

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.)

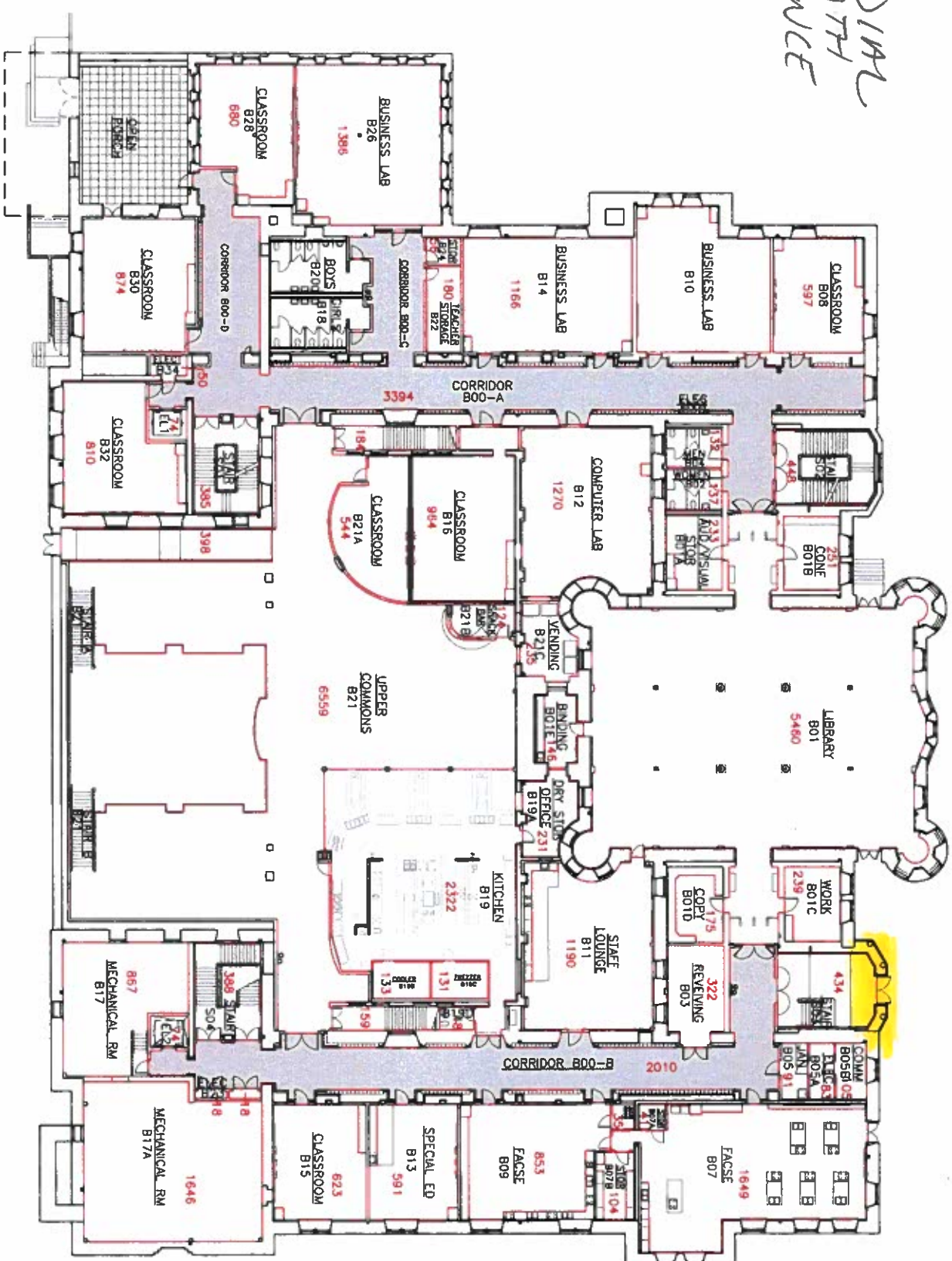
☐ **Training attendance records:**

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.

