

# Franklin Pierce School District

## Safety Plan for COVID-19



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

District: Franklin Pierce	
School: Washington High School	
Hours of Operation: 7 am to 3:30 pm	
Date of Plan: 08/16/2021	Plan Last Updated: 08/16/2021

District COVID-19 Manager: Katie Gillespie and Brandy Marshall	
Phone: (253) 298-3027 and (253) 298-3034	
Email: <a href="mailto:Kgillespie@fpschools.org">Kgillespie@fpschools.org</a> and <a href="mailto:bmarshall@fpschools.org">bmarshall@fpschools.org</a>	
COVID-19 Supervisor: Kyle Homad	
Phone: 253-298-4710	Email: <a href="mailto:khomad@fpschools.org">khomad@fpschools.org</a>
Back-up COVID-19 Supervisor: Kwesi Amoah-Forson	
Phone: 253-298-4854	Email: <a href="mailto:kwamoahforson@fpschools.org">kwamoahforson@fpschools.org</a>

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

### Physical Distancing

**Current COVID-19 standards require employees, families, and the public maintain 6 feet of physical distance. Current COVID-19 standards require students to maintain 3 feet of physical distance in classrooms and 6 feet in common areas (cafeterias, hallways) to the extent possible. Describe how you will maintain physical distance. Choose only those that apply:**

☒ Spacing for employees: Staff will remain 6 feet from each other in all spaces and 6 feet from students at all times unless required to be closer due to instructional or adaptive need.

☒ Spacing for students: Students will remain 3 feet apart from each other in classrooms – spacing will be determined by teacher based on instructional need and furniture access. In common areas, students will remain 6 feet apart as best as possible. At lunch, when masks are off, students will be spaced 6 feet apart facing the same direction.

☒ Spacing for visitors/families: Visitors will be allowed in the office area 1 family unit at a time – preference is by appointment, but drop ins could happen

☒ Approximate sq. ft./ # of visitors/families allowed: 36 sq feet/1 family unit

☒ Approximate sq. ft./ # of students allowed: 9 sq feet/1 student

☐ Limit number of employees:

☒ Limit number of visitors/families: No large events or assemblies will be held on location

☐ Physical barriers:

☒ Visual cues or signs: Signs are posted around campus in every building to remind everyone about spacing. Mask signage is also posted. There are marks on the floor of the cafeteria to remind students and staff where lunch seats should remain to be consistent with spacing.

☐ Different service model (call in, drive through, virtual):

## Hygiene

**Current COVID-19 standards require employees, customers and the public to practice good hygiene. Describe how you ensure the following:**

☒ Frequent handwashing (location of handwash stations, frequency of handwashing, when to wash): Signage will be posted to remind staff and students to wash hands frequently.

☒ Sanitizing of hands (location of hand sanitizer stations): Stations will be provided in classrooms and at entry points for visitors to the school

☒ Covering coughs and sneezes (locations of tissues): Tissues will be available in multiple spaces including classrooms. Reminders about covering will be given by adults on campus.

☒ Provide reminders (signs, flyers, announcements, etc.): Signage is up in classrooms and common spaces

☒ Face coverings (notices for customers, required for all workers): Staff will always have a mask in their possession and wear them when around others. Visitors will be required to wear masks on campus. Students will be required to always wear masks unless taking an isolated mask break outside or while eating.

## 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 and other adults, who are not staff, do not enter school campus to drop off students.

☒ Pick-Up Plan: Students meet them at the car or bus.

## Student Meals

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

☒ In Person Learning Plan: We plan to seat up to 150 students in the cafeteria. Students will be spaced 6 feet side to side and 3 feet back and front all facing the same direction. Students will choose their seats, and this will be their permanent spot until the first long school break. Students' chairs will be marked with their names for contact tracing and attendance purposes.

## Cleaning and Disinfecting

Director of Maintenance and Operations: Doug Vanderleest

Phone: 253-298-4631

E-mail: [dvanderleest@fpschools.org](mailto: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>

☒ 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 or Purell No Rinse Professional Surface Disinfectant. 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.

☒ General cleaning practices (frequency, how will you monitor cleaning): Minimum of daily cleaning by custodial staff to be monitored by the Chief Custodian.

