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: TPS#10- Lincoln	
Address: 701 37th ave so	
Hours of operation: 7am-330pm	
Number of employees: approx. 124	
Date of plan: 9.1.20	**Last updated:** monthly

COVID-19 supervisor: Logic Amen	
Phone: 253.571.6660	**Email:** lamen@tacoma.k12.wa.us

**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:** We have signage on the floor and wall enforcing 6 feet dist and staff
- ■ **Spacing for employees:** We have signage on the floor and wall enforcing 6 feet dist.
- ■ **Approximate sq. ft. /# of customers allowed:** five people per room
- ■ **Limit number of customers:** markings identifying spacing from front desk out the front entrance
- ■ **Limit number of employees:** select entrances identified for staff
- ■ **Physical barriers:** N/A
- ■ **Visual cues or signs:** Signs posted
- ■ **Different service model:** (call in, drive through, virtual) staggered work schedule, virtual meetings

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

Adapted from Kittitas County.

Tacoma-Pierce County Health Department
Healthy People in Healthy Communities

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) TPS has posted signs informing staff to regularly wash hands
- ■ **Sanitizing of hands:** (location of hand sanitizer stations) Hand sanitizer has been placed throughout work areas
- ■ **Covering coughs and sneezes:** (locations of tissues) Random placements - offices & restrooms
- ■ **Provide reminders:** (signs, flyers, announcements, etc.) All main entrances have informed Covid 19 processes
- ■ **Face coverings:** (notices for customers, required for all workers) State Mandated

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

- ■ **Cleaning high touch areas:** (frequency, what surfaces does this include) daily-during work week
- ■ **General cleaning practices:** (frequency, how will you monitor cleaning) daily-during work week
- ■ **PPE needed:** (specific for cleaning) gloves
- ■ **Disinfectant used:** (type, contact time required) District approved
- ■ **Safety Data Sheets (SDS) for products:** Available by custodian

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:** At main entrance
- ■ **Eye protection:** For students who have intellectual disabilities and who need toileting.
- ■ **Gloves:** For students who have intellectual disabilities and who need toileting.
- ■ **Gowns or capes:** For students who have intellectual disabilities and who need toileting.

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Tacoma-Pierce County Health Department
Healthy People in Healthy Communities

Health screenings

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

- [x] **Temperature checks:** (at workplace or home) at workplace or home (self check)
- [x] **Thermometer used:** (touch/no touch, cleaning process) at work - no touch
- [x] **Symptoms screened:** per checklist
- [x] **PPE needed for health screenings:** face mask, eye protection, gown & gloves

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:

- [x] **How employee notifies employer:** Call in or email
- [x] **When to go home:** Do not come to work if sick - if feeling ill after being at work notify supervisor
- [ ] **Sick leave policy:** per individual
- [x] **When employee can return to work:** After 14 days or negative testing results documentation
- [x] **Steps business will take if a sick employee was around others at facility:** Contact time questions then follow the guidance from the Health Department

Exposure response

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

- [x] **Incident reporting:** Kiosk questionnaire then Covid Supervisor follow up
- [x] **Site decontamination procedure:** Site to be shut down if more than 2 cases
- [x] **Post exposure incident recovery plan:** Site cleaning

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.

- [x] **Frequency of training:** Safe schools - mandatory prior for return to work
- [x] **Training method:** (in person, video, email, etc.) Video
- [x] **Topics covered** (symptoms of COVID-19, prevention steps, hygiene etiquette, etc.) All Covid 19 related
- [x] **Training attendance records:** All staff receive a certificate of completion

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.

