



**Burlingame Creek School**

**OPERATIONAL BLUEPRINT FOR SCHOOL REENTRY 2020-21**

Under ODE’s **Ready Schools, Safe Learners** guidance, each school<sup>1</sup> has been directed to submit a plan to the district<sup>2</sup> 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,<sup>3</sup> 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	Burlingame Creek School, Multnomah Education Service District (MESD)
Key Contact Person for this Plan	Ian Molay, Assistant Principal Timothy Rodgers, Principal
Phone Number of this Person	503-262-4050 503-262-4850
Email Address of this Person	<a href="mailto:imolay@mesd.k12.or.us">imolay@mesd.k12.or.us</a> <a href="mailto:trodgers@mesd.k12.or.us">trodgers@mesd.k12.or.us</a>
Sectors and position titles of those who informed the plan	Jess Rohrbacher - Teacher Brett Hilberg - Teacher Melanie Hicinbothom - Educational Assistant Ezell Waters - Educational Assistant Amy Raskin - School Nurse Katherine Baggett - Teacher Tobin Gollihar - Behavior Facilitator Ian Molay - Assistant Principal Timothy Rodgers - Principal Alexi Brewster - Administrative Assistant

<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> 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.

	Richard Wehring - MESD Facilities Supervisor (Consulted)
Local public health office(s) or officers(s)	Multnomah County Health Department Multnomah ESD School Health Services
Name of person Designated to Establish, Implement and Enforce Physical Distancing Requirements	Timothy Rodgers, Ian Molay
Intended Effective Dates for this Plan	08/15/2020 to 06/15/2021
ESD Region	Multnomah Education Service District (MESD)

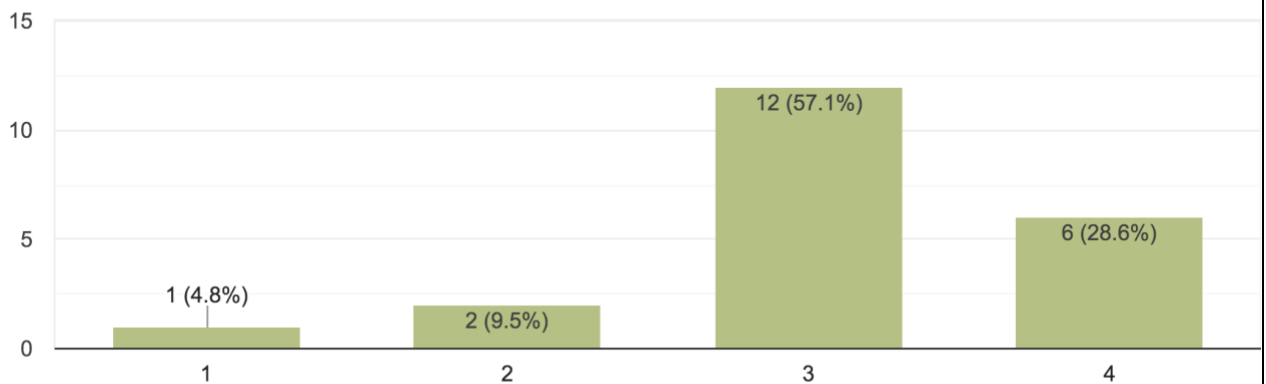
2. Please list efforts you have made to engage your community (public health information sharing, taking feedback on planning, etc.) in preparing for school in 2020-21. Include information on engagement with communities often underserved and marginalized and those communities disproportionately impacted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

On Tuesday July 28th, Governor Kate Brown announced new metrics which all schools and districts must follow to ensure a safe reopening. According to current data from local health officials, Multnomah County does not meet the recommended metrics. Accordingly, Burlingame Creek will begin the 2020-2021 year using a Comprehensive Distance Learning format. Now included in this draft is an outline to include how Distance Learning will be implemented to ensure equity and access for all students. In addition, data from the Burlingame Creek parent survey regarding Spring Distance Learning is included in this draft.

Parent Survey Feedback on Spring Distance Learning  
Respondents: 21

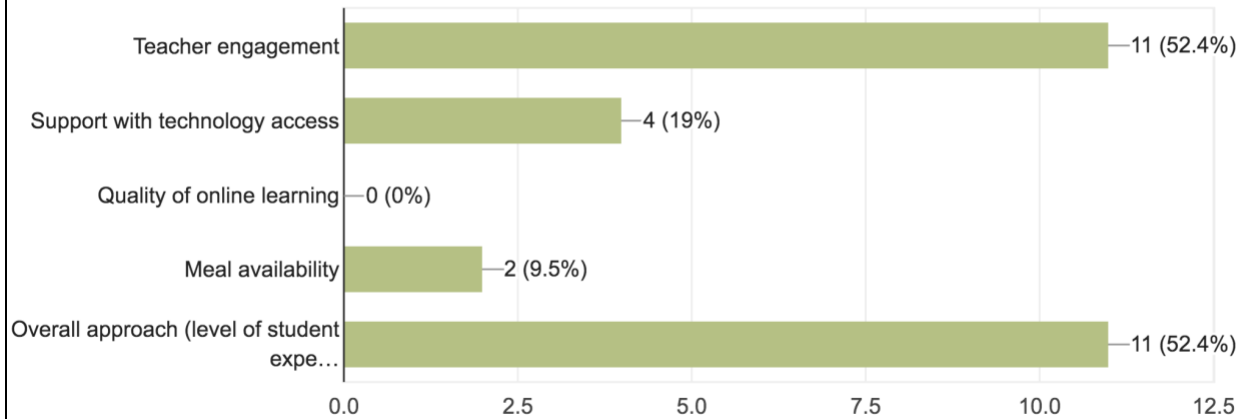
Overall, how would you rate your experience with MESD during the Spring closure due to COVID-19?

