



OPERATIONAL BLUEPRINT FOR SCHOOL REENTRY 2020-21

Updated 7/22/2020

Under ODE’s **Ready Schools, Safe Learners** guidance, each school¹ has been directed to submit a plan to the district² in order to provide on-site and/or hybrid instruction. Districts must submit each school’s plan to the local school board and make the plans available to the public. This form is to be used to document a district’s, school’s or program’s plan to ensure students can return for the 2020-21 school year, in some form, in accordance with Executive Order 20-25(10). Schools must use the [Ready Schools, Safe Learners guidance](#) document as they complete their Operational Blueprint for Reentry. ODE recommends plan development be inclusive of, but not limited to school-based administrators, teachers and school staff, health and nursing staff, association leadership, nutrition services, transportation services, tribal consultation,³ parents and others for purposes of providing expertise, developing broad understanding of the health protocols and carrying out plan implementation.

1. Please fill out information:

SCHOOL/DISTRICT/PROGRAM INFORMATION	
Name of School, District or Program	Powell Butte Community Charter School
Key Contact Person for this Plan	Jenn Berry-O’Shea
Phone Number of this Person	541-548-1166
Email Address of this Person	Jberry-oshea@powellbuttecharterschool.org
Sectors and position titles of those who informed the plan	PBCCS Staff: School Administrator, Student & Family Services Coordinator, Building Engineer, Office Manager Custodian, Classroom Teachers Community Partners: CCSD Transportation Supervisor, CCSD Asst. Superintendent, CCSD Facilities Director, Crook County Health Department
Local public health office(s) or officers(s)	Katie Plumb, Crook County Public Health
Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements	Jenn Berry-O’Shea
Intended Effective Dates for this Plan	09/08/2020
ESD Region	High Desert

- 2.
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¹ For the purposes of this guidance: “school” refers to all public schools, including public charter schools, public virtual charter schools, alternative education programs, private schools and the Oregon School for the Deaf. For ease of readability, “school” will be used inclusively to reference all of these settings.

² For the purposes of this guidance: “district” refers to a school district, education service district, public charter school sponsoring district, virtual public charter school sponsoring district, state sponsored public charter school, alternative education programs, private schools, and the Oregon School for the Deaf.

³ Tribal Consultation is a separate process from stakeholder engagement; consultation recognizes and affirms tribal rights of self-government and tribal sovereignty, and mandates state government to work with American Indian nations on a [government-to-government](#) basis.

- Please list efforts you have made to engage your community (public health information sharing, taking feedback on planning, etc.) in preparing for school in 2020-21. Include information on engagement with communities often underserved and marginalized and those communities disproportionately impacted by COVID-19.

PBCCS has collected survey data regarding Distance Learning for All, preferences for the 2020-21 school year, intent for the next year school, successes and struggles, technology availability/needs for next school year, preference of parents and students for structure of learning for 2020- 2021 school year and intent to send students to school next year. Additionally, PBCCS staff have reached out to individual families, community members and stakeholders to gain insight and perspective in the planning process.

- Indicate which instructional model will be used.

Select One:

- On-Site Learning Hybrid Learning Comprehensive Distance Learning

- If you selected Comprehensive Distance Learning, you only have to fill out the green portion of the Operational Blueprint for Reentry (i.e., page 2 in the initial template).
- If you selected On-Site Learning or Hybrid Learning, you have to fill out the blue portion of the Operational Blueprint for Reentry (i.e., pages 3-16 in the initial template) and [submit online](https://app.smartsheet.com/b/form/a4dedb5185d94966b1dffc75e4874c8a). (<https://app.smartsheet.com/b/form/a4dedb5185d94966b1dffc75e4874c8a>) by August 17, 2020 or prior to the beginning of the 2020-21 school year.

* **Note:** Private schools are required to comply with only sections 1-3 of the *Ready Schools, Safe Learners* guidance.

REQUIREMENTS FOR COMPREHENSIVE DISTANCE LEARNING OPERATIONAL BLUEPRINT

*This section must be completed by any school that is seeking to provide instruction through Comprehensive Distance Learning.
Schools providing On-Site or Hybrid Instructional Models do not need to complete this section.*

Describe why you are selecting Comprehensive Distance Learning as the school's Instructional Model for the effective dates of this plan.

N/A

Describe how your school's model aligns to the Comprehensive Distance Learning Guidance. In completing this part of the Blueprint you are attesting that you have reviewed the Comprehensive Distance Learning Guidance. Please name any requirements you need ODE to review for any possible accommodations.

N/A

Describe the school's plan, including the anticipated timeline, for returning to Hybrid Learning or On-Site Learning consistent with the *Ready Schools, Safe Learners* guidance.

N/A

The remainder of this operational blueprint is not applicable to schools operating a Comprehensive Distance Learning Model.

ESSENTIAL REQUIREMENTS FOR HYBRID / ON-SITE OPERATIONAL BLUEPRINT

This section must be completed by any school that is providing instruction through On-Site or Hybrid Instructional Models. Schools providing Comprehensive Distance Learning Instructional Models do not need to complete this section.



1. Public Health Protocols

1a. COMMUNICABLE DISEASE MANAGEMENT PLAN FOR COVID-19

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Implement measures to limit the spreads of COVID-19 within the school setting. <input checked="" type="checkbox"/> Update written Communicable Disease Management Plan to specifically address the prevention of the spread of COVID-19. <input checked="" type="checkbox"/> Designate a person at each school to establish, implement and enforce physical distancing requirements, consistent with this guidance and other guidance from OHA. <input checked="" type="checkbox"/> Include names of the LPHA staff, school nurses, and other medical experts who provided support and resources to the district/school policies and plans. Review relevant local, state, and national evidence to inform plan. <input checked="" type="checkbox"/> Process and procedures established to train all staff in sections 1 - 3 of the <i>Ready Schools, Safe Learners</i> guidance. Consider conducting the training virtually, or, if in-person, ensure physical distancing is maintained to the maximum extent possible. <input checked="" type="checkbox"/> Protocol to notify the local public health authority (LPHA Directory by County) of any confirmed COVID-19 cases among students or staff. <input checked="" type="checkbox"/> Plans for systematic disinfection of classrooms, offices, bathrooms and activity areas. <input checked="" type="checkbox"/> Process to report to the LPHA any cluster of any illness among staff or students. <input checked="" type="checkbox"/> Protocol to cooperate with the LPHA recommendations and provide all logs and information in a timely manner. <input checked="" type="checkbox"/> Protocol for screening students and staff for symptoms (see section 1f of the <i>Ready Schools, Safe Learners</i> guidance). <input checked="" type="checkbox"/> Protocol to isolate any ill or exposed persons from physical contact with others. <input checked="" type="checkbox"/> Protocol for communicating potential COVID-19 cases to the school community and other stakeholders (see section 1e of the <i>Ready Schools, Safe Learners</i> guidance). <input checked="" type="checkbox"/> Create a system for maintaining daily logs for each student/cohort for the purposes of contact tracing. This system needs to be made in 	<p>PBCCS follows the Crook County School District Communicable Disease Management Plan.</p> <p>The administrator will be the designee to establish, implement, and enforce physical distancing requirements that are consistent with ODE and OHA guidance. This information will be posted for staff on site.</p> <p>Local Public Staff/School Nurse/Other Health Experts Muriel DeLaVergne-Brown Public Health Administrator, Crook County Health Department 541-416-1980 mdelavergnebrown@h.co.crook.or.us</p> <p>Katie Plumb, MC Deputy Director, Prevention & Health Promotion Supervisor Crook County Health Department 541-447-3260/541-233-9177 kplumb@h.co.crook.or.us</p> <p>Wendy Perrin School Nurse Crook County School District (541) 447-5664 wendy.perrin@crookcounty.k12.or.us</p> <p>Pam Lundy Registered Nurse</p> <p>Training at the administrator and leadership level will take place through ODE, HDESD and CCSD. Trained administrators and supervisors will train at their sites during inservice, and throughout the year as needed. Training for all new hires will occur as needed, throughout the school year. Training will be conducted virtually, if possible, or in small groups to ensure physical distancing is maintained.</p>

consultation with a school/district nurse or an LPHA official. Sample logs are available as a part of the [Oregon School Nurses Association COVID-19 Toolkit](#).

- If a student(s) is part of a stable cohort (a group of students that are consistently in contact with each other or in multiple cohort groups) that conform to the requirements of cohorting (see section 1d of the **Ready Schools, Safe Learners** guidance), the daily log may be maintained for the cohort.
- If a student(s) is not part of a stable cohort, then an individual student log must be maintained.

