

# Safety Plan

## for COVID-19

We want to ensure Pierce County businesses reopen while maintaining the health and safety of employees and the public. Use this template to create a safety plan for your business or organization. You must keep a copy of your plan onsite and review and update regularly.

**Business or Organization:**

**Address:**

**Hours of operation:**

**Number of employees:**

**Date of plan:**

**Last updated:**

**COVID-19 supervisor:**

**Phone:**

**Email:**

*\*Note: Supervisor must always be available during operation and is responsible to enforce the safety plan.*

Check your industry specific guidance from the Governor's Office. Your specific guidance may require you to provide additional information. Refer to General Requirements and Prevention Ideas for Workplaces from the Department of Labor and Industries.

### 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 customers:**

☐ **Spacing for employees:**

☐ **Approximate sq. ft. /# of customers allowed:**

☐ **Limit number of customers:**

☐ **Limit number of employees:**

☐ **Physical barriers:**

☐ **Visual cues or signs:**

☐ **Different service model:**  
(call in, drive through, virtual)

View other resources to help you reopen safely at [tpchd.org/safestart](https://tpchd.org/safestart).

Adapted from Kittitas County.

## Hygiene

Current COVID-19 standards require employees, customers and the public to practice good hygiene. Describe how you will ensure the following:

☐ **Frequent handwashing:**

(location of handwash stations, frequency of handwashing, when to wash)

☐ **Sanitizing of hands:**

(location of hand sanitizer stations)

☐ **Covering coughs and sneezes:**

(locations of tissues)

☐ **Provide reminders:**

(signs, flyers, announcements, etc.)

☐ **Face coverings:**

(notices for customers, required for all workers)

## Cleaning and disinfecting

Current COVID-19 standards recommend businesses clean and disinfect surfaces frequently, including high touch areas and general cleaning practices. Describe your plan to clean and disinfect:

EPA-approved disinfectants for COVID: [epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2)

☐ **Cleaning high touch areas:**

(frequency, what surfaces does this include)

☐ **General cleaning practices:**

(frequency, how will you monitor cleaning )

☐ **PPE needed:**

(specific for cleaning)

☐ **Disinfectant used:**

(type, contact time required)

☐ **Safety Data Sheets (SDS) for products:**

## 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:**

☐ **Eye protection:**

☐ **Gloves:**

☐ **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)

☐ **Thermometer used:**  
(touch/no touch, cleaning process)

☐ **Symptoms screened:**

☐ **PPE needed for health screenings:**

## Sick employee policy

Current COVID-19 standards require businesses and organizations have procedures to address sick employees. Describe your plan to address sick employees related to COVID-19:

☐ **How employee notifies employer:**

☐ **When to go home:**

☐ **Sick leave policy:**

☐ **When employee can return to work:**

☐ **Steps business will take if a sick employee was around others at facility:**

## Exposure response

Describe how your business or organization will react if you have a confirmed COVID-19 case:

☐ **Incident reporting:**

☐ **Site decontamination procedure:**

☐ **Post exposure incident recovery plan:**

## COVID-19 safety training

Describe how your business or organization will monitor public health communications about COVID-19 recommendations and ensure workers have access to current information:

Factsheets available at [lni.wa.gov/safety-health/safety-topics/topics/coronavirus](https://lni.wa.gov/safety-health/safety-topics/topics/coronavirus).

Source for current COVID-19 information—CDC COVID-19 website: [cdc.gov/coronavirus/2019-ncov](https://cdc.gov/coronavirus/2019-ncov).

☐ **Frequency of training:**

☐ **Training method:**  
(in person, video, email, etc.)

