

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: Ford Middle School	
Hours of Operation: 7:30-4:00	
Date of Plan: 8/27/20	Plan Last Updated: 2/23/21

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: Audra Goodman a	
Phone: (253)298-3603	Email: agoodman@fpschools.org
Back-up COVID-19 Supervisor: Terri Elliott	
Phone: (253) 298-3611	Email: telliott@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: All employees will be trained on social distancing expectations. Our Security officer will monitor compliance consistently throughout the day.
<input checked="" type="checkbox"/> Spacing for students: Students and parents will receive training on expectations and boundaries for physical distancing. Adults in the building will consistently monitor and ensure that social distancing is being maintained.
<input checked="" type="checkbox"/> Spacing for visitors/families: Is by appointment only. Areas for individuals to wait and receive service will be clearly marked with signage. 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 Ford. 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./ # visitors/families allowed: Varies throughout the building. Guidance is outlined by maintenance.

<input checked="" type="checkbox"/> Approximate sq. ft./ # of students allowed: Varies throughout the building: Guidance is outlined by maintenance.
<input checked="" type="checkbox"/> Limit number of employees: All staff may come if working alone from classroom and/or office. Main office main area can have 3 in open area and additional in administration offices.
<input checked="" type="checkbox"/> Limit number of visitors/families: Currently we will serve one family at a time from main building.
<input checked="" type="checkbox"/> Physical barriers: Partitions will be installed into office. Other spaces have doors as a barrier.
<input checked="" type="checkbox"/> Visual cues or signs: Signage is up throughout the building notating 6feet of physical distancing at all times and mask requirement. .
<input checked="" type="checkbox"/> Different service model (call in, drive through, virtual): Appointment, outside service model, and drive through. Currently no cash accepted.

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): all restrooms and central buildings are provided with hand sanitizer and hand washing stations. These are maintained daily by custodial staff to ensure they are properly stocked. 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.
- ☒ Sanitizing of hands (location of hand sanitizer stations): All central buildings have sanitizer stations. All staff may request sanitizer to be provided to their personal room.
- ☒ Covering coughs and sneezes (locations of tissues): Tissues are in all central locations and all staff may request to have additional tissue provided to them in their individual spaces. TPCHD/DOH protocols have been reviewed and implemented.
- ☒ Provide reminders (signs, flyers, announcements, etc.): Hygiene announcements, emails, and reminders will come out through email and through memos as needed. In the beginning of the year will be more frequent to establish healthy routines.
- ☒ Face coverings (notices for customers, required for all workers): Signs stating mask requirements will be posted throughout buildings. All staff have been notified multiple time of mask requirements. 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

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>

☒ 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 has been stationed throughout the building. Anyone that comes into the building 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.

☒ 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. <https://www.hillyard.com/images/ProductData/HIL00168.pdf>

☒ 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: We have ample supplies, and they are available to staff upon request. Staff have been instructed to follow DOH/L&I guidelines.

☒ Eye protection: If staff requires eye protection for a valid reason, they may request item and it will be provided.

☒ Gloves: We have ample supplies and they are available to staff upon request.

☒ Gowns or capes: If staff requires gown or cape for a valid reason, they may request item and it will be provided.

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: Families will drop students off in the front of the school. Parents (unless they have appointment and are parked) may not get out of the car. The student will be expected to have mask on before exiting the vehicle. We will have ample staff supervision staggered at all entrance points on campus to monitor and ensure social distancing as students arrive. Busses drop off in the back side of campus as well as front bus crescent. All students report immediately to the cafeteria for health check in. After check in students report to 1st period for independent time. No open courtyard will be allowed.

☒ Pick-Up Plan: Students who walk are able and encouraged to immediately exit campus upon dismissal. Students who get picked up will be picked up in the front of school, and busses pick up both in the back (majority) and some in the front crescent. Ample supervisors will be

stationed across the campus to ensure social distancing and monitor students as they exit campus.