21 responses



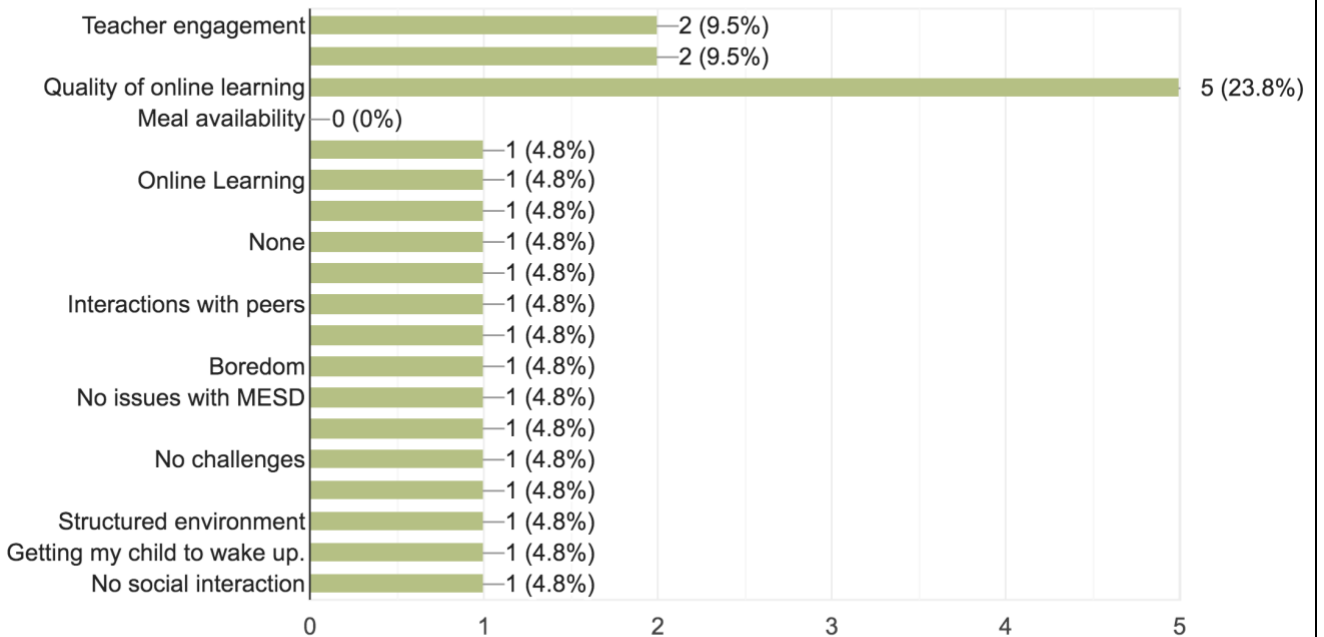
During the closure due to COVID-19, what was the highlight of your experience with MESD?

21 responses



During the closure due to COVID-19, what was the most challenging aspect of your experience with MESD?

21 responses



Information from Previous Draft:

In an effort to ensure equity and serve the diverse needs of our learners and our community, each Burlingame Creek family was offered a survey which was accessible via the Burlingame Creek Website and also distributed by teachers throughout the school. Phone calls were also made to each Parent/Guardian to offer a verbal survey if they preferred. The survey included opportunities for feedback on Spring 2020 Distance Learning as well as preferences and feedback on Reopening procedures for Fall of 2020.

**Burlingame Creek School Student Data (as of March 2020):**

100% receive Special Education Services  
52% access free and reduced lunch  
19.5% identify as students of color  
5.5% are bilingual students

**PARENT SURVEY RESULTS:**

At the time of publication of this draft, 18 parents had responded to the Survey. Summary of parental results are included below:

On-Site: 12 (66.7%)  
Hybrid: 5 (27.8%)  
Comprehensive Distance Learning: 1 (5.6%)  
Combined Off Site Preference: 4 (33.4%)  
Average Parent Comfort Level with Sending Students back to on-site school: (1-5 Scale with 5 being comfortable): 3.68

\*(Some respondents did not answer all the survey questions)

**STAFF SURVEY RESULTS**

At the time of publication of this draft, 19 staff members at Burlingame Creek had responded to the Staff Survey. Summary of staff results are below:

On Site: 1 (10%)  
Hybrid: 8 (80.0%)  
Comprehensive Distance Learning: 1 (10%)  
Combined Off Site Preference: 9 (90%)

\*(Some respondents did not answer all of the survey questions)

**DATA ANALYSIS & COMMITTEE INPUT**

Combined results between both parent and staff survey indicate the following preferences:

On-Site: 13 of 28 (46.4%)  
Hybrid: 13 of 28 (46.4%)  
Comprehensive Distance Learning: 2 of 28 (7.1%)  
Combined Off Site Preference: 15 of 28 (53.5%)

**Blueprint Timeline for Fall 2020 Reopening**

Stakeholder Surveys (June 2020)  
Draft v1 Plan Published with Feedback Form (July 9, 2020)  
Draft v1 Feedback (July 10 - July 23)  
Draft v2 Plan Published with Feedback Form (August 3, 2020)  
Draft v2 Feedback (August 4 - August 7)  
Final Draft Submitted to MESD (August 13)  
Final Draft Posted (August 17)

3. Indicate which instructional model will be used.

Select One:

- On-Site Learning     Hybrid Learning     Comprehensive Distance Learning

4. 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).
5. 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 3-15 in the initial template) and [submit online](https://app.smartsheet.com/b/form/a4dedb5185d94966b1dffc75e4874c8a). (<https://app.smartsheet.com/b/form/a4dedb5185d94966b1dffc75e4874c8a>) by August 15, 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.**

Due to the recent announcement by Governor Kate Brown mandating specific metrics for reopening schools, Burlingame Creek will start the 2020-2021 academic year utilizing a Comprehensive Distance Learning model. The state current has various metrics that each county and school must meet in order to reopen schools for on-site or hybrid instruction. This includes 10 or fewer cases per 100,000 people and a positivity rate at or below 5%. At the time of this publication, Multnomah county does not meet these metrics.

**[Complete after June 30, 2020 when Comprehensive Distance Learning Guidance is released by ODE.] Describe how your school's model aligns to the Comprehensive Distance Learning Guidance.**

Burlingame Creek School's Comprehensive Distance Learning plan includes all aspects of ODE guidance. This includes providing technology support to each student and family by providing Chromebooks to each student. Training in technological programs and support in navigating curriculum will be routinely provided to ensure access. Staff will be connecting with students daily at a time that meets the needs of parents and families. A schedule will be created to ensure that direct support is being provided to each student. Burlingame Creek will also increase its data tracking to ensure IEP goals and Specially Designed Instruction is being provided at the highest level possible. Teachers will meet remotely with each individual team to hear concerns and collaborate to formulate individualized instructional plans while in a Distance Learning Format. Food resources will be distributed to ensure each student has breakfast and lunch each day.

**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.**

Burlingame Creek School will follow the recommendations and guidelines provided by ODE in partnership with OHA. Burlingame Creek School will follow all State and Local guidelines in ensuring the safety of students, staff, and the community.

Also as part of MESD, Burlingame's transitioning to hybrid will align with MESD policy and planning. At present that plan is:

- Comprehensive Distance Learning will be in place at least through the month of September.
- MESD will continue to evaluate operating models on a month by month basis using the appropriate metrics and guidance.
- Each month the agency will review regional health data and make recommendations to the MESD board about reopening school buildings and campuses to in-person instruction for the following month. This means that at

the September 15 Board Meeting, we will present current metrics and recommendations for October. A decision regarding the instructional model for October will be communicated by September 16.

- Any return to in-person instruction will be communicated a minimum of two weeks in advance.

In making these announcements we want to reassure students, families, and employees that we are not opening in-person instruction during a time when Covid-19 metrics are increasing. It also provides a predictable timeline for decision-making, while retaining flexibility to begin offering in-person support should conditions improve. In all cases, we will continue to work with staff and families to plan reopening steps.

