

Franklin Pierce School District Safety Plan for COVID-19



We want to ensure the health and safety of employees, customers, and the public. Departments/buildings will use this template to create a safety plan. Departments/buildings must keep a copy of your plan onsite.

District: Franklin Pierce	
Department/Work Group/Building: Central Avenue Elementary	
Hours of Operation: 8-4:00pm	
Date of Plan: June 17, 2020	Plan Last Updated: 01/20/2021

District COVID-19 Manager: Katie Gillespie and Brandy Marshall	
Phone: (253) 298-3027 and (253) 298-3034	
Email: Kgillespie@fpschools.org and bmarshall@fpschools.org	
COVID-19 Supervisor: Tonya Middling	
Phone: 253-298-3200	Email: tmiddling@fpschools.org
Back-up COVID-19 Supervisor: Kristin Hillius	
Phone: 253-298-3200	Email: khillius@fpschools.org

**Note: Supervisor must always be available during operation and is responsible to enforce the safety plan.*

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):
<input checked="" type="checkbox"/> Spacing for employees: Maintaining 6 feet apart in hallways/office space
<input checked="" type="checkbox"/> Spacing for students: Student desks will be placed 6 feet apart and student will have their own personal supplies located at desk. Students will eat lunch at their own desk in the classroom and will wipe down desk before and after eating. Students will maintain 6 feet apart in hallways and lines.
<input checked="" type="checkbox"/> Spacing for visitors/families: Customers will be seen on an appointment only basis until further notice. Prior to opening the office to the public during regular business hours, we will install signage to limit one visitor/family in the lobby at a time; and visitors/families will be spaced every 6 feet in front of the main entrance for Central Avenue. Conference room capacity will be limited by current DOH/Dept. of L & I guidelines. At no time will visitors and staff exceed five people. If necessary/possible, public may be served outside using DOH/Dept. of L & I guidelines.
<input checked="" type="checkbox"/> Approximate sq. ft./ # of visitors/families allowed: allowed: See above
<input type="checkbox"/> Approximate sq. ft./ # of students allowed:
<input type="checkbox"/> Limit number of employees:
<input checked="" type="checkbox"/> Limit number of visitors/families: appointment only

<input checked="" type="checkbox"/> Physical barriers: Plexi-glass barriers placed in office staff area, where 6 feet of distance may not be maintained.
<input checked="" type="checkbox"/> Visual cues or signs: COVID-19 signage is posted at the school (mask, social distancing, etc.). A sign for service and phone number will be posted on the main office doors.
<input checked="" type="checkbox"/> Different service model (call in, drive through, virtual): Appointment, outside service model, and drive through.

Hygiene
Current COVID-19 standards require employees, customers and the public to practice good hygiene. Describe how you ensure the following:
<input checked="" type="checkbox"/> Frequent handwashing (location of handwash stations, frequency of handwashing, when to wash): adult bathrooms (after use), office counter, staff workroom, staff lounge; signage by each sink. Signs reminding staff to wash hands are posted above all washing stations, and hand sanitizer is readily available at entrances. Handwashing should occur regularly, including but not limited to arrival on campus, after using the restroom, after eating/drinking, after coughing/sneezing, etc.
<input checked="" type="checkbox"/> Sanitizing of hands (location of hand sanitizer stations): entrance, office counter, staff workroom, staff lounge
<input checked="" type="checkbox"/> Covering coughs and sneezes (locations of tissues): entrance, office counter, staff workroom, staff lounge. TPCHD/DOH protocols have been reviewed and implemented.
<input checked="" type="checkbox"/> Provide reminders (signs, flyers, announcements, etc.): signs and announcements via email
<input checked="" type="checkbox"/> Face coverings (notices for customers, required for all workers): All staff are expected to follow the mask requirements outlined in the Washington State Labor and Industries regulation. Mask requirements may vary based on type of work activity. Signs will request the public to wear masks as well. Observation of staff and verbal warnings with progressive discipline as appropriate, face guards will be ordered as appropriate; signs posted at all entrances and office area.

