

## **School Safety Teams**

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

### **Goal**

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

### **Meetings**

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

### **Minutes**

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

### **Organizational Chart**

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

### **Bulletin Boards**

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

### **OSHA**

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

## COVID-19 School Safety Teams

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

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

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

### Core Team:

JP Richards	Principal
Carol Evans	Office Manager
Zach Schulze	Custodial Engineer
Tami Pike	Interim Nurse
Jasmin Nelson	2 <sup>nd</sup> Grade DI Teacher
Gail Mithoff	3 <sup>rd</sup> Grade Teacher
Stephani Fallini	4 <sup>th</sup> Grade Teacher

### Review Team:

Brian Uballez	Assistant Principal
Teri Radcliffe	Attend. Secretary
Nick Smith	Student Services
Janet Jacobsen	3 <sup>rd</sup> Grade DI
Anette Bowler	2 <sup>nd</sup> Grade Teacher

## **Bear Creek Elementary**

### **COVID-19 Safety Team Checklist**

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

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

**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.**

**Deadline is Wednesday, September 23**

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

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

JP Richards[jp.richards@bend.k12.or.us](mailto:jp.richards@bend.k12.or.us)541-355-1400
- ☐ All staff members know who the designated guideline enforcement staff member is  
Yes, and posted in the staff room on the bulletin board
- ☐ The contact information for the designated staff member has 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. This is located on the staff lunchroom bulletin board
- ☐ Staff understand that questions/concerns about:
  - ☐ Your school's overall safety plan implementation should be made to your site's safety team for resolution. If resolution cannot be achieved, staff can contact Paul Dean who will problem solve with the district safety team and your school safety team.
  - ☐ An individual's (student/staff/visitor) 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 your school nurse. Teri Gallion
  - ☐ 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. [This was done in a staff meeting on 9/16 and 9/22 and posted on bulletin board.](#)

- ☐ 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 and accurate in-person attendance
  - ☐ Staff through paper and/or digital logs [We have Entering and Exiting QR codes at the front entry/exit. We are only using these doors to enter the building. QR codes will be outside the classroom door for people entering to use to document interaction with that particular cohort of kids for 15 minutes or more.](#)
- ☐ We have a system for maintaining and storing logs for at least four weeks. [Google Doc form will keep these records indefinitely. The building entry and exit logs, as well as the classroom logs will be accessed by the Office Manager in Google Docs](#)
- ☐ 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—[Teri Gallion, school Nurse, Nick Smith, Student Services and Terri Radcliffe, Office Manager](#)

Terri Radcliffe	Attendance Secretary	<a href="mailto:terri.radcliffe@bend.k12.or.us">terri.radcliffe@bend.k12.or.us</a>	541-355-1400
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Teri Gallion	School Nurse	<a href="mailto:teri.gallion@bend.k12.or.us">teri.gallion@bend.k12.or.us</a>	
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Nick Smith	Student Services	<a href="mailto:nick.smith@bend.k12.or.us">nick.smith@bend.k12.or.us</a>	
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Name	Position	Email	Cell phone number
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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

Terri Radcliffe	Attendance Secretary	<a href="mailto:terri.radcliffe@bend.k12.or.us">terri.radcliffe@bend.k12.or.us</a>	541-355-1400
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#### Physical Distancing (1c, 2f)

- ☐ Staff have been informed to maintain six feet of physical distancing (when feasible).
- ☐ 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). In classrooms--where to sit is marked on a desk and lining up marks by the lockers

- ☐ We have trained students and staff on physical distancing guidelines. Staff were trained prior to school and K-3 students will have it previewed during the week of 9/28-10/2 and retaught in class on 10/5-9, as well as ongoing review. 4-5 students will review the guidelines the week of 10/19-23 and retaught in class on 10/26 or 10/27, as well as ongoing review.

- ☐ We have taken precautions to limit the amount of time spent standing in lines by students?

Students will not be moving throughout the building other than to enter for the day, go in and out from recess, and exit at the end of the day. Staying in class will significantly limit lining up and moving. When leaving class, students will be dismissed from their seats and leave directly. They will be trained to line up outside to come in when the bell rings.

- ☐ We redirected our traffic flow (one-way when possible) 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]

Teachers will escort students to and from the classroom when taking them out to recess, monitoring social distance the whole way. When in the building, parts of hallways will be divided with marked flooring to physically encourage students to stay to the right of the halls. It will be a stay to the right pattern coming and going in halls and on the stairs. The ends of each hall way will have signage directing students and adults to stay to the right. The markings will make it easier to happen.

- ☐ We have staggered students accessing common areas (like hallways and the cafeteria) to small cohorts. All student groups will take place in common areas in the classroom or larger rooms such as the activity room. When possible, adults will push in to provide services so students don't have to leave.

