

**Bandon School District**  
**Oregon OSHA COVID-19**  
**Risk Assessment and Compliance Response**

### **3a Physical Distancing**

Social Distancing is a primary tool in fighting the spread of communicable diseases. Staff and students alike are not used to staying a part from one another and require training and reminders to maintain physical distance.

#### **Physical Environment**

- Occupancy should be established in each room and displayed prominently so that all staff can adhere to requirements
  - Establish a minimum of 35 square foot of space for each person
  - Staff should also remain 6 feet from one another
- Establish signage to remind staff of the 6ft social distancing requirement
- Primary office locations have blue tape around common area desks to remind staff of social distancing and at each door way to indicate a cohort and remind staff of social distancing

#### **Training**

- Staff will be trained in occupancy, cohorting and physical distancing requirements and its purpose

#### **Monitoring**

- A social distancing officer will be identified to assist in the monitoring and maintaining of social distancing requirements

### **3b Masks, Face Covering or Face Shield**

It is now established that people without symptoms can spread the virus that causes COVID-19, and this is a significant contributor to person-to-person spread. Face coverings decrease the spread of COVID-19 as “source control” of a contagious person’s respiratory secretions. Use of face coverings does not change physical distancing requirements. In addition, emerging evidence suggests that airborne transmission may play a role in the spread of COVID-19, via exposure to small droplets and aerosols that contain the virus and can linger in the air for minutes to hours. This means the virus may be able to infect people who are farther than 6 feet away from the person who is infected, especially in enclosed indoor spaces, when people are shouting, singing or exercising, and when air ventilation is suboptimal (RSSL, Pg. 32)

#### **Face Shields v Face Coverings**

Face coverings are preferred over face shields, as they may provide better containment of small aerosols that can be produced while talking. Use of a face shield alone should only be done on a very limited basis, because wearing a face shield alone without a mask or face covering increases the potential for transmission of viruses to those in the same room as the individual without the mask or face covering (RSSL, Pg. 32-33).

#### **Required**

- ✓ Face coverings or face shields for all staff, contractors, other service providers, visitors or volunteers following CDC guidelines for Face Coverings.
  - Individuals may remove their face coverings while working alone in private offices.

- Face shields are an acceptable alternative when a person has a medical condition that prevents them from wearing a mask or face covering, when people need to see mouth and tongue motions in order to communicate, or when an individual is speaking to an audience for a short period of time and clear communication is otherwise not possible.
- ✓ Face coverings or face shields for all students in grades Kindergarten and up following CDC guidelines for Face Coverings. Face shields are an acceptable alternative when a student has a medical condition that prevents them from wearing a mask or face covering, or when people need to see the student’s mouth and tongue motions in order to communicate.
- ✓ Face coverings should be worn both indoors and outdoors, including during outdoor recess.
- ✓ “Group mask breaks” or “full classroom mask breaks” are not allowed.
- ✓ Face coverings need to be worn even when staff are behind Plexiglas barriers.
- ✓ Face coverings are required when traveling for work and more than one individual is in the vehicle
- ✓ *Note: See building Secretary for a mask if you need one*

### **3c. Cleaning and Sanitation**

Bandon School District has a comprehensive cleaning plan to include:

- ✓ Leveled Cleaning Plan
- ✓ Common Area – Clean in/Clean out procedure
- ✓ Electrostatic Sprayer
- ✓ Protocol for Cleaning Technology Equipment

#### **Leveled Cleaning Plan**

##### **General Cleaning Plan**

All Common areas cleaned daily

Bathrooms daily

Garbage Cans emptied daily

Vacuum Rotation – each area vacuumed twice per week

Dust Rotation – each room once per month

\*Cleaning routines include soap, water, cleaning solution where necessary

##### **Cleaning Plan for Outbreak Neighboring Area**

Common areas cleaned daily

Bathrooms cleaned daily

All door knobs and common touch points cleaned daily

All common areas sprayed with disinfectant

Lobby, hallways, classrooms, office sprayed with disinfectant

Classrooms and offices in/clean out routine (Staff clean their area with Clorox and disinfectant upon arrival and departure)

