



**WEST LINN-WILSONVILLE SCHOOL DISTRICT
DEPARTMENT OF OPERATIONS**

2755 SW Borland Rd
Tualatin, OR 97062
Phone: 503.673.7995
Fax: 503.638.9143

District Safety Committee Agenda
Wednesday, November 18, 2020; 7:30 AM, WLWSD via Zoom

A. ATTENDEES:

Name	Location/Title	Present	Absent
Jeff Chambers	Facilities Manager		
Officer Jeff Halverson	West Linn HS, SRO		
Mark Law	Custodial Supervisor		
Cindy Lindsley	Community Services Manager		
Pat McGough	Chief Operating Officer		
Officer Stephanie McCluskey	Wilsonville HS, SRO		
Jeremy Nichols	OSEA Representative		
Karen Pyeatt	District Nurse		
Shyla Waldern	Director of Human Resources		
Stacia Wilson	WWEA Representative		

B. MINUTES REVIEW:

The minutes from all meetings are available on the website: <http://www.wlww.k12.or.us/Page/16137>

C. EXISTING ACTION ITEMS:

Item	Description	Responsible Party	Status (due by)
20.1-14	Drills 5.20.2020: <ul style="list-style-type: none">No update. 6.17.2020: <ul style="list-style-type: none">No update. 7.15.2020: <ul style="list-style-type: none">No update 8.19.2020: <ul style="list-style-type: none">Fire alarm testing has been happening in each of the buildings. Do drills need to take place while teachers are in buildings for CDL? Do we need for childcare? We will run what is required and appropriate 9.16.2020: <ul style="list-style-type: none">No drills at this time.	<i>Pat McGough Cindy Lindsley Jeff Chambers</i>	<i>Ongoing</i>

	<p>10.21.2020:</p> <ul style="list-style-type: none"> Jeff, Mark and Jeremy have been doing walk-throughs with principals. Questions have come up about drills. Dr. David Pryor will be discussing this with the DSLT. <p>11.18.2020:</p> <ul style="list-style-type: none"> 		
20.1-12	<p>Environmental Safety Concerns</p> <p>6.17.2020:</p> <ul style="list-style-type: none"> The District has a new Environmental Technician, Jeremy Nichols. Jeremy is in charge of all testing, recordkeeping and developing protocols. <p>7.15.2020:</p> <ul style="list-style-type: none"> We have our board approved (and updated plan) with ODE, will be uploaded to our district website under 'environmental safety' with assistance from Communications Manager. <p>8.19.2020:</p> <ul style="list-style-type: none"> Our HAZ plan has been approved by ODE, currently working on mapping the entire district for new signage. Also working on room numbers (addresses), once these are fully developed then we will get these to SROs. <p>9.16.2020:</p> <ul style="list-style-type: none"> New round of radon testing in October, must be tested by January 2021. May need to delay to end of October due to smoke. Jeremy has been working with Steve to update plan for three well water systems at Admin, Stafford, and Athey. Have a meeting with the county next week to go through the emergency plan. Those plans will be updated next week. Doing more water tests with Columbia that aren't due until the end of the year. We have received communication from a few community members who are concerned about Legionnaires Disease which was reported on the East Coast. It is not something we normally test for unless notified by Clackamas County. <p>10.21.2020:</p> <ul style="list-style-type: none"> Radon testing started this week at 4 locations. 3 more will be deployed at different locations next week. The January 1st 2021 deadline will be met. Jeremy met with the county about the water systems. The emergency plans were updated and approved. Systems are in order. <p>11.18.2020:</p> <ul style="list-style-type: none"> 	<p><i>Pat McGough</i> <i>Jeff Chambers</i> <i>Jeremy Nichols</i></p>	Ongoing
20.1-10	<p>Long Range - Bond Planning</p> <p>5.20.2020:</p> <ul style="list-style-type: none"> Long range planning meeting held on May 13, 2020. Long range planning committee was also appointed to be the budget oversight committee for the 2019 bond program. Meetings will be scheduled quarterly. <p>6.17.2020:</p> <ul style="list-style-type: none"> There are two retiring members of the Bond Committee. Term ends on July 30, 2020. Applications will be accepted thru July 31, 2020 with board approval. There are two openings on the Long Range Planning Committee. Next meeting is scheduled for July 29, 2020. <p>7.15.2020:</p> <ul style="list-style-type: none"> Long range planning has been tasked with developing site signage on vacant properties. There is a meeting scheduled this evening. Appointment of three new members will occur by the School Board in August 2020. <p>8.19.2020:</p> <ul style="list-style-type: none"> Next meeting is not until October, major turnover in community representatives. Board is currently reviewing applications. <p>9.16.2020:</p>	<p><i>Pat McGough</i></p>	Ongoing