Required components of individual daily student/cohort logs include:

- Child's name
- Drop off/pick up time
- Parent/guardian name and emergency contact information
- All staff (including itinerant staff, district staff, substitutes, and guest teachers) names and phone numbers who interact with a stable cohort or individual student

Protocol to record/keep daily logs to be used for contact tracing for a minimum of four weeks to assist the LPHA as needed.

Process to ensure that all itinerant and all district staff (maintenance, administrative, delivery, nutrition, and any other staff) who move between buildings keep a log or calendar with a running four-week history of their time in each school building and who they were in contact with at each site.

Process to ensure that the school reports to and consults with the LPHA regarding cleaning and possible classroom or program closure if anyone who has entered school is diagnosed with COVID-19.

Protocol to respond to potential outbreaks (see section 3 of the **Ready Schools, Safe Learners** guidance).

PBCCS will work with the Crook County Health Department to ensure we are able to effectively respond to and control outbreaks through sharing of information, even without parental consent, when appropriate. School administrator, or designee will make contact with the Communicable Disease liaison at Crook County Health Department. PBCCS will cooperate with LPHA recommendations and provide all logs and information in a timely manner.

PBCCS will follow the CCSD Cleaning and Disinfecting Plan and follow best practices and protocols for reducing exposure to COVID-19. *Draft Plan -*

https://drive.google.com/file/d/1sZIZ_OwdA-CoUqNxy0oblUGlVFi2I307/view?usp=sharing

Staff will greet students at assigned points of entry each morning. Students arriving after the start of the school day will be greeted by office staff. "Greeters" will do visual checks of all students, staff and visitors to campus. Checks can be done visually and/or with confirmation from a parent/caregiver/guardian. Greeters will do visual screening for the following COVID-19 symptoms: cough, fever or chills, shortness of breath, or difficulty breathing.

Students displaying COVID-19 symptoms will be asked to return home or to report to the isolation (1i) room and sent home as soon as possible. They must remain home until 72 hours after fever is gone (without use of fever reducing medicine) and other symptoms are improving. Students and staff will be directed to stay home if they, or anyone in their homes or community living spaces, have COVID-19 symptoms.

In the event of a presumptive or confirmed COVID-19 case in school our Communicable Disease partners at county health will provide guidance as we lead response efforts. PBCCS will follow the COVID-19 Communication Plan for Exposure or Case. *Draft plan -*
<https://drive.google.com/file/d/1mabvKKNsKrOZvZ3pjtGhSmB0Qo4vPX0K/view?usp=sharing>

Families will be notified in a timely manner by letters/emails. Families will be provided in English and Spanish or other requested formats to ensure accessibility. The regional school safety director, or designee, will assist regional school efforts in communication review and dissemination, if requested.

PBCCS will follow ODE guidance and maintain individual and cohort information via a Cohort Daily Log. The log will be stored in the main office for four weeks. PBCCS is exploring the option of a Daily Log system that may be tied to the SIS. Parent/guardian name and emergency contact information will be stored in the SIS.

Sample Cohort Daily Log -

https://docs.google.com/document/d/1XKN_U4s6_A7pMBppcvPBLXjhZIdusl79/edit

PBCCS will provide local health authority with Cohort Daily Logs and other information necessary to expedite contact tracing in the event of a possible closure.

PBCCS will report to the LPHA any cluster of two or more persons with similar illness among staff or students. If anyone who has been on campus is known to have been diagnosed with COVID-19, PBCCS will report the case to and consult with the LPHA regarding cleaning and possible classroom or program closure. PBCCS will modify, postpone, or cancel large school events as coordinated with the LPHA.

If school is closed, PBCCS will implement Short-Term Distance Learning or Comprehensive Distance Learning models for all staff/students.

PBCCS will communicate criteria that must be met in order for On-Site instruction to resume and relevant timelines with families.

1b. HIGH-RISK POPULATIONS

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input checked="" type="checkbox"/> Serve students in high-risk population(s) whether learning is happening through On-Site, Hybrid (partially On-Site and partially Comprehensive Distance Learning models), or Comprehensive Distance Learning models.</p> <p>Medically Fragile, Complex and Nursing-Dependent Student Requirements</p> <p><input checked="" type="checkbox"/> All districts must account for students who have health conditions that require additional nursing services. Oregon law (ORS 336.201) defines three levels of severity related to required nursing services:</p> <ol style="list-style-type: none"> 1. Medically Complex: Are students who may have an unstable health condition and who may require daily professional nursing services. <p><input checked="" type="checkbox"/> Staff and school administrators, in partnership with school nurses, or other school health providers, should work with interdisciplinary teams to address individual student needs. The school registered nurse (RN) is responsible for nursing care provided to individual students as outlined in ODE guidance and state law:</p> <ul style="list-style-type: none"> ● Communicate with parents and health care providers to determine return to school status and current needs of the student. ● Coordinate and update other health services the student may be receiving in addition to nursing services. This may include speech language pathology, occupational therapy, physical therapy, as well as behavioral and mental health services. ● Modify Health Management Plans, Care Plans, IEPs, or 504 or other student-level medical plans, as indicated, to address current health care considerations. ● The RN practicing in the school setting should be supported to remain up to date on current guidelines and access professional support such as evidence-based resources from the Oregon School Nurses Association. ● Service provision should consider health and safety as well as legal standards. ● Work with an interdisciplinary team to meet requirements of ADA and FAPE. ● High-risk individuals may meet criteria for exclusion during a local health crisis. ● Refer to updated state and national guidance and resources such as: <ul style="list-style-type: none"> ○ U.S. Department of Education Supplemental Fact Sheet: Addressing the Risk of COVID-19 in Preschool, Elementary and Secondary Schools While Serving Children with Disabilities from March 21, 2020. ○ ODE guidance updates for Special Education. Example from March 11, 2020. ○ OAR 581-015-2000 Special Education, requires districts to provide ‘school health services and school nurse services’ as part of the ‘related services’ in order ‘to assist a child with a disability to benefit from special education.’ ○ OAR 333-019-0010 Public Health: Investigation and Control of Diseases: General Powers and Responsibilities, outlines authority and responsibilities for school exclusion. 	<p>All students and staff will be provided the opportunity to self-identify as in the high-risk population and/or living with a member of the high-risk population.</p> <p>PBCCS will continue to serve students in high risk population(s) through on-site or distance learning models. To the greatest extent possible, students who are unable to participate in on-site learning due to their high-risk status will be provided the opportunity to attend/interact with their peers. This will allow educators to support all students and synchronously integrate distance learning experiences into their on-site class.</p> <p>PBCCS will account for all students that have health conditions that require nursing services.</p> <p>Staff Identified as high-risk may be re-assigned and/or may consider all leave options.</p>

1c. PHYSICAL DISTANCING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Establish a minimum of 35 square feet per person when determining room capacity. Calculate only with usable classroom space, understanding that desks and room set-up will require use of all space in the calculation. This also applies for professional development and staff gatherings. ☒ Support physical distancing in all daily activities and instruction, maintaining at least six feet between individuals to the maximum extent possible. ☒ Minimize time standing in lines and take steps to ensure that six feet of distance between students is maintained, including marking spacing on floor, one-way traffic flow in constrained spaces, etc. ☒ Schedule modifications to limit the number of students in the building (e.g., rotating groups by days or location, staggered schedules to avoid hallway crowding and gathering). ☒ Plan for students who will need additional support in learning how to maintain physical distancing requirements. Provide instruction; don't employ punitive discipline. ☒ Staff should maintain physical distancing during all staff meetings and conferences, or consider remote web-based meetings. 	<p>PBCCS will establish a minimum of 35 square feet per person when determining room capacity (calculations made with usable space). PBCCS will establish a six feet of space between individuals to support physical distancing in all daily activities and instruction, including staff meetings and professional development, to the maximum extent possible. Web-based tools will be used for meetings, student conferences, professional development, etc. to the greatest extent possible</p> <p>Steps will be taken to minimize the time standing in lines and to ensure that six feet of distance between students is used when forming lines, to include marking spacing on the floor, one-way traffic flow in constrained spaces, etc. Schedules will be staggered to limit student interactions, and avoid crowding and gathering.</p> <p>PBCCS will establish cohorts of students using the same classrooms and learning spaces with the same teachers each day.</p> <ul style="list-style-type: none"> ● To the greatest extent possible, students will remain in the same classroom environments for the duration of the learning day, unless this would severely impact educational needs. Teachers of specific academic content areas may rotate through student cohorts where feasible. ● PBCCS will make efforts to restrict interaction between student cohorts; e.g. access to restrooms, activities, common areas, transitions. ● PBCCS will make accommodations for students who will need additional support in learning how to maintain physical distancing requirements by providing instruction; rather than employing punitive discipline. <p>PBCCS has measured all classrooms, offices and common areas and will limit capacity to allow for 35 sq./ft. per person. PBCCS will post occupancy limits on classrooms, offices and common areas. <i>Sample Occupancy signage</i> - https://drive.google.com/drive/u/3/folders/121UyVYXINb2bCQRvfl-4-rorfM-tJ6YS.</p> <p>CONSIDERATIONS</p> <p>Hallways & Non-Classroom Spaces</p> <ul style="list-style-type: none"> ● Constrained hallways & non-classroom spaces will be marked with one-way directions and markers to keep students physically distant. <p>Elementary</p> <ul style="list-style-type: none"> ● Specials: Art/ Music, PE Instruction ● Special Education Services/SLP <p>Middle School Considerations</p> <ul style="list-style-type: none"> ● Staggered transition periods ● Special education Services/SLP

