

## School Safety Teams

Each school will be responsible for establishing and administering their own safety team. Each school will select a safety officer to administer their school's safety team. School safety teams will work in conjunction with the district safety team to create a safe work environment for all employees.

### Goal

The goal of school safety committees is to get staff and administrators working together to prevent workplace accidents and injuries, and produce a safer and healthier workplace.

### Meetings

- The safety team will have an equal number of employer-selected members and employee-elected (or volunteer) members. At least one school administrator will be a part of the school safety team.
- The safety team will meet (at a minimum) on a monthly basis.
- Safety meetings will be held on district time, and attendees will be paid at their regular rate of pay.
- Safety meetings will focus on reviewing inspection and accident records, and reviewing, investigating, and providing recommendations to any safety concern reports from school employees.

### Minutes

- Safety meeting minutes will be retained by the school for a minimum of three years.
- Safety meeting minutes will be made available to all school employees.

### Organizational Chart

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

### Bulletin Boards

The school safety team will maintain a bulletin board with all pertinent safety committee minutes, policies, communication plans, and safety committee organizational charts in a location that is accessible to all employees.

### OSHA

OSHA 437-001-076 ([OSHA](#)) governs the rules for workplace safety committees and safety meetings in Oregon, and is a good source of additional information.

## COVID-19 School Safety Teams

For the 2020-21 school year, all schools will ensure that COVID-19 related safety concerns are addressed with their school safety teams. The school safety team will meet regularly (at least monthly with greater frequency at the beginning of the year and in preparation for the transition into in-person education) to address COVID-19 specific questions or concerns that have been communicated by employees to the safety team.

The school safety team will maintain contact with the district safety committee (Scott) and the Safe and Health Schools Administrator (Paul) for any additional support they need in resolving COVID-19 safety related questions and concerns.

Possible members of your school's safety team: Admin + Custodian + Nurse + Office Manager + SRO + broad certified and classified staff members

### Summary of New Language In RSSL [Version 6.3.1](#) (March 22, 2021)

Based upon Center For Disease Control (CDC) [recommendation on March 19th](#) and after careful review by the Oregon Health Authority (OHA) and the Oregon Department of Education (ODE), the State of Oregon decided to allow three feet of physical distancing under certain conditions in schools.

Bend-La Pine Schools will now organize classrooms where students are separated by three feet when other safety measures are in place including masking, hand-hygiene, minimizing of shared materials, students facing in the same direction (when possible) and regular disinfecting of surfaces.

Six feet of social distancing, to the greatest extent possible, is the norm for most all other instances like staff-to-staff and staff-to-student interactions, in common areas like hallways, cafeterias, locker rooms, when eating, when rehearsing in music classes, when exerting themselves in physical activity, when entering/exiting the buildings, lining up and when interacting with other distinct cohorts.

**NOTE:** Room capacity limits as previously calculated using the 35 sq. ft./per person formula have been removed from RSSL.

# R.E. Jewell Elementary

## COVID-19 Safety Team Checklist

One of the guiding principles behind ODE's *Operational Blueprint* is to ensure safety and wellness. The decision to return to school is driven by health and safety considerations, and should create the conditions to support the mental, social, and emotional health of students and staff.

School safety teams will use this checklist to help ensure they are following the guidelines set out by the Oregon Department of Education (ODE), Oregon Health Authority (OHA), the Center for Disease Control (CDC), and the Occupational Safety and Health Administration (OSHA).

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

**Completing this COVID-19 checklist and uploading it [here](#) is your school's verification that you have satisfied RSSL domains 1-3 and are ready to welcome students back into your building either under Limited In Person or Hybrid when the metrics allow it.**

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

- ✓ Who is the school/site designated COVID-19 Guideline Enforcement staff member?

