

# 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#10-123 Franklin Elementary School

Address: 1410 S. Lawrence Street Tacoma, WA 98023

Hours of operation: 7am-5pm

Number of employees: 36

Date of plan: 7/31/2020

Last updated: monthly

COVID-19 supervisor: Principal Constance Daw

Phone: 253.571.1798

Email: cdaw@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: N/A
- Spacing for employees: N/A
- Approximate sq. ft. /# of customers allowed: N/A
- 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: staggered work schedule, virtual meetings  
(call in, drive through, virtual)

[View other resources to help you reopen safely at tpchd.org/safestart.](http://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:** TPS has posted signs informing staff to regularly wash hands  
(location of handwash stations, frequency of handwashing, when to wash)
- Sanitizing of hands:** Hand sanitizer has been placed throughout work areas  
(location of hand sanitizer stations)
- Covering coughs and sneezes:** Random placements - offices & restrooms  
(locations of tissues)
- Provide reminders:** All main entrances have informed Covid 19 processes  
(signs, flyers, announcements, etc.)
- Face coverings:** State Mandated  
(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](http://epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

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

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Adapted from Kittitas County.

## 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 (self check)  
(at workplace or home)
- Thermometer used:** at work - no touch  
(touch/no touch, cleaning process)
- Symptoms screened:** per checklist
- 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:

- How employee notifies employer:** Call in or email
- 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
- When employee can return to work:** After 14 days or negative testing results documentation
- 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:

- Incident reporting:** Kiosk questionnaire then Covid Supervisor follow up
- Site decontamination procedure:** Site to be shut down if more than 2 cases
- 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 [ini.wa.gov/safety-health/safety-topics/topics/coronavirus](https://ini.wa.gov/safety-health/safety-topics/topics/coronavirus).

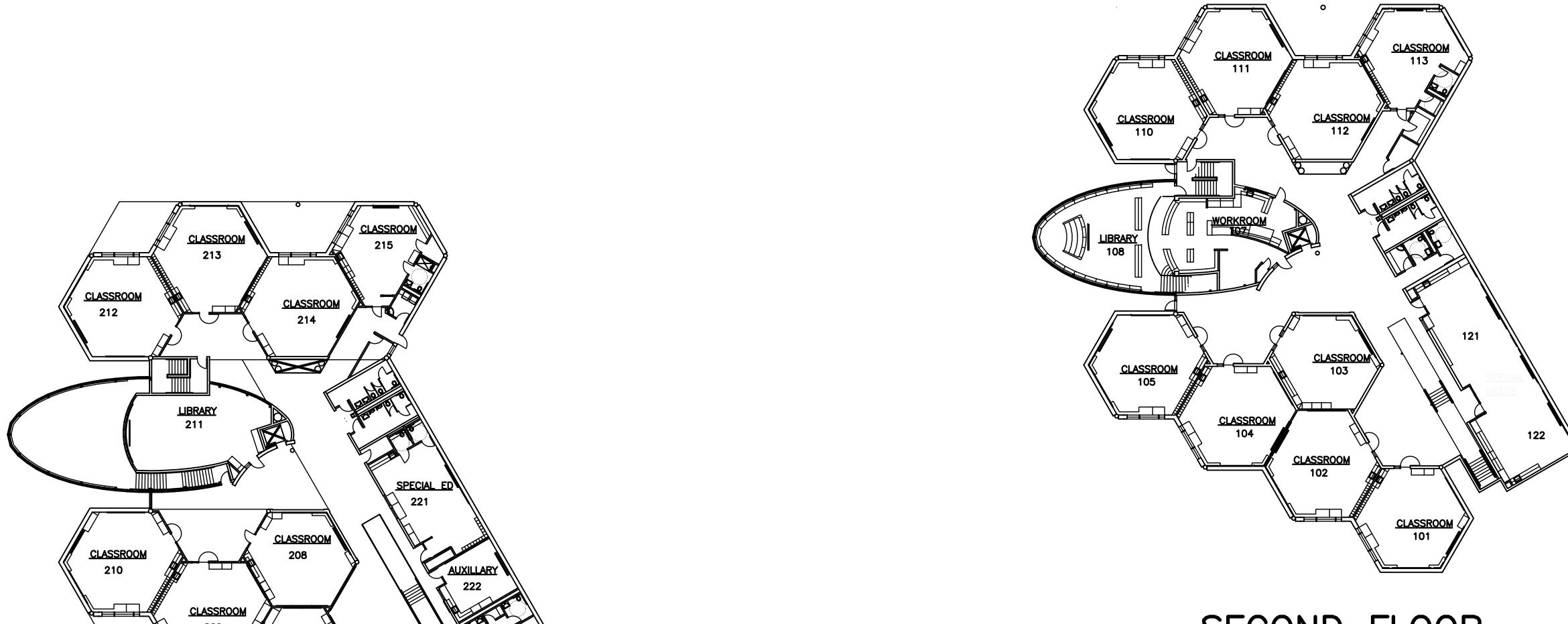
Source for current COVID-19 information—CDC COVID-19 website: [cdc.gov/coronavirus/2019-ncov](https://cdc.gov/coronavirus/2019-ncov).

