

# 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](https://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](https://lni.wa.gov/safety-health/safety-topics/topics/coronavirus).

Source for current COVID-19 information—CDC COVID-19 website: [cdc.gov/coronavirus/2019-ncov](https://cdc.gov/coronavirus/2019-ncov).

☐ **Frequency of training:**

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

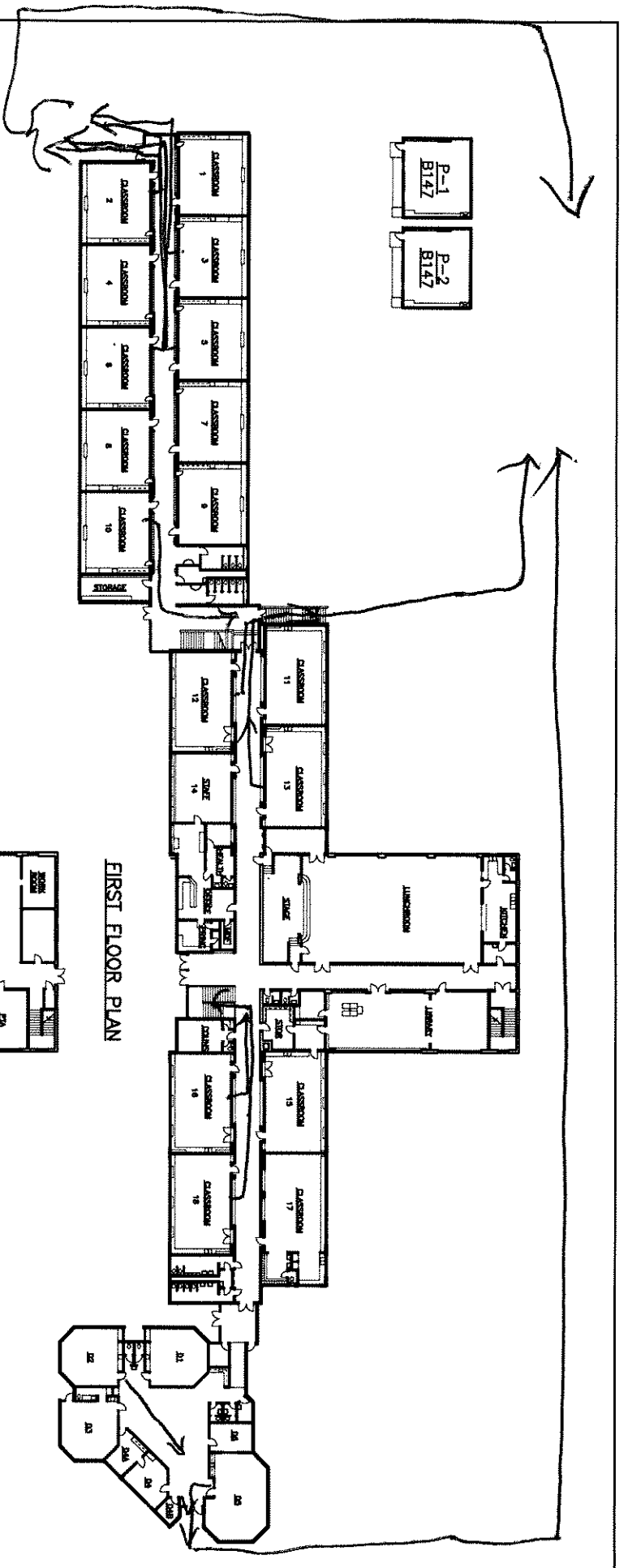
☐ **Topics covered**  
(symptoms of COVID-19, prevention steps, hygiene etiquette, etc.)

☐ **Training attendance records:**

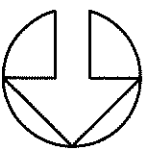
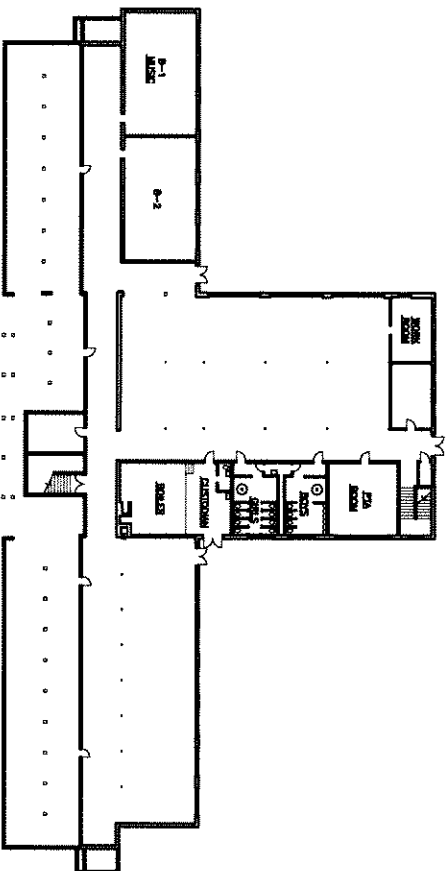
Tacoma-Pierce County Health Department COVID-19 Safety Plan Template doesn't guarantee the health and safety of the employees, or the patrons that receive goods and or services from the establishment listed within this business safety plan.