Scott Edmondson	scott.edmondson@bend.k12.or.us	(541) 355-2102
Jesse Rasmussen	jesse.rasmussen@bend.k12.or.us	(541) 355-2103
Name	email	phone number

- ✓ All staff members know who the designated guideline enforcement staff member is (Staff meeting on 9/1/20)
- ✓ The contact information for the designated staff member been posted on the staff bulletin board Posted 9/21/20

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

- ✓ We have a bulletin board that is centrally located for all staff to view RSSL safety requirements, guidelines. Created on 9/21/20
- ✓ Staff understand that questions/concerns about: **Via email and blog post**
  - ✓ Your school's overall safety plan implementation should be made to your site's safety team for resolution. If resolution cannot be achieved, staff can contact Paul Dean who will problem solve with the district safety team and your school safety team.
  - ✓ An individual's (student/staff/visitor) adherence to safety practices should be made to your principal for resolution. If concerns still persist, human resources will assist with staff issues, student issues will be addressed by the most appropriate personnel (SPED, nurses, behavioral coaches) and we advise that visitor issues be taken up with the appropriate level leader.
  - ✓ Clarity about ODE blueprint guidelines can be made to Paul Dean.

- ✓ Health related matters can be addressed by your school nurse.
- ✓ Presumptive or confirmed COVID cases are to be directed to Tami Pike.
- ✓ All staff have been informed on the function of the school safety team, know who the safety team members are, and are aware of the most up-to-date guidelines from ODE, OHA, and the school district leadership.
- ✓ Building principals will work with the Director of Communications & School Safety, Julianne Repman, to distribute letters to staff/families in the event of a presumptive or confirmed COVID-19 case. **Scott Edmondson and Jesse Rasmussen know the process and have the contact info for Julianne Repman.**
- ✓ Staff understand the symptoms of COVID-19. **Posters and info sent prior to 9/1/20. Reminders about BLP COVID resources sent 9/13/20**
- ✓ Staff understand the district's policy and guidance for staying home from work if they have tested positive or have symptoms of COVID-19. **Posters and info sent prior to 9/1/20. Reminders about BLP COVID resources sent 9/13/20**
- All staff have viewed the COVID-19 training video

**Contact Tracing (1a)**

- ✓ We have all required contact tracing logs **Paper and Digital started on 9/1/20**
  - ✓ Student logs through synergy and accurate in-person attendance **Attendance will be completed daily through Synergy. Student Contact Logs will be kept with classroom teachers.**
  - ✓ Staff through paper and/or digital logs **Paper and Digital started on 9/1/20**
- ✓ We have a system for maintaining and storing logs for at least four weeks. **Papers have been filed in the office. Online started 9/1/20**
- ✓ We are quickly able to provide our Local Health Authority with tracing logs for students and staff when requested. **Paper logs kept filed at the office. Digital logs now online - see Kellie Gregory**
  - ✓ Who is the person managing the student synergy reports and who will work directly with Tami to pass along the student logs to Deschutes County Health

Kellie Gregory                      Office Manager                      kellie.gregory@bend.k12.or.us                      (541) 647-7378

Name                                      Position                                      Email                                      Cell phone number

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

Scott Edmondson                      Principal                                      scott.edmondson@bend.k12.or.us                      (541) 290-9678

Jesse Rasmussen                      Assistant Principal                      jesse.rasmussen@bend.k12.or.us                      (541) 350-8061

Name                                      Position                                      Email                                      Cell phone number

**Physical Distancing (1c, 2f)**

- ✓ Staff have been informed to maintain six feet of physical distancing (when feasible) **Blog posts, 9/1/20 (all staff meetings)**

