

La Pine High School COVID-19 Safety Team Checklist

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

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

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.

Note that 6 feet continues to be the threshold of "close contact" for exposure determination by public health, even for students when at least 3 feet of physical distance from other students is allowed.

Communicable Disease Management Plan for COVID-19 (1a)

- ✓ Designate a single point-person at each school to establish, implement, support and enforce all RSSL health and safety protocols, including face coverings and physical distancing requirements, consistent with this guidance and other guidance from OHA. This role should be known to all staff in the building with consistent ways for licensed and classified staff to access and voice concerns or needs.
- ✓ Create a simple process that allows for named and anonymous sharing of concerns that can be reviewed on a daily and weekly basis by the designated RSSL building point-person. Example: Anonymous survey form or suggestion box where at least weekly submissions and resolutions are shared in some format.
- ✓ Plans for systematic disinfection of classrooms, common areas, offices, table surfaces, bathrooms and activity areas.

Designated Staff Member for COVID-19 Guideline Enforcement

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

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<i>Name</i>	<i>email</i>	<i>internal phone number</i>

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

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- ✓ All staff members know who the designated guideline enforcement staff member is
- ✓ The contact information for the designated staff member been posted on the staff bulletin board

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

- ✓ We have a bulletin board that is centrally located for all staff to view ODE safety requirements, guidelines.
- ✓ Staff understand to follow [this flow chart](#) for questions/concerns about COVID-19 safety issues.
- ✓ All staff have been informed on the function of the school safety team, know who the safety team members are, and are aware of the most up-to-date guidelines from ODE, OHA, and the school district leadership.
- ✓ Building principals will work with the Director of Communications & School Safety, Julianne Repman, to distribute letters to staff/families in the event of a presumptive or confirmed COVID-19 case
- ✓ Staff understand the symptoms of COVID-19.
- ✓ Staff understand the district's policy and guidance for staying home from work if they have symptoms of COVID-19.
- ✓ Staff have been reminded to use the [Return To School website](#), the [COVID-19 staff portal](#) and [Bend-La Pine Schools Ready Set Learn Communications Guidance for COVID-19 Positive Cases](#) to stay up-to-date on the district latest information

b) Doors to LPHS will open at 9:00 am each morning, and students can get a “grab-and-go” meal to eat at a cafeteria or commons table. Tables are marked to limit seating so social distancing is followed. Supervising staff will ensure students are seated in their first period class by 9:15. Students will be dismissed by classroom for lunch/end of day at staggered intervals to avoid congestion.

- ✓ We redirected our traffic flow to maximize physical distancing. [Please elaborate on how you are managing traffic flow to maximize physical distancing- ie. creating one-way corridors/stairwells, placing floor markings to create lanes for student movement when one-way solutions aren't possible, having hall monitors direct movement, other ideas] *Include pictures if you have them.*

Directional markers taped to floors in hallways for traffic flow; students walk down the right side of hallways to maximize social distancing. One-way traffic flow is not feasible due to “dead-end” hallways. Staff will be present to monitor students and traffic flow in commons and hallways during passing periods and before/after school.

Common areas and cafeteria will open for students (limited seating for social distancing) between 9:00 - 9:15, during lunch/end of day. These are the only time students will use these areas, and students must sit at tables while eating.

- ✓ We are prepared to make accommodations for students/staff that need additional support and have communicated this publicly.

Students will use restrooms closest to their classroom. For contact tracing, each teacher will document student names and times using the restroom, or visiting the office.

- ✓ We have rearranged student desks and other seat spaces so that staff and students' physical bodies are three feet apart to the maximum extent possible. We recommend that couches and rugs be removed because they are difficult to keep clean.

a) Maintenance has moved cloth chairs to temporary storage, staff has been advised to remove personal cloth furniture and rugs.

b) Classrooms are arranged with appropriate distancing of student desks, while adhering to posted maximum occupancy limits. Seating charts for each class will be used.

Cohorts (1d)

- ✓ Cleaning and sanitizing surfaces (e.g., desks, dry erase boards, door handles, etc.) must be maintained between multiple student uses.

Public Health Communication and Training (1e)

- ✓ Offer initial training to all staff prior to being in-person in any instructional model. Training could be accomplished through all staff webinar, narrated slide decks, online video, using professional learning communities, or mailing handouts with discussion. Training cannot be delivered solely through the sharing or forwarding information electronically or in paper copy form as this is an insufficient method for ensuring fidelity to public health protocols (see section 8b for specific training requirements). Note: Instructional time requirements allow for time to be devoted for professional learning that includes RSSL training.

