

# 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.)

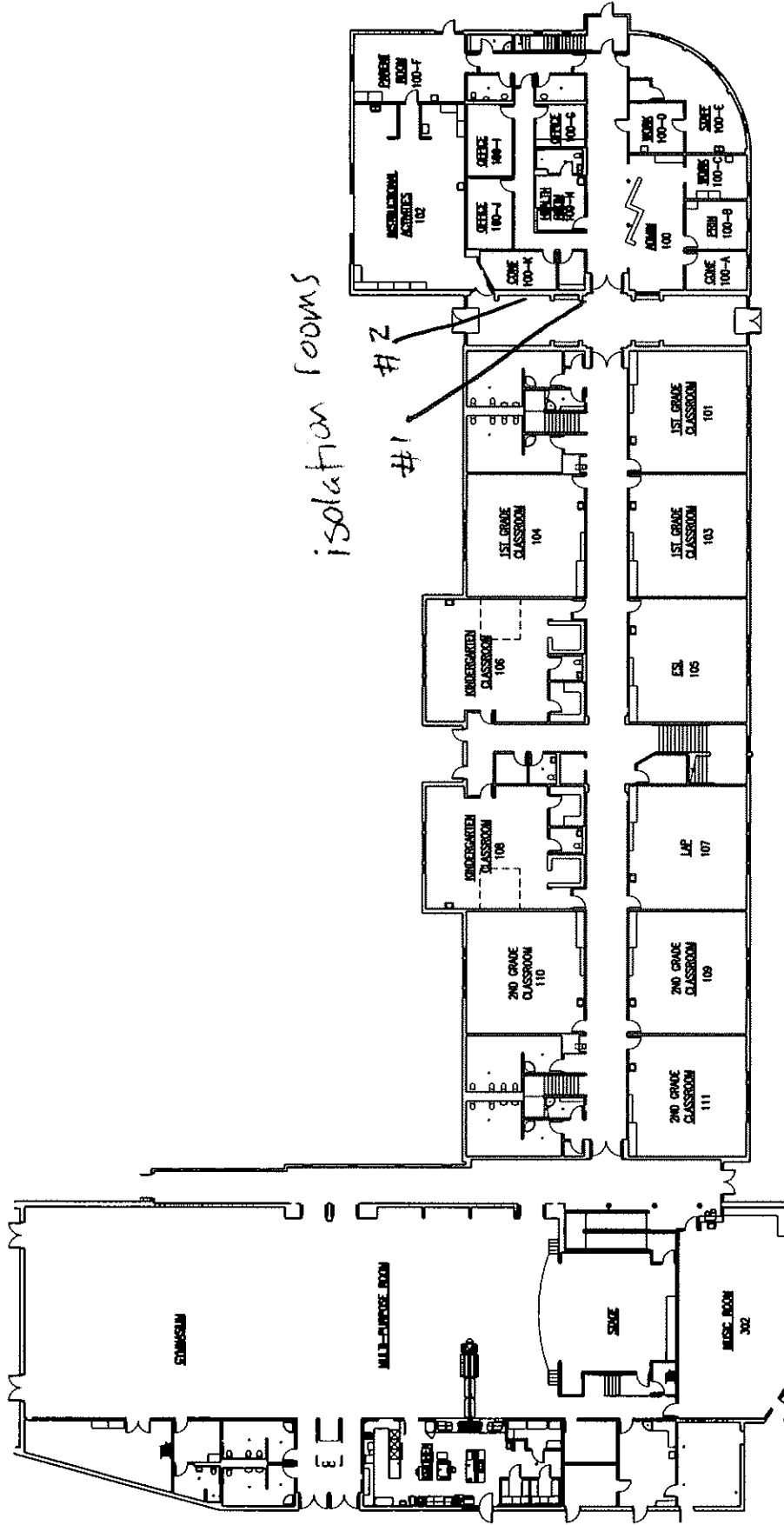
☐ **Topics covered**  
(symptoms of COVID-19, prevention steps, hygiene etiquette, etc.)

