

School Safety Team - Cascade Middle School

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.

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

Safety Committee Administrator - Jake Slodki

Assistant Principal - Vanessa Tobolski

Principal - Stephen DuVal

Front Office Rep - Carrie Shuster

Custodial Rep - Craig Kidder

Nurse Reps - Hannah Steiner / Cynthia Serra

Certified Rep - Kendra Jerome

District Safe and Healthy Schools Administrator Paul Dean

District Safety Committee Scott Bojanowski

District Covid case liaison Nurse Tami Pike

Cascade 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 is Cascade's checklist that satisfies the ODE blueprint domains 1-3 and are ready to welcome students back into the 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?

Stephen DuVal	stephen.duval@bend.k12.or.us	541-355-7002
Name	email	internal phone number

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

Stephen DuVal	stephen.duval@bend.k12.or.us	541-355-7002
Name	email	internal phone number

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

- Staff have been reminded to use the [Return To School website](#), the [COVID-19 staff portal](#) and [Bend-La Pine Schools Ready Set Learn Communications Guidance for COVID-19 Positive Cases](#) to stay up-to-date on the district latest information
- Staff are aware that this school safety plan is uploaded to the [Return To School website](#) and viewable by the public
- Staff has met either in-person or virtually to discuss the details of this plan
- This plan is on the Return to School Website and families are encouraged to look there.
- All staff have viewed the COVID-19 training video

Contact Tracing (1a)

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

Vanessa Tobolski Assistant Principal vanessa.tobolski@bend.k12.or.us
541-579-1056

Debbie Nunes Attendance Secretary debbie.nunes@bend.k12.or.us
909-908-5699

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

Digital Stephen DuVal	Principal	stephen.duval@bend.k12.or.us	541-554-2779
Paper Lisa Germain	Office Manager	lisa.germain@bend.k12.or.us	541-508-6297

Name Number	Position	Email	Internal Phone
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Return to In - Person instruction

All In Instruction

- ❑ Summary of New Language In RSSL [Version 6.3.1](#) (March 22, 2021)
- ❑ Based upon Center For Disease Control (CDC) [recommendation on March 19th](#) and after careful review by the Oregon Health Authority (OHA) and the Oregon Department of Education (ODE), the State of Oregon decided to allow three feet of physical distancing under certain conditions in schools.
- ❑ Cascade will now organize classrooms where 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.
- ❑ NOTE: Room capacity limits as previously calculated using the 35 sq. ft./per person formula have been removed from RSSL.
- ❑ Note that 6 feet continues to be the threshold of “close contact” for exposure determination by public health, even for students when at least 3 feet of physical distance from other students is allowed.

Hybrid - Cascade will revert to Hybrid should the metrics in Deschutes County make this necessary

- ❑ Cascade is operating an On-Site or Hybrid Instructional Model, and Deschutes county does not meet the advisory metrics (Section 0b); not later than March 1, 2021, Cascade will offer access to on-site testing for symptomatic students and staff identified on campus as well as those with known exposures to individuals with COVID-19.
- ❑ Cascade is in compliance with the Comprehensive Distance Learning (CDL) Instructional Model. At this point the Bend La Pine School District will offer a district wide CDL option for students and families who choose to continue on CDL.
- ❑ If Cascade is operating when Deschutes County meets the advisory metrics, Cascade will serve all families via the On-Site, Hybrid (partially On-Site and partially Comprehensive Distance Learning models), or Comprehensive Distance Learning models.

Hybrid COVID management 1a

- ❑ Principal DuVal is the designated single point-person at Cascade who has established, implemented, supports and enforces all RSSL health and safety protocols, including face coverings and physical distancing requirements, consistent with this guidance and other guidance from OHA. All staff in the building are aware of this and there are ways for licensed and classified staff to access and voice concerns or needs.

- Cascade has developed a way that allows for named and anonymous sharing of concerns that can be reviewed on a daily and weekly basis by the Principal DuVal.
Example: Anonymous survey form or suggestion box where at least weekly submissions.

