

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.

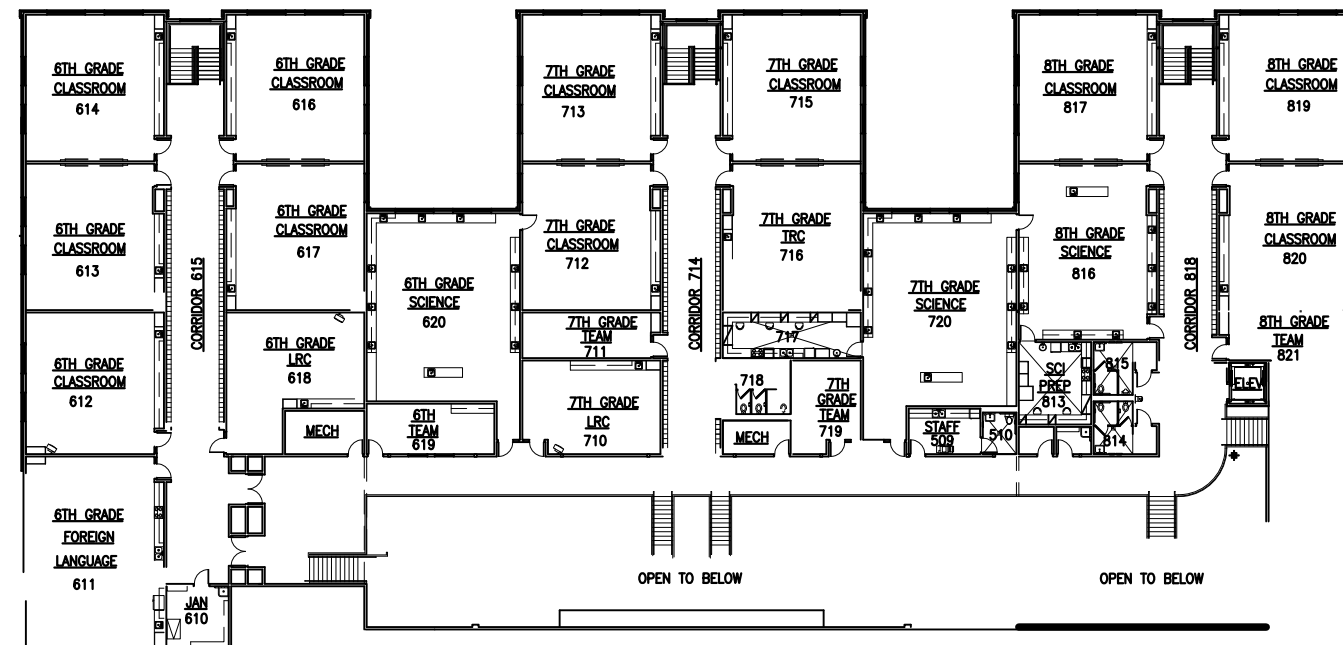
Adapted from Kittitas County.

FIRST FLOOR
SCALE: 1"=40'

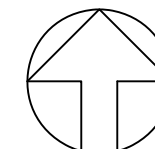
Large Isolation Rm
Small Isolation Rm

SCALE: 1"=40'

Large Isolation Rm #108
Small Isolation Rm #113



SCALE: 1"=40



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).

Mason Middle School Hybrid Review Task List	
Task	Completion Date
Review screening protocols	11/12/20, Continual at staff meetings
Prepare classrooms based on your enrollment ensuring desks are 6 feet apart in all classrooms	1/20/21 Verified all desks met criteria
Review PPE guidelines & follow up if you have needs	11/12/20, at staff meeting when/if changes are made in guidelines
Review Communication Timeline from PIO (when developed) on talking points	Weekly through social media, weekly admin robocalls to family
Schedule a staff meeting by 1/29, take attendance, & go over this reopening plan	Safety team meeting 2/4 to finalize. Full Staff meeting 2/9, 3/2 during Late Start
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).	All main office personnel to include Admin, Dean, Attendance Clerk, Office Coordinator, Registrar, Counselors, Nurse, and Campus Safety
Review Hybrid schedule	Currently being developed, will
Review daily cleaning plan with custodial team	Reviewed 11/12/20, will review again 2 weeks before opening
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.	We are currently getting volunteers continue to trickle in from families via email. We will send by 1/29.
Create your no sub rotation plan	Office Coordinator will be using plans that were in place pre-COVID for substitute rotation
Communicate & push the parent app for attestation	Weekly through social media, weekly admin robocalls to family

Hybrid Review Plan 2021 Mason Middle School	
Plan Components	Action Plan Details
Attestation Process	Attestation Protocol Utilize district Family App. Secondary students can also take on own, so make it clear that they have access as well.
Arrival & Dismissal	<p>All students, whether dropped off by parent or by bus, will enter via west end door. Principal will control bus dismissal, allowing one bus at a time. Dean and Assistant principal will have students line up on both sides of the west end hall, 6 feet apart, and verify attestation has been completed. Students will grab a lunch from cafeteria staff positioned in alcove and proceed directly to advisory.</p> <p>Who will provide supervision? Principal-greet students at bus Assistant Principal/Dean-check in students Campus safety/Counselors-traffic management and supervision in hallways</p> <p>What is your dismissal process? Where will students exit the building? Students will have staggered dismissal (via intercom). They will depart from any of the doors through the exterior to provide for quick dispersal.</p> <p>Label one-way traffic flows Traffic flows will be labeled on the walls, and 6 foot distance markers will be placed on the ground with both tape and paint in areas where needed (attendance office, restrooms, hallways, exterior sidewalks, etc)</p>
Health Room & Isolation Process	If a student feels sick, they will be sent immediately to an isolation room. The school nurse will use professional judgement in entering the isolation room, evaluate, and contact parents for student pickup.
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: Cohort B:</p>

	<p>6th Grade Cohort A: 6th Grade Cohort B:</p> <p>7th Grade Cohort A: 7th Grade Cohort B:</p> <p>8th Grade Cohort A: 8th Grade Cohort B:</p>
Lunch & Supervision	<p>Where will students eat lunch? Students will eat lunch in their Advisory classes</p> <p>With whom? (Who is supervising students?) Advisory teachers will supervise students and Admin/Dean/Campus Safety will be monitoring hallways/common areas/restrooms</p>
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.). Spray all high traffic touch points (doorknobs, handles, etc.)</p>