

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:

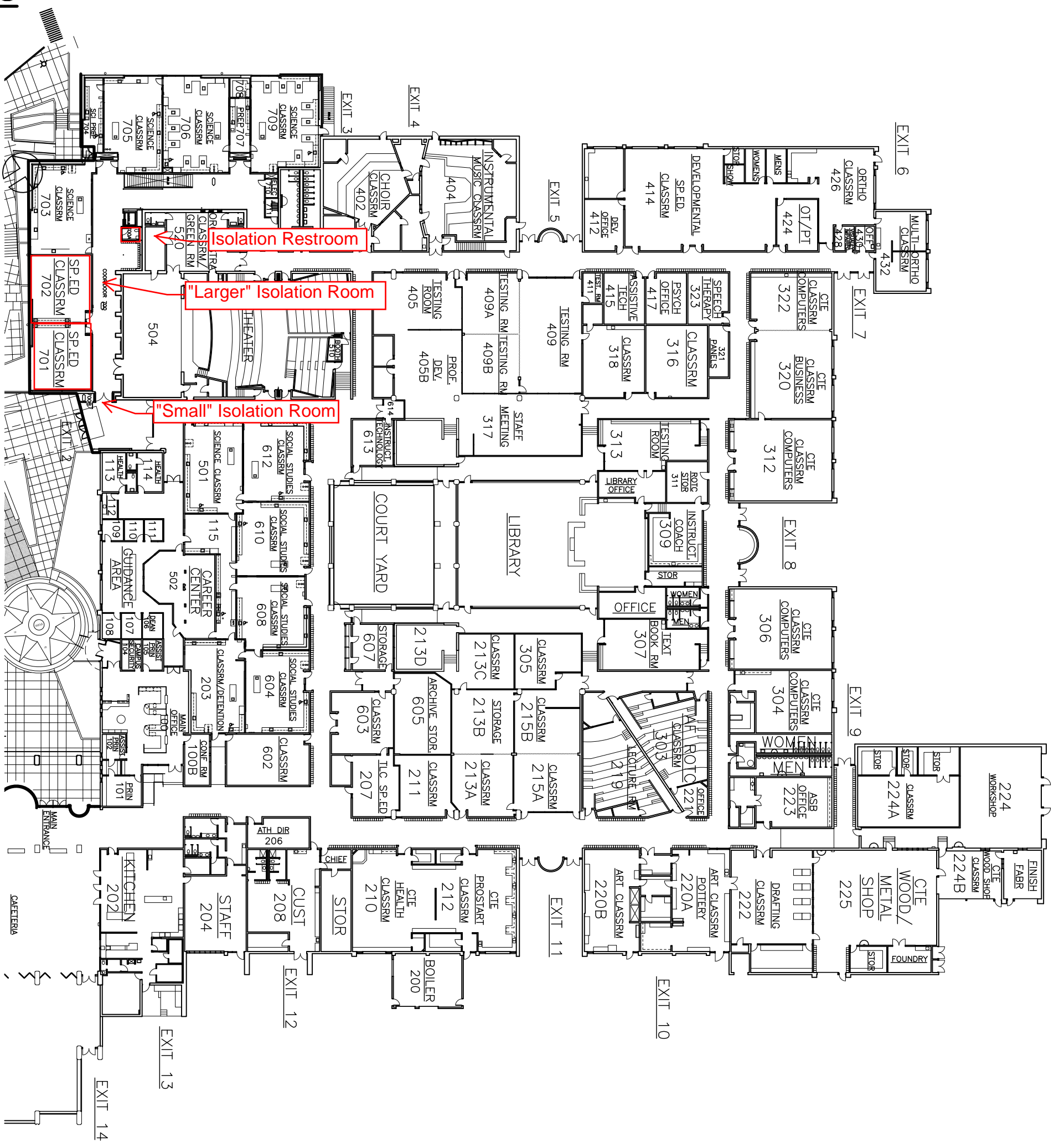
Tacoma-Pierce County Health Department COVID-19 Safety Plan Template doesn't guarantee the health and safety of the employees, or the patrons that receive goods and or services from the establishment listed within this business safety plan.

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

Adapted from Kittitas County.

