

Safety Plan

for COVID-19

We want to ensure Pierce County businesses reopen while maintaining the health and safety of employees and the public. Use this template to create a safety plan for your business or organization. You must keep a copy of your plan onsite and review and update regularly.

Business or Organization:

Address:

Hours of operation:

Number of employees:

Date of plan:

Last updated:

COVID-19 supervisor:

Phone:

Email:

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

Check your industry specific guidance from the Governor's Office. Your specific guidance may require you to provide additional information. Refer to General Requirements and Prevention Ideas for Workplaces from the Department of Labor and Industries.

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):

☐ **Spacing for customers:**

☐ **Spacing for employees:**

☐ **Approximate sq. ft. /# of customers allowed:**

☐ **Limit number of customers:**

☐ **Limit number of employees:**

☐ **Physical barriers:**

☐ **Visual cues or signs:**

☐ **Different service model:**
(call in, drive through, virtual)

View other resources to help you reopen safely at tpchd.org/safestart.

Adapted from Kittitas County.

Hygiene

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

☐ **Frequent handwashing:**

(location of handwash stations, frequency of handwashing, when to wash)

☐ **Sanitizing of hands:**

(location of hand sanitizer stations)

☐ **Covering coughs and sneezes:**

(locations of tissues)

☐ **Provide reminders:**

(signs, flyers, announcements, etc.)

☐ **Face coverings:**

(notices for customers, required for all workers)

Cleaning and disinfecting

Current COVID-19 standards recommend businesses clean and disinfect surfaces frequently, including high touch areas and general cleaning practices. Describe your plan to clean and disinfect:

EPA-approved disinfectants for COVID: [epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

☐ **Cleaning high touch areas:**

(frequency, what surfaces does this include)

☐ **General cleaning practices:**

(frequency, how will you monitor cleaning)

☐ **PPE needed:**

(specific for cleaning)

☐ **Disinfectant used:**

(type, contact time required)

☐ **Safety Data Sheets (SDS) for products:**

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:**

☐ **Eye protection:**

☐ **Gloves:**

☐ **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)

☐ **Thermometer used:**
(touch/no touch, cleaning process)

☐ **Symptoms screened:**

☐ **PPE needed for health screenings:**

Sick employee policy

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

☐ **How employee notifies employer:**

☐ **When to go home:**

☐ **Sick leave policy:**

☐ **When employee can return to work:**

☐ **Steps business will take if a sick employee was around others at facility:**

Exposure response

Describe how your business or organization will react if you have a confirmed COVID-19 case:

☐ **Incident reporting:**

☐ **Site decontamination procedure:**

☐ **Post exposure incident recovery plan:**

COVID-19 safety training

Describe how your business or organization will monitor public health communications about COVID-19 recommendations and ensure workers have access to current information:

Factsheets available at lni.wa.gov/safety-health/safety-topics/topics/coronavirus.

Source for current COVID-19 information—CDC COVID-19 website: cdc.gov/coronavirus/2019-ncov.

☐ **Frequency of training:**

☐ **Training method:**
(in person, video, email, etc.)

☐ **Topics covered**
(symptoms of COVID-19, prevention steps, hygiene etiquette, etc.)

