

Baker Charter Schools
2725 7th St
Baker City, OR 97814



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

BAKER CHARTER SCHOOLS

March 27, 2020

Dear BCS Families and Staff,

Over spring break there have been a number of important updates with the rapidly evolving COVID-19 situation. I wanted to start by stating our stance as a school- our care and concern for our students, families, and staff is our number one concern. Secondly, we believe being able to stay open to provide educational resources/services to our families and staff is critical in this uncertain time. The messages from the Oregon Department of Education and Governor's office are changing daily but we are doing our best to keep up with the current guidance. As of the writing of this letter there are some items we know for sure, others we are waiting on final confirmation. This update is our attempt to provide guidance during the extended closure period of March 30th-April 28th. Here are some key points:

- 1) **BCS is Open-** We are technically "closed" due to the Governor's Executive Order 20-08, however we remain "open" offering educational services in compliance with guidance from the Oregon Department of Education. What this really means is that our enrollment is closed/frozen. We cannot accept new students or drop students after 3/27/20. If we can comply with equal access during this time we are able to continue offering educational services. Our admin team met today and reviewed all levels of service to ensure our compliance. Elements requiring face to face contact are suspended during the Oregon school closure when/if possible they will be conducted online. There are some services we are unable to perform online, such as special education diagnostics, or other specialized functions. All other service elements of BCS will be shifted to virtual modalities.
- 2) **Open- What does open mean for BWA?**
 - a) **Virtual Visits-** Advisory teachers, counselors, lab teachers, and will conduct meetings online with their students. Math and reading tutors will do their best to continue offering services given limited work schedules. Families need to understand this is a dynamic situation with a lot of variables. Many of our staff have young children at home due to the extended school closure, while they will do their best to keep children out of meetings there may be interruptions. Our recommendation is to shorten 30 minute virtual visits for Advisory Teachers and Early College Counselors.
 - b) **Attendance-** We will keep taking attendance to ensure consistent regular communication between staff and students- but because we are "closed" it is not required and we cannot drop students for 10 days of no contact. We are hopeful families will appreciate the support and relationship during uncertain times. Our goal is to keep our support and relationships strong.
 - c) **Credits and grading-** Because the state has closed schools for a long duration we are awaiting further guidance on credits and grading. More than likely we will see adjustments to graduation requirements.
 - d) **State Testing-** We will not be administering state testing this year as ODE has suspended the state testing requirement.

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- e) **Essential Skills-** ODE has waived the essential skills graduation requirement for the 2020 graduating seniors. Further graduation requirement changes may be coming in the next week.
- f) **Special Education Support-** IEP/504 meetings can continue via online platforms, but we will not be able to conduct in-person diagnosing. We will use past years data to the best of our ability. Online special education services such as speech therapy, occupational therapy, and IEP/504 meetings will continue online.
- g) **Graduation-** We are not certain if we will be able to offer in-person graduation at this time. Please be cautious about travel arrangements for family and guests. If we are open and allowed to access facilities we will make every effort to host in-person graduations. Should we not be able to facilitate in-person graduations we will attempt a virtual graduation. We understand graduation is an important ceremony and believe with our online tools we can make the best of this difficult situation. More on guidance on this later.
- h) **ODE Guidance-** For a comprehensive list of ODE guidance on COVID-19 please refer to [this webpage](#).

BCS Plan as of 3/27/20

- **NEW 3/27/20- We have closed enrollment to Baker Web Academy.** Per recent guidance from ODE our enrollment is frozen. We cannot add new students after 3/27/20 or drop current students.
- **NEW 3/27/20- State testing is canceled.** ODE has canceled state testing for the 2019-2020 school year.
- **NEW 3/27/20- Essential Skills Requirement Waived-** The 2020 graduating class will have the essential skill requirement of reading, writing, and math waived.
- **NEW 3/19/20- Shortened Hours-** Staff will work a shortened schedule during the Oregon wide closure from March 30th-April 28th for 5 hours a day. Staff will complete those hours between 8 am and 4 pm. There will be no impact to salary or benefits due to the reduced work schedule.
- **NEW 3/19/20- All live components of our school will be shortened.** Virtual visits will be brought back, but shortened in nature to a suggested 30 minutes per student for advisory teachers, early college counselors, lab teachers, and live reading/math teachers. With the extended closure through April we cannot maintain our school model without live components. The shortened time frame allows flexibility for staff with children home and families with additional children home due to closed public brick and mortar schools.
- **NEW 3/12/20-** All professional development travel is canceled until further notice
- Our main office will maintain high cleaning procedures and only critical staff available for student records and finance.
- All student centers will be closed with only limited staff, less than 5 people at any time, and stringent cleaning procedures in place

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- 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.

As of the writing of this letter, the state of Oregon has 327 different confirmed cases, along with 12 deaths, and more tests being conducted every day. This is a serious illness that needs to be respected.

BCS will maintain our Level 3 response status until further notice.

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 webpage](#) 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:

- 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.
- Public gatherings are prohibited under Executive Order 20-12 the “Stay Home, Stay Healthy” order
- 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.

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- 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.

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 reopen 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.

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- 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 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 when the Oregon Health Authority or other agency issues an all clear order for impacted areas

- 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