

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: Hewins Early Learning Center	
Hours of Operation: 7:30am – 3:30 PM	
Date of Plan: 9/16/2020	Plan Last Updated: 01/21/2021

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: Carol Miller	
Phone: 253-298-4660	Email: camiller@fpschools.org
Back-up COVID-19 Supervisor: Sarah Blanchet	
Phone: 253.298.4675	Email: sblanchet@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: workspaces are six feet apart, those that have less than that are to be left unused.
<input checked="" type="checkbox"/> Spacing for students: lower class size will be utilized to provide space for children to distance themselves.
<input checked="" type="checkbox"/> 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 ELC during. Conference room capacity will be limited by current DOH/Dept. of L & I guidelines. At no time will adult visitors and staff exceed five people in a conference room for in person meetings. If possible, public may be served outside using DOH/Dept. of L & I guidelines.
<input checked="" type="checkbox"/> Approximate sq. ft./ # of visitors/families allowed: See above
<input type="checkbox"/> Approximate sq. ft./ # of students allowed:
<input checked="" type="checkbox"/> Limit number of employees: See above
<input checked="" type="checkbox"/> Limit number of customers: One visitor/family in the lobby at a time. Those in meetings by appointment only will be limited to the total group size of 5 adults, including staff.

<input checked="" type="checkbox"/> Physical barriers: the office has a plexiglass barrier in the lobby.
<input checked="" type="checkbox"/> Visual cues or signs: COVID-19 signage is posted at the school (mask, social distancing, etc.). 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): Appointment, outside service model, and drive through.

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): Staff are asked to wash upon entering their work spaces/building. There are sinks in the work room and in the staff room as well as 6 other adult bathrooms in the building. Each classroom has sinks. Signs are posted outside classrooms prompting everyone to wash upon entering the space. It 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, before and after eating/drinking, after coughing/sneezing, etc.

☒ Sanitizing of hands (location of hand sanitizer stations): Hand sanitizer stations are located just inside the doors of the ELC. All guests will be asked to use the sanitizer.

☒ Covering coughs and sneezes (locations of tissues): Masks are to be worn. Tissues are in office area, individual offices, and classrooms. TPCD/DOH protocols have been reviewed and implemented.

☒ Provide reminders (signs, flyers, announcements, etc.): classrooms have signs instructing all who enter room to wash hands upon entry. Signs are posted throughout the building.

☒ 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. If they are unable or unwilling, we will offer them a virtual meeting.

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. Liquid Diamond is in all work spaces for cleaning by all staff throughout the day and when children are present.

☒ 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 have been instructed to follow DOH/L& I guidelines. Masks will be provided to employees to wear while at work.
- ☒ Eye protection: Eye protection will be provided to staff based on L&I Guidelines. Staff can contact their COVID-19 Site Supervisor.
- ☒ Gloves: Will be provided to staff based on L&I Guidelines and DOH Guidelines. Staff can contact their COVID-19 Site Supervisor.
- ☒ Gowns or capes: Gown and capes will be provided to staff that are performing duties where a gown or cape is needed.

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: Student drop off by parents will be dropped off within a fifteen minute window. They will be met outside the building and the attestation completed if not done previously. School staff will be assigned to walk child to the classroom.
- ☒ Pick-Up Plan: Student pick up by parents will be within a 15 minute window. ID must be shown to staff stationed outside. After the ID is confirmed, a designated staff member will release the child to the parent to the adult.

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: Grab and Go meals will be distributed
- ☒ In person Learning Plan: Students will receive sack meals to take home with lunch and next day breakfast. When eating in class, they will be six feet apart when eating their meals. Children enrolled in Head Start and ECEAP only are to be given a snack each day at school. The children will be separated by a minimum of six feet. The food will be handed to each child and when fully distributed, children will be asked to remove their masks to eat and to put

their masks on when finished eating. Children will wash hands both before and after eating. Surfaces will be washed using Liquid Diamond after eating.

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): Staff and families with complete the Qualtrics health survey daily. Student temperatures will be taken by staff if the health survey has not been completed.

☒ Thermometer uses (touch/no touch, cleaning process): No touch and cleaning frequently; gloves worn by health screeners.

☒ Symptoms screened: Staff and families with complete the Qualtrics health survey daily. If electronic access is not available, they will fill out a paper screener.

☒ PPE need for health screenings: For staff completing a in person health screening staff must wear a KN95, face shield and gown.

Isolation Room

Location: room 137

Primary Assigned Staff: Mellonda Johnson, LPN is first responder to this room.

Back-up Assigned Staff: Sean Chau RN, Carol Miller, Sarah Blanchet

Isolation Room Procedures: Please see attached procedures.

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.

<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.
<input checked="" type="checkbox"/> 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.
<input checked="" type="checkbox"/> 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:
<input checked="" type="checkbox"/> Incident reporting 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"/> Site decontamination procedure: Will follow all instructions and protocols provided by the Tacoma-Pierce County Health Department for that specific instance of exposure.
<input checked="" type="checkbox"/> 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 ELC 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.): <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.
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





CREATIVE
DESIGN
STUDIO
| creativestudio.com | 844-777-1260 #PS2019-32