*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
<input type="checkbox"/> Implement measures to limit the spreads of COVID-19 within the school setting. <input type="checkbox"/> Update written Communicable Disease Management Plan to specifically address the prevention of the spread of COVID-19. <input 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 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 type="checkbox"/> Process and procedures to train all staff in sections 1 - 3 of the <b>Ready Schools, Safe Learners</b> guidance. Consider conducting the training virtually, or, if in-person, ensure physical distancing is maintained. <input type="checkbox"/> Protocol to notify the local public health authority ( <a href="#">LPHA Directory by County</a> ) of any confirmed COVID-19 cases among students or staff. <input type="checkbox"/> Plans for systematic disinfection of classrooms, offices, bathrooms and activity areas. <input type="checkbox"/> Process to report to the LPHA any cluster of any illness among staff or students. <input type="checkbox"/> Protocol to cooperate with the LPHA recommendations and provide all logs and information in a timely manner. <input type="checkbox"/> Protocol for screening students and staff for symptoms (see section 1f of the <b>Ready Schools, Safe Learners</b> guidance). <input type="checkbox"/> Protocol to isolate any ill or exposed persons from physical contact with others. <input type="checkbox"/> Protocol for communicating potential COVID-19 cases to the school community and other stakeholders (see section 1e of the <b>Ready Schools, Safe Learners</b> guidance). <input 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 consultation with a school/district nurse or an LPHA official.	<p>Burlingame Creek follows the MESD Communicable Disease Management Plan (<a href="#">link</a>) as well as the Communicable Disease Guidelines from the Oregon Department of Education and the Oregon Health Authority.</p> <p>Burlingame Creek also follows MESD Board Policies GBEB, JHCC and GBEB/JHCC-AR (<a href="#">link</a>).</p> <p>COVID-19 Enforcement Lead: Timothy Rodgers, Ian Molay                  School Nurse Lead: Amy Raskin                  Multnomah County Health:  <a href="https://www.oregon.gov/oha/PH/PROVIDERPARTNERRESOURCES/LOCALHEALTHDEPARTMENTRESOURCES/Documents/Multnomah.pdf">https://www.oregon.gov/oha/PH/PROVIDERPARTNERRESOURCES/LOCALHEALTHDEPARTMENTRESOURCES/Documents/Multnomah.pdf</a></p> <p>Burlingame Creek School follows the published Communicable Disease Guidelines from the Oregon Department of Education and the Oregon Health Authority.</p> <p>Screening/Isolation: Visual screening of all students and staff is outlined in 1e. Potentially symptomatic students will be isolated following guidance outlined in 1h.</p> <p>Contact Tracing: Contract tracing logs will be kept for each student/cohort.</p> <p>Outbreak plan: Burlingame Creek School Outbreak Protocol is outlined in section 3a.</p>

- 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, 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 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).

### 1b. HIGH-RISK POPULATIONS

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input 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><b>Medically Fragile, Complex and Nursing-Dependent Student Requirements</b></p> <p><input type="checkbox"/> All districts must account for students who have health conditions that require additional nursing services. Oregon law (<a href="#">ORS 336.201</a>) defines three levels of severity related to required nursing services:</p> <ol style="list-style-type: none"> <li>1. Medically Complex: Are students who may have an unstable health condition and who may require daily professional nursing services.</li> <li>2. Medically Fragile: Are students who may have a life-threatening health condition and who may require immediate professional nursing services.</li> <li>3. Nursing-Dependent: Are students who have an unstable or life-threatening health condition and who require daily, direct, and continuous professional nursing services.</li> </ol> <p><input 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"> <li>● Communicate with parents and health care providers to determine return to school status and current needs of the student.</li> <li>● Coordinate and update other health services the student may be receiving in addition to nursing services. This may</li> </ul>	<p>All students and staff will be given the opportunity to self-identify as high risk. Staff and students will also be given the opportunity to identify if they live with a vulnerable family member.</p> <p><b>Students</b></p> <ul style="list-style-type: none"> <li>● All students identified as high risk by either physician or parent notification will be provided online instruction four times weekly.</li> <li>● Students receiving Special Education services will continue to get their services per the IEP. For inservices unable to be performed via online instruction, the IEP team will convene to form an agreement.</li> <li>● Students with Language services will continue to receive instruction via online learning.</li> </ul> <p><b>Staff</b></p> <ul style="list-style-type: none"> <li>● Staff will be given the opportunity to self-identify as high risk. Staff designated as High Risk will follow all MESD Human Resources guidelines and protocols.</li> <li>● Staff deemed high risk will be provided work supporting distance learning.</li> </ul> <p><b>Visitors/Volunteers:</b></p> <p>In accordance with CDC and Oregon Health Authority Guidelines, no volunteers will be permitted to support in-person or on-site activities. No Volunteers will be allowed in the building or on school grounds.</p>

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:
  - US 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.

### 1c. PHYSICAL DISTANCING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Support physical distancing in all daily activities and instruction, striving to maintain at least six feet between individuals.</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> 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).</li> <li><input type="checkbox"/> Plan for students who will need additional support in learning how to maintain physical distancing requirements. Provide instruction; don't employ punitive discipline.</li> </ul>	<p><b>Students attending the Hybrid Model will participate in Schools on an alternate schedule as indicated below:</b></p> <p>A Days: Classroom 201, Classroom 203, Classroom 205            B Days: Classroom 202, Classroom 204</p> <p>When Students are not on-site, they will participate in online distance learning per the following schedule</p> <p>Monday: A Classrooms on site, B Classrooms online            Tuesday: B Classrooms on site, A Classrooms online            Wednesday: A Classrooms on site, B Classrooms online            Thursday: B Classrooms on site, A classrooms online            Friday: Building Close for Deep cleaning, all students online</p> <p><b>Classroom Social Distancing</b>            In an effort to increase social distancing, classrooms will be limited to 18 individuals in each room at a time</p> <p>Classrooms 201 and 202</p> <ul style="list-style-type: none"> <li>● 976 ft<sup>2</sup> - Will have no more than 18 people at a time (Maximum 19 people per 700 ft<sup>2</sup>).</li> <li>● Dividers between classrooms will be removed to increase space and allow for more social distancing.</li> </ul>



- On assigned weekdays, all students from each classroom will attend.

Classrooms 203 and 204

- 607 ft<sup>2</sup> - Will have no more than 17 students and staff at a time (Maximum 19 people per 700 ft<sup>2</sup>).
- Dividers between classrooms will be removed to increase space and allow for more social distancing.
- On assigned weekdays, all students from each classroom will attend.

Classroom 205

- 642 ft<sup>2</sup> - Will have no more than 17 people at a time (Maximum 19 people per 700 ft<sup>2</sup>).
- Classroom 205 will utilize the upstairs recreation room as a secondary learning space to increase Social Distancing.
- On assigned weekdays, all students from classroom 205 will attend.

