

# 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.)

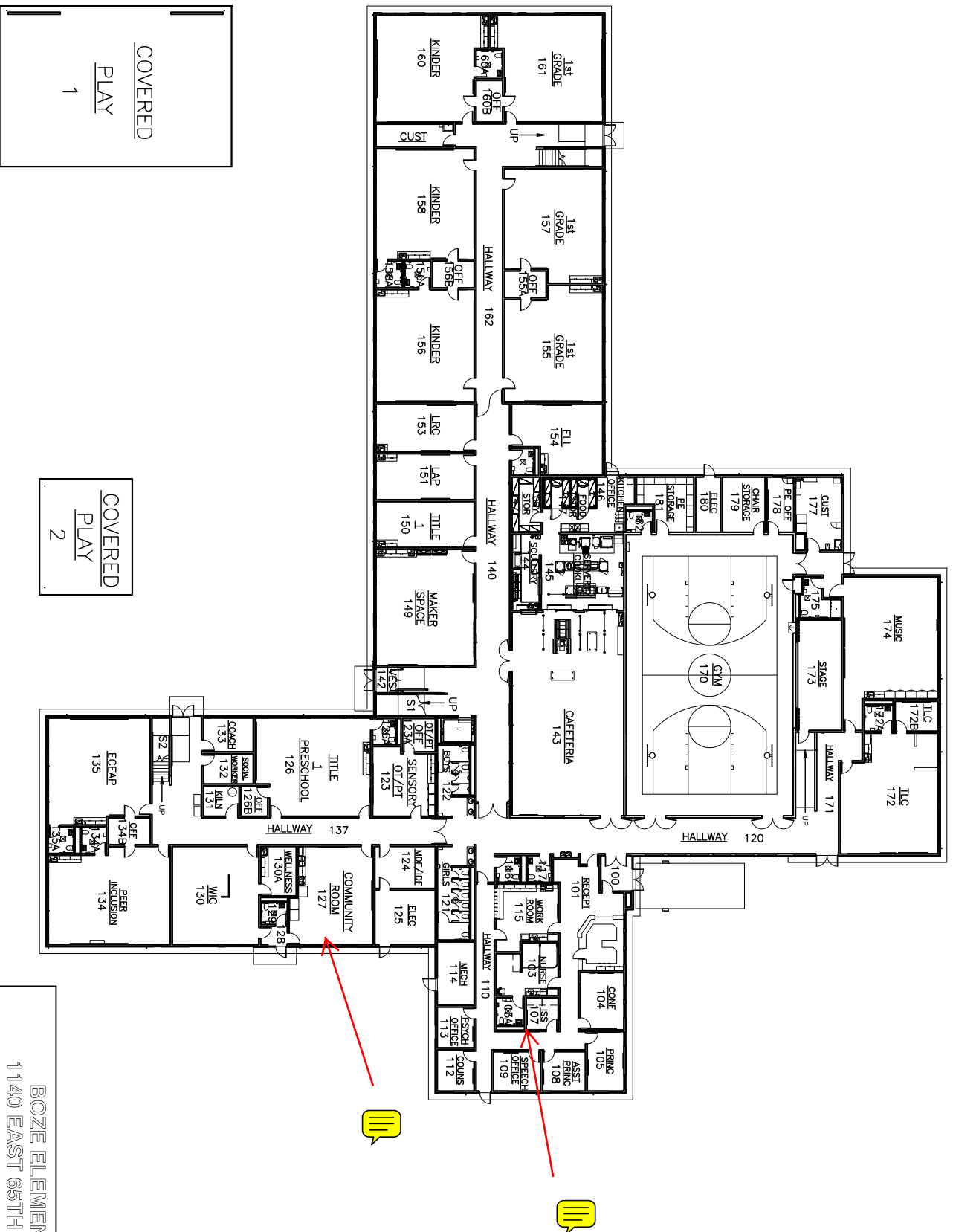
☐ **Topics covered**  
(symptoms of COVID-19, prevention steps, hygiene etiquette, etc.)

☐ **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.

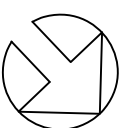
View other resources to help you reopen safely at [tpchd.org/safestart](https://tpchd.org/safestart).

Adapted from Kittitas County.