- ✓ Each room has a maximum occupancy sign posted which has been calculated based upon the 35 square feet of space per student/staff in each space **Completed 9/22/20 but is now superseded by the 3-foot distancing rules now in place**
- ✓ Physical distancing signage is posted throughout the school. **All posted by 9/23/20**
- ✓ We have physical distancing markings on floor space (where appropriate). **Added to the office floor. Arrows in the hallways pointing students which direction to walk in the halls. Dots are in the hallways in front of restrooms to space students out who are waiting to use them.**
- ✓ We have trained students and staff on physical distancing guidelines. **9/1/20 (all staff meetings) We have sent a brief physicals distancing guideline sheet to families through e-mail and parent blog**
- ✓ We have taken precautions to limit the amount of time spent standing in lines by students? **Classroom cohorts will have staggered schedules whenever moving between points within the school. Entry and exit from classrooms will be done with as few lines possible. We will work with staff and students to create systems for students to move between points from their personal desk space to other parts of the school and back again with as few lines as possible. In lines we will still maintain 6-foot distancing.**
- ✓ We redirected our traffic flow (one-way when possible) to maximize physical distancing. **We are using velcro dots to mark arrows in main hallways, and placed tables to clearly create two lanes for student traffic in Beige hall. Each lane will be one way and will be marked. Also, placed round dots on the baseboard at 6-foot intervals all around the school so students have a visual reminder of social distancing. Staff teach and monitor student movement in these areas. Staff teach students to walk on the right side of the hallway, not near the mid-line. We have also divided the school into two halves so this should limit the number of students accessing each side of the school; blue, green activity room go right and red, yellow, beige go left.**
- ✓ We have staggered students accessing common areas (like hallways and the cafeteria) to small cohorts. **Staggered schedules will allow for small cohorts to travel into common areas. Students trained to pay attention to the dots on the baseboard.**
- ✓ We are prepared to make accommodations for students/staff that need additional support and have communicated this publicly. **Administrators will work with staff, students and families to ensure the needs of individuals are being met.**
- ✓ We are minimizing interaction between students in different stable cohorts? (i.e. restrooms, common areas, playgrounds, cafeterias)

**Restrooms** - Beige 3, 4, 5, Yellow 3, Green 1 - use Beige hall bathrooms. Yellow 1, 2, Red 1, 2, 3, Blue 2, 3 - use Library bathrooms. Blue 1, Green 3, Gold 1, 2, 3, Purple 1, 2, 3 - use Activity Room bathroom. Life Skills students use the life skills bathroom. Gym bathroom is used for Kids Inc students only.

Only one student washing hands when possible, with spots on the floor to stand and wait. Close all but one urinal.

**Playgrounds** - Cohorts are assigned to playgrounds. Playgrounds are be divided into three (3) play spaces that cohorts will be assigned to on a weekly rotation. Common use equipment is cleaned after each recess in teacher bins. Students wash hands before and after recess.

**Cafeteria** - Students will not access the cafeteria at this time. Meals are delivered to classrooms by staff.

- ✓ Bend-La Pine Schools will now organize classrooms where students are separated by three feet when other safety measures are in place including masking, hand-hygiene, minimizing of shared materials, students facing in the same direction (when possible) and regular disinfecting of surfaces. **Teachers in grades K-3 continue to maintain 6-foot distance between students during learning times in their classroom. Teachers in grades 4-5 have arranged their desks so that students have 3-foot distance between them and are facing the same direction whenever possible.**
- ✓ Design recess activities that allow for physical distancing and maintenance of stable cohorts. **Each playground is divided into multiple smaller play areas. The play areas are clearly marked and duty staff monitor each area to ensure cohorts stay within the defined area.**

### Outside Learning Space Defined

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

- ✓ *If implementing Learning Outside guidance, establish an outside learning space for learning that maintains a minimum 35 square feet per person.*
- ✓ *• Within this design, educators should have their own minimum of 35 square feet and the design of the learning environment must allow for some ability for the educator to move through the room efficiently and carefully without breaking 6 feet of physical distance to the maximum extent feasible.*
- ✓ **Under Recommendations:** Consider utilizing outdoor spaces, common areas, and other buildings in planning. *ODE has provided supplemental guidance to support [Learning Outside](#). This guidance document has also been revised to support increasing learning opportunities outdoors.*