☐ **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).

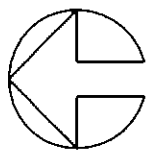
Adapted from Kittitas County.



isolation rooms

#1  
#2

**FIRST FLOOR**  
SCALE: 1"=40'



SHERMAN ELEMENTARY  
4415 NORTH 36TH STREET  
TACOMA, WA 98407  
FIRST FLOOR PLAN

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

UPDATED 1/8/2021

## SHERMAN K-2 ~~RETURN~~ HYBRID PROCEDURES

~~NOTES: PTSA parents – 3-5 students and older will be late if we start @ 9:35 for remote as they are dropping kids off at that time. School Arrival Time – Gates open @ 9:40 in the bus zone for~~

### GENERAL SCHOOL GUIDANCE:

- Students will remain grouped throughout the day in cohorts, to include @ lunch and @ recess. Services such as ELL/SPED/Speech, etc. can pull groups and keep daily attendance log
- All students must remain 6 feet apart
- Maintaining 6ft of distance is most important when students or staff will be engaged in something for more than a few minutes
- Support hygiene – handwashing, stay home if sick, etc.
- All staff/students must complete their daily health screening
- WEAR face coverings at all times in the building – outside they can be off if 6ft apart
- Specialists will be remote all year – meaning students WON't rotate between different specialists.

### GENERAL HYGIENE:

- 20 seconds of handwashing with soap and water is preferred method. When soap and water is not feasible hand sanitizer use is acceptable.
- Children and adults should clean their hands in the following situations;
  - Arriving at school
  - Before meals or snacks
  - After outside activities
  - After going to the bathroom
  - After sneezing or blowing their nose
  - Before leaving school
- Classroom supplies/manipulatives ultimately should be set up in individual packets, boxes or bags.
- Materials/books that must be shared should be cleaned in-between each student using it, cleaned with the approved cleaner leaving 10 minutes and cleaner must dry between the cleaning and 5 of drying time between cleaning and student use.
  - Consider removing items you can't easily clean and disinfect.
  - If an item has not been used in over 7 days, it doesn't need to be disinfected ~~for COVID-19.~~
  - You might consider creating weekly individual book bags for students and have them rotated out weekly leaving 7 days in between books used for rotation.
- Classroom teacher will spray desk and chairs with disinfectant before leaving the classroom
- Walter will also spray tables and chairs with disinfectant when he cleans the classroom

### GENERAL TO PREP LIST:

- ◆ ~~How many walkies do we have (6 total)~~
- ◆ ~~Disinfectant cleaner in each classroom (need bottles)~~
- ◆ ~~Upstairs/down stairs~~

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#### **ARRIVAL PROCEDURES:**

- All students enter through the side gate in bus zone by playground. Line up on sidewalk to verify attestation.
- ~~Staff member~~ Someone asks checks each student if they have done their attestation
- ~~Ask the screening questions and Guides them to the Kiosk station if not done~~
- Breakfast grab and go @ Gym door – manned by kitchen staff
- Once through gate they go to their lineup spot and wait for teacher

#### **BUS ZONE:**

- Students will exit from the bus 1-1 and enter through the gate
- ~~Someone~~ Staff member will check their attestation status ~~and take temp/attestation for them on tablet or phone~~

#### **BREAKFAST:**

- Breakfast grab and go @ Gym door and gym tables to use – disinfected after each use – manned by kitchen staff and tables cleaned by custodian/kitchen staff.

#### **COVERED AREA: (possibly changing)**

- Have students in the covered area line up immediately
- No use of the playground in the morning to keep orderly with all students arriving.

