

# Franklin Pierce School District Safety Plan for COVID-19



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

District: Franklin Pierce	
School: Brookdale Elementary	
Hours of Operation:	
Date of Plan: 8/30/2021	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: Connie Holman	
Phone: 253.298.3101	Email: <a href="mailto:cholman@fpschools.org">cholman@fpschools.org</a>
Back-up COVID-19 Supervisor: Kari Ferguson	
Phone: 253.298.3102	Email: <a href="mailto:kferguson@fpschools.org">kferguson@fpschools.org</a>

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

## Physical Distancing

**Current COVID-19 standards require employees, families, and the public maintain 6 feet of physical distance. Current COVID-19 standards require students to maintain 3 feet of physical distance in classrooms and 6 feet in common areas (cafeterias, hallways) to the extent possible, describe how you will maintain physical distance choose only those that apply):**

Spacing for employees: Custodial staff will work in separate areas of the building and will wear a mask when working together in close proximity or in the same room. Office staff will have separate work areas that are more than 6 feet apart and often times in separate offices. Masks will be worn at all times unless in a closed room. When maintenance staff are on school grounds, they will also be required to wear a mask. Teachers will work in classroom with closed doors. If other staff are in the classroom, all staff will be wearing a mask.

Spacing for students: Students will maintain 3 feet distance in the classroom. In the lunchroom students will be seated facing the same way, w/ 3 feet between them. There will be a 0 voice level in during lunch.

Spacing for visitors/families: The office remains mostly closed to visitors/families. On those occasions when they need to enter, we have installed signage to limit one visitor/family in the lobby at a time; and visitors/families will be spaced every 6 feet in front of the main entrance for Brookdale. Capacity will be limited by current DOH/Dept. of L & I guidelines. If necessary/possible, public may be served outside using DOH/Dept. of L & I guidelines.

Approximate sq. ft./ # of visitors/families allowed: see above

Approximate sq. ft./ # of students allowed: 36 sq ft

<input checked="" type="checkbox"/> Limit number of employees: Staff will continue to work in separate spaces at all times. When passing or in common spaces (halls, staff/work room, office), staff will limit time in shared space to a minimum and return to separate location.
<input type="checkbox"/> Limit number of visitors/families:
<input type="checkbox"/> Physical barriers:
<input checked="" type="checkbox"/> Visual cues or signs: Signage is posted inside and outside of the building to remind everyone of distancing expectations.
<input checked="" type="checkbox"/> Different service model (call in, drive through, virtual): Appointment, outside service model, and drive through.

## Hygiene

<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): Staff can wash hands in the health room and staff restrooms that are all very close to the office or classroom workspaces. 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.
<input checked="" type="checkbox"/> Sanitizing of hands (location of hand sanitizer stations): Located in main office on the counter for regular use. Custodial staff will also be provided hand sanitizer for their workspace. Classroom teachers will have access to hand sanitizer in classrooms.
<input checked="" type="checkbox"/> Covering coughs and sneezes (locations of tissues): Located next to hand sanitizer. TPCHD/DOH protocols have been reviewed and implemented.
<input checked="" type="checkbox"/> Provide reminders (signs, flyers, announcements, etc.): Signs will be printed and posted around building with reminders about masks, hand washing, distancing reminders.
<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.

## Personal Protective Equipment (PPE)

<b>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):</b>
<input checked="" type="checkbox"/> Masks: Staff have been instructed to follow DOH/L& I guidelines. Masks will be provided to employees to wear while at work. Anytime indoors w/ others; outside if working with others; masks available in the office and at entrance.
<input checked="" type="checkbox"/> Eye protection: Eye protection will be provided to staff based on L&I Guidelines. Staff can contact their COVID-19 Site Supervisor.
<input checked="" type="checkbox"/> Gloves: Will be provided to staff based on L&I Guidelines and DOH Guidelines. Staff can contact their COVID-19 Site Supervisor.

Gowns or capes: Gown and capes will be provided to staff that are performing duties where a gown or cape is needed.

## Student Drop-Off and Pick-up Plan

**Current COVID-19 guidelines require you to have proper physical distancing and minimal opportunities for parents and other adults, who are not staff, to enter the building. Please outline your plan for this process.**

Drop-Off Plan: Students who are being dropped off by parents will be dropped off at the front door. They will enter the MPR for breakfast and then walk to directly to their classroom. Bus students will exit the bus and enter the building through assigned entrances. They will have an opportunity to pick up breakfast and go directly to class. Bus students will eat in the classroom, 6 feet apart. We do not anticipate walkers due to being in a remote location for this year.

Pick-Up Plan: Students who are being picked-up wait on the blacktop at an assigned and socially distanced space. Students in the same family will stay together in the same space. When parents pull up, they will be greeted by a staff member. Staff member will call the students who will walk to their car one at a time, or in family groups, to parent. Students riding the bus home will walk to the busses individually. As busses arrive, the office will do building wide announcements for students to go to the bus to avoid student crowding in the halls or waiting in groups for bus to arrive. We will have adults outside and in the halls to make sure students are not congregating on their way to the bus. We do not anticipate walkers due to being in a remote location for this year.