1d. COHORTING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Where feasible, establish stable cohorts: groups should be no larger than can be accommodated by the space available to provide 35 square feet per person, including staff. <ul style="list-style-type: none"> ● 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 	<p>As feasible, PBCCS will establish stable cohorts.</p> <ul style="list-style-type: none"> ● Stable cohorts will be maintained and updated as needed. Daily logs of cohorts are recorded and accessible through the SIS system. Designated restroom, handwashing stations, and common areas will be established for each cohort. ● PBCCS understands that the smaller the cohort, the less risk of spreading disease. PBCCS cohorts will ensure that students are

- week. Schools should plan to limit cohort sizes to allow for efficient contact-tracing and minimal risk for exposure.
- ☒ Each school must have a system for daily logs to ensure contact tracing among the cohort (see section 1a of the **Ready Schools, Safe Learners** guidance).
 - ☒ Minimize interaction between students in different stable cohorts (e.g., access to restrooms, activities, common areas). Provide access to All Gender/Gender Neutral restrooms.
 - ☒ Cleaning and wiping surfaces (e.g., desks, door handles, etc.) must be maintained between multiple student uses, even in the same cohort.
 - ☒ Design cohorts such that all students (including those protected under ADA and IDEA) maintain access to general education, grade level learning standards, and peers.
 - ☒ Staff who interact with multiple stable cohorts must wash/sanitize their hands between interactions with different stable cohorts.

- not a part of one or more cohorts that exceeds a total of 100 people within the educational week.
- PBCCS will make efforts to minimize interaction between students in different stable cohorts (e.g. access to restrooms, activities, common areas).
- When feasible, stable cohorts will remain in the same learning spaces for the duration of the learning day, including lunch.
- PBCCS will design cohorts so that all students maintain access to general education, grade level learning standards, and peers.

For contact tracing, PBCCS will maintain Cohort Daily Logs.

- Students may be part of more than one stable cohort during the school day.
- Each cohort will 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.
- Teachers of specific academic content areas will rotate instead of students to the maximum extent possible.
- *Sample Cohort Daily Log* - https://docs.google.com/document/d/1XKN_U4s6_A7pMBppcvPBLXjhZldusl79/edit

All staff will have access, and be required, to perform regular cleaning of their spaces (using approved cleaning agents) between multiple student or staff uses of their space. Routine cleaning of high touch surfaces and equipment will follow [CDC cleaning and disinfecting guidance](#).

Staff who interact with multiple stable cohorts will wash or sanitize their hands between interactions with different stable cohorts or individual students and wear face coverings. Staff will wash or sanitize their hands upon entry to the building and again when they leave. Staff will wash or sanitize hands before and after meals.

If a student or staff member is diagnosed with COVID-19, then the LPHA should be consulted to review the situation. All members of a stable cohort group will need to quarantine until the contact tracing process is completed. The clear documentation of the cohort members will allow for the LPHA to rapidly initiate contact tracing. An exposure is defined as an individual who has close contact (less than 6 feet) for longer than 15 minutes with a COVID-19 case.

Possible Cohorts

- Transportation Cohort
- Grade Level Cohorts
- Special Education/Speech & Language

1e. PUBLIC HEALTH COMMUNICATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Communicate to staff at the start of On-Site instruction and at periodic intervals explaining infection control measures that are being implemented to prevent spread of disease. ☒ Develop protocols for communicating with students, families and staff who have come into close contact with a confirmed case. <ul style="list-style-type: none"> • The definition of exposure is being within 6 feet of a COVID-19 case for 15 minutes (or longer). ☒ Develop protocols for communicating immediately with staff, families, and the community when a new case(s) of COVID-19 is diagnosed in students or staff members, including a description of how the school or district is responding. ☒ Provide all information in languages and formats accessible to the school community. 	<p>In the event of a presumptive or confirmed COVID-19 case in school our Communicable Disease partners at the Crook County Health Department will provide guidance as we lead response efforts. PBCCS will follow the COVID-19 Communication Plan for Exposure or Case (<i>Draft plan:</i> https://drive.google.com/drive/u/0/search?q=Communication%20plan%20for%20exposure).</p> <p>Communication to PBCCS staff will be on-going to share protocols and infection control measures.</p> <p>All PBCCS families and staff will receive communication immediately via email when a COVID-19 case is diagnosed in the school community.</p> <p>All letters/emails to families will be provided in English and Spanish or other requested formats that ensure accessible to the school</p>

community. The regional school safety director, or designee, will assist regional school district efforts in communication review and dissemination, if requested.

Sample letters:

<https://drive.google.com/drive/u/3/folders/1OKb4STQvWDZwLnnuchoDqI4Vi5V2FZQ>

1f. ENTRY AND SCREENING

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input checked="" type="checkbox"/> Direct students and staff to stay home if they, or anyone in their homes or community living spaces, have COVID-19 symptoms, or if anyone in their home or community living spaces has COVID-19. COVID-19 symptoms are as follows:</p> <ul style="list-style-type: none"> ● Primary symptoms of concern: cough, fever (of greater than 100.4°F) or chills, shortness of breath, or difficulty breathing. ● Note that muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose are also symptoms often associated with COVID-19. More information about COVID-19 symptoms is available from CDC. ● In addition to COVID-19 symptoms, students should be excluded from school for signs of other infectious diseases, per existing school policy and protocols. See pages 9-12 of OHA/ODE Communicable Disease Guidance. ● Emergency signs that require immediate medical attention: <ul style="list-style-type: none"> ○ Trouble breathing ○ Persistent pain or pressure in the chest ○ New confusion or inability to awaken ○ Bluish lips or face ○ Other severe symptoms <p><input checked="" type="checkbox"/> Screen all students and staff for symptoms on entry to bus/school every day. This can be done visually and/or with confirmation from a parent/caregiver/guardian. Staff members can self-screen and attest to their own health.</p> <ul style="list-style-type: none"> ● Anyone displaying or reporting the primary symptoms of concern must be isolated (see section 1i of the Ready Schools, Safe Learners guidance) and sent home as soon as possible. ● They must remain home until 72 hours after fever is gone (without use of fever reducing medicine) and other symptoms are improving. <p><input checked="" type="checkbox"/> Follow LPHA advice on restricting from school any student or staff known to have been exposed (e.g., by a household member) to COVID-19 within the preceding 14 calendar days.</p> <p><input checked="" type="checkbox"/> Staff or students with a chronic or baseline cough that has worsened or is not well-controlled with medication should be excluded from school. Do not exclude staff or students who have other symptoms that are chronic or baseline symptoms (e.g., asthma, allergies, etc.) from school.</p> <p><input checked="" type="checkbox"/> Hand hygiene on entry to school every day: wash with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol.</p>	<p>Student Entry & Screening</p> <ul style="list-style-type: none"> ● Staff will greet students at an assigned entry point each morning. Students arriving after the start of the school day will be greeted by office staff. ● Staff “greeters” will do visual checks of all students, staff and visitors to campus. They will conduct a visual screening for the following COVID-19 primary symptoms of concern: cough, fever or chills, shortness of breath, or difficulty breathing. ● Student wellness checks can be done visually and/or with confirmation from a parent/caregiver/guardian. ● Students displaying COVID-19 symptoms will be asked to return home or to report to the isolation (1i) room and sent home as soon as possible. They must remain home until 72 hours after fever is gone (without use of fever reducing medicine) and other symptoms are improving. ● The layout of the PBCCS facility is being evaluated by the reopening planning team to develop a plan for effective entry and screening procedures. ● Upon entry students will be expected to wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol. ● <i>Draft procedures:</i> Entry Plan, Health Screening Procedure <p>Staff Entry & Screening</p> <ul style="list-style-type: none"> ● Staff are required to report to the administrator when they may have been exposed to COVID-19. ● Staff are required to report to the administrator when they have symptoms related to COVID-19. ● Staff members are not responsible for screening other staff members for symptoms. ● PBCCS will use staff screening procedures developed by Crook County Health Department. ● Upon entry staff will be expected to wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol. <p>Restricting Student/Staff from School</p> <ul style="list-style-type: none"> ● Students and staff will be directed to stay home if they, or anyone in their homes or community living spaces, have COVID-19 symptoms. ● PBCCS will follow LPHA advice on restricting from school any student or staff known to have been exposed (e.g., by a household member) to COVID-19 within the preceding 10 calendar days. ● In addition to COVID-19 symptoms, students will be excluded from school for signs of other infectious diseases, per existing school policy and protocols. ● Staff or students with a chronic or baseline cough that has worsened or is not well-controlled with medication should be excluded from school. ● Staff or students who have other symptoms that are chronic or baseline symptoms (e.g., asthma, allergies, etc.) will not be excluded from school. <p>Family Communication</p>