#### **STATION PEOPLE & LOCATIONS: (will change as more students added back)**

- 1 @ screening station ~~@ gate closest to gym for bus riders w/ IPAD or Phone (must have covid basecamp access)~~
- 1 at screening station @ 2<sup>nd</sup> gate for parents / students on their own
- ~~3-42 helping students find line and monitor social distancing~~
- ~~1 @ table for health check for students w/o attestation. (Kiosk)~~
- ~~1 as a chaperone to bathroom / inside as needed through side doors.~~
- 1 person in kinder zone helping families/students get to class.

#### **ARRIVAL TO DO DAILY CHECKLIST:**

- Signage out for masked up / attestation reminder with QR code.
- ~~Computer Kiosk out w/ hand sanitizer~~
- ~~Cones out with teacher names~~
- ~~Thermometer out in Bag (bus zone person)~~
- PPE station for kids with no mask (table with cloth or paper mask provided) – With the health check -in
- 1 entrance gate open, other locked and signage up stating to use other gate
- Bus cleaning cart out (jeff)

#### **ARRIVAL TO PREP CHECKLIST:**

- ~~Get several copies of the QR code taped to wall outside for parents~~
- ~~Make sure cart has cord that goes through door so cart is outside~~
- ~~2 designated attestation tablets – make sure they have basecamp access:~~
- ~~6 ft circles painted outside~~

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~~• Marks in kinder corral.~~

#### **BATHROOM PROCEDURES:**

- Teacher to train the items below:
- 1 student at a time for bathroom use
- 2 students max in a bathroom – leave and stand on a marking
- Go, Flush, Wash hands with 2 pumps of soap for at least 30 seconds
- Throw all paper towels in trash
- Keep 6 ft social distancing - wait 6ft away while another washes hands

#### **Staff Bathroom Use:**

Call office like normal and someone will come down and watch from door or front of class for you.

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#### **GENERAL CLASSROOM PROCEDURES:**

- Teacher should have bins for disinfecting and or quarantining items before use by different students.
- Each student at their own table and/or 6 ft at ends of table apart.
- All supplies remain at student table as their own personal supplies or temporary items
- Anything shared must be disinfected and or/quarantined for 72 hours 7 days.
- Cloth mask or disposable mask must be worn at all times unless eating
- 1 student may leave the room at a time – no passes – just verbal
- Mask Lanyard kept in their supply box @ end of day.

~~•~~

#### **GENERAL CLASSROOM TO PREP:**

~~• Lanyards and student boxes.~~

#### **EARLY DISMISSAL/LATE ARRIVAL PROCEDURES:**

#### **LUNCH PROCEDURES:**

- Students will wash hands and eat in classroom
- ~~• School lunches will be delivered to your room~~
- ~~• Teachers can only eat in the staff room if 6ft apart – can eat in own room too.~~
- Students will eat at table. Table will be cleaned with spray/soap and paper towels and/or teacher can wipe with disinfectant. Trash bins will be located in the halls for food waste.
- Paper Towels, Soap, and spray will be checked every day by custodial staff.
- Students will wipe down tables in their classroom with paper towels and soap.

#### **LUNCH PROCEDURES TO PREP:**

- ~~• spacing tape on the floor~~
- ~~• music in the cafeteria (dedicated ipad)~~
- ~~• Lunch question: Return to class to eat. Where to put lunch boxes?~~
- ~~• Rolling cart upstairs in 5 hallway and 4 hallway for food trash.~~

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#### **RECESS PROCEDURES:**

- Classrooms should not intermix
- Use zones outside for each class – there are 3 zones (4 for kinder)
- ~~Have a classroom ball (s)~~ Each class will be given their own balls – use lunch bin for storage
- Wash hands when returning to classroom
- ~~Train them on zones outside~~ To start, each student can receive a squirt of sanitizer before they have a chance to wash hands.

