

**Baker Charter Schools**  
2725 7<sup>th</sup> St  
Baker City, OR 97814



541-524-2300 main  
541-524-2339 fax  
<http://www.bakercharters.org>

## **BAKER CHARTER SCHOOLS**

March 11, 2020

Dear BCS Families and Staff,

The current COVID-19 outbreak is rapidly developing so our admin team met this morning to discuss and update our response. **Due to our unique school setup, and our deep concern for our families and staff we have decided to move our entire operation to Level 3 response level. This means that starting Friday, March 13th, 2020 we will move all BCS operations to full virtual to the best of our ability.** Because of the technology and at home set up, this is a vastly different decision than closing brick and mortar schools. We are thankful we have the ability to carry forward with a quality education while keeping our families and staff safe. There are a number of exceptions in order to maintain our operations. Our main goal in moving the majority of our operations online is to limit larger groups of our staff/students coming in contact with each other.

We will remain in full virtual mode until after spring break. On March 30th at 8 AM our admin will re-evaluate the current situation and update our response level.

### **Details-**

- Our main office will maintain high cleaning procedures and only critical staff available for student records and finance.
- Teachers and counselors will conduct all of their meetings online. **Reminder-** teacher/counselor meetings need to have a second adult present during the online meeting- parents please attend the meetings with your student and BCS staff member
- All student centers will be closed with only limited staff, less than 5 people at any time, and stringent cleaning procedures in place
- Students attending community colleges will continue to follow the local community college guidelines and procedures. All students are urged to use hand washing, elbow sneezing, limit contact with sick, stay home if sick, and social distancing.
- State testing begins after spring break. We will re-evaluate the situation after the break and come up with a plan. We will limit testing sessions to a small number of students, have stringent cleaning procedures in place and ensure students are appropriately spaced out in the testing facility. More on this after the break.
- Incoming students who signed up before this notice will receive an initial home visit and then move to online support
- New applications for BWA will be paused until after spring break, BEC enrollment is already closed for the spring term

As of the writing of this letter, the state of Oregon has 15 different confirmed cases with more tests being conducted every day.

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**BCS is proceeding with caution and elevating all service regions to Level 3 response.**

### **Cleaning Guidelines and Procedures for Necessary BCS Spaces**

- For BCS spaces that need to remain open with limited in-person operations, please follow these cleaning guidelines. If additional janitorial costs are needed to ensure this or supplies- local staff are authorized to make those purchases.
- Daily clean all hard surfaces with a multipurpose cleaner containing bleach. Alcohol-based cleaners should have 70% or higher concentration.
- Launder clothing, towels, and other materials according to manufacturer guidelines on the hottest setting allowed
- Have tissue paper and waste cans readily available
- Have hand washing and sanitizing stations available
- Limit group size to 5 or less ideally with 10 being the most allowed in a space

Please continue to follow the guidance coming from the Centers for Disease Control (CDC), the Oregon Health Authority (OHA), your local health professionals, and similar agencies in regions you may be traveling to. [Click here for more information about COVID-19 from the CDC.](#) The Oregon Department of Education has also created a [help sheet](#) that is useful. Baker Charter Schools will continue to receive updates and follow the guidance from these organizations.

The current recommendations of the CDC and OHA are as follows:

- NEW- elderly people above 60 and those with underlying health conditions are most at risk
- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth.
- Avoid large public gatherings
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
- Wash your hands often with soap and water for 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 70% alcohol.
- Do not touch your face, eyes, or nose
- Take care of your health overall. Staying current on your vaccinations, including flu vaccine, eating well and exercising all help your body stay resilient.
- Facemasks are not recommended for healthy people. People who show symptoms of the COVID-19 should wear a facemask or health care workers.

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### **BCS Stage One - This stage would be initiated if/when the Coronavirus mutates to person-to-person transmission and arrives on the West Coast of the US.**

- If students, parents, or siblings are ill stay home and switch to online meetings
- If local school districts, community colleges, or other places for scheduled meetings are closed due to coronavirus the event will meet online if possible, or be canceled.
- Janitorial changes to cleaning duties to emphasize classroom disinfecting
- Surfaces or objects (such as desktops, computers, mats, etc) commonly touched by students or other surfaces should be cleaned at least daily. Surfaces or objects soiled with blood or other body fluids should be cleaned and disinfected using gloves and any other precautions needed to avoid coming into contact with the fluid. Remove the spill, then clean and disinfect the surface.

### **BCS Stage Two - This stage would be initiated when a case appears in an area served by BCS staff**

- Continue with employees/families staying home if ill and conduct online visits
- Cancel all large gatherings
- Cancel travel to impacted areas- if a school district, community college, or other meeting area is closed we will close our student centers, and meet online.
- An impacted area is when a school that is in close proximity to a student center is closed for COVID-19 contamination and cleaning. Oregon Health Authority is using counties to notify the public where confirmed cases are. We will use counties to make our determinations of impacted areas. Any county with two or more confirmed cases will be considered an impacted area.
- We will only re-open a center after a thorough cleaning following OHA and CDC guidelines.
- School operations will go fully virtual in impacted areas.

### **BCS Stage Three- This stage would be initiated when either a State Agency instructs the schools to close or an event occurs involving a student, staff member or a relative of close proximal distance.**

- All school business in impacted areas is conducted virtually
- Student centers closed in impacted areas
- Staff are required to say-'no comment' for media responses
- If a student has a confirmed case of COVID-19, will not use personally identifiable information to inform the school community of potential exposure to ensure we do not breach confidentiality or create stigma or discrimination.
- BCS will work with the local public health department to respond appropriately.
- Employees who appear to have acute respiratory illness symptoms upon arrival to work or become sick during the day should be separated from other employees and be sent home immediately.
- Emphasize staying home when sick, respiratory etiquette and hand hygiene by all employees.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure and contact their local public health department.
- If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees

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of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Employees exposed to a co-worker with confirmed COVID-19 infection should refer to CDC guidance for how to conduct a risk assessment and contact their local public health department.

### **Recovery Stage – This stage begins**

- Follow guidance from the Oregon Health Authority and Centers for Disease Control guidance on returning to normal activity
- Student centers are opened up in areas that are cleared
- Regular hand washing, cleaning, and general conditions return
- Visits that were canceled are resumed
- Travel approved to areas that are cleared

Thank you for your cooperation during this time! We are wishing safety and health to our families and staff during this time.

Sincerely, Daniel Huld, Ed. D.- Superintendent