

Safety Plan

for COVID-19

We want to ensure Pierce County businesses reopen while maintaining the health and safety of employees and the public. Use this template to create a safety plan for your business or organization. You must keep a copy of your plan onsite and review and update regularly.

Business or Organization:

Address:

Hours of operation:

Number of employees:

Date of plan:

Last updated:

COVID-19 supervisor:

Phone:

Email:

**Note: Supervisor must always be available during operation and is responsible to enforce the safety plan.*

Check your industry specific guidance from the Governor's Office. Your specific guidance may require you to provide additional information. Refer to General Requirements and Prevention Ideas for Workplaces from the Department of Labor and Industries.

Physical Distancing

Current COVID-19 standards require employees, customers and the public maintain 6 feet of physical distance. Describe how you will maintain physical distance (choose only those that apply):

☐ **Spacing for customers:**

☐ **Spacing for employees:**

☐ **Approximate sq. ft. /# of customers allowed:**

☐ **Limit number of customers:**

☐ **Limit number of employees:**

☐ **Physical barriers:**

☐ **Visual cues or signs:**

☐ **Different service model:**
(call in, drive through, virtual)

View other resources to help you reopen safely at tpchd.org/safestart.

Adapted from Kittitas County.

Hygiene

Current COVID-19 standards require employees, customers and the public to practice good hygiene. Describe how you will ensure the following:

☐ **Frequent handwashing:**

(location of handwash stations, frequency of handwashing, when to wash)

☐ **Sanitizing of hands:**

(location of hand sanitizer stations)

☐ **Covering coughs and sneezes:**

(locations of tissues)

☐ **Provide reminders:**

(signs, flyers, announcements, etc.)

☐ **Face coverings:**

(notices for customers, required for all workers)

Cleaning and disinfecting

Current COVID-19 standards recommend businesses clean and disinfect surfaces frequently, including high touch areas and general cleaning practices. Describe your plan to clean and disinfect:

EPA-approved disinfectants for COVID: [epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

☐ **Cleaning high touch areas:**

(frequency, what surfaces does this include)

☐ **General cleaning practices:**

(frequency, how will you monitor cleaning)

☐ **PPE needed:**

(specific for cleaning)

☐ **Disinfectant used:**

(type, contact time required)

☐ **Safety Data Sheets (SDS) for products:**

Personal Protective Equipment (PPE)

Current COVID-19 best practice standards include use of personal protective equipment (PPE) to maintain the health of your employees, customers and the public. Describe your PPE and when you need it (choose only those that apply):

☐ **Masks:**

☐ **Eye protection:**

☐ **Gloves:**

☐ **Gowns or capes:**

Health screenings

Current COVID-19 guidelines require you to complete health screenings prior to each shift. Describe your health screening process:

☐ **Temperature checks:**
(at workplace or home)

☐ **Thermometer used:**
(touch/no touch, cleaning process)

☐ **Symptoms screened:**

☐ **PPE needed for health screenings:**

Sick employee policy

Current COVID-19 standards require businesses and organizations have procedures to address sick employees. Describe your plan to address sick employees related to COVID-19:

☐ **How employee notifies employer:**

☐ **When to go home:**

☐ **Sick leave policy:**

☐ **When employee can return to work:**

☐ **Steps business will take if a sick employee was around others at facility:**

Exposure response

Describe how your business or organization will react if you have a confirmed COVID-19 case:

☐ **Incident reporting:**

☐ **Site decontamination procedure:**

☐ **Post exposure incident recovery plan:**

COVID-19 safety training

Describe how your business or organization will monitor public health communications about COVID-19 recommendations and ensure workers have access to current information:

Factsheets available at lni.wa.gov/safety-health/safety-topics/topics/coronavirus.

Source for current COVID-19 information—CDC COVID-19 website: cdc.gov/coronavirus/2019-ncov.

☐ **Frequency of training:**

☐ **Training method:**
(in person, video, email, etc.)

☐ **Topics covered**
(symptoms of COVID-19, prevention steps, hygiene etiquette, etc.)

☐ **Training attendance records:**

Tacoma-Pierce County Health Department COVID-19 Safety Plan Template doesn't guarantee the health and safety of the employees, or the patrons that receive goods and or services from the establishment listed within this business safety plan.

View other resources to help you reopen safely at tpchd.org/safestart.

Adapted from Kittitas County.

