

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: Info Tech	
Hours of Operation: 6:30 AM – 5 PM	
Date of Plan: 08/31/2020	Plan Last Updated:

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: Liza Klumpar	
Phone: 253.298.4645	Email: aklumpar@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: *Staff have been instructed to follow the Phase 2 Return to Work Employee Requirements document – we are continuing to work remotely whenever possible.*

☒ Spacing for visitors/customers: *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 in the lobby at a time; and visitors will be spaced every 6 feet in front of the IT office front door. 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: 0

☒ Approximate sq. ft./ # of students allowed: 0

☒ Limit number of employees: *All employees are expected to follow the guidance of the Phase 2 Return to Work Employee Requirements at all times. Alternate work schedules may be required to meet physical distancing requirements.*

☒ Limit number of customers: *signage indicating we are closed to the public, service via phone, email only, IT Help desk, and outside service station.*

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): 2 stations
- ☒ Sanitizing of hands (location of hand sanitizer stations): 2 stations and each employee's workstation
- ☒ Covering coughs and sneezes (locations of tissues): 2 stations
- ☒ Provide reminders (signs, flyers, announcements, etc.): Signs are posted to remind staff of regulations.
- ☒ Face coverings (notices for customers, required for all workers): 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 with Hillyard Vindicator + (product has documented Coronavirus kill claim) and listed as an approved disinfectant under EPA # 1839-167. Product will be stationed at the office managers desk. Anyone that comes into the office to work 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: Staff have been instructed to follow DOH/L& I guidelines. Masks will be provided to employees to wear while at work, staff may choose to wear their own personal mask

☒ Eye protection: Will have appropriate eye protection available, employees will be able to wear eye protection as needed.

☒ Gloves: Will have appropriate gloves available, employees will be able to wear them as needed.

☐ Gowns or capes:

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.

☐ 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 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

<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 Human Resources and IT 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

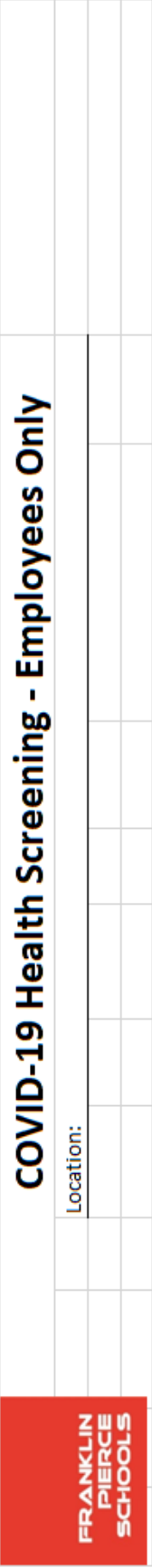
Since your last day of work, or last visit here, have you had any of these symptoms that is not attributable to another condition (Check all that apply)?

- ☐ 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

		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**

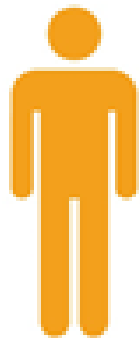


AT ALL TIMES



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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