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.

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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Adapted from Kittitas County.

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:**
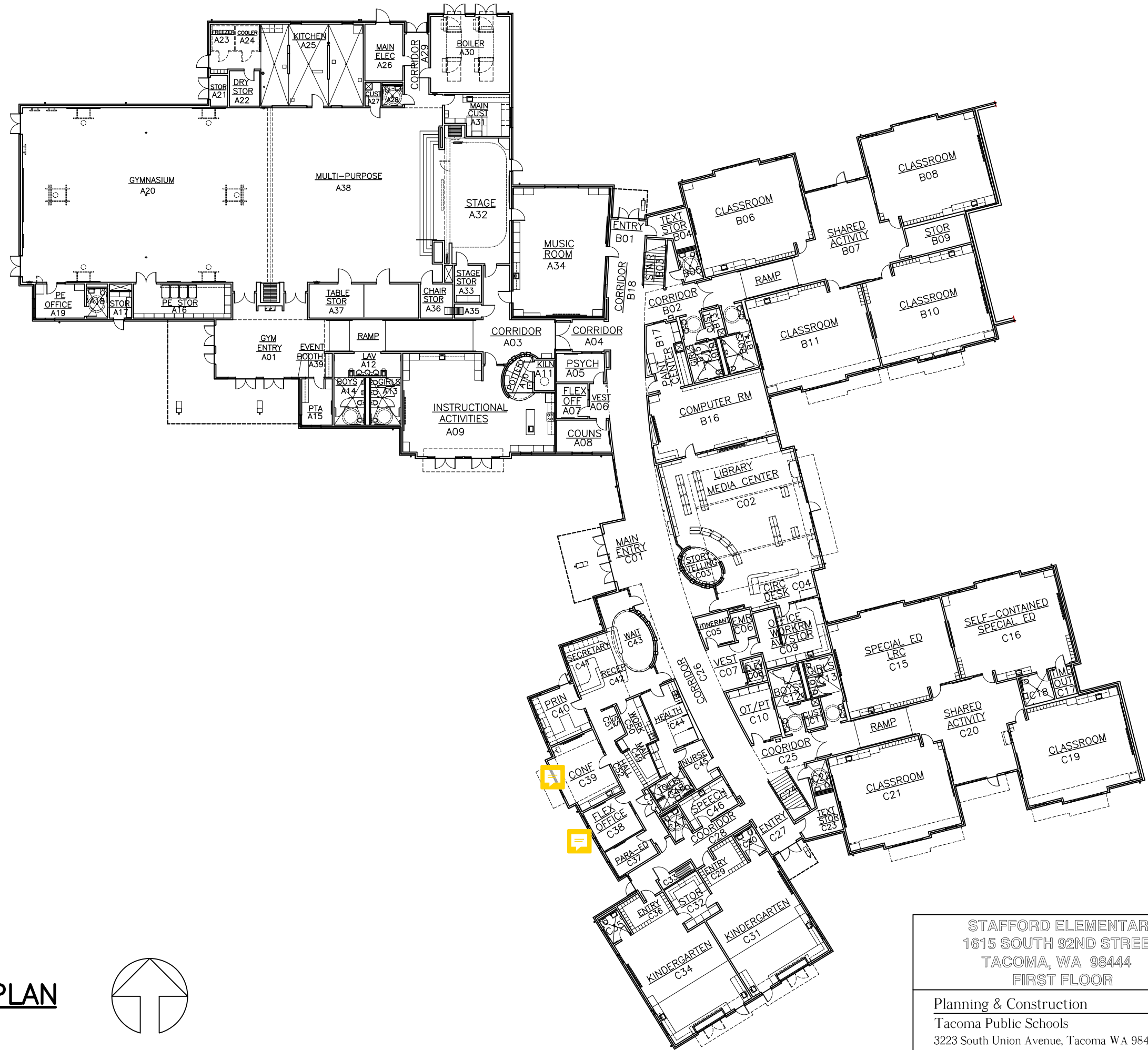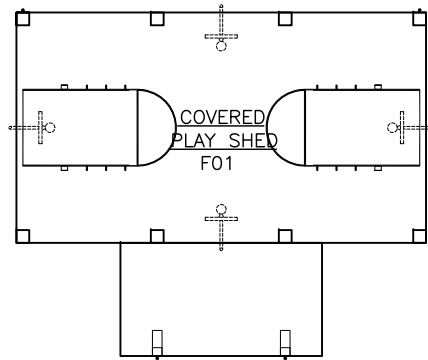
- ☐ **Training method:**
  (in person, video, email, etc.)

- ☐ **Topics covered**
  (symptoms of COVID-19, prevention steps, hygiene etiquette, etc.)
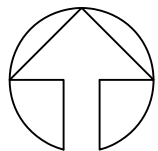
- ☐ **Training attendance records:**

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Adapted from Kittitas County.

Tacoma-Pierce County
Health Department
Healthy People in Healthy Communities

COVERED PLAY SHED F01

FREEZER A23 COOLER A24 KITCHEN A25 MAIN ELEC A26
STOR A21 DRY STOR A22
CORRIDOR A29 BOILER A30
MAIN CUST A31
CUST A27

GYMNASIUM A20 MULTI-PURPOSE A38
STAGE A32
MUSIC ROOM A34
ENTRY B01 TEXT STOR B04

CLASSROOM B08
CLASSROOM B06
SHARED ACTIVITY B07 STOR B09
CLASSROOM B10

PE OFFICE A19 STOR STOR A17 PE STOR A16
RAMP
CHAIR STOR A36 STAGE STOR A33 A35
TABLE STOR A37
CORRIDOR A03 CORRIDOR A04
CORRIDOR B18 STAIR
CORRIDOR B02
RAMP
CLASSROOM B11

