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.

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)

☐ **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

☐ **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:**

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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:

☐ **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:**

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Adapted from Kittitas County.

Tacoma-Pierce County
Health Department
Healthy People in Healthy Communities
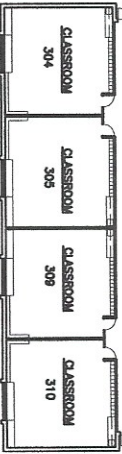
FLOOR PLAN

SCALE: 1" = 50'

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LARCHMONT ELEMENTARY SCHOOL
8601 EAST B STREET
TACOMA, WA 98445
FLOOR PLAN

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

CLASSROOM 123
CLASSROOM 122
CLASSROOM 121
CLASSROOM 116
CLASSROOM 115
CLASSROOM 112
CLASSROOM 110
CLASSROOM 109
CLASSROOM 512
CLASSROOM 511
OFFICE 511A
120 119 118 117 114 113
LRC 111
TEST 511A
COMP 510B
GIRLS
BOYS
129
CLASSROOM 127
CLASSROOM 128
CLASSROOM 130
CLASSROOM 101
WORK 102
STAFF 103
CLASSROOM 104
CLASSROOM 105
OFFICE 301
WORKSHOP 503
502
FINE MOTOR THERAPY RM 510
OFFICE 509
GROSS MOTOR THERAPY RM 508
BOYS GIRLS
203
OFFICE 200
205 204
202
201
OBSERVATION 504
KITCHEN 506
PRESCHOOL 505
PRESCHOOL 507
OFFICE 505A
SCIENCE 207
206A
LIBRARY 206
206B
CLASSROOM 302
CLASSROOM 301
IBM LAB 208
209
212
BOYS GIRLS
CLASSROOM 304
CLASSROOM 305
CLASSROOM 309
CLASSROOM 310
CLASSROOM 306
JANITOR 305
APPLE LAB 330
ESL 300
GIRLS
BOYS
STAGE
MULTIPURPOSE 400
GYM 405
EFA 406
407
408
409
410
CLASSROOM 313
CLASSROOM 314
CLASSROOM 315
STORAGE
MUSIC 316
KITCHEN 404

__Larchmont Hybrid Review Task List	
Task	Completion Date
Review screening protocols	1/5-Scheduled for 1/13
Prepare classrooms based on your enrollment ensuring desks are 6 feet apart in Kindergarten classrooms	1/5
Review PPE guidelines & follow up if you have needs	1/5-Scheduled for 1/13
Review Communication Timeline from PIO on talking points	1/7
Schedule a staff meeting by 1/7, take attendance, & go over the reopening plan	1/5 scheduled for the 1/13
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).	1/6
Review K hybrid schedule	1/7
Review daily cleaning plan with custodial team	1/6
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.	1/5 sent to transportation
Create your no sub rotation plan	1/7-in process
Communicate & push the parent app for attestation	1/7-setting up interpreters, trial run, and getting list of current users.

Hybrid Review Plan 2021__Larchmont_____Elementary School	
Plan Components	**Action Plan Details**
Attestation Process	Attestation Protocol Slide 5, 6 and 31 of attached Power Point and Script 2 on family/parent app.
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. See family communication script 1 Who will provide supervision? Supervision Schedule. Sent out to impacted staff 1/8 for feedback. This will be sent out to whole staff by 1/13. Where will students enter the building? Where will students go when they enter the building? Slide 4, 5, 6, 7, and 31 of attached Power Point What is your dismissal process? Where will students exit the building? Slide 25 and 26 of attached Power Point
Health Room & Isolation Process	Slide 31
K cohorts (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) K class 1 Cohort A: 10 K class 1 Cohort B: 7 K class 2 Cohort A: 8 K class 2 Cohort B: 6
Lunch & Supervision	See slide 10-17 of attached Power Point

Recess Plan	What is your recess plan? Supervision? How will you socially distance your classes? See slide 18-22 of attached Power Point
Daily cleaning	Custodial document sent to staff. Office coordinator is making appointments with staff to review the document with them the week before their students start in person.