View other resources to help you reopen safely at [tpchd.org/safestart](https://tpchd.org/safestart).

Adapted from Kittitas County.



BASEMENT FLOOR PLAN



DOWNING ELEMENTARY SCHOOL  
2502 NORTH ORCHARD STREET  
TACOMA, WA 98406  
FLOOR PLAN

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

Downing Hybrid Review Task List	
Task	Completion Date
Review screening protocols	Staff is reminded weekly in staff bulletin and newsletter for students – almost everyweek
Prepare classrooms based on your enrollment ensuring desks are 6 feet apart in Kindergarten classrooms	9/2020 and 1/2021
Review PPE guidelines & follow up if you have needs	Continually during covid – but again this weekend and next before kids come in. Using the chart from the health department
Review Communication Timeline from PIO on talking points	Weekly messenger and newsletter reports to parents
Schedule a staff meeting by 1/7, take attendance, & go over the reopening plan	¼ - kindergarten team 1/5-safety committee, 1/7 – SCDM (a.m.) 1/7 staff (pm)
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).	Have called essential staff in starting on the 19 <sup>th</sup> , Head start will be in on the 13 <sup>th</sup> and 22 <sup>nd</sup> to talk safety
Review K hybrid schedule	1/7 – final draft and being sent to parents
Review daily cleaning plan with custodial team	1/5 -
<b>Principal determines cohorts for Kindergarten.</b> Cohort A is A-L and Cohort B is M-Z. <b>Send Raymond in transportation your cohorts by 1/7</b> so that communication to families on routes goes out.	1/5-1/7 – still working out some of the families that have mixed last names and working with Head Start to coordinate families
Create your no sub rotation plan	Prin., IC, Counselor, Building para (part time), LAP, District coverage
Communicate & push the parent app for attestation	Constantly pushing weekly in newsletters, personal calls, and messenger

Hybrid Review Plan 2021 Downing Elementary School	
Plan Components	Action Plan Details
Attestation Process	<a href="#">Attestation Protocol</a>
	<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. <a href="#">Because the valet had to be changed (construction crew will need by April 1 – we decided to change the drop off and pick up now to help families adjust and for our trial-runs with K, 1, 2, head start. Parents will park as they always have on 26<sup>th</sup> and come into parking lot 3 at a time. Staff will greet, open doors and ask about family app for attestation. Students will walk around the sidewalk to the attestation station (will be covered because of tents for head start) Staff wanted students to be checked with thermometers and released to sit on dots. At 9:40 students will be escorted to classrooms. They will enter and sit at desks – teacher will have Do Now and then release two at a time to go to lockers. End of the day we will reverse the dismissal starting at 3:20</a></p> <p>Who will provide supervision? <a href="#">IC, Principal, Building Para, Counselor, Attendance secretary</a></p> <p>Where will students enter the building? Where will students go when they enter the building? <a href="#">SE door by psychologist room. There will be a tent from head start. Dots on the ground where they stand and then where they go when they enter the building. They will be given instructions and led to classes at 9:40. They will go right into the class and sit at desks. Teachers will release two at a time to drop off their coats.</a></p> <p>What is your dismissal process? Where will students exit the building?  <a href="#">Walkers will go out the front door, teachers will continue to walk the remainder of the students to the valet area. All</a></p>

