

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.

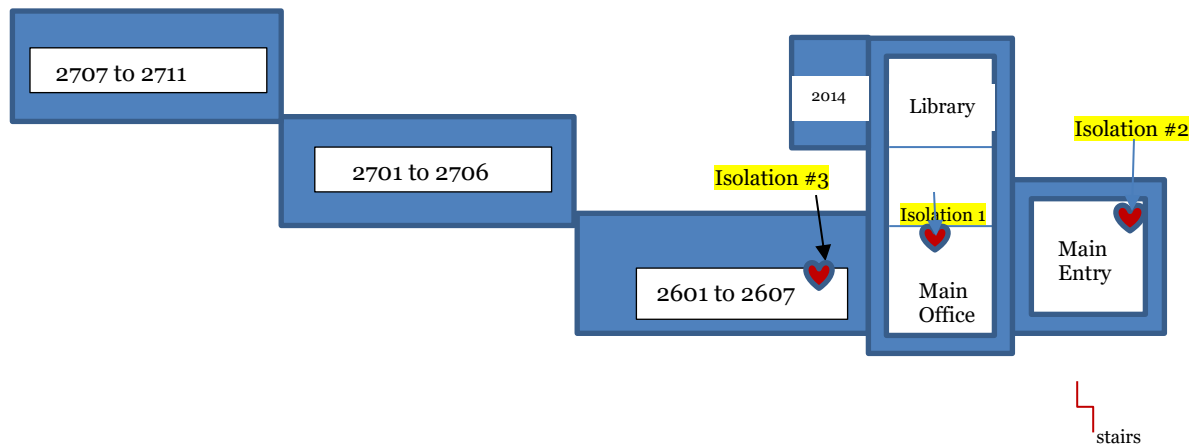
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Adapted from Kittitas County.

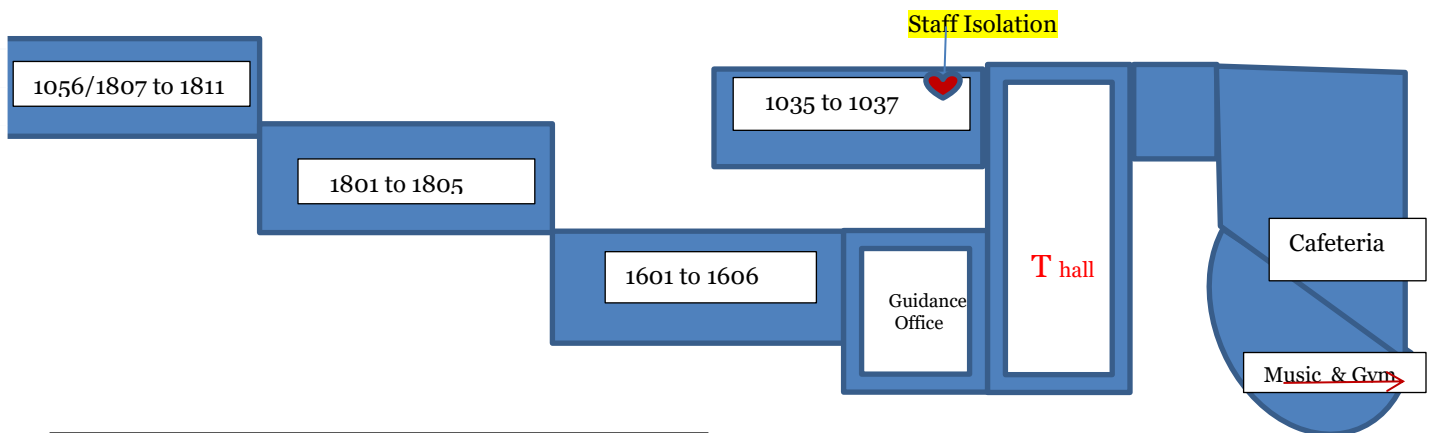
Truman Middle School

Isolation Floor Plan

Upper Floor



Lower Floor



Student Isolation Rooms

- #1- Main Office Conference Room
- #2- Room 2006 – across from elevator
- #3- Room 2601

Staff Isolation Room

Room 1035



Complete this Form with your Building Leadership Teams

When Completed:

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

Truman Middle (School Name) Hybrid Review Task List	
Task	Completion Date
Review screening protocols	My office manager and I am the COVID supervisors for Truman. We reviewed the screening protocols in September and again in January when we completed our safety plan for our COVID folder
Prepare classrooms based on your enrollment ensuring desks are 6 feet apart in all classrooms	All room were completed during the month of October. Extra desks and tables are neatly stacked on one side of the classroom.
Review PPE guidelines & follow up if you have needs	During the completion of our safety plan (1/7/2021) we reviewed PPE guidelines and made a few additional purchases as well as made sure we had all the PPE we need to safely return students to school
Review Communication Timeline from PIO (when developed) on talking points	Coming Soon
Schedule a staff meeting by 1/29, take attendance, & go over this reopening plan	Our staff meeting will take place Tuesday 1/26/2021 at 7:30
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).	We have an equity engagement team that is deemed essential at Truman. We meet every other week. We also have a safety team that meets monthly. All our meetings are via team or phone. I use emails only to schedule meeting essential members (Office Manager, Librarian, counselors, CSO, Edge Coach, Assistant Principal, Attendance secretary).
Review Hybrid schedule	SCDM will review hybrid schedule Thursday January 28, 2021 at 3pm. They will share with their grade level teams. We will have an all staff follow up meeting Tuesday February 2, 2021.
Review daily cleaning plan with custodial team	Mark Kilcup met with the chef custodian November 15, 2020 to review the plan for

