

# 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.)

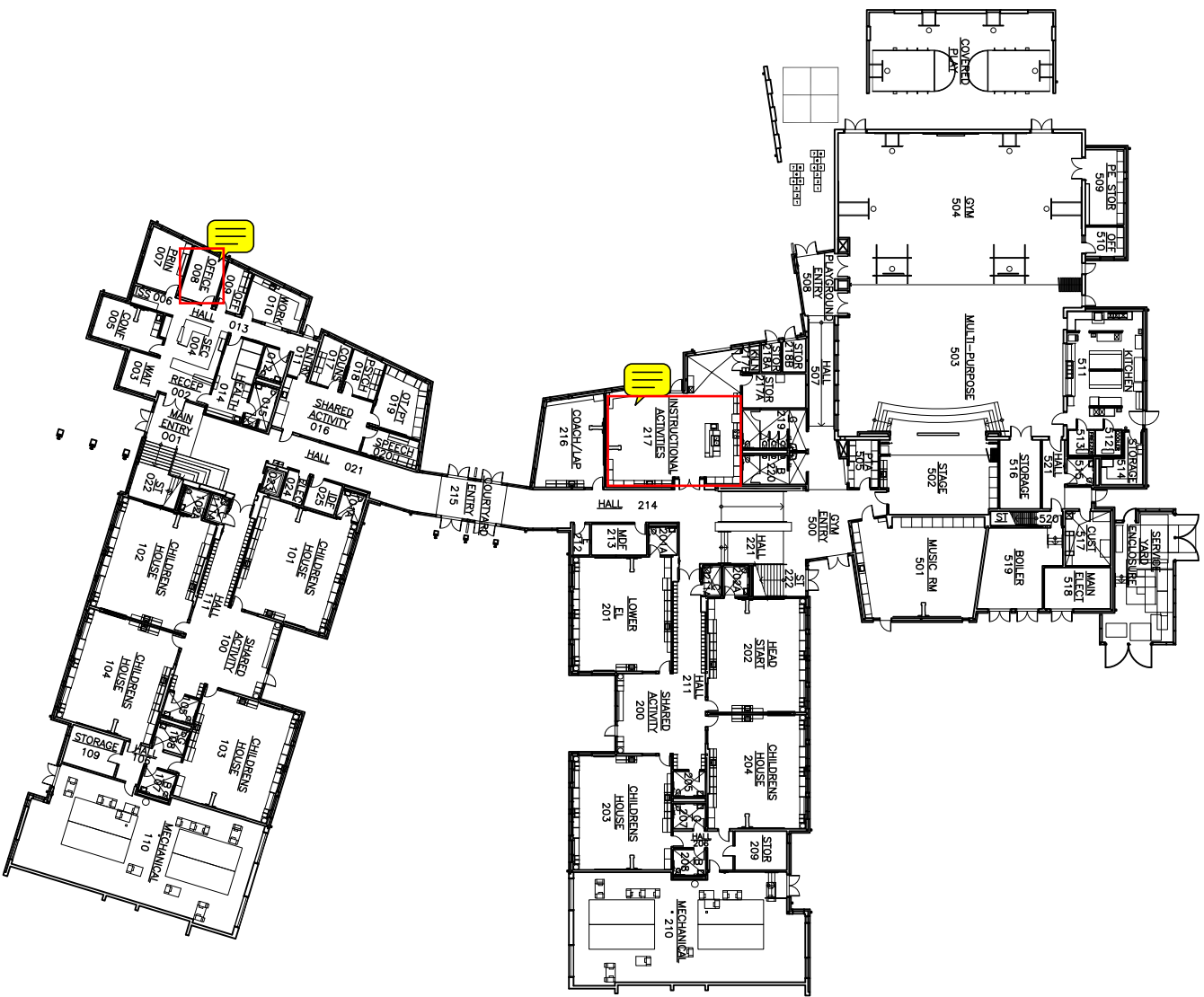
☐ **Topics covered**  
(symptoms of COVID-19, prevention steps, hygiene etiquette, etc.)

☐ **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"=50'



GEIGER MONTESSORI  
7401 SOUTH 8TH STREET  
TACOMA, WA 98465  
FIRST FLOOR

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

Geiger Montessori Reopening Task List	
Task	Completion Date
Review screening protocols	1/7/21
Prepare classrooms based on your enrollment ensuring desks are 6 feet apart in Kindergarten classrooms	1/5/21
Review PPE guidelines & follow up if you have needs	1/6/21
Review Communication Timeline from PIO on talking points	1/4/21
Schedule a staff meeting by 1/7, take attendance, & go over the reopening plan	1/7 and 1/8/21. Also 1/13/21
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).	1/7/21
Review K hybrid schedule	1/7/21
Review daily cleaning plan with custodial team – Review checklist from earlier in the year. Furniture? Floor decals?	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.	1/7/21
Create your no sub rotation plan	1/7/21
Communicate & push the parent app for attestation	1/3/2021