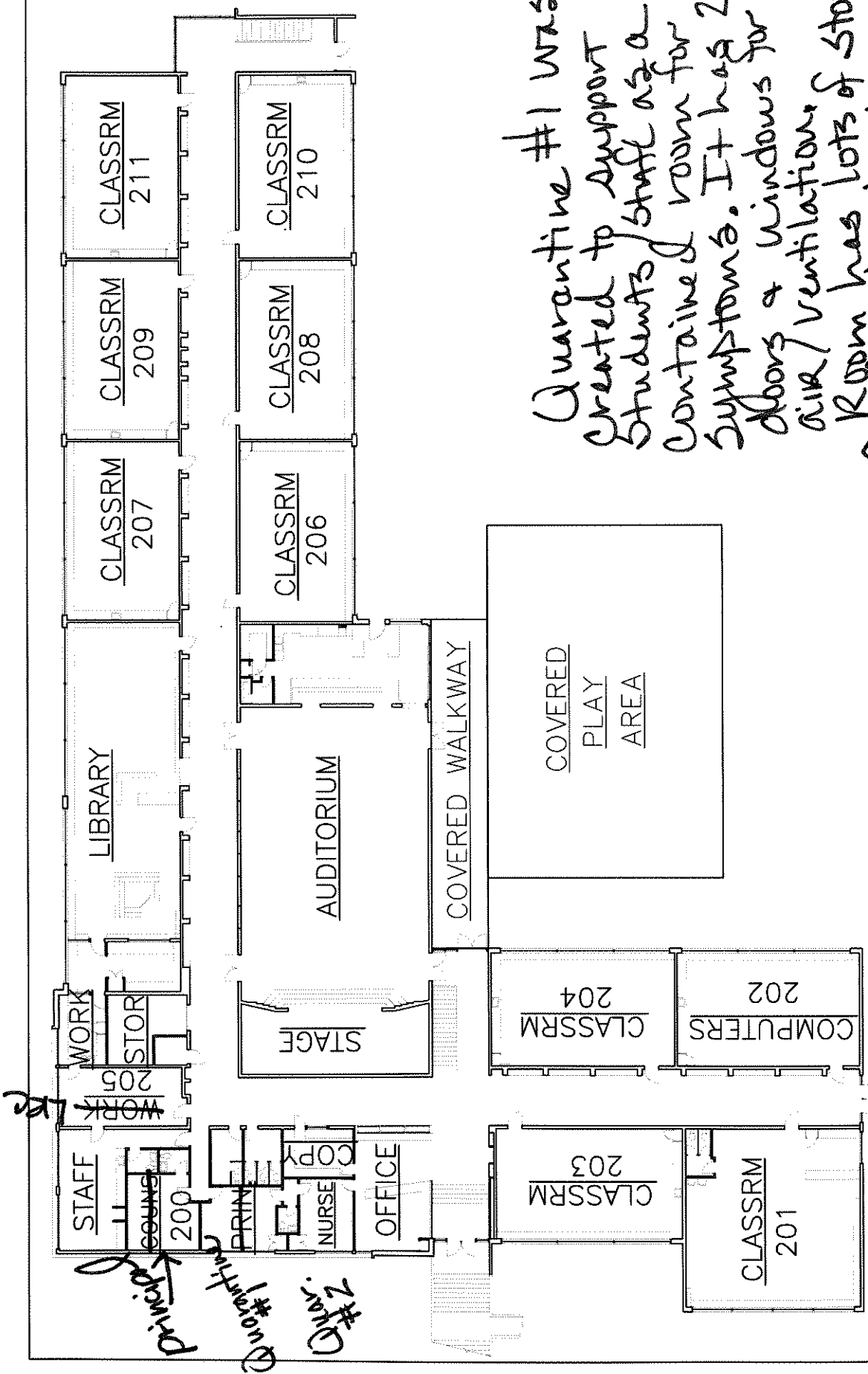
☐ **Training attendance records:**

Tacoma-Pierce County Health Department COVID-19 Safety Plan Template doesn't guarantee the health and safety of the employees, or the patrons that receive goods and or services from the establishment listed within this business safety plan.

View other resources to help you reopen safely at tpchd.org/safestart.

Adapted from Kittitas County.

updated 8-19-20



Quarantine #1 was created to support students/staff as a contained room for symptoms. It has 2 doors & windows for air/ventilation. Room has lots of storage for PPE, has bathroom, phone.

LOWELL ELEMENTARY
810 MR. DAHL DRIVE
TACOMA, WA 98403
FIRST FLOOR

Planning & Construction
Tacoma Public Schools
3223 South Union Avenue, Tacoma WA 98409



FIRST FLOOR
N.T.S.