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: The district will continue to pass out lunches each day to families . However, as we return to in-person learning and the number of drive through pick ups lessens some sites may collapse. Currently at Ford lunches are passed out from our site at the east side of the cafeteria by a district employee. Cars drive through and lunches are passed into a car. We accept students on bikes and students walking. Employees passing out lunches are wearing masks and gloves.

☒ In person Learning Plan: Teachers will take lunch & breakfast count during morning attendance and input it into a shared excel sheet. Office staff will complete counts and report to kitchen manager. Lunches will be served in cafeteria. Students will have assigned seating in desks that are spaced 6 feet apart. Supervisors will log any student seating anomalies for contact tracing. Students will have hands sanitized upon entry. No talking will be allowed while eating. Students will clean desk/chair with soapy water solution at end of lunch. Lunches will be sack lunches and set on their desks once they are seated. Next-day breakfast will be provided at the end of each school day. There will be 6 stations across the campus for students to pick up a breakfast and take home to eat the following morning.

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.

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 completed if a daily symptom check has not been completed along with a health assessment. Staff and families are not being asked to complete self-temperature checks.

☒ Thermometer uses (**touch/no touch, cleaning process**): For no touch thermometers, clean between uses using 70% alcohol based or stronger sanitizer on paper towel, then wipe surfaces of thermometer.

User either sanitizes hands using a sanitizer of 70% or more alcohol or wash hands with soap and water, use of gloves recommended as well.
<input checked="" type="checkbox"/> Symptoms screened: Staff and families will complete the Qualtrics health survey daily. If electronic access is not available, they will fill out a paper screener.
<input checked="" type="checkbox"/> PPE need for health screenings: KN95 mask, face shield and gloves.

Isolation Room
Location: Portable 5
Primary Assigned Staff: Terri Sichmeller, Sandy Calica, Sam Bushey (one-week rotations)
Back-up Assigned Staff: They will cover one another as needed and administration and security (Terri Elliott) will cover if needed.
Isolation Room Procedures: If student presents with symptoms a staff member will email office and the nurse/admin will come to room to complete a secondary health screening. If deemed ill the adult will escort student to the isolation room where the student will place a disposable mask over current mask. Parent/guardian will be called to pick up student. Names will be reported to district.

Sick Students
Plan to assist and manage sick students during COVID-19:
<input checked="" type="checkbox"/> How students notify staff: If student is feeling ill, student will request nearest adult to contact school nurse via the main office at (253) 298-3600. Office will notify Nurse and administrator if needed. Nurse will complete a secondary health check. If a COVID symptom is present student will go to isolation room. If it is not a COVID related symptom nurse will assist student accordingly. Staff will NOT send students to the health room until directed by nurse to do so, unless student is experiencing life-threatening symptoms (inability to breathe, loss of consciousness, choking, bleeding profusely) or students may report to nurse for scheduled medication.
<input checked="" type="checkbox"/> When to go home: When process above is followed, school nurse will follow assessment protocol and guidelines for when to send a student home.
<input checked="" type="checkbox"/> Steps Franklin Pierce School District will take if a sick student around others at facility: Nurse will notify Site Coordinator and Katie Gillespie regarding any students who have tested positive and will contact the Safety Security and Emergency Management Supervisor to provide notification to other staff, students, and family as needed, per Pierce County Health Department's current guidance at the time of the potential exposure.

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:
<input checked="" type="checkbox"/> 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.
<input checked="" type="checkbox"/> When to go home: If COVID related: immediately
<input checked="" type="checkbox"/> 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 arounds 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 Ford 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.): *For Employees(002).pdf* and *CoronavirusEmployeeTraining.pptx*. 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**

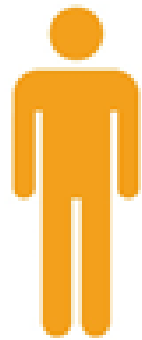


AT ALL TIMES



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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