Isolation Room and Covid Room Supervisors

Covid Supervisor #1: Shaun Martin

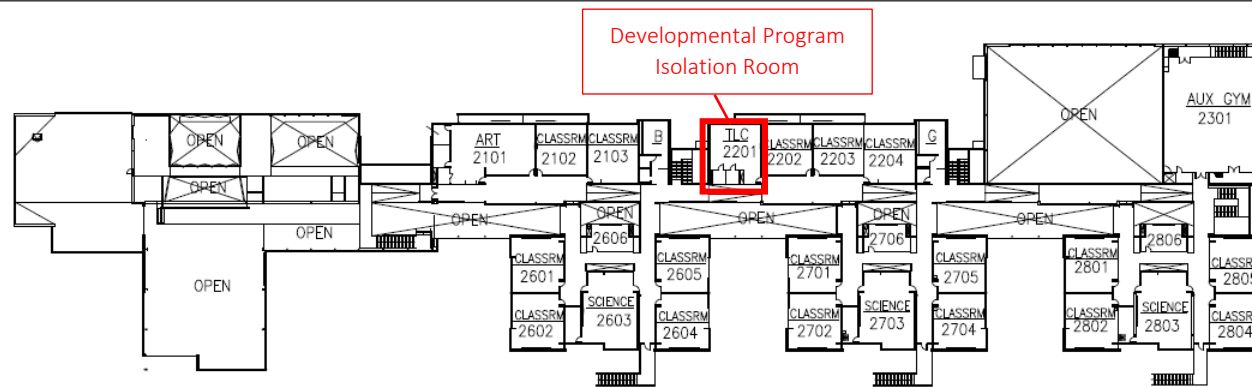
253-571-5203 (work)

410-746-8548 (cell)

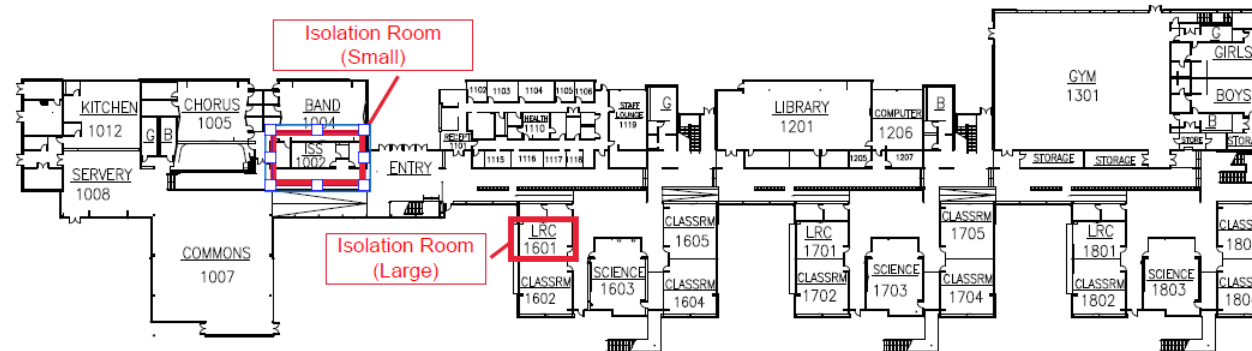
Covid Supervisor #2: Anne Mosich

253-571-5216

253-686-8346



SECOND FLOOR PLAN
N.T.S.



FIRST FLOOR PLAN
N.T.S.



Complete this Form with your Building Leadership Teams

When Completed:

Upload into the Files Section of the COVID TEAM (in MS TEAMS).

(School Name) Hybrid Review Task List	
Task	Completion Date
Review screening protocols	<ul style="list-style-type: none"> Ongoing; Most recent 1-29-2021
Prepare classrooms based on your enrollment ensuring desks are 6 feet apart in all classrooms	<ul style="list-style-type: none"> 8-31-2020 Initial Covid plan walkthrough Ongoing since several rooms are used by B&G Club Day Camp.
Review PPE guidelines & follow up if you have needs	<ul style="list-style-type: none"> Ongoing Most recent 1-27-2021
Review Communication Timeline from PIO (when developed) on talking points	1-29-2021
Schedule a staff meeting by 1/29, take attendance, & go over this reopening plan	Week of 2-8-2021
Determine essential staff (IC, Title, Counselor, Office Staff, etc...) Follow up with staff that are essential with an in person call (not a blanket email).	1-29-2021
Review Hybrid schedule	1-28-2021
Review daily cleaning plan with custodial team	
Cohort A is A-L and Cohort B is M-Z. Send Raymond Williams in transportation your cohorts by 1/29 so that communication to families on routes goes out.	Underway
Create your no sub rotation plan	9-9-2020
Communicate & push the parent app for attestation	Ongoing – Weekly emails and calls

