

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.)

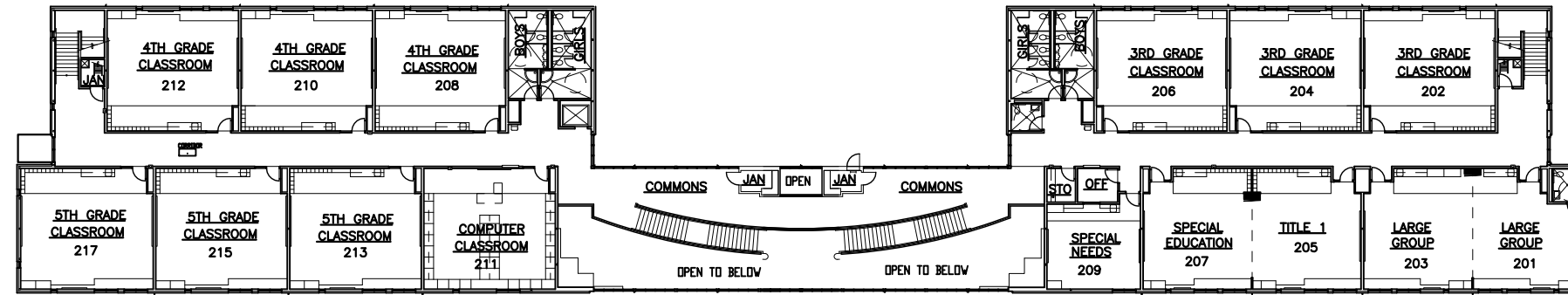
☐ **Topics covered**
(symptoms of COVID-19, prevention steps, hygiene etiquette, etc.)

☐ **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.

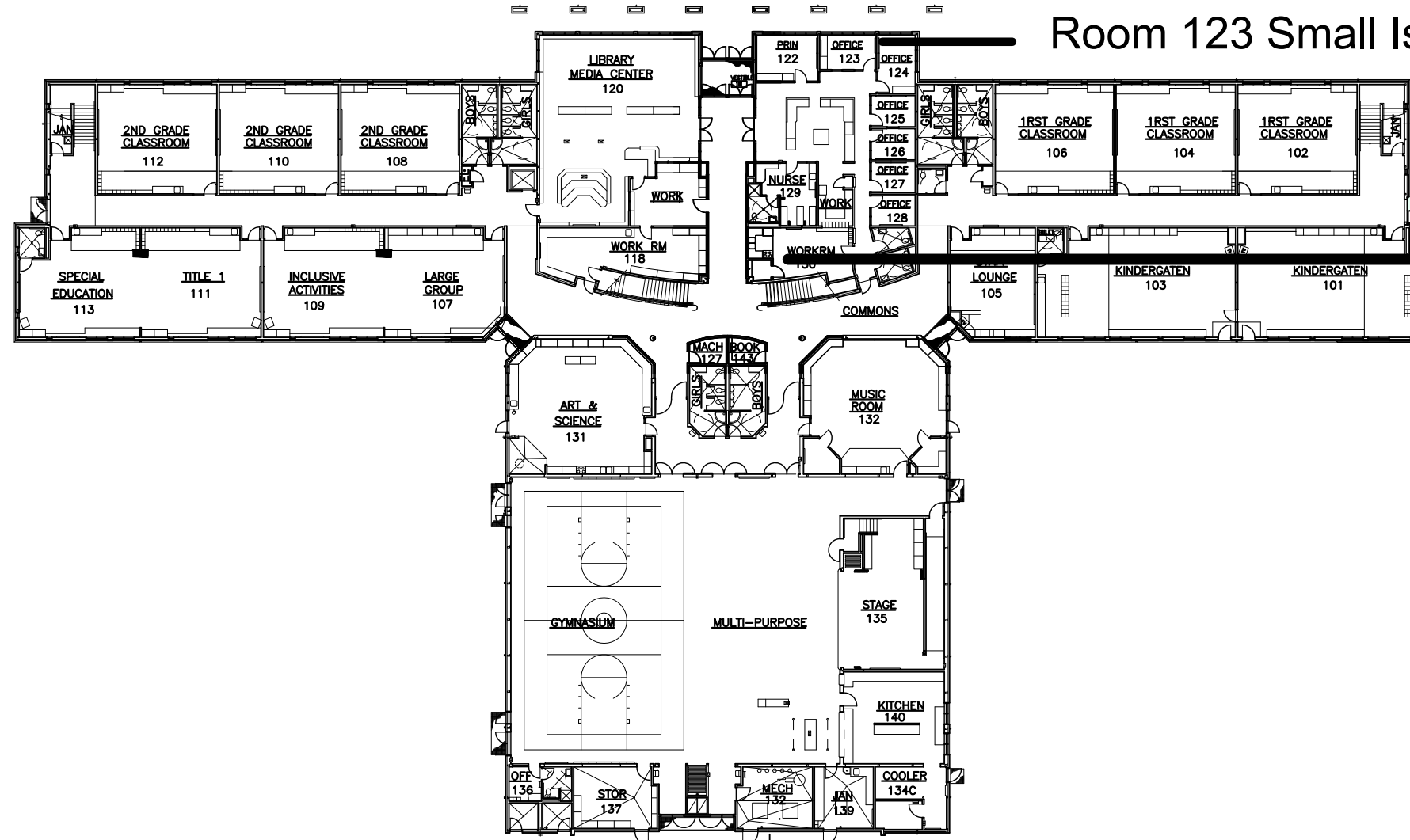
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Adapted from Kittitas County.