	<ul style="list-style-type: none"> On Monday night the board selected three new members for vacancies on the long range planning committee/bond oversight committee. We will have a work session on Monday night to redefine and give clear direction to the LRPC on their roles. <p>10.21.2020:</p> <ul style="list-style-type: none"> Virtual public meeting is Wednesday, October 21, 2020. The Board has chosen 3 new members to the Long Range Planning Committee/Bond Oversight Committee There is another meeting scheduled for Wednesday, October 28, 2020. <p>11.18.2020:</p> <ul style="list-style-type: none"> 		
20.1-11	<p>Before and After School Childcare</p> <p>5.20.2020:</p> <ul style="list-style-type: none"> Emergency childcare sight at Boones Ferry. Group of 10 stable students. <p>6.17.2020:</p> <ul style="list-style-type: none"> No update. <p>7.15.2020:</p> <ul style="list-style-type: none"> Dr. David Pryor, Pat, and Cindy met with Club K and Campfire about fall building use in coordination with schools. <p>8.19.2020:</p> <ul style="list-style-type: none"> Campfire Columbia will have an Essential Workers Emergency Childcare service operating out of Willamette Primary effective August 31st. This will host about (30) children. The childcare program is not to instruct students as teachers, but instead similar to parent/sibling support (logging into CDL program, assisting with supplies for projects, etc.) <p>9.16.2020:</p> <ul style="list-style-type: none"> Programs at both Boones Ferry and Willamette are underway. Both programs canceled last Thursday, Friday, and Monday due to air quality. They are both back in buildings today and appreciated the district partnership/communication through the unpredictable conditions. <p>10.21.2020:</p> <ul style="list-style-type: none"> Dr. David Pryor, Pat and Cindy will be meeting with childcare providers. <p>11.18.2020:</p> <ul style="list-style-type: none"> 	Cindy Lindsley Dr. David Pryor	Ongoing
20.1-8	<p>Safety Committee Membership</p> <p>7.17.2019:</p> <ul style="list-style-type: none"> Jeff Chambers discusses history of the safety committee and how it was formed. Staci Ball will continue as the teacher representative. <p>9.18.2019:</p> <ul style="list-style-type: none"> Connecting the DSLT with the safety committee. Guest, Andrew Kilstrom is attending to discuss new board policies. Aaron and Pat will create draft of bi-laws and create membership guidelines. Pat says Doug Nimrod, Pam Garza, and himself are part of the original safety committee. <p>10.16.2019:</p> <ul style="list-style-type: none"> Aaron is creating a draft of by-laws. <p>11.20.2019:</p> <ul style="list-style-type: none"> Aaron passes out draft of bylaws. In accordance with Oregon State Law and WLWV School District policy EB, the district safety committee will meet once a month with the following standing members: Director of Operations, Facilities Manager, Maintenance Supervisor, Custodial Supervisor, School Resource Officers. In addition, the following rotating members will attend: WWEA-Primary, WWEA-Secondary, WWEA-Nursing, OSEA-Secretarial, OSEA-Custodial, and OSEA-Maintenance. Pat and Staci say it's important not to interfere with daily instructional schedules at the schools. The District includes 	Aaron Downs Pat McGough	

