

# 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: GATES	
Hours of Operation: 8:00-3:30 beginning September 8, 2020	
Date of Plan: August 24, 2020	Plan Last Updated: August 24, 2020

District COVID-19 Manager: Katie Gillespie and Brandy Marshall	
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COVID-19 Supervisor: Val Jones	
Phone: 253.298.4000	Email: <a href="mailto:vjones@fpschools.org">vjones@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: Workspaces fall within the Franklin Pierce Schools Health and Safety Protocols described in written [guidance](#) from State and Local health officials. Office workstations are being adjusted to increase space between employees. Teachers and other staff will be working in their respective classrooms.

☒ Spacing for students: Students will be learning remotely. When students are on campus by appointment, spacing will fall within the Franklin Pierce Schools Health and Safety Protocols described in written [guidance](#) from State and Local health officials.

☒ Spacing for visitors/customers: Any meetings with the public will be by appointment and will follow the [guidelines](#) set forth in the Franklin Pierce Schools Health and Safety Protocols described in written guidance from State and Local health officials. Furthermore, a physical barrier keeps customers and office staff apart at appropriate distance.

☒ Approximate sq. ft./ # of customers allowed: One family will be allowed in the office waiting area at a time. Additional families will wait in their car and be called when it is their turn to enter the office. Any meetings between teachers and families will follow Franklin Pierce Schools Health and Safety Protocols described in written [guidance](#) from State and Local health officials.

☒ Approximate sq. ft./ # of students allowed: Students will be learning remotely. When students are on campus by appointment, spacing will fall within the Franklin Pierce Schools Health and Safety Protocols described in written [guidance](#) from State and Local health officials.

☐ Limit number of employees: GATES teachers and paraeducators who are on campus will be working from their classrooms. Office staff will be working from appropriately distanced work stations. Therefore there is not a need to limit the number of employees.

<input checked="" type="checkbox"/> <b>Limit number of customers:</b> One family will be allowed in the office waiting area at a time. Additional families will wait in their car and be called when it is their turn to enter the office. Any meetings between teachers and families will follow Franklin Pierce Schools Health and Safety Protocols described in written <a href="#">guidance</a> from State and Local health officials.
<input checked="" type="checkbox"/> <b>Physical barriers:</b> There is a physical counter barrier that keeps customers and office staff apart.
<input type="checkbox"/> <b>Visual cues or signs:</b> Signage from Tacoma-Pierce County Health Department and the Centers for Disease Control and Prevention are posted on the exterior office door and a variety of locations throughout the campus.
<input checked="" type="checkbox"/> <b>Different service model</b> (call in, drive through, virtual): Students are engaged in remote learning.

<b>Hygiene</b>
<b>Current COVID-19 standards require employees, customers and the public to practice good hygiene. Describe how you ensure the following:</b>
<input checked="" type="checkbox"/> <b>Frequent handwashing</b> (location of handwash stations, frequency of handwashing, when to wash): In the event that office staff is on the premises, two sinks with running hot and cold water and soap are available in the main office area for frequent handwashing. As stated in the FPSD “Phase 2 Return to Work Employee Requirements” memo, employees are encouraged to wash hands frequently. This practice should be easy since two sinks are in close proximity. Signs are posted to encourage handwashing and hand sanitizer is readily available.
<input checked="" type="checkbox"/> <b>Sanitizing of hands</b> (location of hand sanitizer stations): Each office staff member has a hand sanitizer dispenser and a hand sanitizer dispensers are available mounted on the wall and on the counter for visitors to the office. Additionally, hand sanitizer will be distributed to each teacher for classroom use.
<input checked="" type="checkbox"/> <b>Covering coughs and sneezes</b> (locations of tissues): A box of tissues is available on the counter for visitors to the office. Boxes of tissues are available for each staff member to use in their office or classroom space. TPCHD/DOH protocols have been reviewed and signs from the CDC to cover coughs and sneezes are posted in English and Spanish for the public.
<input checked="" type="checkbox"/> <b>Provide reminders</b> (signs, flyers, announcements, etc.): Signage from Tacoma-Pierce County Health Department and the Centers for Disease Control and Prevention are posted on the exterior door and a variety of locations throughout the campus.
<input checked="" type="checkbox"/> <b>Face coverings</b> (notices for customers, required for all workers): All workers will wear face coverings as described in the Franklin Pierce Schools Health and Safety Protocols described in written <a href="#">guidance</a> from State and Local health officials. All staff are expected to follow the mask requirements outlined in the Washington State Labor and Industries regulation. Signage clearly indicates that any visitors from the public are also required to wear face coverings. Masks are available at the office, so if a visitor does not have a mask, one will be provided