☒ PPE needed (specific for cleaning): PPE will be used appropriate to the task and JSA, monitored by the chief custodian.

☒ Disinfectant used (type, contact time required): Hillyard Vindicator + dispensed through the Hillyard Arsenal Dispenser or Purell No Rinse Professional Surface Disinfectant.  
<https://www.hillyard.com/images/ProductData/HIL00168.pdf>

☒ Safety Data Sheets (SDS) for products: Employees will be expected to always follow cleaning requirements as monitored by the chief custodian.  
<https://www.hillyard.com/RTUSDS/MSDSHIL00614RTU.pdf>

## 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: Will be determined based on current L&I guidance.

## Sick Student Policy

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

☒ How families notify school: Families will be forwarded to the nurse tech, Frances Colon, to report COVID cases or potential exposure.

☒ Vaccine status may shorten being absent from school.

☒ When a student has the symptoms listed below, they could be absent for 10 or 14 days. If the recommendation is for the student to be absent 10 or 14 days, they may be encouraged to be tested or seen by a medical provider. **Each case has multiple factors that determine how long a student will be absent.**

- One of the following symptoms:
  - Fever of 100.4 or higher
  - Cough
  - Loss of taste or smell
  - Shortness of breath
- Two or more of the following symptoms:
  - Fatigue
  - Headache
  - Muscle or body aches
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea
- One of the following symptoms that **last longer than 24 hours**.
  - Fatigue
  - Headache
  - Muscle or body aches
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhea

☒ Report these to the District Nurse.

☒ When a student has one of the following symptoms, they could be absent for 24 hours. **Each case has multiple factors that determine how long a student will be absent.**

- Fatigue
- Headache
- Muscle or body aches
- Sore throat
- Congestion or runny nose
- Nausea or vomiting

<ul style="list-style-type: none"> <li>• Diarrhea</li> </ul>
☒ When student has COVID-19 symptoms they will be placed in the isolation room until the parent/guardian is contacted, and a plan is in place for student pick-up/release.
☒ If a student tests positive, contact the District Nurse. The District Nurse will guide you through contact tracing and notification.
☒ When a student is a confirmed close contact, please contact the District Nurse for consultation.

<b>Isolation Room</b>
Location: Main Office – Conference Room
Primary Assigned Staff: Savali Tuivaiave
Back-up Assigned Staff: Frances Colon
Isolation Room Procedures: Please see attached procedures.

<b>Sick Employee Policy</b>
<b>Current COVID-19 standards require organizations have procedures to address sick employees. Describe your plan to address sick employees related to COVID-19:</b>
☒ How employee notifies employer: If COVID related: Report immediately to Chelsea Vanderford at 253-298-3084 or cvanderford@fpschools.org
☒ 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.

<b>Exposure Response</b>
<b>Describe how Franklin Pierce School District will react if we have a confirmed COVID-19 case:</b>
☒ Incident reporting for staff: Report immediately to Chelsea Vanderford at 253-298-3084 or cvanderford@fpschools.org. District will follow current Pierce County Health Department reporting procedures.
☒ Incident reporting for student: Report immediately to Jen Van at 253-298-3047 or jvan@fpschools.org. District will follow current Pierce County Health Department reporting procedures.
☒ Site decontamination procedure: Notify the custodian to disinfect the area
☒ Post exposure incident recovery plan: Verify COVID safety requirements are followed at all times.

<b>COVID-19 Safety Training</b>
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<p><b>Describe how Franklin Pierce School will monitor public health communications about COVID-19 recommendations and ensure workers have access to current information:</b></p> <p><b>Fact Sheets available at</b> <a href="https://lni.wa.gov/safety-health/safety-topics/topics/coronavirus">https://lni.wa.gov/safety-health/safety-topics/topics/coronavirus</a>.</p> <p>Source for current COVID-19 information – CDC COVID-19 website:  <a href="https://www.cdc.gov/coronavirus/2019-ncov/">https://www.cdc.gov/coronavirus/2019-ncov/</a>.</p>
Frequency of training:
Training method (In person, video, email, etc.):
Topics covered (Symptoms of COVID-19, prevention steps, hygiene etiquette, etc.):
Training attendance records:

*\*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.*