#### **RECESS PROCEDURES TO PREP:**

- ~~Map with 2 zones for use~~ Zone 1 playground & Covered area / Zone 2 West Half field and Rain Garden / Zone 3 East Half field

#### **DISMISSAL PROCEDURES:**

- End of Day is 3:20
- Staggered release for classes to walk out (schedule coming)
- 

#### **DISMISSAL PROCEDURES TO PREP:**

- End of day dismissal order/staggered release schedule
- What doors to exit out of
- Parent walks up and collects students
- Kids to bus same as normal
- Students stay with teacher until parent guardian makes contact
  - ALL outside / masks worn

#### **SICK STUDENT/NURSE PROCEDURES:**

- Call office and let them know if a student is coming down sick and what the symptoms are
- If student needs to take Medication, give them a verbal pass and send them with clear instructions to go directly to the office if needed
- Call office for any support you may need
- Treat sick students as normal – send to the office / custodian will clean if that arises
- We have 2 isolation rooms ready – conference room and room next to it.

#### **SICK STUDENT PROCEDURES TO PREP:**

- Checking on return policy with district – WHEN IS A COVID TEST MANDATED

#### **EMERGENCY PROCEDURES:**

- For practice – we will be the same keeping social distancing
- Real situation – safety is paramount, regardless of distancing, revert to normal procedures.
- Safety Drills will be scheduled – but we will do them by individual class (more to come)

#### **BEHAVIORAL ASSISTANCE PROCEDURES:**

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- Call office for any support you may need – goal is to keep students in the room w/ cohort as much as possible.

#### **ATTENDANCE PROCEDURES:**

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##### Absences and Attendance

##### When do I mark a student absent during in person learning?

- Attendance should be recorded in TAC in the morning (by 10:15 a.m.) with in person learning for the 11 a.m. safety phone call home
- When a student is not present in your in-person class, they are to be marked absent.

##### How will attendance be taken & recorded for students for at home learning days?

- At end of day, after in person students have dismissed, go into Schoology, Email, Voicemail to review student engagement evidence for the day of at home students
- Based on engagement evidence record, daily attendance within TAC before teachers go home for the day for the evening safety phone call home.

##### Will various district and state policies (20-day withdrawal, BECCA, etc.) be adhered to?

- Given that we are in a Worldwide pandemic, attendance policies are more flexible.
- The intent is to offer some grace for families who chose not to send their child to in person instruction (and who are on a waiting list for TOL). We don't anticipate any district or legal repercussions for students or their families who chose not to send their child to in person learning.
- We do not recommend automatically dropping students from your enrollment if they have been absent from 20 days of in person learning as most likely the student is attending on remote learning days.
- Take attendance as normal within the first few minutes of school – all other attendance will go through the office.

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##### **ATTENDANCE PROCEDURES TO PREP:**

- Prep a whiteboard/signage for out front for attendance procedures for parents / late students

##### **LRC/LAP PROCEDURES:**

- TBD

##### **Safety Drills:**

##### **Will Do Class By Class:**

##### **TO COMMUNICATE WITH PARENTS:**

- Masks required once for everyone – parent included.
- Masks are required for all students all day – removal ~~outside and when eating~~ only for eating and briefly outside.
  - All will be provided with a lanyard clip – please have them bring this each day.
- No cloth items other than masks/backpack – stuffed animals, toys, etc. left at home

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- No gators (neck masks) please have a cloth mask or new daily disposable one. ~~normal one.~~ (check district guidance)
- Backpack only w/ home lunch if brining it and Bring a water bottle with name and their i-ready math book.
- Bring your own sanitizer – we will have some and encourage hand washing, but the more students keep their own supply and only touch that, the safer it will be.
- Weather: Bring an umbrella for lining up be ready for the weather of the day – you may have to remain outside. We will get better at systems and procedures each day.
- No use of the playground in the morning/and after school to keep orderly with all students arriving.
- Parents can't enter building with students to support them, all hugs/ goodbyes need to be outside.
- Arrival and dismissal times: 9:~~43~~5-3:~~24~~0
- Set up another community meeting
- Home lunch will be kept in their backpack
- Late Arrival / Early Dismissal Procedures:
  - Walk off campus once done – Don't congregate after drop off and or pickup – Leave campus – afterschool playdates happen elsewhere
  - Clear about 22/23/24 students in a classroom
  - Sanitizer – unscented – don't send – we'll wash hands.