Cleaning and Disinfecting
Director of Maintenance and Operations: Doug Vanderleest
Phone: 253-298-4631 E-mail: dvanderleest@fpschools.org
Current COVID-19 standards recommend organizations clean and disinfect surface frequently, including high touch areas and general cleaning practices. Describe your plan to clean and disinfect:
EPA-approved disinfectants for COVID-19: https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19
<input checked="" type="checkbox"/> Cleaning high touch areas (frequency, what surfaces does this include): We are using Hillyard Vindicator + (product has documented Coronavirus kill claim) spray bottles which is an approved disinfectant under EPA # 1839-167. This product has been stationed throughout the building and in every classroom. Staff will ensure multiple cleanings of touch points throughout the workday, as needed based on the use of the workspace. Custodian to also clean high touch points at least twice daily.
<input checked="" type="checkbox"/> General cleaning practices (frequency, how will you monitor cleaning): Minimum of daily cleaning by custodial staff to be monitored by the Chief Custodian.

<input checked="" type="checkbox"/> PPE needed (specific for cleaning): PPE will be used appropriate to the task and JSA, monitored by the chief custodian.
<input checked="" type="checkbox"/> Disinfectant used (type, contact time required): Hillyard Vindicator + dispensed through the Hillyard Arsenal Dispenser. https://www.hillyard.com/images/ProductData/HIL00168.pdf
<input checked="" type="checkbox"/> Safety Data Sheets (SDS) for products: Employees will be expected to follow cleaning requirements at all times as monitored by the chief custodian. https://www.hillyard.com/RTUSDS/MSDSHIL00614RTU.pdf

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: Staff have been instructed to follow DOH/L&I guidelines. Masks will be provided to employees to wear while at work. Anytime indoors w/ others; outside if working with others; masks available in the office and at entrance.
- ☒ Eye protection: Eye protection will be provided to staff based on L&I Guidelines. Staff can contact their COVID-19 Site Supervisor.
- ☒ Gloves: Will be provided to staff based on L&I Guidelines and DOH Guidelines. Staff can contact their COVID-19 Site Supervisor.
- ☒ Gowns or capes: Gown and capes will be provided to staff that are performing duties where a gown or cape is needed.

Student Drop-Off and Pick-up Plan

Current COVID-19 guidelines require you to have proper physical distancing and minimal opportunities for parents and other adults, who are not staff, to enter the building. Please outline your plan for this process.

- ☒ Drop-Off Plan: Parents will use the back-parking lot to drop off students from their cars. They will drive through; students will exit the car and walk to the designated line up to proceed to their health check point. After student is cleared at the check point, they will go directly to their classroom and sit at their designated seat. Teachers/staff will be assigned a.m. supervision to monitor student social distancing and wearing of masks. Parents will stay in their cars and will not be allowed into the building without an appointment.
- ☒ Pick-Up Plan: Parents will use the back-parking lot to pick up students from their cars. They will drive through and wait for their student to come out to the pick-up area. Teachers/staff will be assigned p.m. supervision to ensure social distancing, masks and general safety for dismissal procedures. One teacher per grade level will be assigned to walk students to the parent pick up area. The other teachers for that grade level will supervise students riding the busses and we will dismiss from classrooms to maintain social distancing requirements.

Student Meals

Current COVID-19 guidelines require you to have altered spaces, reconfigured schedules and adopted necessary plans to provide meals to students that ensures six-foot of physical distance between all persons. Please outline your plan for this process.

☒ Distance Learning Plan: students eat at home, daycare and can pick up their lunch from 34 lunch sites;

☒ In person Learning Plan: Breakfast and lunch will be bagged and brought to the classroom where students will eat at their desk. Desks will be cleaned before and after each meal.

District Provided Transportation

Current COVID-19 guidelines require the district to have addressed physical distancing (when possible), maximum ventilation (when reasonable), cleaning, and PPE.

☒ Physical Distancing: Physical distancing will be observed while space allows.

☒ Cleaning: High touch surfaces will be wiped down in between schools when time allows. All buses will be wiped down after AM and PM routes.