- ✓ Post “COVID -19 Hazard Poster” and “Masks Required” signs as required by OSHA administrative rule OAR 437-001-0744(3)(d) and (e) exposure
- ✓ Periodic interval training also keeps the vigilance to protocols ever present when fatigue and changing circumstances might result in reduced adherence to guidance.
- ✓ The definition of exposure (updated) is being within 6 feet of a person who has COVID-19 for at least 15 cumulative minutes in a day

Entry and Screening (1f)

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.

Visitors/Volunteers (1g)

- ✓ 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.
- ✓ Staff understand the guidelines/policies around visitors/volunteers.
- ✓ Only BLS staff and essential visitors are allowed to enter buildings beyond the lobby. Examples of essential visitors are DHS, child protective services, law enforcement, student teachers and their supervisors, CASA advocates, Friends of Children mentors, cadet teachers, and ESD service providers. When in doubt whether a visitor is ‘essential’, consult with your Level Leader.
- ✓ We will log visitors/contractors/itinerant staff for contact tracing
- ✓ Contractors/authorized visitors will be required to wear face coverings, be screened for COVID symptoms, maintain 6 ft distancing, and wash hands upon entry and exit.
- ✓ We have communicated out to staff and families that teacher conferences, meetings (with parents and between staff) should be maximized through videoconferencing or telephone calls.
- ✓ Employers are required to provide masks, face coverings, or face shields for all staff, contractors, other service providers, visitors and volunteers.
- ✓ Face coverings or face shields for all staff, contractors, other service providers, visitors or volunteers following CDC guidelines for Face Coverings. Individuals may remove their face coverings while working alone in private offices or when separated by more than 6 feet in outside learning spaces. Face shields are an acceptable alternative only when a person has a medical condition that prevents them from wearing a mask or face covering, when people need to see mouth and tongue motions in order to communicate, or when an individual is speaking to an audience for a short period of time and clear communication is otherwise not possible.
- ✓ Accommodations under ADA or IDEA and providing FAPE while attending to Face Covering Guidance

- ✓ 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.

Face Coverings (1h, 2n)

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

The exceptions are:

- A. For provisions applicable to staff/students protected by ADA or IDEA
- B. Bus drivers when the mask interferes with the driver's vision (e.g., fogging of eyeglasses). Drivers must wear face coverings when not actively driving and operating the bus, including while students are entering or exiting the vehicle.
- C. For specific and time-limited instructional needs such as speech and language, LIPS reading group, ELL lessons or other examples when viewing a teacher's or student's mouth is essential to that portion of the lesson. As soon as possible within the lesson, masks should replace the shields;
- D. For younger children moving into in-person education who exhibit severe emotional dysregulation when wearing a mask. Staff should employ strategies to transition them from shields into mask wearing: mindfulness exercises, increase in the frequency of outdoor mask breaks, and other trauma-informed best practices.
- E. People who are deaf or hard of hearing, or those who care for or interact with a person who is hearing impaired.
- F. Other time-limited exceptions of short durations may be made with administrative knowledge.

A cloth mask with a clear panel is an acceptable option, as is the use of a shield over a mask for added protection.

Individuals working in a private, single use workspace and outside workers who can maintain at least 6 feet of physical distancing do not need to wear a mask or shield.

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

- ✓ Face coverings or face shields will be worn by all students in grades Kindergarten and up, **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.

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

Personal Protective Equipment PPE (1h)

- ✓ We have enough face coverings and face shields for staff and students

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

Isolation and Quarantine (1i)

- ✓ [Bend-La Pine Schools Ready Set Learn Communications Guidance for COVID-19 Positive Cases](#) is our guiding document for addressing symptomatic, presumptive and positive COVID-19 situations
- ✓ Staff understand the protocols for exclusion and isolation of sick students and colleagues whether identified at the time of bus pick up, arrival at school or at any time during the day
- ✓ School nurses have trained staff on your school’s isolation and quarantine protocols and the use of PPE
- ✓ Your school’s isolation rooms have been identified and equipped to handle staff/students displaying COVID-19 symptoms. Our isolation rooms are located: ***As directed by the district nursing advisory team, the La Pine High isolation room will be located in the main office area near the nurse office, staff bathroom, and main offices.***
- ✓ Protocols for screening students, as well as exclusion and isolation protocols for sick students and staff identified at the time of arrival or during the school day. *See the [COVID-19 Exclusion Summary Guide](#).*

- ✓ Work with school nurses, health care providers, or other staff with expertise to determine necessary modifications to areas where staff/students will be isolated. 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. 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.
- ✓ Students and staff who report or develop symptoms must be isolated in a designated isolation area
in the school or outside learning space, with adequate space and staff supervision and symptom monitoring by a school nurse, other school-based health care provider or school staff until they are able to go home. Anyone providing supervision and symptom monitoring must wear appropriate face covering or face shields.
- ✓ La Pine High will provide a remote learning option for students who are required to be temporarily off-site for isolation and quarantine.