1d. COHORTING

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input type="checkbox"/> 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.</p> <ul style="list-style-type: none"> <li>● The smaller the cohort, the less risk of spreading disease. As cohort groups increase in size, the risk of spreading disease increases.</li> </ul> <p><input type="checkbox"/> Each school must have a system for daily logs to ensure contact tracing among the cohort (see section 1a of the <i>Ready Schools, Safe Learners</i> guidance).</p> <p><input type="checkbox"/> Minimize interaction between students in different stable cohorts (e.g., access to restrooms, activities, common areas). Provide access to All Gender/Gender Neutral restrooms.</p> <p><input type="checkbox"/> Cleaning and wiping surfaces (e.g., desks, door handles, etc.) must be maintained between multiple student uses, even in the same cohort.</p> <p><input type="checkbox"/> Design cohorts such that all students (including those protected under ADA and IDEA) maintain access to general education, grade level learning standards, and peers.</p> <p><input type="checkbox"/> Staff who interact with multiple stable cohorts must wash/sanitize their hands between interactions with different stable cohorts.</p>	<p><b>Hallways</b> Hallways will be marked with directional signals to increase one-way traffic. Students and staff will utilize the West doorway for entry and the East main doorway to exit the building. Students and staff may also utilize the South Stairway as an exit to the field, basketball court, and garden.</p> <ul style="list-style-type: none"> <li>● Downstairs traffic: will move to the East in front of classrooms, return traffic will head West from the south side of the lobby.</li> <li>● Upstairs traffic: all students will come from the West stairway and exit the south stairway to increase one way traffic.</li> </ul> <p><b>Transportation</b> Students at Burlingame Creek arrive in different forms of transportation per their neighborhood school transportation departments. Burlingame Creek school will partner with districts and programs to structure a schedule for arrival and dismissal that optimizes social distancing.</p> <ul style="list-style-type: none"> <li>● Students will remain in their vehicles on the North side of the building on 8th Street.</li> <li>● Four staff members will be assigned to dismiss students from their vehicles to enter the campus via the North gate.</li> <li>● Students will then be screened, standard security checks will be completed, and students will enter the building via the West Doorway.</li> <li>● Students will have personal items checked per student handbook and safety procedures. Students will be asked to keep backpacks and personal items at their desks to increase social distancing.</li> </ul> <p><b>In Building Cohorts</b> Each classroom will be its own Cohort. At the time of publication, classroom cohort sizes are as follows:</p> <ul style="list-style-type: none"> <li>● Classroom 201 (11 students, 4 staff)</li> <li>● Classroom 202 (11 Students, 5 Staff)</li> </ul>

- Classroom 203 (9, students, 4 staff)
- Classroom 204 (10 students, 4 staff)
- Classroom 205 (9 Students, 4 staff)

### 1e. PUBLIC HEALTH COMMUNICATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<input type="checkbox"/> Develop a letter or communication to staff to be shared at the start of on-site instruction and at periodic intervals explaining infection control measures that are being implemented to prevent spread of disease. <ul style="list-style-type: none"> <li>• Consider sharing school protocols themselves.</li> </ul> <input type="checkbox"/> 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"> <li>• Consult with your LPHA on what meets the definition of “close contact.”</li> </ul> <input type="checkbox"/> 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. <input type="checkbox"/> Provide all information in languages and formats accessible to the school community.	<p>A letter will be distributed to staff in August to indicate training and protocols for on-site and online learning sessions. This will include training on infection controls, contact tracing, and social distancing procedures.</p> <p>A letter to students and families will be sent to parents in August to indicate their individual schedule and with the updated student handbook that indicates new procedures and protocols.</p> <p>Routine and frequent communication will be provided to families on a monthly basis.</p>

### 1f. ENTRY AND SCREENING

OHA/ODE Requirements	Hybrid/Onsite Plan
<input type="checkbox"/> Direct students and staff to stay home if they, or anyone in their homes or community living spaces, have COVID-19 symptoms. COVID-19 symptoms are as follows: <ul style="list-style-type: none"> <li>• Primary symptoms of concern: cough, fever or chills, shortness of breath, or difficulty breathing.</li> <li>• 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, but are not enough in isolation to deny entry. More information about COVID-19 symptoms is available <a href="#">from CDC</a>.</li> <li>• 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 <a href="#">OHA/ODE Communicable Disease Guidance</a>.</li> <li>• Emergency signs that require immediate medical attention:               <ul style="list-style-type: none"> <li>○ Trouble breathing</li> <li>○ Persistent pain or pressure in the chest</li> <li>○ New confusion or inability to awaken</li> <li>○ Bluish lips or face</li> <li>○ Other severe symptoms</li> </ul> </li> </ul> <input 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. <ul style="list-style-type: none"> <li>• Anyone displaying or reporting the primary symptoms of concern must be isolated (see section 1i of the <i>Ready Schools, Safe Learners</i> guidance) and sent home as soon as possible.</li> <li>• They must remain home until 72 hours after fever is gone (without use of fever reducing medicine) and other symptoms are improving.</li> </ul>	<p><b>Arrival and Entry</b></p> <ul style="list-style-type: none"> <li>• All students will enter the school grounds as they are dismissed by staff from their vehicles.</li> <li>• Students will enter the building via the West entry and go directly to their classroom cohort. Once arrived, the next student will be allowed to enter.</li> <li>• Staff will be present at each entry point, at the check-in area, near each classroom cohort, and at the perimeter gates.</li> </ul> <p><b>Screening Students Upon Entry</b></p> <ul style="list-style-type: none"> <li>• Staff will be assigned at the check in area for visual screening.</li> <li>• When screening indicates that a student is symptomatic, they will be escorted to the first floor designated health area. (See section 1a for further details on health protocols).</li> <li>• Handwashing stations are available in each classroom. In addition, sanitizing stations will be available at tables outside of each classroom, in the main lobby, near the restrooms, and in the upper hallways.</li> </ul> <p><b>Contact Tracing</b></p> <ul style="list-style-type: none"> <li>• A staff member outside, on the first floor, and on the second floor will be designated to support contact tracing logs.</li> </ul> <p><b>Screening for Staff</b></p> <ul style="list-style-type: none"> <li>• Staff are required to self-report if they have been exposed to COVID-19.</li> <li>• Staff will report if they exhibit any of the symptoms of COVID-19.</li> <li>• Staff members will perform self screenings prior to entering the building each day.</li> </ul>

- 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.
- 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.
- 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.