<u>Lowell Elementary</u> (School Name) Hybrid Review Task List	
Task	Completion Date
Review screening protocols	January 6, 2021
Prepare classrooms based on your enrollment ensuring desks are 6 feet apart in Kindergarten classrooms	Currently working on 3 kinder classrooms including the new classroom in room 201. Dennis and Melissa are cleaning before students return week of Jan 11-15 th .
Review PPE guidelines & follow up if you have needs	Met with custodial and office teams week of January 4 th -8 th to inventory PPE and identify needs.
Review Communication Timeline from PIO on talking points	Robo calls scheduled to go to parents Sunday January 10 and January 17 th .
Schedule a staff meeting by 1/7, take attendance, & go over the reopening plan	Held staff meeting on Wednesday, January 6 th from 8:30-9:00 regarding reopening plan for kinders, other grade levels meeting separately week of January 11-14.
Determine essential staff (IC, Title, Counselor, Office Staff, etc...) Follow up with staff that are essential with an in person call (not a blanket email).	Spoke with all staff members who will be included on the re entry team including office team, paras, LAP, coach, and custodians.
Review K hybrid schedule	Sent sample schedules to staff on January 8 th from my coach and myself sharing in person and asynchronous lesson plans.
Review daily cleaning plan with custodial team	Met with custodial team on January 5 th at 2:00 including both day and night custodian regarding reentry plans for kindergarten.
Principal determines cohorts for Kindergarten. Cohort A is A-L and Cohort B is M-Z. Send Raymond in transportation your cohorts by 1/7 so that communication to families on routes goes out.	Called kindergarten parents in Ms. Moseid's classroom week of January 4-8, called each parent personally to discuss re entry plan and logistics. Robo call going to both classes January 10 th regarding A/B cohort. Calling every parent in Mrs. Conlon's classroom week of January 11-14.
Create your no sub rotation plan	Creating rotational sub plan with coach week of January 11-14 th including LAP teacher, coach, and approved HR sub list.
Communicate & push the parent app for attestation	Spoke to parents about parent app when calls were made to kinder parents week of January 4-8 th , also week of 11-14 th .

Hybrid Review Plan 2021__Lowell _____Elementary School	
Plan Components	Action Plan Details
Attestation Process	<u>Attestation Protocol</u>
Arrival & Dismissal	<p>Describe system for dropping off and picking up (valet) students that keeps families at least 6 feet from each other and reduces need to enter the school. Our 2 nurses are at a entry point where our nurse on M/T will check in EVERY student checking her laptop for survey completion, checking temperatures and providing a mask if needing one. On TH/F, our RN will be at the entry table in the primary wing checking in families. We will provide all PPE at the nurse's table for families to use.</p> <p>Who will provide supervision? Principal will be in the primary wing each morning when families arrive at 9:45. Supervision also provided by coach, paras, LAP teacher and counselor.</p> <p>Where will students enter the building? Where will students go when they enter the building? Students will directly enter the kindergarten classroom after they have checked in with the nurses' station and passed all 3 protocols (attestation, temperature check and mask). They will enter the main building when eating lunch and using the restroom in the basement during lunch/recess.</p> <p>What is your dismissal process? Where will students exit the building? Parents will come to the classroom door to pick up</p>

their children one at a time. The kindergarten teacher will be at the classroom door and hand off students to parents. Any students left will be escorted by the teacher to the office.

Considerations:

Consider staggering drop off & pick up times for various groups- When we are in person in multiple grades, we will be staggering times for enter and exiting the building depending on the grade level.

Label one-way traffic flows- we have our hallways labeled with arrows in one direction. We have ordered 6 foot spacing circles from Tom Chalk to put on floors and outside on walkways and entrances to classrooms.

Greet students at their vehicle and/or busses – we don't have any bussing at this time.

Place markers and signage on walkways- 6 foot markers will be placed on walkways and entering classrooms and building. Tom Chalk has provided us with signage/posters and all are displayed on windows and in classrooms.

Determine where students will go, line up zone, to be able to be socially distanced while waiting to enter classroom after the screening attestation process is complete- students will check in at nurse checkpoints when more grade levels are scheduled to return to school. We are working on a 1st/2nd grade plan this week, January 11-14th. Students who need an attestation will be escorted to the library to take the survey and to contact parents.

One suggestion could be to enter cafeteria and sit at a class table sitting 6 feet apart to confirm attestation process, with assigned seats to ensure contact tracing – we are using our library for the temporary waiting area since we have a large space where we can distance students from each other and also have computers for parent communication including access to the attestation surveys.