#### Cohorts (1d)

- ✓ We are maintaining the guidelines for stable cohorts by (a) not grouping students on any demographic or disability criteria, and (b) adhering to cohort size requirements **Class lists will be reviewed to keep student stable cohorts to no more than 10 students and no more than one cohort per student. This started on 9/14/20.**
- ☐ We have maximized the best practice of rotating teachers of specific academic content to cohort locations and keeping students in one classroom as much as possible.
- ☐ We will adhere to the cohort requirements of:
  - ☐ limited in-person: 1.) no more than 10 students at a given time, 2.) students cannot be part of more than two cohorts (including transportation) in any given week. 3.) any one staff member cannot interact with more than 3 cohorts in a given day, and five in a week. 4.) The absolute number of students who can be in the building any given week is 250.
  - ☐ in-person instruction: 1.) student cohorts will not exceed 100 people within the educational week (ODE recommends stable cohort size of 24-36 based on space, with recommendations to go even smaller when feasible)

- ❑ What is the average range of your cohort sizes within your school during hybrid instruction?

**K** - Cohort A - 30 kids (10 per class) ----- Cohort B - 30 kids (10 per class)

**1st** Cohort A - 30 kids (10 per class) ----- Cohort B - 30 kids (10 per class)

**2nd** Cohort A - 35 kids (9 per class) ----- Cohort B - 35 kids (9 per class)

**3rd** Cohort A - 45 kids (11 per class) ----- Cohort B - 45 kids (1 per class)

**4th** Cohort A - 45 kids (15 per class) ----- Cohort B - 45 kids (15 per class)

**5th** Cohort A - 45 kids (15 per class) ----- Cohort B - 45 kids (15 per class)

**Bus Cohorts** - 25 kids

**Recess Cohorts** - No larger than 24-36 students

Now that we are all-in, students are not split into A or B cohorts but are here at school every day for full school days.

- ❑ Cleaning and *sanitizing* surfaces (e.g., desks, *dry erase boards*, door handles, etc.) must be maintained between multiple student uses, even in the same cohort.

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

❑ *Elementary staff who interact with multiple cohorts (music, PE, library, paraprofessionals who provide supervision at recesses, etc.) should have schedules altered to reduce the number of cohorts/students they interact within a week. Consider having these staff engage via technology, altering duties so that they are not in close contact with students in multiple cohorts, or adjust schedules to reduce contacts.*

Specials are on a 3-way rotation and will teach their students for one week before rotating. This will limit their exposure to students and cohorts.

#### **Visitors/Volunteers (1g)**

- ✓ Staff understand the guidelines/policies around visitors/volunteers. **Email and blog post**
- ✓ For the time being, NO visitors or volunteers are allowed beyond the lobby/main office. The district is working on protocols to address which visitors and volunteers will be allowed beyond the welcome lobby/main office during our COVID restrictions.
- ✓ We will log visitors/contractors/itinerant staff for contact tracing **Started on 8/30/20**
- ✓ Contractors/authorized visitors will be required to wear face coverings, be screened for COVID symptoms, maintain 6 ft distancing, and wash hands upon entry and exit. **Contact tracing documents upon entry, signage, hand sanitizing station.**
- ✓ We have communicated out to staff and families that teacher conferences, meetings (with parents and between staff) should be maximized through videoconferencing or telephone calls.
- ✓ *Diligently screen all visitors/volunteers for symptoms and ask questions about symptoms and any close contact with someone diagnosed with COVID-19 upon every entry. Restrict from school property any visitor known to have been exposed to COVID-19. See the [COVID-19 Exclusion Summary Guide](#).*