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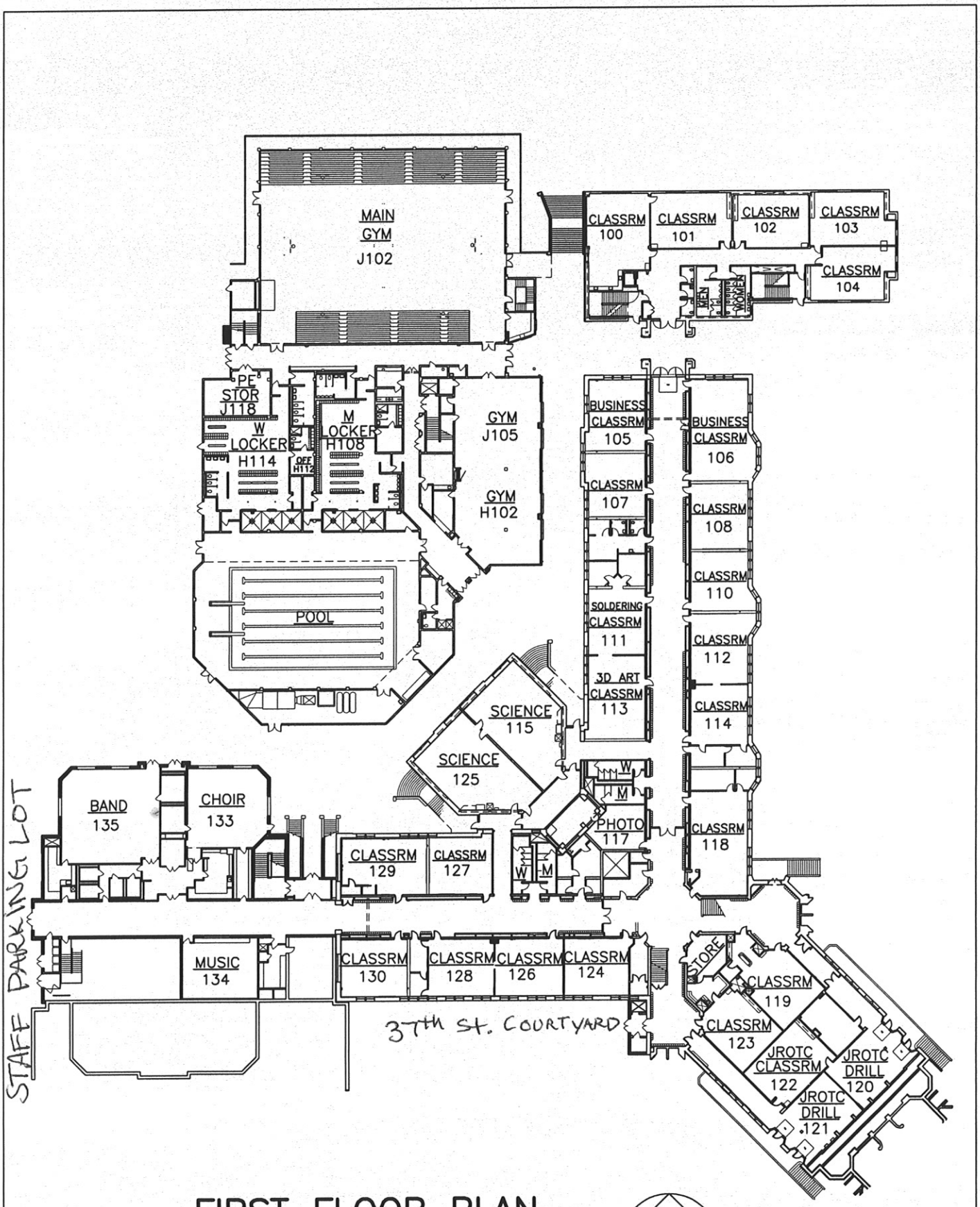
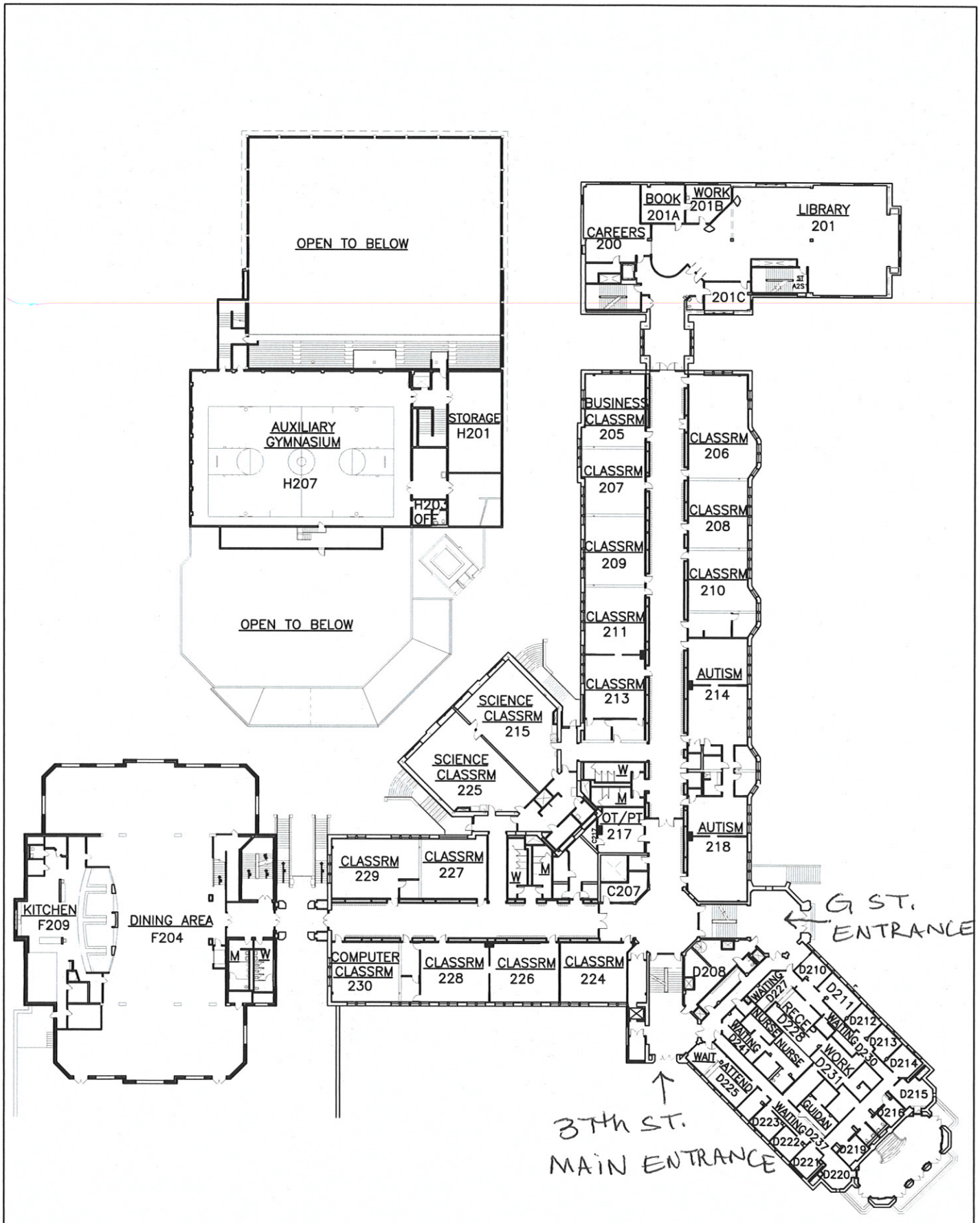
Adapted from Kittitas County.