	<p>maintenance and custodial staff because it does not impact their schedules as much as the teachers in the schools. Aaron says it's a delicate balance between finding the right members and those who have flexibility with their schedules so we don't have to find substitutes.</p> <ul style="list-style-type: none"> • Josh and Staci discuss designating officials from WWEA. Pat says in the past WWEA asked for volunteers and no one stepped forward. • Looking for safety committee members from OSEA and WLEA. Discussion about bylaws and connection with District Safety Leadership Team. <p>12.18.2019:</p> <ul style="list-style-type: none"> • Ongoing. <p>1.14.2020:</p> <ul style="list-style-type: none"> • Pat and Aaron discuss longevity of safety committee membership. Pat says the first meeting he attended was in September 2000. Shyla is joining the safety committee as the director of human resources. Brittany Bucholz will be joining as a WWEA representative. <p>2.19.2020:</p> <ul style="list-style-type: none"> • Nothing to report. <p>4.17.2020:</p> <ul style="list-style-type: none"> • Nothing to report. <p>5.20.2020:</p> <ul style="list-style-type: none"> • Nothing to report. <p>6.17.2020:</p> <ul style="list-style-type: none"> • We have a new member, Karen Pyeatt, representing the nursing team. Cindy Lindsley will return as the Community Services Manager. There will be up to two new WWEA members joining the committee. <p>7.15.2020:</p> <ul style="list-style-type: none"> • Nothing to Report <p>8.19.2020:</p> <ul style="list-style-type: none"> • Welcome to our new WWEA Representative – Stacia Wilson. We also have Dr. Jennifer Spencer-Iiams as a special guest appearance to discuss the upcoming school year and blueprint. <p>9.16.2020:</p> <ul style="list-style-type: none"> • We will be sending all committee members a draft of the bylaws. Hope to approve this by the next meeting. <p>10.21.2020:</p> <ul style="list-style-type: none"> • District Safety Committee voted to adopt the bylaws. Bylaws have been adopted. Will be posted on the district website. <p>11.18.2020:</p> <ul style="list-style-type: none"> • 		
20.1-4	<p>Safety, Security, and Technology Upgrades</p> <p>11.20.2019:</p> <ul style="list-style-type: none"> • Now that the bond has passed with over forty percent voter turnout, passing at sixty percent and levy passing at over seventy percent, we will discuss the safety and security upgrades and technology upgrades throughout the District. <p>12.18.2019:</p> <ul style="list-style-type: none"> • Ongoing. <p>1.15.2020:</p> <ul style="list-style-type: none"> • Pat says facilities will work with IT to develop calling systems in classrooms to reach 911 in case of an emergency. <p>2.19.20:</p> <ul style="list-style-type: none"> • Pat M. and Jeff C. will meet with the building engineers on 2/19/20 to discuss upgrades. <p>4.17.2020:</p> <ul style="list-style-type: none"> • See COVID-19 update. <p>5.20.2020:</p> <ul style="list-style-type: none"> • Five primary schools set to receive safety upgrades. Project is out for bid on 5.21.20. Construction will begin after board approval of the 	<p><i>Pat McGough</i> <i>Jeff Chambers</i></p>	

	<p>contracts. Bids are out for secure entries at Boeckman, Bolton, West Linn High, Wilsonville High, Sunset and Meridian.</p> <ul style="list-style-type: none"> The District will work with West Linn Police Department about providing space for training. Officer Halverson says Sergeant Garland, previous SRO for Clackamas Community College will work out dates between June 15 and July 15, 2020. <p>6.17.2020:</p> <ul style="list-style-type: none"> Contracts for five primary schools are issued and construction is in progress at Boones Ferry, Rosemont, Stafford, Cedaroak Park and Lowrie. <p>7.15.2020:</p> <ul style="list-style-type: none"> Projects are underway at five schools to reconstruct entries (including shelter lock systems for classrooms) and expected to be complete late August (before school year). There will be some items that will be completed after school such as re-keying. Jeremy Nichols will be re-numbering all rooms district wide. <p>8.19.2020:</p> <ul style="list-style-type: none"> Delay in school means that secured entries will have more time for completion. <p>9.16.2020:</p> <ul style="list-style-type: none"> We are currently in the process of completing five schools with new secure entries similar to Meridian Creek, Sunset, Boeckman Creek that pushes people through the front office. Will be complete before students have the opportunity to return. We have made substantial purchases for students; we have supplied hot spots, worked with cable providers, etc. All sites have been surveyed by Jeremy and Adam (bond) and are coming up with consistent numbering edits to make building numbers uniform. Matching ADA compliant labels on every room. <p>10.21.2020:</p> <ul style="list-style-type: none"> Surveying continues to progress. Should be complete by next safety meeting. Stafford will be the first school to be completed with signage. The second school in line is Rosemont Ridge. <p>11.18.2020:</p> <ul style="list-style-type: none"> 		
20.2-1	<p>Nursing Staff Safety/Health Updates</p> <p>4.17.2020:</p> <ul style="list-style-type: none"> See COVID-19 update. <p>5.17.2020:</p> <ul style="list-style-type: none"> No update. <p>6.17.2020:</p> <ul style="list-style-type: none"> Karen says the District is continuing to work with neighboring Districts to find what is needed this fall. It's an ongoing summer project. <p>7.15.2020:</p> <ul style="list-style-type: none"> Continuing with virtual meetings, no new updates to report at this time. <p>8.19.2020:</p> <ul style="list-style-type: none"> No update at this time. <p>9.16.2020:</p> <ul style="list-style-type: none"> We are continuing to work with community partners to create plans and systems for when students to return to buildings. Discussion of limited learning for some students in the not-so-far future. Determining how to do that safely. Testing and timely responses is the key piece so this. Students may require transportation; First Student would be ready for this. <p>10.21.2020:</p> <ul style="list-style-type: none"> Nursing staff continues to monitor current situation. <p>11.18.2020:</p> <ul style="list-style-type: none"> 	Karen Pyeatt	