	<p>students will have numbers. As their cars drive up, they will go to the car and teachers will open doors to let them in.</p> <p><b>Considerations:</b></p> <p>Label one-way traffic flows – Have a work order in to have our valet area remarked and a sign from lower parking lot – right turn only (original valet area, but because of construction had to move to Kindergarten area).</p> <p>8:15 – Head Start  9:40 – K-5  9:40 – Inclusion Preschool</p> <p>1:00 – Inclusion preschool  2:20 – Headstart  3:20 – K-5  3:20 – Inclusion Preschool</p>
<b>Health Room &amp; Isolation Process</b>	<p>Isolation room is room 15 – nurse’s room beds have been placed in this room as well as 5 desks. Room 11 is the other room for kids that we may need to call on Attestation from Family App. Students needing medication from the office or ice bags will knock on the office door. If a child is being sent from the classroom, teachers will need to call the office so they can meet the child at the front office door</p>
<b>K cohorts (Principals will determine cohorts &amp; then communicate to transportation)</b>	<p><b>How many students in your alpha groupings (Cohort A: A-L Monday &amp; Tuesday in person, Cohort B: M-Z Thursday &amp; Friday in person)</b></p> <p>K class 1 Cohort A:9 – see attached list of kids  K class 1 Cohort B:8 - see attached list of kids</p> <p>K class 2 Cohort A:8 - see attached list of kids  K class 2 Cohort B: 9 see attached list of kids</p> <p>Total for Cohort A = 17 Total for Cohort B=17 for Kindergarte</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>Have staggered lunch with 10 minute break in between – Go recess then lunch – lunch tables marked with an X where students can sit – two classes at a time- but in separate areas of the cafeteria. Custodian will have garbage cans at end of each section. Will have individual hand wipes for clean up. When a child done, they will go to a spot to sit 6’ away from all. Custodian will clean area in preparation of next group in.</p> <p>Breakfast will be on a cart separated by class. Teacher will pick up at 8:30 and have breakfast on student desk. If student does not want, they will tell the teacher or put it in their backpack</p> <p>Windows will be open for ventilation.</p> <p>Remind kids to remove mask to chin area to take a bite, sips, etc. then put mask back on.</p> <p>Extra garbage cans will be placed in each area of the school. Custodian will check after breakfast for pick up of things thrown away</p> <table><tr><td></td><td>Recess</td><td>Lunch</td></tr><tr><td>K</td><td>11:00-11:20</td><td>11:20-11:40 (2 groups)</td></tr><tr><td>1</td><td>11:30-11:50</td><td>11:50-12:10 (2 groups)</td></tr><tr><td>2</td><td>12:00-12:20</td><td>12:20-12:40 (1 groups)</td></tr><tr><td>¾</td><td>12:30-12:50</td><td>12:50-1:10 (2 groups)</td></tr><tr><td>4/5</td><td>1-1:20</td><td>1:20-1:40 (2 groups)</td></tr></table> <p>2 zones will be designated on the playground(zone A – blacktop and swings zone B – big toy and playground). These zones will be announced Monday/Thursday morning and switch every week. It will also be for extra recesses if teachers decide to go outside. There will be a sign up in the office for extra times for playground use.</p> <p>.</p>		Recess	Lunch	K	11:00-11:20	11:20-11:40 (2 groups)	1	11:30-11:50	11:50-12:10 (2 groups)	2	12:00-12:20	12:20-12:40 (1 groups)	¾	12:30-12:50	12:50-1:10 (2 groups)	4/5	1-1:20	1:20-1:40 (2 groups)
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Recess Plan	See above
Daily cleaning	<p>Teachers and Custodian have been told the following: 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> <p>Students will also be given hand wipes to clean where they touch in the bathroom, as well as lunch room table.</p>
Additions “things”	<p>Things to consider</p> <ul style="list-style-type: none"> <li>-Tent up for Head Start at 8:00 – Leave up until 10:00 for regular ed to enter the building</li> <li>-If late- student must enter the front door and check in at the office by knocking on the office door –</li> <li>-Ask parents if they did the family app as they drop off students. If not, have them get out of the line and go and do this on phone or at home.</li> <li>-Meet with parent cohort to tell them what is expected for school and safety procedures</li> <li>-Remind staff to spend lots of time the 1<sup>st</sup> couple of weeks talking expectations and relationships, WASH WASH WASH hands – teachers too! – “how to’s” – almost like the first week of school</li> <li>-LRC, Lap, etc., track movement of small groups and cross-contamination</li> <li>-Remind parents of valet system/expectations for dropping and picking up students – no one allowed in school</li> <li>-Remind staff of PPE requirements</li> </ul>

	<ul style="list-style-type: none"><li>-Discuss with staff the small learning group expectations and Hybrid expectations.</li><li>-Meeting with lunch person who is covering for our lunchroom (Gina covering for Sarah)</li><li>-Talk to OT, PT, Speech about cohorts and what is expected with cohorts.</li><li>-Remind parents that computers stay home for now.</li><li>-Parents not wanting kids to return should be directed to TOL website</li><li>-If staff member is worried about returning to work, have them talk with Railene, Sarah or Steven Dedrick</li><li>--Hire two crossing guards</li></ul>
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