# FIRST FLOOR

SCALE: 1"=40'



BOZE ELEMENTARY  
1140 EAST 65TH STREET  
TACOMA, WA 98404  
FIRST FLOOR

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

Boze- Reopening Task List	
Task	Completion Date
Review screening protocols	1/6/21
Prepare classrooms based on your enrollment ensuring desks are 6 feet apart in Kindergarten classrooms	1/8/21
Review PPE guidelines & follow up if you have needs	1/5/21
Review Communication Timeline from PIO on talking points	1/8/21
Schedule a staff meeting by 1/8, take attendance, & go over the reopening plan	1/8/21
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).	1/8/21
Review K hybrid schedule	1/6/21
Review daily cleaning plan with custodial team	1/5/21
<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.	1/5/21  Transportation sent request list 1/7/21 to Raymond and Maude.
Create your no sub rotation plan	1/7/21
Communicate & push the parent app for attestation	1/5, 6, 7 & 8/2021

Reopening Plan 2021_____Boze Elementary School	
Plan Components	Action Plan Details
<b>Attestation Process</b> Anyone entering the building complete the daily survey (HUB). Staff submit/receive an approved Boze Entry Plan prior to entering the building.	<a href="#">Attestation Protocol</a>
<b>Arrival &amp; Dismissal</b>	Describe system for dropping off and picking up (valet)

<p><b>Dismissal Procedures by Grade Level:</b></p> <p><b>Kindergarten &amp; First Grade</b>          Exit from Southwest Door near Julie Dickmann's          Stop 1 Place students on bus          Stop 2 Boze Plaza (handoff to Parents, older siblings, car pickup)          Stop 3 Students who are not picked up by 3:25 are handed off to Mr. Wilkins or Designee at the concrete bench behind the twin light polls flanking the flagpole</p> <p><b>Second &amp; Third Grade</b>          Exit from Southeast Playground Door near Amanda Moss's          Stop 1 Exit playground gate and dismiss 68<sup>th</sup> Street walkers          Stop 2 Boze Plaza and Visitor Parking dismissal for 65<sup>th</sup> Street Northeast Walkers &amp; Car Pickup          Stop 3 Place students on bus while releasing 65<sup>th</sup> Street Northwest Walkers          Stop 4 Place students on bus          Stop 5 Dismiss West Walk Route          Stop 6 Students who are not picked up by 3:25 are handed off to Mr. Wilkins or Designee at the concrete bench behind the twin light polls flanking the flagpole</p> <p><b>Fourth &amp; Fifth Grade</b>          Exit from Central Stairwell to Playground          Stop 1 Dismiss 68<sup>th</sup> Street walkers          Stop 2 Southwest playground gate to Bus.          Stop 3 Dismiss West Walk Route walkers          Stop 4 Place students on bus while releasing 65<sup>th</sup> Street Northwest Walkers          Stop 5 Boze Plaza and Visitor Parking dismissal for 65<sup>th</sup> Street Northeast Walkers &amp; Car Pickup          Stop 6 Students who are not picked up by 3:25 are handed off to Mr. Wilkins or Designee at the concrete bench behind the twin light polls flanking the flagpole</p> <p><b>Supervision:</b>          Please refer to above and attached school mapping below for entry/exit routine/routes. Students will enter the SE door to be escorted to their classroom. Note: Request for 4 hourly positions made 1/7/21.</p> <p><b>Communication to Families:</b>          (Note: Admin are creating grade level-specific power points with voiceover directions to send to each grade level grouping parent/guardians. This will be placed in the teacher sites, Schoology blog and the Boze school main page and referenced in phone messaging.</p> <p><b>Entering the building from arrival time &amp; recess:</b>          Classroom teachers will follow a staggered entry/exit based on the a.m./recess line-up area and classroom dismissal routine. Line-up areas are assigned and marked for distancing.</p> <p>Teachers will check for completed Student Surveys at 8:30 during their WAC time. Any incomplete ones will be called. Additionally, IC, counselor, .5 family liaison, support and specialist staff will be assigned a classroom to assist in calling until a routine for survey completion is routinized. Teachers will turn in to office staff or their designated teammate,</p>	<p>students that keeps families at least 6 feet from each other and reduces need to enter the school.</p> <p>Who will provide supervision? Where will students enter the building? Where will students go when they enter the building?</p> <p>What is your dismissal process? Where will students exit the building?</p> <p>Considerations :</p> <p>Consider staggering drop off &amp; pick up times for various groups          Times contingent on p.m. bus arrival and teacher planning time. The grade level dismissal route builds in staggered times. A factor</p>
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any flagged as incomplete or not to attend. This will be shared to admin at key check-in points. Any students arriving without an attestation will go to the Preschool Playground (enclosed fenced area). Office staff will be notified to call parent. Any students with incomplete surveys will be walked to the holding area which is marked for distancing until the survey is completed and they are cleared to join their class. They will receive their breakfast in that location if parent cannot be reached upon the first office call.	<p>will be only one bus loads at a time—will seek to change this so each grade level group that comes out for bussing can have students loaded upon arrival to the bus loop area.</p> <p>Label one-way traffic flows Completed for small areas.</p> <p>Greet students at their vehicle and/or busses Valet service done for checkpoints; parents/guardians are masked as well and remain in their vehicle.</p> <p>Place markers and signage on walkways Dismissal routine: teachers wait in designated areas with their students awaiting pick-up and with visible signs: ie, Kindergarten: Hungria, Kindergarten: Dickmann).</p>
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	<p>Determine where students will go, line up zone, to be able to be socially distanced while waiting to enter classroom after the screening attestation process is complete</p> <p>One suggestion could be to enter cafeteria and sit at a class table sitting 6 feet apart to confirm attestation process, with assigned seats to ensure contact tracing</p>
<p><b>Health Room &amp; Isolation Process</b></p> <p>Visits to the Health Room will be limited and basic 1<sup>st</sup> Aid will be handled in the classroom, as possible. Assessment of additional support for student will occur prior to coming to the Office/Health room.</p> <p>Triage (Additional Support): If additional support is necessary, staff will call the Main Office and the Nurse/support staff will help the teacher determine next steps for student care.</p> <p>Student(s) will wear a mask and, if advised, bring their belongings with them to the Health Room. If student is unable to walk themselves to the Health Room, and Nurse/support staff will determine transport support and/or activate 911 if student symptoms are emergent,</p>	<p><b>Note:</b></p> <p>Guidelines distributed in Covid Supervisor meeting used: III Student Protocol &amp; Isolation Handouts</p>