- Frequency of training:** Safe schools - mandatory prior for return to work
- Training method:** Video  
(in person, video, email, etc.)
- Topics covered**  
(symptoms of COVID-19, prevention steps, hygiene etiquette, etc.) All Covid 19 related
- 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.

**[View other resources to help you reopen safely at tpchd.org/safestart.](https://tpchd.org/safestart)**

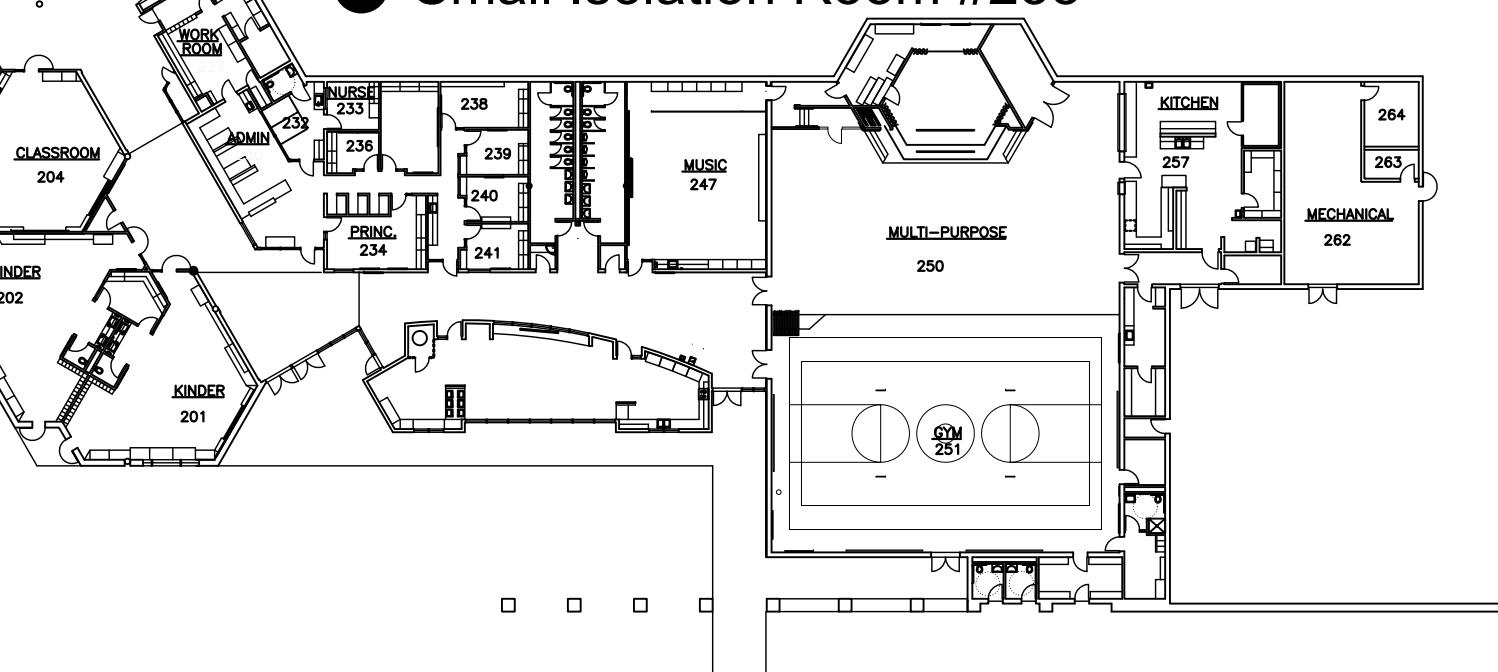
Adapted from Kittitas County.