In between large group activities and one time daily, the electrostatic sprayer will be used in all common areas

Garbage Cans emptied daily

Vacuum rotation – each area vacuumed once per week

Dust Rotation – each room twice per month

\*Cleaning routines include soap, water, cleaning solution where necessary, spray with disinfectant

#### Cleaning Plan for Outbreak in Local Area

Common areas cleaned daily

Bathrooms cleaned daily

All door knobs and common touch points cleaned daily

All common areas sprayed with disinfectant

Lobby, hallways, classrooms, office sprayed with disinfectant

Classrooms and offices in/clean out routine (Staff clean their area with Clorox and disinfectant upon arrival and departure)

All nonessential rooms will be cleaned and closed in order to concentrate on daily cleaning of actively used areas. The electrostatic sprayer be used in inhabited rooms daily.

Garbage Cans emptied daily

Dust Rotation – each room once per week

\*Cleaning routines include soap, water, cleaning solution where necessary, spray with disinfectant

#### Common Area – Clean in/Clean out procedure

Bandon School District is committed to ensure the safety of our staff and students. Cleaning is an essential part of preventing the spread of disease. Staff can help by cleaning themselves in and out of their designated spaces.

##### 1. Clean in

- When you arrive to your designated workspace complete the following:
- Using the provided cleaning equipment to wipe down surfaces and common touch points

##### 2. Clean out

- When you leave your designated workspace complete the following:
- Using the provided cleaning equipment to wipe down surfaces and common touch points

##### 3. Notes

- This cleaning procedure will not replace the regular cleaning by the custodial department
- If you need cleaning supplies please reach out to your building secretary

#### **Electrostatic Sprayer**

Bandon School District has an electrostatic Sprayer to assist in disinfection. The sprayer will not replace regular cleaning, especially common touch points. The leveled cleaning plan will be adhered to for daily cleaning plans.

#### **Preparation for Spraying**

1. Daily spraying will be done before or after the operating hours.
2. Cleaning between large groups in common areas will occur with doors closed to populated areas and outside doors and windows open to increase ventilation where possible.
3. The person spraying will wear a mask. Additional PPE such as gloves and protective clothing are provided but optional.

### **Spraying**

1. Make sure the environment is prepped for spraying and the person spraying is wearing PPE.
2. Wave the sprayer wand over the areas that need disinfected

### **Closed door common spaces (conference room, board room, gym)**

1. Close area and place a sign on the door.
2. The sign will indicate that no one should enter until the time specified.
3. The person spraying will mark the sign with 15 minutes after the completion of spraying.
4. The sign will say “Do not enter until X time.”

### **Open area common spaces (Lobby, hallways, breakroom etc.)**

1. The areas will be sprayed before or after regular working hours
2. The spraying will be done with enough time to ensure that there is 15 minutes dry time before staff utilize the space
3. Ventilate where possible

### **Utilizing the Space after Spraying**

1. Staff will wait until the designated time to utilize the common space.
2. Staff will remove signs if placed and utilize the space.
3. After the staff are done with the space and before the next cohort the space will be sprayed again based on the leveled cleaning plan for the day.

## **Protocol for Cleaning Technology Equipment**

### **Preparation**

You will need some bleach-free disinfectant wipes or a solution of 40 percent rubbing alcohol and 60 percent distilled water. Using full-strength rubbing alcohol can damage the coating that helps to keep smudges off the screen. You will also need a couple of microfiber cloths or any cleaning cloths that are linen free.

Harsh cleaning supplies like bleach should **NEVER** be used on your electronics since they can also damage the screen and other parts of your devices. Also, avoid any abrasive cleaning brushes or cleaning pads that might scratch the surfaces of your device (this includes MagicErasers).

