

# 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: Learning Support Services	
Hours of Operation: 7:30-4:00	
Date of Plan: 8/21/2020	Plan Last Updated:

District COVID-19 Manager: Katie Gillespie and Brandy Marshall	
Phone: (253) 298-3027 and (253) 298-3034	
Email: <a href="mailto:kgillespie@fpschools.org">kgillespie@fpschools.org</a> and <a href="mailto:bmarshall@fpschools.org">bmarshall@fpschools.org</a>	
COVID-19 Supervisor: John Sander	
Phone: 253 298-3048	Email: <a href="mailto:jsander@fpschools.org">jsander@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: Back office has 6 ft across hallway; between cubicles on same side less than 6 ft of distance when middle is occupied; installing plexiglass to ceiling to meet 6 ft distance; Front office has spacing available; plexiglass at front of each desk
<input type="checkbox"/> Spacing for students: N/A
<input checked="" type="checkbox"/> Spacing for visitors/customers: Parents/visitors will be met outside; If indoor, 1 parent/visitor at a time; signs will be posted to indicate where to stand/ 6 ft distance
<input type="checkbox"/> Approximate sq. ft./ # of customers allowed:
<input type="checkbox"/> Approximate sq. ft./ # of students allowed: N/A
<input checked="" type="checkbox"/> Limit number of employees: Employees who are not assigned to LSS, but need to access will do so by appointment only
<input checked="" type="checkbox"/> Limit number of customers: By appointment
<input checked="" type="checkbox"/> Physical barriers: Installing plexiglass at front office and cubicles; Placing barriers for the entrance to cubicles; doors that can be closed for Executive Director and Director
<input checked="" type="checkbox"/> Visual cues or signs: Signs posted for wearing masks; 6 ft distance
<input checked="" type="checkbox"/> Different service model (call in, drive through, virtual): People will call/email for an appointment; allow work remote as needed; can provide service outside

## Hygiene

**Current COVID-19 standards require employees, customers and the public to practice good hygiene. Describe how you ensure the following:**

Frequent handwashing (location of handwash stations, frequency of handwashing, when to wash): **Is strongly encouraged, signs reminding to wash hands, and hand sanitizer is readily available. Handwashing should occur regularly, including but not limited to arrival on campus, after using the restroom, after eating/drinking, after coughing/sneezing, etc.**

Sanitizing of hands (location of hand sanitizer stations): **at entrance to LSS; inside LSS by closet; staff workroom**

Covering coughs and sneezes (locations of tissues): **TPCHD/DOH protocols have been reviewed and implemented.**

Provide reminders (signs, flyers, announcements, etc.): **Signs are posted to remind staff of regulations.**

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.**

## **Cleaning and Disinfecting**

**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:**

**EPA-approved disinfectants for COVID-19:** <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>

Cleaning high touch areas (frequency, what surfaces does this include): **Spray bottles will Hillyard Vindicator + (product has documented Coronavirus kill claim) and listed as an approved disinfectant under EPA # 1839-167. Product will be stationed at Sub Coord. desk. Anyone that comes into the office to work will ensure multiple cleanings of touch points throughout the workday, as needed based on the use of the workspace. Custodian to also clean high touch points at least once per day.**

General cleaning practices (frequency, how will you monitor cleaning): **minimum of daily cleaning by custodial staff to be monitored by the Chief Custodian.**

PPE needed (specific for cleaning): **PPE will be used appropriate to the task and JSA, monitored by the chief custodian.**

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 will be 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):**

<input checked="" type="checkbox"/> Masks: Masks will be provided to employees while at work; can choose their own personal mask; if we have staff that will be interacting more with students, a higher level of PPE will be provided; extra masks available in public needs
<input checked="" type="checkbox"/> Eye protection: Will have appropriate eye protection available, employees will be able to wear eye protection as needed.
<input checked="" type="checkbox"/> Gloves: Will have appropriate gloves available, employees will be able to wear them as needed.
<input type="checkbox"/> Gowns or capes:

<b>Health Screenings</b>
<b>Current COVID-19 guidelines require you to complete health screenings prior to each shift. Describe your health screening process:</b>
<input checked="" type="checkbox"/> Temperature checks (at workplace or home): Temperature checks will be done by the employee at home.
<input type="checkbox"/> Thermometer uses (touch/no touch, cleaning process):
<input checked="" type="checkbox"/> Symptoms screened: Staff sign-in on a health attestation form each time they enter the department.
<input type="checkbox"/> PPE need for health screenings:

<b>Sick Employee Policy</b>
<b>Current COVID-19 standards require organizations have procedures to address sick employees. Describe your plan to address sick employees related to COVID-19:</b>
<input checked="" type="checkbox"/> 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.
<input checked="" type="checkbox"/> 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.

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.

## COVID-19 Safety Training

**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 <https://lni.wa.gov/safety-health/safety-topics/topics/coronavirus>.**  
Source for current COVID-19 information – CDC COVID-19 website:  
<https://www.cdc.gov/coronavirus/2019-ncov/>.

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 LSS Staff. 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 safety binder and on the safety bulletin board.

Topics covered (Symptoms of COVID-19, prevention steps, hygiene etiquette, etc.): *For Employees(002).pdf and CoronavirusEmployeeTraining.pptx.* 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: \_\_\_\_\_



**MASKS MUST  
BE WORN**



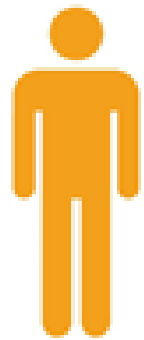
**AT ALL TIMES**





# PLEASE PRACTICE SOCIAL DISTANCING

POR FAVOR PRACTICA LA DISTANCIA SOCIAL



MAINTAIN A

← **6ft** →

DISTANCE FROM OTHERS

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DE LAS DEMÁS PERSONAS



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