FOSS 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).

| Henry Foss High School Hybrid Review Task List | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Task | Completion Date |
| Review screening protocols | 8/1/2021 |
| Prepare classrooms based on your enrollment ensuring desks are 6 feet apart in all classrooms. | 7/15/2021--started 8/30/2021--completed |
| Review PPE guidelines & follow up if you have needs. | 1/20/2021 (ongoing weekly) |
| Review Communication Timeline from PIO (when developed) on talking points. | We continue to follow the talking points developed by the PIO weekly. |
| Schedule a staff meeting by 1/29, take attendance, & go over this reopening plan. | 1/26/2021 – And explained detailed plan will continue to be available in our OneNote under Content on the Safety Tab. There are several dedicated pages relating to COVID processes. Persons attending meeting: Ness, Yuong, Fisher, Falconer, Fullerton, Murnen, Parks, Phillips, Hong, Levens, Swenson, McCulloch, Leo, Purdy, Harris-Clement, Diamond, Bassen, Ptolemy, Bailey, Klein, Young, Spray, Boyden, Jones, Crabtree, Hopkins, Naccarato-Gomez, Kurimura, Yost, Merrill, Stroud, Greer, Langton, Havens, Selig, Powers, Kunkle, Horner, Baker, Kagochi. |
| 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). | See Information Below. |
| Review Hybrid schedule. | 1/25/2021 - sent to staff 1/26/2021 - staff meeting to discuss |
| Review daily cleaning plan with custodial team. | 1/20/2021 |
| Cohort A is A-L and Cohort B is M-Z. t Send Raymond Williams in transportation your cohorts by 1/29 so that communication o families on routes goes out. | 1/28/2021 |

| Henry Foss High School Hybrid Review Task List | |
|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| Task | Completion Date |
| Create your no sub rotation plan. | Depending on the day of the week and where plan periods are identified becomes the rotation for requesting class coverage. |
| Communicate & push the parent app for attestation. | See Information Below. |

| Hybrid Review Plan 2021: Henry Foss High School | |
|-------------------------------------------------------------------------|--------------------------------------|
| Plan Components | Action Plan Details |
| Attestation Process | Attestation Protocol |
| Arrival & Dismissal | See Information Below. |
| Health Room & Isolation Process | See Information Below. |
| Principals will determine cohorts & then communicate to transportation. | See Information Below. |
| Lunch & Supervision | See Information Below. |
| Daily cleaning | See Information Below. |

Henry Foss High School

Hybrid Protocols 2021

Review Screening protocols

- Communication regarding the Family App has been sent to all parents through Sunday messages, website advertisement, and specific messaging to parents who had not registered in the family app.
- Parents are asked to complete a daily Covid-19 survey (attestation) prior to students' arrival to school. Once students arrive to school, they will be met at the doors of the commons area to be checked in for completed attestations.
- For students who do not have a completed attestation, they will be asked to complete one by paper assisted by appropriate staff.

- Once the paper attestation is complete, it will be entered into Basecamp and the paper attestation will be filed for future reference.
- Students who are not able to complete a verbal/paper attestation will be escorted to a non-symptomatic isolation room (room 702) until a parent can be reached to determine a student's status.
- If a student does not have symptoms and a parent is reached, they will be allowed to attend classes.
- If a parent is not reached, they will be required to remain in the non-symptomatic isolation room until attestation can be completed or until the student is picked up by parent.
- Students who are experiencing symptoms of Covid-19 upon arrival will be required to go into the Covid isolation room (room 701) until they are picked up by a parent and their status will be entered into Basecamp denoting their required quarantine period and return to school date.

Classroom Social Distancing

- Administrators and custodial staff have measured the required 6ft distancing of all student and teacher desks in every classroom.
- Additional non-essential furniture (desk combos, extra bookcases and shelving, tables, chairs, desks, etc.) has been removed to ensure proper measured distancing.
- 6ft markers have been placed on floors outside of classrooms for students to maintain proper distancing while waiting to gain entry.
- Self-contained classroom (A.C.C.E.S.S) students have individual bins of learning materials and individually labeled desks as well as floor marking for student desk locations.

