

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.

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.

Source for current COVID-19 information—CDC COVID-19 website: 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.

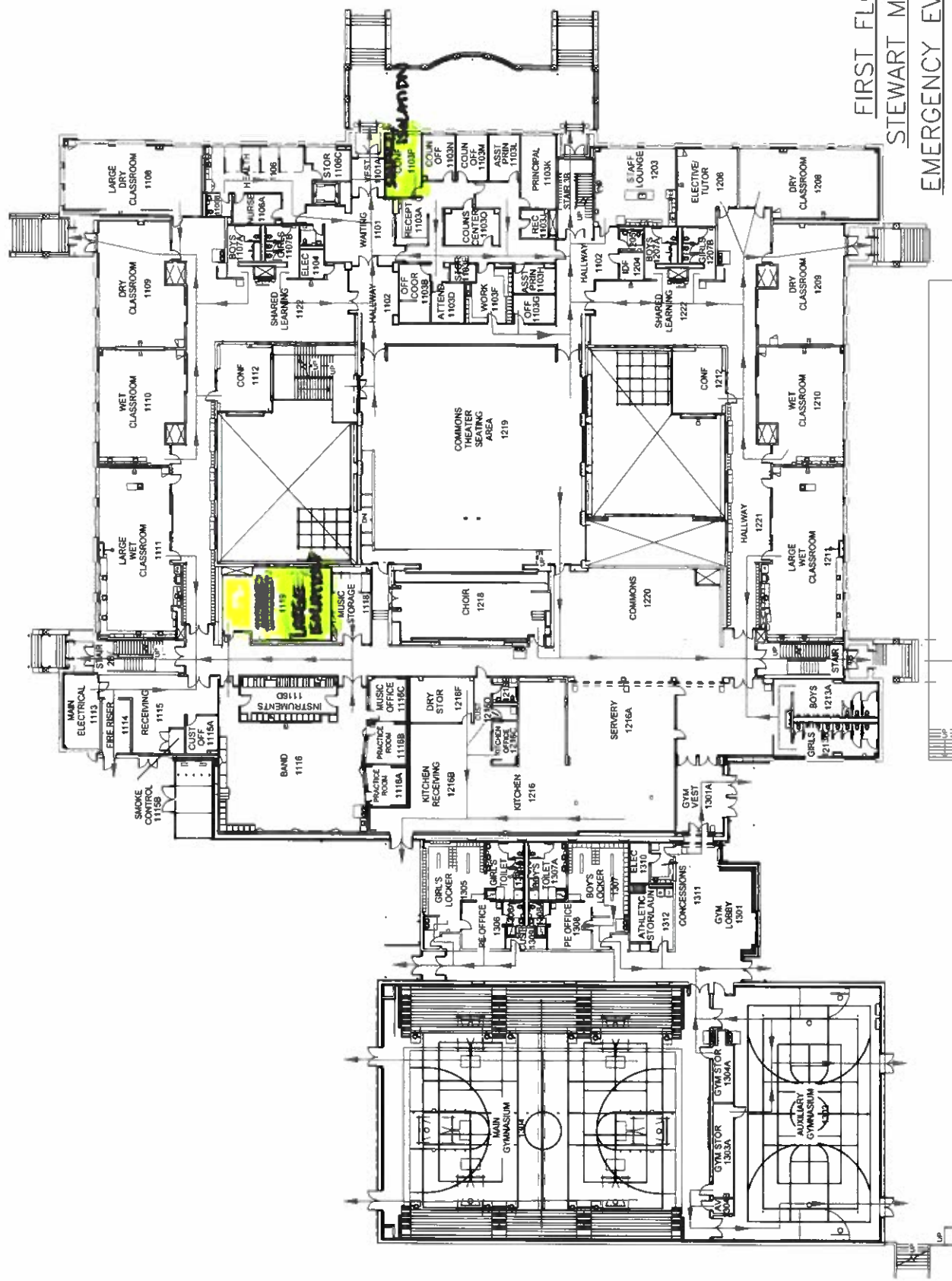
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Adapted from Kittitas County.