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### 1g. VISITORS/VOLUNTEERS

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input type="checkbox"/> Restrict non-essential visitors. Only allow visitors if six feet of physical distance between all people can be maintained.</li> <li><input type="checkbox"/> Visitors must wash or sanitize their hands upon entry and exit.</li> <li><input type="checkbox"/> Visitors must wear face coverings in accordance with local public health authority and <a href="#">CDC</a> guidelines.</li> <li><input type="checkbox"/> Screen all visitors 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.</li> </ul>	<p>Visitors will not be allowed to enter Burlingame Creek School or participate in other on-site school activities.</p> <p>All meetings will be conducted via Google Hangouts, Zoom, or via phone conference.</p>

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

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input type="checkbox"/> Face coverings or face shields for:               <ul style="list-style-type: none"> <li>● Staff who are regularly within six feet of students and/or staff                   <ul style="list-style-type: none"> <li>○ This can include staff who support personal care, feeding, or instruction requiring direct physical contact.</li> <li>○ Staff who will sustain close contact and interactions with students.</li> </ul> </li> <li>● Bus drivers.</li> <li>● Staff preparing and/or serving meals.</li> </ul> </li> <li><input type="checkbox"/> Face shields or clear plastic barriers for:               <ul style="list-style-type: none"> <li>● Speech Language Pathologists, Speech Language Pathology Assistants, or other adults providing articulation therapy.</li> <li>● Front office staff.</li> </ul> </li> <li><input 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.</li> <li><input type="checkbox"/> <b>Students who choose not to wear face coverings must be provided access to instruction.</b></li> <li><input type="checkbox"/> <b>ADA accommodations:</b> 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.</li> </ul>	<p><b>Facial Shields</b> Facial shields will be required for the following staff:</p> <ul style="list-style-type: none"> <li>● Front Office Staff</li> <li>● Mental Health Therapists</li> <li>● School Psychologist</li> <li>● Speech Language Pathologist &amp; SLPA</li> <li>● Behavior Facilitator</li> <li>● Behavior consultant</li> </ul> <p><b>Facial Coverings</b> Facial Coverings will be required for the following staff:</p> <ul style="list-style-type: none"> <li>● Teachers</li> <li>● Educational Assistants</li> <li>● Cafeteria Staff</li> <li>● All other staff interacting directly with students (within 6 Feet)</li> <li>● Itinerant Staff</li> </ul> <p>Facial Coverings cannot be required for use by children and should never prohibit access to instruction or activities.</p>

### 1i. ISOLATION MEASURES

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input type="checkbox"/> Protocols for surveillance COVID-19 testing of students and staff, as well as exclusion and isolation protocols 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.</li> </ul>	<ul style="list-style-type: none"> <li>● Burlingame Creek will have a designated Isolation area.</li> <li>● Symptomatic students will remain at school until a designated adult can pick them up.</li> </ul>

- Protocols for assessment of students, as well as exclusion and isolation protocols for sick students and staff identified at the time of arrival or during the school day.
    - 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.
  
  - 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.
    - School nurse and health staff in close contact with symptomatic individuals (less than 6 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, and hands washed after removing PPE.
    - If able to do so safely, a symptomatic individual should wear a face covering.
    - To reduce fear, anxiety, or shame related to isolation, provide clear explanation of procedures, including use of PPE and handwashing.
  
  - Establish procedures for safely transporting anyone who is sick to their home or to a health care facility.
  
  - 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.
    - Symptomatic staff or students should 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 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.
      - Alternatively, a person who had a positive viral test may return to school when they have received two subsequent negative COVID-19 viral tests at least 24 hours apart and 72 hours have passed since 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 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.
    - If they do not undergo COVID-19 testing, the person should remain home until 72 hours after fever is gone, without use of fever reducing medicine, and other symptoms are improving.
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- Staff will be assigned to supervise a symptomatic student while remaining at least 6 feet apart and wearing face coverings.
  - Secondary isolation areas can be identified as needed.
  - Documentation of symptomatic student will be kept including the following:
    - Name of the student
    - Assigned Cohort
    - Contact tracing information
    - Actions taken
    - Parent or Guardian contact logs

- 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

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input type="checkbox"/> Enroll all students following the standard Oregon Department of Education guidelines.</li> <li><input type="checkbox"/> Do not disenroll students for non-attendance if they meet the following conditions:               <ul style="list-style-type: none"> <li>● Are identified as high-risk, or otherwise considered to be part of a population vulnerable to infection with COVID-19, or</li> <li>● Have COVID-19 symptoms for 10 consecutive school days or longer.</li> </ul> </li> <li><input type="checkbox"/> Design attendance policies to account for students who do not attend in-person due to student or family health and safety concerns.</li> </ul>	<ul style="list-style-type: none"> <li>● Students and families will be given the option of participating in the Hybrid model or fully online distance learning. Student and family participation in these options are flexible and can be modified anytime per parent request.</li> <li>● Students participating in a Hybrid model will attend school (2) days each week and attend distance learning (3) days each week.</li> <li>● Hybrid and Online programs will utilize parallel programming, allowing symptomatic students to continue to participate in online learning during a medical absence.</li> </ul>

### 2b. ATTENDANCE

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>On-Site school students:</b> Full-time and part-time students follow normal reporting policy and procedures.</li> <li><input type="checkbox"/> <b>Full-Time Online and/or Hybrid school students:</b> Full-time students who are enrolled in school and taking online and/or hybrid courses only are reported on an FTE basis using a standard record (ADMProgTypCd = 01) as identified in the Oregon Cumulative Average Daily Membership (ADM) Manual. This is an existing policy previously used in the online setting. As such, there should not be any need to reprogram student information systems to accommodate for this change and the addition of the hybrid setting.               <ul style="list-style-type: none"> <li>● Note: Because the students in the online and/or hybrid setting do not regularly attend classes at the district facilities, the standard procedures for recording student days present and days absent cannot be effectively applied to those students. This will reduce accuracy of attendance data for the state while this is in effect.</li> <li>● For the purposes of this section, please use the following definition and clarification: <b>Online and/or Hybrid Check-in:</b> The responsibility of taking attendance must be performed by the teacher of record. "Check-ins" with appropriately licensed instructional staff are two-way communications between the student and the teacher. A check-in does not include a student leaving a message on an answering machine or sending an email that does not receive a</li> </ul> </li> </ul>	<p>For students attending on-site on their hybrid days, attendance will be tracked upon arrival at Burlingame Creek. Specific check-in/check-out times will be documented in the front office.</p> <p>For students participating in Online Distance Learning, attendance will be considered as at least one of the following:</p> <ul style="list-style-type: none"> <li>● Participating in Live Google Classroom sessions.</li> <li>● Submitting Assignments.</li> <li>● Participating in Email communication with Classroom staff.</li> <li>● Participating in Phone or Text Communication with Staff.</li> </ul> <p>Data on attendance and participation will be reviewed weekly.</p>

response from the appropriately licensed instructional staff by the end of the next school day.

- The student must check-in **at least** twice a week with their teacher(s) of record on **at least** two separate weekdays in order to be counted as present for all five days of that week.
- If the student only checks in once during the week, the student must be counted as absent for half of the scheduled week (2.5 days, if there are 5 days scheduled in the week).
- The student must be counted as absent for the entire week (5 days, if there are 5 days scheduled in the week) if they do not report in at all during the week.
- Note: If a district schedule is based on a 4-day school week, the student would still need to check in twice a week as described above in order to be counted as present for the entire week (4 days) and once a week to be counted as present for half of the week (2 days).
- Days in attendance may not be claimed for days in which the student did not have access to appropriately licensed instructional staff. The purpose of the rule regarding checking in with the teacher of record is to assure that the teacher can evaluate whether the student is making adequate progress in the course and the student has additional guaranteed opportunities to engage with a teacher. The responsibility of taking attendance must be performed by the teacher of record, not another staff member (e.g., the registrar or school secretary).