20.4-2	<p>COVID-19 Updates</p> <p>4.17.2020:</p> <ul style="list-style-type: none"> • All action items are on hold until the District has some relief from COVID-19. When the Governor relaxes social distancing guidelines, we will determine a new plan for each action item. • 3/12/20 Governor Brown ordered all public schools to close for two weeks beginning 3/16/20. In response, operations disinfected all spaces in all buildings. Social distancing was recommended. • 3/17/20 order was extended until 4/28/20. In response to extension, all buildings were closed to all staff, students and parents. Playgrounds were shut down and field spaces were closed. No organized activities at any site. Staff members were given access weekly to retrieve curriculum and supplies necessary for distance learning. • 3/25/20 District received formal OSHA complaint regarding social distancing. The complaint centered on a scheduled meeting for operations staff at Wilsonville High School. The meeting was canceled prior to receiving the complaint precisely because the District could not ensure social distancing. The OSHA complaint was dismissed. • 4/8/20 order was extended for remainder of school year. In response to closure for the remainder of school year, District administration is designing protocols for students and staff to retrieve personal items from each school site and teaching materials needed. • 4/17/20 Jeff Chambers, Mark Law and Pat McGough will meet with secondary principals to design protocols for retrieval of student's personal items and medication beginning 4/22/20. Middle schools and high schools scheduled for week of 4/20/20 and primary school scheduled for week of 4/27/20. • For those identified as high risk according to CDC guidelines are encouraged to stay home. <p>5.20.2020:</p> <ul style="list-style-type: none"> • On May 14th student retrieval was completed at primary schools for personal items. Middle school retrieval is scheduled for May 21st and 22nd. Jeff Chambers and Mark Law have been organizing pickups to make sure families and staff are following social distancing guidelines. Para-educators and classified staff will continue to be outside reminding families of social distancing guidelines. Retrieval of personal items at the High Schools will be scheduled soon. • Governor Brown's executive order does not mandate masks. The District cannot mandate that employees wear masks. If the District mandates wearing of masks, they have to provide N-95 masks. Certain employees have chosen not to wear masks but the District is actively working with these employees to encourage safety protocols under the governor's optional recommendations for wearing masks. If an employee requests a mask, the District can provide what's available. We need to inform them that they are only a covering and not true protection against the virus. <p>6.17.2020:</p> <ul style="list-style-type: none"> • ODE has issued guidance and protocols for the 2020-21 reopening. DSLT is developing a model plan tailored to all three levels: primary, middle and high. This includes a variety of protocols like cleaning buses, buildings, etc. Reopening of District facilities is tentatively scheduled for July 6th. This mostly includes outdoor spaces for youth sports but the District could make indoor spaces available for churches, up to 25 people. Jeff says he is meeting with District staff to develop a plan on how to staff buildings on the weekend. • Jeff says Pacific Sports Turf is redoing the field at Athey Creek. Two employees at Pacific Sports tested positive for COVID-19. Three of the District's grounds crew had contact with them for less 	<p><i>Pat McGough</i> <i>Jeff Chambers</i></p>	<p><i>Ongoing</i></p>
--------	---	--	-----------------------