PPE Guidelines

- All staff, students, vendors, visitors must wear face masks upon entry into and during the time they are in the building. Masks will be available at dedicated entry points.
- All staff members working 1:1 with students that require them to be closer than 6ft apart will wear the appropriate PPE (N95 mask, face shield, gown, latex gloves).
- Masks are available in the main office for guests and staff that arrive without masks. Additionally, at points of entry for students, masks will be available for students.
- All classrooms have a desk immediately by the entry that has hand sanitizer for students to use upon entry as well as paper towels to wipe down their desks.
- All classrooms have a spray bottle of disinfectant to spray down the desks and chairs between classes and at the end of the school day.

Essential Staff

During the remote learning model essential staff (as defined by those expected to be in the building) are identified as the following:

- Admin Team
- Office Professionals
- Campus Security Off
- Certificated Staff supporting students scheduled in self-contained classroom
- Classified Staff supporting students scheduled in self-contained classroom
- Contracted personnel
- Health Room Staff

During the hybrid learning model, **all** staff members are identified as essential and expected to be present in the building (M/T/Th/F 7:05AM-2:35PM or hours defined by their MyTime schedule).

Hybrid Schedule

Henry Foss High School 2020-2021 Student & Teacher Schedule

| BELL SCHEDULE | Mondays / Tuesdays | Thursdays / Fridays | BELL SCHEDULE | Wednesdays <small>REMOTE FOR ALL STUDENTS</small> |
|----------------------------------------------|----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|----------------------------------------------|--------------------------------------------------------------------------------------|
| | <small>IN PERSON FOR ALL TEACHERS & COHORT A STUDENTS (COHORT B STUDENTS ASYNCHRONOUS)</small> | <small>IN PERSON FOR ALL TEACHERS & COHORT B STUDENTS (COHORT A STUDENTS ASYNCHRONOUS)</small> | | |
| 7:05am – 7:35am <i>30 minutes</i> | Teacher: “WAC” Time Student: Independent learning/asynchronous | Teacher: “WAC” Time Student: Independent learning/asynchronous | 7:05am – 8:35am <i>90 minutes</i> | Teacher: “WAC” Time & Late Start Time Student: Independent learning/asynchronous |
| 7:40am – 8:30am <i>50 minutes</i> | Teacher: Common Planning Student: Independent learning/asynchronous | Teacher: Common Planning Student: Independent learning/asynchronous | 8:35am – 9:25am <i>50 minutes</i> | Teacher: Common Planning Student: Independent learning/asynchronous |
| 8:30am – 8:50am <i>20 minutes</i> | Teacher: Prep for Day / Support Screening Student: Health Screening & Breakfast | Teacher: Prep for Day / Support Screening Student: Health Screening & Breakfast | 9:25am – 9:40am <i>15 minutes</i> | CLASS PERIOD: Seminar Teacher: Remote Synchronous Student: Remote ALL Students |
| 8:50am – 8:55am <i>5 minutes</i> | BREAK / PASSING PERIOD | BREAK / PASSING PERIOD | 9:40am – 9:45am <i>5 minutes</i> | BREAK / PASSING PERIOD |
| 8:55am – 10:05am <i>70 minutes</i> | CLASS PERIOD 1 / 5 Teacher: Live In-Person (Cohort A) Cohort B – Async per 1 / 5 | CLASS PERIOD 1 / 5 Teacher: Live In-Person (Cohort B) Cohort A – Async per 1 / 5 | 9:45am – 10:30pm <i>45 minutes</i> | SEMINAR ROTATION #1 Teacher: Remote Synchronous Student: Remote ALL Students |
| 10:05am – 10:10am <i>5 minutes</i> | BREAK / PASSING PERIOD | BREAK / PASSING PERIOD | 10:30am – 10:35pm <i>5 minutes</i> | BREAK / PASSING PERIOD |

