

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.)

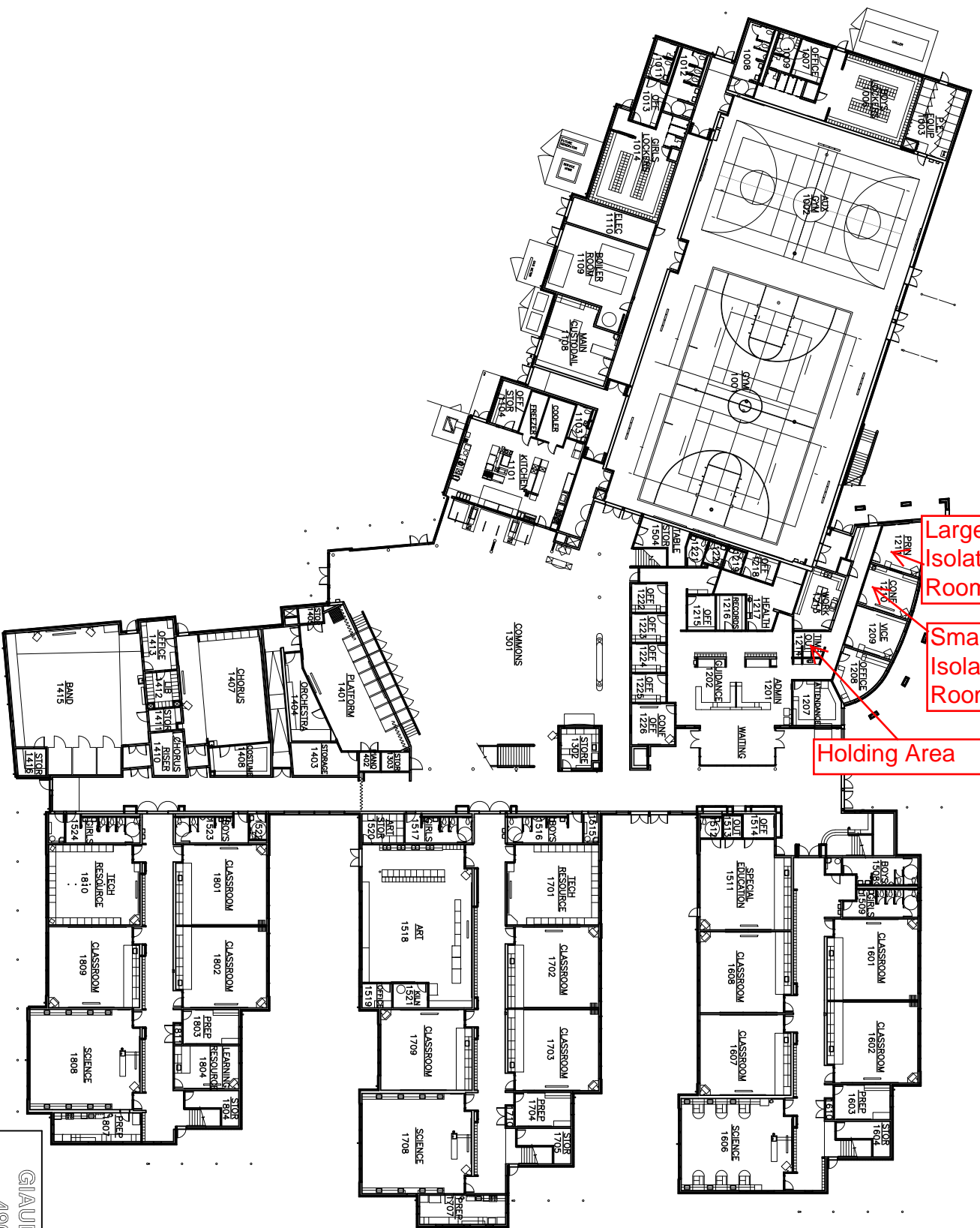
☐ **Topics covered**
(symptoms of COVID-19, prevention steps, hygiene etiquette, etc.)

☐ **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.



Large Isolation Room

Small Isolation Room

Holding Area

FIRST FLOOR PLAN

SCALE: 1"=50'

BASEMENT

GLAUDRONE MIDDLE SCHOOL
4902 SOUTH ALASKA ST
TACOMA, WA 98406
FIRST FLOOR

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



Complete this Form with your Building Leadership Teams

When Completed:

Upload into the Files Section of the COVID TEAM (in MS TEAMS).