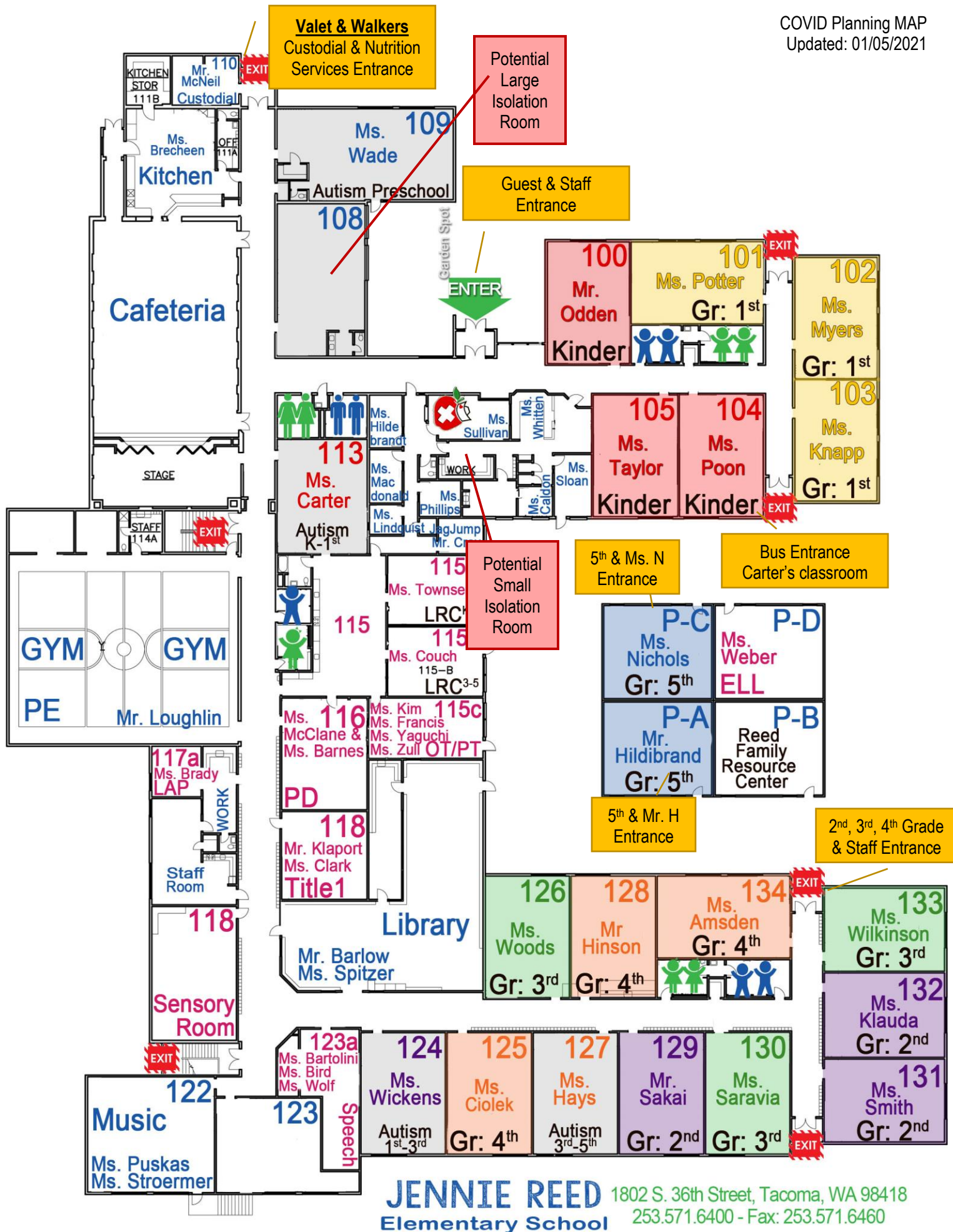
☐ **Topics covered**  
(symptoms of COVID-19, prevention steps, hygiene etiquette, etc.)

☐ **Training attendance records:**

Tacoma-Pierce County Health Department COVID-19 Safety Plan Template doesn't guarantee the health and safety of the employees, or the patrons that receive goods and or services from the establishment listed within this business safety plan.

View other resources to help you reopen safely at [tpchd.org/safestart](https://tpchd.org/safestart).

Adapted from Kittitas County.



## Isolation Room Phone Tree



# Jennie Reed Elementary

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Jennie Reed Elementary School - Reopening Task List	
Task	Completion Date
Review screening protocols	1/5/2021
Prepare classrooms based on your enrollment ensuring desks are 6 feet apart in Kindergarten classrooms	Anticipated 1/8/21
Review PPE guidelines & follow up if you have needs	1/5/2021
Review Communication Timeline from PIO on talking points	1/5/2021
Schedule a staff meeting by 1/7, take attendance, & go over the reopening plan	1/5/2021 Staff Meeting 1/13 @ 3:45
Determine essential staff (IC, Title, Counselor, Office Staff, etc...) Follow up with staff that are essential with an in person call (not a blanket email).	1/5/2021
Review K hybrid schedule	1/5/2021
Review daily cleaning plan with custodial team	1/5/2021
<b>Principal determines cohorts for Kindergarten.</b> Cohort A is A-L and Cohort B is M-Z. <b>Send Raymond in transportation your cohorts by 1/7</b> so that communication to families on routes goes out.	1/7/2021
Create your no sub rotation plan	1/5/2021
Communicate & push the parent app for attestation	1/2/2021



