

# 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.)

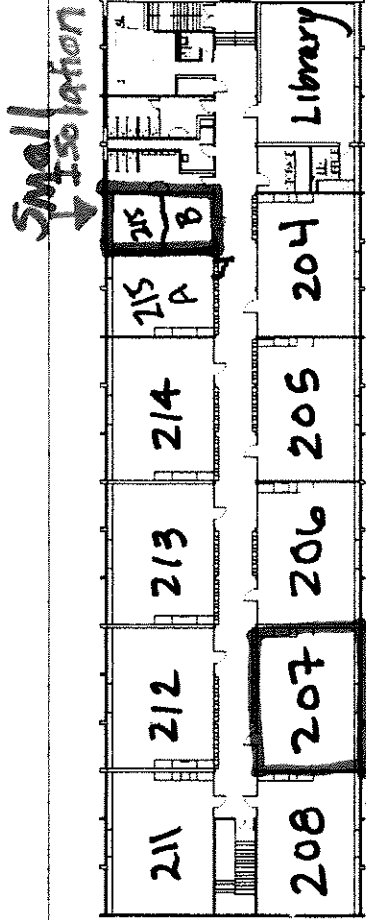
☐ **Topics covered**  
(symptoms of COVID-19, prevention steps, hygiene etiquette, etc.)

☐ **Training attendance records:**

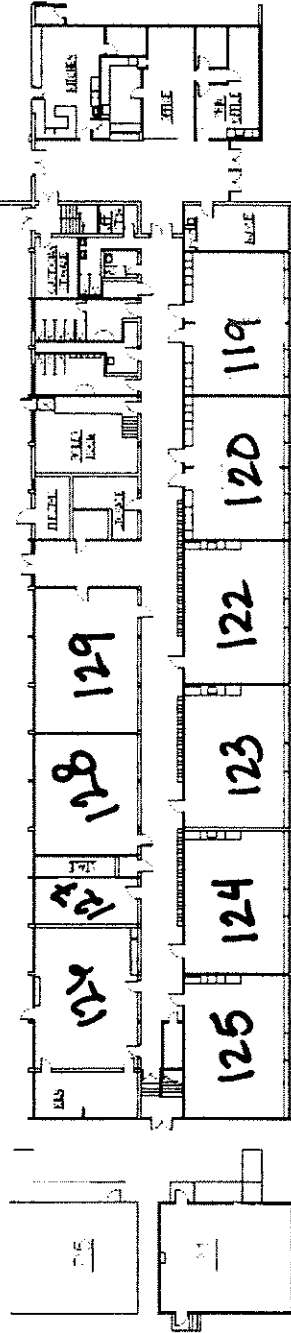
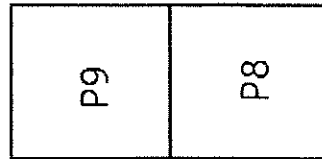
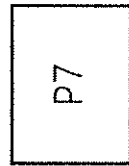
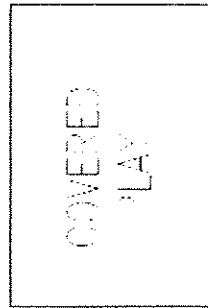
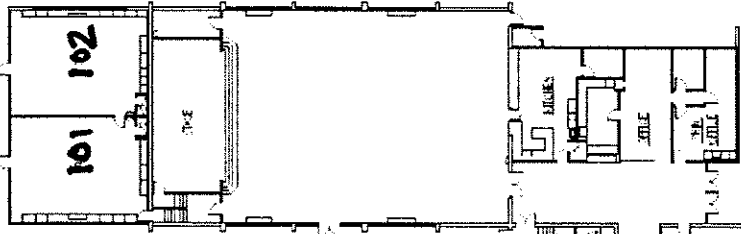
Tacoma-Pierce County Health Department COVID-19 Safety Plan Template doesn't guarantee the health and safety of the employees, or the patrons that receive goods and or services from the establishment listed within this business safety plan.

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

Adapted from Kittitas County.



SECOND FLOOR  
SCALE: 1"=10'



FIRST FLOOR  
SCALE: 1"=10'

<u>Bryant</u> (School Name) Reopening Task List	
Task	Completion Date
Review screening protocols	Jan. 6 Will also review at staff meeting
Prepare classrooms based on your enrollment ensuring desks are 6 feet apart in Kindergarten classrooms	Walk through with custodian on Jan. 5 Teacher walk through scheduled on Jan .8th
Review PPE guidelines & follow up if you have needs	Reviewed with custodian and office assistant Jan. 6
Review Communication Timeline from PIO on talking points	Received and reviewed Jan. 6
Schedule a staff meeting by 1/7, take attendance, & go over the reopening plan	Completed Jan. 7
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).	Requesting that both office support be in building
Review K hybrid schedule	K team meeting Jan 6, and Jan 7
Review daily cleaning plan with custodial team	Jan. 6
<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.	Completed cohort lists by Jan. 7, having to make some swaps Individual phone calls Jan. 8
Create your no sub rotation plan	Jan. 7
Communicate & push the parent app for attestation	Parent meeting scheduled Jan. 13

Reopening Plan 2021__Bryant_____Elementary School	
Plan Components	Action Plan Details
Attestation Process	<a href="#">Attestation Protocol</a>
Arrival & Dismissal	<p><b>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.</b></p> <p>We have created a parent presentation that goes through all the procedures... Our kindergarten classrooms have exterior doors that directly lead to the playground which is where we will stagger for drop off and pick up. Parents and students will enter through the back playground gate and enter the classroom one at a time. There are markings on the ground to ensure 6 feet spacing, everyone must wear a mask. There will be no parents or students entering the main school building.</p> <p><b>Who will provide supervision?</b> Classroom teacher/Montessori assistant</p> <p><b>Where will students enter the building? Where will students go when they enter the building?</b> They will enter directly into classroom from the outside</p> <p><b>What is your dismissal process? Where will students exit the building?</b> They will exit classroom doors directly to playground and leave through playground gate.</p> <p><b>Considerations:</b></p> <p>Consider staggering drop off &amp; pick up times for various groups</p> <p>Label one-way traffic flows</p> <p>Greet students at their vehicle and/or busses</p> <p>Place markers and signage on walkways</p>

	<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	Fill in
K cohorts (Principals will determine cohorts & then communicate to transportation)	<p>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)</p> <p>K class 1 Cohort A: 10 K class 1 Cohort B: 11</p> <p>We have two classroom teachers and one Montessori assistant.</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>Considerations: Students will eat lunch in the classroom supervised classroom teacher, lunch will be picked up by the Montessori assistant, students will have recess directly after and be supervised outside by the Montessori Assistant while they have duty free lunch.</p>
Recess Plan	<p>What is your recess plan? Supervision? How will you socially distance your classes?</p> <p>Considerations: Currently we have one cohort of kindergarten who will be using our little playground, we are establishing that as their designated play area so as we add more students we can access other parts of the playground.</p>

	<p>We are building a “master” recess schedule that takes advantage of zoned play areas, as well as garden space.</p>
<b>Daily cleaning</b>	<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>