand on these markers prior to exiting the school building. This way, the students are walking in their lines already socially distanced. Students will not stand in lines in hallways with the exception of using the bathroom. In this case, we will have sticker markers for them to distance themselves.
- ✓ We redirected our traffic flow to maximize physical distancing. We are managing traffic flow with arrows placed 6 feet apart in hallways/corridors, showing the direction of traffic flow. All traffic flow patterns are “stay to the right” through hallways and corridors. Floor markings are placed in the hallways to create lanes for student movement.



Image of hallway markings 6 feet apart

- ✓ We have staggered students accessing common areas to small cohorts. Entry times by the nature of how students enter school is naturally staggered. At lunch time, students are eating outside and so release will be staggered as it is dependent on the supervisor releasing each class. Exit time from the campus is staggered with bus riders leaving the classrooms to stand in line first, then walkers/bicyclists and finally parent pickup.
- ✓ We are prepared to make accommodations for students/staff that need additional support and have communicated this publicly. This statement is located in the [PBMS COVID-19 Protocol Update 02/05/2021](#)
- ✓ We are minimizing interaction between students in different stable cohorts. For example, 6th grade predominantly resides in “B-Hall for most of their day”. When students need to use the restroom, there can only be one student out of the classroom at a time. Students are required to use our QR codes upon leaving and returning. Lunch cohorts are predominantly determined by grade level. Students are separated into grade levels on the field as well. For staff who interact with multiple stable cohorts, they must wash/sanitize their hands between interactions with different stable cohorts and have been coached to do so in our in person training.

- ✓ 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 to teachers that couches and rugs be removed because they are difficult to keep clean. This information has been communicated through the [PBMS COVID-19 Protocol Update 02/05/2021](#) and implemented during LIPI instruction.
- ✓ In the case of nice weather, students will eat out on the upper field. Students will have a designated area on the asphalt near to the south facing gym wall and basketball courts. There is a chair for each student. For 1st lunch's recess time, 6th graders are located on the East Side of the upper field by "the wall", 7th graders are located on the West Side of the upper field, and 8th graders are on the basketball court. For 2nd lunch, 7th graders are on the upper field and 8th graders are on the track. Recess has the expectation of 6 feet of physical distancing. At this time, no equipment will be allowed. In the case of weather or conditions that would prohibit the use of the asphalt, students will eat in their classrooms and lunches will be delivered to their classrooms. Teachers are encouraged to leave their classrooms.
- ✓ 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. This information has been communicated through the [PBMS COVID-19 Protocol Update 02/05/2021](#) and implemented during LIPI instruction.
- ✓ 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. The master schedule determined the number of other students anyone student is with.
- ✓ We will adhere to the Limited In Person Instruction (LIPI) guidelines outlined [here](#). We are adhering to the LIPI guidelines as outlined and have communicated this with our LIPI instructors
- ✓ The average range of our cohort sizes during hybrid are 18 students. Public Health Communication (1e)
- ✓ The definition of exposure (updated) is being within 6 feet of a person who has COVID-19 for at least 15 cumulative minutes in a day. This information has been communicated through the [PBMS COVID-19 Protocol Update 02/05/2021](#)

Visitors/Volunteers (1g)

- ✓ Staff understand the guidelines/policies around visitors/volunteers. This was communicated in our [PBMS COVID-19 Protocol Update 02/05/2021](#)
- ✓ Only BLS staff and essential visitors are allowed to enter buildings beyond the lobby. Examples of essential visitors are DHS, child protective services, law enforcement, student teachers and their supervisors, CASA advocates, Friends of Children mentors, cadet teachers, and ESD service providers. When in doubt whether a visitor is 'essential', consult with your Level Leader.
- ✓ We will log visitors/contractors/itinerant staff for contact tracing. All non BLSD members are required to sign into the VMS which contains the contact tracing questions.
- ✓ 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. All non PBMS staff members are required to follow these protocol.
- ✓ All BLSD employees will use the staff check in and out QR codes placed at the entrance.

- ✓ 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 has been communicated through the [PBMS COVID-19 Protocol Update 02/05/2021](#) and to parents through Synervoice/email

Face Coverings (1h, 2n)

- ✓ **Mask Policy (Restrictions on Face Shield Use):** A cloth, paper, or disposable face mask (without valves) that covers the nose and the mouth is the requirement for all BLS students and staff with some exceptions. When exceptions apply, a face shield is permissible, but other safety practices should be implemented, such as maintaining more than 6 feet of social distancing and/or added ventilation of fresh air. This information has been communicated through the [PBMS COVID-19 Protocol Update 02/05/2021](#).

The exceptions are:

- For provisions applicable to staff/students protected by ADA or IDEA
- 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.
- 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;
- 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.
- People who are deaf or hard of hearing, or those who care for or interact with a person who is hearing impaired.
- Other time-limited exceptions of short durations may be made with administrative knowledge.

A cloth mask with a clear panel is an acceptable option, as is the use of a shield over a mask for added protection. Individuals working in a private, single use workspace and outside workers who can maintain at least 6 feet of physical distancing do not need to wear a mask or shield.

