

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):

<input type="checkbox"/> Spacing for customers:
<input type="checkbox"/> Spacing for employees:
<input type="checkbox"/> Approximate sq. ft. /# of customers allowed:
<input type="checkbox"/> Limit number of customers:
<input type="checkbox"/> Limit number of employees:
<input type="checkbox"/> Physical barriers:
<input type="checkbox"/> Visual cues or signs:
<input type="checkbox"/> 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.

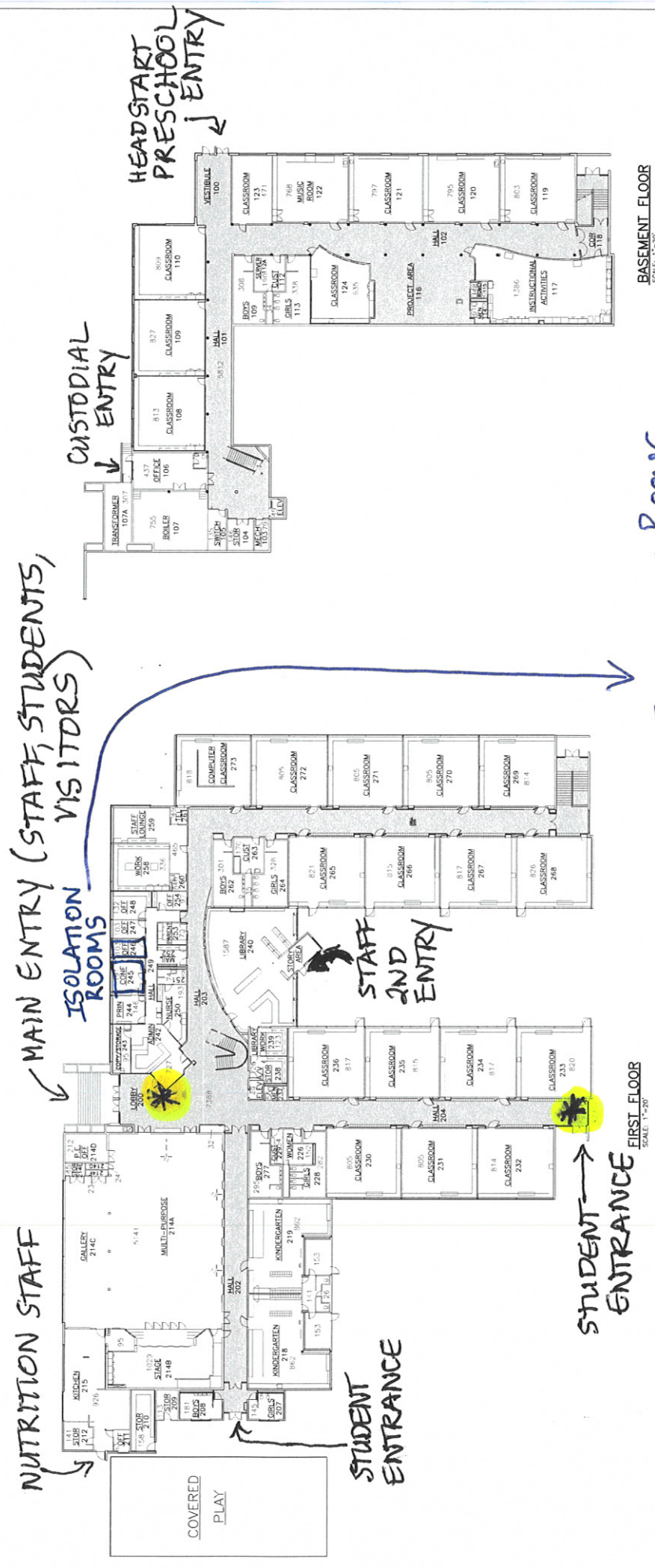
View other resources to help you reopen safely at tpchd.org/safestart.

Adapted from Kittitas County.

253-571-7272
WHITMAN ENTRANCES

* KIOSK LOCATIONS

← 39th ST. →



← 40th ST. →

ISOLATION ROOMS

- ROOM 245
- ROOM 246

SUPERVISORS

- AMANDA NELSON X 7257
- 253-224-8563
- ANNE JACOT X 7251
- 253-677-5828

WHITMAN ELEMENTARY
1120 S. 39TH ST.
TACOMA, WA 98408
FLOOR PLAN

Planning & Construction
Tacoma Public Schools
3223 South Union Avenue, Tacoma WA 98409

Reopening Task List – Whitman Elementary	
Task	Completion Date
Review screening protocols	1/6/21
Prepare classrooms based on your enrollment ensuring desks are 6 feet apart in Kindergarten classrooms	Sept. 2020 and reviewed 1/6/21
Review PPE guidelines & follow up if you have needs	1/6/21
Review Communication Timeline from PIO on talking points	Reviewed again 1/8/21
Schedule a staff meeting by 1/7, take attendance, & go over the reopening plan	1/6/21, reopening plan discussed, attendance taken
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).	1/5/21-1/7/21
Review K hybrid schedule	1/6/21
Review daily cleaning plan with custodial team	Reviewed again 1/7/21
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.	Already completed but reviewed 1/6/21. Information sent.
Create your no sub rotation plan	The only people available for the rotation are: counselor, family liaison, LAP teacher, coach and principal.
Communicate & push the parent app for attestation	Ongoing since the beginning of the year many Sundays via School Messenger phone calls/ emails/texts, newsletters/handouts, teacher and secretary communication.