☒ Ventilation: Windows will be lowered, and roof hatches open to increase ventilation while weather allows.

☒ Face coverings for students and adults: Employees and students are required to wear face covering while on buses.

☒ PPE for drivers: Drivers will be provided KN95 masks.

Isolation Room

Location: Conference Room (farthest West room in the main building)

Primary Assigned Staff: Ginny Pooser

Back-up Assigned Staff: Kristin Hillius

Isolation Room Procedures: Please see attached procedures.

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): Staff and families will complete the Qualtrics health survey daily. Student temperatures will be taken by staff if the health survey has not been completed.

☒ Thermometer uses (touch/no touch, cleaning process): No touch and cleaning frequently; gloves worn by health screeners.

☒ Symptoms screened: Staff sign-in on a health attestation form each time they enter the department. Parents will complete an online attestation form for their student in the morning prior to start of school. If no form is completed, staff will question student at screening area.

☒ PPE need for health screenings: For staff completing a in person health screening staff must wear a KN95, face shield and gown.

☒ Health Screening Stations: All students will filter to screening stations in a 'one-way' direction. To help maintain social distancing, parent drop off students will have designated area to stand until helper releases them to screening checkpoint. Bus students will remain on bus until the helper releases them to the screening checkpoint. Screening checkpoint for K-2

students will be at entrance by custodial office. Students will line up under cover on designated social distancing markers. Screening checkpoint for grades 3-5 and SPED 3-5 will be done in the gym. They will enter through the northwest door of gym and line up in their designated areas to go through one of three screening checkpoints. SPED K-2 students will be dropped off at front of building and will walk around front to their portable classroom. They will have their health screening done at the entrance to their classroom by a trained staff member.

☑Positive Student Screenings: If any student presents to screening station with a COVID symptom, they will be immediately placed in the conference room (our designated isolation room) and await parent pickup. Any student sent to isolation room will be escorted out to parent car through the door by library.

Sick Employee Policy

Current COVID-19 standards require organizations have procedures to address sick employees. Describe your plan to address sick employees related to COVID-19:

☑How employee notifies employer: If COVID related: Report immediately to COVID-19 Site Supervisor. The COVID-19 Site Supervisor will notify the COVID-19 District Managers or HR.

☑When to go home: If COVID related: immediately

☑Sick leave policy: Information, per the Pierce County Health Department, will be provided at the time of illness to ensure most up to date information.

☑When employee can return to work: Information, per the Pierce County Health Department, will be provided at the time of illness to ensure most up to date information.

☑Steps Franklin Pierce School District will take if a sick employee was around others at facility: Human Resources will provide notification to other staff as needed, per Pierce County Health Department's current guidance at the time of the potential exposure.

Exposure Response

Describe how Franklin Pierce School District will react if we have a confirmed COVID-19 case:

☑Incident reporting Report immediately to COVID-19 Site Supervisor. The COVID-19 Site Supervisor will notify the COVID-19 District Managers or HR.

☑Site decontamination procedure: Will follow all instructions and protocols provided by the Tacoma-Pierce County Health Department for that specific instance of exposure.

☑Post exposure incident recovery plan: Will follow all instructions and protocols provided by the Tacoma-Pierce County Health Department for that specific instance of exposure.

COVID-19 Safety Training

Describe how Franklin Pierce School will monitor public health communications about COVID-19 recommendations and ensure workers have access to current information:
Factsheets available at <https://lni.wa.gov/safety-health/safety-topics/topics/coronavirus>.

Source for current COVID-19 information – CDC COVID-19 website: https://www.cdc.gov/coronavirus/2019-ncov/ .
Frequency of training: As regulations change, employees will receive updated training information; new employees will be trained upon hiring.
Training method (In person, video, email, etc.): Email sent to all Central Avenue Staff. Health & Safety Update presentation via video. Will be updated as circumstances and guidelines change. Safety references provided by FPS, DOH, and L&I will be posted in the safety binder and on the safety bulletin board.
Topics covered (Symptoms of COVID-19, prevention steps, hygiene etiquette, etc.): <i>For Employees(002).pdf</i> and <i>CoronavirusEmployeeTraining.pptx</i> . COVID-19 Safety Plans at each location and what they contain, PPE, expectations and proper use of PPE, progressive discipline re: PPE, district-wide signage, gathering rules and expectations, common spaces expectations, progressive discipline re: gatherings & common spaces, public interactions, exposure response, and where to get answers to questions.
Training attendance records: Email or remote meeting tracking.

