

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.)

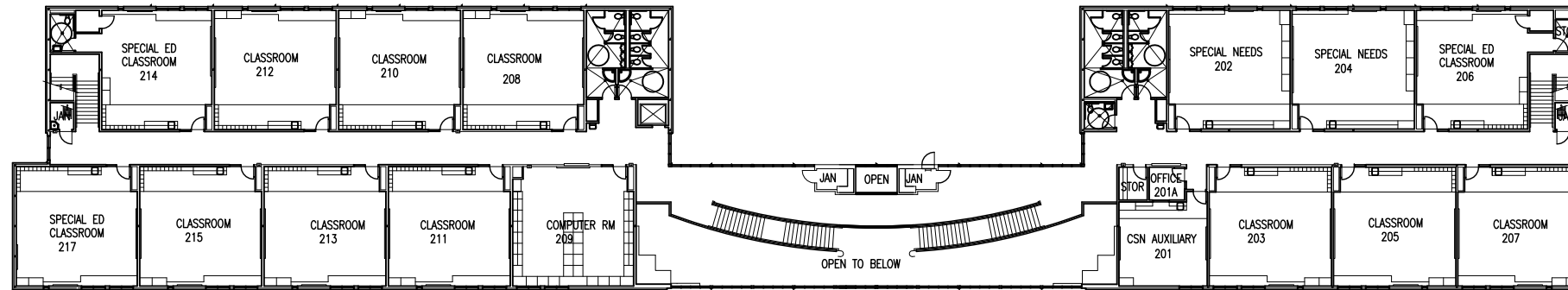
☐ **Topics covered**
(symptoms of COVID-19, prevention steps, hygiene etiquette, etc.)

☐ **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.

View other resources to help you reopen safely at tpchd.org/safestart.

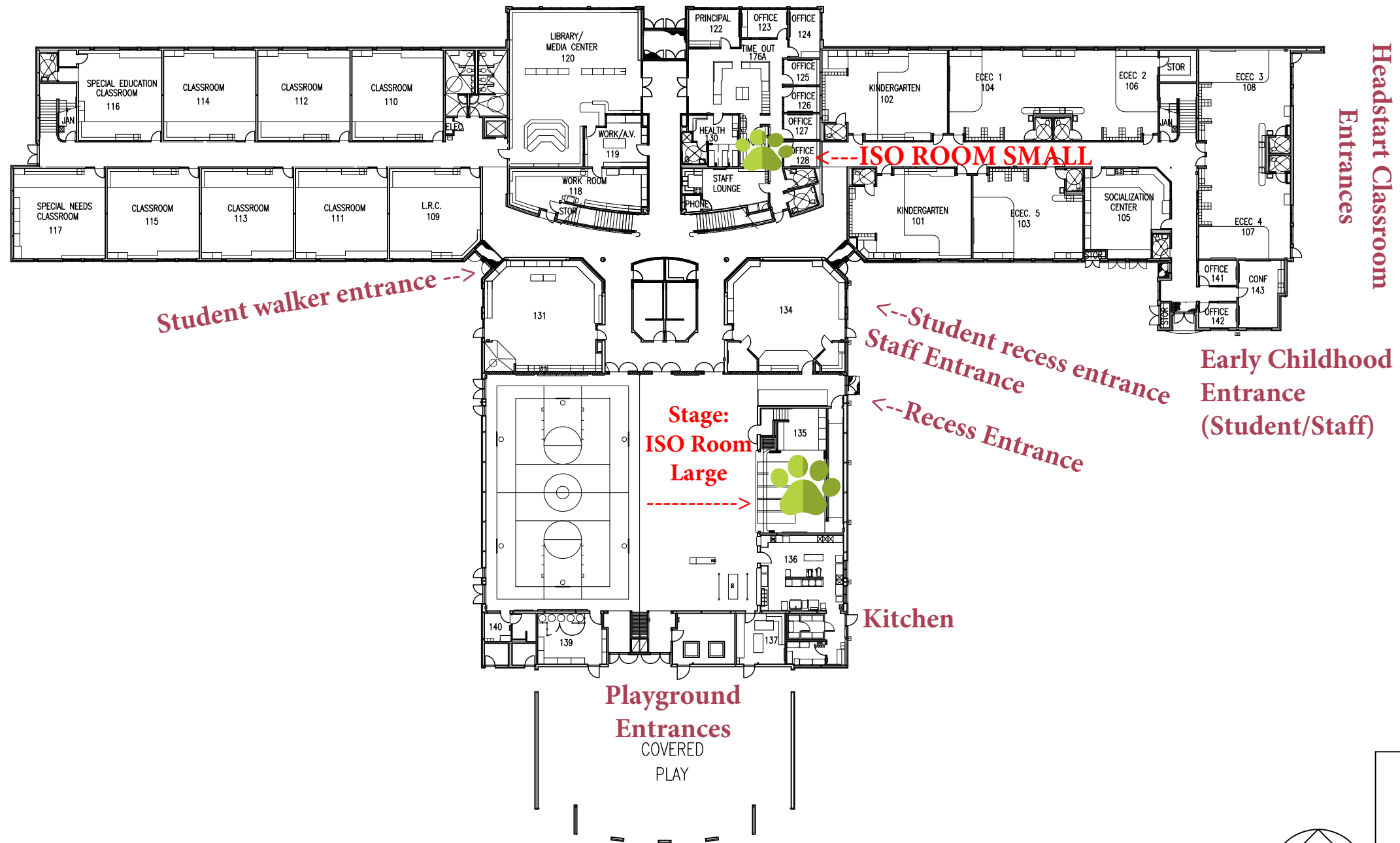
Adapted from Kittitas County.