## Face Coverings (1h, 2n)

- ✓ Face coverings or face shields will be worn by all staff, contractors, other service providers, or visitors or volunteers. Individuals may remove their face coverings while working alone in private offices. **Communicated on multiple occasions. Posted in the lobby and office.**
- ✓ Face coverings or face shields will be worn by all students in grades Kindergarten and up. **Communicate via parent blog already and phone blast prior to Hybrid starting**
- ✓ **Face coverings are required for all students in grades kindergarten and up, along with all staff.** Certain accommodations *for medical needs or disability* are noted in the guidance below. *Student or family refusal to wear appropriate face covering for a values-based reason then dictates that educational needs be met through Comprehensive Distance Learning. Staff refusal to wear appropriate face coverings should be addressed according to established school or district processes.*
- If a student removes a face covering, or demonstrates a need to remove the face covering for a short-period of time, we will:
  - ✓ Provide space away from peers while the face covering is removed. In the classroom setting, an example could be a designated chair where a student can sit and take a 15 minute “sensory break;” **Calm Corner or chair outside door**
  - Students should not be left alone or unsupervised; **(Line of vision, call to admin)**
  - 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; **Use the cleaning station spray**
  - Provide additional instructional supports to effectively wear a face covering. **Signage, daily review, newsletter, staff showing students, staff with proper PPE show/help student**
  - Provide students adequate support to re-engage in safely wearing a face covering; **Reminders and encouragement.**
  - Students cannot be discriminated against or disciplined for an inability to safely wear a face covering during the school day. **Documentation must be provided if this is the case. A plan can be created as needed.**
  - Partner with counselors, SPED staff, 504 coordinators, nurses, ELL staff, behavioral coaches and/or families to problem-solve face covering issues. **All support available.**
  - *Students who abstain from wearing a face covering, or students whose families determine the student will not wear a face covering during On-Site instruction must be provided access to instruction. Comprehensive Distance Learning can and should be provided when this decision is values-based. However, additional provisions do apply to students protected under ADA and IDEA.*

## Personal Protective Equipment PPE (1h)

- We have enough face coverings and face shields for staff and students. **We have masks available for staff and students, though most people are bringing their own to use**

If you need to order more, please designate one person from your location to order when supplies get low. Be sure to specify type A, B or C style face shield or disposable mask. \* Order from the distribution center at [PPESupplies@bend.k12.or.us](mailto:PPESupplies@bend.k12.or.us) **All orders go through Kellie. Kellie will coordinate with Kevin RN.**

### Isolation Protocols (1i)

- ✓ All staff understand the isolation and quarantine protocols outlined in our district's [Exclusion & Quarantine of COVID-19 Cases in the School Setting Flowchart](#) On blog, e-mailed
- ☐ Staff understand the protocols for exclusion and isolation of sick students and colleagues whether identified at the time of bus pick up, arrival at school or at any time during the day. **District flowchart shared on Blog. Procedure reviewed with staff at staff meetings.**
- ☑ School nurses have trained staff on your school's isolation and quarantine protocols and the use of medical grade PPE **Training on 2/2/21**
- ✓ Your school's isolation rooms have been identified and equipped to handle staff/students displaying COVID-19 symptoms. **9/15/20 - Our isolation room will be the former Sick/Health room. PPE and health supplies will be placed on a cart outside the door. An air purifier will be placed on a high shelf in the room. It also has an ozone cleaning function that will sanitize the room at the end of the day. This will be done by trained janitorial staff.**
- ✓ *Consider if and where students and staff will be isolated during learning outside. Create a comfortable outdoor area for isolation or follow plan for in building isolation.*
- ✓ *The school must provide a remote learning option for students who are required to be temporarily off-site for isolation and quarantine.*

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

- ✓ We have adequate handwashing stations and/or hand sanitizer (with 60-95% alcohol) dispensers easily accessible near all entry doors and other high-traffic areas. **Front doors are covered. We have added stations in other high-traffic areas.**
- ✓ We are only using approved hand sanitizer from the district's custodial supply.
- ☐ We have protocols (and signage) in place to ensure students and staff are washing their hands or using approved hand sanitizer prior to eating meals/snacks, after recess or using playground equipment, and using the restroom. **We have hand washing signage and other reminders hung up around the building**
- ✓ Staff who interact with multiple stable cohorts will wash/sanitize their hands between interactions with different stable cohorts. **Shared in our Toolkit and Quick Reference document**

