

AUGUST 11, 2020



# ODE OPERATIONAL BLUEPRINT MANAGEMENT PLAN

BEND-LA PINE SCHOOLS

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**\* Note – Any paragraph with an (R) next to it is a “required” task in accordance with the *Ready Schools, Safe Learners Guidance for School Year 2020-21*.**

## ODE Operational Blueprint Management Plan

### Purpose

The purpose of the ODE Operational Blueprint Management Plan for COVID-19 is to support Bend-La Pine Schools return to school plans and to provide a coordinated, district-wide response to protect students, staff, and our community during the COVID-19 pandemic. This plan has been modeled after the recommendations by the Oregon Department of Education and the Oregon Health Authority.

### Responsibilities

Local districts will utilize the ODE Operational Blueprint Management Plan for COVID-19 through coordinated efforts to achieve the following goals:

- Limit the number of illnesses
- Preserve continuity of essential school functions
- Minimize educational and social disruption
- Minimize economic and academic losses

**\* Note – Any paragraph with an (R) next to it is a “required” task in accordance with the *Ready Schools, Safe Learners Guidance for School Year 2020-21*.**

### Guiding Principles

#### Ensure safety and wellness

The decision to return to school settings must be driven by health and safety considerations. In planning, prioritize basic needs such as food, shelter, and wellness and create the conditions to support mental, social, and emotional health of students and staff.

#### Cultivate connection and relationship

Quality learning experiences require deep interpersonal relationships and a learning environment where people feel safe, seen and valued. Especially in the midst of returning to school settings from an extended school closure, supporting students and families should begin with connection and relationship.

#### Center equity

Recognize the disproportionate impact of COVID-19 on Black, American Indian/Alaska Native, and Latino/a/x, Pacific Islander communities; students experiencing disabilities; and students and families navigating poverty. Apply an equity-informed, anti-racist, and anti-oppressive lens to promote culturally sustaining and revitalizing educational systems that support every child.

#### Innovate

The complex circumstances in which learning is currently situated requires ongoing reflection and iteration to assure deep learning for every student.

## Key Steps

School and district plans will be modeled after the recommendations by the Oregon Department of Education (ODE) and the Oregon Health Authority (OHA).

By August 17, 2020 or prior to the beginning of the school year, whichever is earlier, every school must complete an Operational Blueprint for Reentry. Schools opening in Comprehensive Distance Learning do need to complete a blueprint. Blueprints will be shared with Deschutes County Public Health when any part of a school's plan involves in-person instruction.

## Preparation

1. Read the Ready Schools, Safe Learners guidance in its entirety.
2. Consult your Local Public Health Authority (LPHA) and review section 0 of this guidance.
3. Assemble appropriate personnel within the school/district and any community partners to create a planning team.

## Plan Development

4. Work with the planning team to complete the Operational Blueprint template for each of your schools. Consider plans for your programs as well. The Operational Blueprint must include plans for all settings in the schools, such as preschool and EI/ECSE classrooms or community transition programs which may be housed in other locations.
5. Consult with key partners (see section six, including Tribal Consultation) to complete the Operational Blueprint for Reentry.
6. Submit the Operational Blueprint for Reentry to your local school board.

## Public Health Review

7. Submit the Operational Blueprint for Reentry to your Local Public Health Authority. Bend-La Pine Schools will compile all school Operational Blueprints at the district level, and submit the Blueprints to Deschutes County Public Health for review.
8. Your Local Public Health Authority will attest to receiving the blueprint, carefully reviewing sections 1-3, and supporting your ongoing efforts towards ongoing COVID-19 mitigation efforts.

## Final Plan Submission

9. Post the Operational Blueprint for Reentry on your school and district websites. If there is no school or district website, it can be posted to the ESD website.
10. Submit links to the final plan(s) for each school to the Oregon Department of Education via <https://app.smartsheet.com/b/form/a4dedb5185d94966b1dff75e4874c8a>

## Charter Schools

Public charter schools must make their Operational Blueprint for Reentry available to the community on the school's website and the sponsoring district's website, the plan must be reviewed by the school's board, submitted to the school's sponsoring district, and submitted to ODE.

## Ongoing Monitoring and Review

Schools may iterate and improve the blueprint during the school year. Review the Operational Blueprint for Reentry regularly, at least monthly. As part of this review, re-engage your planning team, consult with public health officials if needed, and update the Operational Blueprint for Reentry as needed. The

district will repost updated Operational Blueprints, and will ensure updates are provided to Deschutes County Public Health and the Oregon Department of Education. Reviews should include information gathered through your local real-time efforts along with changes in this guidance as is updated with new versions. The Local Public Health Authority, Deschutes County Public Health (DCPH), may reach out to ask for adjustments to Operational Blueprints at any point they think necessary during the school year.

### **Timeline**

- Schools complete Blueprints – by July 20
- District team reviews – by August 1
- LPHA receives – by August 1
- School Blueprints back from LPHA - by August 10
- School board reviews – by August 14
- Turn-in Blueprints to ODE - on August 17

*For questions or support, contact:*

Scott Bojanowski, Bend-La Pine Schools Safety Coordinator, [scott.bojanowski@bend.k12.or.us](mailto:scott.bojanowski@bend.k12.or.us)

Joe Hallums, HDESD Safety Specialist, [joe.hallums@hdesd.org](mailto:joe.hallums@hdesd.org)

Tami Pike, Bend-La Pine Schools Health Services Supervisor, [tami.pike@bend.k12.or.us](mailto:tami.pike@bend.k12.or.us)

Julianne Repman, HDESD Regional Safety Director, [julianne.repman@bend.k12.or.us](mailto:julianne.repman@bend.k12.or.us)

## 0. Community Health Metrics

Returning to in-person instruction is one of our highest priorities, and so is providing safety for our students and school staff, as well as the families they return home to each day. Schools not only provide the education that our children need to succeed, but schools also provide social/emotional growth and support, nutritious meals, and access to medical care. Whether schooling is provided in person, will depend on many factors. The most important factor is the spread of COVID-19 in our communities. Schools cannot operate on-site until it is safe. Oregon Department of Education, Oregon Health Authority, and Governor Brown have implemented the following metrics and expectations that need to be met in each Oregon county, prior to providing education on-site and in-person to our students.

### 0a. Metrics and Expectations

To successfully reopen schools in Oregon, there are three levels of metrics:

1. The first set of metrics represents the level of disease circulation that would be required for return to in-person instruction, with limited exceptions. Schools would need to begin transition planning as case rates and test positivity declines in counties in order to prepare the district for the potential upcoming change.
2. The second set of metrics refers to indicators of increased COVID-19 spread in the community that would indicate the need to plan for transition back to Comprehensive Distance Learning.
3. The third set of metrics indicate disease spread in the community that would prompt initiation of Comprehensive Distance Learning with limited exceptions.

As additional information about transmission and effective treatments of COVID-19 comes available, these metrics may be altered. These metrics will be reexamined, and reaffirmed or updated, on the same schedule as the ODE Ready Schools, Safe Learners guidance.

### 0b. Returning to In-Person Instruction Through the On-Site or Hybrid Model

For a school to return to in-person instruction through the Oregon Department of Education's (ODE) On-Site or Hybrid instructional models, the metrics below, which consider local as well as statewide conditions, must meet:

- Schools must be in a county that is no longer in baseline phase to consider in-person instructional models.
- For a school district that draws >10% of students or staff from one or more other counties, the rate of new "cases per 100,000" and percent of "test positivity" should be considered in each of those counties.
- The following [County Metrics](#) must also be met for **three weeks in a row**:
  - Case rate: <10 cases per 100,000 population in the preceding 7 days
  - Test positivity: <5% in the preceding 7 days

AND

- The following [State Metric](#) must be met **three weeks in a row**:

- Test positivity: <5% in the preceding 7 days

### Oc. Transition Planning

All schools must prepare transition plans for effectively and efficiently shifting between instructional models. These plans must include professional learning for staff, communication for students and families, and thoughtful timelines for staff and families to adequately prepare for shifts to new models.

### Planning for Comprehensive Distance Learning

For schools that have in-person instruction occurring, if one or more of the following metrics are met for more than one week in a row, planning for Comprehensive Distance Learning should occur, including training of all staff and communication with school communities.

#### County Metrics:

- Case Rate: >20 cases per 100,000 population in the preceding 7 days
- Test positivity: >7.5% in the preceding 7 days

### Initiation of Comprehensive Distance Learning

For schools having in-person instruction, if one or more of the following metrics are met for more than one week in a row, Comprehensive Distance Learning should be initiated.

#### County Metrics:

- Case Rate: >30 cases per 100,000 population in the preceding 7 days
- Test positivity: >10% in the preceding 7 days

### Od. Exceptions

#### 1) **Provide in-person education for students in kindergarten through third grade.**

It is expected that all schools will offer in-class options for students in grades K-3 to the extent possible. Younger students get the virus at lower rates, get less sick when they get COVID-19 and may spread the virus less than older children or adults. Younger students also need access to in-person instruction to build literacy and numeracy skills critical to their continued learning. An exception to meeting state and county metrics to return to in-person instruction for grades K-3 should be prioritized under the following conditions.

- There have been non confirmed cases of COVID-19 among school staff or students in the past 14 days.
- The case rate in the county is  $\leq 30$  cases per 100,000 population in the preceding 7 days for the past three weeks.
- The test positivity in the county is  $\leq 5\%$  in the preceding 7 days for the past three weeks.
- Schools fully comply with sections 1-3 of the *Ready Schools, Safe Learners* guidance.

#### 2) **Provide limited in-person instruction for specific groups of students.**

As per ODE's *Comprehensive Distance Learning* guidance, providing [Limited In-Person Instruction](#) to meet the needs of specific groups of students based on needed educational, relational, curricular, instructional, and/or assessment supports. This includes, but is not limited to, provisions for supporting students experiencing disability, English language learners, as well

as programs such as career technical education (CTE) that may require hands-on demonstration of skills and the provision of secure assessment environments. An exception to meeting state and county metrics to return to limited in-person instruction under Comprehensive Distance Learning should be prioritized under the following conditions:

- There have been no confirmed cases of COVID-19 among school staff or students in the past 14 days.
- Schools fully comply with sections 1-3 of *Ready Schools, Safe Learners* guidance.
- Schools fully comply with *Comprehensive Distance Learning* guidance for [Limited In-Person Instruction](#), which includes further limitations on cohort size, time, and more.