Physical Distancing (1c, 2f)

- Staff must maintain physical distancing during all staff meetings and conferences, or consider remote web-based meetings.
- Physical distancing signage is posted throughout the school.
- We have physical distancing markings on floor space (where appropriate).
- We have/will train students and staff on physical distancing guidelines.
- We will have taken precautions to limit the amount of time spent standing in lines by students
- Students will have one way hallways, enter via various entrances in close proximity to where they are dropped off. Lunches will be grab and go designed to keep students from waiting in line, in addition there will be 2 lunch periods to further limit student contact.
- Students will eat outside with 6 feet of separation between students. Also students will be asked to keep their masks on after eating. (ex. second 15 minutes of lunch)
- We redirected our traffic flow (one-way when possible) to maximize physical distancing.
- We have signage to tell students which door to use upon entering and departing the building.

For example, students who arrive via private car will enter via the Main Entrance, students who arrive by bus will be split between the A/B hall doors and the A hall doors. In addition, students who enter via the wrong door will have to abide by the one way hallways to arrive at their classroom..

- Students will use the bathroom nearest to their classroom, and are expected to sign in and out
- Movement to the cafeteria and back is to be determined based on the All In schedule.
- See attached Map Cascade one way hallways
- We have staggered students accessing common areas (like hallways and the cafeteria) to small cohorts.
- Lunch schedule is included in the updated All In schedule
- 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)
- Students will enter Cascade based on how they arrive at school. Staff will be deployed to support students in moving directly to their classrooms. In addition, students will use the restroom nearest to their classrooms.
- Also teachers will maintain a restroom log to understand when and how long a student went to the restroom, via QR code that tracks departure and arrival times.
- Restrooms will be sanitized multiple times a day.

- We recommend that couches and rugs be removed because they are difficult to keep clean.
- Design recess activities that allow for physical distancing and maintenance of stable cohorts.

Cohorts (1d)

- Where feasible, stable cohorts have been established: The smaller the cohort, the less risk of spreading disease. As cohort groups increase in size, the risk of spreading disease increases.
- Cascade* will work to minimise 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.

Public Health Communication and Training (1e)

- Cascade* will 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. Note: Instructional time requirements allow for time to be devoted for professional learning that includes RSSL training.
- Cascade* will hold periodic interval training to support vigilance to protocols ever present when fatigue and changing circumstances might result in reduced adherence to guidance.
- Cascade* has Posted “COVID -19 Hazard Poster” and “Masks Required” signs as required by OSHA administrative rule OAR 437-001-0744(3)(d) and (e) exposure
- 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

Entry and Screening at Cascade 1f

- Cascade* diligently screens all students and staff for symptoms on entry to bus/school/outside learning space every day. This will be 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.

Visitors/Volunteers (1g)

- Staff understand the guidelines/policies around visitors/volunteers.
- Only BLS staff and essential visitors are allowed to enter buildings beyond the lobby. Examples of essential visitors are DHS, child protective services, law enforcement, student teachers and their supervisors, CASA advocates, Friends of Children mentors, cadet teachers, and ESD service providers. When in doubt whether a visitor is ‘essential’, consult with your Level Leader.

- ❑ We will log visitors/contractors/itinerant staff for contact tracing
- ❑ Contractors/authorized visitors will be required to wear face coverings, be screened for COVID symptoms, maintain 6 ft distancing, and wash hands upon entry and exit.
- ❑ We have communicated out to staff and families that teacher conferences, meetings (with parents and between staff) should be maximized through videoconferencing or telephone calls.
- ❑ In the future, when visitors are allowed to enter Cascade, staff will 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](#).

Face Coverings (1h, 2n)

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

The exceptions are:

- ❑ 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 will be worn by all students in grades Kindergarten and up
- ❑ Face coverings should be worn both indoors and outdoors, including during outdoor recess.

