

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: Human Resources and Business Services	
Hours of Operation: No set hours – office staff schedule time in office on calendar	
Date of Plan:	Plan Last Updated:

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 Supervisors: Brandy Marshall and Tammy Bigelow	
Phone: 253-878-6743 or 253-345-1993	Email: bmarshall@ or tbigelow@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):

☒ Spacing for employees: *Staff have been instructed to follow the Phase 2 Return to Work Employee Requirements document – we are continuing to work remotely whenever possible.*

☒ Spacing for visitors/customers: 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 in the lobby at a time; and visitors will be spaced every 6 feet in front of the HR/Business office front door. 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.

☒ Approximate sq. ft./ # of customers allowed: 0

☒ Approximate sq. ft./ # of students allowed: 0

☒ Limit number of employees: No more than 5 employees will be in the office at one time and all employees are expected to follow the guidance of the Phase 2 Return to Work Employee Requirements at all times.

☒ Limit number of customers: signage indicating we are closed to the public, service via phone and email only, use mail slot for delivery of physical documents. Will offer limited services outside the office.

<input checked="" type="checkbox"/> Physical barriers: 6-foot table on lawn between staff and customer in rare circumstances where in-person service is required. We will follow current DPH/ Dept. of L&I guidelines for physical barriers.
<input checked="" type="checkbox"/> Visual cues or signs: Signs are posted on the door to indicate we are working remotely only, rare circumstances where service is provided on-site will occur on the lawn out front with visual cues indicating social distancing and masks required.
<input checked="" type="checkbox"/> Different service model (call in, drive through, virtual): Lawn out front is used in the rare circumstances that in-person service is required.

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): Is strongly encouraged, signs reminding to wash hands, and hand sanitizer is readily available. 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): hand sanitizer is readily available throughout the office.
<input checked="" type="checkbox"/> Covering coughs and sneezes (locations of tissues): TPCHD/DOH protocols have been reviewed and implemented.
<input checked="" type="checkbox"/> Provide reminders (signs, flyers, announcements, etc.): Signs are posted to remind staff of regulations.
<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.

Cleaning and Disinfecting

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): Spray bottles with Hillyard Vindicator + (product has documented Coronavirus kill claim) and listed as an approved disinfectant under EPA # 1839-167. Product will be stationed at Sub Coord. desk. Anyone that comes into the office to work 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 once per day.
<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, staff may choose to wear their own personal mask

☒ Eye protection: Will have appropriate eye protection available, employees will be able to wear eye protection as needed.

☒ Gloves: Will have appropriate gloves available, employees will be able to wear them as needed.

☐ 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): Temperature checks will be done by the employee at home.

☐ Thermometer uses (touch/no touch, cleaning process):

☒ Symptoms screened: Staff sign-in on a health attestation form each time they enter the department.

☐ PPE need for health screenings:

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:
<input checked="" type="checkbox"/> Incident reporting Report immediately to COVID-19 Site Supervisor. The COVID-19 Site Supervisor will notify the COVID-19 District Managers or HR.
<input checked="" type="checkbox"/> Site decontamination procedure: Will follow all instructions and protocols provided by the Tacoma-Pierce County Health Department for that specific instance of exposure.
<input checked="" type="checkbox"/> 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 Human Resources and Business Office 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

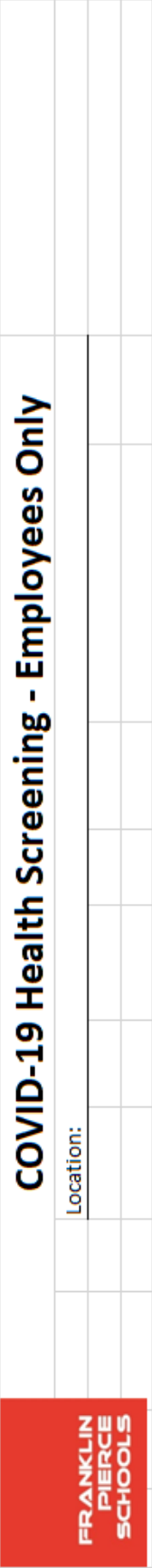
Since your last day of work, or last visit here, have you had any of these symptoms that is not attributable to another condition (Check all that apply)?

- ☐ A temperature of 100.4 (degrees Fahrenheit) or above?
- ☐ Cough
- ☐ Shortness of breath or difficulty breathing
- ☐ Chills
- ☐ Repeated shaking with chills
- ☐ Muscle pain
- ☐ Headache
- ☐ Sore throat
- ☐ New loss of taste or smell

Name: _____

Date: _____

Signature: _____



COVID-19 Health Screening - Employees Only					
FRANKLIN PIERCE SCHOOLS					
Location:					

Location:

Since your last day of work, or last visit here, have you had any of these symptoms that is not attributable to another condition? Please mark an "X" in the corresponding column for all that apply.

[illegible]

**MASKS MUST
BE WORN**

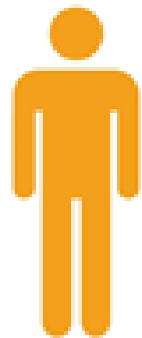


AT ALL TIMES



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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