	maintaining a clean building during remote and when students return hybrid.
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.	My counselors started the dividing cohort when return from winter break. I meet with them on 1/21/2021 to discuss their progress. We will have our list to transportation before the due date.
Create your no sub rotation plan	In process:
Communicate & push the parent app for attestation	Parent App info was placed on reader-board 1/18/2021. We are sending our weekly robo-emails encouraging parent to sign-up. We have advisory campaign to get all students in each advisory class parents sign-up.

Hybrid Review Plan 2021 <u>Truman</u> (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> <ol style="list-style-type: none"> 1. The front entry and the bus entry have all been marked with dots six feet apart. We are planning to color mark more dots for different groups of students (week of 1/25/2021). <p>Who will provide supervision?</p> <ol style="list-style-type: none"> 1. We know some students will arrive early so our CSO, two building para-educators, and administrative will supervise students who arrive early and when they get off the bus.

	<ol style="list-style-type: none"> 2. If the weather is bad, we will socially distance in three large areas in the building (gym, lunchroom and T-hall). 3. The plan for the first week of school is that one of us will supervise an entry while the CSO instructs students of their morning routine as the bus arrive. Using a bullhorn, he will speak to the students before they are let of the bus informing the students what color dots, they should line up at according their grade to enter the building. <p>Where will students enter the building?</p> <ol style="list-style-type: none"> 1. Students who ride the buses and walk with enter the building in three different areas. We will have a blue entry for 6th graders, white entry for 7th graders, and red entry for 8th graders. Each one of those entries will have rows of dots six feet apart leading to the building from the buses and walk-ways to the building. 2. Students who are dropped off in the front of the building by their parents will also have color coded dots to line up for entry our YMCA liaison and our College Foundation coach will monitor the front entry. <p>Where will students go when they enter the building?</p> <ol style="list-style-type: none"> 1. When students enter the building, they will be led to their advisory classroom. 2. Each entry has a sanitation station so students can clean their hands before going to class 3. Students who have not completed the screening attestation will be led to one of the two kiosks at both main entries. After the survey they will go to class or get in line to go to class. 4. The hallways will have numerous large signs informing students to stay to the right in single-file six feet behind each other. <p>What is your dismissal process?</p> <ol style="list-style-type: none"> 1. In order to reduce congestion, students will be released by grade to the door nearest to their classroom. 2. Those walking home will be asked to leave immediately. 3. Those who are picked up by parents will go to the front of the building and stand on a dot until
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	<p>parent arrive: monitored by the YMCA liaison and CFA coach.</p> <p>4. Those leaving on the bus will line up on their color-coded dots until they are released to get on the bus (monitored by CSO and two para-educators).</p>
Health Room & Isolation Process	<p>Health Room is monitored by school nurse. We have three isolation room. We have four isolation room monitors (CSO, Administrators, and Edge Coach.</p> <ol style="list-style-type: none"> 1. Students is removed to the health room to be checked by the nurse. 2. If student is having any COVID symptoms (coughing, sneezing, running nose, fever, etc.), the student will be moved to isolation room by one of the isolation room monitors. 3. Nurse will contact parents and inform them they must pick up student as soon as possible.
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>Total: Cohort A: 307 Cohort B: 294</p> <p>6th Grade Cohort A: 99 6th Grade Cohort B: 95</p> <p>7th Grade Cohort A: 92 7th Grade Cohort B: 89</p> <p>8th Grade Cohort A: 116 8th Grade Cohort B: 110</p>
Lunch & Supervision	<p>Where will students eat lunch?</p> <ol style="list-style-type: none"> 1. With the design of the hybrid schedule all students have lunch at the same time. Students will eat their lunch in their advisory classroom. This will be social time as well as SEL lesson time. We are exploring two options; 2. On sack lunch days, students' lunches will be in their advisory room waiting for them.

	<ol style="list-style-type: none"> 3. We are currently working with our lunchroom supervisor to see how we will handle hot lunches. We are considering leading them through the lunch-line social distancing. After they get their lunch they go immediately to their advisory. 4. Students will place trash in trash can in teachers' room. 5. Our custodian team will have trash bin ready to empty teachers trash immediately after advisory.
Daily cleaning	<p>Spray all hard surfaces when students leave classrooms and air dry</p> <p>Spray all hard surfaces before leaving in evening (manipulatives, makers, pencils, chairs, tables, etc.).</p> <p>Spray all high traffic touch points (doorknobs, handles, etc.)</p>