**3) School-wide remote or rural schools in larger population counties with a population of >30,000 and population density >6 people per square mile (applies to Deschutes County).**

An exception to meeting state and county metrics to return to in-person instruction should be prioritized under the following conditions:

- There have been no confirmed cases of COVID-19 among school staff or students in the past 14 days.
- The case rate in the county is  $\leq 30$  cases per 100,000 population in the preceding 7 days for the past three weeks.
- The test positivity in the county is  $\leq 5\%$  in the preceding 7 days for the past three weeks;
- The school is remote and rural with an enrollment of  $\leq 250$  total with no more than 10% of the students live outside the school's catchment area (students outside the catchment area include interdistrict and intradistrict transfers) and the school may not accept new transfers from outside its catchment area (it must continue to serve all students within its boundaries).
  - Remote is defined as a public or private school that is located more than 8 miles from any public school that serves any of the same grade levels. This is based on the definitions used in ORS 327.077.
  - Rural is defined using the National Center for Education Statistics "Locale" codes, these are available through ODE.
- The school fully complies with sections 1-3 of the *Ready Schools, Safe Learners* guidance and students cannot be part of any single cohort, or part of multiple cohorts that is >50 people.



## 1. Public Health Protocols

We all share in the responsibility to help maintain public health. For on-site staff, this responsibility includes both maintaining their own health and the health of those they come in contact with. Self-discipline and awareness are needed to maintain these changes in our daily routines and behavior. All staff need encouragement, support, and clear guidelines to meet what is outlined in this document.

### 1a. Communicable Disease Management Plan for COVID-19

The key principles for reducing potential exposures to the coronavirus and other respiratory pathogens are:

- Physical distancing – minimizing close contact (<six feet) with other people.
- Hand hygiene – frequent washing with soap and water or using hand sanitizer.
- Cohorts – conducting all activities in small groups that remain together over time with minimal mixing of groups.
- Protective equipment – use of face shields, face coverings, and barriers.
- Environmental cleaning and disinfection – especially of high-touch surfaces.
- Isolation – of sick people and quarantine of exposed people.

### Infection Control

**(R)** Implement measures to limit the spreads of COVID-19 within the school setting.

Bend-La Pine Schools will implement measures to limit the spread of COVID-19 within our schools and facilities. Control, mitigation, and prevention measures will include: appropriate disinfectant/sanitizing procedures; screening, monitoring, and isolation/exclusion for illness among symptomatic staff and students; use of face coverings; and limiting interactions between different groups of students (e.g., teachers moving between classrooms rather than students). District staff will continue to review and update all district policies and plans related to communicable diseases and student health and wellbeing as required or recommended by local, state, and federal regulations, laws, and guidelines.

**(R)** Protocol to cooperate with the LPHA recommendations.

**(R)** Provide all logs and information to the LPHA in a timely manner.

Bend La-Pine Schools will cooperate with all Deschutes County Public Health recommendations, and will provide all logs and information to Deschutes County Public Health in a timely manner.

### Communicable Disease Management Plan

**(R)** Update written [Communicable Disease Management Plan](#) to specifically address the prevention of the spread of COVID-19.

Bend-La Pine Schools has updated the [Communicable Disease Management Plan](#) to reflect best practices and response and protocols for COVID-19. A copy of the Plan can be reviewed by the public, contact our Superintendent's Office to set up a time to review.

Bend-La Pine Schools complies with School Board Policies [EBA-AR](#), [JHCC](#), and [GBEB/JHCC-AP](#).

**Designation of School Staff to Establish, Implement, and Enforce Guidance**

**(R)** Designate a person at each school to establish, implement and enforce physical distancing requirements, consistent with the *Ready Schools, Safe Learners* guidance and other guidance from OHA.

Each district school, program and facility/department will designate, in writing, one full-time staff member to establish, implement, and enforce physical distancing requirements that are consistent with ODE and OHA guidance. This information will be posted on the staff bulletin board at each site.

Violation of these rules could result in discipline.

***Recommendation: School principal/administrator at school/program sites, department head at other facilities.***

**List of Deschutes County Public Health Staff, School Nurses, and Other Experts Who Provide Support and Resources to the Plan/Policies:**

**(R)** Include names of the LPHA staff, school nurses, and other medical experts who provided support and resources to the district/school policies and plans. Review relevant local, state, and national evidence to inform plan.

**Local Public Health Contacts:**

Deschutes County Public Health  
Communicable Disease and Environmental Health Teams  
Tel: (541) 322-7418 | (541) 317-3114

**Lead School Nurse:**

Tami Pike, RN  
Health Services Supervisor  
Bend-La Pine Schools  
Tel: (541) 355-4821 | Cell: (541) 350-8387

**Process and Procedures Established to Train all Staff in Sections 1-3 of the ODE *Ready Schools, Safe Learners* Guidance**

**(R)** Process and procedures established to train all staff in *Sections 1 - 3* of the *Ready Schools, Safe Learners* guidance. Consider conducting the training virtually, or, if in-person, ensure physical distancing is maintained to the maximum extent possible.

Train all school administrators by level. Train operations team leadership together. Use a 'train-the-trainer' system. Trained administrators and supervisors will train at their sites. HR will schedule training for all new hires throughout the school year. Conducting training virtually, if possible or training in small groups to ensure physical distancing is maintained.

**Protocol to Notify the Local Health Authority of any Confirmed COVID-19 Cases Among Students or Staff.**

**(R)** Protocol to notify the local public health authority ([LPHA Directory by County](#)) of any confirmed COVID-19 cases among students or staff.

School/site administrator or school nurse will contact district designees (in priority order):

1. Tami Pike, Health Supervisor
2. Julianne Repman, Director-Comm. & School Safety
3. Maria Buagas, School Nurse

who will contact Communicable Disease liaison at local health authority.

Bend-La Pine Schools will follow board policy: *Communicable Diseases Section: Personnel / Students Code: GBEB/JHCC*

**Custodial Plan and Classroom/Office Cleaning**

**(R)** Plans for systematic disinfection of classrooms, offices, bathrooms and activity areas.

Bend-La Pine Schools will follow the [Cleaning and Disinfecting Plan](#) and follow best practices and protocols for reducing exposure to COVID-19. A copy of the Plan can be reviewed by the public, contact our Superintendent’s Office to set up a time to review.

**Reporting Process for Clusters of Illness**

**(R)** Process to report to the LPHA any cluster of any illness among staff or students.

School/site administrator or school nurse will contact district COVID-19 designee (Director of Safety and Communication or Health Supervisor) who will contact the Communicable Disease liaison at local health authority. Contact tracing logs will be provided to LPHA.

Bend-La Pine Schools will follow board policy: *Communicable Diseases Section: Personnel / Students Code: GBEB/JHCC*

*Note: FERPA allows schools to share personally identifiable information with local public health authorities without consent when needed to respond to a health emergency. Bend-La Pine Schools will work with the local health authority to ensure we are able to effectively respond to and control outbreaks through sharing of information, even without parental consent, when appropriate.*

**Screening Protocol**

**(R)** Protocol for screening students and staff for symptoms (see *Section 1f* of the *Ready Schools, Safe Learners* guidance).

**(R)** Staff will greet students at a designated points of entry each morning, including buses, schools and program sites. Students arriving after the start of the school day will be greeted by office staff. “Greeters” will do visual illness screenings of all students, staff and visitors to campus. Checks can be done visually and/or with confirmation from a parent/caregiver/guardian.

- Visual illness screening for COVID-19 symptoms consists of: cough, fever or chills, shortness of breath, or difficulty breathing.

**(R)** Arrivals will be expected to wash with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol upon entry to school, program or department sites each day.

**(R)** Students displaying COVID-19 symptoms will be sent to the isolation room (see *Isolation Measures – Section 1i.*) and sent home as soon as possible. They must remain home for 10 days after symptom onset and until 24 hours after fever is gone (without use of fever reducing medicine).

**(R)** Students and staff will be directed to stay home if they, or anyone in their homes or community living spaces, have COVID-19 symptoms.

**(R)** All facilities administrators or supervisors will evaluate their physical layout and available staff to generate a comprehensive plan for effective screening.

**(R)** Bend-La Pine Schools will follow LPHA advice on restricting from school any student or staff known to have been exposed (e.g., by a household member) to COVID-19 within the preceding 14 calendar days.

**(R)** Staff or students with a chronic or baseline cough that has worsened or is not well-controlled with medication should be excluded from school. Do not exclude staff or students who have other symptoms that are chronic or baseline symptoms (e.g., asthma, allergies, etc.) from school.

Each school safety team will develop an entry plan that includes:

- staggered entry at the direction of a staff member where students are arriving (bus, car, bike/walk) so that 6 feet of distancing is maintained
- visual checks for primary symptoms
- hand sanitizing stations at each point of entry

All school safety plans will be uploaded to a shared google drive for the district safety team to review prior to in-person education (limited or hybrid).

### **Isolation Protocols**

**(R)** Protocol to isolate any ill or exposed persons from physical contact with others.

See *Section 1i. Isolation Measures – pg. 25*

**Communication Plan – Presumptive or Confirmed Cases**

**(R)** Protocol for communicating potential COVID-19 cases to the school community and other stakeholders (see *Section 1e* of the *Ready Schools, Safe Learners* guidance).

In the event of a presumptive or confirmed COVID-19 case in a school in Bend-La Pine Schools, our Communicable Disease partners at county health will provide guidance as we lead response efforts.

Bend-La Pine Schools will follow the COVID-19 Communication Plan for Exposure or Case.

These tools are designed to help school districts prepare for potential communication efforts, in partnership with Communicable Disease staff, in communicating with parents, teachers and to both aid in prevention efforts and to share information about exposure.

All district approved letters/emails to families will be provided in English and Spanish or other requested formats that ensure accessible to the school community.

The regional school safety director, or designee, will assist regional school district efforts in communication review and dissemination, if requested.

*Sample plan in document storage.*

**System for Maintaining and Storing Logs**

**(R)** Create a system for maintaining daily logs for each student/cohort for the purposes of contact tracing. This system needs to be made in consultation with a school/district nurse or an LPHA official.

**(R)** Create a process to ensure all itinerant staff and district staff (maintenance, administrative, delivery, nutrition, and any other staff) who move between buildings keep a log or calendar with a running four-week history of their time in each school building and who they are in contact with at each site.

Bend-La Pine Schools will follow *Ready Schools, Safe Learners* guidance and maintain individual and cohort information via a *Cohort Daily Log*. The log will be stored in the main office for four weeks.

Bend-La Pine Schools will follow *Ready Schools, Safe Learners* guidance and maintain itinerant staff and district staff logs or calendars with a running four-week history of school buildings, sites, and people they come into contact with at sites for the purpose of contact tracing.

Bend-La Pine Schools is exploring the option of a Daily Log system that may be tied to the student information system (SIS).

Parent/guardian name and emergency contact information will be stored in the SIS.

Note: If a student(s) is part of a stable cohort (a group of students that are consistently in contact with each other or in multiple cohort groups) that conform to the requirements of cohorting (see *Section 1d* of the *Ready Schools, Safe Learners* guidance), the daily log may be maintained for the cohort.

If a student(s) is not part of a stable cohort, then an individual student log must be maintained.

