

## 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 weekly in February to assess and evaluate safety procedures and protocols.
- 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.

**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).

### Safety Team Members

NAME	ROLE	EMAIL	PHONE
Amy Anderson	Dean of Students COVID-19 Guideline Enforcement	amy.anderson@bend.k12.or.us	541-355-4905
Kelly Beck	Office Manager	kelly.beck@bend.k12.or.us	541-355 - 4900

Nancy Carriker	Custodian	nancy.carriker@bend.k12.or.us	541-355- 4960
Dirk Matthias	Principal	dirk.matthias@bend.k12.or.us	541-355 - 4902
Angelina Mingus	School Nurse	angelina.mingus@bend.k12.or.us	541-977-4467
Karen Holm	Teacher	karen.holm@bend.k12.or.us	
Todd LaFrenz	Teacher	todd.lafrenz@bend.k12.or.us	

### **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.

Posted in Staff Room

### **OSHA**

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

## COVID-19 School Safety Teams

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

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

*Possible members of your school's safety team: Admin + Custodian + Nurse + Office Manager + SRO + HS AD or Athletic secretary + broad certified and classified staff members*

### Safety Team Members

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Amy Anderson	Dean of Students COVID-19 Guideline Enforcement	amy.anderson@bend.k12.or.us	541-355-4905
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Angelina Mingus	School Nurse	angelina.mingus@bend.k12.or.us	541-977-4467
Karen Holm	Teacher	karen.holm@bend.k12.or.us	
Todd LaFrenz	Teacher	todd.lafrenz@bend.k12.or.us	

**[Realms Middle School]**  
**COVID-19 Safety Team Checklist**

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

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

- (1) Make a copy of this COVID-19 Safety Checklist for your school; (2) save it with “[Your school] COVID Checklist 1-28-21 update”; (3) upload it [here](#); and, (4) remove your older version.**

**This is your school's verification that you have satisfied ODE blueprint domains 1-3 and are ready to welcome students back into your building under Limited In Person, Hybrid or All-In when the metrics allow it.**

**January 28, 2021**

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

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

Name	email	internal phone number
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Amy Anderson ([amy.anderson@bend.k12.or.us](mailto:amy.anderson@bend.k12.or.us)) / 541-355-4905

Dirk Matthias ([dirk.matthias@bend.k12.or.us](mailto:dirk.matthias@bend.k12.or.us)) / 541-355-4902

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

Dirk Matthias ([dirk.matthias@bend.k12.or.us](mailto:dirk.matthias@bend.k12.or.us)) / 541-355-4902

Name	email	internal phone number
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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. [Hybrid Reference Guide; reviewed 1/26 & 1/28]
- ✓ Staff understand the district's policy and guidance for staying home from work if they have symptoms of COVID-19.
- ✓ Staff have been reminded to use the [Return To School website](#), the [COVID-19 staff portal](#) and [Bend-La Pine Schools Ready Set Learn Communications Guidance for COVID-19 Positive Cases](#) to stay up-to-date on the district latest information
- ✓ Staff are aware that this school safety plan is uploaded to the [Return To School website](#) and viewable by the public
- ✓ Your staff has met either in-person or virtually to discuss the details of this plan. [Hybrid Reference Guide; reviewed 1/26 & 1/28]
- ✓ How have the details of this plan been shared with your parent/student community?
  - ✓ Email and monthly newsletters
  - ✓ Specific Orientation Document [[Hybrid Reference Guide](#)] for students & families created prior to Hybrid / Shared prior to Orientation Week on 2/1
- ✓ All staff have viewed the COVID-19 training video

### Contact Tracing (1a)

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

Kelly Beck - Office Manager ([kelly.beck@bend.k12.or.us](mailto:kelly.beck@bend.k12.or.us)) / 541-355-4900

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

Amy Anderson - Dean of Students ([amy.anderson@bend.k12.or.us](mailto:amy.anderson@bend.k12.or.us)) / 541-355-4905