**Franklin Pierce School District COVID-19 Safety Plan does not guarantee the health and safety of the employees, customers or public.*

**The template for the plan was provided by the Tacoma-Pierce County Health Department.*

COVID-19 Health Screening Form

Every day, ask staff, parents, guardians, and older students to review the following questions.

1. Do you have any of the following symptoms within the last day that not caused by another condition?
 - ☐ A temperature of 100.4 (degrees Fahrenheit) or above?
 - ☐ Chills
 - ☐ Cough
 - ☐ Shortness of breath or difficulty breathing.
 - ☐ Fatigue
 - ☐ Muscle or body aches
 - ☐ Headache
 - ☐ Recent loss of taste or smell
 - ☐ Sore throat
 - ☐ Congestion or runny nose
 - ☐ Nausea or vomiting
 - ☐ Diarrhea
2. Have you been in close contact with anyone with confirmed COVID-19?
3. Have you had a positive COVID-19 test for active virus in the past 10 days?
4. Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because concerns about COVID-19 infection?

Name: _____

Date: _____

Signature: _____

Franklin Pierce School District Daily Health Screening Procedure for Students:

- Students are to report to their designated classroom entry point immediately upon arrival to school. Students may not congregate in common spaces.
- Any classroom that has an outside door must be utilized as the entry point.
- Ensure that every student is wearing a mask (covering both the nose and mouth) or face shield, if not, a district issued mask will be provided. Maintain social distancing guidelines between staff and students.
- Teachers will meet students at the designated classroom door and ensure the daily health attestation has been completed. If the daily health attestation has not been completed a staff member will escort the student to the designated screening location.
- **Any FPSD staff member that is screening students must wear DOH approved PPE, which includes eye protection (goggles or face shield) and a N95 or KN95 mask.** A staff member is to ask each student if they have any symptoms of COVID-19 (fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhea) or if they have been in contact with anyone with COVID-19 in the past 2 weeks.
- After 5 minutes in the screening location, the staff member (wearing above listed PPE) will perform a no contact temperature screen on each student.
- Students with an appropriate mask/face shield, no current symptoms of COVID-19 (fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhea) or exposures within the last 14 days may sanitize or wash hands and proceed into the classroom.
- Any student displaying ANY symptoms of Covid-19 (fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting or diarrhea) or known exposure to COVID-19 in the last 14 days is not permitted to enter the classroom and must be sent to the designated Isolation Room. Office staff will contact building administration and follow district guidelines for handling suspected COVID cases and notify a parent to pick up the student immediately.
- All students and staff must wash hands or use alcohol-based hand sanitizer upon entering and leaving the classroom at any time.
- Any students that arrive at school must have a daily attestation or a health screening will be performed by school office staff prior to entering the classroom.

*These guidelines have been drafted in alignment with the WA State Dept of Health to ensure safety of students and staff.

ISOLATION ROOM PROCEDURES

Franklin Pierce School District

SUPPLIES IN CUPBOARD / COVERED CONTAINER-TUB

In order to decrease risk of contamination, the following supplies should not be kept out in the open.

- PERSONAL PROTECTIVE EQUIPMENT (PPE)
 - SURGICAL /DUST FACE MASKS
 - KN95
 - N95
 - FACE SHIELDS
 - GLOVES
 - GOWNS
- PAPER BAGS
- SHARPIE
- HAND SANITIZER
- KLEENEX
- PAPER CUPS
- WATER BOTTLES
- THERMOMETER
- SIGN IN & OUT BINDER
- Oxivir TB – Step 1: Cleaning/sanitizing
- Vindicator – Step 2: Disinfecting (spray and leave to dry approximately 10 minutes)

SUPPLIES OUT IN THE OPEN

The following supplies must be sanitized and disinfected at the end of each day and/or change of staff.