- ❑ Group “mask breaks” or “full classroom mask breaks” are not allowed. If a student removes a face covering, or demonstrates a need to remove the face covering for a short-period of time, we will:
 - Space is provided away from peers while the face covering is removed. In the classroom setting, an example could be a designated space where a student can sit and take a 15 minute “sensory break;”
 - A space in front of the window for line of site supervision for a “mask break” space. A spot will be marked on the floor for the acceptable place for students to take their break.
 - Students must not be left alone or unsupervised;
 - The designated area is distanced from other students and of a material that is easily wiped down for disinfection after each use;
 - Cascade provides additional instructional supports to effectively wear a face covering;
 - Cascade provides students adequate support to re-engage in safely wearing a face covering;
 - Students cannot be discriminated against or disciplined for an inability to safely wear a face covering during the school day.
 - Partner with counselors, SPED staff, 504 coordinators, nurses, ELL staff, behavioral coaches and/or families to problem-solve face covering issues.
- ❑ If any student requires an accommodation to meet the requirement for face coverings, districts and schools must limit the student’s proximity to students and staff to the extent possible to minimize the possibility of exposure
- ❑ Please note, face coverings need to be worn even when staff are behind plexiglass barriers.
- ❑ 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.

Personal Protective Equipment PPE (1h)

- ❑ Cascade provides masks, face coverings, or face shields for all staff, contractors, other service providers, visitors and volunteers
- ❑ The Arts (Band and Choir)
 - ❑ Cascade has enough band specific masks to accommodate students playing air driven instruments.
 - ❑ Cascade has space for 30 minutes of playing/singing time that allows for 6 feet of separation
 - ❑ Cascade has space for 30 minutes of non-playing/non-singing time that allows the the room to rest after playing
 - ❑ Cascade has a plan for making sure any moisture from a valve instrument is not spread and is contained away from other students playing an instrument.

Isolation and Quarantine Protocols (1i)

- ❑ [Bend-La Pine Schools Ready Set Learn Communications Guidance for COVID-19 Positive Cases](#) is our guiding document for addressing symptomatic, presumptive and positive COVID-19 situations
- ❑ Staff understand the protocols for exclusion and isolation of sick students and colleagues whether identified at the time of bus pick up, arrival at school or at any time during the day
- ❑ School nurses have trained staff on your school's isolation and quarantine protocols and the use of PPE
- ❑ Cascade has identified and equipped to handle staff/students displaying COVID-19 symptoms. Our isolation rooms are located The nursing team has identified two locations for isolation rooms (health room and workroom in office). There is the possibility of keeping students of different cohorts apart. In addition, there is a barrier between students in the large isolation room to keep students apart.
- ❑ Cascade has communicated that students who need to quarantine will continue with DCL learning until they have been cleared to reenter school

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

- ❑ All people on campus shall be advised and encouraged to frequently wash their hands or use hand sanitizer.
- ❑ We have adequate handwashing stations and/or hand sanitizer (with 60-95% alcohol) dispensers easily accessible near all entry doors and other high-traffic areas.
- ❑ We are only using approved hand sanitizer from the district's custodial supply.
- ❑ We have protocols (and signage) in place to ensure students and staff are washing their hands or using approved hand sanitizer prior to eating meals/snacks, after recess or using playground equipment, and using the restroom.
- ❑ Before and after using playground equipment, students must wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol.
- ❑ After using the restroom students must wash hands with soap and water for 20 seconds. Soap must be made available to students and staff.
- ❑ Staff who interact with multiple stable cohorts will wash/sanitize their hands between interactions with different stable cohorts.
- ❑ free-standing hand sanitizer stations (with complementary floor mat) have been installed

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

- ❑ Steps have been taken to cancel, modify, or postpone field trips, assemblies, athletic events, practices, special performances, school-wide parent meetings and other large gatherings to meet requirements for physical distancing.
- ❑ Students will be discouraged to bring personal property to school (e.g., 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 shall 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.

- Provide signage and restrict access to outdoor equipment (including sports equipment, etc.).
- Design recess activities that allow for physical distancing and maintenance of stable cohorts.
- We will limit staff rooms, common staff lunch areas, elevators and workspaces to single person usage at a time, maintaining six feet of distance between adults.
- Establish and clearly communicate procedures for keeping caregiver drop-off/pick-up as brief as possible.
- We have partnered with our building's BEA and/or OSEA reps to verify that any new responsibilities related to cleaning, supervision and/or student lunches don't conflict with collective bargaining agreements around breaks and preps times.