UPPER FLOOR PLAN

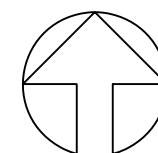
SCALE: 1"=40'

Main Entrance: Staff Entrance. Student Bus Entrance



LOWER FLOOR PLAN

SCALE: 1"=40'



MANITOU ELEMENTARY SCHOOL
4330 SOUTH 66TH STREET
TACOMA, WA 98409
FLOOR PLAN

Planning & Construction
Tacoma Public Schools
3223 South Union Avenue, Tacoma WA 98409

Items of Interest:
[Manitou Reopening Staff Meeting Powerpoint](#)
[Manitou Cohorts Excel](#)

Manitou- Reopening Task List	
Task	Completion Date
Review screening protocols	1/5
Prepare classrooms based on your enrollment ensuring desks are 6 feet apart in Kindergarten classrooms	1/5
Review PPE guidelines & follow up if you have needs	1/5
Review Communication Timeline from PIO on talking points	1/5
Schedule a staff meeting by 1/7, take attendance, & go over the reopening plan	1/5
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).	1/7
Review K hybrid schedule	1/5
Review daily cleaning plan with custodial team	1/5
Principal determines cohorts for Kindergarten. Cohort A is A-L and Cohort B is M-Z. Send Raymond in transportation your cohorts by 1/7 so that communication to families on routes goes out.	1/5
Create your no sub rotation plan	1/6
Communicate & push the parent app for attestation	1/5-1/7

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>Valet:</p> <ul style="list-style-type: none"> • Valet marked with red and green lane • Green lane for families who have completed attestation • Red for those who don't and will need to park. • Attestations will be confirmed via iPad • Supervision: AP, Americorps Members

Bus:

- Buses will be excused one at a time
- Students who have not completed attestation will wait on the stage until parents have confirmed.
- Students who have completed attestation will wait in gym socially distant until teachers pick up. (If buses arrive at 945, students will go directly to class and students who have not completed attestation will remain in gym/cafeteria)
- Supervision: Paraeducator- Grillet & Allen



What is your dismissal process? Where will students exit the building?

- All Pick up/Walkers will Exit at Valet
- Kindergarten Will Dismiss First (5 min before other classes)
 - Bus Riders will be dismissed outside door to staff on Bus Duty
- Departure will be staggered
 - Call for Buses
 - Bell for remaining students

Health Room & Isolation Process

Stag = large iso room
Small office in main off ice = small iso room
Nurses office for medications
Health clerk, nurse and COVID supervisor support iso rooms.
Forms posted outside of ISO rooms for volunteers.



K cohorts (Principals will determine cohorts & then communicate to transportation)	How many students in your alpha groupings (Cohort A: A-L Monday & Tuesday in person, Cohort B: M-Z Thursday & Friday in person) See excel document
Lunch & Supervision	What is your lunch plan? Supervision? (Teachers will need their 30 minutes of duty-free lunch). Planning is covered within the schedule. <ul style="list-style-type: none"> Teachers will monitor student lunch for 20 minutes in class.
Recess Plan	What is your recess plan? Supervision? How will you socially distance your classes? <ul style="list-style-type: none"> Classrooms will be divided in play zones and rotate through daily or weekly. Playworks program has been purchased, Americorps members are Playworks coaches and will support with socially distant games. Students will have recess outside for 30 minutes Supervision: Americorps, AP, Principal, Counselor, Family Liaison <div data-bbox="537 989 1398 1499"> <p>An aerial photograph of Manitou Park Elementary School. The school building is at the top. Below it, the playground area is divided into six zones, each labeled in a yellow box: Zone 1- AmeriCorps 1, Zone 2, Zone 3 Playground, Zone 4 Big Toy, Chalk, Jump Rope, Zone 5- AmeriCorps 2, and Zone 6. A black rectangular box on the left side of the image contains the text 'Play Zones' in white. A red location pin is visible on the map near the school entrance.</p> </div>
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.)

