

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.)

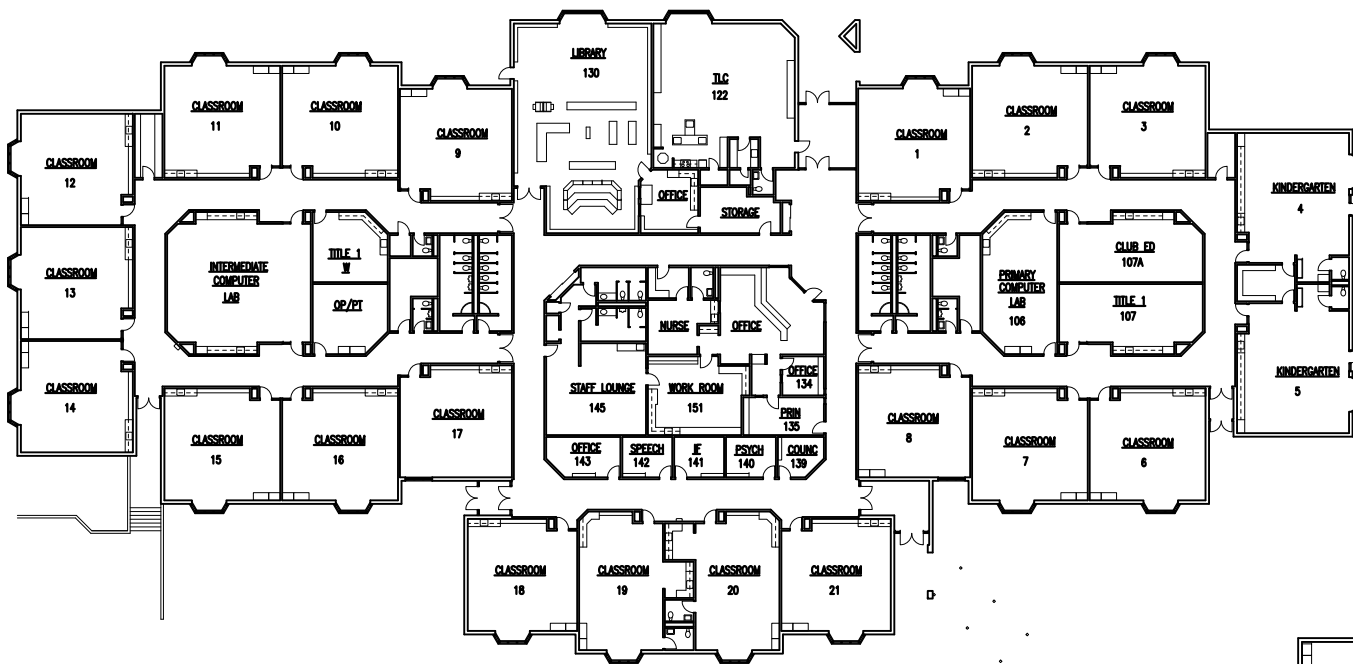
☐ **Topics covered**
(symptoms of COVID-19, prevention steps, hygiene etiquette, etc.)

☐ **Training attendance records:**

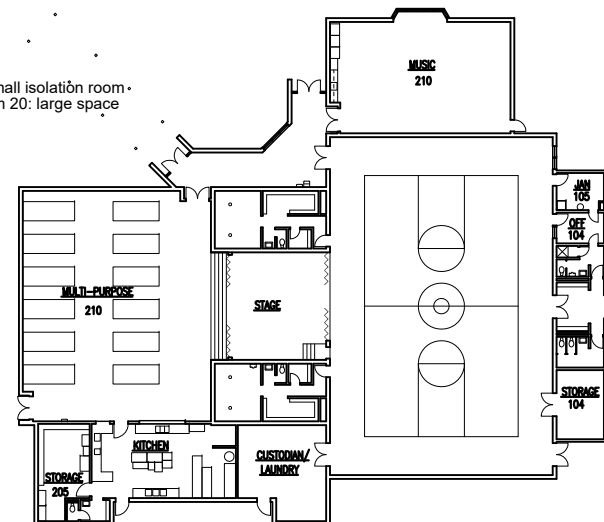
Tacoma-Pierce County Health Department COVID-19 Safety Plan Template doesn't guarantee the health and safety of the employees, or the patrons that receive goods and or services from the establishment listed within this business safety plan.

View other resources to help you reopen safely at tpchd.org/safestart.

Adapted from Kittitas County.