UPPER FLOOR PLAN

SCALE: 1"=40'

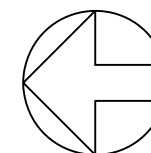


Room 123 Small Isolation Rm

Rm 130 Large isolation

LOWER FLOOR PLAN

SCALE: 1"=40'



EDISON ELEMENTARY
5830 SOUTH PINE STREET
TACOMA, WA 98409
FLOOR PLAN

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

Edison Hybrid Review Task List	
Task	Completion Date
Review screening protocols	1/5/2021
Prepare classrooms based on your enrollment ensuring desks are 6 feet apart in Kindergarten classrooms	1/5/2021
Review PPE guidelines & follow up if you have needs	1/5/2021
Review Communication Timeline from PIO on talking points	1/5/2021
Schedule a staff meeting by 1/7, take attendance, & go over the reopening plan	1/5/2021
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).	1/7/2021
Review K hybrid schedule	1/5/2021
Review daily cleaning plan with custodial team	1/5/2021
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.	1/5/2021
Create your no sub rotation plan	1/5/2021
Communicate & push the parent app for attestation	1/5/2021

Hybrid Review Plan 2021 EDISON Elementary School	
Plan Components	Action Plan Details
Attestation Process	Attestation Protocol
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>Who will provide supervision? Supervision provided by paras, counselors, LAP, Title, Coach, and administration.</p> <p>Where will students enter the building? Where will students go when they enter the building?</p> <p>Students enter from the front of the building (bus zone). Attestations are checked before students get off the bus. Those with complete attestations report to their teachers, line up, and go to class. Teacher picks up the students who were dropped off by family on the way to class. Those without complete attestations are held in library until parents are contacted.</p> <p>What is your dismissal process? Where will students exit the building?</p> <p>As busses arrive, supervisors radio to office coordinator who then notifies teacher. One person will meet the teacher in the hallway to control the flow of traffic and prevent crossing of cohorts (triage person). Teachers walk students out to their busses and take remainder of students to get picked up by family out to the covered area. From there, a supervisor will intercept cars and radio to the under cover area whose family is present to pick up students.</p>

	<p>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</p>
Health Room & Isolation Process	<p>Main office has a meeting room that has been cleared out as the symptom room. The library and the “parent room” in the office will be used for students who do not have attestations completed. Henry Smith and Mirelle Dionne will be on deck to supervise. Rachel Haines (Counselor) has volunteered to watch as well. Full PPE required for anyone supervising this room (apron, goggles or faceshield, gloves, N95 or higher)</p>
K cohorts (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)</p> <p>K class 1 Cohort A: 8 K class 1 Cohort B: 8</p> <p>K class 2 Cohort A: 9 K class 2 Cohort B: 9</p> <p>K class 3 Cohort A: 8 K class 3 Cohort B: 8</p>
Lunch & Supervision	<p>What is your lunch plan? Supervision? (Teachers will need their 30 minutes of duty-free lunch). Planning is covered within the schedule.</p> <p>Lunch is the same schedule as last year. The difference is that food service people will leave box lunches on a cart in front of the teachers’ doors. Paras will push in to cover lunch time and also be recess supervisors.</p>
Recess Plan	<p>What is your recess plan? Supervision? How will you socially distance your classes?</p> <p>Created playground zones. Will assign teachers to specific zones that cannot be crossed. At end of recess, students line up IN THEIR ZONES socially distanced to return to class</p>

Daily cleaning	<p>Spray all hard surfaces when entering rooms and air dry</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>