	<p>than 10 minutes. At this point, the three employees are off work and getting tested. The option is to have employees self-quarantine for 14 days. Shyla says under FERCA law; employees are paid for the time they are out. Human Resources consulted with the nursing team and Student Services to find out what the District responsibilities are for employees who are self-quarantined. Pat says there are guidelines being developed for “contact tracing.” Jeff says the results for testing are available within 36 hours. Karen says if they are tested but come back negative, they will continue to take 14 days off in case there’s a false negative. She says that whoever is exposed has to have enough of the virus in their body to test positive and sometimes there is a delay in testing positive. Karen and Staci agree that the testing should be done on day 14 of quarantine to make sure it’s safe to return to work. Jeff asks “what is actual exposure to the virus?” How do we determine who gets sent home and who gets tested? Pat says he will receive answers and send an update out to the committee.</p> <p>7.15.2020:</p> <ul style="list-style-type: none"> • Staff will be required to wear face coverings. Some staff will be required to wear face shields. Robotics team at Wilsonville High School is creating a shield option for staff and have already produced more than 1,500 of them for health professionals. • Plexiglass is on order for barriers in front offices. Plexiglass barriers will also be used for isolation spaces for those who show signs of covid-19. Cloth masks will be ordered for every staff member and contemplating ordering one for each student as well (depending on if it becomes a requirement for our students to wear one). • District is still refining protocols for Ready Schools, Safe Learners – listening to feedback from all departments and potential participants who will be impacted. DSLT and administration is determining how to implement protocols. Staci Ball states that the union has questions, but unsure what questions might truly be until the blueprint is released. <p>8.19.2020:</p> <ul style="list-style-type: none"> • Ready Schools, Safe Learners metrics have shifted but plan is overall the ‘same’. Jennifer Spencer Iiams and District Safety Leadership team have taken the lead and shares updates that principals will have to assist by talking about the specific building space components (entry points, exit points, etc). How are we supporting our mission of education and belonging and support for our families/students? How do we reduce the risk of pandemic? • Have been a number of staffing changes due to the number of students enrolled in the online program (over 1,600). However, were able to honor 100% of certified teacher requests for high risk population to work in the online program. • Health and Safety for the blueprint are on pause and working on Comprehensive Distance Learning. Got these in before the deadline on Monday before midnight. Now need to return and finish the other components of the blueprint. Because of the percentage of staff who reside in Washington and Multnomah Counties, we need to use their metrics as well before we can allow students back into buildings for instruction. • Limited In-Person Instruction (LII) may be a possibility in the coming months as it has a different metric – no students or staff at the school could have had a covid positive test for 14 days. We are still delving into these details, there’s many questions still (social distancing protocol plan, isolation spaces, face coverings protocols, etc). Students may only be on campus for up to 2 hours; must be in cohorts of (10); staff may interact with only up to three cohorts; students may only interact with up to two cohorts (bus, classroom). • Create a criteria matrix to determine student progress to meet their district needs to weigh against the risks with LII. 		
--	---	--	--

