

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: Franklin Pierce HS	
Hours of Operation: 7-3:30 (staff) / 8-3 (open to customers/public)	
Date of Plan: 8/27/20	Plan Last Updated: 6/18/20

District COVID-19 Manager: Katie Gillespie and Brandy Marshall	
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COVID-19 Supervisor: Ron Hartley & Stacey Wright	
Phone: 253-298-3801 / 253-298-3802	Email: rhartley@fpschools.org / swright@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: 6 ft apart in all directions

☒ Spacing for students: in classrooms, individual student desks placed 6 ft apart in all directions; table seating clearly marked to indicate seating that is 6ft apart in all directions; hallways divided into a two-way flow that is clearly marked to minimize contact as much as possible during passing; separate doors marked to enter and exit individual buildings.

☒ 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 Franklin Pierce High School. 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: approx. 36 ft² (max of 5 in any office area)

☒ Approximate sq. ft./ # of students allowed: approx. 36 ft² in the classroom (max of 5 students in buildings or classrooms when students allowed back initially)

☒ Limit number of employees: 5 max working together or in same space at one time

☒ Limit number of customers: 3-5 max in same area/office (phone call for entry)

<input checked="" type="checkbox"/> Physical barriers: In offices there are currently counters between guests and staff / in the main hallway the customer service area is separated from remainder of school by barrier next to main office.
<input checked="" type="checkbox"/> Visual cues or signs: posted at doorways, in offices & main hallway, on floor in offices and public hallway. 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): currently virtual or drive through when possible, customer call in for building access when appointments scheduled.

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): sinks in bathrooms, locker rooms, and specialized classrooms. Frequency recommendations part of posted reminder/handwashing instruction signs in these areas. A sign for service and phone number will be posted on the main office doors.
<input checked="" type="checkbox"/> Sanitizing of hands (location of hand sanitizer stations): wall mounted stations in the main foyer, Main Office (2), CCC, Commons, Cafeteria (2), Corrigan rooms (3), and Gym foyer (2); all other offices & classroom spaces provided with large (32 oz?) refillable pump bottles
<input checked="" type="checkbox"/> Covering coughs and sneezes (locations of tissues): Main office, CCC office, Health Room. TPCHD/DOH protocols have been reviewed and implemented.
<input checked="" type="checkbox"/> Provide reminders (signs, flyers, announcements, etc.): signage in the rest rooms, periodic flyers, reminders in staff email communications and student daily bulletin
<input checked="" type="checkbox"/> Face coverings (notices for customers, required for all workers): all staff required to wear facemasks; KN95 and surgical masks provided. All students & visitors to campus required to wear cloth face covering or mask. Masks will be provided to visitors and students if needed. 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 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.
<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 members must wear masks at all times unless alone in a closed office or alone outside. KN95 & surgical masks provided by district. All students & visitors to campus must wear masks or cloth face coverings to enter the building.
- ☒ Eye protection: Staff and students will be able to access and wear protective eye coverings based on the area and environment in which they are working.
- ☒ Gloves: Disposable gloves are available as needed
- ☒ Gowns or capes: provided upon request

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 dropping off students will pull up in the front crescent or along the north side of the staff parking lot and exit the lot once student has disembarked. Students will proceed to marked student entrances. Students who drive themselves to school will park in the student parking lot; however, every other parking stall will be “disabled” to provide for adequate social distancing.
- ☒ Pick-Up Plan: Parents will pick students up from the same locations as they were dropped off. We will have supervision in these areas to make sure that appropriate social distancing is maintained while students are waiting for their transportation.

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: Families who pick up meals on site will drive through the staff parking lot and receive their breakfast/lunch through the car window from a staff member wearing mask & gloves.
- ☒ In person Learning Plan: For small group of higher needs students (15-30 max) one student per table (5.5’ round), spaced 6 ft apart. Students who needed assistance would have a masked

& gloved para with them. We would need to assess a shift in furnishings or develop other methods for groups larger than 33-40 (still in process).

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

<p>Describe how Franklin Pierce School will monitor public health communications about COVID-19 recommendations and ensure workers have access to current information:</p> <p>Factsheets available at https://lni.wa.gov/safety-health/safety-topics/topics/coronavirus.</p> <p>Source for current COVID-19 information – CDC COVID-19 website: https://www.cdc.gov/coronavirus/2019-ncov/.</p>
<p>Frequency of training:</p> <p>As regulations change, employees will receive updated training information; new employees will be trained upon hiring.</p>
<p>Training method (In person, video, email, etc.): Email sent to all Franklin Pierce High School 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.</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 & 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

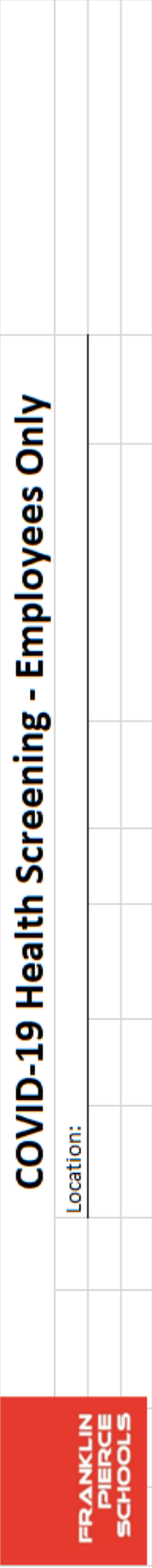
Since your last day of work, or last visit here, have you had any of these symptoms that is not attributable to another condition (Check all that apply)?

- ☐ 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: _____



COVID-19 Health Screening - Employees Only									
Location:									

FRANKLIN
PIERCE
SCHOOLS

[illegible]

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**

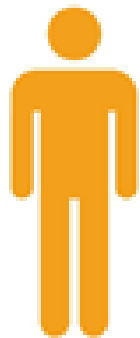


AT ALL TIMES



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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