



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

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## **District Safety Committee Agenda**

**Wednesday, August 19, 2020; 7:30 AM, WLWSD via Zoom**

### **A. ATTENDEES:**

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

### **B. MINUTES REVIEW:**

The minutes from all meetings are available on the website: <http://www.wlww.k12.or.us/Page/10597>

### **C. EXISTING ACTION ITEMS:**

<b>Item</b>	<b>Description</b>	<b>Responsible Party</b>	<b>Status (due by)</b>
20.1-14	<b>Emergency Operations Plan</b> <b>4.17.2020:</b> <ul style="list-style-type: none"><li>See COVID-19 update.</li></ul> <b>5.20.2020:</b> <ul style="list-style-type: none"><li>No update.</li></ul> <b>6.17.2020:</b> <ul style="list-style-type: none"><li>EOP's will include protocols for COVID-19. There will be an infectious disease portion to each EOP. The DSLT will assist in creating the new protocols with help from Karen. Mindy Schmitz will act as new record keeper.</li></ul>	<i>District Safety Leadership Team</i>	<i>Closed.</i>

	<p><b>7.15.2020:</b></p> <ul style="list-style-type: none"> <li>DSLT has successfully developed a Communicable Disease plan which complies with the Ready Schools, Safe Learners. Will be added to District EOP immediately, required to re-open schools for the fall.</li> </ul> <p><b>8.19.2020:</b></p> <ul style="list-style-type: none"> <li>Communicable Disease plan was added – done!</li> </ul>		
20.1-14	<p><b>Drills</b></p> <p><b>5.20.2020:</b></p> <ul style="list-style-type: none"> <li>No update.</li> </ul> <p><b>6.17.2020:</b></p> <ul style="list-style-type: none"> <li>No update.</li> </ul> <p><b>7.15.2020:</b></p> <ul style="list-style-type: none"> <li>No update</li> </ul> <p><b>8.19.2020:</b></p> <ul style="list-style-type: none"> <li>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</li> </ul>	<p><i>Pat McGough Cindy Lindsley Jeff Chambers Mark Law</i></p>	Ongoing
20.1-12	<p><b>Environmental Safety Concerns</b></p> <p><b>6.17.2020:</b></p> <ul style="list-style-type: none"> <li>The District has a new Environmental Technician, Jeremy Nichols. Jeremy is in charge of all testing, recordkeeping and developing protocols.</li> </ul> <p><b>7.15.2020:</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>8.19.2020:</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul>	<p><i>Pat McGough Jeff Chambers Jeremy Nichols</i></p>	Ongoing
20.1-10	<p><b>Long Range - Bond Planning</b></p> <p><b>5.20.2020:</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>6.17.2020:</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>7.15.2020:</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>8.19.2020:</b></p> <ul style="list-style-type: none"> <li>Next meeting is not until October, major turnover in community representatives. Board is currently reviewing applications.</li> </ul>	<p><i>Pat McGough</i></p>	Ongoing
20.1-11	<p><b>Before and After School Childcare</b></p> <p><b>5.20.2020:</b></p> <ul style="list-style-type: none"> <li>Emergency childcare sight at Boones Ferry. Group of 10 stable students.</li> </ul> <p><b>6.17.2020:</b></p> <ul style="list-style-type: none"> <li>No update.</li> </ul> <p><b>7.15.2020:</b></p> <ul style="list-style-type: none"> <li>Dr. David Pryor, Pat, and Cindy met with Club K and Campfire about fall building use in coordination with schools.</li> </ul> <p><b>8.19.2020:</b></p>	<p><i>Cindy Lindsley Dr. David Pryor</i></p>	Ongoing

	<ul style="list-style-type: none"> <li>Campfire Columbia will have an Essential Workers Emergency Childcare service operating out of Willamette Primary effective August 31<sup>st</sup>. 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)</li> </ul>		
20.1-8	<p><b>Safety Committee Membership</b></p> <p><b>7.17.2019:</b></p> <ul style="list-style-type: none"> <li>Jeff Chambers discusses history of the safety committee and how it was formed. Staci Ball will continue as the teacher representative.</li> </ul> <p><b>9.18.2019:</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>10.16.2019:</b></p> <ul style="list-style-type: none"> <li>Aaron is creating a draft of by-laws.</li> </ul> <p><b>11.20.2019:</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>Pat and Staci say it's important not to interfere with daily instructional schedules at the schools. The District includes 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.</li> <li>Josh and Staci discuss designating officials from WWEA. Pat says in the past WWEA asked for volunteers and no one stepped forward.</li> <li>Looking for safety committee members from OSEA and WLEA. Discussion about bylaws and connection with District Safety Leadership Team.</li> </ul> <p><b>12.18.2019:</b></p> <ul style="list-style-type: none"> <li>Ongoing.</li> </ul> <p><b>1.14.2020:</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>2.19.2020:</b></p> <ul style="list-style-type: none"> <li>Nothing to report.</li> </ul> <p><b>4.17.2020:</b></p> <ul style="list-style-type: none"> <li>Nothing to report.</li> </ul> <p><b>5.20.2020:</b></p> <ul style="list-style-type: none"> <li>Nothing to report.</li> </ul> <p><b>6.17.2020:</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>7.15.2020:</b></p> <ul style="list-style-type: none"> <li>Nothing to Report</li> </ul> <p><b>8.19.2020:</b></p>	<p><i>Aaron Downs</i> <i>Pat McGough</i></p>	