- PBCCS will remind parents to report actual symptoms when calling students in sick as part of communicable disease surveillance.
- Parents/guardians will be asked to provide information regarding existing conditions that cause coughing to be utilized for the purpose of screening, as previously existing coughs that are not worsening are not considered symptomatic of COVID-19.

1g. VISITORS/VOLUNTEERS

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Restrict non-essential visitors/volunteers. <input checked="" type="checkbox"/> Visitors/volunteers must wash or sanitize their hands upon entry and exit. <input checked="" type="checkbox"/> Visitors/volunteers must maintain six-foot distancing, wear face coverings, and adhere to all other provisions of this guidance. <input checked="" type="checkbox"/> Screen all visitors/volunteers for symptoms upon every entry. Restrict from school property any visitor known to have been exposed to COVID-19 within the preceding 14 calendar days. 	<p>Volunteers will be unable to directly work in schools at this time.</p> <ul style="list-style-type: none"> • Volunteers will be encouraged to support teaching and learning by performing projects at home or other locations. • Volunteers will be encouraged to pick up/return materials for requested classroom or office projects in the school entry, in a designated area. <p>Visitors will be restricted to common entry and exit areas, while maintaining physical distancing until further notice. Upon entry visitors must wash and/or sanitize their hands. All visitors will be screened for symptoms upon entry and restricted from the school if they have a known exposure to COVID-19 within the preceding 14 days.</p> <p>Non school personnel will schedule work/deliveries outside student contact hours, if moving beyond the school entry.</p> <ul style="list-style-type: none"> • Only allow contractors if six feet of physical distance between all people can be maintained. • Contractors will be screened for symptoms upon every entry and will be required to fill out contact tracing forms. • PBCCS will restrict from school property any contractor known to have been exposed to COVID-19 within the preceding 14 calendar days. • Contractors that are allowed in schools or facilities must wash or sanitize their hands upon entry and exit. • Contractors must wear face coverings in accordance with the <i>Communicable Disease Management Plan</i>, the Crook County Public Health department, OHA, and the Center for Disease Control. <p>PBCCS will maximize video and telephone meetings between parents/caregivers/guardians for conferences and other meetings with PBCCS staff.</p>

1h. FACE COVERINGS, FACE SHIELDS, AND CLEAR PLASTIC BARRIERS

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Face coverings or face shields for all staff, contractors, other service providers, or visitors or volunteers following CDC guidelines Face Coverings. <input checked="" type="checkbox"/> Face coverings or face shields for all students in grades Kindergarten and up following CDC guidelines Face Coverings. <input checked="" type="checkbox"/> If a student removes a face covering, or demonstrates a need to remove the face covering for a short-period of time, the school/team must: <input checked="" type="checkbox"/> Face masks for school RNs or other medical personnel when providing direct contact care and monitoring of staff/students displaying symptoms. School nurses should also wear appropriate Personal Protective Equipment (PPE) for their role. <p>Protections under the ADA or IDEA</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> If any student requires an accommodation to meet the requirement for face coverings, districts and schools should work to limit the 	<p>Face coverings or face shields will be required for all students in grades Kindergarten and up, following CDC guidelines.</p> <p>If a student removes a face covering, or demonstrates a need to remove the face covering for a short-period of time, the school staff will:</p> <ul style="list-style-type: none"> • Provide a supervised space away from peers while the face covering is removed. • Provide additional instructional supports to effectively wear a face covering, as necessary. • Provide students adequate support to re-engage in safely wearing a face covering; • Students will not be discriminated against or disciplined for an inability to safely wear a face covering during the school day.

student's proximity to students and staff to the extent possible to minimize the possibility of exposure. Appropriate accommodations could include:

- Offering different types of face coverings and face shields that may meet the needs of the student.
- Spaces away from peers while the face covering is removed; students should not be left alone or unsupervised.
- Short periods of the educational day that do not include wearing the face covering, while following the other health strategies to reduce the spread of disease;
- Additional instructional supports to effectively wear a face covering;

☒ For students with existing medical conditions, doctor's orders to not wear face coverings, or other health related concerns, schools/districts **must not** deny access to On-Site instruction.

☒ Schools and districts must comply with the established IEP/504 plan prior to the closure of in-person instruction in March of 2020.

- If a student eligible for, or receiving services under a 504/IEP, **cannot** wear a face covering due to the nature of the disability, the school or district must:
 1. Review the 504/IEP to ensure access to instruction in a manner comparable to what was originally established in the student's plan including on-site instruction with accommodations or adjustments.
 2. Placement determinations cannot be made due solely to the inability to wear a face covering.
 3. Plans should include updates to accommodations and modifications to support students.
- Students protected under ADA/IDEA, who abstain from wearing a face covering, or students whose families determine the student will not wear a face covering, the school or district must:
 1. Review the 504/IEP to ensure access to instruction in a manner comparable to what was originally established in the student's plan.
 2. The team must determine that the disability is not prohibiting the student from meeting the requirement.
 - If the team determines that the disability is prohibiting the student from meeting the requirement, follow the requirements for students eligible for, or receiving services under, a 504/IEP who cannot wear a face covering due to the nature of the disability,
 - If a student's 504/IEP plan included supports/goals/instruction for behavior or social emotional learning, the school team must evaluate the student's plan prior to providing instruction through Comprehensive Distance Learning.
 3. Hold a 504/IEP meeting to determine equitable access to educational opportunities which may include limited on-site instruction, on-site instruction with accommodations, or Comprehensive Distance Learning.

☒ Districts must consider child find implications for students who are not currently eligible for, or receiving services under, a 504/IEP who demonstrate an inability to consistently wear a face covering or face shield as required. Ongoing inability to meet this requirement may be evidence of the need for an evaluation to determine eligibility for support under IDEA or Section 504.

Accommodations for on-site learning will be made for students with existing medical conditions, doctor's orders or other health related concerns.

Accommodations for students with established IEP/504 plans (prior to the school closure in March 2020) may be made due to the nature of the disability.

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, through Comprehensive Distance Learning. Additional provisions may be made for students protected under ADA and IDEA.

Face covering or face shields will be required for all staff, contractors, service providers, visitors and volunteers following [CDC guidelines](#). Staff providing direct care or monitoring staff/students displaying symptoms will wear a face covering or face shield, as well as additional appropriate PPE. Staff members needing accommodations for face coverings or face shield requirements will have limited proximity to students and staff, and may have a minimized scope of work.

☒ If a staff member requires an accommodation for the face covering or face shield requirements, districts and schools should work to limit the staff member's proximity to students and staff to the extent possible to minimize the possibility of exposure.