#### **ATTENDANCE PROCEDURES INFO FOR PARENTS:**

- Call main office – if you can call and drop off at front after talking with an office members is best so you don't have to enter
- Enter building only if needed, take the screener on the kiosk, put on hand sanitizer, follow social distance markings into office
- 

#### **ORDERING:**

**Music/PE: Live: TO DO: SCHEDULE MEET W/PENNY and RHIANNA**

#### **IN-CLASS STRUCTURES**

FIRST GOAL IS TO HAVE ALL LIVE SPECIALISTS ON WEDNESDAY: Current Schedule below

Hybrid Wednesday LIVE Specialists		Music Wednesday	PE Wednesday
	Kindergarten - begins 1/19	Music @ 2:05-2:35	PE @ 12:05-12:35
	1 <sup>st</sup> Grade - begins 2/8	Music @ 12:50-1:20	PE @ 2:05-2:35
	2 <sup>nd</sup> Grade -begins 2/8	Music @ 12:05-12:35	PE @ 12:50-1:20
	3 <sup>rd</sup> Grade TBD	TBD	PE @ 12:05-12:35
	4 <sup>th</sup> Grade TBD	TBD	TBD
	5 <sup>th</sup> Grade TBD	TBD	TBD

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The classroom teacher:

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- Connects their laptop to the display in the classroom so that the students will be able to see the PE/Music Specialist through Teams.
  - If there's a ScreenBeam device or a ViewSonic display with VCast, teachers could project wirelessly.
- Ensures the sound output is at a level adequate for students to hear.
- Positions the teacher laptop so the PE/Music Specialist will be able to see as many students as possible ~~using the laptop camera~~.
- Support the PE/Music Specialist by helping facilitate the instruction around components like classroom management, calling on students, etc.
- Interact with the PE/Music Specialist and students in the classroom.

Substitute Information:

Identified subs for Sherman Elementary:

<u>Last Name</u>	<u>First Name</u>	<u>Email</u>	<u>Phone Number</u>
<u>Bander</u>	<u>Vincent</u>	<u><a href="mailto:VBANDER@tacoma.k12.wa.us">VBANDER@tacoma.k12.wa.us</a></u>	<u>2534268487</u>
<u>Comfort</u>	<u>Wendy</u>	<u><a href="mailto:WCOMFOR@tacoma.k12.wa.us">WCOMFOR@tacoma.k12.wa.us</a></u>	<u>2535906856</u>
<u>Tallariti</u>	<u>Tessa</u>	<u><a href="mailto:ttallar@Tacoma.K12.Wa.US">ttallar@Tacoma.K12.Wa.US</a></u>	<u>2536869529</u>
<u>Allison</u>	<u>Olivia</u>	<u><a href="mailto:oalliso@tacoma.k12.wa.us">oalliso@tacoma.k12.wa.us</a></u>	<u>2538205691</u>
<u>Ripple</u>	<u>Michelle</u>	<u><a href="mailto:mripple@Tacoma.K12.Wa.US">mripple@Tacoma.K12.Wa.US</a></u>	<u>3603491648</u>
<u>Oak</u>	<u>Lauren</u>	<u><a href="mailto:loak@Tacoma.K12.Wa.US">loak@Tacoma.K12.Wa.US</a></u>	<u>2538310763</u>
<u>Ootkin-Candler</u>	<u>Emma</u>	<u><a href="mailto:eootkin@Tacoma.K12.Wa.US">eootkin@Tacoma.K12.Wa.US</a></u>	<u>2536918828</u>
<u>Prendergast</u>	<u>Grace</u>	<u><a href="mailto:gprende@tacoma.k12.wa.us">gprende@tacoma.k12.wa.us</a></u>	<u>2536787616</u>

In-House Sub Rotation to include the following people if needed:  
Christian/Zoe/Jason