Tacoma-Pierce County Health Department
Healthy People in Healthy Communities



FIRST FLOOR PLAN
LINCOLN HIGH SCHOOL

N.T.S.



SECOND FLOOR PLAN
LINCOLN HIGH SCHOOL

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	1.16.21
Prepare classrooms based on your enrollment ensuring desks are 6 feet apart in all classrooms	1.16.21
Review PPE guidelines & follow up if you have needs	1.16.21
Review Communication Timeline from PIO (when developed) on talking points	1.19.21
Schedule a staff meeting by 1/29, take attendance, & go over this reopening plan	1.27.21
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).	1.25.21
Review Hybrid schedule	1.13.21
Review daily cleaning plan with custodial team	1.16.21
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.	1.28.21
Create your no sub rotation plan	
Communicate & push the parent app for attestation	1.19.21

Hybrid Review Plan 2021_____ (School)	
Plan Components	**Action Plan Details**
Attestation Process	Attestation Protocol
Arrival & Dismissal	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. *Students will enter the building at two locations: 37th street and G street entrances. There is markings and signage to help enforce six feet of social distancing.* Who will provide supervision? Supervision will be provided by para support, security and admin. Where will students enter the building? Where will students go when they enter the building? Students will enter the building at two locations: 37th street and G street entrances. There is markings and signage to help enforce six feet of social distancing. Para spport, security and admin will direct students on which location to enter and help enforce six feet of distancing. What is your dismissal process? Where will students exit the building? Students will exit out of the G street exits but the statue and post office if they are taking transportation from school. Student will exit out of the staff parking lot exit on the first and second (by cafeteria) if they are walking, driving, or parent/guardian pick up. Students will exit out of the front entrance on 37th street if they are) if they are walking, driving, or parent/guardian pick up. ❖ We will consider staggering the dismissal and exit of students if hallways are too congested to practice six feet of social distancing.

	Considerations: Consider staggering drop off & pick up times for various groups Label one-way traffic flows Greet students at their vehicle and/or busses Place markers and signage on walkways Determine where students will go after the screening attestation process is complete
Health Room & Isolation Process	Fill in *Theater dressing room* *PT room across from room 214* *Designated area of room 214*
Principals will determine cohorts & then communicate to transportation	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: Cohort B: 6th Grade Cohort A: 6th Grade Cohort B: 7th Grade Cohort A: 7th Grade Cohort B: 8th Grade Cohort A: 8th Grade Cohort B:
Lunch & Supervision	Where will students eat lunch? *Students will eat in classroom. Security/para support is assigned to delivering all meals.* With whom? (Who is supervising students?) *Teachers, admin, para support and security will support student supervision.*

	Considerations: Keep classes together. If classes (advisory) are eating in the cafeteria while socially distanced in classroom cohort, they should have an assigned seat in case contract tracing needs to be done. N/A If there are other communal spaces that students could eat their lunch in look at using that as additional alternative space. N/A
Daily cleaning	Spray all hard surfaces when students leave classrooms and air dry Spray all hard surfaces before leaving in evening (manipulatives, makers, pencils,chairs, tables, etc.). Spray all high traffic touch points (doorknobs, handles, etc.)