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

- ✓ Face coverings or face shields will be worn by all students in grades Kindergarten and up. Staff is aware of face covering requirements as this information has been communicated through the [PBMS COVID-19 Protocol Update 02/05/2021](#)
- ✓ Face coverings should be worn both indoors and outdoors, including during outdoor recess. Staff is aware of face covering requirements as this information has been communicated through the [PBMS COVID-19 Protocol Update 02/05/2021](#)
- ✓ "Group mask breaks" or "full classroom mask breaks" are not allowed except for when eating. If a student removes a face covering, or demonstrates a need to remove the face covering for a short-period of time, we will:

- Provide space away from peers while the face covering is removed. In the classroom setting, an example could be a designated chair where a student can sit and take a 15 minute “sensory break;”
 - Students must not be left alone or unsupervised;
 - Designated area or chair must be appropriately distanced from other students and of a material that is easily wiped down for disinfection after each use;
 - Provide additional instructional supports to effectively wear a face covering;
 - Provide students adequate support to re-engage in safely wearing a face covering;
 - Students cannot be discriminated against or disciplined for an inability to safely wear a face covering during the school day.
 - Partner with counselors, SPED staff, 504 coordinators, nurses, ELL staff, behavioral coaches and/or families to problem-solve face covering issues.
 - Mask wearing is required and the school district offers other options for educational opportunities such as BLPO and CDL if a student is unable to wear a mask.
- ✓ If any student requires an accommodation to meet the requirement for face coverings, districts and schools *must* limit the student’s proximity to students and staff to the extent possible to minimize the possibility of exposure.
- ✓ Please note, face coverings need to be worn even when staff are behind plexiglass barriers.

Personal Protective Equipment PPE (1h)

- ✓ We have enough face coverings and face shields for staff and students. These are located in the health room. These items are located in the health room.

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 . Our office manager, Heather Finley, does the ordering.

Isolation Protocols (1i)

- ✓ [Bend-La Pine Schools Ready Set Learn Communications Guidance for COVID-19 Positive Cases](#) is our guiding document for addressing symptomatic, presumptive and positive COVID-19 situations
- ✓ Staff understand the protocols for exclusion and isolation of sick students and colleagues whether identified at the time of bus pick up, arrival at school or at any time during the day. This information has been communicated through the [PBMS COVID-19 Protocol Update 01/25/2021](#)
- ✓ School nurses have trained staff on your school’s isolation and quarantine protocols and the use of PPE. Tennille Perry has had multiple sessions with both office staff and teaching staff who have already engaged in LIPI.
- ✓ Your school’s isolation rooms have been identified and equipped to handle staff/students displaying COVID-19 symptoms. The primary isolation room is located in the front office and the second isolation room is Conference E across the hall from the main office. This information has been communicated through the [PBMS COVID-19 Protocol Update 01/25/2021](#)

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 has been communicated through the [PBMS COVID-19 Protocol Update 02/05/2021](#)
- ✓ 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. The BLSD placed dispensers at the entry to every building except for Hall C which was under construction at the time of placement. A request was made to install them here as well.
- ✓ 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. This information has been communicated through the [PBMS COVID-19 Protocol Update 02/05/2021](#)
- ✓ 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. This information has been communicated through the [PBMS COVID-19 Protocol Update 02/05/2021](#)
- ✓ 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 is posted in restrooms, lunchroom, and high-traffic areas.
- ✓ Staff who interact with multiple stable cohorts will wash/sanitize their hands between interactions with different stable cohorts. This information has been communicated through the [PBMS COVID-19 Protocol Update 02/05/2021](#).

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. Because BLS will close water stations, we decided that refillable water bottles are okay if they are labeled with a student's name.
- ✓ Provide signage and restrict access to outdoor equipment (including sports equipment, etc.). Access to outdoor equipment is limited.
- ✓ Recess activities that allow for physical distancing and maintenance of stable cohorts have been designed. Students will not be using equipment at this time.
- ✓ 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. This information has been communicated through the [PBMS COVID-19 Protocol Update 02/05/2021](#).

- ✓ Establish and clearly communicate procedures for keeping caregiver drop-off/pick-up as brief as possible. Caregiver drop-off/pick-up as been communicated with families through the PBMS website: <https://sites.google.com/bend.k12.or.us/balanced-hybrid-learning-pbms/>
- ✓ We have partnered with our building's BEA and/or OSEA reps to verify that any new responsibilities related to cleaning, supervision and/or student lunches don't conflict with collective bargaining agreements around breaks and preps times.