*Sample Cohort Daily Log in document storage.*

**Local Health Authority Engagement**

**(R)** Process to ensure that the school reports to and consults with the LPHA regarding cleaning and possible classroom or program closure if anyone who has entered school is diagnosed with COVID-19.

**(R)** Bend-La Pine Schools will provide local health authority with Cohort Daily Logs and other information necessary to expedite contact tracing in the event of a possible closure.

**(R)** Bend-La Pine Schools will follow local health authority and CDC guidance regarding cleanings.

**(R)** Bend-La Pine Schools will consult with the local health authority to consider classroom, school/program/department, or district-wide closures.

**Outbreak Protocol**

**(R)** Protocol to respond to potential outbreaks (see *Section 3* of the *Ready Schools, Safe Learners* guidance).

**(R)** Per *Ready Schools, Safe Learners* guidance, Bend-La Pine Schools will report to the local health authority any cluster of two or more persons with similar illness among staff or students.

**(R)** If anyone who has been on campus is known to have been diagnosed with COVID-19, Bend-La Pine Schools will report the case to and consult with the LPHA regarding cleaning and possible classroom or program closure.

**(R)** Bend-La Pine Schools will modify, postpone, or cancel large school events as coordinated with the LPHA. If the school is closed, Bend-La Pine Schools will implement Short-Term Distance Learning or Comprehensive Distance Learning models for all staff/students.

**(R)** Bend-La Pine Schools will continue to provide meals for students. Meal sites may or may not include the affected school location.

**(R)** Bend-La Pine Schools will communicate criteria that must be met in order for On-Site instruction to resume and relevant timelines with families.

**1b. High-Risk Populations**

High-risk populations include people who have one of more of the following characteristics or conditions:

- Age 65 years or older
- Cancer
- Chronic lung disease or moderate to severe asthma
- COPD (chronic obstructive pulmonary disease)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Immunocompromising conditions, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (Body Mass Index [BMI] of 30 or higher)
- Type 2 diabetes mellitus
- Chronic kidney disease undergoing dialysis
- Liver disease

**High-Risk Student and Staff Groups**

**(R)** Students cannot be placed into cohort groups based on any demographic or disability criteria (e.g. students with complex medical needs, students with IEPs, students receiving language services, etc.).

**(R)** Bend-La Pine Schools will continue to serve students in high risk population(s) through on-site, hybrid, or comprehensive distance learning models.

Staff Identified as High-Risk may be re-assigned and/or may consider all leave options.

To the extent possible, students who are unable to participate in On-Site instructional models due to their high-risk status will be provided the opportunity to attend/interact with their peers.

**(R)** If Bend-La Pine Schools is unable to provide blended classrooms for students, students unable to attend on-site will be provided with comprehensive distance learning.



**Medically Fragile, Complex, and Nursing-Dependent Student Requirements**

**(R)** All districts must account for students who have health conditions that require additional nursing services.

Bend-La Pine Schools will account for all students that have health conditions that require nursing services. Oregon law (ORS 336.201) defines three levels of severity related to required nursing services:

1. **Medically Complex:** Are students who may have an unstable health condition and who may require daily professional nursing services.
2. **Medically Fragile:** Are students who may have a life-threatening health condition and who may require immediate professional nursing services.
3. **Nursing-Dependent:** Are students who have an unstable or life-threatening health condition and who require daily, direct, and continuous professional nursing services.

**Interdisciplinary and Nursing Care**

**(R)** Staff and school administrators, in partnership with school nurses, or other school health providers will work with interdisciplinary teams to address individual student needs.

Bend-La Pine Schools school registered nurses are responsible for nursing care provided to individual students as outlined in Oregon Department of Education (ODE) and Oregon state law. Nurses will:

- The principal, or designee, will lead the interdisciplinary and nursing care implementation at their school.
- Communicate with parents and health care providers to determine return to school status and current needs of the student.
- Coordinate and update other health services the student may be receiving in addition to nursing services. This may include speech language pathology, occupational therapy, physical therapy, as well as behavioral and mental health services.
- Modify Health Management Plans, Care Plans, IEPs, or 504s or other student-level medical plans, as indicated, to address current health care considerations.
- The RN at the school setting should be supported to remain up-to-date on current guidelines and access professional support such as evidence-based resources from the Oregon School Nurses Association.
- Service provision should consider health and safety as well as legal standards.
- Appropriate medical-grade personal protective equipment (PPE) should be made available to nurses and other health providers.
- Work with interdisciplinary teams to meet requirements of ADA and FAPE.
- High-risk individuals may meet criteria for exclusion during a local health crisis.
- Mask use with supervision, utilization of available space where masks use isn't required or implementation of CDL are options to consider
- Refer to update state and national guidance and resources such as:

- U.S. Department of Education Supplemental Fact Sheet: *Addressing the Risk of COVID-19 in Preschool, Elementary, and Secondary Schools While Serving Children with Disabilities* from March 21, 2020.
- ODE guidance updates for Special Education. Example from March 11, 2020.
- *OAR 581-015-2000 Special Education*, requires districts to provide school health services and school nurse services as part of the related services in order to assist a child with a disability to benefit from special education.
- *OAR 333-019-0010 Public Health: Investigation and Control of Diseases: General Powers and Responsibilities*, outlines authority and responsibilities for school exclusion.

### 1c. Physical Distancing

Students will never be excluded from face-to-face instruction, disciplined for struggling to learn, and/or disciplined for struggling to adhere to new procedures for how schools operate. When students falter in adhering to the new operating procedures, staff will center grace and patience and reteach the expectation.

School staff will never implement consequences that deny access to instruction as a result of these challenges. Schools and teams will continually provide instruction and positive reinforcement to help all students adapt to the changes in school facilities while insuring punitive measures are not the methodology for compliance to healthy practices.

#### Physical Distancing

**(R)** Establish a minimum of 35 square feet per person when determining room capacity. Calculate only with usable classroom space, understanding that desks and room set-up will require use of all space in the calculation. This includes professional development and staff gatherings/meetings.

**(R)** Bend-La Pine Schools will establish a minimum of 35 square feet per person (including staff) when determining room capacity. Calculations will only be made with usable classroom space, understanding that desks and room set-up will require use of all space in the calculation.

**(R)** Schools and facilities will strive to maintain six feet of space between individuals while supporting physical distancing in all daily activities and instruction.

**(R)** Steps will be taken to minimize the time standing in lines and to strive for maintaining six feet of distance between students is used when forming lines, to include marking spacing on the floor, one-way traffic flow in constrained spaces, etc.

When possible, Bend-La Pine Schools will establish cohorts of students using the same classrooms with the same teachers each day. Teachers of specific academic content areas may rotate through student cohorts where feasible. In high schools or other settings where cohorts must change to allow individual curricula, maintain physical distancing and disinfect desks and high-touch surfaces between groups.

Bend-La Pine Schools will make efforts to restrict interaction between student cohorts; e.g. access to restrooms, activities, common areas.

**(R)** Efforts will be made to schedule modifications to limit the number of students in the building (e.g. rotating groups by days or location, staggered schedules to avoid hallway crowding and gathering). In

high schools, or settings where students require individualized schedules or elective classes, physical distancing between students will remain essential and ways to reduce mixing among cohorts will be considered.

**(R)** Bend-La Pine Schools will make accommodations for students who will need additional support in learning how to maintain physical distancing requirements by providing instruction; rather than employing punitive discipline.

**(R)** Staff will maintain physical distancing during all staff meetings and conferences, and will consider using web-based meetings as much as possible.

Bend-La Pine Schools will increase bus routes and reduce bus capacity to satisfy physical distancing requirements.

Bend-La Pine Schools will operate under a hybrid schedule thus reducing the population by 50% on a given day

Bend-La Pine Schools will have site-based safety teams that will implement measures to reduce students in common areas and hallways to protect physical distancing requirements.

Bend-La Pine Schools has measured all shared spaces and will limit capacity to allow for 35 sq./ft. per person.

Bend-La Pine Schools will post occupancy limits on classrooms, offices and common areas.

*Sample Occupancy spreadsheet from one of our schools*

Bend-LaPine SD School square footage					
Bear Creek Elementary					
35					
	Sq ft	People	Current Teacher and Grac	Current Projected	Over/Under
Library	2068.4	59			59
Life Skills	963.2	27			27
East Commons	1038.1	29	C. Rodgers- DI kinder	20	9
Stage	640	18			18
Music	1204.3	34			34
West Commons	971.9	27			27
Breakout 1	203.7	5			5
Breakout 2	138.7	3			3
A8	966.2	27	M. Gallup- DI Kinder	20	7
A7	950.6	27	A. Wright- DI Kinder	20	7
A6	949.8	27	K. Biederman- Kinder	23	4
A5	973.4	27	L. Manitsas- Kinder	23	4
A4	973.4	27	J. Saurbier- 1	22	5
A3	955.1	27	S.Boni- DI 1	21	6
A2	957.2	27	A.Bowler- 1	22	5
A1	952.7	27	T. Wolnick- DI 1	19	8
Activity Room	2080.1	59			59
A9	853.1	24	R. Salcedo	19	5
Conference	299.7	8			8
Resource 1D	194.1	5			5
D1	827	23	S. Fallini-4	17	6
D2	866.7	24	P. Shelton- DI 4	31	-7
D3	844.7	24	N. Corcia- DI 4	31	-7
D4	833.5	23	B. Gonzalez- DI 5	31	-8
D5	875.3	25	M. Schwab-5	23	2
D6	804.1	22	L. Herzog	31	-9
Resource 2D	192.9	5			5
Resource 1C	90	2			2
C1	1043	29	S. Graham-4	17	12
C2	841.1	24	G. Mithoff-3	26	-2
C3	907.7	25	J.Jacobsen- DI 3	32	-7
C4	827.1	23	J.Cooper- DI 3	32	-9
Fan Room	215.9	6			6
Resource 1B	183.7	5			5
B1	820.4	23			23
B2	878.2	25			25
B3	847.4	24	A. McIntyre- 2	23	1
B4	843.7	24	C.Hemphill- DI 2	22	2
B5	874.2	24	J. Nelson- DI 2	22	2

Bear Creek	Silver Rail	Miller	High Lakes	Jewell	Buckingham	Ponderosa	Westside Village	Highland-Kenwood	Elk Meadow
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### 1d. Cohorting

The use of stable cohort groups is a significant strategy to reduce COVID-19 spread. Cohorting refers to a consistent group of students that stays together for the duration of the school day.

#### Cohorts

Cohorts help manage risk in the potential spread of COVID-19. In particular, the size of the cohort matters for risk management. Student cohorting: (1) limits the number of exposed people when a COVID-19 case is identified in the school, (2) quickly identifies exposed individuals when a COVID-19 case is identified, (3) minimizes school-wide disruptions in student learning.