1i. ISOLATION MEASURES

OHA/ODE Requirements	Hybrid/Onsite Plan
<p>☒ Protocols for exclusion and isolation for sick students and staff whether identified at the time of bus pick-up, arrival to school, or at any time during the school day.</p> <p>☒ Protocols for screening students, as well as exclusion and isolation protocols for sick students and staff identified at the time of arrival or during the school day.</p> <ul style="list-style-type: none"> • Work with school nurses, health care providers, or other staff with expertise to determine necessary modifications to areas where staff/students will be isolated. • Consider required physical arrangements to reduce risk of disease transmission. • Plan for the needs of generally well students who need medication or routine treatment, as well as students who may show signs of illness. <p>☒ Students and staff who report or develop symptoms must be isolated in a designated isolation area in the school, 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.</p> <ul style="list-style-type: none"> • School nurse and health staff in close contact with symptomatic individuals (less than six feet) should wear a medical-grade face mask. Other Personal Protective Equipment (PPE) may be needed depending on symptoms and care provided. Consult a nurse or health care professional regarding appropriate use of PPE. Any PPE used during care of a symptomatic individual should be properly removed and disposed of prior to exiting the care space. • After removing PPE, hands should be immediately cleaned with soap and water for at least 20 seconds. If soap and water are not available, hands can be cleaned with an alcohol-based hand sanitizer that contains 60-95% alcohol. • If able to do so safely, a symptomatic individual should wear a face covering. • To reduce fear, anxiety, or shame related to isolation, provide a clear explanation of procedures, including use of PPE and handwashing. <p>☒ Establish procedures for safely transporting anyone who is sick to their home or to a health care facility.</p> <p>☒ Staff and students who are ill must stay home from school and must be sent home if they become ill at school, particularly if they have COVID-19 symptoms.</p> <ul style="list-style-type: none"> • Symptomatic staff or students should be evaluated and seek COVID-19 testing from their regular physician or through the local public health authority. • If they have a positive COVID-19 viral (PCR) test result, the person should remain home for at least 10 days after illness onset and 24 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving. • If they have a negative COVID-19 viral test (and if they have multiple tests, all tests are negative), they should remain home until 24 hours after fever is gone, without use of 	<ul style="list-style-type: none"> • PBCCS students and staff who report or develop symptoms of cough, fever, chills, shortness of breath, difficulty breathing, or sore throat while at school will be isolated in a designated isolation area in the school or building with adequate space and staff supervision, will be provided face covering, and symptoms will be monitored by school staff until they are able to go home. • Anyone providing supervision and symptom monitoring must wear appropriate face covering or face shields. • An emergency contact or family member will be called and asked to safely transport the student home or to a healthcare facility. If this is not an option, local ambulance services can be summoned by calling the non-emergency police line. • The office staff will keep records of students or staff being isolated or sent home for LPHA review. <ul style="list-style-type: none"> ○ Logs must be maintained for every student who reports to the office, regardless of whether they are treated or sent home. Logs will include: name of student, reported symptoms/reason for health room visit, action taken • Staff will maintain student confidentiality as appropriate. • Staff and students with known or suspected COVID-19 cannot remain at school and should return only after their symptoms resolve and they are physically ready to return to school. PBCCS will follow LPHA advice on restricting from school any student or staff known to have been exposed. In no case can they return before: <ul style="list-style-type: none"> ○ The passage of 14 calendar days after exposure ○ Symptoms have been resolved for 72 hours with the use of anti-fever medications. <p>PBCCS will work with health care experts to determine isolation area and any necessary modifications to areas where staff/students will be isolated, considering required physical arrangements to reduce risk of disease transmission and plan for the needs of generally well students who need medication or routine treatment, as well as students who may show signs of illness.</p> <p>CCSD Transportation Supervisor will identify isolation areas on buses.</p> <p>Draft procedures: Isolation & Exclusion Procedures</p>

fever reducing medicine, and other symptoms are improving.

- If a clear alternative diagnosis is identified as the cause of the person’s illness (e.g., a positive strep throat test), then usual disease-specific return-to-school guidance should be followed and person should be fever-free for 24 hours, without use of fever reducing medicine. A physician note is required to return to school, to ensure that the person is not contagious.
- If they do not undergo COVID-19 testing, the person should remain at home for 10 days and until 24 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.

- ☒ Involve school nurses, School Based Health Centers, or staff with related experience (Occupational or Physical Therapists) in development of protocols and assessment of symptoms (where staffing exists).
- ☒ Record and monitor the students and staff being isolated or sent home for the LPHA review.



2. Facilities and School Operations

Some activities and areas will have a higher risk for spread (e.g., band, choir, science labs, locker rooms). When engaging in these activities within the school setting, schools will need to consider additional physical distancing or conduct the activities outside (where feasible). Additionally, schools should consider sharing explicit risk statements for higher risk activities (see section 5f of the **Ready Schools, Safe Learners** guidance).

2a. ENROLLMENT

(Note: Section 2a does not apply to private schools.)

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Enroll all students (includes foreign exchange students) following the standard Oregon Department of Education guidelines. ☒ Do not disenroll students for non-attendance if they meet the following conditions: <ul style="list-style-type: none"> ● Are identified as high-risk, or otherwise considered to be part of a population vulnerable to infection with COVID-19, or ● Have COVID-19 symptoms for 10 consecutive school days or longer. ☒ Design attendance policies to account for students who do not attend in-person due to student or family health and safety concerns. 	<ul style="list-style-type: none"> ● PBCCS will enroll students following the Oregon Department of Education guidelines. ● No student will be dropped for non-attendance if they meet the following conditions; <ul style="list-style-type: none"> ○ Are identified as vulnerable, or otherwise considered to be part of a population vulnerable to infections with COVID-19 ○ Have COVID-19 symptoms for 10 consecutive school days ● PBCCS will review attendance policy and make changes, if needed, to account for students who do not attend in-person due to student or family health and safety concerns.

2b. ATTENDANCE

(Note: Section 2b does not apply to private schools.)

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Grades K-5: Attendance must be taken at least once per day for all students enrolled in school, regardless of the instructional model (On-Site, Hybrid, Comprehensive Distance Learning). ☒ Grades 6-12: Attendance must be taken at least once for each scheduled class that day for all students enrolled in school, regardless of the instructional model (On-Site, Hybrid, Comprehensive Distance Learning). ☒ Provide families with clear and concise descriptions of student attendance and participation expectations as well as family involvement expectations that take into consideration the home environment, caregiver’s work schedule, and mental/physical health. 	<p>PBCCS will take attendance in two ways:</p> <ul style="list-style-type: none"> ● On-Site school students: Normal reporting policy and procedures. ● Distance/Online school students: Students who are enrolled in online and/or hybrid courses will be reported on an FTE basis using a standard record (ADMProgTypCd = 01) as identified in the Oregon Cumulative Average Daily Membership (ADM) Manual. The responsibility of taking attendance will be performed by the teacher of record per established ODE guidelines.

PBCCS will make individualized accommodations for those students who test positive for COVID-19.

Attendance and participation expectations will be communicated clearly to families by PBCCS staff.

2c. TECHNOLOGY

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Update procedures for district-owned or <i>school-owned</i> devices to match cleaning requirements (see section 2d of the Ready Schools, Safe Learners guidance). ☒ Procedures for return, inventory, updating, and redistributing district-owned devices must meet physical distancing requirements. 	<ul style="list-style-type: none"> ● PBCCS staff will clean and sanitize each device brought in for updates, repair, return, inventory, between use or redistribution. ● Computer labs will be cleaned with approved cleaners between cohort uses. ● Classroom computers will be cleaned with approved cleaners between uses. ● All students will be allowed to take home their school issued devices on a regular basis and if a school closure occurs. ● Preparations for the possibility a student, class, or school will move to Distance Learning will be in place. ● An established technology inventory system will be used for all school devices. ● Families will be surveyed to collect information about the number, type, and condition of devices used in their homes to support distance learning and their connectivity. ● PBCCS will review technology procedures and policies and update as needed. ● PBCCS will create a system to support student/staff/family technology needs and troubleshooting.

2d. SCHOOL SPECIFIC FUNCTIONS/FACILITY FEATURES

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Handwashing: All people on campus should be advised and encouraged to wash their hands frequently. ☒ Equipment: Develop and use sanitizing protocols for all equipment used by more than one individual or purchase equipment for individual use. ☒ Events: 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. ☒ Transitions/Hallways: Limit transitions to the extent possible. Create hallway procedures to promote physical distancing and minimize gatherings. ☒ Personal Property: Establish policies for personal property being brought 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. 	<ul style="list-style-type: none"> ● Handwashing: Handwashing and other virus prevention protocols will be explicitly taught to students in an age appropriate way. All students will have access to hand washing before lunch/snack. Opportunity for frequent hand washing will be provided throughout the school day. PBCCS will advise and encourage all people on campus to wash their hands frequently. Hand sanitizer will be available and bathrooms will be stocked with soap and towels. ● Equipment: PBCCS has developed cleaning protocols for all equipment used by more than one individual or purchased equipment for individual use. For example, all classroom supplies and equipment will be cleaned before use by another cohort. This includes PE equipment, playground equipment, music equipment. <i>Draft Plan: Cleaning and Disinfecting Plan</i> ● Events: All field trips, assemblies, special performances, school-wide parent meetings and other large gatherings will be postponed, held in a virtual format, or designed in a manner that allows appropriate physical distancing to be maintained throughout. ● Transitions/Hallways: PBCCS will limit school transitions to the extent possible. <ul style="list-style-type: none"> ○ Hallway traffic direction marked to show travel flow and support physical distancing. ○ Students lining up in cohort classes will maintain appropriate physical distancing. Line up areas will be marked with visual cues to indicate adequate physical distance. ● Personal Property: PBCCS will establish clear school and classroom practices for personal property brought to school, such as water

bottles, school supplies, etc.) Personal property must be labeled prior to entering school. Use will be limited to the items owner only, no sharing of personal items.