Name Number	Position	Email	Internal Phone
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## Physical Distancing (1c, 2f)

- ✓ Staff must maintain physical distancing during all staff meetings and conferences, or consider remote web-based 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.
- ✓ Physical distancing signage is posted throughout the school.
- ✓ We have physical distancing markings on floor space (where appropriate).
- ✓ We have/will train students and staff on physical distancing guidelines.
- ✓ We will have taken precautions to limit the amount of time spent standing in lines by students? [Please elaborate on how you are doing this]. *Include pictures if you have them.*

### During Hybrid...

- cohorts of #13-14 people entered & exited using exterior doors only
  - no students in hallway
  - monitored bathroom use
  - We redirected our traffic flow outside for students to travel “clockwise”; this will be taught during Orientation week.
  - physical distancing dots on the floor marking space
  - marked outside cement with dots using spray paint to indicate physical space while waiting to enter a classroom
  - established one way traffic flow patterns for main building and signed doors
  - Staff and students will maintain a 6 foot distance while inside and outside.
  - Sit or stand at least 6 feet away from others while in the classroom and outside. Desks and chairs are arranged so students are always seated at least 6 feet away from each other.
  - Stickers have been placed on tables 6 feet away from others to indicate where students can sit.
  - Floor stickers are inside the hallways to indicate 6 feet if more than one person is in the hallway at a time.
  - Students will enter and exit classrooms through the exterior doors to eliminate hallway traffic. Students can still use the hallway to go to the bathrooms, office or reset room but this will be done in a limited capacity.
  - Dots have been spray painted on the ground outside to show students where they can stand to stay 6 feet apart during recess time, outside class time, and waiting for buses and rides.
  - Staff monitoring arrival and dismissal to perform visual health inspections and direct students to approved entrances and exits.
- ✓ We have staggered students accessing common areas (like hallways and the cafeteria) to small cohorts.
  - ✓ We are prepared to make accommodations for students/staff that need additional support and have communicated this publicly.

- ✓ We are minimizing interaction between students in different stable cohorts? (i.e. restrooms, common areas, playgrounds, cafeterias) [Please elaborate on the steps that you've taken]
- ✓ We have rearranged student desk and other seat spaces so that staff and students' physical bodies are six feet apart to the maximum extent possible while also maintaining 35 square feet per person. We recommend that couches and rugs be removed because they are difficult to keep clean.
- ✓ Design recess activities that allow for physical distancing and maintenance of stable cohorts.



## Cohorts (1d)

- ✓ Where feasible, establish stable cohorts: groups shall be no larger than can be accommodated by the space available to provide 35 square feet per person, including staff. The smaller the cohort, the less risk of spreading disease. As cohort groups increase in size, the risk of spreading disease increases.
- ✓ Students cannot be part of any single cohort, or part of multiple cohorts that exceed a total of 100 people within the educational week. Schools must plan to limit cohort sizes to allow for efficient contact-tracing and minimal risk for exposure. Cohorts may change week-to-week, but must be stable within the educational week.
- ✓ We will adhere to the Limited In Person Instruction (LIPI) guidelines outlined [here](#)
- ✓ What is the average range of your cohort sizes within your school during hybrid instruction (*ODE recommends stable cohort size of 24-36 based on space, with recommendations to go even smaller when feasible*)?

During Hybrid, cohorts are #13-14 people in the classroom and then 26 ppl at recess, including half of the same people as their classroom cohort

Cohorts during Hybrid will range from 12-14 people

- ✓ (Elementary Only) What is the average range of your cohort sizes within your school during all-in?