An exposure is defined as an individual who has close contact (less than six feet) for longer than 15 minutes with a COVID-19 case. If a student or staff member is diagnosed with COVID-19, the district will consult with Deschutes County Public Health officials to review the situation. If a school cannot confirm that six-foot distancing was consistently maintained during the school day, all members of a stable cohort group will need to quarantine until the contact tracing process is completed. The clear documentation of cohort members will allow Deschutes County Public Health officials to rapidly initiate contact tracing.

Student cohorting not only helps to quickly identify exposed people, it also minimizes disruptions to learning, because only the cohort members would be affected by the exposure. Maintaining small, stable cohorts can decrease the risk of closure to in-person instruction. A smaller cohort size of 24-36 is recommended for public health and safety.

**(R)** Where feasible, establish stable cohorts: groups should be no larger than can be accommodated by the space available to provide 35 square feet per person, including staff.

Where feasible, Bend-La Pine district schools will establish stable cohorts. Cohort groups will be no larger than can be accommodated by the space available to provide 35 square feet per person, including staff.

Bend-La Pine Schools understands that the smaller the cohort, the less risk of spreading disease. As cohort groups increase in size, the risk of spreading disease increases. Bend-La Pine Schools will make efforts to minimize interaction between students in different stable cohorts (e.g. access to restrooms, activities, common areas). When feasible, our schools should provide access to All Gender/Gender Neutral restrooms.

When feasible, stable cohorts should remain in one classroom environment for the duration of the learning day, including lunch.

Teachers of specific academic content areas will rotate instead of students to the maximum extent possible.

**(R)** Students cannot be part of any single cohort, or part of multiple cohorts that exceed a total of 100 people within the education week. Schools should plan to limit cohort sizes to allow for efficient contact tracing and minimal risk for exposure.

**Contact Tracing**

**(R)** Each school must have a system for daily logs to ensure contact tracing among the cohort (see *Section 1a* of the *Ready Schools, Safe Learners* guidance).

Each Bend-La Pine district school will maintain *Cohort Daily Logs*.

A key strategy in reducing the spread of disease at Bend-La Pine Schools is establishing stable cohort groups in schools. Students can be part of more than one stable cohort during the school day, but with each new cohort there is increased risk. Each cohort will have a system to ensure contact tracing can be completed; daily individual student or cohort logs are required; cohorts must be diverse groups of students that would typically be grouped in schools.

**Restrooms, Activities and Common Areas**

**(R)** Minimize interaction between students in different stable cohorts (e.g., access to restrooms, activities, common areas). Provide access to All Gender/Gender Neutral restrooms.

Each school will assign restrooms, classrooms, or other activity areas for the exclusive use of one or a small number of stable cohorts rather than the entire on-campus population.

**Staff Cleaning**

**(R)** Cleaning and wiping surfaces (e.g., desks, door handles, etc.) must be maintained between multiple student uses, even in the same cohort.

**(R)** All staff will perform regular cleaning of their spaces (using approved district cleaning agents) between multiple student or staff uses of their space.

Routine cleaning and disinfecting will follow [CDC cleaning and disinfecting guidance](#), and includes cleaning classrooms between groups, playground equipment between groups, restroom door or faucet handles, etc.

**Cohort Design**

**(R)** Design cohorts such that all students (including those protected under ADA and IDEA) maintain access to general education, grade level learning standards, and peers.

Bend-La Pine Schools believes that students should not be placed into full-time cohort groups based on any demographic or disability criteria (e.g., students with complex medical needs, students with IEPs, students receiving language services, etc.). Instead, schools will create small groups within cohorts around skills and instructional needs. For example, a small instructional Math group can be organized that is diverse by demographics, any disability criteria, speech/language services, or English language development.

Bend-La Pine Schools has identified cohorts as:

**Transportation Cohorts**

This is a stable group of students with a daily route. Stable groups can vary from AM/PM routes. Contact logs will be maintained for each route

**K-5 Cohorts**

Elementary cohorts will be attached to homerooms and maintained throughout the year and for each support area (PE, music, science/tech, etc.), except for intervention groupings. Cohort sizes will be 15-25.

**Title and Speech Language Cohorts (Itinerant Staff)**

To the extent possible, students receiving support beyond core instruction (Title services, special education and related services) will receive these supports within their grade band cohort.

**6-8 Cohorts**

6, 7, and 8 grade students will be in hybrid advisory cohorts and this stable group will be maintained as much as possible. Lunch service will be by grade level and/or students will eat in their classroom. Cleaning will take place between cohorts. Food distribution stations will be set up inside the school, in addition to the cafeteria, to increase social distancing. Cohort sizes will be 15-35.

**9-12 Cohorts**

High school students will be in hybrid, 5 period cohorts (rotating every 6 weeks) and this stable group is maintained as much as possible. Lunch service will be by grade level and/or students will eat in their classroom. Cleaning will take place between cohorts. Food distribution stations will be set up inside the school, in addition to the cafeteria, to increase social distancing. Cohort sizes will be 75-85.

**Staff Hand Cleaning**

**(R)** Staff who interact with multiple stable cohorts must wash/sanitize their hands between interactions with different stable cohorts.

Staff who interact with multiple stable cohorts will wash or sanitize their hands between interactions with different stable cohorts or individual students and wear face coverings.

Staff will wash or sanitize their hands upon entry to the building and again when they leave. Staff will wash or sanitize hands before and after meals.

**1e. Public Health Communication****Communication**

**(R)** Develop a letter or communication to staff to be shared at the start of on-site instruction and at periodic intervals explaining infection control measures that are being implemented to prevent spread of disease.

In the event of a presumptive or confirmed COVID-19 case in a school in Deschutes county, Oregon, our Communicable Disease partners at county health will provide guidance as we lead response efforts.

Bend-La Pine Schools will follow the COVID-19 Communication Plan for Exposure or Case.

**(R)** All district approved letters/emails to families will be provided in English and Spanish or other requested formats that ensure accessibility to the school community.

The regional school safety director, or designee, will assist regional school district efforts in communication review and dissemination, if requested.

*Sample plan in document storage.*

**1f. Entry and Screening****Protocol for Entry and Screening**

(R) Protocol for screening students and staff for symptoms (see *Section 1f* of the *Ready Schools, Safe Learners* guidance).

(R) Staff will greet students at a designated point of entry each morning, including buses, schools and program sites. Students arriving after the start of the school day will be greeted by office staff. “Greeters” will do visual illness screenings of all students, staff and visitors to campus. Checks can be done visually and/or with confirmation from a parent/caregiver/guardian.

- Visual illness screening for COVID-19 symptoms consists of: cough, fever (temperature greater than 104.4° F) or chills, shortness of breath, or difficulty breathing.

(R) Arrivals will be expected to wash with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol upon entry to school, program or department sites each day.

(R) Students displaying COVID-19 symptoms will be asked to return home or to report to the isolation room (see *Isolation Measures – Section 1i*) and sent home as soon as possible. They must remain home until 24 hours after fever is gone (without use of fever reducing medicine) and other symptoms are improving.

In addition to COVID-19 symptoms, students will be excluded from school for signs of other infectious diseases, per existing school policy and protocols.

(R) Students and staff will be directed to stay home if they, or anyone in their homes or community living spaces, have COVID-19 symptoms. Staff members can self-screen and attest to their own health.

(R) All facilities administrators or supervisors will evaluate their physical layout and available staff to generate a comprehensive plan for effective screening.

(R) Bend-La Pine Schools will follow LPHA advice on restricting from school any student or staff known to have been exposed (e.g., by a household member) to COVID-19 within the preceding 14 calendar days. Staff or students with a chronic or baseline cough that has worsened or is not well-controlled with medication should be excluded from school. Do not exclude staff or students who have other symptoms that are chronic or baseline symptoms (e.g., asthma, allergies, etc.) from school.

(R) Once at school, and inside the campus perimeter, staff will screen students at the interior or exterior doors.

(R) When screening indicates that a student may be symptomatic, they will be directed to the isolation room or nurse’s office.

(R) Parents will be reminded to report symptoms when calling their student absent for school.

## 1g. Visitors/Volunteers

### Visitors/Volunteers



**(R)** Screen all visitors for symptoms upon entry. Restrict non-essential visitors. Only allow visitors if six feet of physical distance between all people can be maintained.

**(R)** Visitors will be restricted to common entry and exit areas, while maintaining physical distancing and masking protocols, at Bend-La Pine Schools schools/programs or department offices until further notice. Non-district personnel should schedule work/deliveries outside student contact hours, if moving beyond the school entry. Only allow contractors if six feet of physical distance between all people can be maintained.

Volunteers will not be allowed in schools past the common entry and exit areas, and will be encouraged to support teaching and learning by performing projects at home or other locations. Volunteers will be encouraged to pick up/return materials for requested classroom or office projects in the school entry, on a designated table.

**(R)** All contractors/authorized visitors will be screened for symptoms upon every entry and will be required to fill out contact tracing forms.

**(R)** Bend-La Pine Schools will restrict from school property any contractor known to have been exposed to COVID-19 within the preceding 14 calendar days.

**(R)** Contractors/authorized visitors that are allowed in schools or facilities must wash or sanitize their hands upon entry and exit.

**(R)** Contractors must wear face coverings in accordance with the BLS *Communicable Disease Management Plan for COVID-19*, the Deschutes County Public Health department, OHA, and the Center for Disease Control.

Schools will maximize video and telephone meetings between parents/caregivers/guardians for teacher conferences and other meetings with district staff.

*Note: Staff members such as student teachers, itinerant staff, substitute teachers, and other district staff who move between buildings, are not considered visitors.*

## **1h. Face Coverings, Face Shields, and Clear Plastic Barriers**

### **Face Coverings, Face Shields, and Clear Plastic Barriers**

The CDC advises that masks and face coverings present one of the biggest opportunities for mitigating the spread of COVID-19 in schools.

Face coverings are required for all students in Kindergarten and above along with all staff.

It is now established the asymptomatic people can spread the virus that causes COVID-19. and this is a significant contributor to person-to-person spread. Face coverings decrease the spread of COVID-19 as “source control” of a contagious person’s respiratory secretions. Use of face coverings does not change social distancing requirements.

Schools, families, and community organizations have important new roles in preparing families and care takers to prepare younger children to wear face coverings safely and effectively. This includes instruction on how to properly wear a face covering, desensitization support (getting used to wearing face coverings), recommended materials for homemade face coverings, proper care and cleaning, and how to allow for “face covering breaks” during instruction. Lack of access to a face covering cannot be a barrier to instruction: each school has a responsibility to ensure that students have access to usable face coverings. Under ORS 339.155, school districts and public charter schools may not charge fees for the provision of face coverings to students.

In general, face coverings are preferred over face shields, as they may provide better containment of small aerosols that can be produced while talking. Clear plastic face shields remain an acceptable alternative in some instances because they enable students to see whole faces. This avoids potential barriers to phonological instruction and reinforces social emotional cues.