| | | | | |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------|------------------------------------------------------------------------------------------|
| 10:10am – 11:20pm <i>70 minutes</i> | CLASS PERIOD 2 / Seminar Teacher: Live In-Person (Cohort A) Cohort B – Async per 2 / Seminar | CLASS PERIOD 2 / Seminar Teacher: Live In-Person (Cohort B) Cohort A – Async per 2 / Seminar | 10:35am – 11:20pm <i>45 minutes</i> | SEMINAR ROTATION #2 Teacher: Remote Synchronous Student: Remote ALL Students |
| 11:20am – 11:50pm <i>30 minutes</i> | Teacher: Duty Free Lunch Students Lunch Time in Cafeteria / Gym | Teacher: Duty Free Lunch Students Lunch Time in Cafeteria / Gym | 11:20am – 11:50pm <i>30 minutes</i> | Teacher: Duty Free Lunch Students Lunch Time |
| 11:50am – 11:55am <i>5 minutes</i> | BREAK / PASSING PERIOD | BREAK / PASSING PERIOD | 11:50am – 11:55pm <i>5 minutes</i> | BREAK / PASSING PERIOD |
| 11:55pm – 1:05pm <i>70 minutes</i> | CLASS PERIOD 3 / 6 Teacher: Live In-Person (Cohort A) Cohort B – Async per 3 / 6 | CLASS PERIOD 3 / 6 Teacher: Live In-Person (Cohort B) Cohort A – Async per 3 / 6 | 11:55pm – 1:05pm <i>70 minutes</i> | SEMINAR ROTATION #3 Teacher: Remote Synchronous Student: Remote ALL Students |
| 1:05pm – 1:10pm <i>5 minutes</i> | BREAK / PASSING PERIOD | BREAK / PASSING PERIOD | 1:05pm – 1:10pm <i>5 minutes</i> | BREAK / PASSING PERIOD |
| 1:10pm – 2:20pm <i>70 min</i> | CLASS PERIOD 4 /7 Teacher: Live In-Person (Cohort A) Cohort B – Async per 4 / 7 | CLASS PERIOD 4 / 7 Teacher: Live In-Person (Cohort B) Cohort A – Async per 4 / 7 | 1:10pm – 2:20pm <i>70 min</i> | SEMINAR ROTATION #4 Teacher: Remote Synchronous Student: Remote ALL Students |
| 2:20pm – 2:35pm <i>15 minutes</i> | Teacher: End of Day Prep Student: Transportation Home | Teacher: End of Day Prep Student: Transportation Home | 2:20pm – 2:35pm <i>15 minutes</i> | Teacher: End of Day Prep Student: Transportation Home |

Bell Schedule:

| | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Monday / Tuesday ALL Students Remote Until Further Notice During Hybrid: Date TBD Cohort A – In Person Cohort B - Asynchronous | Wednesday ALL Students Remote | Thursday / Friday ALL Students Remote Until Further Notice During Hybrid: Date TBD Cohort B – In Person Cohort A - Asynchronous |
| 7:05AM – 8:55AM Student Asynchronous Learning | 7:05AM – 8:35AM Late Start 8:35AM – 9:25AM Student Asynchronous Learning Common Planning for Staff | 7:05AM – 8:55AM Student Asynchronous Learning |
| 8:55AM – 10:05AM 1st Block / 5 th Block Classroom Instruction | 9:25AM – 9:40AM Seminar Falcon Team Check-In | 8:55AM – 10:05AM 1st Block / 5 th Block Classroom Instruction |

| 5 MIN BREAK / PASSING TIME | 5 MIN BREAK / PASSING TIME | 5 MIN BREAK / PASSING TIME |
|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| <p>10:10AM – 11:20AM 2nd Block /Seminar Classroom Instruction</p> | <p>9:45AM – 10:30AM Seminar Rotations #1</p> <p>BREAK 5 Min</p> <p>10:35AM – 11:20AM Seminar Rotations #2</p> | <p>10:10AM – 11:20AM 2nd Block / Seminar Seminar Rotations</p> |
| <p>11:20AM – 11:50AM LUNCH</p> | <p>11:20AM – 11:50AM LUNCH</p> | <p>11:20AM – 11:50AM LUNCH</p> |
| 5 MIN BREAK / PASSING TIME | 5 MIN BREAK / PASSING TIME | 5 MIN BREAK / PASSING TIME |
| <p>11:55AM – 1:05PM 3rd Block / 6th Block Classroom Instruction</p> | <p>11:55AM – 1:05PM Seminar Rotations #3</p> | <p>11:55AM – 1:05PM 3rd Block / 6th Block Classroom Instruction</p> |
| 5 MIN BREAK / PASSING TIME | 5 MIN BREAK / PASSING TIME | 5 MIN BREAK / PASSING TIME |
| <p>1:10PM – 2:20PM 4th Block / 7th Block Classroom Instruction</p> | <p>1:10PM – 2:20PM Seminar Rotations #4</p> | <p>1:10PM – 2:20PM 4th Block / 7th Block Classroom Instruction</p> |
| <p>2:20PM – 2:35PM Student Asynchronous Learning</p> | <p>2:20PM – 2:35PM Student Asynchronous Learning</p> | <p>2:20PM – 2:35PM Student Asynchronous Learning</p> |

