

Mountain View High School



School Safety Teams

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

Goal

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

Meetings

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

Minutes

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

Organizational Chart

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

Bulletin Boards

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

OSHA

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

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 ODE blueprint 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)

Matt Kitchen & Lindsey Corley: matt.kitchen@bend.k12.or.us, lindsey.corley@bend.k12.or.us
(541) 355-4608-Matt (541) 355-4401-Lindsey

- Staff has been notified of the guideline enforcement designees via email on 9/23, are updated weekly and in person on 1/22.

Introduction:

- *If you believe a school is not in compliance with the RSSL guidance you can file a named or confidential complaint with Oregon OSHA at 1-833-604-0884 [or online](#).*
- *Except where it requires compliance and is labeled as "Required" and often indicated with a checkbox (☐), the Ready Schools, Safe Learners guidance is advisory and intended to provide school districts with information and best practices in delivering education services during the COVID-19 pandemic. Where the Ready Schools, Safe Learners guidance does not require a specific action by districts, districts may choose whether to consider or implement advisory information or recommendations labeled "Recommended" and often indicated with an arrow (⇨).*
- *As districts plan and implement the requirements included in this guidance, personnel should attempt to implement the requirements as written and will necessarily need to consider a continuum of levels of risk when some requirements cannot be fully accommodated. For example, maintaining physical distance (six feet apart from others) is best. There will be times when this is not possible based on a specific interaction or a physical space limitation. When it is necessary to adjust implementation of this guidance, take other steps to mitigate the challenge. Steps could include ensuring it is for a very short duration, ensuring handwashing before and after, avoiding touching your face, wearing additional PPE, teaching safe etiquette for coughing and sneezing, and/or using a facial covering.*

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

In accordance with Governor Brown's Executive Order 21-06, the following table is required mandatory guidance for public schools, school districts, public charter schools, and education service districts.

Small Counties = Less than 15,000 Medium Counties = 15,000-29,999 Large Counties = 30,000 or more

Public School Instructional Model Requirements and Options <i>Public schools must provide a CDL option for students and families that choose to remain off-site.</i>	County Case Rate <i>Per 100,000 people over 14 days in large counties</i>	County Case Count <i>Over 14 days for small and medium counties</i>	County Test Positivity <i>Over 14 days for medium and large counties</i>
Public K-12 schools <i>must</i> offer an On-Site or Hybrid option	<200.0	<60	<10.0%
Public Elementary schools <i>must</i> offer an On-Site or Hybrid option <i>*Public middle and high schools are not required to initially open to in-person instruction and may limit to CDL only as needed to address any current transmission within a school.</i>	200.0 to ≤350.0	60 to ≤90	≤10.0%
Public schools <i>may</i> limit to Comprehensive Distance Learning (CDL) <i>*K-12 public schools are not required to initially open to in-person instruction and may limit to CDL exclusively if needed to address any current transmission within a school.</i>	>350.0	>90	>10.0%
<i>*Schools should <u>not</u> reduce in-person instruction or revert to CDL based on county metrics if the school can demonstrate the ability to limit transmission in the school environment. When county trends increase to a new tier on this chart (green-to-yellow or yellow-to-red), pausing expansion of additional in-person learning and maintaining access to current in-person learning for schools that have it in place is recommended.</i>			

Note: If the applicable metrics place a county in different rows of this table, the more restrictive operating status is indicated and advised. For example, if a large county has a case rate of 185 and test positivity of 15% - CDL is indicated and advised unless already operating in-person.

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

- We have a bulletin board that is centrally located in the copy room for all staff to view ODE safety requirements and guidelines. Staff are notified of this information weekly via email and encouraged to stay up to date.
- Staff understand to follow [this flow chart](#) for questions/concerns about COVID-19 safety issues. ● Staff understand that questions/concerns about:
 - Staff have been reminded to use the [Return To School website](#), the [COVID-19 staff portal](#) and [Bend-La Pine Schools Ready Set Learn Communications Guidance for COVID-19 Positive Cases](#) to stay up-to-date on the district latest information
 - Staff are aware that this school safety plan is uploaded to the [Return To School website](#) and viewable by the public
 - An individual's (student/staff/visitor) lack of 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 Julie Welbourn
 - 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
- Staff understand the symptoms of COVID-19.
- Staff understand the district's policy and guidance for staying home from work if they have tested positive or have symptoms of COVID-19.
- All staff have viewed the COVID-19 training video

Contact Tracing (1a)

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

Deanne Coursey Attendance Secretary deanne.coursey@bend.k12.or.us (503) 949-1040 Name
Position Email Cell phone number

- Our office manager is managing the staff cohort lists, staff paper and digital logs at your building and will work directly with Tami to pass along the logs to Deschutes County Health:

Lindsey Corley Office Manager lindsey.corley@bend.k12.or.us (541) 350-4725 Name Position

Email Cell phone number

Physical Distancing (1c, 2f)

- Staff have been informed to maintain six feet of physical distancing through staff trainings, email communication and signage posted throughout the building
- 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.
- Physical distancing signage is posted throughout the school.
- Physical distancing markings and walking lanes have been placed on our floor space. ● We will educate students and staff on physical distancing guidelines when hybrid learning occurs. Staff in the building under LIPI have already been trained.
- We created walking lanes to promote safe distancing throughout the building. ● We are prepared to make accommodations for students/staff that need additional support and have communicated this publicly.
- We are minimizing interaction between students in different stable cohorts. Our limited in person instructional team has created a plan to safely re-introduce students into the building. Our building LIPI lead is Susie Heydon.