Reopening Plan 2021 Geiger Montessori School	
Plan Components	Action Plan Details
Attestation Process	<a href="#">Attestation Protocol</a> Families will use the Family App or paper attestations that staff will hand them. For children who take the bus, staff will hold unsurveyed children in the backstage area until the parent has been called and has submitted a survey for the child.
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>No families will walk into our playground after the first few days of kindergarten cohort. Families will have three entry methods:</p> <ol style="list-style-type: none"> <li>1. Bus. Students will be screened for survey, will grab a breakfast, and will head straight to class. Any unsurveyed children in the backstage area until the parent has been called and has submitted a survey for the child. Any child without a mask will be given a mask.</li> <li>2. Walk to front gate and be cleared for survey submission before walking to class via the cafeteria to pick up breakfast if desired. If the child is unsurveyed, the adult will be given the option of submitting via the Family App or paper attestation. Any child without a mask will be given a mask.</li> <li>3. Front and back valet with family/bubbles being dismissed at the same time and others dismissed in staggered times by house. Students will be allowed to exit their car after being cleared for survey submission before walking to class via the cafeteria to pick up breakfast if desired. If the child is unsurveyed, the adult will be given the option of submitting via the Family App or paper attestation. Any child without a mask will be given a mask.</li> </ol> <p>Who will provide supervision?</p> <ul style="list-style-type: none"> <li>• All para-educators, office staff, and non-classroom staff will have stations. We have sufficient staff to ensure safety because 6-hour paras' work days extend 30 minutes before and after the student day.</li> <li>• Teachers will supervise doors and halls.</li> </ul> <p>Where will students enter the building? Where will students go when they enter the building?</p> <ul style="list-style-type: none"> <li>• Three entry points: <ul style="list-style-type: none"> <li>○ Front valet enters building at outside gym/cafeteria and go straight to class via</li> </ul> </li> </ul>

	<p>cafeteria door where they can pick up breakfast.</p> <ul style="list-style-type: none"> <li>○ Back valet enters building in the back of the gym and go straight to class via cafeteria door where they can pick up breakfast.</li> <li>○ Bus riders enter outside music room and go straight to class via cafeteria door where they can pick up breakfast.</li> </ul> <p>What is your dismissal process? Where will students exit the building?</p> <p>Classroom teachers will walk students to dismissal areas and supervise them until parents are ready.</p> <ul style="list-style-type: none"> <li>● Children's House at 3:15</li> <li>● Lower Elementary House at 3:20</li> <li>● Upper Elementary House at 3:25</li> </ul> <p>Any older siblings of younger students will join their siblings at the younger students' dismissal times to walk home, meet parent at valet, or sit on the bus in family units.</p> <p>Considerations:</p> <ul style="list-style-type: none"> <li>✓ Consider staggering drop off &amp; pick up times for various groups - Done.</li> <li>✓ Label one-way traffic flows - Done</li> <li>✓ Greet students at their vehicle and/or busses - Done</li> <li>✓ Place markers and signage on walkways - Done</li> <li>✓ 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 – Done. Students will go straight to class.</li> <li>✓ 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</li> </ul>
Health Room & Isolation Process	<p>Vacant office 008 will serve as our individual isolation room and our multipurpose room (217) will serve as the group isolation room. When teachers notice students displaying possible symptoms of Covid-19, they will call the office to</p>

	<p>notify the office and send the student to the office with backpack. Office team will identify the isolation room supervisor, who will don the N95 mask. The office team will kindly ask the child to sit in the isolation room and monitor the child through the windows. The isolation room supervisor will use the Student Symptom Checker to assess the student informally. If enough symptoms indicate possible Covid-19, the office staff will call the family and ask for immediate pick up. The supervisor will make a copy of the Checker and give a copy to the parent, encouraging the parent to have the child seen by a physician for a Covid-19 PCR test. The school will follow the district protocols before allowing the child to reenter class:</p> <ul style="list-style-type: none"> <li>• If PCR test is negative, child stays home until 24 hours after fever resolves and symptoms are improving.</li> <li>• If PCR testing for COVID-19 is not performed, stay home for at least 10 days after symptom onset, and at least 24 hours after fever has resolved and symptoms have improved. (People with severe disease or immunocompromised may need to be isolated at home for longer.)</li> </ul>
K cohorts (Principals will determine cohorts & then communicate to transportation)	<p><b>How many students in your alpha groupings (Cohort A: A-L Monday &amp; Tuesday in person, Cohort B: M-Z Thursday &amp; Friday in person)</b></p> <p>K class 1 Cohort A: 7 K class 1 Cohort B: 7</p> <p>K class 2 Cohort A: 9 K class 2 Cohort B: 8</p> <p>K class 3 Cohort A: 7 K class 3 Cohort B: 9</p> <p>K class 4 Cohort A: 10 K class 4 Cohort B: 8</p>
Lunch & Supervision	<p><b>What is your lunch plan? Supervision? (Teachers will need their 30 minutes of duty-free lunch). Planning is covered within the schedule.</b></p> <p>All classes will get recess supervised by the classroom assistant during the teacher's 30-minute duty-free lunch period. Recess areas will rotate by zone on a weekly basis with four or five classes having recess simultaneously. The</p>



	<p>route to recess will be determined by the class location and recess groups have been chosen to eliminate crowding in hallways. On their way back from recess, children will walk single-file past the cafeteria where the kitchen team will distribute grab-and-go lunches to be eaten in the classroom under the teacher's supervision while the assistant takes their 30 minute lunch break.</p>
<b>Recess Plan</b>	<p><b>What is your recess plan? Supervision? How will you socially distance your classes?</b></p> <p>All classes will get recess supervised by the classroom assistant during the teacher's 30-minute duty-free lunch period. A five-minute gap separates all recess periods. Recess areas will rotate by zone on a weekly basis with four or five classes having recess simultaneously. The route to recess will be determined by the class location and recess groups have been chosen to eliminate crowding in hallways. The route back from recess via the cafeteria will avoid classes going to recess.</p> <p><b>Considerations:</b></p>
<b>Daily cleaning</b>	<p>Spray all hard surfaces when entering rooms and air dry</p> <p>Spray hard surfaces and materials between classes. Spray all hard surfaces before leaving in evening (manipulatives, makers, pencils, blocks, chairs, tables, etc.).</p> <p>Spray all high traffic touch points (doorknobs, handles, etc.)</p>