	<ul style="list-style-type: none"> <li>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.</li> </ul>		
20.1-4	<p><b>Safety, Security, and Technology Upgrades:</b></p> <p><b>11.20.2019:</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>12.18.2019:</b></p> <ul style="list-style-type: none"> <li>Ongoing.</li> </ul> <p><b>1.15.2020:</b></p> <ul style="list-style-type: none"> <li>Pat says facilities will work with IT to develop calling systems in classrooms to reach 911 in case of an emergency.</li> </ul> <p><b>2.19.20:</b></p> <ul style="list-style-type: none"> <li>Pat M. and Jeff C. will meet with the building engineers on 2/19/20 to discuss upgrades.</li> </ul> <p><b>4.17.2020:</b></p> <ul style="list-style-type: none"> <li>See COVID-19 update.</li> </ul> <p><b>5.20.2020:</b></p> <ul style="list-style-type: none"> <li>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 contracts. Bids are out for secure entries at Boeckman, Bolton, West Linn High, Wilsonville High, Sunset and Meridian.</li> <li>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.</li> </ul> <p><b>6.17.2020:</b></p> <ul style="list-style-type: none"> <li>Contracts for five primary schools are issued and construction is in progress at Boones Ferry, Rosemont, Stafford, Cedaroak Park and Lowrie.</li> </ul> <p><b>7.15.2020:</b></p> <ul style="list-style-type: none"> <li>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).</li> <li>There will be some items that will be completed after school such as re-keying.</li> <li>Jeremy Nichols will be re-numbering all rooms district wide.</li> </ul> <p><b>8.19.2020:</b></p> <ul style="list-style-type: none"> <li>Delay in school being delayed means that secured entries will have more time for completion.</li> </ul>	<p><i>Pat McGough</i> <i>Jeff Chambers</i></p>	
20.2-1	<p><b>Nursing Staff Safety/Health Updates</b></p> <p><b>4.17.2020:</b></p> <ul style="list-style-type: none"> <li>See COVID-19 update.</li> </ul> <p><b>5.17.2020:</b></p> <ul style="list-style-type: none"> <li>No update.</li> </ul> <p><b>6.17.2020:</b></p> <ul style="list-style-type: none"> <li>Karen says the District is continuing to work with neighboring Districts to find what is needed this fall. It's an ongoing summer project.</li> </ul> <p><b>7.15.2020:</b></p> <ul style="list-style-type: none"> <li>Continuing with virtual meetings, no new updates to report at this time.</li> </ul> <p><b>8.19.2020:</b></p> <ul style="list-style-type: none"> <li>No update at this time.</li> </ul>	<p><i>Karen Pyeatt</i></p>	

20.4-2	<p><b>COVID-19 Updates:</b></p> <p><b>4.17.2020:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• For those identified as high risk according to CDC guidelines are encouraged to stay home.</li> </ul> <p><b>5.20.2020:</b></p> <ul style="list-style-type: none"> <li>• On May 14<sup>th</sup> student retrieval was completed at primary schools for personal items. Middle school retrieval is scheduled for May 21<sup>st</sup> and 22<sup>nd</sup>. 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.</li> <li>• 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.</li> </ul> <p><b>6.17.2020:</b></p> <ul style="list-style-type: none"> <li>• 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 6<sup>th</sup>. 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.</li> <li>• 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</li> </ul>	<p><i>Pat McGough</i> <i>Jeff Chambers</i></p>	<p><i>Ongoing</i></p>
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	<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><b>7.15.2020:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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).</li> <li>• 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.</li> </ul> <p><b>8.19.2020:</b></p> <ul style="list-style-type: none"> <li>• 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?</li> <li>• 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.</li> <li>• 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.</li> <li>• 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).</li> <li>• Create a criteria matrix to determine student progress to meet their district needs to weigh against the risks with LII.</li> </ul>		
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	<ul style="list-style-type: none"> <li>• 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?</li> <li>• Tighter mask mandate begins effective August 31<sup>st</sup>. 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.</li> </ul>		
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20-4.3	<p><b>Personal Protection Equipment (PPE):</b></p> <p><b>4.17.2020:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• While strongly recommending the use of masks, the District's cannot mandate that employees wear them</li> </ul> <p><b>5.17.2020:</b></p> <ul style="list-style-type: none"> <li>• No update.</li> </ul> <p><b>6.17.2020:</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Pat shares that there is a fire regulation around hand sanitizer. The size of the bottles are regulated. Pat will work with fire marshal to make sure the district is following the proper guidelines for hand sanitizer in schools.</li> </ul> <p><b>7.15.2020:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <p><b>8.19.2020:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> </ul>		
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**NEW SAFETY COMMITTEE ISSUES/DISCUSSION:**

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

*Minutes were prepared by Cindy Lindsley. 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](mailto:lindslec@wlwv.k12.or.us)