

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.



Potential
large isolation
spots #2

Potential
Isolation spot
#1
(small)

FIRST FLOOR PLAN

SCALE: 1"=40'

Jefferson



JEFFERSON ELEMENTARY
4302 NORTH 13TH STREET
TACOMA, WA 98406
FIRST FLOOR

Planning & Construction

Tacoma Public Schools

3223 South Union Avenue, Tacoma WA 98409

Jefferson Task List	
Task	Completion Date
Review screening protocols	1/4
Prepare classrooms based on your enrollment ensuring desks are 6 feet apart in Kindergarten classrooms	1/4
Review PPE guidelines & follow up if you have needs	1/5
Review Communication Timeline from PIO on talking points	1/8
Schedule a staff meeting by 1/8, take attendance, & go over the reopening plan	9/24, will follow up with staff individually before each phase of re-opening.
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).	1/4
Review K hybrid schedule	1/4
Review daily cleaning plan with custodial team	1/5
Principal determines cohorts for Kindergarten. Cohort A is A-L and Cohort B is M-Z. Send Raymond in transportation your cohorts by 1/7 so that communication to families on routes goes out.	1/4
Create your no sub rotation plan	1/4
Communicate & push the parent app for attestation	This has happened weekly since the app's creation. Teachers are connecting with parents who have yet to sign up.

Plan 2021 Jefferson Elementary 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> <p>Arrival at School / Attestation</p> <ul style="list-style-type: none"> • Start time is 9:45. Student arrival will begin at 9:30. • All students and staff will need to complete the daily health survey before they can enter the building. Parents will be asked to do this <u>before</u> they arrive at school through the TPS Parent App. • Morning Support Assignments: <ul style="list-style-type: none"> ○ Curb- Jim <ul style="list-style-type: none"> ▪ Checking health survey status before students leave car. ○ Front Door- Tammy <ul style="list-style-type: none"> ▪ Checking health survey status of walk ups. ○ Inside Entryway- Lynette <ul style="list-style-type: none"> ▪ Helping to direct students. Assisting parents with completion of health survey. Available to support the front door, gym, or office if needed. ○ Bus Door- Lora <ul style="list-style-type: none"> ▪ Checking health survey status of students coming off busses. ○ Gym- Cindy <ul style="list-style-type: none"> ▪ Queue for students who have not completed health survey. ○ Cafeteria- Mark <ul style="list-style-type: none"> ▪ Supporting grab and go breakfast. ○ Primary Hallway- Kyla <ul style="list-style-type: none"> ▪ Roaming supervision of students who have been cleared and reported to classroom for independent learning time. ○ Intermediate Hallway- Marycarol <ul style="list-style-type: none"> ▪ Roaming supervision of students who have been cleared and reported to classroom for independent learning time.

Upon completion of student arrival support staff will begin calling families of students who did not come to school with the health survey completed.

Breakfast is grab and go. Students who eat breakfast will pick it up in the cafeteria and bring it to their classroom.

Who will provide supervision?

See above

Where will students enter the building? Where will students go when they enter the building?

See above

What is your dismissal process? Where will students exit the building?

Dismissal

- Dismissal time is **3:25**. Transition to busses and dismissal will begin at 3:15.
- Exit doors to the playground:
 - **Main entryway doors by the cafeteria:** Brydson, Rorty, Monson, Bennett, Leonard, Chow-Miller, Carbone
 - **Side door adjacent to Hughes/Brodahl's class:** Bauer, Brodahl, Hughes, Findlay, Hartman, Perkins
- Very little change. Families still meet students under covered area/playground. Busses still queued in cafeteria/gym area with social distancing.
- No families will be allowed to wait in the entryway or inside the building.
- Staggered release times. Para will dismiss classes one at time and will coordinate dismissal inside the building.
- Teachers are to spray down surfaces (desks, countertops, door handles) when students leave. Just spray and walk away, no need to rub or wipe spray dry.