Arrivals/Dismissals (2e, 1f)

- ✓ Stable cohorts will arrive and depart at predetermined entry/exit locations at the school. The entry locations are Buildings E and D gates in the front of the office for parent drop off and walking/biking. Bus students will enter from the back side of campus. 6 foot physical distancing will be monitored and maintained. Students are to report directly to their Period 0 or Period 4 class depending on the rotation. Along with administrative supervision, we have morning duty staff at both the bus lot and the front of school and will continue this approach. Additionally, our behavior support staff will be on duty to prevent congregating of students. Our teachers not on duty will post up in hallways at classroom doors to prevent congregating.
- ✓ Our exit locations are the bus lot, and D & E gates. A staggering of students will take place via announcement release. For example, bus riding students will be released first, then bicyclists and walkers and finally parent pick-up students. Staff are assigned duties in both locations to help with the continued social distancing of students.
- ✓ We have assigned staff to conduct screening of COVID-19 symptoms as students enter the building. This is to be done by teachers/admin on duty and then at the entry to classrooms by classroom teachers.
- ✓ Staff have been trained in symptom screening. (cough, fever of greater than 100.4°F, chills, shortness of breath, difficulty breathing) This information has been communicated through the [PBMS COVID-19 Protocol Update 02/05/2021](#). Additional training is through Nurse Tennille's newsletters and prior to return to hybrid, Nurse Tennille will train staff.

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.
- ✓ In hybrid, the upper field is designated for the use of certain cohorts. There is no current plan to use shared equipment solely for the use of one cohort at a time. As time moves forward and the environment becomes safe, we will plan on disinfecting equipment between cohorts 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. Plans for systematic disinfection of classrooms, common areas, offices, table surfaces, bathrooms and activity areas.
- ✓ Cleaning and disinfecting surfaces (e.g., desks, door handles, etc.) must be maintained between multiple student uses, even in the same cohort. This will be completed by teaching staff as

outlined in [COVID-19 Cleaning and Disinfecting Plan](#) and communicated to staff in [PBMS COVID-19 Protocol Update 02/05/2021](#). 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.

- ✓ Fans *must* not be used in rooms with closed windows and doors, as this does not allow for fresh air to circulate.
- ✓ Schools with HVAC systems must evaluate the system to minimize indoor air recirculation (thus maximizing fresh outdoor air) to the extent possible. Schools that do not have mechanical ventilation systems shall, to the extent possible, increase natural ventilation by opening windows and interior doors before students arrive and after students leave, and while students are present. Do not prop open doors that can pose a safety or security risk to students and staff (e.g., exterior doors and fire doors that must remain closed).
- ✓ Questions about cleaning and disinfecting should be made first to your head custodian, then Walt Norris and lastly Terry Cashman.

Meal Service/Nutrition (2h)

- ✓ Breakfast will be distributed on the upper lobby of E-Hall in the morning. Students who are wanting to eat will be supervised for social distancing and asked to sit in a certain area.
- ✓ Our first option will be to have lunches eaten by students outside on the upper field/track (in coordination with PE) with the exception of inclement weather. In this case, lunch will be held in the 1st period classroom for Rotation A or 5th period classroom for Rotation B. Students may remove masks to eat.

1st Lunch

- 1st lunch students will go directly from their Advisor class to 1st period (5th period class in Rotation B).
- Students will move to the lunch distribution center and then to the upper field.
- Students will move to their assigned areas as designated by their 1st period class (5th period class in Rotation B) for eating lunch
- When students are done eating, they will be released to a designated area for running around in.

2nd Lunch

- 2nd lunch students will go to their 1st period class and **stay for class** (5th period class in Rotation B)
- After class has ended, teachers will dismiss by row/group to create a staggered fashion
- Students will take their backpacks with them.
- Students will move to the lunch distribution center and then to the upper field
- Students will move to their assigned areas as designated by who they have 1st period (5th period in Rotation B)
- When students are done eating, they will be released to a designated area for running around in.

- ✓ 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. This information has been communicated through the [PBMS COVID-19 Protocol Update 02/05/2021](#)

- ✓ 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. This information has been communicated through the [PBMS COVID-19 Protocol Update 02/05/2021](#)

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. The record is kept in the office of Heather Finley, office manager.
- ✓ We will train staff on safety drills prior to students arriving on the first day on campus in hybrid or face-to-face engagement. This is being accomplished through Advisory class.
- ✓ When or if physical distancing must be compromised, drills must be completed in less than 15 minutes. Noted and planned for.
- ✓ 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). Noted and planned for.
- ✓ 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. This information has been communicated through the [PBMS COVID-19 Protocol Update 02/05/2021](#)
- ✓ We plan to conduct the required safety drills virtually during CDL instruction (including the month of September). Noted and in place.
- ✓ We will report the completion of our drills to the district office (Marsha Baro). Heather Finley, our office manager keeps this record.

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 has been communicated by the office manager to the staff through email.

Resources

[Return To School website](#)

[COVID-19 staff portal](#)

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

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

Names of the People and who contributed to this document:

Steve Stancliff

Principal

Name

Mary Koike

Title

Assistant Principal

Name

Heather Finley

Title

Office Manager

Name

Jess Hillier

Title

Head Custodian

Name

Dan Potts

Title

Athletic Director

Name

Shelli Peters

Title

Athletic Secretary

Name

Tennille Perry

Title

School Nurse

Name

Mike LaTorre

Title

BEA rep/Band Instructor

Name

Carter Larkin

Title

Behavior Support Specialist

Name

Title