Four hundred wall-mounted, non-touch dispensers and 75 free-standing hand sanitizer stations (with complementary floor mat) have been ordered and will be delivered to your sites. Your existing wall-mounted dispensers will be replaced with these new models. Refill request can be sent to [PPEsupplies@bend.k12.or.us](mailto:PPEsupplies@bend.k12.or.us)

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

- ✓ Steps have been taken to cancel, modify, or postpone field trips, assemblies, athletic events, practices, special performances, school-wide parent meetings and other large gatherings to meet requirements for physical distancing. **PTA gatherings have been cancelled until further notice. Field trips, assemblies, special performances, school-wide parent meetings and other large gatherings have been cancelled or will not be permitted until given "all clear" from district/state leadership.**
- ☐ Students will be discouraged from bringing personal property to school (e.g. school supplies, headphones/earbuds, cell phones, books, instruments, etc.). If personal items are brought to school, they must be labeled prior to entering school and use should be limited to the item owner. Because BLS will close non bottle-filling water stations, we decided that refillable water

bottles are okay if they are labeled with a student's name. Students can bring toys to play with at recess that are not soft (not stuffies) and can bring a ball or recess equipment item. They must be labeled with their own names and any recess equipment that is used by students will be disinfected in the classroom after each recess

- ✓ We will limit staff rooms, common staff lunch areas, elevators and workspaces to single person usage at a time, maintaining six feet of distance between adults. Communicated on multiple occasions. Posted in the lobby and office.
- ❑ Establish and clearly communicate procedures for keeping caregiver drop-off/pick-up as brief as possible. Plan developed and shared with families in Toolkit Document. E-mailed and on parent blog
- ❑ We have partnered with our building's BEA and/or OSEA reps to verify that any new responsibilities related to cleaning, supervision and/or student lunches don't conflict with collective bargaining agreements around breaks and preps times. If necessary, communicate with HR if an issue arises.

### Arrivals/Dismissals (2e, 1f)

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

Identify your entry locations for students:

Arriving on buses - The east side (back) of the building. They will follow the established traffic pattern to the east entrance (Gym Foyer) and either go to their classroom, or if they are needing breakfast they will go to the designated spot in the Media Center and pick up their "grab and go" meal and then walk to their classroom.

Parent drop-off - We are asking for parents of KG and 1st grade students to not drop off their child(ren) before 8:15, and parents of 2nd-5th graders to not drop off their child(ren) before 8:20.

Students will be dropped off along the sidewalk at the front front of the school. First through fifth grade students will enter in the front doors and go to their classroom, or if they are needing breakfast they will go to the designated spot in the Media Center and pick up their "grab and go" meal and then walk to their classroom. Kindergarten students will enter the school through the Beige Hall doors off the north playground. If they are needing breakfast, they will walk to the designated spot in the Media Center and pick up their "grab and go" breakfast and then head to their classroom.

Walking/biking - Again, we are asking that KG and 1st grade students arrive at 8:15, and 2nd through 5th grades arrive at 8:20 .

Students walking/biking from the north or west of the school will enter through the front doors and go to their classroom, or if they are needing breakfast they will go to the designated spot in the Media Center and pick up their "grab and go" meal and then walk to their classroom. Students walking/biking from the east side of the school will enter through the east entrance (bus entrance) and head to their classrooms, and if they are needing breakfast they will go to the designated spot in the Media Center and pick up their "grab and go" meal and then walk to their classroom.

How you will stagger entering students and where students will gather before classes begin while maintaining stable cohorts and social distancing.

Staggering will be through the north (KG), east and west doors maintaining 6 foot social distancing and allowing three entry points thus reducing exposure to as many students. At this point, students will head to their classrooms with no gathering in any commons areas.

