

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.)

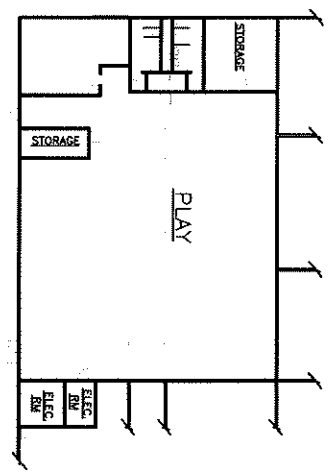
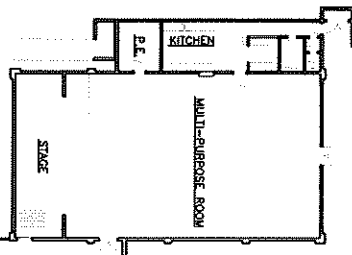
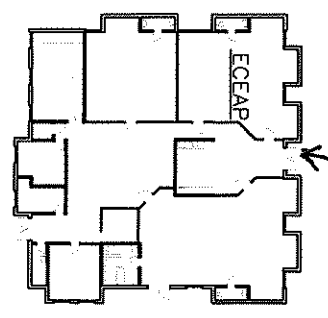
☐ **Training attendance records:**

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.

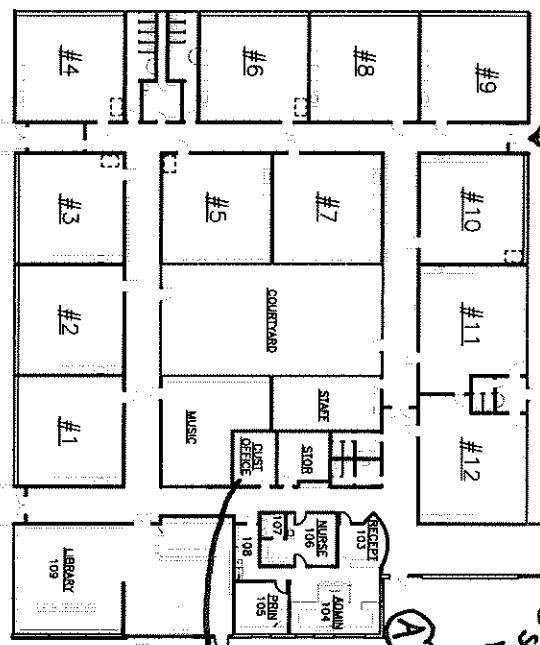
Adapted from Kittitas County.

① Headstart/ECEAP Entrance

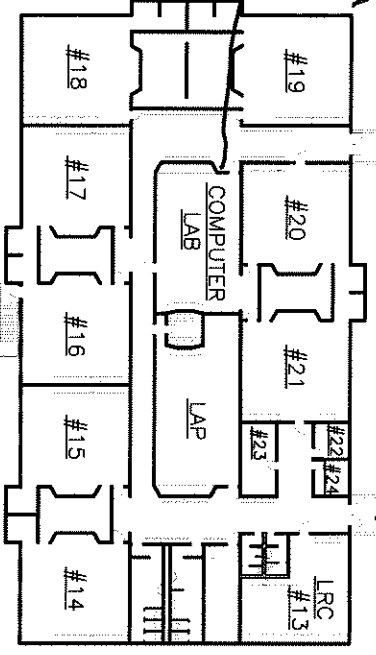
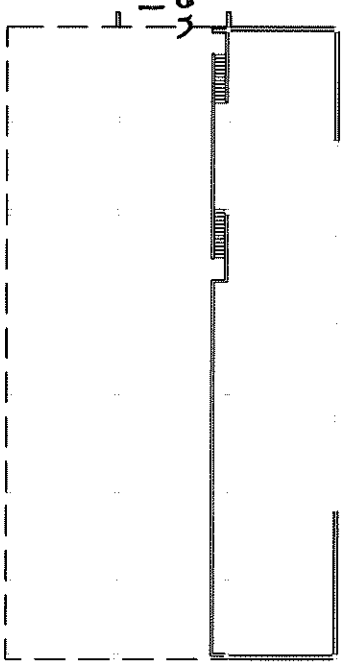


③ A Building Student Entrance K-1

① Main Entrance for Whittier Staff.



② B Building Student Entrance 2-3.