## SECOND FLOOR

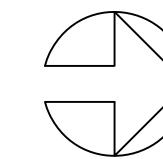
SCALE: 1"=40'

- Large Isolation Room #240
- Small Isolation Room #238



## FIRST FLOOR

SCALE: 1"=40'



FRANKLIN ELEMENTARY SCHOOL  
1402 SOUTH LAWRENCE  
TACOMA, WA 98405  
FLOOR PLAN

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

Franklin Elementary School - Reopening Task List	
Task	Completion Date
Review screening protocols	01.05.2021
Prepare classrooms based on your enrollment ensuring desks are 6 feet apart in Kindergarten classrooms	01.05.2021
Review PPE guidelines & follow up if you have needs	01.05.2021
Review Communication Timeline from PIO on talking points	01.05.2021
Schedule a staff meeting by 1/7, take attendance, & go over the reopening plan	01.05.2021
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).	
Review K hybrid schedule	01.06.2021
Review daily cleaning plan with custodial team	01.07.2021
<b>Principal determines cohorts for Kindergarten.</b> 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.	01.05.2021
Create your no sub rotation plan	
Communicate & push the parent app for attestation	01.06.2021

Reopening Plan 2021_Franklin Elementary School	
Plan Components	Action Plan Details
Attestation Process	<p><a href="#">Attestation Protocol</a></p> <p>1. Students line up at class line outside</p>

	<p>2. Teachers will check family app data prior to escorting students to the cafeteria and then classrooms.</p> <ul style="list-style-type: none"> <li>a. Students who have not completed family app line up at cafeteria door for stage 2 check in.</li> <li>b. Students who have completed family app and have “No” responses go with teacher.</li> <li>c. Students who have completed family app and have “Yes” responses OR demonstrate symptoms of illness must be reported to Principal/designee (radio) and will be escorted to Quarantine Room – Computer Lab.</li> </ul>
Arrival & Dismissal	<p><b>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.</b></p> <p>Drop off duty begins at 9:40am for morning and 3:20pm for afternoon.</p> <p>Maves picks up class at 9:45 Messersmith picks up class at 9:50</p> <p>Arrival: Check in with Valet supervisor for completion of family app. Cleared to line up at designated spot. Bus riders will line up at the cafeteria door and be screened to ensure they complete the survey.</p> <p>Students dropped off by daycares who have not completed family app attestation will be returned to daycare and marked ‘absent’.</p> <p><b>Who will provide supervision?</b> Principal, counselor, LAP, Title, classroom teachers, paras and office staff</p> <p><b>Where will students enter the building? Where will students go when they enter the building?</b> With their teacher: through main door to classroom Without their teacher: through main door, check in with school secretary at front kiosk and go to classroom</p> <p><b>What is your dismissal process? Where will students exit the building?</b> Teachers walk class to gymnasium. Students dismissed to bus zone. Parents line up at gym door to pick up for valet.</p> <p><b>Considerations:</b></p>

	<p>Consider staggering drop off &amp; 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>
<b>Health Room &amp; Isolation Process</b>	<p>Computer lab is quarantine room.</p> <p>Students who are exhibiting symptoms consistent with COVID-19 will be supervised in quarantine room by building para.</p> <p>Arriving with symptoms: teacher radio principal, and principal escorts student to quarantine room.</p> <p>Symptoms develop: teacher calls front office, student escorted to quarantine and supervised by building para or principal while parent is contacted for immediate pick up.</p>
<b>K cohorts (Principals will determine cohorts &amp; then communicate to transportation)</b>	<p>How many students in your alpha groupings (Cohort A: A-L Monday &amp; Tuesday in person, Cohort B: M-Z Thursday &amp; Friday in person)</p> <p>K class 1 Cohort A: 10 K class 1 Cohort B: 5</p> <p>K class 2 Cohort A: 9 K class 2 Cohort B: 7</p>

Lunch & Supervision	<p><b>What is your lunch plan? Supervision? (Teachers will need their 30 minutes of duty-free lunch). Planning is covered within the schedule.</b></p> <p>Lunch will be wheeled to classrooms by paraeducators. Paraeducators will supervise lunch in the classroom for 30 minutes while teachers take duty-free lunch.</p> <p><b>Considerations:</b></p> <p>Could be lunchroom if 6 feet apart or classrooms with supervision</p> <p>Breakfast is “Grab &amp; 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 contract 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>
Recess Plan	<p><b>What is your recess plan? Supervision? How will you socially distance your classes?</b></p> <p>Teachers will take students to various locations throughout campus for 15 minute breaks according to the building schedule found in <a href="#"><u>Franklin Master Schedule 2020-2021 DRAFT.xlsx</u></a></p> <p><b>Considerations:</b></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>
<b>Daily cleaning</b>	<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.).</p> <p>Spray all high traffic touch points (doorknobs, handles, etc.)</p>