**Part-time students receiving online and/or hybrid instruction (not college courses):** Students who are not enrolled full-time and are taking online and/or hybrid courses offered by the school district or charter school are reported as large group instruction (program type 4), unless they are an ESD-registered homeschooled or private school student receiving supplemental coursework in public school, which are reported as shared time (program type 9). The district may count up to 1 hour per day per course taken, provided appropriately licensed teachers for the coursework taken, are available and accessible to the student during regular business hours on each school day to be claimed. Because this is online and/or hybrid instruction, attendance is based on check-ins with the student's appropriately licensed teacher(s) of record at least two times (on different days) during the school week.

### 2c. TECHNOLOGY

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input type="checkbox"/> Update procedures for district-owned devices to match cleaning requirements (see section 2d of the <b>Ready Schools, Safe Learners</b> guidance).</li> <li><input type="checkbox"/> Procedures for return, inventory, updating, and redistributing district-owned devices must meet physical distancing requirements.</li> </ul>	<ul style="list-style-type: none"> <li>● Each student will be assigned a device for days that are participating in online learning.</li> <li>● Student's will have the option of bringing the device to school and home each day.</li> <li>● 2-3 Computers will be available in classrooms for on-site usage. Each computer will have a user log and be sanitized according to protocols after each use.</li> <li>● Families with limited internet access will be given local options. If not available or accessible, the student team will meet to discuss on-site options.</li> <li>● Each school issued devices will be checked out according to use Serial Number and/or MAC address. A user agreement must be signed by a parent or guardian prior to disbursement.</li> </ul>

### 2d. SCHOOL SPECIFIC FUNCTIONS/FACILITY FEATURES

OHA/ODE Requirements	Hybrid/Onsite Plan
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<p><input type="checkbox"/> <b>Handwashing:</b> All people on campus should be advised and encouraged to wash their hands frequently.</p> <p><input type="checkbox"/> <b>Equipment:</b> Develop and use sanitizing protocols for all equipment used by more than one individual or purchase equipment for individual use.</p> <p><input type="checkbox"/> <b>Events:</b> 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.</p> <p><input type="checkbox"/> <b>Transitions/Hallways:</b> Limit transitions to the extent possible. Create hallway procedures to promote physical distancing and minimize gatherings.</p> <p><input type="checkbox"/> <b>Personal Property:</b> 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.</p>	<p><b>Handwashing:</b> All students will perform handwashing before and after breakfast and lunch. Handwashing will be available in each classroom. Hand sanitizing stations will be established throughout the classroom and in common areas such as the lobby, hallways, and near entry and exit points.</p> <p><b>Equipment:</b> Sharing of supplies such as scissors, pencils, crayons will be restricted whenever possible. Staff will make attempts to ensure each student has individual items. If not possible, staff will ensure equipment is sanitized after usage and prior to be given to another student or staff.</p> <p><b>Events:</b> Cohorts will participate in start of year Safety drills on their assigned on-site days. This includes:</p> <ul style="list-style-type: none"> <li>● September evacuation drill</li> <li>● Lockdown drill</li> <li>● Earthquake drill</li> </ul> <p>Positive Behavior Support events will occur in cohort groups only. All school-wide assemblies including award ceremonies, graduation, parties, celebrations, will be hosted online.</p> <p><b>Transitions/Hallways:</b> Similar to current protocol, students will be supervised when using the hallways for transitions. Students at Burlingame will remain in their assigned cohort classrooms to reduce transitioning. If a student does need to use the hallway or common area, a staff will be radioed to provide supervision and ensure social distancing.</p> <p>When transitioning to PE or Music, students will utilize floor markings to remain 6ft apart. Students will be dismissed one by one when possible. A staggered schedule will also be created to ensure classrooms aren't transitioning at the same time.</p> <p><b>Personal Property:</b> It is recommended that students do not bring personal items from home. All students will have their personal items subjected to a security search as is indicated in the intake paperwork and student handbook. Students will then take their belongings with them to class and keep them in their designated 35ft<sup>2</sup> area. Personal property must be cleared marked with the students name and cohort classroom. Tags will be provided to students for this purpose.</p> <p><b>Restrooms:</b> Burlingame Creek has 2 downstairs and 2 upstairs individual restrooms for students. Each classroom will have an assigned restroom to ensure social distancing and sanitization within cohorts.</p> <p>Restrooms will include visual reminders and signage of proper hygienic practices. Including:</p> <ul style="list-style-type: none"> <li>● Handwashing techniques</li> <li>● Covering coughs/sneezes</li> <li>● Social distancing</li> <li>● Facial coverings</li> <li>● COVID-19 symptoms</li> </ul>
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## 2e. ARRIVAL AND DISMISSAL

OHA/ODE Requirements	Hybrid/Onsite Plan
<p><input type="checkbox"/> Physical distancing, stable cohorts, square footage, and cleaning requirements must be maintained during arrival and dismissal procedures.</p> <p><input type="checkbox"/> Create schedule(s) and communicate staggered arrival and/or dismissal times.</p>	<p><b>Arrival &amp; Entry Procedures</b></p> <ul style="list-style-type: none"> <li>● Each student will remain in their vehicles and be cleared to enter through the Northwest gate.</li> <li>● Staff will be stationed on 8th street, at the gate entrance, at the west doorway, and on the covered patio.</li> </ul>

- Assign students or cohorts to an entrance; assign staff member(s) to conduct visual screenings (see section 1f of the **Ready Schools, Safe Learners** guidance).
- Develop sign-in/sign-out protocol to help facilitate contact tracing:
  - 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.
- Install hand sanitizer dispensers 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.

- Upon entering the Burlingame yard, all students will report under the covered patio for visual inspection and safety checks. Staff will be assigned in these designated areas. Markings will be on the floor to ensure social distancing.
- Students who present symptoms will be escorted to the designated area for further symptom check (see plan outline in 1a).
- Students visually cleared and with completed safety checks will enter the building via the West entrance and go directly to their classroom cohort.
- Staff will be positioned at all cohort entrances and in the hallways to monitor traffic and social distancing.
- Arrival procedures will begin promptly at 8:35 AM and continue until all students are safely checked in.
- Breakfast will be provided in the classroom prior to student arrival. Students will be able to access breakfast at any time.

**Sign-in / Sign-Out Procedures**

- Students entering or leaving the building at times other than arrival or dismissal will use the main building entrance on the Northeast end of the building on Cleveland St.
- Arrivals will be greeted at the main entrance with visual inspection and security checks. Sign-in/Sign-out form will be issued by Administrative Assistant to track attendance and reduce sharing of pen/paper.
- Parents will not be permitted into the building.

