

# Franklin Pierce School District Safety Plan for COVID-19



We want to ensure the health and safety of employees, customers, and the public. Departments/buildings will use this template to create a safety plan. Departments/buildings must keep a copy of your plan onsite.

District: Franklin Pierce	
Department/Work Group/Building: Supt/PK-12/PIO/Teaching & Learning/Safety & Security Building A and Building C	
Hours of Operation: 7:30 a.m. - 4 p.m.	
Date of Plan: Friday, June 19, 2020	Plan Last Updated: Monday August 31, 2020

District COVID-19 Manager: Katie Gillespie and Brandy Marshall	
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Site COVID-19 Supervisors: Lance Goodpaster, James Hester, Carolyn Treleven, Joel Zylstra	
Phone: Lance 253-298-3010 James 253-298-3021 Joel 253-298-3087 Carolyn 253-298-3006	Email: <a href="mailto:lgoodpaster@fpschools.org">lgoodpaster@fpschools.org</a> <a href="mailto:jhester@fpschools.org">jhester@fpschools.org</a> <a href="mailto:ctreleven@fpschools.org">ctreleven@fpschools.org</a> <a href="mailto:jzylstra@fpschools.org">jzylstra@fpschools.org</a>

*\*Note: Supervisor must always be available during operation and is responsible to enforce the safety plan.*

<b>Physical Distancing</b>
<b>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):</b>
<input checked="" type="checkbox"/> Spacing for employees: Staff has been instructed to follow DOH/L & I guidelines for Phase 2.
<input checked="" type="checkbox"/> Spacing for visitors/customers: Customers will be seen on an appointment only basis until further notice. Prior to opening the office to the public during regular business hours, we will install signage to limit one family in the lobby at a time; one family in the front alcove; and one family every 6 feet under the breezeway. Conference room capacity will be limited by current DOH/Dept. of L & I guidelines. At no time will family and staff exceed five people. If necessary/possible, public may be served outside using DOH/Dept. of L & I guidelines.
<input checked="" type="checkbox"/> Approximate sq. ft./ # of customers allowed: See above.
<input checked="" type="checkbox"/> Limit number of employees: No more than 5 employees at a time may meet and all employees are always expected to follow the guidance of the <i>Phase 2 Return to Work EMPLOYEE REQUIREMENTS</i> .

<input checked="" type="checkbox"/> Limit number of customers: Signage will indicate we will serve only one family at a time in any one workspace and will be limited to a total of five people. Customers will be served by appointment only and must maintain 6-foot distance between customer and employee.
<input checked="" type="checkbox"/> Physical barriers: We will follow current DOH/Dept. of L & I guidelines for physical barriers.
<input checked="" type="checkbox"/> Visual cues or signs: Signs will be posted as provided and recommended by District COVID-19 Managers.
<input checked="" type="checkbox"/> Different service model (call in, drive through, virtual): Online virtual meetings or by appointment only until further notice. Staff will work remotely when possible. Outside stations using physical barriers to maintain 6 ft distance with all parties wearing masks have been approved for the K-12 department.

<b>Hygiene</b>
<b>Current COVID-19 standards require employees, customers and the public to practice good hygiene. Describe how you ensure the following:</b>
<input checked="" type="checkbox"/> Frequent handwashing (location of handwash stations, frequency of handwashing, when to wash): Restrooms are located in Building A and C; hand sanitizer is available at reception and common workspaces. Handwashing should occur regularly, including but not limited to arrival on campus, after using the restroom, after eating/drinking, after coughing/sneezing, etc.
<input checked="" type="checkbox"/> Sanitizing of hands (location of hand sanitizer stations): Building A - entrance, front reception desk, and common workspaces. Building C - main office area and common workspaces
<input checked="" type="checkbox"/> Covering coughs and sneezes (locations of tissues): Building A - front reception desk and common workspaces. Building C - main office area and common workspaces TPCHD/DOH protocols will be reviewed with employees during training.
<input checked="" type="checkbox"/> Provide reminders (signs, flyers, announcements, etc.): Reminders - posted, sent, announced as provided and recommended by District COVID-19 Managers; also, as needed on a case-by-case basis.
<input checked="" type="checkbox"/> Face coverings (notices for customers, required for all workers): All staff are expected to follow the mask requirements outlined in the Washington State Labor and Industries regulation. Mask requirements may vary based on type of work activity. Signs will request the public to wear masks as well.

<b>Cleaning and Disinfecting</b>
<b>Current COVID-19 standards recommend organizations clean and disinfect surface frequently, including high touch areas and general cleaning practices. Describe your plan to clean and disinfect:</b> <b>EPA-approved disinfectants for COVID-19:</b> <a href="https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19">https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19</a>
<input type="checkbox"/> Cleaning high touch areas (frequency, what surfaces does this include): Spray bottles with Hillyard Vindicator + (product has documented Coronavirus kill claim) and listed as an approved

disinfectant under EPA # 1839-167. Product will be stationed at reception desk. Receptionist will coordinate multiple cleanings of touch points throughout the workday. Custodian will also clean high touch points at least once per day.

General cleaning practices (frequency, how will you monitor cleaning): A minimum of daily cleaning by custodial staff to be monitored by the chief custodian.