<p>Health Room & Isolation Process</p>	<p>Our health room is managed by our health clerk, Kelley Mulkey on Mondays and Tuesdays and Kristen Bouska on Thursdays and Fridays. The nurses will travel to the classroom to check on students instead of having students come to the nurse's office due to limited size and spacing. She will determine student health needs and take to the library for communication with parents, students will wait in the library if they need to go home due to symptoms. The library is the isolation room for any communication needs with parents. Our quarantine room is our room near the health room with windows and 2 doors for fresh air and supervision if a child has COVID symptoms or a fever. This room also stores all of our PPE for the building.</p>
<p>K cohorts (Principals will determine cohorts & then communicate to transportation)</p>	<p>How many students in your alpha groupings (Cohort A: A-L Monday & Tuesday in person, Cohort B: M-Z Thursday & Friday in person)</p> <p>K class 1 Cohort A:10 students K class 1 Cohort B:11 students</p> <p>K class 2 Cohort A:11 students K class 2 Cohort B: 12 students</p> <p>K class 3 Cohort A:N/A K class 3 Cohort B:N/A</p>
<p>Lunch & Supervision</p>	<p>What is your lunch plan? Supervision? (Teachers will need their 30 minutes of duty-free lunch). Planning is covered within the schedule. Each day, lunch will be in our lunchroom for 20 minutes and then a recess break for 20 minutes. Mrs. Moseid's classroom will be eating lunch from 11:30-11:50 and then outside for recess at 11:50-12:10. Mrs. Conlon's classroom will be at recess first and then come into the lunchroom for lunch. They will enter/exit using separate doors and supervised by Mrs. Rossman in the lunchroom.</p> <p>Considerations:</p> <p>Could be lunchroom if 6 feet apart or classrooms with supervision. Students will be sitting at large lunch tables with 3 students per table, one on each end and one in the</p>

	<p>middle. They will eat unmasked and then use a soapy cloth to wipe up after their lunch is finished. Hand sanitizer will be located on each table.</p> <p>Breakfast is "Grab & Go" and eaten within their classroom. Garbage cans will be located outside the classroom for disposable. Breakfast will be delivered to each classroom by 9:30 with students eating their breakfast in classrooms.</p> <p>Create a lunch schedule that limits gatherings and does not mix classes of students in the cafeteria or other communal spaces. Keep cohorts/classes together. If classes are eating in the cafeteria while socially distanced in classroom cohort, they should have an assigned seat in case contact tracing needs to be done. If more than one class of students is scheduled to be in the cafeteria at one time keep the classes separated, with separate flows of traffic to minimize mixing out of cohort interaction. Mrs. Carolyn and Mrs. Betty will be supervising students outside ensuring mask wearing and distancing at all times. They will spray off play equipment after each use using the quick dry 5 minute spray on all balls, jump ropes, swings, chains, and bars.</p> <p>If there are other communal spaces that students could eat their lunch in look at using that as additional alternative space. We will be eating lunch in the lunchroom as we have a large space for students to separate and eat safely.</p> <p>Based on your master schedule if teacher's contractual 30-minute uninterrupted lunch can be met by a 30-minute recess consider having students eat meals in their classroom through grab and go services. A 20 minute lunch time and a 20 minute recess block will be given to each teacher totaling 40 minutes for recess and lunch breaks.</p>
Recess Plan	<p>What is your recess plan? Supervision? How will you socially distance your classes? Betty and Carolyn will both supervise recesses for our students making sure student distance and play in zoned areas with small groups of students. Each kindergarten cohort will be at recess separately and not mixing with another cohort. They will make sure students are wearing masks at all times during recess and allow only one student at a time using the restroom in the basement.</p>

	<p>Considerations:</p> <p>One possibility to have 3 classes outside at one time. Create multiple clearly defined play areas depending on your specific campus. (i.e. Zone 1 Play toy, Zone 2 Field, Zone 3 Play shed.) When our 1st and 2nd graders return to school, we will create a recess schedule with one grade at a time and small groups of students in zones/pods. These zones will be the turf field, the swing zone and the big toy zone. Students will stay in their zones the entire recess that day and can switch their zone the following day with supervisor approval.</p> <p>Create a daily rotating schedule throughout the week. Stagger entry/exit times to ensure no intersecting of cohorts. Or create separate entry/exit routes to ensure no intersecting of cohort. Entrances and exits will be monitored and supervised by staff including principal, coach, LAP, counselor, and paras. The entrance/exit point will be determined with each grade level prior to their students returning and shared with students/parents 1-2 weeks in advance.</p> <p>Stagger recess times to reduce the number of students at one time. Students need to clean their hands after outdoor play. Recess times will be staggered for all grade levels and have specific times for access to playground equipment which will be sprayed using the 5 minute quick dry spray between each cohort/recess.</p>
Daily cleaning	<p>Spray all hard surfaces when entering rooms and air dry</p> <p>We will be using the quick dry spray on all surfaces and materials around the building. Staff will have spray bottles available to them at all times for use during their school day.</p> <p>Spray hard surfaces and materials between classes. Spray all hard surfaces before leaving in evening (manipulatives, makers, pencils, blocks, chairs, tables, etc.).</p> <p>Spray all high traffic touch points (doorknobs, handles, etc.)</p>