**Dismissal Procedures**

- Each student's ride will be called in order they arrive. Dismissal procedures will begin promptly at 2:45.
- Students will be staggered to increase social distancing.
- Staff will be assigned to monitor hallways, yard, and 8th street for dismissal.

**2f. CLASSROOMS/REPURPOSED LEARNING SPACES**

OHA/ODE Requirements	Hybrid/Onsite Plan
<input type="checkbox"/> <b>Seating:</b> Rearrange student desks and other seat spaces to at least six feet apart; assign seating so students are in the same seat at all times. <input type="checkbox"/> <b>Materials:</b> 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. <input type="checkbox"/> <b>Handwashing:</b> Remind students through signage and regular 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 and hands washed or sanitized immediately. <ul style="list-style-type: none"> <li>● Wash hands with soap and water for 20 seconds or use an alcohol-based hand sanitizer with 60-95% alcohol.</li> </ul>	<p><b>Seating:</b> Classroom desks will be separated at least 6 feet apart. Students will use a single assigned non-cloth chair at all times.</p> <p><b>Materials:</b> All efforts will be made to ensure that classroom materials are not shared or are sanitized after each individual use. When possible, staff will attempt to get individual supplies to each student.</p> <p><b>Handwashing:</b> All students will wash their hands upon entry into the building and prior to breakfast and lunch. Additional opportunities will be provided throughout the day.</p> <p><b>Furniture:</b> All non-essential furniture will be removed from classrooms including couches and cloth chairs. Any remaining furniture that is cloth or fabric will be appropriately covered with plastic per CDC recommendations.</p> <p><b>Classroom procedures:</b> All classrooms will have assigned areas for students personal belongings.</p>



	<p>Students needing to use the restroom will do so without a pass. Each student using the restroom will be escorted to the restroom. Restrooms will be sanitized after each use.</p> <p>Environment: Each classroom will have it's dividers opened to increase air flow. In addition, when safe, classroom windows will be opened to increase ventilation. For safety reasons, all classroom doors will remain closed and externally locked.</p> <p>Students will be able to access the basketball court and Burlingame Yard for exercise and activities within their cohorts. Students will wash hands after leaving the classroom for PE and Break activities.</p>
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## 2g. PLAYGROUNDS, FIELDS, RECESS, AND BREAKS

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input type="checkbox"/> Keep school playgrounds closed to the general public until park playground equipment and benches reopen in the community (see Oregon Health Authority's <a href="#">Specific Guidance for Outdoor Recreation Organizations</a>).</li> <li><input type="checkbox"/> Students must wash hands before and after using playground equipment.</li> <li><input type="checkbox"/> Designate playground and shared equipment solely for the use of one cohort at a time. Disinfect between sessions and between each group's use.</li> <li><input type="checkbox"/> Cleaning requirements must be maintained (see section 2j of the <b>Ready Schools, Safe Learners</b> guidance).</li> <li><input type="checkbox"/> Maintain physical distancing requirements, stable cohorts, and square footage requirements.</li> <li><input type="checkbox"/> Provide signage and restrict access to outdoor equipment (including sports equipment, etc.).</li> <li><input type="checkbox"/> Design recess activities that allow for physical distancing and maintenance of stable cohorts.</li> <li><input type="checkbox"/> Clean all outdoor equipment between cohorts.</li> </ul>	<p>Burlingame Creek students can access the field and basketball court. Basketball games will not be permitted. Each student will be assigned a basketball which will be sanitized after each use. One student at a time at each basketball hoop.</p> <p>Burlingame Creek does not have a playground or playground equipment.</p> <p>Students requesting a break per their behavior plans will be allowed to choose a location according to availability of social distancing.</p>

## 2h. MEAL SERVICE/NUTRITION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input type="checkbox"/> Include meal services/nutrition staff in planning for school reentry.</li> <li><input type="checkbox"/> Staff serving meals must wear face shields or face covering (see section 1h of the <b>Ready Schools, Safe Learners</b> guidance).</li> <li><input type="checkbox"/> Students must wash hands before meals and should be encouraged to do so after.</li> <li><input type="checkbox"/> Appropriate daily cleaning of meal items (e.g., plates, utensils, transport items) in classrooms where meals are consumed.</li> <li><input type="checkbox"/> Cleaning and sanitizing of meal touch-points and meal counting system between stable cohorts.</li> <li><input type="checkbox"/> Adequate cleaning of tables between meal periods.</li> </ul>	<p><b>Breakfast:</b> Prior to student arrival, staff will have breakfast delivered to each on-site classroom. All staff delivering meals and working with food will wear face shields and face coverings. Students will get their breakfast as they enter the classroom upon arrival to ensure social distancing. Two designated staff will be responsible for delivering the meals to classrooms each morning and responsible for cleaning and disposing of dishes and trash.</p> <p><b>Lunch:</b> Lunch will be provided each day at 12:00. Lunch will be delivered to classrooms by 2 designated staff members. Students will get their lunches from a designated area in the classroom one at a time. Similar to breakfast, designated staff will be responsible for disposal and cleaning of lunch materials (trays, food scraps, utensils).</p> <p><b>Distance Learning Meals:</b> Each student will be sent home on their assigned on-site day with 2 sack meals (one for breakfast and one for lunch) to be used for their off-site days. Meals will be provided during dismissal as the student enters transportation. Bags will be provided.</p> <p><b>Snacks:</b> Student snack options will be available. Each student will have a designated snack cubby to keep food and other items that they want to bring for snack.</p> <p><b>Coffee Cart:</b> Burlingame's coffee cart will be closed.</p>

## 2i. TRANSPORTATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input type="checkbox"/> Include transportation departments (and associated contracted providers, if used) in planning for return to service.</li> <li><input type="checkbox"/> 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).</li> <li><input type="checkbox"/> Develop protocol for loading/unloading that includes visual screening for students exhibiting symptoms and logs for contact-tracing.               <ul style="list-style-type: none"> <li>● If a student displays symptoms, provide a face shield or face covering and keep student at least six feet away from others. Continue transporting the student.                   <ul style="list-style-type: none"> <li>○ If arriving at school, notify staff to begin isolation measures.</li> <li>○ If transporting for dismissal and the student displays an onset of symptoms, notify the school.</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Drivers wear face shields or face coverings.</li> <li><input type="checkbox"/> 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).</li> </ul>	<p>Transportation to and from Burlingame Creek school is managed by each student's individual district and their corresponding transportation department. Burlingame creek will work in collaboration with partner districts to develop a schedule and routine that allows for successful social distance, contact tracing, and symptom identification.</p> <p>Student transportation will be tracked via a detailed log of drop-off and pick-up times along with any students who were in the cab or transport together.</p>