STEWART MIDDLE SCHOOL

EMERGENCY EVACUATION PLAN





Complete this Form with your Building Leadership Teams

When Completed:

Upload into the Files Section of the COVID TEAM (in MS TEAMS).

Stewart Middle School Hybrid Review Task List	
Task	Completion Date
Review screening protocols	1/21/2021
Prepare classrooms based on your enrollment ensuring desks are 6 feet apart in all classrooms	8/31/2021
Review PPE guidelines & follow up if you have needs	8/31/2021
Review Communication Timeline from PIO (when developed) on talking points	Ongoing
Scheduled SCDM/Staff meeting on 2/9	Scheduled
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).	All middle school returns together
Review Hybrid schedule	1/20/2021
Review daily cleaning plan with custodial team	1/19/2021
Cohort A is A-L and Cohort B is M-Z. Send Raymond Williams in transportation your cohorts by 1/29 so that communication to families on routes goes out.	Cohort A: A-E/M-R Cohort B: F-L/S-Z List Sent to Raymond Williams on 1/29/21
Create your no sub rotation plan	Volunteers first Offer to grade level team Offer to grade level Assign to who has not subbed in the past weeks time. (this includes teachers, counselor, coach, librarian, admin) SCDM approved (will revisit 2/9/21)
Communicate & push the parent app for attestation	Weekly, including incentives 1/29/21 Stewart is at 43% completed 312 registered 71 need to complete part 2

Stewart Middle School Hybrid Review Plan 2021	
Plan Components	Action Plan Details
Attestation Process	Attestation Protocol
Arrival & Dismissal	<p>Describe system for dropping off and picking up (valet) students that keeps families at least 6 feet from each other and reduces need to enter the school.</p> <p>Buses: Bus zone Walkers: Front Zone Vehicles: D street</p> <p>Who will provide supervision? Administration, Security, Counselors,</p> <p>Where will students enter the building? Where will students go when they enter the building? Assigned entrance bases on grade (6 entrances) Each entrance will have 50 markers 6 ft apart All attestations will be confirmed outside before entering. Any students with incomplete attestations will be led to isolation room to contact parents & get temperature checks Students will go to class staggered</p> <p>What is your dismissal process? Where will students exit the building? Students will exit Walkers – East doors titled knowledge and Character Pickups – gym back doors to courtyard Bus – excused one bus at a time and will exit the North door titled Health</p> <p>Includes map and visuals of where each Staff member will be during entrance and exit</p>

Health Room & Isolation Process	Teachers will call and nurse will assess whether student is escorted to the health room or isolation room. Health room: nurse manages next steps. Isolation room: supervisor monitors and makes the contact home for student pick up
Principals will determine cohorts & then communicate to transportation	<p>How many students in your alpha groupings? Cohort A: A-E/M-R Monday & Tuesday in person Cohort B: F-L/S-Z Thursday & Friday in person</p> <p>Total: Cohort A:310 Cohort B: 298</p> <p>6th Grade Cohort A: 100 6th Grade Cohort B: 83</p> <p>7th Grade Cohort A: 99 7th Grade Cohort B: 87</p> <p>8th Grade Cohort A: 93 8th Grade Cohort B: 94</p> <p>Spreadsheet in process of making sure every class is within the number guidance of the Health department along with 6 ft apart.</p>
Lunch & Supervision	<p>Where will students eat lunch? M/Th – in 1st period to reduce transitions. Teachers on plan will be assigned to help monitor a hallway</p> <p>T/F – in 4th period to reduce transitions. Teachers on plan will be assigned to help monitor a hallway</p> <p>Admin/Counselors will be assigned to help monitor a hallway. 2 counselors 4 admin 6 hallways</p> <p>Considerations: All students will have an assigned seat in each classroom for learning and eating</p>
Daily cleaning	Each teacher has a spray bottle of hand sanitizer with a gallon refill container

	<p>Each teacher has spare disposable masks, a faceshield, personal hand sanitizer.</p> <p>Vinegar/Windex to clean tables between classes Spray and Go as directed by COVID district team Custodial cleaning protocols</p>
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