2b. Attendance

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

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

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

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

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

- ✓ Steps have been taken to cancel, modify, or postpone field trips, assemblies, athletic events, practices, special performances, school-wide parent meetings and other large gatherings to meet requirements for physical distancing.
- ✓ Students will be discouraged to bring personal property to school (e.g., refillable water bottles, school supplies, headphones/earbuds, cell phones, books, instruments, etc.). If personal items are brought to school, they must be labeled prior to entering school and use shall be limited to the item owner. Because BLS will close nonbottle-filling water stations, we decided that refillable water bottles are okay if they are labeled with a student's name.
- ✓ Provide signage and restrict access to outdoor equipment (including sports equipment, etc.).
- ✓ 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.
- ✓ Lockers will not be available for student use during the 20-21 school year.
- ✓ Establish and clearly communicate procedures for keeping caregiver drop-off/pick-up as brief as possible.
- ✓ We have partnered with our building's BEA and/or OSEA reps to verify that any new responsibilities related to cleaning, supervision and/or student lunches don't conflict with collective bargaining agreements around breaks and preps times.

Arrivals/Dismissals (2e, 1f)

- ✓ Students will arrive and depart at predetermined entry/exit locations at the school.

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

b) Students arriving by bus will exit their bus on the north side of staff parking, and enter school grounds through the gate adjacent to staff parking. Students will proceed to the cafeteria for a grab-and-go meal they can eat at assigned tables (limited seating for social distancing), or students may proceed directly to their first period class. All students must be seated in their first period class no later than 9:15.

c) Students arriving by private vehicle must enter using the athletics entrance located by the main gym and student parking. These doors will open at 9:00 am and will be locked at 9:15 am.

d) Students arriving after 9:15 am must enter through the LPHS main entrance.

e) All areas will be supervised by staff.

[Identify your exit locations for students departing on buses, parent drop-off, walking/biking and how you will stagger exiting students while maintaining social distancing. How will staff be deployed to different areas to assist with this? Please be as specific as possible in describing your exit plan]

a) The entry points described above will also serve as exit locations at the end of the day, dismissals from class will be staggered to allow for social distancing.

b) All areas will be supervised by staff.

- ✓ We have assigned staff to conduct screening of COVID-19 symptoms as students enter the building.
- ✓ Staff have been trained in symptom screening. (cough, fever of greater than 100.4°F, chills, shortness of breath, difficulty breathing)

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

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

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

- ☐ Limit the number of employees gathering in shared spaces. Restrict use of shared spaces such as conference rooms, break rooms, and elevators by limiting occupancy or staggering use, maintaining six feet of distance between adults.

Meal Service/Nutrition (2h)

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.

- ✓ Staff serving meals and students interacting with staff at mealtimes must wear face coverings (see section 1h). 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 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.
- ✓ Meal services/nutrition staff have been involved in planning for school reentry that includes how:
 - ✓ breakfast will be distributed in the morning
 - ✓ how/where lunch will occur
 - ✓ how next-day meals will be distributed
- ✓ At designated meal or snack times, students may remove their face coverings to eat or drink but must maintain six feet of physical distance from others, and must put face coverings back on after finishing the meal or snack.
- ✓ Since staff must remove their face coverings during eating and drinking, staff should eat snacks and meals independently, and not in staff rooms when other people are present. Consider staggering times for staff breaks, to prevent congregation in shared spaces.

2i. Transportation

Required

- Face coverings for all students, applying the guidance in section 1h to transportation settings. This prevents eating while on the bus.
- Take all possible actions to maximize ventilation: Dress warmly, keep vents and windows open to the greatest extent possible.

2j. Cleaning, Disinfection, and Ventilation

Required

- 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.

School Emergency Procedures and Drills (2m)

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

3. Response to Outbreak

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

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

5b. Instructional Models

All schools should be prepared for Comprehensive Distance Learning in the event of emergency closure, in response to an outbreak, or in the case where the local decision is made to operate in CDL based on advisory health metrics.

5f. Instructional and Extra-Curricular Activities Requiring Additional Considerations

- **Visual and Performing Arts**

- ✓ Students shall wear masks and maintain 6 feet of distance while singing in choir classes, and participating in performing arts classes.
- ✓ During instruction sessions (non-singing) in choir class students shall wear masks and maintain 3 feet distance from other students.
- ✓ Spaces used for choir practice and performing arts classes will be vacant for at least 30 minutes between classes to allow for air exchange.

7. Mental, Social, and Emotional Health

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

Resources

[Return To School website](#)

[COVID-19 staff portal](#)

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

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

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