Arrivals/Dismissals (2e, 1f)

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

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

Arrival:

- Students will be held on their bus by supervision staff. Once cleared the students will enter the building closest to their classroom. In addition, students will use the one way hallways to reach their classroom.

Staff supervision:

- Staff will be located at each entrance/exit, in the major hallway sections, bus loop and drop off circle to conduct visual health check, coach students on social distancing, the expectation they move with social distancing/masks to their classroom with the least amount of social interaction in the hallways.
- We have assigned staff to conduct screening of COVID-19 symptoms as students enter the building.
 - Administration, counseling and classroom teachers will be deployed to visually screen students for COVID symptoms
- Staff have been trained in symptom screening. (cough, fever of greater than 100.4°F, chills, shortness of breath, difficulty breathing)
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Departure:

- Students will depart on a staggered schedule via the closest exit to their classroom. They will proceed along marked areas to keep social distance to their waiting bus, car or leaving campus on foot. Each departure group is from different parts of the building using different exits to insure social distancing takes place. This means there will be as low as 15 students per exit and as high as 25 students per exit per staggered time.

Nutrition: Nutrition stations will be set up at exits for students who request a meal for their "virtual day". This will be in partnership with Karie Stenzel

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.

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

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

Meal Service/Nutrition (2h)

Meal services/nutrition staff have been involved in planning for school reentry that includes how:

- ❑ breakfast will be distributed in the morning
- ❑ breakfast will be grab and go.
- ❑ lunches will be grab and go with grab and go stations in strategic locations. Students will be spread out via 6 feet social distancing guidelines. The seating spaces will be clearly marked and based on classroom groupings.
- ❑ Staff supervising students eating in the classroom will be able to supervise from a distance of 6 feet minimum or from the doorway of the classroom

- ❑ Staff and students will sanitize their hands before and after eating with hand sanitizer (60 - 95% alcohol) or at a hand washing station for no less than 20 seconds using warm water and soap.

Next-day meals will be distributed

- ❑ Nutrition: Nutrition stations will be set up at exits for students who request a meal for their “virtual day”. This will be in partnership with Karie Stenzel.
- ❑ At designated meal or snack times, students may remove their face coverings to eat or drink but must maintain six feet of physical distance from others, and must put face coverings back on after finishing the meal or snack.
- ❑ Since staff must remove their face coverings during eating and drinking, staff should eat snacks and meals independently, and not in staff rooms when other people are present. Consider staggering times for staff breaks, to prevent congregation in shared spaces.

School Emergency Procedures and Drills (2m)

- ❑ We are ensuring all emergency drills required by law, (ORS 336.071 and OAR 581-022-2225) are taking place.
- ❑ We will train staff on safety drills prior to students arriving on the first day on campus in hybrid or face-to-face engagement.
- ❑ When or if physical distancing must be compromised, drills must be completed in less than 15 minutes.
- ❑ We are ensuring that at least 30 minutes in each school month is used to instruct students on the emergency procedures for fires, earthquakes, and safety threats.
- ❑ We plan to carry out drills as closely as possible to the procedures that would be used in an actual emergency (even during CDL and Hybrid models of instruction).
- ❑ If on a hybrid schedule, we will conduct multiple drills each month to ensure that all cohorts of students have opportunities to participate in drills (i.e., schedule on different cohort days throughout the year).
- ❑ Students must wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol after a drill is complete.
- ❑ We plan to conduct the required safety drills virtually during CDL instruction (including the month of September).
- ❑ We will report the completion of our drills to the district office (Marsha Baro).

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

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

Resources

[Return To School website](#)

[COVID-19 staff portal](#)

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

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

Names of the People and who contributed to this document:

Stephen Duval

Principal

Name

Title

Hannah Steiner

Nurse

Name

Title

Cynthia Serra

Nurse

Name

Title

Craig Kidde

Head Custodian

Name

Title

Vanessa Tobolski

Assistant Principal

Name

Title

Jake Slodki

Dean of Students/Safety Administrator

Name

Title

Carrie Shuster

Head Secretary

Name

Title

Kendra Jerome

Life Skills Teacher

Name

Title