

# 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: Transportation	
Hours of Operation: 7:00 am to 3:00 pm M-F	
Date of Plan: June 18, 2020	Plan Last Updated: August 27, 2020

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: Tim Bridgeman	
Phone: 253-298-3866	Email: <a href="mailto:tbridgeman@fpschools.org">tbridgeman@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 students: THIS BUILDING DOES NOT ALLOW DISTANCE FOR STUDENTS AND STUDENTS SHOULD NOT BE ALLOWED TO RETURN TO THIS BUILDING
<input checked="" type="checkbox"/> Spacing for visitors/customers: Customers will be seen on an appointment only basis until further notice. When the office is open to the public during regular business hours, we will install signage to limit one family in the lobby at a time and one family every 6 feet in front of the building. 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"/> Approximate sq. ft./ # of students allowed: STUDENTS SHOULD NOT BE IN THIS BUILDING
<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> .

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.

Physical barriers: We will follow current DOH/Dept. of L & I guidelines for physical barriers

Visual cues or signs: Signs on all entrance doors.

Different service model (call in, drive through, virtual): Online virtual meetings or by appointment only until further notice.

## 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): **hand sanitizer is readily available throughout the office.**

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

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.

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 office managers 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.

## 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

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: Staff sign-in on a health attestation form each time they enter the department.

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

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.

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.

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.

## Exposure Response

**Describe how Franklin Pierce School District will react if we have a confirmed COVID-19 case:**

Incident reporting Report immediately to COVID-19 Site Supervisor. The COVID-19 Site Supervisor will notify the COVID-19 District Managers or HR.

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 Transportation 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**



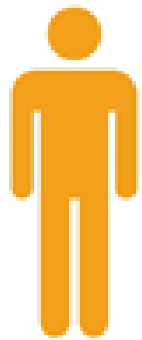
**AT ALL TIMES**





# PLEASE PRACTICE SOCIAL DISTANCING

POR FAVOR PRACTICA LA DISTANCIA SOCIAL

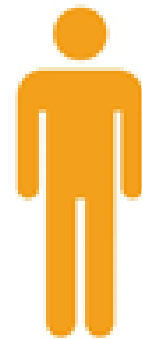


MAINTAIN A

← **6ft** →

DISTANCE FROM OTHERS

MANTENER UNA DISTANCIA DE 6 PIES  
DE LAS DEMÁS PERSONAS



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