## 2j. CLEANING, DISINFECTION, AND VENTILATION

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input type="checkbox"/> 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 (<a href="#">CDC guidance</a>) environments, including classrooms, cafeteria settings, restrooms, and playgrounds.</li> <li><input type="checkbox"/> Apply disinfectants safely and correctly following labeling direction as specified by the manufacturer. Keep these products away from students.</li> <li><input type="checkbox"/> 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. Do <u>not</u> 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.</li> <li><input type="checkbox"/> Consider the need for increased ventilation in areas where students with special health care needs receive medication or treatments.</li> <li><input type="checkbox"/> Facilities should be cleaned and disinfected at least daily to prevent transmission of the virus from surfaces (see <a href="#">CDC's guidance on disinfecting public spaces</a>).</li> <li><input type="checkbox"/> Air circulation and filtration are helpful factors in reducing airborne viruses. Consider modification or enhancement of building ventilation where feasible (see <a href="#">CDC's guidance on ventilation and filtration</a> and <a href="#">American Society of Heating, Refrigerating, and Air-Conditioning Engineers' guidance</a>).</li> </ul>	<p>Burlingame Creek will take extensive measures to ensure that all areas are cleaned and sanitized frequently. This includes the following:</p> <ul style="list-style-type: none"> <li>● 2 Staff will be designated to clean after each transition and between subjects (at least every 30-45 minutes).</li> <li>● All staff will clean items after individual usage.</li> <li>● Door handles, desks, and tables will be cleaned frequently throughout the day.</li> <li>● Ventilation systems will be checked and maintained by maintenance staff.</li> <li>● Each classroom will be cleaned with a sanitizing solution each day.</li> <li>● Friday's will be a fully off-site day to allow for sanitization.</li> </ul>

## 2k. HEALTH SERVICES

OHA/ODE Requirements	Hybrid/Onsite Plan
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<ul style="list-style-type: none"> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> 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).</li> </ul>	<p><b>Health Services:</b></p> <ul style="list-style-type: none"> <li>● Each school will provide age appropriate hand hygiene and respiratory etiquette education to endorse prevention. This includes website, monthly family newsletter and signage in the school setting for health promotion.</li> <li>● Schools will practice appropriate communicable disease isolation and exclusion measures.</li> <li>● 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.</li> <li>● Review of IEP accommodations and student health records to identify and support students who need additional support.</li> <li>● 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.</li> <li>● Continuity of existing health management issues will have a plan for sustaining operations alongside COVID-19 specific planning (i.e. medication administration, diabetic care).</li> </ul>
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### 3. Response to Outbreak

#### 3a. PREVENTION AND PLANNING

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input type="checkbox"/> Coordinate with Local Public Health Authority (LPHA) to establish communication channels related to current transmission level.</li> <li><input type="checkbox"/> Establish a specific emergency response framework with key stakeholders.</li> <li><input 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.</li> </ul>	<p><b>Prevention and Planning:</b></p> <ul style="list-style-type: none"> <li>● Coordinate Communication with the Local Public Health Authority.</li> <li>● If the region impacted is in Multnomah County, the Local Health Department (LHD) will provide school-centered communication and will potentially host conference calls.</li> <li>● When cases are identified in the local region a response team should be assembled within the district and responsibilities assigned within the school district.</li> <li>● Establish a specific emergency response framework with key stakeholders.</li> <li>● Identify baseline student absentee rates to determine if rates have increased by 20% or more.</li> <li>● Work with LHD to establish timely communication with staff and families.</li> <li>● When novel viruses are identified in the school setting, and the incidence is low, the local health department will provide direction to the district nurse on the diagnosed case. Likewise, the LHD will impose restrictions on contacts.</li> <li>● If school closure is advised by the local public health department, consultation should occur between legal, union and district administration to ensure processes are consistent with legal preparedness processes.</li> </ul>

#### 3b. RESPONSE

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input type="checkbox"/> Follow the district’s or school’s outbreak response protocol. Coordinate with the LPHA for any outbreak response.</li> </ul>	

<ul style="list-style-type: none"> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Report to the LPHA any cluster of illness (2 or more people with similar illness) among staff or students.</li> <li><input type="checkbox"/> When cases are identified in the local region, a response team should be assembled within the district and responsibilities assigned within the district.</li> <li><input type="checkbox"/> Modify, postpone, or cancel large school events as coordinated with the LPHA.</li> <li><input type="checkbox"/> If the school is closed, implement Short-Term Distance Learning or Comprehensive Distance Learning models for all staff/students.</li> <li><input type="checkbox"/> Continue to provide meals for students.</li> <li><input type="checkbox"/> Communicate criteria that must be met in order for On-Site instruction to resume and relevant timelines with families.</li> </ul>	<p>See District Communicable Disease Plan  <a href="https://www.multnomahesd.org/uploads/1/2/0/2/120251715/2015_communicable_disease_control_plan_for_school_district_employees.pdf">https://www.multnomahesd.org/uploads/1/2/0/2/120251715/2015_communicable_disease_control_plan_for_school_district_employees.pdf</a></p> <ul style="list-style-type: none"> <li>• In the event of a closure, the district will initiate the Distance Learning Model</li> <li>• The MESD and school safety committee will develop clear communication on the criteria that must be met in order for on-site instruction to resume and relevant timelines with staff, students, and families.</li> </ul>
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### 3c. RECOVERY AND REENTRY

OHA/ODE Requirements	Hybrid/Onsite Plan
<ul style="list-style-type: none"> <li><input type="checkbox"/> Plan instructional models that support all learners in Comprehensive Distance Learning.</li> <li><input type="checkbox"/> Clean, sanitize, and disinfect surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and follow <a href="#">CDC guidance</a> for classrooms, cafeteria settings, restrooms, and playgrounds.</li> <li><input type="checkbox"/> Communicate with families about options and efforts to support returning to On-Site instruction.</li> <li><input type="checkbox"/> Follow the LPHA guidance to begin bringing students back into On-Site instruction.               <ul style="list-style-type: none"> <li>• Consider smaller groups, cohorts, and rotating schedules to allow for a safe return to schools.</li> </ul> </li> </ul>	<p><b>Recovery and Reentry:</b>            See District Communicable Disease Plan  <a href="https://www.multnomahesd.org/uploads/1/2/0/2/120251715/2015_communicable_disease_control_plan_for_school_district_employees.pdf">https://www.multnomahesd.org/uploads/1/2/0/2/120251715/2015_communicable_disease_control_plan_for_school_district_employees.pdf</a></p> <ul style="list-style-type: none"> <li>• If school closure is advised by the local public health department, consultation will occur between legal, union and district administration to ensure processes are consistent with legal preparedness processes.</li> <li>• Plan instructional models that support all learners in comprehensive distance learning.</li> <li>• Clean, sanitize, and disinfect surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains, transport vehicles) and follow <a href="#">CDC guidance</a> for classrooms, cafeteria settings, restrooms and playgrounds.</li> </ul>



## 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 and 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>