We have 2 types of approved disinfectants.

1. Oxivir – This product has a 1-minute dwell time to be effective. This week you will be delivered (you do not need to place an order) an initial supply based on how many active classrooms you have. You will need to place an order to receive more.
2. 25A – This product has a 10-minute dwell time and will be provided to you by your custodian. Moving forward this product will be the primary classroom disinfectant with Oxivir serving as a backup.

3. Cleaning Duties:

<i>Who</i>	<i>What</i>	<i>When</i>	<i>Where</i>	<i>How</i>	<i>With What</i>
<i>Custodial Staff</i>	Routine Cleaning	Daily	Entire School	Per PCHD Guidance	Oxivir or 25A
<i>Custodial Staff</i>	Isolation Room	As Required	Isolation Room/Isolation Room Restroom	Per PCHD Guidance	Oxivir or 25A
<i>Classroom Lead</i>	Spray Student Desks and Chairs w/disinfectant	End of Day	Each Leaders classroom	Spray Disinfectant spray bottle.	Oxivir or 25A
<i>Student</i>	Wipe Desk and Chair down	When moving classrooms at the end of class	Classroom	Quick wipe down of the top of desk and back and seat of chair	With, paper towel, soap and water spray on desks by teacher.

4. Distribution of Spray bottles and disinfectant
 - a. Disinfectant and spray bottles for all Kindergarten classrooms clearly labeled
5. Soap dispenser closer to kindergarten doors
 - a. Working on a solution
6. Bus cleaning carts
 - a. Delivered by custodial to curb before bus arrives
7. Cleaning Materials
 - a. Tri-Fold Paper Towels
 - i. Delivering limited supply
 - ii. Will augment with rolled paper towels

CUSTODIAL DUTIES

List will indicate what duties are teacher/staff responsibility each day.

- **INSTRUCTIONAL AREAS/CLASSROOMS**
- Secure doors, windows, and set blinds/shades (daily)
- Empty/reline waste containers (daily)
- Sweep/vacuum floors
- Check and fill soap/paper dispensers (daily)

- Disinfect counter tops with 25a (daily)
- Clean/wipe/ down high touch points door handles (daily)
- Clean sinks with 34a (daily)
- Spot mop with 3A (daily)
- Clean entrance glass doors (daily)

- **ADMINISTRATIVE, RESOURCE AND SERVICE AREAS**
- Secure doors, windows, and set blinds/shades (Daily)
- Empty/reline waste containers (daily)
- Check and fill soap/paper dispensers (daily)
- Clean sinks (daily)
- Disinfect counter tops with 25a (daily)
- Clean/wipe/ down high touch points door handles (daily)
- Clean sinks with 34a (daily)
- Sweep/vacuum and spot mop floors (daily)
- Clean entrance glass doors (daily)
- **LAVATORIES**
- Empty waste containers and reline (Daily)
- Fill soap/paper dispensers (Daily)
- Disinfect Clean walls, partitions, door handles and related surfaces with 34a cleaner (Daily)
- Clean urinals and toilets with 34a cleaner (Daily)
- Clean mirrors and sinks (Daily)
- Service sanitary napkin dispensers where required (Daily)
- Clean/wipe/ down high touch points door handles (daily)
- Dust upper level ledges, piping, door casings and exhaust grills (As Needed)

- **LUNCHROOM/MULTI-PURPOSE ROOM (Lunches will be served in classrooms this year)**
- Secure doors and windows (Daily)
- Empty and reline waste containers (Daily)
- Lift up lunch tables and sweep floors (Daily)
- Mop floors with 3a (daily)
- Disinfect Clean drinking fountain with 25a (Daily)
- Disinfect counter tops with 25a (daily)
- Disinfect Clean all flat surfaces in dining area 25a (Daily)
- Clean entrance door glass, remove finger marks from doors and frame area (Daily)
- **Kitchen/Work Area**
- Empty and reline trash containers (Daily) Wash them as needed
- Fill paper towel/soap dispensers (Daily)
- Sweep and mop floors (Daily)
- Disinfect Cleaning lavatories and restocking product dispensers (Daily)
- **HALLWAYS/STAIRWAYS**
- Secure all outside entrance/exit doors and windows (Daily)
- Empty and reline waste containers (Daily)
- Vacuum/Sweep and/or spot mop hallway floors (Daily)
- Sweep/Vacuum under all moveable and permanent mats (Daily)
- Sweep/Vacuum stairways and Spot mop (daily)
- Disinfect Clean drinking fountains (Daily)
- Disinfect Clean stair handrails (daily)
- Clean door glass and interior windows (daily)
- Spot clean walls, lockers, doors and areas around doors (As needed)

Manitou Park Reopening Task List

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- Disinfect Clean door handles and high touchpoint areas (Daily)
- Empty waste/trash container and reline (Daily)
- Clean windows and door glass as needed