**(R)** Face coverings or face shields are required for all staff, contractors, other service providers and authorized visitors or volunteers (see section 1g for authorized visitors/volunteer guidance) following CDC guidelines. Individuals may remove their face coverings while working alone in private offices.

**(R)** Face coverings or face shields for all students in grades Kindergarten and up following CDC guidelines.

**(R)** If a student removes a face covering, or demonstrates a need to remove the face covering for a short period of time, the school/team must:

- Provide space away from peers while the face covering is removed. In the classroom setting, an example could be a designated chair where a student can sit and take a 15 minute “sensory break;”
  - Students should not be left alone or unsupervised;
  - Designated area or chair should be appropriately distanced from other students and of a material that is easily wiped down for disinfection after each use;
- Provide additional instructional supports to effectively wear a face covering;
- Provide students adequate support to re-engage in safely wearing a face covering;
- Students cannot be discriminated against or disciplined for an inability to safely wear a face covering during the school day.

**(R)** Medical grade face shields for nurses or other medical personnel when providing direct contact care and monitoring of staff/students displaying symptoms. School nurses should also wear appropriate Personal Protective Equipment (PPE) for their role.

Students who abstain from wearing a face covering, or students whose families determine the student will not wear a face covering, during On-Site instruction must be provided access to instruction. Comprehensive Distance Learning may be an option, however additional provisions apply to students under ADA and IDEA.

**Protections under the ADA or IDEA:**

**Staff:** Districts/schools should consult with legal counsel regarding ADA when considering restricting access for staff due to their inability to wear face coverings or face shields as required.

**Students:** Federal laws such as the Americans with Disabilities Act (ADA) and Individuals with Disabilities Education Act (IDEA) protect student access to instruction. The following guidelines must be considered and employed to ensure access for students protected under ADA and IDEA.

**(R)** If any student requires an accommodation to meet the requirement for face coverings, districts and schools should work to limit the student's proximity to students and staff to the extent possible to minimize the possibility of exposure. Appropriate accommodations could include:

- Offering different types of face coverings and face shields that may meet the needs of the student;
- Spaces away from peers while the face covering is removed; students should not be left alone or unsupervised;
- Short periods of the educational day that do not include wearing the face covering, while following the other health strategies to reduce the spread of disease;
- Additional instructional supports to effectively wear a face covering.

**(R)** For students with existing medical conditions, doctor's orders to not wear face coverings, or other health related concerns, schools/districts must not deny access to On-Site instruction.

**(R)** Schools and districts must comply with the established IEP/504 plan prior to the closure of in-person instruction in March of 2020.

- If a student is eligible for or, receiving services under an IEP/504, cannot wear a face covering due to the nature of the disability, the school or district must:
  - Review the IEP/504 to ensure access to instruction in a manner comparable to what was originally established in the student's plan including on-site instruction with accommodations or adjustments.
  - Placement determination cannot be made due solely to the inability to wear a face covering.
  - Plans should include updates to accommodations and modifications to support students.
- Students protected under ADA/IDEA, who abstain from wearing a face covering, or students whose families determine the student will not wear a face covering, the school or district must:
  - Review the IEP/504 to ensure access to instruction in a manner comparable to what was originally established in the student's plan.

- The team must determine that the disability is not prohibiting the student from meeting the requirement.
  - i. If the team determines that the disability is prohibiting the student from meeting the requirement, follow the requirement for students eligible for, or receiving services under, a 504/IEP who cannot wear a face covering due to the nature of the disability.
  - ii. If a student's 504/IEP plan included supports/goals/instruction for behavior or social emotional learning, the school team must evaluate the student's plan prior to providing instruction through Comprehensive Distance Learning.
- Hold a 504/IEP meeting to determine equitable access to educational opportunities which may include limited in-person instruction, on-site instruction with accommodations, or Comprehensive Distance Learning.

**(R)** Districts must consider child find implications for students who are not currently eligible for, or receiving services under, a 504/IEP who demonstrate an inability to consistently wear a face covering or face shield as required is due to a disability. Ongoing inability to meet this requirement may be evidence of the need for evaluation to determine eligibility for support under IDEA or Section 504.

**(R)** If a staff member requires an accommodation for the face covering or face shield requirements, the school district or school will work to limit the staff member's proximity to students and staff to the extent possible to minimize the possibility of exposure.

Bend-La Pine Schools will remind staff and students that coverings that are worn should be washed daily or a new covering worn daily.

Bend-La Pine Schools understands that plexiglass barriers have limited utility for schools and are not practical for classroom use. That said, areas barriers could be used include the library check-out station, cafeteria check-out, or front office.

If used, Bend-La Pine Schools will follow recommendations for barriers in non-classroom settings as follows:

Material: fixed, impermeable barrier and at least three feet wide and four feet tall, centered at the level of mouth/nose level (i.e. Height will depend on whether people are to be seated or standing or both).

## 1i. Isolation and Quarantine Measures

### Isolation and Quarantine Definitions

**Isolation:** separates sick people with a contagious disease from people who are not sick.

**Quarantine:** separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.

**(R)** Protocol to screen and isolate any ill or exposed persons from physical contact with others.

**(R)** Bend-La Pine Schools students and staff who report or develop symptoms of cough, fever, chills, shortness of breath, difficulty breathing, or sore throat while at school will be isolated in a designated isolation area in the school or building with adequate space and staff supervision, will be provided face covering, and symptoms will be monitored by a school nurse, other school-based health care provider or school staff until they are able to go home.

- School nurses and health staff in close contact with symptomatic individuals (less than six feet apart) should wear a medical grade face mask. Other Personal Protective Equipment (PPE) may be needed depending on symptoms and care provided. Consult a nurse or health care professional regarding appropriate use of PPE. Any PPE used during the care of a symptomatic individual should be properly removed and disposed of prior to leaving the care space.
- After removing PPE, hands should be immediately cleaned with soap and water for at least 20 seconds. If soap and water are not available, hands can be cleaned with an alcohol-based hand sanitizer with 60-95% alcohol.
- If able to do so safely, a symptomatic individual should wear a face covering
- To reduce fear, anxiety, or shame related to isolation, provide a clear explanation of procedures, including use of PPE and handwashing.
- If two students present COVID-19 symptoms at the same time, they must be isolated at once. If separate rooms are not available, ensure that six feet distance is maintained. Do not assume they have the same illness.

**(R)** Anyone providing supervision and symptom monitoring must wear appropriate face covering or face shields.

**(R)** An emergency contact or family member will be called and asked to safely transport home or to a healthcare facility. If this is not an option, local ambulance services can be summoned by calling the non-emergency police line.

**(R)** The school nurse or office manager will keep a record of the students and staff being isolated or sent home for the LPHA review.

**(R)** Staff and students who are ill must stay home from school and must be sent home if they become ill at school, particularly if they have COVID-19 symptoms.

- Symptomatic staff or students should be evaluated and seek COVID-19 testing from their regular physician.
- If they have a positive COVID-19 viral (PCR) test result, the person should remain home for at least 10 days after illness onset and 24 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.

- If they have a negative COVID-19 viral test (and if they have multiple tests, and all tests are negative) they should remain home until 24 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.
- If a clear alternative diagnosis is identified as the course of the person's illness (e.g. a positive strep throat test), then usual disease-specific return-to-school guidance should be followed and the person should be fever-free for 24 hours, without use of fever reducing medicine. A physician note is required to return to school, to ensure the person is not contagious.
- If they do not undergo COVID-19 testing, the person should remain at home for at least 10 days and until 24 hours after fever is gone, without use of fever reducing medicine and other symptoms are gone.

**(R)** Bend-La Pine Schools will follow LPHA advice on restricting from school any student or staff known to have been exposed (e.g., by a household member) to COVID-19 within the preceding 14 calendar days.

**(R)** Bend-La Pine Schools will work with nurses and health care experts to determine isolation areas and any necessary modifications to areas where staff/students will be isolated, consider required physical arrangements to reduce risk of disease transmission and plan for the needs of generally well students who need medication or routine treatment, as well as students who may show signs of illness.

- **(R)** Transportation administrators will identify isolation areas on buses. The symptomatic student should be seated in the first row of the bus during transportation, and multiple windows should be opened for fresh air circulation, if feasible.

Bend-La Pine Schools has an adequate supply of face coverings, located in our warehouse.

## 2. Facilities and School Operations

This section is designed to provide the district and schools with information to assure students and staff return to school safely. COVID-19 mitigation efforts require a significant shift in school operations. School campuses may include many locations, and may not be traditional school facilities and buildings.

Some activities and areas will have a higher risk for spread (e.g. band, choir, science labs, locker rooms). When engaging in these activities within the school setting, schools will need to consider additional physical distancing or conduct the activities outside, when feasible.

### 2a. Enrollment

Enrollment process support strong school operations and are needed for the financial allocations of the State School Fund. For the 2020-21 school year, ODE plans to temporarily suspend the “10-day drop,” pending approval from the State Board of Education, with the expectation that a student will only be unenrolled when a school or district has received notice that they’ve been enrolled in another setting. This change of practice is being made to ensure continuity of service. By not allowing a student to be dropped for enrollment until another school notifies of their enrollment in another school, we significantly increase the role, responsibility, and trust in schools to keep reaching out and attending to students and families who might be experiencing challenges of access, health, or resources.

**(R)** Enroll all students (including foreign exchange students) following the standard Oregon Department of Education guidelines.

**(R)** Bend-La Pine Schools will enroll all students per the standard Oregon Department of Education guidelines.

**(R)** The temporary suspension of the 10-day drop rule does not change the rules for the initial enrollment date for students:

- The ADM enrollment date for a student is the first day of the student’s actual attendance.
- A student with fewer than 10 days of absence at the beginning of the school year may be counted in membership prior to the first day of attendance, but not prior to the first calendar day of the school year.
- If a student does not attend during the first 10 session days of the school, the student’s ADM enrollment date must reflect the student’s actual first day of attendance.
- Students who were anticipated to be enrolled, but who do not attend at any time must not be enrolled and submitted in ADM.

**(R)** If a student has stopped attending for 10 or more days, schools must continue to try to engage a student. At a minimum, schools must attempt to contact these students and their families weekly to either encourage attendance or receive confirmation that the student has transferred or has withdrawn from school. This includes students who were scheduled to start the school year, but who have not yet attended.

**(R)** When enrolling a student from another school, schools must request documentation from the prior school within 10 days of enrollment per OAR 581-021-0255 to make all parties aware of the transfer.

Documentation obtained directly from the family does not relieve the school of this responsibility. After receiving the documentation from another school that a student has enrolled, drop that student from your roll.

**(R)** Bend-La Pine Schools will design attendance policies to account for students who do not attend in-person due to student or family health and safety concerns.

**(R)** Bend-La Pine Schools will ensure that schools are reaching out to offer support at least weekly when a student has a pre-excused absence or COVID-19 absence, until the student has resumed their education.