2e. ARRIVAL AND DISMISSAL

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Physical distancing, stable cohorts, square footage, and cleaning requirements must be maintained during arrival and dismissal procedures. ☒ Create schedule(s) and communicate staggered arrival and/or dismissal times. ☒ Assign students or cohorts to an entrance; assign staff member(s) to conduct visual screenings (see section 1f of the <i>Ready Schools, Safe Learners</i> guidance). ☒ Ensure accurate sign-in/sign-out protocols to help facilitate contact tracing by the LPHA. Sign-in procedures are not a replacement for entrance and screening requirements. Students entering school after arrival times must be screened for the primary symptoms of concern. <ul style="list-style-type: none"> • Eliminate shared pen and paper sign-in/sign-out sheets. • Ensure hand sanitizer is available if signing children in or out on an electronic device. ☒ Ensure hand sanitizer dispensers are easily accessible near all entry doors and other high-traffic areas. Establish and clearly communicate procedures for keeping caregiver drop-off/pick-up as brief as possible. 	<ul style="list-style-type: none"> • PBCCS will require appropriate physical distancing, stable cohorts, square footage, and cleaning requirements be maintained during arrival and dismissal procedures. • If necessary, PBCCS will create schedule(s) and communicate staggered arrival and/or dismissal times for busing and school day. • Students will be assigned an entrance and assigned staff member(s) will conduct visual screenings (see section 1f). • PBCCS will require “sign-in/sign-out” procedures to help facilitate contact tracing. Per ODE guidelines, PBCCS will eliminate shared pen and paper sign-in/sign-out sheets, and will provide hand sanitizer if needed for electronic “sign-in/sign-out.” • Each office and classroom will maintain a daily list of persons who enter their school/classroom. Teachers must not allow students/staff to enter their room if their arrival will exceed room occupancy limits. • PBCCS will provide hand sanitizer dispensers near entry doors and other high-traffic areas. • Drop off/pick-ups schedule to be as brief as possible. <ul style="list-style-type: none"> ○ PBCCS will clearly communicate procedures for keeping caregiver drop-off/pick-up as brief as possible.

2f. CLASSROOMS/REPURPOSED LEARNING SPACES

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Seating: Rearrange student desks 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; assign seating so students are in the same seat at all times. ☒ Materials: Avoid sharing of community supplies when possible (e.g., scissors, pencils, etc.). Clean these items frequently. Provide hand sanitizer and tissues for use by students and staff. ☒ Handwashing: Remind students (with signage and regular verbal reminders from staff) of the utmost importance of hand hygiene and respiratory etiquette. Respiratory etiquette means covering coughs and sneezes with an elbow or a tissue. Tissues should be disposed of in a garbage can, then hands washed or sanitized immediately. <ul style="list-style-type: none"> • Wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol. 	<ul style="list-style-type: none"> • Seating: Staff will rearrange student desks and tables to maximize physical distancing. Students will be assigned seats, so they are in the same seat at all times. • Materials: Each classroom will limit sharing of community supplies when possible (e.g., scissors, pencils, etc.). If needed to share, these items will be cleaned frequently. Hand sanitizer and tissues will be available for use by students and staff. • Handwashing: Handwashing and other virus prevention protocols will be explicitly taught to students. Signage will be posted throughout the school. All students will have access to hand washing before breakfast/lunch/snack is served. Opportunity for frequent hand washing will be provided throughout the school day. • Respiratory Etiquette: School staff will consistently teach and reinforce the need for ongoing respiratory etiquette. Students will be instructed to cover coughs and sneezes with an elbow or a tissue. Tissues should be disposed of and hands washed or sanitized immediately. • Furniture: Where possible, difficult to clean furniture will be removed from classrooms, as needed. • Classroom Procedures: Students will be assigned designated space to store individual belongings. To the greatest extent possible, shared items will not be used.

- **Environment:** When possible, windows will be opened in the classroom before students arrive and after students leave. Each classroom will hold classes outside when possible and encourage students to spread out.
- **Limit Transitions:** Schedules will be modified where possible, to reduce students in close contact. Staff will refrain from mixing classes with other classes and teachers, as much as possible. Visual aies will be used to illustrate traffic flow, appropriate spacing, and assigned seating areas.

Sample Signage:

<https://drive.google.com/drive/folders/1OVf3gibZmyC7Ps2WYyBhrv3bF2AbjbYgx?usp=sharing>

2g. PLAYGROUNDS, FIELDS, RECESS, BREAKS, AND RESTROOMS

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Keep school playgrounds closed to the general public until park playground equipment and benches reopen in the community (see Oregon Health Authority’s Specific Guidance for Outdoor Recreation Organizations). ☒ After using the restroom students must wash hands with soap and water for 20 seconds. Soap must be made available to students and staff. ☒ Before and after using playground equipment, students must wash hands with soap and water for 20 seconds <u>or</u> use an alcohol-based hand sanitizer with 60-95% alcohol. ☒ 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 in accordance with CDC guidance. ☒ Cleaning requirements must be maintained (see section 2j of the <i>Ready Schools, Safe Learners</i> guidance). ☒ Maintain physical distancing requirements, stable cohorts, and square footage requirements. ☒ 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. ☒ Clean all outdoor equipment at least daily or between use as much as possible in accordance with CDC guidance. ☒ Limit staff rooms, common staff lunch areas, and workspaces to single person usage at a time, maintaining six feet of distance between adults. 	<p>Playground/Fields/Recess/Breaks:</p> <ul style="list-style-type: none"> ● The PBCCS playground will remain closed to the general public. ● Students will access outside areas during planned break times. ● Students will wash hands or use hand sanitizer before and after using playground equipment. ● Playground supplies and equipment will be designated to cohort groups (balls, jump ropes, etc.). Teachers and support staff will set and teach expectations for shared equipment use. ● Designated playground, shared equipment and outdoor equipment will be disinfected at least daily or between use as much as possible in accordance with CDC guidance. ● Recess activities will be designed to support cohorting and physical distancing. ● Signage will be provided and some areas will have restricted access. <p>Restrooms:</p> <ul style="list-style-type: none"> ● Students and staff will wash hands with soap and water for 20 seconds after using the restroom. Soap will be made available to students and staff. <p>Common spaces for staff will be limited, and schedules staggered to ensure physical distancing.</p> <p>Physical distancing, cohorts and square footage requirements will be maintained.</p>

2h. MEAL SERVICE/NUTRITION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Include meal services/nutrition staff in planning for school reentry. ☒ Staff serving meals must wear face shields or face covering (see section 1h of the <i>Ready Schools, Safe Learners</i> guidance). ☒ Students must wash hands with soap and water for 20 seconds <u>or</u> use an alcohol-based hand sanitizer with 60-95% alcohol before meals and should be encouraged to do so after. ☒ Appropriate daily cleaning of meal items (e.g., plates, utensils, transport items) in classrooms where meals are consumed. ☒ Cleaning and sanitizing of meal touch-points and meal counting system between stable cohorts. ☒ Adequate cleaning of tables between meal periods. ☒ 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. 	<p>Coordinated procedures and services with <i>Friends of Powell Butte School</i> lunch program.</p> <ul style="list-style-type: none"> ● Staff serving meals will wear face shields or coverings. ● Staff will appropriately clean all meal items, touch-points and counting systems. ● Lunches will be delivered to classrooms. ● Students will eat in the classroom with their cohort groups. ● All students must wash hands prior to meals. If possible, students will wash hands in the classroom. If not, follow hallway and restroom procedures above. ● Students will not share utensils or other items during meals. ● Each table/desk will be cleaned prior to meals being consumed. ● Face coverings and shields are removed for eating and drinking.