Giaudrone Hybrid Review & Task List	
Task	Completion Date
Review screening protocols	1/29/21
Prepare classrooms based on your enrollment ensuring desks are 6 feet apart in all classrooms	1/29/21
Review PPE guidelines & follow up if you have needs	1/29/21
Review Communication Timeline from PIO (when developed) on talking points	1/29/21
Schedule a staff meeting by 1/29, take attendance, & go over this reopening plan	1/29/21
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).	1/27/21
Review Hybrid schedule	1/26/21
Review daily cleaning plan with custodial team	1/27/21
Cohort A is A-L and Cohort B is M-Z. Send Raymond Williams in transportation your cohorts by 1/29 so that communication to families on routes goes out.	1/28/21
Create your no sub rotation plan	1/29/21
Communicate & push the parent app for attestation	1/29/21

Hybrid Review Plan 2021_Giaudrone Middle School	
Plan Components	Action Plan Details
Attestation Process	<u>Attestation Protocol:</u> <ul style="list-style-type: none"> • Students will show completed attestation from the phones upon entering • Student without phones will complete paper attestation with adult supervisor
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.</p> <p><u>Vehicle drop-off:</u></p> <ul style="list-style-type: none"> • Students will be greeted and directed toward the gym entrance keeping social distance (6 feet apart) • Students will wait on line markers waiting for attestation <p><u>Vehicle pick-up:</u></p> <ul style="list-style-type: none"> • Students will be directed to keep social distance • Students will wait on line markers until parent's vehicle arrives <p><u>Bus drop-off:</u></p> <ul style="list-style-type: none"> • Greeter/supervisor will greet students from bus • Supervisor will lead students to line markers keeping social distance (6 feet apart) <p><u>Bus pick-up:</u></p> <ul style="list-style-type: none"> • Students will be directed to keep social distance • Students will wait on line markers until bus arrives <p>Who will provide supervision?</p> <ul style="list-style-type: none"> • Administration team (3) • Behavior interventionists (3) • Counselors (2) • Security personnel • Instructional coach • Librarian • Office manager • Nurse (when necessary)

	<p>Where will students enter the building? Where will students go when they enter the building?</p> <p><u>Walkers and car drop-off:</u></p> <ul style="list-style-type: none"> • Enter through gym entrance • Social distance on line markers while waiting • Attestation at gym doors • Sit on marks in the gym by grade level (bleachers-6th northside, 7th southside, 8th westside) • Students dismissed by groups <p><u>Bus Students:</u></p> <ul style="list-style-type: none"> • Enter through bus zone entrance • Social distance on line markers while waiting • Attestation at gym doors • Sit on cafeteria table seats (one at each corner) • Students dismissed by tables <p>What is your dismissal process? Where will students exit the building?</p> <ul style="list-style-type: none"> • Teachers positioned at classroom door • Teachers supervise classroom and hallway • Dismiss students by small groups/rows • Students will follow one-way hallways to nearest exit (bus students exit at end of grade level doors along Alaska Street) • Walkers, car pick up, and bus students will social distance themselves departing from school grounds and waiting for arrival of busses <p>Considerations:</p> <ul style="list-style-type: none"> • Consider staggering drop off & pick up times for various groups XX • Label one-way traffic flows XX • Greet students at their vehicle and/or busses XX • Place markers and signage on walkways XX • Determine where students will go after the screening attestation process is complete XX
Health Room & Isolation Process	<p><u>Follow these steps when students show symptoms of COVID:</u></p> <ul style="list-style-type: none"> • Call for an escort x5888 • Student placed in isolation room • Nurse will assess student • Do not send students to nurse's office unless for medication, injury, etc. Call ahead.

	<p><u>Parents will be called for pick up when:</u></p> <ul style="list-style-type: none"> Any class A symptom of any duration, or 2 or more class B symptoms of any duration, or 1 or more class B symptom lasting more than 24 hours <p><u>Class A Symptoms:</u></p> <ul style="list-style-type: none"> Fever (100.4 degrees or higher) Cough Loss of sense of taste and/or smell Shortness of breath <p><u>Class B Symptoms:</u></p> <ul style="list-style-type: none"> Fatigue Headache Muscle or body aches Sore throat Congestion or runny nose Nausea or vomiting Diarrhea (defined as 2 or more loose stools in 24 hours)
Principals will determine cohorts & then communicate to transportation	<p>How many students in your alpha groupings? (Cohort A: A-L Monday & Tuesday in person, Cohort B: M-Z Thursday & Friday in person) Total: Cohort A: 274 Cohort B: 255</p> <p>6th Grade Cohort A: 72 6th Grade Cohort B: 68</p> <p>7th Grade Cohort A: 94 7th Grade Cohort B: 96</p> <p>8th Grade Cohort A: 108 8th Grade Cohort B: 91</p>
Lunch & Supervision	<p>Where will students eat lunch?</p> <ul style="list-style-type: none"> Lunches will be available for students in their 1st/5th period classrooms M-T and Th-F Students will eat at their assigned desks 6 feet apart Students will have a total of 20 minutes for the lunch period

	<p>With whom? (Who is supervising students?)</p> <ul style="list-style-type: none"> • Teachers will supervise students during the lunch period. • Students will dispose of garbage in trash can • Custodian will pick up garbage <p>Considerations:</p> <ul style="list-style-type: none"> • Students will wipe down desks with warm soapy water • Teacher will come around with wastebasket for trash
Daily cleaning	<p><u>Teacher Responsibilities:</u></p> <ul style="list-style-type: none"> • Spray all hard surfaces when students leave classrooms and air dry • Spray all hard surfaces before leaving in evening (manipulatives, makers, pencils, chairs, tables, etc.) <p><u>Custodial Responsibilities:</u></p> <ul style="list-style-type: none"> • Spray all high traffic touch points (doorknobs, handles, etc.)