Plan Components	Action Plan Details									
Attestation Process	<a href="#">Attestation Protocol</a>									
Arrival & Dismissal	<p><b>ARRIVAL</b></p> <p><b>9:35</b> – All Hands On Deck: All staff need to be prepared to greet and support student arrival. If you do not have a designated assignment, please see Kim H for direction on where you can be helpful.</p> <p><b>Bussing:</b> Kim H &amp; Elizabeth M. supported by Ms. Reese, Ms. T &amp; Sandra Cox. Busses will be greeted by Kim or Elizabeth. Students will be walked into the building by Ms. Reese, Ms. T or Ms. Cox, where they will be seated in the cafeteria or gym. 2<sup>nd</sup> grade students will enter the building via the door outside Ms. Amsden's/Ms. Wilkinson's room. Response Team: Jessica Hilderbrand</p> <p><b>Valet or Drop Off:</b> Lauren &amp; Angela with support from Becky Bird, will greet students and parents, ask about completed attestations and then support students in walking in the Custodial Doors to walk to the cafeteria, gym or music room.</p> <p><b>Attestation Check:</b> Classroom teachers will need to bring their list of completed student attestations to the cafeteria, gym or music room. Students with completed attestations will be walked to their classroom by their teachers.</p> <p><b>Initial Congregation</b></p> <table><tr><th><u>Cafeteria</u></th><th><u>Gym</u></th><th><u>Music Room</u></th></tr><tr><td>Kinder</td><td>1<sup>st</sup> Grade</td><td>2<sup>nd</sup> Grade</td></tr><tr><td>3<sup>rd</sup> Grade</td><td>4<sup>th</sup> Grade</td><td>5<sup>th</sup> Grade – Straight to classrooms</td></tr></table> <p>Office &amp; Support staff will contact parents to complete attestations. Students will be walked to class when attestation is complete.</p> <p><b>BREAKFAST</b></p> <p>Breakfast will be eaten in the classroom. Breakfast will be provided via the blue bins, taken back to the classroom.</p>	<u>Cafeteria</u>	<u>Gym</u>	<u>Music Room</u>	Kinder	1 <sup>st</sup> Grade	2 <sup>nd</sup> Grade	3 <sup>rd</sup> Grade	4 <sup>th</sup> Grade	5 <sup>th</sup> Grade – Straight to classrooms
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Health Room & Isolation Process	<p><b>HEALTH ROOM &amp; ISOLATION ROOM</b></p> <p>If a student needs first aid, please use supplies in your classroom. If not possible, contact the office. The health room is open for medication &amp; higher level first aid needs.</p>									