Reopening Plan 2021 – Whitman Elementary School	
Plan Components	Action Plan Details
Attestation Process	<p>Attestation Protocol – Document not opening</p> <p>All designated staff will check, when possible, directly with parents/guardians who are dropping off students about whether the survey was complete. Staff at busses will check on their devices whether the survey was complete. All parents/guardians who haven't completed the survey will be called and reminded to do so. Students who are waiting for parents/guardians to respond will be escorted to the gym. Distancing measures will be followed. Possible temperature checks.</p>
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><u>40th STREET DROP OFF/WALKERS:</u> *Amanda and Nora</p> <ul style="list-style-type: none"> • Ensuring students are safely exiting their vehicles and enter the building by Godderis' room. Kindergarten will assemble under the covered paly area, lining up on painted lines. Teachers will escort to class in single file lines on one side of building. (When more students arrive, there will be additional pathways to class including some classrooms' outside doors and other building exits as needed. Teachers will supervise.) • Checking with parents/guardians to ensure the daily COVID-19 attestation survey is complete. • Greeting students/families and keeping a steady flow of cars through the drop-off area. • Ensuring distancing by using painted markers on the concrete <p><u>BUS ZONE:</u> Anne* & Interns/Brent</p> <ul style="list-style-type: none"> • Checking to ensure each student exiting the bus has completed the daily COVID-19 attestation survey. • Support the entrance line into building (K to covered play area) • Custodian will wheel out the bus cart and garbage can and place on sidewalk for bus drivers each AM and PM.

	<p><u>MAIN DOORS:</u> Tracy* and Alex</p> <ul style="list-style-type: none"> • Greeting students as they enter the main hall from busses to walk to class in single file lines on one side of hall. • Ensuring students are at least 6' apart, walk to gym and sit on X to wait for COVID survey assistance, or walk to class. <p>Who will provide supervision? See above – previous page.</p> <p>Where will students enter the building? See above - previous page</p> <p>What is your dismissal process? Where will students exit the building? The opposite of what's written above. More staggering will occur as more students come back to school.</p> <p>Considerations: One-way traffic flows; greet students at their vehicle and/or busses</p>
<p>Health Room & Isolation Process</p>	<p>Health Room will only be used for situations that are non-covid related.</p> <p>There are two isolation rooms which can be used to isolate anyone with symptoms. Teachers will call the office if a student is ill and will be escorted to an isolation room where symptoms will be checked. The isolation room will be monitored by an adult who has been fitted with an N95. Student (or adult) will remain in isolation room until a parent/guardian arrives for pick up. Student will be escorted to the front doors to unite with parent/guardian.</p>
<p>K cohorts (Principals will determine cohorts & then communicate to transportation)</p>	<p>How many students in your alpha groupings</p> <p>K class 1 (Wurts) Cohort A: 6 K class 1 (Wurts) Cohort B: 9 (Keeping EL students together)</p> <p>K class 2 (Trotter) Cohort A: 8 K class 2 (Trotter) Cohort B: 7</p> <p>K class 3 (Morton) Cohort A: 8 K class 3 (Morton) Cohort B: 7</p>

<p>Lunch & Supervision</p>	<p>What is your lunch plan? Supervision?</p> <p>Lunch is “Grab & Go” and eaten in classrooms. Kindergarten meals will be delivered to classrooms. Garbage cans will be located outside classrooms for disposable.</p> <p>Lunchroom is marked with 6 feet distancing markings</p> <p>When more students come, the lunch schedule will be adjusted to possibly have some students in the cafeteria. They’ll be seated with distancing in mind. Cohorts/classes remain together and will not mix.</p> <p>Teacher’s contractual 30-minute uninterrupted lunch will be met by a 30-minute recess because students eat meals in classrooms through grab and go services. This may change when more and more students return.</p>
<p>Recess Plan</p>	<p>What is your recess plan? Supervision? How will you socially distance your classes?</p> <p>Considerations: 3/4 classes outside at one time. There are multiple, clearly defined play areas that will rotate throughout the week. (i.e. Zone 1 small play toy area, Zone 2 covered play area and swings, Zone 3 upper playfield and big toy, possible Zone 4 upper playfield on track and field)</p> <p>Recess times staggered and entry/exit locations staggered to ensure no intersecting of cohorts.</p> <p>Students will clean their hands after outdoor play.</p>
<p>Daily cleaning</p>	<p>Spray all hard surfaces and manipulatives used at the end of each day and let air dry.</p> <p>Sanitizing wipes and handwashing used throughout the day as needed.</p> <p>Spray all high traffic touch points (doorknobs, handles, etc.)</p>