such as: Trouble Breathing, Persistent Pain or Pressure in the Chest, New Confusion, Inability to Wake or Stay Awake, Bluish Lips or Face, Loss of Consciousness or any other severe or concerning manifestation.

Upon arrival to the office, if the student is presenting with Signs/Symptoms of Covid-19 or Multisystem Inflammatory Syndrome in Children, the child's temperature will be taken, the student symptom checker will be completed, and the student will be immediately isolated. Parent/guardian will be notified for student pick-up and a copy of the symptom-checker will be sent home with them.

#### Isolation Room Protocol:

##### Isolation\*

If a student or staff member develops signs of COVID-19, act immediately, separate the person away from others supervision at a distance of six feet, until the sick person can leave. Staff caring for ill persons should use appropriate medical grade PPE. While waiting to leave school, the individual with symptoms should wear a cloth face covering mask if tolerated. Air out and then clean and disinfect the areas where the person was after they leave.

Every school should have an identified space for isolating ill persons until they can be sent home. This space would ideally have several rooms with doors that can close and windows that vent to the outside to improve ventilation. Alternatively, a room with several cots spaced at least six feet apart with privacy curtains between cots could be used. Ideally, the isolation unit would have a private bathroom for use only by persons being evaluated for COVID. If private bathroom for ill persons is not available, the ill person should wear a face mask when traveling to and from the communal bathroom. Clean all high touch areas between patient room and bathroom as well as in the bathroom. Thoroughly clean and disinfect the communal bathroom immediately after use. Increase ventilation in the bathroom keeping a window open and/or turning on a fan that vents to the outside.

- 1) Isolate symptomatic students/staff as soon as possible, away from staff and other students (isolation area be monitored).
- 2) Have the symptomatic person don a face mask (if not already wearing one) and sit in the isolation area.
- 3) Staff who interact with a student who becomes ill while at school should use Standard and Transmission-Based Precautions when caring for sick people. Staff should not interact within 6 feet of the student for 15 minutes longer.
- 4) Health services staff conducting any assessments on known ill individuals must wear Personal Protective Equipment (PPE) including but not limited to N95 mask, gloves, goggles or face shield, & gown (this requires contact with the student within 6 feet for extended periods of time).
- 5) Send the student home immediately or to a healthcare facility if symptoms indicate a need for further evaluation.
- 6) Air out and then clean and disinfect the areas where the person was after they leave; to include the isolation room.