Last precaution – **NEVER** spray any cleaning solution directly onto your device. You should always apply the cleaning solution to a microfiber cloth and then apply it to the device to avoid any liquid getting into the device and causing damage.

Cleaning of the equipment will be the responsibility of the staff, and not a student.

### **Cleaning Procedure**

Computers, Smart TV, Phones, iPads, and Chromebooks must be cleaned /disinfected in between use of students, and at least one time at the end of each week.

**Step 1** – Completely power down your device or unplug the power cord if you are cleaning a Chromebox.

**Step 2** – Disconnect any cables or peripherals that are plugged into a Chromebook. This will allow you to access and clean the device safely.

**Step 3** – Use the disinfectant wipe or apply a small amount of rubbing alcohol solution to the cleaning cloth and completely wipe down the entire device, including the screen and around each key of the keyboard. Use a small amount of pressure to remove any fingerprints or smudges on the screen of the device, but not too much since this could damage the display.

**Step 4** – After everything is dry, you can use a dry microfiber to buff the screen and remove any haze that might be lingering on the display from the disinfecting process.

### **3d Posting Requirements**

- ✓ OSHA COVID Hazard Poster Posted: Main Office (employee posting board)

### **3e Building Operators**

#### Posting Requirements

- Masks, social distancing-posted in all common areas,
- Cohort reminders, occupancy rates posted at the door of each room,
- Handwashing all bathrooms and every sink

### **3f Ventilation Requirements**

The Bandon School District is committed to a clean and safe environment with as healthy as possible ventilation system that we can feasibly provide. We are dedicated to addressing any equipment failures in a timely manner and developing safety practices as the organization addresses the ventilation needs.

#### **Before**

1. The Bandon School District will maintain:
  - A map of the ventilation system
  - Filter locations
  - Filter sizes
  - Replacement Intervals
2. The Bandon School District will chart replacement of the filters, noting the date of replacement

#### **During**

1. During a declared pandemic or local outbreak of a communicable disease the Bandon School District will:
  - Work with the heating company to evaluate all ventilation systems to determine if they are working properly,
  - Review the replacement intervals and filter types to determine if adjustments need to be made based on the information available,
  - Research the companies around us including healthcare to determine if the filter MERV rating should be increased (if the ventilation system will handle it),

2. Follow the replacement intervals recommended by the heating company.
3. Determine if additional filtration systems or strategies are feasible and relevant based on the communicable disease event.

### **After**

1. After the communicable disease event has been declared over by the LPHA or OHA the district will:
  - Conduct a full replacement of the filters,
  - Resume the regular replacement practices in the “before” protocol,

Please contact Chris Trevisiol @ 541 347-4411 for questions about individual HVAC systems and to observe the monitoring checklist

### **3g Distancing Officer**

Bandon School District Social Distancing Officer: Doug Ardiana, Superintendent, 541 347-4411, dardiana@bandon.k12.or.us

### **3h Risk Assessment**

- ✓ 3h(A) Bandon School District Risk Assessment located at Bandon School District Office
- ✓ 3h(B) Bandon School District Safety Team will review at the next safety committee meeting in January 2021.
- ✓ 3h(C) Risk Assessment Tool located at: District Office

### **3i Employee Information Training**

All Staff were provided training on the RSSL safety guidelines prior to the start of their service in the organization.

- Staff Training Information is located: District Office
- COVID Related Scenarios Training is located at: District Office
- New Metrics Training is located at: District Office

In addition, all program staff are trained in individual program processes to include safety procedures and RSSL implementation processes at the classroom level. Please request additional information at dardiana@bandon.k12.or.us

### **Infection Control Plan**

- Bandon School District CDMP is located at: <http://www.bandon.k12.or.us>
- Bandon School District Infectious Control Plan is located at: <http://www.bandon.k12.or.us>
- Bandon School District’s Blueprint for Reopening Schools plan is located at: <http://www.bandon.k12.or.us>