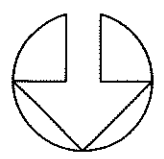
Isolation Room #2

WHITTIER ELEMENTARY

SCALE: 1"=50'

WHITTIER ELEMENTARY SCHOOL
777 ELM TREE LANE
TACOMA, WA 98418
FLOOR PLAN

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



BUILDING 1

<u>Whittier</u> (School Name) Reopening Task List	
Task	Completion Date
Review screening protocols	
Prepare classrooms based on your enrollment ensuring desks are 6 feet apart in Kindergarten classrooms	1/5/21
Review PPE guidelines & follow up if you have needs	1/7/21
Review Communication Timeline from PIO on talking points	1/8/21 goes out 1/10
Schedule a staff meeting by 1/7, take attendance, & go over the reopening plan	1/7/21
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).	1/7/21
Review K hybrid schedule	1/7/21
Review daily cleaning plan with custodial team	1/8/21
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.	1/5/21
Create your no sub rotation plan	Meeting with SCDM 1/20/21
Communicate & push the parent app for attestation	1/5-1/16- Communicated through multiple avenues.

Reopening Plan 2021____Whittier____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>Arrival:</p> <ul style="list-style-type: none"> Students will be dropped off in 1 location (covered play area) by car/in person. Families will be encouraged to stay in vehicles or drop students off at the entrance to covered play area. (see arrival map) Bussing students will be greeted at the bus by Building para and LRC teacher and walked to covered play area. Students will be greeted by an adult and walked to their classroom line up area. Marked by 6 ft social distancing marks and teachers name. 2 staff OC and principal will be available to help check students in and meet with parents who have not filled out daily attestation. Teachers will meet students at 9:00 and walk them to their classrooms. <p>Dismissal:</p> <ul style="list-style-type: none"> Teachers will begin to walk students to covered play area at 2:30. Students will line up on their 6 ft social distancing spot in designated teacher lines. Teaching staff will monitor their lines while support staff (Principal, OC, LAP, Counselor, and Coach help students to cars (valet) and connect them with families who are walking (meet at entrance) LRC teacher and Building Para will collect bussing students at 2:30 from classrooms and walk them to busses. <p>Who will provide supervision?</p> <ul style="list-style-type: none"> Principal, OC, Coach, Counselor, LRC teacher, LAP, and Building Para (arrival). Principal, OC, Coach, Counselor, LRC teacher, LAP, Building Para, and Teachers (dismissal)

Where will students enter the building? Where will students go when they enter the building?

- K- 2 classrooms will enter the basement through outside doors. The 3rd classroom will walk up the stairs and into the A building proceeding to library (where the class is located).
- 1st grade- classrooms will walk up the side of the A building and into the side door (see map). They will proceed directly to their classrooms.
- 2nd grade- classrooms 3 classrooms will walk up the side of the A building and into the side door (see map). They will proceed directly to classrooms. The 4th classroom will walk up the stairs and proceed to the B building going directly to their classroom.

What is your dismissal process? Where will students exit the building?

- Students will follow the same path as when they entered and exit through the same doors. K-2nd grade classes will proceed to the covered play area where they will line up on socially distant marks. Lines are labeled with teacher's names.
- School day ends at 2:40:
- K- starts dismissal at 2:30
- 1st- starts dismissal at 2:35
- 2nd- starts dismissal at 2:40
- Bussing students will be collected from classrooms and walked to the busses through the school's main entrance.

Considerations:

Consider staggering drop off & pick up times for various groups

Label one-way traffic flows

Greet students at their vehicle and/or busses

Place markers and signage on walkways

	<p>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</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>Principal and OC will check students for daily attestations during arrival. These students will be moved to an area in the covered playground. At 9:00 building para, counselor, and Principal/OC will walk students to the isolation room where families will be contacted.</p> <p>Health room will not be available during the school day unless there is an emergency or students need to take medication. It will be an expectation that staff call the office so that an adult can meet students and walk them to the health room. Students will enter the health room through the door in hallway.</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>Murphy K class 1 Cohort A: 8 Students- Kyleya Moody, James Duckworth, Anna, Lehan, Lise Lake, Emanuel Green, Ayesha Johnson, Quincey Law, Lorenz Aho K class 1 Cohort B: 11 Students- Jonas Parker, Aziya Russell-Sewood, Nichol Taylor, Bode Sipes, Jack Wassall, Callum Mcdougall, Ronin Pantoja, Aida Watt, Wesley Thacker, Kristen Rhyne, Tofoiipupu Poloa</p> <p>Welch K class 2 Cohort A: 10 Students- Ryosuke Asato, Kingston Kelly, Zuberi Dickerson, Zalahay Lee, Colette Dailey, Parker Jorgensen, Penny Channel, Ava Apperson, Eva Hansen, Layla-Marie Taylor</p>