Staff meal times will be staggered to prevent congregation in shared spaces.

2i. TRANSPORTATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Include transportation departments (and associated contracted providers, if used) in planning for return to service. ☒ Buses are cleaned frequently. Conduct targeted cleanings between routes, with a focus on disinfecting frequently touched surfaces of the bus (see section 2j of the <i>Ready Schools, Safe Learners</i> guidance). ☒ Develop protocol for loading/unloading that includes visual screening for students exhibiting symptoms and logs for contact-tracing. This can be done at the time of arrival and departure. <ul style="list-style-type: none"> ● If a student displays COVID-19 symptoms, provide a face shield or face covering (unless they are already wearing one) and keep six feet away from others. Continue transporting the student. ● If arriving at school, notify staff to begin isolation measures. <ul style="list-style-type: none"> ○ If transporting for dismissal and the student displays an onset of symptoms, notify the school. ☒ Consult with parents/guardians of students who may require additional support (e.g., students who experience a disability and require specialized transportation as a related service) to appropriately provide service. ☒ Drivers wear face shields or face coverings when not actively driving and operating the bus. ☒ Inform parents/guardians of practical changes to transportation service (i.e., physical distancing at bus stops and while loading/unloading, potential for increased route time due to additional precautions, sanitizing practices, and face coverings). ☒ Face coverings or face shields for all students in grades Kindergarten and up following CDC guidelines applying the guidance in section 1h of the <i>Ready Schools, Safe Learners</i> guidance to transportation settings. 	<p>PBCCS' transportation procedures are coordinated by the CCSD Transportation Supervisor.</p> <ul style="list-style-type: none"> ● Each bus driver will be required to: <ul style="list-style-type: none"> ○ Visually screen students for illness ○ Maintain logs for contact-tracing ● Buses will use visual cues (e.g., floor decals, colored tape or signs) to discourage students from standing and sitting within three (3) feet of other passengers, drivers and other transit employees on the bus. ● Transportation staff will clean and sanitize buses between cohort routes. ● Transportation staff may consult with parents/guardians of students who may require additional support (e.g., students who experience a disability and require specialized transportation as a related service) to appropriately provide service. ● Transportation staff will determine and post maximum occupancy for each bus, per guidance while following this guidance. ● CCSD Transportation Supervisor, in collaboration with PBCCS, will inform parents/guardians of practical changes to transportation service (i.e., physical distancing at bus stops and while loading/unloading, potential for increased route time due to additional precautions, sanitizing practices). ● Face coverings or face shields will be worn by drivers when not actively driving and operating the bus. ● Face covering or face shield requirements will apply to students in grades Kindergarten and up when riding the bus.

2j. CLEANING, DISINFECTION, AND VENTILATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Clean, sanitize, and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and shared objects (e.g., toys, games, art supplies) between uses multiple times per day. Maintain clean and disinfected (CDC guidance) environments, including classrooms, cafeteria settings and restrooms. ☒ Clean and disinfect playground equipment at least daily or between use as much as possible in accordance with CDC guidance. ☒ Apply disinfectants safely and correctly following labeling direction as specified by the manufacturer. Keep these products away from students. ☒ To reduce the risk of asthma, choose disinfectant products on the EPA List N with asthma-safer ingredients (e.g. hydrogen peroxide, citric acid, or lactic acid) and avoid products that mix these with asthma-causing ingredients like peroxyacetic acid, sodium hypochlorite (bleach), or quaternary ammonium compounds. ☒ Operate ventilation systems properly and/or increase circulation of outdoor air as much as possible by opening windows and doors, using fans, and through other methods. Consider running ventilation systems continuously and changing the filters more frequently. Do not use fans if they pose a safety or health risk, such as increasing exposure to pollen/allergies or exacerbating asthma symptoms. For example, do not use fans if doors and windows are closed and the fans are recirculating the classroom air. 	<ul style="list-style-type: none"> ● PBCCS custodians and staff will clean, sanitize, and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and shared objects (e.g., toys, games, art supplies) between uses and throughout the day, but not less than once daily. ● Facilities will be cleaned and disinfected at least daily to prevent transmission of the virus from surfaces, following CDC guidance. ● Playground equipment will be cleaned and disinfected at least daily or between use as much as possible in accordance with CDC guidance. ● Staff will maintain clean and disinfected (CDC guidance) environments, including classrooms, cafeteria settings, restrooms, and playgrounds. ● Cleaning and disinfecting products will be used as directed by the appropriate staff. PBCCS will choose products recommended by CCSD or the EPA. Products will be chosen with asthma-safer ingredients as designated by EPA List N. ● Staff will be advised NOT to bring their own cleaners. ● Ventilation systems will be operated properly, and will be frequently checked and maintained. Staff will consider the need for increased ventilation in areas where students with special healthcare needs receive medication or treatments. Ventilation systems will be checked regularly. Considerations

- ☒ Consider the need for increased ventilation in areas where students with special health care needs receive medication or treatments.
- ☒ Facilities should be cleaned and disinfected at least daily to prevent transmission of the virus from surfaces (see [CDC's guidance on disinfecting public spaces](#)).
- ☒ Air circulation and filtration are helpful factors in reducing airborne viruses. Consider modification or enhancement of building ventilation where feasible (see [CDC's guidance on ventilation and filtration](#) and [American Society of Heating, Refrigerating, and Air-Conditioning Engineers' guidance](#)).

- for ventilation in areas where students with special health needs receive medication or treatments will be made.
- PBCC facilities will be cleaned and disinfected at least daily to prevent transmission of the virus from surfaces. *Draft Cleaning/Disinfecting Plan:*
<https://docs.google.com/document/d/1nEgeUvinnfbjVSEX5H8Qm4sDwqHI1LO2mn-mfXsLYEQ/edit>

2k. HEALTH SERVICES

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ OAR 581-022-2220 Health Services, requires districts to “maintain a prevention-oriented health services program for all students” including space to isolate sick students and services for students with special health care needs. While OAR 581-022-2220 does not apply to private schools, private schools must provide a space to isolate sick students and provide services for students with special health care needs. ☒ Licensed, experienced health staff should be included on teams to determine district health service priorities. Collaborate with health professionals such as school nurses; SBHC staff; mental and behavioral health providers; physical, occupational, speech, and respiratory therapists; and School Based Health Centers (SBHC). 	<p>PBCCS will coordinate services with regional community partners and Crook County School District.</p> <ul style="list-style-type: none"> ● Teachers will provide age appropriate hand hygiene and respiratory etiquette education to endorse prevention. ● Information on health and prevention will be included on the school website, in newsletters and signage will be posted throughout the school to promote health. This will be done in collaboration with the LPHA. ● PBCCS will maintain a prevention-oriented health services program for all students, including space to isolate sick students and services for students with special healthcare needs. ● Staff will participate in required health services related training to maintain health services practices in the school setting. ● COVID-19 specific infection control practices for staff and students will be communicated. ● Staff will review 504 and IEP accommodations to address vulnerable populations. ● PBCCS will maintain continuity of existing health management issues and will have a plan for sustaining operations alongside COVID-19 specific planning (i.e. medication administration, diabetic care, etc.). ● PBCCS will collaborate, as needed with health professionals as needed to support COVID-19 planning and other health needs. ● Immunization processes will be addressed as per routine timeline, which prioritizes the beginning of the year and new students. Information for immunization clinics will be provided to families.

2l. BOARDING SCHOOLS AND RESIDENTIAL PROGRAMS ONLY

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> ☒ Provide specific plan details and adjustments in Operational Blueprints that address staff and student safety, which includes how you will approach: <ul style="list-style-type: none"> ● Contact tracing ● The intersection of cohort designs in residential settings (by wing or common restrooms) with cohort designs in the instructional settings. The same cohorting parameter limiting total cohort size to 100 people applies. ● Quarantine of exposed staff or students ● Isolation of infected staff or students ● Communication and designation of where the “household” or “family unit” applies to your residents and staff ☒ Review and take into consideration CDC guidance for shared or congregate housing: <ul style="list-style-type: none"> ● Not allow more than two students to share a residential dorm room unless alternative housing arrangements are impossible ● Ensure at least 64 square feet of room space per resident 	N/A

- Reduce overall residential density to ensure sufficient space for the isolation of sick or potentially infected individuals, as necessary;
- Configure common spaces to maximize physical distancing;
- Provide enhanced cleaning;
- Establish plans for the containment and isolation of on-campus cases, including consideration of PPE, food delivery, and bathroom needs.