- ☐ We are prepared to make accommodations for students/staff that need additional support and have communicated this publicly. When made aware of a person needing accommodations, the person who can best serve that student (teacher, SpEd teacher, ELL, SEL, etc.) will be notified and help set up the accommodation.

- ☐ 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]

Restrooms---Only 1 student at a time. Have student waiting outside on a spot--maximum 5 students waiting because 1 student at a time per class can leave.

Breakfast and lunch will be delivered to the classroom, where students will eat at their own desk that is arranged to be socially distant.

Recess will be staggered by grade level. Each classroom in a grade will be assigned to a playground quadrant to stay in and play for the day. Classes will rotate quadrants each day so

that they get to experience different areas. Each class will have their own equipment and it will be disinfected after each recess.

- ☐ 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.

Recess will be staggered by grade level. Each classroom in a grade will be assigned to a playground quadrant to stay in and play for the day. Classes will rotate quadrants each day so that they get to experience different areas. Each class will have their own equipment that will be disinfected after each recess.

#### Cohorts (1d)

- ☐ We are maintaining the guidelines for stable cohorts by (a) not grouping students on any demographic or disability criteria, and (b) adhering to cohort size requirements of limited in-person instruction to no more than 10 students and no more than one cohort per student
- ☐ We have maximized the best practice of rotating teachers of specific academic content to cohort locations and keeping students in one classroom as much as possible. All specialists will rotate to the classroom to provide the activity. SpEd, ELL, Title, etc. will go to the student
- ☐ We will adhere to the cohort requirements of:
  - ☐ limited in-person: 1.) no more than 10 students at a given time, 2.) students cannot be part of more than two cohorts (including transportation) in any given week. 3.) any one staff member cannot interact with more than 3 cohorts in a given day, and five in a week. 4.) The absolute number of students who can be in the building any given week is 250. We will not be doing this option at this time.
  - ☐ in-person instruction: 1.) student cohorts will not exceed 100 people within the educational week (ODE recommends stable cohort size of 24-36 based on space, with recommendations to go even smaller when feasible) Student cohorts will be their bus, classroom, specials., potentially recess, and potentially small group instruction for IEPs, ELL, etc.
- ☐ What is the average range of your cohort sizes within your school during hybrid instruction?

K-3 would be a range of about 8/15 students in a class to 50 in a grade level.

4-5 would be a range of about 13/16 students in a class to 50 in a grade level.

#### Visitors/Volunteers (1g)

- ☐ Staff understand the guidelines/policies around visitors/volunteers. There will be no visitors/volunteers.
- ☐ For the time being, NO visitors or volunteers are allowed beyond the lobby/main office. The district is working on protocols to address which visitors and volunteers will be allowed beyond the welcome lobby/main office during our COVID restrictions.
- ☐ We will log visitors/contractors/itinerant staff for contact tracing the QR codes at the front door will be used on entry and exit.

- ☐ 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 or face shields will be worn by all staff, contractors, other service providers, or visitors or volunteers. Individuals may remove their face coverings while working alone in private offices. [Masks will be the preferred covering but not limited to mask only](#)
- ☐ Face coverings or face shields will be worn by all students in grades Kindergarten and up
- ☐ 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;” [Each classroom will have a sensory break space, at the bench area by the window. When possible, it will be encouraged to open the window for fresh air. Students needing a mask break will face away from the class and towards the window when taking a break. If students need sensory breaks, they will wash their hand first, use their own personal sensory items \(given by teacher or created as a class\) that they bring to the space. When done, the student must take all sensory materials and spray and wipe down the desk/chair that he/she uses, with approved microfiber and cleaner. Follow up by washing hands at sink. When necessary a student may take a break in the creek. There will be an area that a student can remove their mask, if needed. The area will be sanitized after student use.](#)
  - Students should not be left alone or unsupervised;
  - Designated area or chair should be appropriately distanced from other students and of a material that is easily wiped down for disinfection after each use;
  - Provide additional instructional supports to effectively wear a face covering;
  - Provide students adequate support to re-engage in safely wearing a face covering;
  - Students cannot be discriminated against or disciplined for an inability to safely wear a face covering during the school day.
  - Partner with counselors, SPED staff, 504 coordinators, nurses, ELL staff, behavioral coaches and/or families to problem-solve face covering issues.

#### **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 ---[Office Manager, Carol Evans will submit order to Teri Gallion, school nurse who will submit to Tami Pike, District Head Nurse](#)

#### **Isolation Protocols (1i)**

- ☐ All staff understand the isolation and quarantine protocols outlined in our district’s [Exclusion & Quarantine of COVID-19 Cases in the School Setting Flowchart](#) (This will be places in the Covid Google Drive Folder for all staff to refer to)

- ☐ 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 medical grade PPE
- ☐ Your school's isolation rooms have been identified and equipped to handle staff/students displaying COVID-19 symptoms. Our isolation rooms are located [In the front office area in the Alicia's office, which is located in the office. Alicia has been relocated to the conference room in D Hall. This room has full windows and visible access for office staff to observe students who are not well.](#)

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

- ☐ We have adequate handwashing stations and/or hand sanitizer (with 60-95% alcohol) dispensers easily accessible near all entry doors and other high-traffic areas.
- ☐ 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.
- ☐ Staff who interact with multiple stable cohorts will wash/sanitize their hands between interactions with different stable cohorts.