## Public Health Communication (1e)

- ✓ 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*

## Visitors/Volunteers (1g)

- ✓ Staff understand the guidelines/policies around visitors/volunteers.
- ✓ Only BLS staff and essential visitors are allowed to enter buildings beyond the lobby. Examples of essential visitors are DHS, child protective services, law enforcement, student teachers and their supervisors, CASA advocates, Friends of Children mentors, cadet teachers, and ESD service providers. When in doubt whether a visitor is 'essential', consult with your Level Leader.
- ✓ We will log visitors/contractors/itinerant staff for contact tracing
- ✓ Contractors/authorized visitors will be required to wear face coverings, be screened for COVID symptoms, maintain 6 ft distancing, and wash hands upon entry and exit.
- ✓ We have communicated out to staff and families that teacher conferences, meetings (with parents and between staff) should be maximized through videoconferencing or telephone calls.

## 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
- ✓ 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](mailto: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 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

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

- ✓ All people on campus shall be advised and encouraged to frequently wash their hands or use hand sanitizer.
  - automatic hand sanitizer and disposable masks available at entrance of school



- ✓ 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.
  - 32 oz bottles of hand sanitizer placed in mounted “bottle cages” at the inside of every classroom door
  - Protocol at RMS is to instruct students and staff to hand sanitize or wash hands every time they enter or exit a classroom
- ✓ 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.
  - ☐ ✓ 20 sec hand washing sign at every sink at RMS
  - ☐ ✓ Protocol at RMS is to instruct students and staff to hand sanitize or wash hands every time they enter or exit a classroom
- ✓ 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.
  - ☐ ✓ 20 sec hand washing sign at every sink at RMS
- ✓ Staff who interact with multiple stable cohorts will wash/sanitize their hands between interactions with different stable cohorts.
  - ☐ ✓ Protocol at RMS is to instruct students and staff to hand sanitize or wash hands every time they enter or exit a classroom

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.
- 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.).
- Design recess activities that allow for physical distancing and maintenance of stable cohorts.
  - ✓ Your student's class cohort will be a part of his/her recess cohorts.
  - ✓ Recess cohorts will be composed of two cohorts in each grade [For example, 6W & 6X have recess together, 7W & 7X have recess together, etc.]
  - ✓ Recess cohorts will have 26-28 ppl
  - ✓ Cohorts will be assigned to a zone each week.
  - ✓ Students will stay in their assigned zone during each recess.
  - ✓ Designated equipment will be assigned to each assigned zone.  
Students can interact with the equipment only available in their zone.
  - ✓ Equipment will be sanitized daily.
  - ✓ Students are required to wear masks during recess.
  - ✓ Students are encouraged to maintain 6 feet of physical distance at all times.
  - ✓ Students can coordinate with adults to take a mask break at this time.
- We will limit staff rooms, common staff lunch areas, elevators and workspaces to single person usage at a time, maintaining six feet of distance between adults.
- Establish and clearly communicate procedures for keeping caregiver drop-off/pick-up as brief as possible.
- We have partnered with our building's BEA and/or OSEA reps to verify that any new responsibilities related to cleaning, supervision and/or student lunches don't conflict with collective bargaining agreements around breaks and preps times.

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

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

### **Morning Drop-Off: PLEASE DO NOT ARRIVE BEFORE 10:40AM**

There is not a "hang out" space available before school at this time.

- ✓ All students and staff are screened for symptoms on entry to bus/school every day.
- ✓ Upon arrival, students head to the adult standing near the cone and sign with their cohort [6W, 6X, 7W, 7X, ...]
- ✓ Staff will complete a visual screening of students as they arrive and then will send them to their first class.
- ✓ In order to stagger the arrival time and prevent “clumping” of students, we are asking that you arrive as close to the times below, but please do not come earlier. Also, if you have students in different grades, please choose one of the times that fits your family.

