

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: Christensen	
Hours of Operation: 8:00 – 3:30	
Date of Plan: 8-17-2021	Plan Last Updated: 8/17/21

District COVID-19 Manager: Katie Gillespie and Brandy Marshall	
Phone: (253) 298-3027 and (253) 298-3034	
Email: Kgillespie@fpschools.org and bmarshall@fpschools.org	
COVID-19 Supervisor: Tim Enfield	
Phone: 253-298-3301	Email: tenfield@fpschools.org
Back-up COVID-19 Supervisor: Katie Schlesinger	
Phone: 253-298-3302	Email: kschlesinger@fpschools.org

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

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):
<input checked="" type="checkbox"/> Spacing for employees: <i>employees will be expected to follow mask and social distance requirements at all times.</i>
<input type="checkbox"/> Spacing for students: <i>signage will be posted in areas where public will be. Staff will be in the same areas reminding everyone to follow the distancing expectations</i>
<input checked="" type="checkbox"/> Spacing for visitors/families: <i>visitors to the office will sign in before entering the office. Families will maintain a 6’ social distance at all times when in the office and the capacity will be limited to keep a 6’ distance between staff and families.</i>
<input checked="" type="checkbox"/> Approximate sq. ft./ # of customers allowed: 900 / 2
<input checked="" type="checkbox"/> Approximate sq. ft./ # of students allowed: 900/1
<input checked="" type="checkbox"/> Limit number of employees: <i>limited by the space size that allows for a 6’ social distance</i>
<input checked="" type="checkbox"/> Limit number of customers: <i>limited by the space size that allows for a 6’ social distance</i>
<input type="checkbox"/> Physical barriers: <i>2 in the office for secretaries</i>
<input checked="" type="checkbox"/> Visual cues or signs: <i>COVID-19 signage is posted at the school (mask, social distancing, etc.). A sign for service and phone number will be posted on the main office doors.</i>
<input checked="" type="checkbox"/> Different service model (call in, drive through, virtual): <i>parent events will be done virtually</i>

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 will be available in each room.*

Covering coughs and sneezes (locations of tissues): *protocols will be reviewed, and all staff are expected to follow elbow/arm coverage expectations*

Provide reminders (signs, flyers, announcements, etc.): *Signage will be placed around the building*

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)

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.

Eye protection: Eye protection will be provided to staff based on L&I Guidelines. Staff can contact their COVID-19 Site Supervisor.

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: parents may drop off in front of school or on campus as long as a 6' social distance is maintained between families.

Pick-Up Plan: parents may pick up in front of school or on campus as long as a 6' social distance is maintained between families.

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. Please outline your plan for this process.

In person Learning Plan: students will eat both breakfast and lunch in their classrooms. Meals will be delivered to the rooms A 6' distance will be maintained when possible. When it is not possible students will maintain a 3' distance, all face the same direction and no talking while mask is off.

Cleaning and Disinfecting

Director of Maintenance and Operations: Doug Vanderleest

Phone: 253-298-4631

E-mail: 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 Professional 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: by phone email or text message

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
 - Headache
 - Muscle or body aches
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- One of the following symptoms that **last longer than 24 hours.**
 - Fatigue
 - Headache
 - Muscle or body aches
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

Report these to the District Nurse.

When a student has one of the following symptoms, they could be absent for 24 hours.

Each case has multiple factors that determine number how long a student will be absent for.

- Fatigue
- Headache
- Muscle or body aches
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

<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.
<input checked="" type="checkbox"/> If a student test positive contact the District Nurse. The District Nurse will guide you through contact tracing and notification.
<input checked="" type="checkbox"/> When a student is a confirmed close contact, please contact the District Nurse for consultation.

Isolation Room
Location: Conference Room
Primary Assigned Staff: Nicola Roppo
Back-up Assigned Staff: Katie Schlesinger & Nicole Wolfs
Isolation Room Procedures: When a student presents or reports any of the attestation symptoms they will be isolated as much as possible in the immediate area. The staff member will call the health room who will then put on full PPE and go to the student to bring them to the Isolation Room. Parents will be called to pick up the student and will be interviewed by the nurse to determine next steps for students and staff.

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:
<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.

Exposure Response
Describe how Franklin Pierce School District will react if we have a confirmed COVID-19 case:
<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.

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 Midland 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.): <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.*