

# 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: Washington High School	
Hours of Operation: 8 am – 3:30 pm	
Date of Plan: 8/24/2020	Plan Last Updated: 8/24/2020

District COVID-19 Manager: Katie Gillespie and Brandy Marshall	
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COVID-19 Supervisor: Kyle Homad	
Phone: 253-298-4710	Email: <a href="mailto:khomad@fpschools.org">khomad@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, 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:

*All staff will maintain a distance of 6 feet from each other when working together in the same space (mask or no mask).*

*The staff lounges will be available for 1 staff member at a time to reheat or make food, but not to stay and eat in.*

*Staff must wear masks at all times, unless in a closed office or classroom alone.*

*Staff can access buildings through a single point of entry.*

*Staff can meet together in person as long as the items in this document are followed.*

☒ Spacing for students:

*Students will check in through two entry points onto campus – we will utilize the Qualitrics system to identify students who filled out the attestation forms and those who did not as they enter campus. Those who did not will be checked for symptoms. We will have marked spots for students to stand while waiting that keeps them distanced.*

*We are currently not expecting more than 20 students on campus for the first few months of school. Students who are on campus will be supervised by paraeducators and teachers and reminded to keep 6 feet of distance from each other.*

☒ Spacing for visitors/customers:

<p><i>1 family (5 people max) can be together in the main office and the counseling office <u>once the building is open to the public.</u></i></p> <p><i>Two lines will be created outside the 100 building main entry with markings – 1 line for each office.</i></p>
<p><input checked="" type="checkbox"/> Approximate sq. ft./ # of customers allowed: <i>36 sq feet of spacing</i></p>
<p><input checked="" type="checkbox"/> Approximate sq. ft./ # of students allowed: <i>36 sq feet of spacing</i></p>
<p><input checked="" type="checkbox"/> Limit number of employees: <i>Staff will be on campus isolated to the classrooms or offices.</i> <i>Some staff will be working remotely based on need and request (leave categories).</i></p>
<p><input checked="" type="checkbox"/> Limit number of visitors/families: <i>The building is open to families who make an appointment and follow our safety protocols. We ask families who are drop in to wait outside while we assist them. We utilize a door bell on the front main office door to alert us when families drop in.</i></p>
<p><input checked="" type="checkbox"/> Physical barriers: <i>Masks are to be worn at all times unless walking or working outside alone OR in a classroom or office with a closed door.</i> <i>Physical barriers will be placed in the main office</i></p>
<p><input checked="" type="checkbox"/> Visual cues or signs: <i>District will supply signage that will be put up around school including DO NOT ENTER/ENTER ONLY signs for doors and visual cues for spacing on the floor in the main office and counseling office.</i></p>
<p><input type="checkbox"/> Different service model (call in, drive through, virtual):</p>

<b>Hygiene</b>
<p><b>Current COVID-19 standards require employees, customers and the public to practice good hygiene. Describe how you ensure the following:</b></p> <p><i>Each building will have access to a hand sanitizer dispenser, protocols and training materials (printed out), tissues and gloves (when students are on campus).</i></p>
<p><input checked="" type="checkbox"/> Frequent handwashing (location of handwash stations, frequency of handwashing, when to wash): <i>1 person in bathroom or at handwash stations at a time. 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.</i></p>
<p><input checked="" type="checkbox"/> Sanitizing of hands (location of hand sanitizer stations): <i>Hand Sanitizer Stations will be at every entry point into buildings. All staff will sanitize their hands upon entering and exiting the buildings.</i></p>
<p><input checked="" type="checkbox"/> Covering coughs and sneezes (locations of tissues): <i>Tissues will be at all Hand Sanitizer Stations. TPCHD/DOH protocols have been reviewed and implemented.</i></p>
<p><input checked="" type="checkbox"/> Provide reminders (signs, flyers, announcements, etc.):</p>

*Signage will be placed at each hand sanitizer table provided encouragements and reminders of Safety Plan protocol*

☒ Face coverings (notices for customers, required for all workers):

*Staff will always have a mask in their possession.*

*Guests will not be allowed on campus without PPE.*

*All staff must wear a mask at all times on campus, unless walking or working alone outside or in an office or classroom alone with the door closed.* 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>

☒ Cleaning high touch areas (frequency, what surfaces does this include): Spray bottles will 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:

*kn95 on campus provided at the check in (2/day) when students are on campus or we meet with students*

*Cloth or surgical masks when staff only are on campus*

*Staff can choose which mask to wear when meeting with the public, but we encourage the use of the kn95 mask.*

☒ Eye protection: *if requested by staff or required by the duties they are performing*

☒ Gloves: *if requested by staff or required by the duties they are performing*

☒ Gowns or capes: *if requested by staff or required by the duties they are performing*

## 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: *Students will check in through two entry points onto campus – we will utilize the Qualitrics system to identify students who filled out the attestation forms and those who did not as they enter campus. Those who did not will be checked for symptoms. We will have marked spots for students to stand while waiting that keeps them distanced.*

*We will update our plan as a building safety committee when the decision is made for students to come back in larger numbers than 20.*

☒ Pick-Up Plan:

*Students will be picked up in the student parking lot or at the bus loop near the aux gym and theater, or in front of the school.*

## 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.**

*Our building safety team will meet to plan and update our Safety Plan once the decision is made to have more than 20 students on campus. It is difficult to plan without knowing numbers of students. Currently, the building is closed to students and the public. There may be an opportunity to bring in a small group of students starting at the beginning of October per information given from LSS.*

☒ Distance Learning Plan:

*Nutrition Services has information about the delivery of meals to the distribution locations around the school district.*

☐ In person Learning Plan: We will serve lunches in two locations – the aux gym, which can hold 75 students distanced 8 feet apart, and in the cafeteria, which can hold 150 students distanced 8 feet apart. Food will be served in both of those locations. We will allow students to select their location for lunch, but after that they will need to follow the seating chart based on their preference.

## 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:

☐ Cleaning:

☐ Ventilation:

☐ Face coverings for students and adults:

☐ PPE for drivers:

## 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. We are still in the process of developing the health screening process for students.

☐ 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:**

☒ 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.

<p>Training method (In person, video, email, etc.): Email sent to all Gates Staff. Health &amp; Safety Update presentation via video. Will be updated as circumstances and guidelines change. Safety references provided by FPS, DOH, and L&amp;I will be posted in the safety binder and on the safety bulletin board.</p>
<p>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 &amp; common spaces, public interactions, exposure response, and where to get answers to questions.</p>
<p>Training attendance records: Email or remote meeting tracking.</p>

*\*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: \_\_\_\_\_







<b>COVID-19 Health Screening - Employees Only</b>					
<b>FRANKLIN PIERCE SCHOOLS</b>					
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**

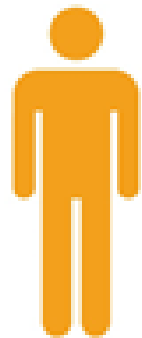


**AT ALL TIMES**



# 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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