	<ul style="list-style-type: none"> • Could we have a building accessible for our families to have internet access? Would we have a metric that we would consider for LII? With cases on the rise, the answer could easily be no...but in contrast, it might be a while before we meet the criteria for hybrid? We do have the K-3 exemption to consider and perhaps this is the threshold that we look at for LII? Perhaps we consider a single location that's central to the district? It might be possible to connect with OHA to check in weekly on report of new cases within the district? • Tighter mask mandate begins effective August 31st. You are to have a social distance captain who is charged with reminding people about wearing masks in the office but also in transition between spaces, etc. If you are isolated and you are by yourself, then you don't need to mask up. Just having a mask on isn't enough, we need to ensure people are wearing them over their mouth AND nose. <p>9.16.2020:</p> <ul style="list-style-type: none"> • The district is monitoring the health metrics for the tri-county merge (Washington, Multnomah, Clackamas). We must meet metrics in all three counties to have students return for in-person-instruction. As of yesterday, the metrics were below 30 in Clackamas and Washington, but was still above 34 in Multnomah. We are getting closer, but until we meet the metrics for three weeks, we will be in CDL. • On Monday night, the school board approved all 16 operational blueprints for every school that Student Services compiled. We can now submit these to the state for approval. We are prepared to bring back K-3 students, should the metrics allow that. There will be many moving pieces to prepare for this transition. • Smoky conditions – HVAC systems. HVACs were set to pull in outside air to indoors...that worked well until the smoke started up. It's a push and pull, we don't want to bring in smoke, but if we don't run the ventilation, then perhaps people shouldn't be in the building due to Covid-19. Updating hourly/daily and monitoring air quality index. <p>10.21.2020:</p> <ul style="list-style-type: none"> • The Maintenance Department has been supplying the primary schools with PPE equipment to make sure that all supplies are available for a possible K-3 reopening. Jeff, Mark and Jeremy have met with principals to work together and answer questions for the possible opening. • The district has opened up fields for co-curricular activities at West Linn High school and Wilsonville High School. Pat reported that everything is going well with this. <p>11.18.2020:</p> <ul style="list-style-type: none"> • 		
--	--	--	--

20-4.3	<p>Personal Protection Equipment (PPE)</p> <p>4.17.2020:</p> <ul style="list-style-type: none"> • CDC recommended that N95 masks should be used by medical personnel. Risk was low to general population. Now they suggest that people wear masks to prevent spread. Masks offer no protection for the person wearing it. It's only used to prevent the spread. Currently, as of 4/17/20, wearing masks is optional not mandatory. • While strongly recommending the use of masks, the District's cannot mandate that employees wear them <p>5.17.2020:</p> <ul style="list-style-type: none"> • No update. <p>6.17.2020:</p> <ul style="list-style-type: none"> • Staci reports that she's received questions about gloves and face shields being provided by the District or if members need to purchase their own. • Pat shares that there is a fire regulation around hand sanitizer. The size of the bottles is regulated. Pat will work with fire marshal to make sure the district is following the proper guidelines for hand sanitizer in schools. <p>7.15.2020:</p> <ul style="list-style-type: none"> • The district will be furnishing masks and the mask protection depending on the position. Nursing staff will be directing personally with potential cases and will be receiving hospital grade masks, gloves, gowns, etc. Disposable masks will be available onsite for any damaged masks. Gloves will also be available. <p>8.19.2020:</p> <ul style="list-style-type: none"> • Mark and Jeff have been purchasing masks, gloves, sanitizer – continuing to monitor inventory as able. Gloves are going to be more challenging to get, so we are stocking up as best as able and look at other types of gloves. • We have not received our safety shields yet, not as big of an urgent need with school not starting in buildings this week – but still would like to have some on hand. <p>9.16.2020:</p> <ul style="list-style-type: none"> • We received equipment through FEMA (face masks, face shields, gloves). We also received face shields from our West Linn High School and Wilsonville High School robotics team. Will be available to staff that request them. We will not be purchasing the equipment for the district nurses as we don't know the equipment that would be most helpful. Nursing teams will have conversation. <p>10.21.2020:</p> <ul style="list-style-type: none"> • We are working with schools and the Nursing Department to get PPE equipment to schools. There are now enough Electrostatic sprayers for all schools. <p>11.18.2020:</p> <ul style="list-style-type: none"> • 		
20-9.1	<p>Crosswalk at Rosemont Ridge</p> <p>9.16.2020:</p> <ul style="list-style-type: none"> • It would be helpful to have some signage to identify this area for drivers. Jeff Chambers to place an order. <p>10.21.2020:</p> <ul style="list-style-type: none"> • Signs were bought and removed. New signs will be added. Repair will be made ASAP. <p>11.18.2020:</p> <ul style="list-style-type: none"> • 	Jeff Chambers	

NEW SAFETY COMMITTEE ISSUES/DISCUSSION:

- 1.
- 2.

NEXT VIRTUAL MEETING: December 16, 2020 – Zoom, 7:30 AM

Minutes were prepared by Mindy Schmitz. Please submit in writing any corrections to West Linn-Wilsonville District Safety Committee prior to the next meeting date; otherwise the minutes will stand as reported. lindslec@wlwv.k12.or.us