How will staff be deployed to different areas to assist with this?

We will have staff stationed at the three entrances

Identify your exit locations for students

Departing on buses - They will follow the established traffic pattern to the bus.

Parent drop-off - KG, 1st, and 3rd grade students being picked up by parents, walking or riding home will be released to the grass on the west side of the school for parents to pick up, or for them to walk or ride bikes home. 2nd, 4th, and 5th grade students will exit out the main entrance on the west side of the school.

Walking/biking - Same traffic flow as the Parent Drop-Off

How you will stagger exiting students while maintaining stable cohorts and social distancing.

We will stagger each grade level's release at the end of the day by 2 min. KG will be released at 2:50, 1st grade at 2:52, 2nd grade at 2:54, 3rd grade at 2:56, 4th grade at 2:58, and 5th grade at 3:00.

How will staff be deployed to different areas to assist with this?

We will have staff stationed at the East and West entrances

- ☐ We have assigned staff to conduct screening of COVID-19 symptoms as students enter the building.
- ☐ Staff have been trained in symptom screening. (cough, fever of greater than 100.4°F, chills, shortness of breath, difficulty breathing) Information is in our Toolkit and Quick Reference documents
- ☐ *Diligently screen all students and staff for symptoms on entry to bus/school/outside learning space every day. This can be done visually as well as asking students and staff about any new symptoms or close contact with someone with COVID-19. For students, confirmation from a parent/caregiver or guardian can also be appropriate. Staff members can self-screen and attest to their own health, but regular reminders of the importance of daily screening must be provided to staff. Self-screening of adult staff members can be efficient but also problematic if not held to the highest of standards and building a culture where staff don't sign-in when they have symptoms that should have them staying or working from home.*

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

- ✓ We are only using approved cleaning products from the district's custodial supply. 9/1/20 - Staff meeting
- ✓ We will work to ensure that cleaning/disinfecting products are not being brought in from outside the custodial supply. (Clorox wipes, bleach products, etc.) 9/1/20 - Staff meeting, ongoing reminders from safety team
- ✓ We will partner with custodians and maintenance staff to ensure that proper ventilation circulation is in place. Open windows and doors when possible.
- We will designate playground and shared equipment solely for the use of one cohort at a time. Disinfect at least daily or between use as much as possible

- We will clean, sanitize, and disinfect frequently touched surfaces (e.g. door handles, sink handles, drinking fountains, transport vehicles) and shared objects (e.g., toys, games, art supplies) between uses multiple times per day. **Staff has been informed to use the cleaning stations outside of classrooms in the common areas to clean HTS and shared objects in the classroom. Desks and surfaces will need to be cleared so surfaces can be sprayed down.**
- Facilities should be cleaned and disinfected at least daily to prevent transmission of the virus from surfaces. **Darin and Joe have been trained on this procedure.**
- Cleaning and disinfecting surfaces (e.g., desks, door handles, etc.) must be maintained between multiple student uses, even in the same cohort. **Staff have been informed of this procedure. More reminders will follow.**
- *Clean, sanitize, and disinfect frequently touched surfaces (e.g. door handles, sink handles, drinking fountains, transport vehicles) and shared objects (e.g., toys, games, art supplies) between uses multiple times per day. Maintain clean and disinfected (CDC guidance) environments, including classrooms, cafeteria settings and restrooms. Provide time and supplies for the cleaning and disinfecting of high-touch surfaces between multiple student uses, even in the same cohort. All teachers have a disinfectant spray in their classrooms to sanitize surfaces. When a bottle runs out, staff switches it with a full bottle from cleaning stations. Specials is given a 15-minute passing time between classes to clean and sanitize.*
- Questions about cleaning and disinfecting should be made first to your head custodian, then Walt Norris and lastly Terry Cashman.

