

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.

Northeast Tacoma Elementary Hybrid Review Task List	
Task	Completion Date
Review screening protocols	Staff meeting 1/6 and 1/13 (prelim and final protocol share)
Prepare classrooms based on your enrollment ensuring desks are 6 feet apart in Kindergarten classrooms	Kinder classes to have 15 desks, 6+ feet apart, labeled with student's names Cohort A and B every other seat to ensure even more spacing completed by 1/13
Review PPE guidelines & follow up if you have needs	Review with Safety team on 1/11 and whole staff 1/13
Review Communication Timeline from PIO on talking points	Staff meeting 1/13
Schedule a staff meeting by 1/7, take attendance, & go over the reopening plan	Held 1/6 and again 1/13 with additional finalized information
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).	Principal, IC, Counselor, Office Coordinator, Secretary, Nurse/LPN, 3 Kinder classroom teachers, LRC, ELL, 2 building paras, MOA Self contained teacher and 2 paras, 1 on1 para,
Review K hybrid schedule	Kinder teacher, LAP team reviewed and offered input, final distributed 1/13
Review daily cleaning plan with custodial team	Custodial team is inconsistent, subs daily. Printed district custodial, daily cleaning protocol- posted on every day door way, to be signed and dated daily by whichever custodial staff cleans space.
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.	Cohorts determined 1/7 and sent to transportation. Shared in message out to families 1/10 in message, to staff 1/13 and again to Kinder families 1/14 and 1/15 during informational meetings.
Create your no sub rotation plan	IC, Counselor, Principal in rotation along with para support
Communicate & push the parent app for attestation	Multiple calls of reminder to families 1/6, 1/10, 1/14, 1/17

Hybrid Review Plan 2021 Northeast Tacoma Elementary School

Plan Components	Action Plan Details
Attestation Process	Attestation Protocol – shared with all families repeatedly
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>Who will provide supervision? IC, Principal, Counselor, 2 paras, classroom teachers, 2 office staff, nurse, LRC,MOA staff (4 staff)</p> <p>Where will students enter the building? Where will students go when they enter the building? Drop off valet in loop, attestation checked, offer temp. checks. No parent exits car. Busses and walk ups at back gate, staff will check attestation and offer temp. checks as well. Staff enter 2 doors of atrium (monitored by staff), enters cafeteria/gym to stand on marked places on the floor, classroom teacher is waiting and when students arrive- teacher to take entire class to their room- staggered exits by 3 minutes, to keep halls clear.</p> <p>What is your dismissal process? Where will students exit the building? Paras and 1 additional staff to take each classes bussers. Classroom teachers to take parent pick ups. All groups staggered by 3 minutes so halls remain clear.</p> <p>Considerations:</p> <p>Consider staggering drop off & pick up times for various groups</p> <p>Label one-way traffic flows</p> <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>
<p>Health Room & Isolation Process</p>	<p>Isolation room beside nurses office, in conference room.</p>
<p>K cohorts (Principals will determine cohorts & then communicate to transportation)</p>	<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:8</p> <p>K class 2 Cohort A:8 K class 2 Cohort B:8</p> <p>K class 3 Cohort A:8 K class 3 Cohort B:8</p>
<p>Lunch & Supervision</p>	<p>What is your lunch plan? Supervision? (Teachers will need their 30 minutes of duty-free lunch). Planning is covered within the schedule.</p> <ul style="list-style-type: none"> Teachers supervise class during lunch in classrooms. 2 paras and additional staff member to supervise recess in 3 zones on a 9-minute rotation for 30 minutes with time for hand washing before and after recess. <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>
<p>Recess Plan</p>	<p>What is your recess plan? Supervision? How will you socially distance your classes?</p> <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>
<p>Daily cleaning</p>	<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.). Spray all high traffic touch points (doorknobs, handles, etc.)</p>
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