- TELEPHONE OR WALKIE / TALKIE
- HAND SANITIZER
- WASTE BINS
- HEPA AIR PURIFIER

ISOLATION ROOM STAFF

- What should I wear?

ISOLATION ROOM	IF STUDENT IS WEARING A MASK, THEN STAFF SHOULD WEAR...
	N95, face shield, gown, and gloves (fit test with N95).

- Staff will remain in the isolation room until room is cleared of students.
 - Wash hands / use hand sanitizer upon entering and exiting the isolation room.
 - If staff needs to take a break, they will need to remove PPE.
 - Throw away gown & gloves.

- If changing from N95 face mask to cloth or dust mask, please put N95 into labeled paper bag – preference is that you only use one N95 face mask per day.
- Staff are to clean and disinfect their area prior to replacement staff coming into the room.
- Face shields will need to be cleaned after each use (inside – mild detergent and clean cloth / outside – Vindicator spray – allow to dry).

STUDENT ENTERS ISOLATION ROOM

- Staff receives communication from school nurse or health clerk that student is coming to the isolation room (health clerk / school nurse logs student into Skyward and contacts parents).
- Ensure staff has appropriate PPE on & is prepared to accept student.
- Isolation Room Log – Sign In – name, date, and time (record is for contact tracing – keep until further notice)
- Student is to wash hands or use hand sanitizer upon entering the isolation room.
- Student will need to switch to surgical / dust mask if they are wearing a cloth mask.
- Ensure student is wearing face mask correctly.
- Maintain 6 feet distancing if possible - plastic barriers must be in place if unable to maintain 6 feet.

MONITORING STUDENT IN ISOLATION ROOM

- Take student's temperature if they have not completed the daily health screening already or if their symptoms are worsening.
- If student needs to use the bathroom:
 - Student is to use hand sanitizer upon exiting and re-entering isolation room.
 - Send student to private bathroom if possible.
 - May need to call for escort to and from bathroom to ensure a direct path & that hands are staying to themselves.
 - Student must continue to wear their face mask.
 - Escort person or custodian will need to clean & disinfect high-touch areas in the bathroom with Vindicator immediately after use if bathroom is not in the isolation room. If the bathroom is in the isolation room, the staff person in the isolation room needs to spray the handles in the bathroom and the doors with Vindicator.
- If student vomits, notify custodian. The custodian will follow the Exposure Response.

STUDENT DISCHARGED FROM THE ISOLATION ROOM

- Parent formally checks student out just outside the isolation room exit (*preferable scenario*)
 - Review letter / handout with parent & obtain parent's signature, time, and date. *Copy to go to attendance & health clerk for computer entry and then file in health file.*
- Isolation Room Log – Sign Out - student name, date, and time for contract tracing purposes.

OR

- Parent formally checks student out at front office.

- Office staff / health clerk reviews discharge letter / handout with parent & obtain parent's signature, time, and date. *Copy to go to attendance & health clerk for computer entry and then file in health file.*
- Student is to wash hands or use hand sanitizer upon exiting the isolation room.
- After parent has completed check-out, student is escorted to meet parent at nearest exit (according to building)
- Isolation Room Log – Sign Out - student name, date, and time for contract tracing purposes.

SANITIZE & DISINFECT STUDENT AREA AFTER EACH STUDENT LEAVES

Wipe the cot or chair with sanitizer wipes. Spray Vindicator on surfaces, common touch points and plastic curtain barrier.

**MASKS MUST
BE WORN**



AT ALL TIMES



PLEASE PRACTICE SOCIAL DISTANCING

POR FAVOR PRACTICA LA DISTANCIA SOCIAL



MAINTAIN A
6ft
DISTANCE FROM OTHERS



MANTENER UNA DISTANCIA DE 6 PIES
DE LAS DEMÁS PERSONAS



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