	<p>K class 2 Cohort B: 9 Students- Zyshaun Spann, Zhion Rivas, Aaron Satyvaldyev, Kainoa Nakada, Kiernan Nolan, Vitalii Makarus, Forrest Wyrick, Ayden Montoya, Kamp Robinson.</p> <p>Gallo</p> <p>K class 3 Cohort A: 8 Students- Joseph Huntsman, Blaize Chatman, Roxanna Andres, Nora Andres, Brandon Brown, Addison Lehman, Ellena Dunaway, Danyil Bakhtala</p> <p>K class 3 Cohort B: 10 Students- Graham Corey-Boulet, Roman Vialle, Cassius Williams, Makaila Underbrink, Esme Nowak, Eli Ramjitsingh, Pierre Means, Areil Hummel-Merritt, Elynn Vu, Amora Shy.</p> <p>1st Grade</p> <p>Brown</p> <p>Cohort A: 11 Students</p> <p>Louis Allen, Jayden Bivins, Wyatt Brockavich, *Yomarius Cepeda, Rezmen Daley, Reyn Daley, Jaxon English,Liam Lockhart, Adele Madison, Ellianah Bauer, Autumn Peruchetti</p> <p>Cohort B: 10 Students</p> <p>Aly’ana Andrews, , Jackson Brodt, Oden Mills, , Marilyn Pete, Malachi Rollins, Nikita Scolnic, Kirill Scolnic, Leighton Sowell, Alexander Flores, Noah Lockridge</p> <p>Coogan</p> <p>Cohort A: 9 Students</p> <p>Braden Allen, Talib Anderson, Dash Dijos, Noah Fraser-Mahoney, Leialany Fred, Charlie Hanslin, Carson Kempf, Elaina Lake, Andria Lawrence</p> <p>Cohort B: 10 Students</p> <p>Finn Colberg, Devin Montes, Nobyl Morrow, Lay’laa Muhammad, Sophia Rivas, Ethan Stephens, Khiari Thomas, Londyn Tucker, Lincoln White, Aries Willis</p> <p>Russell</p> <p>Cohort A: 9 Students</p> <p>Dillon Cheng, Simeon Criswell, Ruby Hahn, Dylan Heap, Irit Johnson, Charles Johnson, Bradley Lee, Avrie’onna Lucas, Beckett Williams, Ashton Woods</p>
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	<p>Cohort B: 10 Students Angelique Mogollan, Olivia Molinero, Kiera Nelson, Benjamin Norem, Matthew Ray, Michael Ray, Charles Speidel-Murphy, Noah Spuck, Neriah Stahl,</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> <ul style="list-style-type: none"> • K-Students will eat in their classrooms. Lunches will be delivered to classrooms. This is necessary due to 2 classrooms being located in the basement with the only access being outside of the building. Teachers will cover lunch. • 1st – Students will eat in their classrooms. Lunches will be delivered to classrooms. Teachers will supervise. • 2nd Students will eat in their classrooms. Lunches will be delivered to classrooms. Teachers will supervise. <p>Considerations:</p> <p>Could be lunchroom if 6 feet apart or classrooms with supervision</p> <p>Breakfast is “Grab & Go” and eaten within their classroom. Garbage cans will be located outside the classroom for disposable.</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.</p> <p>If there are other communal spaces that students could eat their lunch in look at using that as additional alternative space.</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.</p>
Recess Plan	<p>What is your recess plan? Supervision? How will you socially distance your classes?</p> <p>Recess will be 30 mins and act as Cert Staff planning time.</p> <ul style="list-style-type: none"> • K- Students will report to the playground from 11:00-11:30. Teachers will pick students up and walk them back to class. • 1st- Students will report to the playground from 10:55-11:25. Teachers will pick students up and walk them back to class. • 2nd- Students will report to the playground from 12:20- 12:50. Teachers will pick students up and walk them back to class. • Success (DD)- Students will report to the playground from 11:30-12:00. Teachers will pick students up and walk them back to class. <p>Supervision:</p> <ul style="list-style-type: none"> • K/1st-Covered by Principal, Building Para • 2nd covered by Building Para, Counselor, and Coach • Success (DD) covered by classroom paras. <p>Socially Distanced:</p> <ul style="list-style-type: none"> • Classroom will be assigned Playground Zones that their classrooms will need to stay in for recess. Zones will shift each day (see map and schedule). <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.)</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.</p>

	<p>Stagger recess times to reduce the number of students at one time. Students need to clean their hands after outdoor play.</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>