**(R)** When a student is absent beyond 10 days and meets the criteria for continued enrollment due to the temporary suspension of the 10 day drop rule, schools will continue to count them as absent for those days and include those days in their Cumulative ADM reporting.

**(R)** Bend-La Pine Schools will review JEA Compulsory Attendance policy and make changes, if needed, to account for students who do not attend in-person due to student or family health and safety concerns.

**(R)** No student will be dropped for non-attendance if they meet the following conditions: Are identified as high-risk, or otherwise considered to be part of a population vulnerable to infection with COVID-19, or have COVID-19 symptoms for 10 consecutive school days or longer.

## **2b. Attendance**

The ability to continue to monitor attendance, as a proxy for engagement, is arguably one of the most important ways schools can help to ensure equitable access to student learning and account for student wellbeing during a pandemic across any instructional model. The primary rationale for documenting student engagement with high-quality attendance data is the relationship between student attendance and student achievement.

The guidance below describes the requirements that Bend-La Pine Schools must use to create and implement a system to internally monitor and track the attendance and engagement of our students.

Session day requirements are unchanged; session days may not be claimed for weekends or holidays, per ORS 336.010 and 187.010, or any other day during which a licensed or registered teacher is not available to students. If a school switches from a five day/week schedule to a four day/week schedule, the session days must also change.

For On-Site Instructional Models, the ODE's prior attendance and reporting practices are unchanged and should meet the requirements described in this section and can be informed by the recommendations presented.

For any Hybrid Instructional Models or Comprehensive Distance Learning, ODE has established the following definitions and guidelines:

- Attendance includes both participation in classroom activities and interaction with a licensed or registered teacher during a school day or interactions with educational assistants and paraprofessionals, and TAPP family advocates through teacher designed and facilitated processes.



- Interaction can be evidenced by any of the following or reasonable equivalents:
  - Participating in a video class;
  - Communication from the student to the teacher via chat, text message, communication app, or email;
  - A phone call between the teacher or educational assistants/paraprofessionals and the student, or, for younger students, with the parent or guardian of the student;
  - Posting completed coursework to a learning management system or web-based platform or via email; or
  - Turning in completed coursework on a given day.
- When there is no evidence of student interaction within a 24-hour period surrounding a scheduled school day as described, students are reported as absent for the day (grades K-5/self-contained) or class (grades 6-12/ individual subject).

**(R) Grades K-5 (self-contained):** Attendance must be taken at least once per day for all students enrolled in school, regardless of the instructional model (On-Site, Hybrid, Comprehensive Distance Learning, online schools).

**(R) Grades 6-12 (individual subject):** Attendance must be taken at least once for each scheduled class that day for all students enrolled in school, regardless of the instructional model (On-Site, Hybrid, Comprehensive Distance Learning, online schools).

**(R) Alternative Programs:** Some students are reported in ADM as enrolled in a non-standard program (such as tutorial time), with hours of instruction rather than days present and days absent. Attendance must be taken at least once for each scheduled interaction with each student, so that local systems can track the student's attendance and engagement. Reported hours of instruction continue to be those hours in which the student was present.

**(R) Online schools** that previously followed a two check-in per week attendance process must follow the *Comprehensive Distance Learning* requirements for checking and reporting attendance.

**(R) Bend La-Pine Schools** will provide families with clear and concise descriptions of student attendance and participation expectations as well as families involvement expectations that take into consideration the home environment, caregiver's work schedule, and mental/physical health.

## 2c. Technology

**(R) Update** procedures for district-owned or school-owned devices to match cleaning requirements (see *Section 2d* of the *Ready Schools, Safe Learners* guidance).

Bend-La Pine Schools staff will clean and sanitize each device brought in for updates, repair, return, inventory, between use or redistribution.

Computer labs will be cleaned with district approved cleaners between cohort uses. Allow 10-minute dwell time before reuse.

Classroom computers will be cleaned with district approved cleaners between uses. Allow 4-minute dwell time before reuse.

**(R)** Procedures for return, inventory, updating, and redistributing district-owned devices must meet physical distancing requirements.

Bend-La Pine Schools will allow all students in grades 3-12 to take home their school issued devices, should a school closure occur.

Bend-La Pine Schools will prepare for the possibility a student, class, or school will move to Comprehensive Distance Learning.

Bend-La Pine Schools will prepare a district technology and internet connectivity inventory process. Every Wi-Fi access point and wired network device should be tested.

Bend-La Pine Schools will survey families by phone, email or other means to collect information about the number, type, and condition of devices used in their homes to support distance learning and their connectivity.

Bend-La Pine Schools will review technology policies and data privacy policies and update if needed.

Bend-La Pine Schools will set up one or more help desk lines for student/staff/family to support the use of technology.

## **2d. School Specific Functions/Facility Features**

**(R)** Practices for handwashing, equipment sanitizing, events, transitions, and personal property.

**(R)** Bend-La Pine Schools will advise and encourage all people on campus to wash their hands frequently. Age appropriate hand washing/sanitizing education will be provided to students. Hand sanitizer will be available and bathrooms will be stocked with soap and towels.

**(R)** Bend-La Pine Schools has developed cleaning protocols for all equipment used by more than one individual or purchase equipment for individual use. For example, all classroom supplies and equipment will be cleaned before use by another cohort. This includes PE equipment, playground equipment, music equipment. *See Cleaning and Disinfecting Plan.*

**(R)** Bend-La Pine Schools will cancel, modify, or postpone field trips, assemblies, athletic events, practices, special performances, school-wide parent meetings and other large gatherings, as appropriate to meet requirements for physical distancing. These events may take place virtually.

**(R)** Bend-La Pine Schools will limit school transitions to the extent possible and create hallway procedures to promote physical distancing and minimize gatherings. Students lining up in cohort classes will maintain appropriate physical distancing.

Cohorts will be assigned designated bathrooms and schedules. Bathrooms will be cleaned throughout the day.

**(R)** Bend-La Pine Schools has established the following practice for personal property being brought to school (e.g., refillable water bottles, school supplies, headphones/earbuds, cell phones, books,

instruments, etc.): Personal items must be labeled prior to entering school and use should be limited to the item owner only. No sharing of personal items.

After-School Programs are expected to meet Bend-La Pine Schools ODE blueprint requirements outlined in this document.

Bend-La Pine Schools will assure that all OHA and CDC guidelines around physical distancing and other public health protocols and all other federal, state, and local agency requirements, including any additional guidance released by the Oregon Department of Education or the Oregon Health Authority are communicated to facility users of district facilities.

## **2e. Arrival and Dismissal**

**(R)** Practices for arrival and dismissal.

**(R)** Bend-La Pine Schools will require appropriate physical distancing, stable cohorts, square footage, and cleaning requirements be maintained during arrival and dismissal procedures.

**(R)** If necessary, Bend-La Pine Schools will create schedule(s) and communicate staggered arrival and/or dismissal times for busing and school day.

**(R)** For larger schools, Bend-La Pine Schools will assign students or cohorts to an entrance; assign staff member(s) to conduct visual screenings (see *Section 1f*). Drop off/pick-ups should be as brief as possible.

**(R)** Bend-La Pine Schools will require accurate sign-in/sign-out procedure to help facilitate contact tracing, however, per ODE rules, will eliminate shared pen and paper sign-in/sign-out sheets. Each office and classroom will maintain a daily list of persons who enter their school/classroom. Teachers must not allow students/staff to enter their room if their arrival will exceed room occupancy limits.

**(R)** Bend-La Pine Schools will ensure hand sanitizer is available for signing children in or out on an electronic device.

**(R)** Bend-La Pine Schools will provide hand sanitizer dispensers near all entry doors and other high-traffic areas.

**(R)** Bend-La Pine Schools will clearly communicate procedures for keeping caregiver drop-off/pick-up as brief as possible.

Where possible, Bend-La Pine Schools will mark specific areas and designate one-way traffic flow for transition.

**2f. Classrooms/Repurposed Learning Spaces**

**(R)** Practices for seating, materials use, handwashing and more.

**(R) Seating:** Bend-La Pine Schools will rearrange student desks and other seat spaces so that staff and student bodies are at least six feet apart to the maximum extent possible while still maintaining the 35 square feet per person; assign seating so students are in the same seat at all times.

**(R) Materials:** Students and staff will be advised to avoid sharing of community supplies when possible (e.g., scissors, pencils, etc.). Shred items will be cleaned frequently. Hand sanitizer and tissues will be provided for use by students and staff.

**(R) Handwashing:** Students will be reminded, through signage and regular reminders from staff, of the utmost importance of hand hygiene and respiratory etiquette. Respiratory etiquette means covering coughs and sneezes with an elbow or a tissue. Tissues should be disposed of and hands washed or sanitized immediately. Handwashing is recommended over sanitizing by the CDC. Wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol.

**Furniture:** Where possible, Bend-La Pine Schools will remove upholstered furniture and soft seating and replace with surfaces that can be wiped down and cleaned easily.

**Classroom Procedures:** Bend-La Pine Schools will discontinue use of permanent restroom/hall passes and shared hard copy student sign-in/sign-out logs. Assign cubby or storage spaces for individual student belongings.

**Libraries:** Staff will clean libraries and books prior to distribution. Schools will consider designating specific days/times for specific cohorts. Schools will create checkout and return procedures allowing books to be untouched for 72 hours and sanitized.

**Seating:** Use visual aids (e.g., painter's tape, stickers, etc.) to illustrate traffic flow, appropriate spacing, and assigned seating areas.

**Environment:** When possible, schools will open windows or otherwise ventilate (through HVAC systems) the classroom before students arrive and after students leave, and while students are present if feasible. Staff will hold classes outside when possible and encourage students to maintain physical distance.

**2g. Playgrounds, Fields, Recess, Breaks, and Restrooms**

**(R)** Practices for seating, materials use, handwashing and more.

**(R)** Bend-La Pine Schools will keep school playgrounds closed to the general public until park playground equipment and benches reopen in the community (see Oregon Health Authority's *Specific Guidance for Outdoor Recreation Organizations*).

**(R)** Bend-La Pine Schools will remind students using the restroom, through signage and age-appropriate training, that they must wash hands with soap and water for 20 seconds. Soap will be made available to students and staff in all restrooms.

(R) Bend-La Pine Schools will designate playground and shared equipment solely for the use of one cohort at a time. Playgrounds and outdoor recreation equipment will be cleaned at least daily, or as often as possible, in accordance with [CDC guidance](#).

(R) Bend-La Pine Schools will require staff to maintain physical distancing requirements, stable cohorts, and square footage requirements.

(R) Bend-La Pine Schools will provide signage and restrict access to outdoor equipment (including sports equipment, etc.).

(R) Bend-La Pine Schools staff will design recess activities that allow for physical distancing and maintenance of stable cohorts. Clean all outdoor equipment between cohorts.