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)

Note: The previous requirement that “during the school day, students cannot be part of any single cohort, or part of multiple cohorts that exceed a total of 100 people within the educational week” has been removed.

A key strategy in reducing the spread of disease 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 must 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.

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.*

Entry and Screening (1f)

- **Screen all *elementary grade* students for symptoms on-site 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. *Secondary students must also be screened every day. This can be done off-site, prior to coming to school.***

Visitors/Volunteers (1g)

- Staff understands 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 are logging all 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.

Face Coverings (1h, 2n)

- **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.*

- *In October 2020 it was established that people without symptoms 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 physical distancing requirements. In addition, evidence continues to suggest that airborne transmission plays a role in the spread of COVID-19, via exposure to small droplets and aerosols that contain the virus and can linger in the air for minutes to hours. This means the virus may be able to infect people who are farther than 6 feet away from the person who is infected, especially in enclosed indoor spaces, when people are shouting, singing or exercising, and when air ventilation is suboptimal.*

Required

- *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.*
- ⁸ *Additional resources for mask wearing: [COVID-19: Teaching a Child with Autism How to Wear a Mask or Face Covering](#), [Masks Toolkit](#), [Cloth Face Coverings for Children During COVID-19](#), [Oregon Pediatric Society “Mask Up Oregon Kids”](#)*

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

Personal Protective Equipment PPE (1h)

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

If we need to order more, Lindsey Corley will coordinate with distribution and be sure to identify whether it is type A, B or C style face coverings.

* Order from the distribution center at PPESupplies@bend.k12.or.us

Isolation Protocols (1i)

- [Bend-La Pine Schools Ready Set Learn Communications Guidance for COVID-19 Positive Cases](#) is our guiding document for addressing symptomatic, presumptive and positive COVID-19 situations
- Staff understand the protocols for exclusion and isolation of sick students and colleagues whether identified at the time of bus pick up, arrival at school or at any time during the day ● School nurses have trained staff on our school's isolation and quarantine protocols and the use of PPE
- Mountain View's isolation room is located in the health room within the attendance office. Overflow rooms will be exam rooms in the same space.
- 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.
- *The school will provide a remote learning option for students who are required to be temporarily off-site for isolation and quarantine.*

Attendance (2b)

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 upon entry into the building, prior to eating meals/snacks, and using the restroom.
- Staff who interact with multiple stable cohorts will wash/sanitize their hands between interactions with different stable cohorts and clean the surfaces of the areas used.

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 should 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. This will be communicated to students and families prior to entry.
- We are suspending the use of lockers for the entire year to assist in maintaining safe social distancing in the hallways and locker rooms.
- We will limit staff rooms, common staff lunch areas, elevators and workspaces to single person usage at a time, maintaining six feet of distance between adults.
- Establish and clearly communicate procedures for keeping caregiver drop-off/pick-up as brief as possible.
- We have partnered with our building's BEA rep (Bob Bures) 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)

- Multiple entrances will be utilized throughout the building to support social distancing and student flow. Staff will be assigned to each entrance in the AM and will be conducting screening of COVID-19 symptoms as students enter the building. This plan mirrors our normal format and staff are used to "manning a post".
- Staff have been trained in symptom screening. (cough, fever of greater than 100.4°F, chills, shortness of breath, difficulty breathing)
- Doors will open each morning at 9:00 am.
- Entrances are as follows:
 - Main-entrance- Buses, students walking, parent dropoff
 - A-Annex- Parent drop off, students on bikes, walking, student parking lot
 - C-Annex- Parent drop off, students on bikes, walking, student parking lot
 - Back vestibule-Student drop off, student parking lot
 - Back entrance into Life Skills Classroom-Life skills students on buses
- Students will be directed to their first period class upon arrival. The commons will be roped off at all times to discourage gatherings throughout the day.
- There will be no one direction hallways because of limited space and building design that would

cause traffic jams . Early release (1-2 minutes) from classes will occur in the A-Annex, C-Annex and Foreign Language hallways to prevent large congregations where social distancing is not possible. Teachers will be instructed on this process prior to hybrid beginning.

- Staff will assist in supervising social distancing during passing times with key focus on targeted areas where flow issues exist (A-Hall, B-Hall, Foreign Language).
- C-Hall classrooms with multiple exits will have students exit out their B-Hall doors to promote less bodies in C-Hall during passing times.
- All exits will be used for students and staff at the end of the day to spread out flow and increase distancing. This mimics our usual exit strategy.

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.
- 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.
- Teachers will clean and disinfect classroom space between each cohort. Frequent facility cleaning will occur during the day by our custodial crew.
- 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 available for all students during am break time in the cafeteria. Students will eat in designated areas (cafeteria, outside) while maintaining 6 feet of social distancing.
 - Lunch will be distributed in the cafeteria. Eating in designated areas.
 - Next day meals will follow the current distribution process. Families will enter the building at the north cafeteria entrance, use the hand cleaning station and follow the traffic signs to exit at the south entrance. One way traffic and social distancing will be followed.
- 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.

Cleaning, Disinfection, and Ventilation (2j)

- 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. We are maintaining clean and disinfected (CDC guidance) environments, including classrooms, cafeteria settings and restrooms. Cleaning will take place between each class and at the conclusion of each school day. Special attention will be paid to “hands on learning” environments to ensure that multiple use items are clean (even within the same cohort).

School Emergency Procedures and Drills (2m)

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

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

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

Instructional Models (5b)

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.

Instructional and Extra-Curricular Activities Requiring Additional Considerations (5f)

- Visual and Performing Arts (*Update coming soon*)

Mental, Social, and Emotional Health (7)

***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](#)

Names of the People and who contributed to this document:

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