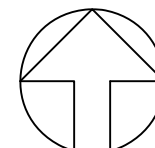


IF/141: small isolation room
Classroom 20: large space



STANLEY FLOOR PLAN

SCALE: 1"=50'



STANLEY ELEMENTARY SCHOOL
1712 SOUTH 17TH STREET
TACOMA, WA 98405
FLOOR PLAN

Planning & Construction

Tacoma Public Schools

3223 South Union Avenue, Tacoma WA 98409

Stanley Reopening Task List	
Task	Completion Date
Review screening protocols	1/6/2021
Prepare classrooms based on your enrollment ensuring desks are 6 feet apart in Kindergarten classrooms	1/5/2021
Review PPE guidelines & follow up if you have needs	1/7/2021
Review Communication Timeline from PIO on talking points	1/7/2021
Schedule a staff meeting by 1/7, take attendance, & go over the reopening plan	Scheduled for 1/6
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).	1/5/2021
Review K hybrid schedule	1/7/2021
Review daily cleaning plan with custodial team	1/7/2021
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.	1/7/2021
Create your no sub rotation plan	1/5/2021
Communicate & push the parent app for attestation	Being completed by office phone calls...1/7/2021

Reopening Plan 2021_____Elementary School	
Plan Components	Action Plan Details
Attestation Process	Attestation Protocol
Arrival & Dismissal	<p>Arrival</p> <ul style="list-style-type: none"> Students arrive on campus at 9:45 (this could change). DD classrooms and Pre-K use the front door entry. Kindergarten students will enter through C-4 and C-5. We will be introducing valet drop off. Parents and students will stay in their car. A staff member will approach the car maintaining 6 ft. distance, welcoming them to Stanley. The staff member will use an iPad to check if the survey has been completed. If yes, the kindergarten student gets out of the car and walks straight to class using the kinder doors. Teachers will be waiting at their door to welcome students. If no, offer the QR code survey to be scanned with their phone. The student remains in the car until the survey is done. If the parent does not have a device to complete the survey in their car, the staff member should direct them to go park, and take their student to the front door to have their survey completed there. Walking students will line up at the breakfast doors 6 ft apart using the designated tape outside. Students should not enter classroom before a cleared attestation. Tardy students: The front door will always be locked. Parents are encouraged to call 571-4500 or ring the doorbell. Office staff will meet them at the door and handle the attestation process. Students will get there grab and go breakfast and head to class.

Building Support Team				
	Monday	Tuesday	Thursday	Friday
	Arrival			
Bus Duty	Alicia Nieto	Alicia Nieto	Alicia Nieto	Alicia Nieto
Front Door Entry	Moniqua Scott	Moniqua Scott	Moniqua Scott	Moniqua Scott
Front Door Entry		Katie Scott	Katie Scott	
Valet - Lead	Lyana Jawer	Lyana Jawer	Lyana Jawer	Lyana Jawer
Valet	Angie B.	Angie B.	Angie B.	Angie B.
Valet	Russell H.	Russell H.	Russell H.	Russell H.
Valet	Olivia Allison	Olivia Allison	Olivia Allison	Olivia Allison
Walker Valet	Posante	Posante	Posante	Posante
Hallway Management	Tanya Hendrix	Tanya Hendrix	Tanya Hendrix	Tanya Hendrix
Hallway Management	Shelly Lawrence	Shelly Lawrence	Shelly Lawrence	Shelly Lawrence
Crossing Guard	River Reier	River Reier	River Reier	River Reier
Floater	Madison Schneider	Madison Schneider	Madison Schneider	
Floater	Kate/Heather	Kate/Heather	Kate/Heather	Kate/Heather

Dismissal

- The school day ends at **3:25**.
- Consideration for staggering pick up times for various groups is **TBD** when we add more grade levels.
- Kindergarten teachers will take their students to the courtyard at **3:20**. Students will stay in their lines until a guardian has been recognized. Support staff will assist facilitating the hand off of students to parents.
- We will try to do valet pick up through the parking lot with valet teams facilitating this process. Its new, its clunky but we'll try to streamline it once we see what works. There will be two valet teams who work together using walkie talkies to collect the student and make sure they get to the appropriate car.
- If parents would like to park and retrieve their child, they should not park in the valet area but may park far away and walk up to the sidewalk, and their child will meet them there.
- **Early Pickup:** Please encourage parents to communicate with the teacher in advance if students will be picked up early. Upon arriving, parents will call the office on their way and ring the doorbell when they arrive. The office will communicate with you that the student is being picked up when they get the first call. After a positive ID check, an escort will come retrieve your student to come home. Remember parents aren't being allowed in the building unless they have an appointment.