Hybrid Review Plan 2021 Gray Middle School (School)	
Plan Components	Action Plan Details
Attestation Process	Attestation Protocol
Arrival & Dismissal	<p>Describe system for dropping off and picking up (valet) students that keeps families at least 6 feet from each other and reduces need to enter the school.</p> <ul style="list-style-type: none"> • Outdoor signage • Indoor signage • Markings on floor in common areas • Markings on floor in main office/attendance zone • For early pickup, use our mobile office station at the main entrance to limit visitors inside. • For early dismissal, use early pickup system or phone. <p>Who will provide supervision?</p> <p><u>Screening:</u></p> <ul style="list-style-type: none"> • Administrators (2) • Paraeducators (3) • Security (1) • OP (2) • Teacher Librarian (1) • Instructional Coach (1) • Nurse (1) – As needed <p><u>Staging (Classrooms with lunch):</u></p> <ul style="list-style-type: none"> • Advisory or 1st Period teachers <p>Where will students enter the building? Where will students go when they enter the building?</p> <ol style="list-style-type: none"> 1. Main Gym – bus riders only 2. Main Entrance – walkers and car drop off 3. Developmental Program – 6th Grade pod entrance <ul style="list-style-type: none"> • Walkers/Car drop off who arrive prior to 11:15 will report to cafeteria staging area after screening then to classrooms. • Bus riders will stay together in lanes in the gym after screening then to classrooms

	<p>What is your dismissal process? Where will students exit the building?</p> <p>Staggered release:</p> <ol style="list-style-type: none"> 1. Bus riders released to closest Tyler Street exit in proximity to their last class. 2. Walkers/Car drop offs released to closest Tyler Street exit in proximity to their last class. <p>Other:</p> <ul style="list-style-type: none"> • One-way traffic flows • Greet students at their vehicle and/or busses • Markers and signage on walkways
<p>Health Room & Isolation Process</p>	<p>Follow these steps when students show symptoms of COVID:</p> <ul style="list-style-type: none"> • Call for an escort x5212 • Student placed in isolation room • Nurse will assess student • Do not send students to nurse's office unless for medication, injury, etc. Call ahead. <p><u>Parents will be called for pick up when:</u></p> <ul style="list-style-type: none"> • Any class A symptom of any duration, or • 2 or more class B symptoms of any duration, or • 1 or more class B symptom lasting more than 24 hours <p><u>Class A Symptoms:</u></p> <ul style="list-style-type: none"> • Fever (100.4 degrees or higher) • Cough • Loss of sense of taste and/or smell • Shortness of breath <p><u>Class B Symptoms:</u></p> <ul style="list-style-type: none"> • Fatigue • Headache • Muscle or body aches • Sore throat • Congestion or runny nose • Nausea or vomiting • Diarrhea (defined as 2 or more loose stools in 24 hours)

Principals will determine cohorts & then communicate to transportation	<p>How many students in your alpha groupings? (Cohort A: A-L Monday & Tuesday in person, Cohort B: M-Z Thursday & Friday in person) Total: Cohort A: TBD 2-10-21 Cohort B: TBD 2-10-21</p> <p>6th Grade Cohort A: TBD 2-10-21 6th Grade Cohort B: TBD 2-10-21</p> <p>7th Grade Cohort A: TBD 2-10-21 7th Grade Cohort B: TBD 2-10-21</p> <p>8th Grade Cohort A: TBD 2-10-21 8th Grade Cohort B: TBD 2-10-21</p>
Lunch & Supervision	<p>Where will students eat lunch? Classrooms – TBD by Safety Committee</p> <p>With whom? (Who is supervising students?) Teachers</p> <p>Considerations: Students will transition from the screening area to either a staging area if early or their first class. If class is advisory, they will transition to 1st period staggered. All students are organized in “bubble” groups so that the same group of students travels together for 1st-3rd or 4th-6th periods.</p>
Daily cleaning	<p>Spray all hard surfaces when students leave classrooms and air dry</p> <p>Spray all hard surfaces before leaving in evening (manipulatives, makers, pencils, chairs, tables, etc.). Spray all high traffic touch points (doorknobs, handles, etc.)</p>