Considerations:

Consider staggering drop off & pick up times for various groups

Label one-way traffic flows

	<p>Greet students at their vehicle and/or busses</p> <p>Place markers and signage on walkways</p> <p>Determine where students will go, line up zone, to be able to be socially distanced while waiting to enter classroom after the screening attestation process is complete</p> <p>One suggestion could be to enter cafeteria and sit at a class table sitting 6 feet apart to confirm attestation process, with assigned seats to ensure contact tracing</p>
Health Room & Isolation Process	<p>Isolation room #1- Conference room</p> <p>Isolation room #2- Activity room</p>
K cohorts (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)</p> <p>K class 1 Cohort A: 8 K class 1 Cohort B: 4</p> <p>K class 2 Cohort A: 9 K class 2 Cohort B: 5</p>
Lunch & Supervision	<p>What is your lunch plan? Supervision? (Teachers will need their 30 minutes of duty-free lunch). Planning is covered within the schedule.</p> <p>Lunch</p> <ul style="list-style-type: none"> • Grab and Go • Lunch eaten in classroom, supervised by roaming support staff. • This will also be the teacher's duty-free lunch. Library, cafeteria, staff room are quiet eating areas for classroom teachers. • Lunches will be DELIVERED to each classroom (if possible).

	<ul style="list-style-type: none"> • Garbage cans will be in hallways. • Schedule: <ul style="list-style-type: none"> ○ K/1- 11:30-12:00 (Lynette/Diane) ○ 2/3- 11:45-12:15 (Kyla/MC) ○ 4/5- 12:00-12:30 (Lynette/Diane) ○ SAIL- 12:15-12:45 (Lynette/Diane) <p>Considerations:</p> <p>Could be lunchroom if 6 feet apart or classrooms with supervision</p> <p>Breakfast is “Grab & Go” and eaten within their classroom. Garbage cans will be located outside the classroom for disposable.</p> <p>Create a lunch schedule that limits gatherings and does not mix classes of students in the cafeteria or other communal spaces. Keep cohorts/classes together. If classes are eating in the cafeteria while socially distanced in classroom cohort, they should have an assigned seat in case contact tracing needs to be done. If more than one class of students is scheduled to be in the cafeteria at one time keep the classes separated, with separate flows of traffic to minimize mixing out of cohort interaction.</p> <p>If there are other communal spaces that students could eat their lunch in look at using that as additional alternative space.</p> <p>Based on your master schedule if teacher’s contractual 30-minute uninterrupted lunch can be met by a 30-minute recess consider having students eat meals in their classroom through grab and go services.</p>
Recess Plan	<p>What is your recess plan? Supervision? How will you socially distance your classes?</p> <p>Recess</p> <ul style="list-style-type: none"> • Supervised by classroom teachers. • Some classes share a recess time. Teachers and Principal will work together to create zones on the playground. Each class must stay in their designated zone to avoid exposure between classes/cohorts.

Recess (Teachers cover)	Class/Grade
10:30-11:00	Hartman / Perkins
11:00-11:30	Monson (AM)
11:30-12:00	Carbone / Findlay
12:00-12:30	Bennett / Bauer
12:30-1:00	McLaughlin
1:00-1:30	Chow-Miller
1:30-2:00	Hughes/Brodahl/Leonard
2:00-2:30	Monson (PM)
2:30-3:00	Rorty / Brydson

Walking the Track (optional, teachers cover)	Class/Grade
10:55-11:10	Leonard
11:15-11:30	Rorty
11:30-11:45	Hughes
12:00-12:15	Perkins
12:15-12:30	Brodahl
12:30-12:45	Brydson
12:45-1:00	Hartman
1:20-1:35	Bennett
1:40-1:55	Findlay
2:20-2:35	Bauer
2:40-2:55	Carbone

	<p>Considerations:</p> <p>One possibility to have 3 classes outside at one time. Create multiple clearly defined play areas depending on your specific campus. (i.e. Zone 1 Play toy, Zone 2 Field, Zone 3 Play shed.)</p> <p>Create a daily rotating schedule throughout the week. Stagger entry/exit times to ensure no intersecting of cohorts. Or create separate entry/exit routes to ensure no intersecting of cohort.</p> <p>Stagger recess times to reduce the number of students at one time. Students need to clean their hands after outdoor play.</p>
Daily cleaning	<p>Spray all hard surfaces when entering rooms and air dry</p> <p>Spray hard surfaces and materials between classes. Spray all hard surfaces before leaving in evening (manipulatives, makers, pencils, blocks, chairs, tables, etc.).</p> <p>Spray all high traffic touch points (doorknobs, handles, etc.)</p>