	<p>If a student is experiencing symptoms associated with Covid (Fever (100.4 or greater without the use of fever reducing medications), chills, coughs, shortness of breath, difficulty breathing, fatigue, muscle or body aches, loss of taste or smell, sore throat, congestion or runny nose, headache, nausea or vomiting, diarrhea) please call the office. A staff member will retrieve the student and they will be taken to the isolation room. Once there, they will be assessed and the family notified. Students can return to school 24 hours after there are no longer symptoms. See the Flow Chart for more information.</p>	<div><p><b>Class A symptoms:</b></p><ul style="list-style-type: none"><li>Fever—subjective or 100.4F or higher.</li><li>Cough.</li><li>Loss of taste or smell.</li><li>Shortness of breath.</li></ul><p><b>Class B symptoms:</b></p><ul style="list-style-type: none"><li>Fatigue.</li><li>Headache.</li><li>Muscle or body aches.</li><li>Sore throat.</li><li>Congestion or runny nose.</li><li>Nausea or vomiting.</li><li>Diarrhea—2 or more loose stool in 24 hours.</li></ul></div>																																													
K cohorts (Principals will determine cohorts & then communicate to transportation)	<p>How many students in your alpha groupings (Cohort A: A-L Monday &amp; Tuesday in person, Cohort B: M-Z Thursday &amp; Friday in person)</p> <p>K class 1 Cohort A: 7 K class 1 Cohort B: 7</p> <p>K class 2 Cohort A: 7 K class 2 Cohort B: 8</p> <p>K class 3 Cohort A: 7 K class 3 Cohort B: 7</p>																																														
Lunch & Supervision	<p>What is your lunch plan? Supervision? (Teachers will need their 30 minutes of duty-free lunch). Planning is covered within the schedule.</p> <p><b>Lunch</b> Lunch will be served in the cafeteria. The cafeteria can accommodate up to 68 students with distancing guidelines.</p> <p>Lunch/Recess Round #1</p> <table><tr><td>121 Students</td><td>11:40</td><td>12:00</td><td>12:10</td><td>12:20</td></tr><tr><td>1<sup>st</sup> Grade – 30/56</td><td>Recess</td><td>Lunch</td><td>Teachers report to the cafeteria to support students.</td><td>Return to class</td></tr><tr><td>Knapp – 9/18</td><td></td><td></td><td></td><td></td></tr><tr><td>Myers – 9/17</td><td></td><td></td><td></td><td></td></tr><tr><td>Potter – 9/18</td><td></td><td></td><td></td><td></td></tr><tr><td>Carter – 3/3</td><td></td><td></td><td></td><td></td></tr><tr><td>4<sup>th</sup> Grade – 38/65</td><td>Lunch</td><td>Recess</td><td>Teachers report to the playground to support students.</td><td>Return to class</td></tr><tr><td>Amsden – 10/20</td><td></td><td></td><td></td><td></td></tr><tr><td>Ciolek – 10/19</td><td></td><td></td><td></td><td></td></tr></table>	121 Students	11:40	12:00	12:10	12:20	1 <sup>st</sup> Grade – 30/56	Recess	Lunch	Teachers report to the cafeteria to support students.	Return to class	Knapp – 9/18					Myers – 9/17					Potter – 9/18					Carter – 3/3					4 <sup>th</sup> Grade – 38/65	Lunch	Recess	Teachers report to the playground to support students.	Return to class	Amsden – 10/20					Ciolek – 10/19					
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		Hinson – 9/17				
		Wickens – 9/10				
	Lunch/Recess Round #2					
	121 Students	12:30	12:50	1:00	12:20	
	Kinder & 3 <sup>rd</sup> – 44/65/86	Recess	Lunch	Teachers report to the cafeteria to support students.	Return to class	
	Odden – 7/14					
	Poon – 7/14					
	Taylor – 8/15					
	Wilkinson – 11/21					
	Woods – 11/22					
	2 <sup>nd</sup> & 5 <sup>th</sup> Grade – 38/66	Lunch	Recess	Teachers report to the playground to support students.	Return to class	
	Klauda – 11/21					
	Smith – 10/20					
	Hildibrand – 12/23					
	Nichols – 11/22					
	Hays – 10/11					
	<b>Lunch Supervision:</b> Lauren Macdonald & Ms. Reese will supervise the cafeteria, back up staff for supervision: Kim H, Abby S.					
Recess Plan	What is your recess plan? Supervision? How will you socially distance your classes?  <b>Recess:</b> Each classroom will be assigned a weekly recess location: <b>Big Toy, PS Playground (?-K only), Blacktop, or Swing/OldToys</b> . Each classroom of students will use that recess zone for an entire week, stay with their class and line up in that zone. <b>Rainy Day Recess:</b> We will use the Gym, Covered Area & Kids Cave for our 3 zones.  <b>Recess Supervision:</b> Jessica H, Sandra Cox, Ms. Tatyana T will each supervise one of the three areas where students are assigned. They will maintain supervision of the same class during that recess time at different zones. Back Up Supervision: Elizabeth McClane, Kim H.					
Daily cleaning	Spray all hard surfaces when entering rooms and air dry  Spray hard surfaces and materials between classes. Spray all hard surfaces before leaving in evening (manipulatives, makers, pencils, blocks, chairs, tables, etc.). Spray all high traffic touch points (doorknobs, handles, etc.)  <b>CLEANING</b>					



# Jennie Reed Elementary

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	Teachers are expected to spray down desks and chairs at the end of each day. There is a checklist by each classroom door, outlining what the classroom should look like at the end of the day. Classrooms will be vacuumed, wiped down counters & tables, dispensers filled, garbage picked up.
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