#### **Meal Service/Nutrition (2h)**

- Meal services/nutrition staff have been involved in planning for school reentry that includes how:
  - breakfast will be distributed in the morning **Hand out in the halls to pick up on their way to class**
  - how/where lunch will occur **eating in the classrooms, lunches delivered**
  - how next-day meals will be distributed **Supper is delivered to classrooms before the end of the day**
- 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. **Communication to staff and parents.**
- Students *and staff* must wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol before meals and shall be encouraged to do so after.
- *Staff must maintain 6 feet of physical distance to the greatest extent possible. If students are eating in a classroom, staff may supervise from the doorway of the classroom if feasible. Students in 4-5 classrooms must still keep 6-foot distance between each other while eating, so they will move from their desks or eat outside to can keep a safe distance.*
- Since staff must remove their face coverings during eating and drinking, staff should eat snacks and meals independently, and not in staff rooms when other people are present. Consider staggering times for staff breaks, to prevent congregation in shared spaces. *Note: The largest area of risk is adults eating together in break rooms without face coverings. Shared in our Quick Reference document*
- *Young children are not a significant source of spread of COVID-19 . This section provides requirements and recommendations to mitigate risk of COVID-19 transmission during mealtime.*

*Staff supervising mealtime should always wear a face covering and maintain at least 6 feet of physical distance while students are eating and wash hands or use an alcohol-based hand sanitizer after mealtime. Staff should avoid eating with one another in common areas to the greatest extent possible, as this has proven to be a significant source of spread of COVID-19 in workplaces.*

- Consider alternatives so that adults can eat independently, rather than in shared spaces.*
- Young students often need help opening containers and packages. Take steps to eliminate or reduce the need to help students while they are eating.*
  - *Be sure that school meals are fully accessible to students (e.g. open packages) before they are provided to them.*
  - *Communicate to families that send a meal to school that they need to ensure the meal is packaged in a way that is accessible to their child, so that they may eat independently.*

### **School Emergency Procedures and Drills (2m)**

- We are ensuring all emergency drills required by law, (ORS 336.071 and OAR 581-022-2225) are taking place. **No surprise drills this year to ensure readiness in safe manor.**
- We will train staff on safety drills prior to students arriving on the first day on campus in hybrid or face-to-face engagement. **Keep students separated, move quickly out to line up along the fence, stop 6-feet away from others if a line has to stop using their arms to help them stay distant**
- ✓ When or if physical distancing must be compromised, drills must be completed in less than 15 minutes. **Already standard for Jewell**
- We are ensuring that at least 30 minutes in each school month is used to instruct students on the emergency procedures for fires, earthquakes, and safety threats.
- ✓ We plan to carry out drills as closely as possible to the procedures that would be used in an actual emergency (even during CDL and Hybrid models of instruction). **Scripts are always followed. Protocol and procedures are always followed.**
- If on a hybrid schedule, we will conduct multiple drills each month to ensure that all cohorts of students have opportunities to participate in drills (i.e., schedule on different cohort days throughout the year). **Account for when making schedule of drills so each cohort can do the drill.**
- ✓ 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. **Signage and instruction, teacher ensures this happens.**
- ✓ We plan to conduct the required safety drills virtually during CDL instruction (including the month of September). **We can do this any time. Work with Park and Rec and schedule one with kids here to practice.**
- ✓ We will report the completion of our drills to the district office (Marsha Baro). **Kellie already does this.**

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

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

## Resources

*ODE has created a new [mental health toolkit](#) as a primary resource for districts*

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

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

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

Bend-La Pine Schools COVID-19 Cleaning and Disinfecting Plan - [COVID-19 Cleaning and Disinfecting Plan](#)  
[Exclusion & Quarantine of COVID-19 Cases in the School Setting Flowchart](#)

Bend-La Pine Schools COVID-19 Communicable Disease Management Plan - [COVID-19 CDM Plan](#)

Bend-La Pine Schools PPE Supply Request Email Link - [PPESupplies@bend.k12.or.us](mailto:PPESupplies@bend.k12.or.us)

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