Daily Cleaning Plan

- All hard surfaces will be sprayed when students leave classrooms and air dry.
- Students will wipe down their desk and chair upon entry into the classroom with a paper towel.
- Spray all hard surfaces before leaving in evening (manipulatives, makers, pencils, chairs, tables, etc.).
- Spray all high traffic touch points (doorknobs, handles, etc.).
- Custodians will disinfect all drinking fountains and bathrooms every 30 minutes.

- All classrooms will be disinfected at the end of every day.
- All teachers should spray/disinfect desk and chair surfaces at the end of every class.

Learning Cohorts

A/B Cohorts (A meet in-person on M/T and B meets in-person on Th/F)

9th Grade – 140

Cohort A 69, Cohort B 68

10th Grade – 145

Cohort A 76, Cohort B 58

11th Grade – 123

Cohort A 55, Cohort B 61

12th Grade – 121

Cohort A 62, Cohort B 54

Students Attending 4-days a Week (ACCESS and TLC)

There are 13 students who attend 4 days a week.

TLC Cohorts- Cohort A- 3, Cohort B 3

Schedule available to all Foss staff in OneNote under Content—Calendars and Schedules

Sub Rotation Plan

We continue to work with the sub office regarding subs that are assigned to our building. Depending on the day and class period, staff will be contacted to cover classes.

Family App Support and Communication Plan

- A link to TPS Family APP is on Foss's home page.
- Principal Ness communicates with families via School Messenger every Sunday and has sent out a reminder to those who have not registered on several occasions.
- Teachers reiterate Family App information during seminar.

Arrival & Dismissal Plan

- Students exit buses and parent drop off in the bus lane closest to the building.
- Students will walk up the stairs to the commons area and wait to be checked in for cleared attestations.
- Students coming to campus from Tyler Street will enter through the rear doors of the cafeteria to be checked in.
- Students in ACCESS program will exit buses and enter through the rear entrance by room 427 to be checked in.
- Additional staff may be assigned for checking in students.
- Students will be checked in by adult at each entry point.
- Students who arrive after the start of first period will need to enter through the main entrance to verify completion of the attestation.
 - Students will exit the building by the most direct route from class following hallway signage.
 - Staff will monitor halls encouraging students to keep moving and with appropriate 6' spacing.
 - No loitering. Students will travel at the sides of the halls (there are arrows showing the proper direction and spacing) leaving the center clear.
 - CSO will monitor students as they enter the busses to ensure proper distancing.

Health Room and Isolation Process

- All students who communicate they are experiencing Covid-19 symptoms will be required to report to isolation room 701 until a parent can be reached for the student to return home.
- Students needing to see the nurse for non-Covid related issues will need to notify the teacher/supervising adult.
- Teachers will communicate with office staff, the CSO will be directed to the classroom to escort the student, and the nurse will be notified by the office staff.
- The health room will communicate if it is clear for the student to come to the health room.
- Campus Security Officers will escort students to/from Health Room as needed.

Lunch and Supervision

- Every Monday, Tuesday, Thursday, and Friday, school administrators will supervise students eating in the cafeteria from 11:20 a.m.-11:55 a.m. If there is a need for additional spacing, the adjacent gym will be used for seating purposes.
- Students will receive pre-made lunches (made by nutrition services) that are available from a cart at the front of the cafeteria.
- Tables will be marked off to guide students where they can/can't be seated.

- Students will sit at socially distanced tables to eat and will be reminded that they may only take their masks off for the purposes of eating and drinking.