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 [Office Manager, Carol Evans will submit order to Teri Gallion ,school nurse who will submit to Tami Pike, District Head Nurse](#)

#### **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 non-bottle-filling water stations, we decided that refillable water bottles are okay if they are labeled with a student's name. [Personal items will be limited to a labeled water bottle, labeled headphones, lunch box and a backpack. School items going back and forth will be limited to the iPad and any journals/books, and supplies that the student needs for CDL days.](#)
- ☐ 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. [Communication will be sent to families indicating where and how to quickly and safely drop student's off at school by vehicle or walking.](#)
- ☐ We have partnered with our building's BEA and/or OSEA reps to verify that any new responsibilities related to cleaning, supervision and/or student lunches don't conflict with



collective bargaining agreements around breaks and preps times. If necessary, communicate with HR if an issue arises.

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

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

[Identify your entry locations for students arriving on buses, parent drop-off, walking/biking, how you will stagger entering students and where students will gather before classes begin 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 entry plan]

Upon arriving on the bus at 7:30, students will line up outside of their hall, maintaining social distancing. There will be a staff member at each hall line-up location, who will make sure social distancing is maintained while the students are arriving.

From there, all K-2 students will report directly to their classroom, where they will eat breakfast, have a calming activity, like reading or coloring while we wait for all to arrive.

Students being dropped off will enter the side gate and proceed to the back of the building to line up with at their designated grade level spot.

[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]

Each Classroom teacher will walk his/her classes out to the bus, following a specific route to keep students socially distanced. It will be a staggered dismissal in the order of 5, 4, 3, 2, 1, and K, which loads the bus from back to front, minimizing students passing each other in the isles. The teacher will lead students who are walking or being picked up to a certain location that is socially distant.

- ☐ We have assigned staff to conduct screening of COVID-19 symptoms as students enter the building. ([GATE--Screening](#))
- ☐ Staff have been trained in symptom screening. (cough, fever of greater than 104.4°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.) [Bring all products to the drop off location to be removed from the building.](#)
- ☐ We will partner with custodians and maintenance staff to ensure that proper ventilation circulation is in place.
- ☐ We will designate playground and shared equipment solely for the use of one cohort at a time. Disinfect at least daily or between use as much as possible [The playground will be divided into 4 quadrants. Each classroom will be assigned to a quadrant for a whole day. Each quadrant will have their own equipment, that will be sprayed between uses and deeply disinfected each evening.](#)

- ☐ 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.
- ☐ 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.
- ☐ Questions about cleaning and disinfecting should be made first to your head custodian, then Walt Norris, Rob Johnson, and lastly Terry Cashman.

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

- ☐ Meal services/nutrition staff have been involved in planning for school reentry that includes how:
  - ☐ breakfast will be distributed in the morning—Teachers will pick up their box from the cafeteria and place it in their room.
  - ☐ how/where lunch will occur---lunch numbers will be taken in the morning and 2 students from each class will pick up the lunches.
  - ☐ how next-day meals will be distributed--unsure what a next day meal is.
- ☐ 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. Students will eat lunch at their desks which are socially distanced.
- ☐ 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. Staff will eat lunch with their class then go to lunch while their students go to recess.

#### **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. We will do virtual drills.
- ☐ 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). Evacuation routes follow the reverse of the school entry plan already.
- ☐ 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). Drills will be scheduled two days in a row to account for both groups being able to participate

- ☐ 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). [Carol Evans, the Office Manager will do this like she does already.](#)

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

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

#### **Resources**

Please go to [BLS Return To School webpage](#) for links to important documents like:

- Bend-La Pine Schools Operational Blueprint Management Plan
- Bend-La Pine Schools COVID-19 Cleaning and Disinfecting Plan -
- Exclusion & Quarantine of COVID-19 Cases in the School Setting Flowchart
- Bend-La Pine Schools COVID-19 Communicable Disease Management Plan

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:**

JP Richards	Principal
Carol Evans	Office Manager
Zach Schulze	Custodial Engineer
Tami Pike	Interim Nurse
Jasmin Nelson	2 <sup>nd</sup> Grade DI Teacher
Gail Mithoff	3 <sup>rd</sup> Grade Teacher
Stephani Fallini	4 <sup>th</sup> Grade Teacher
Brian Uballez	Assistant Principal
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