## Student Meals

**Current COVID-19 guidelines require you to have altered spaces, reconfigured schedules and adopted necessary plans to provide meals to students that ensures six-foot of physical distance between all persons to the extent possible. Please outline your plan for this process.**

In person Learning Plan: Students will be escorted to the lunchroom. They will sanitize prior to picking up their lunch bag. Students will sit in assigned seat in the lunchroom. In the lunchroom students will be seated facing the same way, w/ 3 feet between them. There will be a 0 voice level in during lunch.

## Cleaning and Disinfecting

Director of Maintenance and Operations: Doug Vanderleest

Phone: 253-298-4631

E-mail: [dvanderleest@fpschools.org](mailto:dvanderleest@fpschools.org)

**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): We are using Hillyard Vindicator + (product has documented Coronavirus kill claim) spray bottles which is an approved disinfectant under EPA # 1839-167 or Purell No Rinse Profession Surface Disinfectant. This product has

been stationed throughout the building and in every classroom. Staff 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 twice daily.

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 or Purell No Rinse Professional Surface Disinfectant.

<https://www.hillyard.com/images/ProductData/HIL00168.pdf>

Safety Data Sheets (SDS) for products: Employees will be expected to always follow cleaning requirements as monitored by the chief custodian.

<https://www.hillyard.com/RTUSDS/MSDSHIL00614RTU.pdf>

## District Provided Transportation

**Current COVID-19 guidelines require the district to have addressed physical distancing (when possible), maximum ventilation (when reasonable), cleaning, and PPE.**

Physical Distancing: Physical distancing will be observed while space allows.

Cleaning: High touch surfaces will be wiped down in between schools when time allows. All buses will be wiped down after AM and PM routes.

Ventilation: Windows will be lowered, and roof hatches open to increase ventilation while weather allows.

Face coverings for students and adults: Employees and students are required to wear face covering while on buses.

PPE for drivers: Will be determined based on current L&I guidance.

## Sick Student Policy

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

How families notify school: Families will notify the office by phone or email

Vaccine status may shorten being absent from school.

When a student has the symptoms listed below, they could be absent for 10 or 14 days. If the recommendation is for the student to be absent 10 or 14 days, they may be encouraged to be tested or seen by a medical provider. **Each case has multiple factors that determine how long a student will be absent for.**

- One of the following symptoms:
  - Fever of 100.4 or higher
  - Cough
  - Loss of taste or smell
  - Shortness of breath
- Two or more of the following symptoms:
  - Fatigue

<ul style="list-style-type: none"> <li>○ Headache</li> <li>○ Muscle or body aches</li> <li>○ Sore throat</li> <li>○ Congestion or runny nose</li> <li>○ Nausea or vomiting</li> <li>○ Diarrhea</li> <li>● One of the following symptoms that <b>last longer than 24 hours.</b> <ul style="list-style-type: none"> <li>○ Fatigue</li> <li>○ Headache</li> <li>○ Muscle or body aches</li> <li>○ Sore throat</li> <li>○ Congestion or runny nose</li> <li>○ Nausea or vomiting</li> <li>○ Diarrhea</li> </ul> </li> </ul> <p><input type="checkbox"/> Report these to the District Nurse.</p>
<p><input checked="" type="checkbox"/> When a student has one of the following symptoms, they could be absent for 24 hours. <b>Each case has multiple factors that determine number how long a student will be absent for.</b></p> <ul style="list-style-type: none"> <li>● Fatigue</li> <li>● Headache</li> <li>● Muscle or body aches</li> <li>● Sore throat</li> <li>● Congestion or runny nose</li> <li>● Nausea or vomiting</li> <li>● Diarrhea</li> </ul>
<p><input checked="" type="checkbox"/> When student has COVID-19 symptoms they will be placed in the isolation room until the parent/guardian is contacted, and a plan is in place for student pick-up/release.</p>
<p><input checked="" type="checkbox"/> If a student test positive contact the District Nurse. The District Nurse will guide you through contact tracing and notification.</p>
<p><input checked="" type="checkbox"/> When a student is a confirmed close contact, please contact the District Nurse for consultation.</p>

<b>Isolation Room</b>
Location: Room 4
Primary Assigned Staff: Jenny Williams
Back-up Assigned Staff: Connie Holman, Kari Ferguson
Isolation Room Procedures: Please see attached procedures.

<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 Chelsea Vanderford at 253-298-3084 or cvanderford@fpschools.org
<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 for staff: Report immediately to Chelsea Vanderford at 253-298-3084 or cvanderford@fpschools.org. District will follow current Pierce County Health Department reporting procedures.
<input checked="" type="checkbox"/> Incident reporting for student: Report immediately to Jen Van at 253-298-3047 or jvan@fpschools.org. District will follow current Pierce County Health Department reporting procedures.
<input checked="" type="checkbox"/> Site decontamination procedure: Notify the custodian to disinfect the area
<input checked="" type="checkbox"/> Post exposure incident recovery plan: Verify COVID safety requirements are followed at all times.

<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:</b> <b>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>.</b> 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> .
Frequency of training:
Training method (In person, video, email, etc.):
Topics covered (Symptoms of COVID-19, prevention steps, hygiene etiquette, etc.):
Training attendance records:

*\*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.*