(R) Bend-La Pine Schools will limit staff rooms, common staff lunch/break areas, elevators, and workspaces to a single person usage at a time, maintaining six feet of distance between adults.

## 2h. Meal Service/Nutrition

(R) Practices for meal service.

Students will pick up meals from food service locations and eat in designated areas (classrooms, cafeteria, etc.). If students are unable to pick up meals from designated food service areas, meals will be delivered to them.

Schools will have closed campus meals to help reduce contact outside of cohorts and to improve contact tracing ability.

Grab and Go meals will be available at identified school sites on school days for students in hybrid or on-line learning environments.

(R) Bend-La Pine Schools staff serving meals will wear face shields or face covering (see *Section 1h*).

(R) Students will be advised that they must wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol before meals and will be encouraged to do so after.

(R) Bend-La Pine Schools will ensure appropriate daily cleaning of meal items (e.g., plates, utensils, transport items, desks) in classrooms where meals are consumed, cleaning and sanitizing of meal touch-points and meal counting system between stable cohorts, adequate cleaning and disinfecting of tables between meal periods.

(R) Bend-La Pine Schools staff will need to remove their face coverings and staff when eating and drinking; staff should eat snacks and meals independently, and not in staff rooms when other people are present. Staggering of breaks and lunches will be used as a best practice.

(R) Bend-La Pine Schools will prohibit buffet-style meals, as well as sharing of food and drinks among students and/or staff.

**(R)** 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.

When possible, Bend-La Pine district schools will find alternate locations (e.g., classrooms) for eating meals, stagger meal times, restrict access to vending machines, limit use of communal serving utensils, establish non-contact payment methods.

## **2i. Transportation**

**(R)** Practices for transportation.

**(R)** Bend-La Pine Schools has included transportation department leadership (and associated contracted providers, if used) in planning for our return to service.

**(R)** Our transportation department is committed to cleaning buses frequently with targeted cleanings between routes and a focus on disinfecting frequently touched surfaces of the bus (see *Section 2j*).

**(R)** Bend-La Pine Schools bus drivers will do a visual screening for students exhibiting symptoms and logs for contact-tracing daily.

**(R)** If a student displays COVID-19 symptoms, drivers will provide a face shield or face covering (unless they are already wearing one) and keep six feet away from others. Continue transporting the student.

- The symptomatic student should be seated in the first row of the bus during transportation, and multiple windows should be opened for fresh air circulation, if feasible.
- The symptomatic student should leave the bus first. After all students exit the bus, the seat and surrounding surfaces should be cleaned and disinfected.
- If arriving at school, notify staff to begin isolation measures.
  - If transporting for dismissal and the student displays an onset of symptoms, notify the school.

**(R)** Consult with parents/guardians of students who may require additional support (e.g., students who experience a disability and require specialized transportation as a related service) to appropriately provide service.

**(R)** All drivers will wear face shields and/or face coverings when not actively driving or operating the bus

**(R)** All students in grades Kindergarten and up will wear face coverings or face shields while riding buses, following the [CDC guidelines](#) and applying the guidance in *Section 1h* to transportation settings. .

**(R)** Transportation administrators, in collaboration with district leadership, will Inform parents/guardians of practical changes to transportation service (i.e., physical distancing at bus stops and while loading/unloading, potential for increased route time due to additional precautions, sanitizing practices, and face coverings).

Bend-La Pine Schools will work to provide at least three feet of physical distance between passengers. This may result in staggered routes and school start times.

Where feasible, at least six feet of physical distance will be created between the driver and passengers (except during boarding and while assisting those with mobility devices); reinforce this requirement by cordoning off seats as appropriate.

Bus drivers will have access to surplus masks to provide to students when needed

Bend-La Pine Schools will determine and post maximum occupancy for each bus, per guidance while following this guidance.

Where feasible, drivers and transportation staff will have access to hand washing stations or at least 60-95% alcohol-based hand sanitizer. (Hand sanitizer dispensers should not be installed on a school bus.)

## **2j. Cleaning, Disinfection, and Ventilation**

Strategies that include clean surfaces and improved indoor air quality should be incorporated as a part of the school's facilities plan. This includes a facility evaluation of ventilation, air filtration, and HVAC system performance. Buildings should maximize fresh outdoor air and minimize indoor air recirculation. Allowing fresh air into a room dilutes and displaces airborne particles, which may decrease virus transmission.

**(R)** Practices for cleaning, disinfecting and ventilation.

**(R)** Bend-La Pine Schools custodians and staff will clean, sanitize, and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and shared objects (e.g., toys, games, art supplies) between uses multiple times per day, per Cleaning and Disinfecting Plan. Facilities should be cleaned and disinfected at least daily to prevent transmission of the virus from surfaces in accordance with [CDC guidance](#).

**(R)** Staff will maintain clean and disinfected environments, including classrooms, cafeteria settings, restrooms, and playgrounds. Playgrounds and outdoor recreation equipment will be cleaned at least daily, or as often as possible, in accordance with [CDC guidance](#).

**(R)** Staff will apply disinfectants safely and correctly following labeling directions as specified by the manufacturer and keep these products away from students.

**(R)** Bend-La Pine Schools will operate ventilation systems properly and/or increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and through other methods. Staff will not use fans if they pose a safety or health risk, such as increasing exposure to pollen/allergies or exacerbating asthma symptoms. Staff will consider the need for increased ventilation in areas where students with special healthcare needs receive medication or treatments. Ventilation systems will be checked regularly.

Where possible, staff will modify or enhance building ventilation (see CDC's guidance on ventilation and filtration and American Society of Heating, Refrigerating, and Air-Conditioning Engineers' guidance), as we are aware that air circulation and filtration are helpful factors in reducing airborne viruses.



**2k. Health Services**

**(R)** Practices for maintaining a prevention-oriented health services program for all students.

Bend-La Pine Schools will provide age appropriate hand hygiene, physical distancing and respiratory etiquette education to endorse prevention. District communications, in collaboration with the local health authority, will be provided to schools to share in newsletters and school signage.

**(R)** Bend-La Pine Schools will adhere to OAR 581-022-2220 Health Services, which requires districts to “maintain a prevention-oriented health services program for all students” including space to isolate sick students and services for students with special healthcare needs.

Staff will participate in required health services related training to maintain health services practices in the school setting.

Staff will review 504 and IEP accommodations and IHP’s to address vulnerable populations and have a plan for sustaining operations alongside COVID-19 specific planning (i.e., medication administration, diabetic care.)

**(R)** Designated licensed, experienced health staff will be included on teams to determine district health service priorities. Bend-La Pine Schools leadership will collaborate, as needed, with health professionals such as school nurses; School Based Health Center (SBHC) staff; mental and behavioral health providers; dental providers; physical, occupational, speech, and respiratory therapists; and others.

Bend-La Pine Schools will work with SBHCs to potentially provide telehealth and COVID-19 testing services.

When a vaccine becomes available, Bend-La Pine Schools will work with the local health authority to provide space for vaccine clinics and nursing staff to aid in this work.

**2l. School Emergency Procedures and Drills**

**(R)** In accordance with ORS 336.071 and OAR 581-022-2225 all schools (including those operating a Comprehensive Distance Learning model) are required to instruct students on emergency procedures. Schools that operate an On-Site or Hybrid model need to instruct and practice drills on emergency procedures so that students and staff can respond to emergencies.

- At least 30 minutes in each school month must be used to instruct students on the emergency procedures for fires, earthquakes, and safety threats.
- Fire drills must be conducted monthly.
- Earthquake drills must be conducted two times a year.
- Safety threats including procedures related to lockdown, lockout, shelter in place, and evacuation, and other appropriate actions to take when there is a threat to safety must be conducted two times a year.

**(R)** Drills can and should be carried out as close to possible to the procedures that would be used in an actual emergency. For example, a fire drill should be carried out with the same alerts and same routes

as normal. If appropriate and practicable, COVID-19 physical distancing measures can be implemented, but only if they do not compromise the drill.

**(R)** When or if physical distancing must be compromised, drills must be completed in less than 15 minutes. Drills should not be practiced unless they can be practiced correctly.

**(R)** Prior to returning to Hybrid or In-Person models of instruction, Bend-La Pine Schools will train staff on safety drills.

**(R)** If on a hybrid schedule, schools 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).

**(R)** 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.

Schools should communicate with families about upcoming safety drills (without giving them specific dates and times) and after the safety drill so that families can prepare for, process and review drills at home.

When using Comprehensive Distance Learning or a Hybrid model of instruction, schools should consider a virtual fire drill with families to practice at home evacuation drills. Safety planning involving students in a virtual classroom might include having teachers asking students who they would call in case of an emergency. They could discuss where they planned to drop, cover, and hold on. As an assignment, teachers might suggest that students and their families develop an emergency contact list and post the list on the refrigerator.

## **2m. Supporting Students Who Are Dysregulated, Escalated, and/or Exhibiting Self-Regulatory Challenges**

School teams should consider a wide range of plans and tools when providing support and instruction for expected behaviors and consistent self-regulation to ensure health and safety requirements continue to be met.

**(R)** Utilize the components of [Collaborative Problem Solving](#) or a similar framework to continually provide instruction and skill-building/training related to the student's demonstrated [lagging skills](#).

**(R)** Take proactive/preventative steps to reduce antecedent events and triggers within the school environment.

**(R)** Be proactive in planning for known behavioral escalations (e.g. self-harm, spitting, scratching, biting, eloping, failure to maintain physical distance). Adjust antecedents where possible to minimize student and staff dysregulation. Recognize that there could be new and different antecedents and setting events with the additional requirements and expectations for the 2020-21 school year.

**(R)** Bend-La Pine Schools will establish a proactive plan for daily routines designed to build self-regulation skills; self-regulation skill building sessions can be short (5-10 minutes), and should take place at times when the student is regulated and/or is not demonstrating challenging behaviors.

**(R)** Ensure all staff are trained to support de-escalation, provide lagging skill instruction, and implement alternatives to restraint and seclusion.