K cohorts (Principals will determine cohorts & then communicate to transportation)

Dickmann: Cohort A: 10 students  
Cohort B: 10 students

Hungria: Cohort A: 9 students  
Cohort B: 9 students

How many students in your alpha groupings (Cohort A: A-L Monday & Tuesday in person, Cohort

B.M.S.  
Thursday &  
Friday in  
person)

K class 1  
Cohort A:  
K class 1  
Cohort B:

K class 2  
Cohort A:  
K class 2  
Cohort B:

K class 3  
Cohort A:  
K class 3  
Cohort B:

### Lunch & Supervision

Students will eat in their classroom for breakfast and lunch. Grades K, 2<sup>nd</sup>, 3<sup>rd</sup> and 5<sup>th</sup> grade lunch will be covered by building paras. Grades 1 and 4 will be covered by building paras and admin.

LUNCH	TIME	A	B	C	SUBS
K	11:05-11:35	KRIS	JAMES		
1	11:40-12:10	KRIS	JAMES	CORTEZ/WILKINS	LILY/KATIE
2	12:15-12:45	KRIS	JAMES		
3	12:50-1:25	KRIS	JAMES		
4	1:30-2:00	KRIS	CORTEZ	WILKINS	LILY/KATIE
5	10:25-10:55	KRIS	JAMES		

What is your lunch plan? Supervision? (Teachers will need their 30 minutes of duty-free lunch). Planning is covered within the schedule.

Considerations :

Could be lunchroom if 6 feet apart or classrooms with supervision

Breakfast is "Grab & Go" and eaten within their

Classroom

Garbage cans will be located outside the classroom for disposable.

Create a lunch schedule that limits gatherings and does not mix classes of students in the cafeteria or other communal spaces. Keep cohorts/classes together. If classes are eating in the cafeteria while socially distanced in classroom cohort, they should have an assigned seat in case contract tracing needs to be done. If more than one class of students is scheduled to be in the cafeteria at one time keep the classes separated, with separate flows of traffic to minimize mixing out of

	<p>cohort interaction. If there are other communal spaces that students could eat their lunch in look at using that as additional alternative space.</p> <p>Based on your master schedule if teacher's contractual 30-minute uninterrupted lunch can be met by a 30-minute recess consider having students eat meals in their classroom through grab and go services.</p>
<p style="text-align: center;"><b>Recess Plan</b></p> <p>Teachers will supervise recess and monitor social distance. SCDM and Safety Committees will be involved with grade level teams. These considerations will be used: Zone 1 Big Toy, Zone 2 Covered Area, Zone 3 Natural Grass Field, Zone 4 Artificial Turf, and Zone 5 Between Makerspace and Preschool Playground.</p> <p>Mask breaks will be coordinated with Supervising Staff.</p> <p>Classroom teachers will follow a staggered entry/exit based on the a.m./recess line-up area and classroom dismissal routine.</p> <p>(See above.) Handwashing routine: Upon entering/exiting the building/classroom, before and after eating, after bathroom break.</p>	<p><b>What is your recess plan?</b> <b>Supervision?</b> <b>How will you socially distance your classes?</b> <b>Considerations</b> :</p> <p>One possibility to have 3 classes outside at one time.</p>

	<p>Create multiple clearly defined play areas depending on your specific campus. (i.e. Zone 1 Play toy, Zone 2 Field, Zone 3 Play shed.)</p> <p>Create a daily rotating schedule throughout the week.</p> <p>Stagger entry/exit times to ensure no intersecting of cohorts. Or create separate entry/exit routes to ensure no intersecting of cohort.</p> <p>Stagger recess times to reduce the number of students at one time.</p> <p>Students need to clean their hands after outdoor play.</p>
<p><b>Daily cleaning</b></p> <p>Handwashing routine:</p> <p>Upon entering/exiting the building/classroom, before and after eating, after bathroom break.</p> <p>Teachers will spray all hard surfaces when exiting the classroom if there is a 15 minute dry time before returning &amp; before teachers leave the classroom at the end of the day.</p>	<p>Spray all hard surfaces when entering rooms and air dry</p>

Custodial staff will spray/wipe down all high traffic touch points and vacuum each room/area that has been occupied at the end of day.	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.)
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