

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. (This is located in the mail room. The documents are also linked to this [google drive folder](#)).

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 + a broad cross section of certified and classified staff members

Current Members

Tim Broadbent - Principal

Lorin Page - Assistant Principal

Beth Faulkenberry - Office Manager

Jill James - Attendance Secretary

Jeff Wingate - Head Custodian

Megan Barrett - School Nurse

Rebecca Fender - 3rd Grade Teacher, ICCL

Danielle White - Kindergarten Teacher, ICCL

Nicole Macht, Middle School ELA Teacher, ICCL

Emily Redifer, 2nd Grade Teacher, ICCL

Three Rivers K-8

COVID-19 Safety Team Checklist

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

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

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

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

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?

Tim Broadbent	tim.broadbent@bend.k12.or.us	541.355.3002
Name	email	phone number

- ☐ All staff members know who the designated guideline enforcement staff member is
- ☐ 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 RSSL safety requirements, guidelines.
- ☐ 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) adherence to safety practices should be made to your principal for resolution. If concerns still persist, human resources will assist with staff issues, student issues will be addressed by the most appropriate personnel (SPED, nurses, behavioral coaches) and we advise that visitor issues be taken up with the appropriate level leader.
 - ☐ Clarity about ODE blueprint guidelines can be made to Paul Dean
 - ☐ Health related matters can be addressed by your school nurse.
 - ☐ Presumptive or confirmed COVID cases are to be directed to Tami Pike

- ☐ All staff have been informed on the function of the school safety team, know who the safety team members are, and are aware of the most up-to-date guidelines from ODE, OHA, and the school district leadership.
- ☐ Building principals will work with the Director of Communications & School Safety, Julianne Repman, to distribute letters to staff/families in the event of a presumptive or confirmed COVID-19 case
- ☐ 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 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

Jill James	Secretary/Registrar	jill.james@bend.k12.or.us	541.355.3000
Name	Position	Email	Cell phone number

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

Tim Broadbent	tim.broadbent@bend.k12.or.us	541.355.3002
Name	Position	Cell phone number

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).
- ☐ We have trained students and staff on physical distancing guidelines.
- ☐ We have taken precautions to limit the amount of time spent standing in lines by students?
 - 1) We have four adults who will efficiently move students during the loading and unloading of busses
 - 2) When moving between PE/Music students will exit their exterior door and return on a one-way route down the hall thus eliminating having to stop the line to let other classes pass

- 3) When going to recess students will exit their exterior doors and dismissed from their seats, eliminating the need to be in a line, except for grades 2 and 3 who will be dismissed the same way but exit from the doors by the school garden
 - 4) Lunches will be delivered to the classrooms eliminating the need to stand in a lunch line
 - 5) These are the only times of the day that a line would come to exist
- ☐ 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]
- 1) K-8 students will utilize their nearest exit to travel outside when heading to recess, PE, and Music
 - 2) When returning from recess, PE, and Music, students will return through the halls of the school creating a one-way flow of traffic
 - 3) In middle school, students will move between the first and second floor. When travelling up to the second floor, they will utilize the stairwell in the MS commons to travel up and when travelling down to the first floor, will utilize the stairwell next to the elevator. This creates a one way flow.
- ☐ 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]
- 1) We are considering each grade level to be a cohort, this is a combination of two classes.
 - 2) Recesses will be limited to two grade levels and we will rotate on a weekly basis who gets to use the pavement and big toy with the football field
 - 3) At this time, we plan to eat in the classroom to alleviate cafeteria issues
 - 4) Each common area will contain less than 100 students, but we will still work to prevent the mixing of grade levels within a common area
 - 5) Each restroom will be designated for the exclusive use of the inhabitants of that commons area
- ☐ 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)

- ☐ 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.

- ☐ We will adhere to the cohort requirements of:
 - ☐ limited in-person: 1.) no more than 10 students at a given time, 2.) students cannot be part of more than two cohorts (including transportation) in any given week. 3.) any one staff member cannot interact with more than 3 cohorts in a given day, and five in a week. 4.) The absolute number of students who can be in the building any given week is 250.
 - ☐ in-person instruction: 1.) student cohorts will not exceed 100 people within the educational week (ODE recommends stable cohort size of 24-36 based on space, with recommendations to go even smaller when feasible)
- ☐ What is the average range of your cohort sizes within your school during hybrid instruction?
 - 1) K-2 equals 28.6
 - 2) 3-5 equals 26
 - 3) 6-8 equals 67.5

Visitors/Volunteers (1g)

- ☐ Staff understand the guidelines/policies around 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
- ☐ 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.
- ☐ 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;”
 - 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 PPEsupplies@bend.k12.or.us

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](#)
- ☐ 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 office space directly across from the office and a secondary location is our health room.

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 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., 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.
- ☐ 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 (will include in an Otter Update as we closer to in-person instruction).
- ☐ 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. (We will be creative around this - students have a working lunch and then a longer recess)

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]

- 1) K-5 students will enter through the main doors of the building. When we move to having 6th-8th graders in the building, we will have them use the entrance to the middle school.
- 2) Students arriving to school will be monitored and guided by three adults at the school who will ensure that dismissal from the busses and cars is staggered and social distancing requirements are being followed. One adult will be located at the busses, another at the base of the stairs, and a third at the entrance. Office staff will monitor once they enter the building.
- 3) We are arranging for our bus drop off to be moments before the start of the school day so that students may proceed directly to the classroom and then to their seats.
- 4) Teachers will coordinate with students a location to store their materials.

[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]

- 1) We have a total of five exits that we can utilize from the front of the building. Grade levels will be assigned an exit and depart from those doors each day.
 - 2) Three adults will be located in the areas mentioned above to follow the same measures put in place at arrival but in reverse order
- ☐ We have assigned staff to conduct screening of COVID-19 symptoms as students enter the building.
 - ☐ Staff have been trained in symptom screening. (cough, fever of greater than 100.4°F, chills, shortness of breath, difficulty breathing)

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

- ☐ We are only using approved cleaning products from the district's custodial supply.
- ☐ We have ensured that cleaning/disinfecting products are not being brought in from outside the custodial supply. (Clorox wipes, bleach products, etc.)
- ☐ We are partnering 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
- ☐ 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 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
 - ☐ how/where lunch will occur
 - ☐ how next-day meals will be distributed
- ☐ At designated meal or snack times, students may remove their face coverings to eat or drink but must maintain six feet of physical distance from others, and must put face coverings back on after finishing the meal or snack.
- ☐ Since staff must remove their face coverings during eating and drinking, staff should eat snacks and meals independently, and not in staff rooms when other people are present. Consider staggering times for staff breaks, to prevent congregation in shared spaces.

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)

- ☐ 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

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

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

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

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

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

Bend-La Pine Schools PPE Supply Request Email Link - PPEsupplies@bend.k12.or.us

Names of the People and who contributed to this document:

Tim Broadbent - Principal

Lorin Page - Assistant Principal

Beth Faulkenberry - Office Manager

Jill James - Attendance Secretary

Jeff Wingate - Head Custodian

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