PPE needed (specific for cleaning): Employees will follow the PPE guidelines of the product used or determined by the chief custodian/support services.

Disinfectant used (type, contact time required): Hillyard Vindicator + dispensed through the Hillyard Arsenal Dispenser. <https://www.hillyard.com/images/ProductData/HIL00168.pdf>

Safety Data Sheets (SDS) for products: Employees are expected to follow cleaning requirements at all times as monitored by the chief custodian.  
<https://www.hillyard.com/RTUSDS/MSDSHIL00614RTU.pdf>

## 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: Staff have been instructed to follow DOH/L& I guidelines. Masks will be provided to employees to wear while at work, staff may choose to wear their own personal mask.

Eye protection: Employees will be able to wear eye protection as needed.

Gloves: Staff have been instructed to follow DOH/L& I guidelines. Anyone providing a mask to another person will put on clean gloves before removing the mask from its packaging.

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): Temperature checks will be done by the employee at home.

Thermometer uses (touch/no touch, cleaning process):

Symptoms screened: See the screening forms contained in the Safety Binder at the reception desk of Building A and main entry of Building C. Each employee must complete the form upon entry into the building each day.

PPE need for health screenings:

## Sick Employee Policy

**Current COVID-19 standards require organizations have procedures to address sick employees. Describe your plan to address sick employees related to COVID-19:**

How employee notifies employer: If COVID related: Report immediately to COVID-19 Site Supervisor. The COVID-19 Site Supervisor will notify the COVID-19 District Managers or HR.

When to go home: If COVID related: immediately

<input checked="" type="checkbox"/> Sick leave policy: Information, per the Pierce County Health Department, will be provided at the time of illness to ensure most up to date information.
<input checked="" type="checkbox"/> When employee can return to work: Information, per the Pierce County Health Department, will be provided at the time of illness to ensure most up to date information.
<input checked="" type="checkbox"/> Steps Franklin Pierce School District will take if a sick employee was arounds others at facility: Human Resources will provide notification to other staff as needed, per Pierce County Health Department’s current guidance at the time of the potential exposure.

<b>Exposure Response</b>
<b>Describe how Franklin Pierce School District will react if we have a confirmed COVID-19 case:</b>
<input checked="" type="checkbox"/> Incident reporting Report immediately to COVID-19 Site Supervisor. The COVID-19 Site Supervisor will notify the COVID-19 District Managers or HR.
<input checked="" type="checkbox"/> Site decontamination procedure: Will follow all instructions and protocols provided by the Tacoma-Pierce County Health Department for that specific instance of exposure.
<input checked="" type="checkbox"/> Post exposure incident recovery plan: Will follow all instructions and protocols provided by the Tacoma-Pierce County Health Department for that specific instance of exposure.

<b>COVID-19 Safety Training</b>
<b>Describe how Franklin Pierce School will monitor public health communications about COVID-19 recommendations and ensure workers have access to current information: Factsheets available at <a href="https://lni.wa.gov/safety-health/safety-topics/topics/coronavirus">https://lni.wa.gov/safety-health/safety-topics/topics/coronavirus</a>. Source for current COVID-19 information – CDC COVID-19 website: <a href="https://www.cdc.gov/coronavirus/2019-ncov/">https://www.cdc.gov/coronavirus/2019-ncov/</a>.</b>
Frequency of training: As regulations change, employees will receive updated training information; new employees will be trained upon hiring.
Training method (In person, video, email, etc.): Email sent to all staff in Building A and Building C who are supervised by administrators located in Building A. Health & Safety Update presentation via video. Will be updated as circumstances and guidelines change. Safety references provided by FPS, DOH, and L&I will be posted in the Building A reception area safety binder and on the Building A lunchroom safety bulletin board.
Topics covered (Symptoms of COVID-19, prevention steps, hygiene etiquette, etc.): <i>For Employees(002).pdf</i> and <i>CoronavirusEmployeeTraining.pptx</i> . COVID-19 Safety Plans at each location and what they contain, PPE, expectations and proper use of PPE, progressive discipline re: PPE, district-wide signage, gathering rules and expectations, common spaces expectations, progressive discipline re: gatherings & common spaces, public interactions, exposure response, and where to get answers to questions.
Training attendance records: Email or remote meeting tracking.

*\*Franklin Pierce School District COVID-19 Safety Plan does not guarantee the health and safety of the employees, customers or public.*

*\*The template for the plan was provided by the Tacoma-Pierce County Health Department.*



# COVID-19 Health Screening Form

Since your last day of work, or last visit here, have you had any of these symptoms that is not attributable to another condition (Check all that apply)?

- A temperature of 100.4 (degrees Fahrenheit) or above?
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## COVID-19 Health Screening - Employees Only

Location:

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Since your last day of work, or last visit here, have you had any of these symptoms that is not attributable to another condition? Please mark an "X" in the corresponding column for all that apply.

Temp 100.4 or above	Cough	Shortness of breath/ difficulty breathing	Chills	Repeated shaking w/ chills	Muscle pain	Headache	Sore throat	New loss of taste or smell	Name	Date	Signature

**MASKS MUST  
BE WORN**



**AT ALL TIMES**