3. Response to Outbreak

3a. PREVENTION AND PLANNING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Coordinate with Local Public Health Authority (LPHA) to establish communication channels related to current transmission level. <input checked="" type="checkbox"/> Establish a specific emergency response framework with key stakeholders. <input checked="" type="checkbox"/> When new cases are identified in the school setting, and the incidence is low, the LPHA will provide a direct report to the district nurse, or designated staff, on the diagnosed case(s). Likewise, the LPHA will impose restrictions on contacts. 	<p>In the event that there is a single positive case or a cluster of cases of COVID-19, PBCCS will partner with the LPHA, to work on ongoing COVID-19 mitigation efforts.</p> <p>PBCCS will coordinate with Local Public Health Authority administrators, or their designees, (see Communicable Disease Plan or section 1a of this document) to establish real-time communication channels related to current transmission level.</p> <p>PBCCS will:</p> <ul style="list-style-type: none"> ● Follow school board policy for Communicable Disease. ● Coordinate communication with the local health authority and communicate with approved language to stakeholders. ● If the region impacted is in Crook County, the local health authority will provide school-centered guidance and direction for PBCCS. ● PBCCS' baseline outbreak rate is if 2% or greater confirmed cases are present within a one-week period. ● Work with LPHA to establish timely communication with staff and families. ● PBCCS will follow the established plan from the local health authority concerning reportable cases. ● Assess technology resources and plan for rapid deployment. ● When new cases are identified in the school setting, and the incidence is low, the LPHA will provide a direct report to the administrator, or designated staff, on the diagnosed case(s). Likewise, the local health authority will impose restrictions on contacts. ● Assess levels of supplies that will be needed in case of an outbreak. ● Check insurance coverage for contingencies such as school closures and high employee absenteeism. ● Explore the implications for mass and extended individual employee absences, and instruction during school closings: <ul style="list-style-type: none"> ○ Plan for substitutes for all positions -- bus drivers, teachers, cafeteria staff, etc. ○ Address any needed sick leave exemptions or waivers. ○ Consider emergency sick leave pools. ● Coordinate with health insurance carriers regarding any anticipated challenges with the widespread use of health insurance benefits.

3b. RESPONSE

OHA/ODE Requirements	Hybrid/Onsite Plan
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- ☒ Follow the district's or school's outbreak response protocol. Coordinate with the LPHA for any outbreak response.
- ☒ If anyone who has been on campus is known to have been diagnosed with COVID-19, report the case to and consult with the LPHA regarding cleaning and possible classroom or program closure.
 - Determination if exposures have occurred
 - Cleaning and disinfection guidance
 - Possible classroom or program closure
- ☒ Report to the LPHA any cluster of illness (2 or more people with similar illness) among staff or students.
- ☒ When cases are identified in the local region, a response team should be assembled within the district and responsibilities assigned within the district.
- ☒ Modify, postpone, or cancel large school events as coordinated with the LPHA.
- ☒ If the school is closed, implement Short-Term Distance Learning or Comprehensive Distance Learning models for all staff/students.
- ☒ Continue to provide meals for students.
- ☒ Communicate criteria that must be met in order for On-Site instruction to resume and relevant timelines with families.

- In the event of an outbreak, PBCCS will:
- Coordinate with the local health authority for any outbreak response.
 - If anyone who has been on campus is known to have been diagnosed with COVID-19, PBCCS will report the case to and consult with the LPHA regarding cleaning and possible classroom or program closure.
 - PBCCS will report to the LPHA any cluster of illness (2 or more people with similar illness) among staff or students.
 - When cases are identified in the local region, a response team will be assembled within the region.
 - PBCCS will modify, postpone, or cancel large school events as coordinated with the local health authority.
 - If school is closed, the Distance Learning will be implemented for all staff/students.
 - PBCCS will work with CCSD to continue to provide meals for students in the event of a closure.

PBCCS will share and implement precautionary measures called for by the state and LPHA and communicate them to staff, students, and families. The CDC recommends:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Follow the CDC's recommendations for using a facemask (people with symptoms and health workers).
- Remind all to wash hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60 percent alcohol. Always wash hands with soap and water if hands are visibly dirty.

The administrator and PBCCS leadership will prepare for possible increased number of employee absences due to illness in employees and their family members, and for dismissals of school due to high levels of absenteeism or illness.

PBCCS will review policies and procedures that may come into play, such as:

- Student and employee absences due to illness (should "perfect attendance" procedures be amended?),
- School closures based on public health concerns,
- Emergency management plans, and
- Non-discrimination policies

PBCCS will emphasize the need to remain vigilant against stigma due to perceived race, national origin, or recent travel. Foster a supportive environment free from rumors or associations of a virus with a specific population.

PBCCS will consider cancelling nonessential travel per travel guidance on the CDC website, including local and national field trips.

PBCCS will prepare communication materials for on-site instruction criteria, symptoms lists, student absence protocols, communications

plans, communications procedures with parents in the event of school closures, and the like.

PBCCS will coordinate with ODE about the possibility of mass student or staff absences.

Working with the LPHA, PBCCS will determine when school closures are indicated based on a set percentage of staff and student absenteeism as recommended by local and state public health authorities.

- Establish distance learning options for students if available for extended school closures.
- Address how staff will be informed about expectations for student home-based academic work.
- Coordinate with the state educational agency about the possibility of school closings. How will attendance days and/or virtual class time be counted?
- Explore teaching monitoring or ensure education remains on track in case of school closings; recruit parents to assist in the delivery of educational services to their children.
- Coordinate with local health and welfare agencies to ensure children receiving free and reduced-price meals continue to receive nutrition usually supplied at schools.
- Address how the school can provide information and support to families in need of childcare when schools are closed.
- Determine under what conditions schools will reopen.

Identify and seek state and federal emergency relief, grants, and funding flexibility available to address unexpected needs, and recovery efforts.

Coordinate with local health authorities about expectations to utilize school facilities for emergency services.

Obtain any needed equipment and supplies.

Create clear communication for staff and families for potential quarantine expectations related to school closures. Work with public health officials for effective communication strategies. Sample letters: <https://drive.google.com/drive/u/3/folders/1OKb4STOvWDZwLnnnuchoDqI4Vi5V2EZO>

3c. RECOVERY AND REENTRY

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Plan instructional models that support all learners in Comprehensive Distance Learning. <input checked="" type="checkbox"/> Clean, sanitize, and disinfect surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and follow CDC guidance for classrooms, cafeteria settings, restrooms, and playgrounds. <input checked="" type="checkbox"/> Communicate with families about options and efforts to support returning to On-Site instruction. <input checked="" type="checkbox"/> Follow the LPHA guidance to begin bringing students back into On-Site instruction. <ul style="list-style-type: none"> ● Consider smaller groups, cohorts, and rotating schedules to allow for a safe return to schools. 	<ul style="list-style-type: none"> ● PBCCS will plan instructional models that support all learners in temporary distance/remote learning. ● Staff, or contractor, will clean, sanitize, and disinfect surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and follow CDC guidance for classrooms, cafeteria settings, restrooms, and playgrounds. ● Staff will communicate with families about options and efforts to support returning to On-Site instruction. ● PBCCS will follow local health authority guidance to begin bringing students back into On-Site instruction. ● PBCCS will consider smaller groups, cohorts, and rotating schedules to allow for a safe return to schools. ● PBCCS will continue to offer instructional models that support all learners in On-Site or Hybrid and Comprehensive Distance Learning.



ASSURANCES

This section must be completed by any public school that is providing instruction through On-Site or Hybrid Instructional Models.

Schools providing Comprehensive Distance Learning Instructional Models do not need to complete this section.

This section does not apply to private schools.

- We affirm that our school plan has met the requirements from ODE guidance for sections 4, 5, 6, 7, and 8 of the **Ready Schools, Safe Learners** guidance.
- We affirm that we cannot meet all of the ODE requirements for sections 4, 5, 6, 7 and/or 8 of the **Ready Schools, Safe Learners** guidance at this time. We will continue to work towards meeting them and have noted and addressed which requirement(s) we are unable to meet in the table titled “Assurance Compliance and Timeline” below.



4. Equity



5. Instruction



6. Family, Community, Engagement



7. Mental, Social, and Emotional Health



8. Staffing and Personnel

Assurance Compliance and Timeline

If a district/school cannot meet the requirements from the sections above, provide a plan and timeline to meet the requirement.

List Requirement(s) Not Met	Provide a Plan and Timeline to Meet Requirements <i>Include how/why the school is currently unable to meet them</i>