Health Room & Isolation Process	<ul style="list-style-type: none">Covid isolation is in C-18 with bathroom use in the gym bathrooms. (Would be accessed from exterior doors).LPN on campus 4 days a week, Certified nurse on campus Mondays and Tuesdays.																																																																					
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>K class 1 (Mirkovich) Cohort A: 9 K class 1 (Mirkovich) Cohort B: 8</p> <p>K class 2 (Mason) Cohort A: 7 K class 2 (Mason) Cohort B: 7</p> <p>K class 3 (Webb) Cohort A: 8 K class 3 (Webb) Cohort B: 9</p>																																																																					
Lunch & Supervision	<table><tr><th colspan="5">K-2 Lunch Schedule</th></tr><tr><td colspan="5">11:30</td></tr><tr><td></td><td></td><td>Monday</td><td>Tuesday</td><td>Thursday Friday</td></tr><tr><td rowspan="3">Kindergarten</td><td>Mason</td><td colspan="3">Olivia</td><td rowspan="3">Back Up: Joe</td></tr><tr><td>Mirkovich</td><td colspan="3">Russell</td></tr><tr><td>Webb</td><td colspan="3">M,T,TH - Madison F- Jawer/Angie</td></tr><tr><td colspan="5">12:05</td></tr><tr><td></td><td></td><td>Monday</td><td>Tuesday</td><td>Thursday Friday</td></tr><tr><td rowspan="2">1st Grade</td><td>Flynn</td><td colspan="3">Joe</td><td rowspan="2">Back Up: Russel</td></tr><tr><td>Root</td><td colspan="3">Nieto</td></tr><tr><td colspan="5">12:40</td></tr><tr><td></td><td></td><td>Monday</td><td>Tuesday</td><td>Thursday Friday</td></tr><tr><td rowspan="2">2nd Grade</td><td>Johnson</td><td colspan="3">Jawer/Angie</td><td rowspan="2">Back Up: Mo</td></tr><tr><td>Bannon Berg</td><td colspan="3">Hendrix</td></tr></table> <ul style="list-style-type: none">Breakfast will be "Grab & Go" located in the hallway outside of classrooms and eaten in the room. Garbage cans will be located in the halls as well. Teachers should facilitate handwashing before and after students eat breakfast and lunch.Students must be seated maintaining 6 feet apart during breakfast & lunchtime.Students will clean their hands before and after meals.Lunch count: Teachers will display their lunch count outside their classroom (perhaps on the door or on the outside of a	K-2 Lunch Schedule					11:30							Monday	Tuesday	Thursday Friday	Kindergarten	Mason	Olivia			Back Up: Joe	Mirkovich	Russell			Webb	M,T,TH - Madison F- Jawer/Angie			12:05							Monday	Tuesday	Thursday Friday	1st Grade	Flynn	Joe			Back Up: Russel	Root	Nieto			12:40							Monday	Tuesday	Thursday Friday	2nd Grade	Johnson	Jawer/Angie			Back Up: Mo	Bannon Berg	Hendrix		
K-2 Lunch Schedule																																																																						
11:30																																																																						
		Monday	Tuesday	Thursday Friday																																																																		
Kindergarten	Mason	Olivia			Back Up: Joe																																																																	
	Mirkovich	Russell																																																																				
	Webb	M,T,TH - Madison F- Jawer/Angie																																																																				
12:05																																																																						
		Monday	Tuesday	Thursday Friday																																																																		
1st Grade	Flynn	Joe			Back Up: Russel																																																																	
	Root	Nieto																																																																				
12:40																																																																						
		Monday	Tuesday	Thursday Friday																																																																		
2nd Grade	Johnson	Jawer/Angie			Back Up: Mo																																																																	
	Bannon Berg	Hendrix																																																																				

	<p>window) and our lovely kitchen staff will walk around and collect those numbers.</p> <ul style="list-style-type: none"> • Students will eat lunch in their classrooms. Teachers will receive their duty-free lunch during student lunchtime.
Recess Plan	<p>What is your recess plan? Supervision? How will you socially distance your classes?</p> <ul style="list-style-type: none"> • Teachers will sign up for recess times and zones. Zones include: Stanley playground (including Stanley's field), Boys and Girls club field, gym, and the courtyard. • Teacher led organized games for recess are encouraged to maintain distance. • Recess will be supervised by classroom teachers.
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>