<b>Cleaning and Disinfecting</b>
<b>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:</b> <b>EPA-approved disinfectants for COVID-19:</b> <a href="https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19">https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19</a>
<input checked="" type="checkbox"/> <b>Cleaning high touch areas</b> (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.
<input checked="" type="checkbox"/> <b>General cleaning practices</b> (frequency, how will you monitor cleaning): Minimum of daily cleaning by custodial staff to be monitored by the Chief Custodian.
<input checked="" type="checkbox"/> <b>PPE needed</b> (specific for cleaning): PPE will be used appropriate to the task and JSA, monitored by the chief custodian.
<input checked="" type="checkbox"/> <b>Disinfectant used</b> (type, contact time required): Hillyard Vindicator + dispensed through the Hillyard Arsenal Dispenser. <a href="https://www.hillyard.com/images/ProductData/HIL00168.pdf">https://www.hillyard.com/images/ProductData/HIL00168.pdf</a>

☒ 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: All staff and visitors wear masks according to the directions provided in the Franklin Pierce Schools Health and Safety Protocols described in written [guidance](#) from State and Local health officials..

☒ Eye protection: Employees will be able to access and wear protective eye coverings based on the area and environment they work in.

☒ Gloves: Gloves will be required and provided during any mass distribution such as lunch and/or material handout/collection times.

☒ 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: Students will be learning remotely. When students are on campus by appointment, they will report to the main office for health screening in accordance with the Franklin Pierce Schools Health and Safety Protocols described in written [guidance](#) from State and Local health officials. If multiple students are arriving at once, they will be allowed in one at a time while the next student(s) waits in the car. When the health screening area is clear, the next student will be allowed in.

☒ Pick-Up Plan: Students are learning remotely and are on campus by appointment. If they are awaiting pick-up they can wait in the socially distanced area where they had the appointment, or in socially distanced seating in room 8, or under the covered areas being moved onto the grass between the main office and room 1.

## 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: During distance learning, students will not be eating on campus.

☒ In person Learning Plan: When students return to campus our schedule will accommodate two lunches. Given the number of students at GATES, two lunches will provide adequate space to social distance in the gym where they will eat lunch. Social distancing protocol will be followed while students are in line and GATES will work with FPS Nutrition Services in the implementation of lunch distribution in accordance with the Franklin Pierce Schools Health and Safety Protocols described in written [guidance](#) from State and Local health officials.

## 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.

Training method (In person, video, email, etc.): Email sent to all Gates 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

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)?

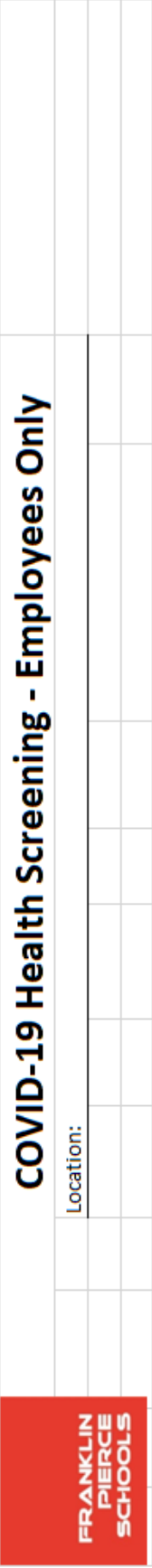
- ☐ A temperature of 100.4 (degrees Fahrenheit) or above?
- ☐ Cough
- ☐ Shortness of breath or difficulty breathing
- ☐ Chills
- ☐ Repeated shaking with chills
- ☐ Muscle pain
- ☐ Headache
- ☐ Sore throat
- ☐ New loss of taste or smell

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_





COVID-19 Health Screening - Employees Only									
Location:									

FRANKLIN  
PIERCE  
SCHOOLS

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**

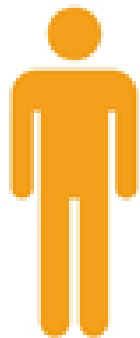


**AT ALL TIMES**



# 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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