GYM ENTRY A01 EVENT BOOTH A39 RAMP
LAV A12
KILN A11 PSYCH A05
FLEX OFF A07 VEST A06
PAINT CENTER B17
COMPUTER RM B16

PTA A15 BOYS A14 GIRLS A13
POTTERY
INSTRUCTIONAL ACTIVITIES A09
COUNS A08

LIBRARY MEDIA CENTER C02

MAIN ENTRY C01
STORY TELLING C03
CIRC DESK C04

SELF-CONTAINED SPECIAL ED C16

SECRETARY C41 WAIT C43
RECEP C42
ITINERANT C05 EMR C06 OFFICE WORKRM A/V STOR C09
VEST C07
SPECIAL ED LRC C15
SHARED ACTIVITY C20

PRIN C40
CONF C39
HEALTH C44
NURSE C45
BOYS GIRLS C13
OT/PT C10
RAMP
TIME OUT C17 C18

FLEX OFFICE C38
SPEECH C46
CORRIDOR C28 ENTRY C27 TEXT STOR C23
CORRIDOR C25
CORRIDOR C26
CLASSROOM C21
CLASSROOM C19

PARA-ED C37
ENTRY STOR C52
C33 C29 C30

ENTRY C36
KINDERGARTEN C34 KINDERGARTEN C31

FIRST FLOOR PLAN
SCALE: 1"=30'

Stafford Reopening Task List	
Task	Completion Date
Review screening protocols	1/6
Prepare classrooms based on your enrollment ensuring desks are 6 feet apart in Kindergarten classrooms	1/6
Review PPE guidelines & follow up if you have needs	1/6
Review Communication Timeline from PIO on talking points	1/5
Schedule a staff meeting by 1/7, take attendance, & go over the reopening plan	1/8
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).	1/8
Review K hybrid schedule	1/4
Review daily cleaning plan with custodial team	1/5
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
Create your no sub rotation plan	1/14
Communicate & push the parent app for attestation	1/10

Reopening Plan 2021 Stafford Elementary School	
Plan Components	**Action Plan Details**
Attestation Process	[Attestation Protocol]

Arrival & Dismissal	Arrival:
	1. Parents will be asked to drop off students between 9:30-9:45- valet style for drivers
	2. We will have staff out at student drop off to help remind parents to do the health Survey on the parent app. They will need to take this survey before they can enter the building.
	3. Students will then go to lines outside on playground [all lines are painted 6 ft apart and then have a mark that is every 6ft for the class to line up on]
	4. We will have staff on playground to supervise lines
	5. Teachers come out to get kids at 9:35
	6. Teachers will be able to pull up student attestation list on Basecamp to see who has taken survey, and check for visual inspection for symptoms-pull up your list on phone on phone [we will send robo text as reminder to take survey each morning at 9:00, and then secretaries will check list and begin calling those who have not taken it yet starting at 9:15]
	   a. Students with completed survey and no signs or symptoms of COVID will go with teacher to classroom
	   b. Students with no survey or survey with noted exposure or sign/symptom, or look unwell, will need to go to *"stage two" screening [this process is at the bottom of this]
	      i. Stage two will be outside of gym doors by office in the gym
	      ii. This will be staffed by nurse and health clerk
	7. Entry locations:
	   a. Front doors- K , 2, 5
	   b. Playground doors – 1, 3, 4
	8. We will have staff located at various locations to ensure line of sight and supervision of classroom lines [ex. bottom and top of stairs and along hallways]
	9. Once back at classroom, students enter room and go straight to desk. Routine will need to be established to put belongings in cubbies.

	10. Breakfast will be in classrooms. It will be able to be put on cart so that I can be up in classroom before student arrival.
	**Stage two Screening:
	    1. They will line up at gym door [by Matt's office], where we will have a station set up to call parents to help us fill out survey and take temperature. Health Clerk, Nurse & para staff will supervise this
	    2. If they have temperature or noted exposure or signs/symptoms on their survey, they will go to isolation room [conference room & AP office] & COVID supervisor or a designee will handle from there 😊
	
	Dismissal:
	
	    1. Dismissal:
	        a. Kinder- kinder quad & door by harry potter
	        b. 1st- art room
	        c. 2nd – back doors
	        d. 3rd- cafeteria foyer
	        e. 4th – outside of gym
	        f. 5th- outside of portables
	*siblings go out and around to meet up with youngest sibling or designated spot by parent
	*upper parking lot loop? Marked off spot?
	Consider staggering drop off & pick up times for various groups
	*bus riders?

Health Room & Isolation Process	2 rooms: - conference room: sick room - cafeteria: no attestation/no mask - AP office- backup sick room

K cohorts (Principals will determine cohorts & then communicate to transportation)	Thompson:
	  A- 8
	  B- 7
	Redal:
	Cohort A: 7
	Cohort B: 8
	Julian:
	Cohort A: 9
	Cohort B: 9

Lunch & Supervision	1. Breakfast & Lunch is in classrooms supervised by teachers 2. recess is supervised by non-classroom teachers [This is when classroom teachers will take 30 minute lunch]

	3. Students will go to cafeteria to pick up lunch [per Nutrition services] 4. Breakfast will be on cart and delivered to classroom or quads by para staff before student arrival 5. Lunchroom is marked with 6ft markings to maintain social distance. Only 1 class at a time
Recess Plan	- supervised by para staff - 1 grade at a time; classrooms in zones on the playground Zone 1 Play toy/swings Zone 2 Field/track/gym Zone 3 basketball courts, tetherball, 4 square, blacktop - weekly rotating schedule throughout the week. - hoola hop mask breaks? - entering and exit will be Staggered or go in through the gym
Daily cleaning	Spray all hard surfaces when entering rooms and air dry 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.)