**8th Grade - Please do not arrive before 10:40**

**7th Grade - Please do not arrive before 10:45**

**6th Grade - Please do not arrive before 10:50**

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

- ✓ 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)

## Pick Up Procedures

- ✓ We will dismiss students who ride the bus first, using the PA System.
- ✓ Self-transport students” will be dismissed after the bus riders to prevent “clumping” in the parking lot.
- ✓ We are asking if you are picking up your student after school, **you aim to arrive between 4:05-4:15pm [school dismissal is 3:55]**, in order to give the 5-6 buses time to get in the parking lot, load, and begin their route.
- ✓ Given our small parking lot, we are very limited on the amount of available parking spaces at the end of the day. In fact, we generally only have about 10 spaces available to parents.
- ✓ Additionally, the entrance road [Riverstone Dr.] can not accommodate two way traffic with the space that a school bus occupies and some of the “spots” in the dirt can impede the buses getting into and out of our parking lot. Please yield to buses and consider their size when sharing the road.
- ✓ Riverstone Drive can back up to OB Riley Road.

✓ Please be sure all messages or changes to after school plans are called in to the office before 3:30pm. Our office team helps manage “pick up” and may miss a message if it comes in right before school gets out.

### **Cleaning and Disinfecting** (2), 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.
- ✓ Fans *must* not be used in rooms with closed windows and doors, as this does not allow for fresh air to circulate.
- ✓ Schools with HVAC systems must evaluate the system to minimize indoor air recirculation (thus maximizing fresh outdoor air) to the extent possible. Schools that do not have mechanical ventilation systems shall, to the extent possible, increase natural ventilation by opening windows and interior doors before students arrive and after students leave, and while students are present. Do not prop open doors that can pose a safety or security risk to students and staff (e.g., exterior doors and fire doors that must remain closed).
- ✓ Questions about cleaning and disinfecting should be made first to your head custodian, then Walt Norris and lastly Terry Cashman.

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

Bend LaPine Nutrition Services are providing Breakfast, Lunch and Suppers to any Realms Students who want them.

- ✓ If you plan on your child eating breakfast at school, breakfast is available at 10:40AM.
- ✓ Nutrition Service Lunches consist of one entree only, and a choice of white or chocolate milk.
  - Lunches will be picked up in Town Hall.
  - Lunches will be eaten with classroom cohorts.
- ✓ Suppers are provided daily to any families who want them in a grab-and-go bag at the end of the day.

✓ All Bend LaPine meals are free for all students this year.

✓ **LUNCH Block [30 minutes total]**

- Students have “Crew” before lunch and will be dismissed after doing hand hygiene [time designated in schedule] to lunch eating zone/room
- Students spend 15 minutes eating lunch and 15 minutes at recess in a designated “recess zone” with students only from their grade [grades will not mix]
- We aim to eat outside as much as the weather permits in 3 designated eating zones
- *Outside Lunch* - Students eat/ have recess with two grade-based cohorts [26 ppl] [6W & 6X have lunch together for outdoor lunch/recess]
- *Inside Lunch* (in the case of inclement weather) - Students eat in a classroom with one cohort of 13 ppl [6W or 6X or 7W or 7X...] and have recess with combined grade-based cohorts [26 ppl]
  - Hand hygiene before and after eating experience
  - Exterior door and windows open during eating
  - Students sit 6 ft apart (or greater)
  - Students remain in their seats/sitting when their masks are off
  - Tables and chairs sanitized after lunch

**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).

✓ The Realms Safety Team has designed a virtual/informative drills using a Google Slide deck and videos.

✓ The virtual video drills are posted on the RMS@HOME site [<https://sites.google.com/gapps.bend.k12.or.us/rmshome/home>] for students and families and were viewed during their Crew class.

- We will report the completion of our drills to the district office (Marsha Baro).

Kelly Beck - Office Manager ([kelly.beck@bend.k12.or.us](mailto:kelly.beck@bend.k12.or.us)) / 541-355-4900 will communicate safety drills to the district office

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

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

### Resources

[Return To School website](#)

[COVID-19 staff portal](#)

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

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

Names of the People and who contributed to this document:

**Amy Anderson**

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Name

**Dean of Students**

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Title

**Dirk Matthias**

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Name

**Principal**

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Title

**Angelina Mingus**

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Name

**School Nurse**

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Title