CUSTODIAL
12 MONTH
ENTRANCE



BASEMENT FLOOR PLAN

STADIUM HIGH SCHOOL - CASTLE

SCALE: 1" = 30'

MAIN
ENTRANCE



SCALE: 1"=30'



Complete this Form with your Building Leadership Teams

When Completed:

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

Stadium Hybrid Review Task List	
Task	Completion Date
Review screening protocols	<ul style="list-style-type: none"> Fall 2020 Reviewed Screening with Staff via Tiger Times, To be current with DOH guidance, we will review screening with staff regarding employee and student screening 1 week prior to school starting.
Prepare classrooms based on your enrollment ensuring desks are 6 feet apart in all classrooms	<ul style="list-style-type: none"> Reviewed and completed in September 2020
Review PPE guidelines & follow up if you have needs	<ul style="list-style-type: none"> Fall 2020 with staff in building, Fall 2020 with return of Self-Contained Classrooms, To be current with DOH guidance, we will review screening with staff regarding employee and student screening 1 week prior to school starting. We are current with ordering
Review Communication Timeline from PIO (when developed) on talking points	<ul style="list-style-type: none"> Sunday Message when provided by PIO Family App reminders weekly
Schedule a staff meeting by 1/29, take attendance, & go over this reopening plan	<ul style="list-style-type: none"> 1/27/2021
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).	<ul style="list-style-type: none"> When High Schools are in-person, all staff will be deemed essential.
Review Hybrid schedule	<ul style="list-style-type: none"> 1/27/2021

Review daily cleaning plan with custodial team	<ul style="list-style-type: none"> COVID Supervisor will set meeting with Chief Custodian
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.	<ul style="list-style-type: none"> 1/20/2021
Create your no sub rotation plan	<ul style="list-style-type: none"> Sharon Allison will use the process we have used previously, per TEA CBA
Communicate & push the Family App for attestation	<ul style="list-style-type: none"> Sunday Message reminders weekly

Hybrid Review Plan 2021 Stadium High School	
Plan Components	Action Plan Details
Attestation Process	Attestation Protocol <ul style="list-style-type: none"> Students will be assigned a door by their 1st and 4th period class.
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. Drop off at circle</p> <p>Who will provide supervision? Administration, Security, Certificated and Classified Staff</p> <p>Where will students enter the building? Where will students go when they enter the building? We will have students enter one of six doors, depending on their 1st or 4th period classes – same procedures as SAT and PSAT testing.</p> <p>What is your dismissal process? Where will students exit the building? The students will be assigned a door to exit based on their 3rd and 6th period classes – same procedures as SAT and PSAT testing.</p> <p>Considerations:</p> <p>Consider staggering drop off & pick up times for various groups - This normally happens naturally and with half the</p>

	<p>students on campus and a majority of our students riding busses, we will be fine.</p> <p>Label one-way traffic flows - Traffic flow will be indicated with blue tape.</p> <p>Greet students at their vehicle and/or busses - Supervisors will be present.</p> <p>Place markers and signage on walkways - Xs are marked in the hallway and signs are posted throughout the building.</p> <p>Determine where students will go after the screening attestation process is complete - If cleared, they will go to their first class, if not, they will go to the staging area in the PAC/courtyard to complete their attestation. If they are sick, they will go to isolation.</p>
Health Room & Isolation Process	<p>If a student is under isolation or quarantine and comes to check-in they will be escorted to the isolation room. If a student presents like they are sick, they will be escorted to the isolation room. Once maximum capacity is reached, students will be placed in the over-flow isolation room.</p>
Principals will determine cohorts & then communicate to transportation	<p>How many students in your alpha groupings? (Cohort A: A-L Monday & Tuesday in person, Cohort B: M-Z Thursday & Friday in person)</p> <p>Total: Cohort A: 697 Cohort B: 629</p> <p>Cohort A: A-L Monday & Tuesday in person Cohort B: M-Z Thursday & Friday in person</p>
Lunch & Supervision	<p>Where will students eat lunch? - In their 1st or 4th period class</p> <p>With whom? (Who is supervising students?) - With their 1st or 4th period teacher</p>

Commented [GE1]: how do I get back?

Daily cleaning	<p>Custodians will spray all hard surfaces and all high traffic touch points (doorknobs, handles, etc.) each evening.</p> <p>Soap, water and paper towels will be available in each classroom for teachers and students to use on desktops.</p>
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