**(R)** Plan for the impact of behavior mitigation strategies on public health and safety requirements:

Scenario	Public Health and Safety Response due to COVID-19
<i>Student elopes from area</i>	<p><i>If staff need to intervene for student safety, staff should:</i></p> <ul style="list-style-type: none"> <li>● <i>Use empathetic and calming verbal interactions (i.e. "This seems hard right now. Help me understand... How can I help?") to attempt to re-regulate the student without physical intervention.</i></li> <li>● <i>Use the least restrictive interventions possible to maintain physical safety for the student and staff.</i></li> <li>● <i>Wash hands after a close interaction.</i></li> <li>● <i>Note the interaction on the appropriate contact log.</i></li> </ul> <p><i>*If unexpected interaction with other stable cohorts occurs, those contacts must be noted in the appropriate contact logs.</i></p>

<i>Student engages in behavior that requires them to be isolated from peers and results in a room clear.</i>	<p><i>If students leave the classroom:</i></p> <ul style="list-style-type: none"> <li>● <i>Preplan for a clean and safe alternative space that maintains physical safety for the student and staff</i></li> <li>● <i>Ensure physical distancing and separation occur, to the maximum extent possible.</i></li> <li>● <i>Use the least restrictive interventions possible to maintain physical safety for the student and staff.</i></li> <li>● <i>Wash hands after a close interaction.</i></li> <li>● <i>Note the interaction on the appropriate contact log.</i></li> </ul> <p><i>*If unexpected interaction with other stable cohorts occurs, those contacts must be noted in the appropriate contact logs.</i></p>
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<p><i>Student engages in physically aggressive behaviors that preclude the possibility of maintaining physical distance and/or require physical de-escalation or intervention techniques other than restraint or seclusion (e.g., hitting, biting, spitting, kicking, self-injurious behavior).</i></p>	<p><i>If staff need to intervene for student safety, staff should:</i></p> <ul style="list-style-type: none"> <li>● <i>Maintain student dignity throughout and following the incident.</i></li> <li>● <i>Use empathetic and calming verbal interactions (i.e. “This seems hard right now. Help me understand... How can I help?”) to attempt to re-regulate the student without physical intervention.</i></li> <li>● <i>Use the least restrictive interventions possible to maintain physical safety for the student and staff</i></li> <li>● <i>Wash hands after a close interaction.</i></li> <li>● <i>Note the interaction on the appropriate contact log.</i></li> </ul> <p><i>*If unexpected interaction with other stable cohorts occurs, those contacts must be noted in the appropriate contact logs.</i></p>
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**(R)** Ensure that spaces that are unexpectedly used to deescalate behaviors are appropriately cleaned and sanitized after use and before the introduction of other stable cohorts in that space.

Bend-La Pine Schools will develop clear and consistent expectations for staff around supporting students who are exhibiting challenging behavior.

**Protective Physical Intervention**

Restraint and COVID-19: the following guidelines should be used in conjunction with regulations outlined in OAR 581-021-0556. Use a positive student-centered approach and only utilize restraint if the student’s behavior imposes a reasonable risk of imminent and substantial physical or bodily injury to the student or others and less restrictive interventions would not be effective. Be mindful that seeing staff put on protective equipment or staff wearing protective equipment can further escalate a situation.

It is critical that physical restraint is kept to the minimum necessary. Managing acute disturbance in the context of COVID-19 infection risk is underpinned by ensuring it is the least restrictive, that it is trauma informed, and does not create difficulties and or flashpoints that could otherwise have been avoided.

**(R)** Reusable Personal Protective Equipment (PPE) must be cleaned/sanitized after every episode of physical intervention (see section 2j. *Cleaning, Disinfection, and Ventilation*).

**Limiting Risk of Infection Prior to a Restraint**

- Staff should frequently wash hands and wear a face covering.
- Assign an additional staff member to monitor the restraint and be prepared to “switch out” in the event that protective equipment must be altered or adjusted. Only staff required for safe restraint should be involved.
- Avoid long and extended physical holds.

**Limiting Risk of Infection During a Restraint**

- Utilize positive, student centered prevention practices to minimize safety responses involving physical intervention, such as restraint.

- Consider use of additional Personal Protective Equipment, including goggle-type eye protection, medical-grade face masks, and protective gloves if they can be used while maintaining the safety and dignity of the student.
- Keep hands clear of eyes, mouth, and nose of self and others.
- Relieve first responders not wearing appropriate protective equipment as soon as possible.

**Limiting Risk of Infection After a Restraint**

- Remove and dispose of or clean protective equipment immediately in the proper manner.
- Do not touch faces and limit hard surface contact before immediately washing hands.
- Keep a change of clothing available in cases where staff clothing becomes contaminated.
- Follow all required debriefing and reporting procedures for the restraint once all health and safety issues have been addressed.

### 3. Response to Outbreak

#### 3a. Prevention and Planning

In the event that there is a single positive case or a cluster of cases of COVID-19, Bend-La Pine Schools will partner with the Local Public Health Authority (LPHA), who will work the school district in ongoing COVID-19 mitigation efforts.

**(R)** Bend-La Pine Schools will coordinate with Local Public Health Authority (LPHA) administrators, or their designees, (see *Communicable Disease Plan* or *Section 1a* of this document) to establish real-time communication channels related to current transmission level.

**(R)** Bend-La Pine Schools will:

- Review the [Planning for COVID-19 Scenarios in Schools](#) toolkit.
- Follow school board policy for Communicable Disease.
- Coordinate communication with the local health authority and communicate with approved language to stakeholders.
- If the region impacted is in Deschutes County, the local health authority will provide school-centered guidance and direction for Bend-La Pine Schools.
- Work with local health authorities to establish timely communication with staff and families.
- Bend-La Pine Schools will follow the established plan from the local health authority concerning reportable cases.
- Assess technology resources and plan for rapid deployment.
- When new cases are identified in the school setting, and the incidence is low, the local health authority will provide a direct report to the district lead nurse, or designated staff, on the diagnosed case(s). Likewise, the local health authority will impose restrictions on contacts.
- Assess levels of supplies that will be needed in case of an outbreak.
- Check insurance coverage for contingencies such as school closures and high employee absenteeism.
- Explore the contract implications for mass and extended individual employee absences, and instruction during school closings:
  - Coordinate with the unions in advance.
  - Draft any needed agreements.
  - Plan for substitutes for all positions -- bus drivers, teachers, cafeteria staff, etc.
  - Address any needed sick leave exceptions or waivers.
  - Consider emergency sick leave pools.
- Coordinate with health insurance carriers regarding any anticipated challenges with the widespread use of health insurance benefits.

**3b. Response**

**(R)** In the event of an outbreak, Bend-La Pine Schools will:

- Review and utilize the [Planning for COVID-19 Scenarios in Schools](#) toolkit.
- Ensure continuous services and implement Comprehensive Distance Learning.
- Coordinate with the local health authority for any outbreak response.
- If anyone who has been on campus is known to have been diagnosed with COVID-19, Bend-La Pine Schools will report the case to and consult with the local health authority regarding cleaning and possible classroom or program closure.
  - Determine if exposures have occurred.
  - Cleaning and disinfecting guidance.
  - Possible classroom or program/school closure.
- Bend-La Pine Schools will report to the local health authority any cluster of illness (2 or more people with similar illness) among staff or students.
- When cases are identified in the local region, a response team should be assembled within the district and responsibilities assigned within the district.
- Bend-La Pine Schools will modify, postpone, or cancel large school events as coordinated with the local health authority.
- If one or more schools are closed, the Short-Term Distance Learning or Comprehensive Distance Learning models will be implemented for all staff/students.
- The district will continue to provide meals for students.

**(R)** Bend-La Pine Schools will share and implement precautionary measures called for by your state and local health departments and communicate them to staff, students, and families. The CDC recommends the following:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Follow the CDC's recommendations for using a facemask.
- Remind all to wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60 percent alcohol. Always wash hands with soap and water if hands are visibly dirty.

Bend-La Pine Schools leadership will prepare for possible increased number of employee absences due to illness in employees and their family members, and for dismissals of early childhood program and K-12 schools due to high levels of absenteeism or illness.

Bend-La Pine Schools will review your school district's current policies and procedures that may come into play, such as:

- student and employee absences due to illness,
- school closures based on public health concerns,
- emergency management plans, and
- non-discrimination policies.

Bend-La Pine Schools will emphasize the need to remain vigilant against stigma due to perceived race, national origin, or recent travel. Foster a supportive environment free from rumors or associations of a virus with a specific population.

Bend-La Pine Schools will consider cancelling nonessential travel per travel guidance on the CDC website, including local and national field trips.

Bend-La Pine Schools will prepare materials including symptoms lists, student absence protocols, emergency response team communications plans, communications procedures with parents in the event of school closures, and the like.

Bend-La Pine Schools will coordinate with ODE about the possibility of mass student or staff absences. Will there be flexibility on requirements for student attendance days, graduation requirements, and staffing requirements?

**(R)** Working with local health authorities, Bend-La Pine Schools will determine when school closures are indicated based on a set percentage of staff and student absenteeism as recommended by local and state public health authorities.

- Establish virtual education options for students if available for extended school closures.
- Address how staff will be informed about expectations for student home-based academic work.
- Coordinate with the state educational agency about the possibility of school closings. How will attendance days and/or virtual class time be counted?
- Explore deploying visiting teachers to monitor or ensure education remains on track in case of school closings; recruit parents to assist in the delivery of educational services to their children.
- Coordinate with local health and welfare agencies to ensure children receiving free and reduced-price meals continue to receive nutrition usually supplied at schools.
- Address how the school district can provide information and support to families in need of childcare when schools are closed.
- Determine under what conditions schools will reopen.



If the congregation of students prevents group childcare, explore with local agencies and community groups the kinds of services for childcare available for in-home care and serve as a resource for parents, particularly in high-poverty areas.

Collaborate with local chambers of commerce to help businesses understand the potential impact of reduced or limited group childcare on families during the crisis and encourage planning accordingly. Identify state and federal emergency relief, grants, and funding flexibility available to address unexpected needs.

Coordinate with local health authorities about expectations to utilize school facilities for emergency services.

Obtain any needed equipment and supplies.

Clear communication for staff and families is critical for potential quarantine expectations related to school closures.

Work with public health officials for effective communication strategies.

Seek federal and state grants and other assistance to help recovery efforts.

After implementing your plan to reopen schools:

- Address any requirement to make up missed school days;
- Provide counseling to students as appropriate and involve community partners; and
- Update the emergency plan as needed.

### 3c. Recovery and Reentry

**(R)** Review and utilize the [Planning for COVID-19 Scenarios in Schools](#) toolkit.

**(R)** Bend-La Pine Schools will plan instructional models that support all learners in Comprehensive Distance Learning.

**(R)** Bend-La Pine Schools staff, or contractor will clean, sanitize, and disinfect surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and follow [CDC guidance](#) for classrooms, cafeteria settings, restrooms, and playgrounds.

**(R)** Bend-La Pine Schools staff will communicate with families about options and efforts to support returning to On-Site instruction.

**(R)** Bend-La Pine Schools staff will follow local health authority guidance to begin bringing students back into On-Site instruction.

Bend-La Pine Schools will consider smaller groups, cohorts, and rotating schedules to allow for a safe return to schools.

Bend-La Pine Schools will continue to offer instructional models that support all learners in comprehensive distance learning

**READY SCHOOLS, SAFE LEARNERS – PUBLIC HEALTH AND SCHOOL REENTRY DECISION TOOL**



The purpose of this tool is to assist educational leaders in planning essential reentry steps to protect the health and safety of students, staff, and families. Use this tool when choosing an instructional model and determining readiness to welcome staff and students back into the building.

