

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.)

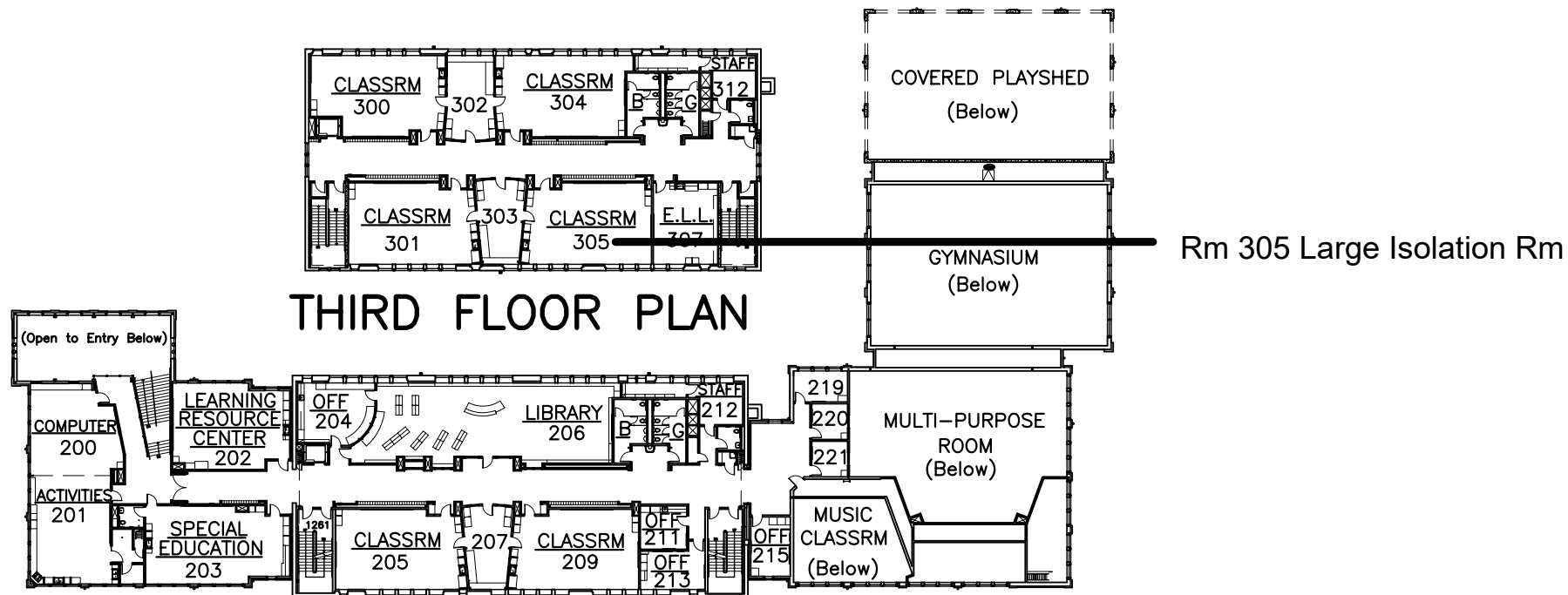
☐ **Topics covered**
(symptoms of COVID-19, prevention steps, hygiene etiquette, etc.)

☐ **Training attendance records:**

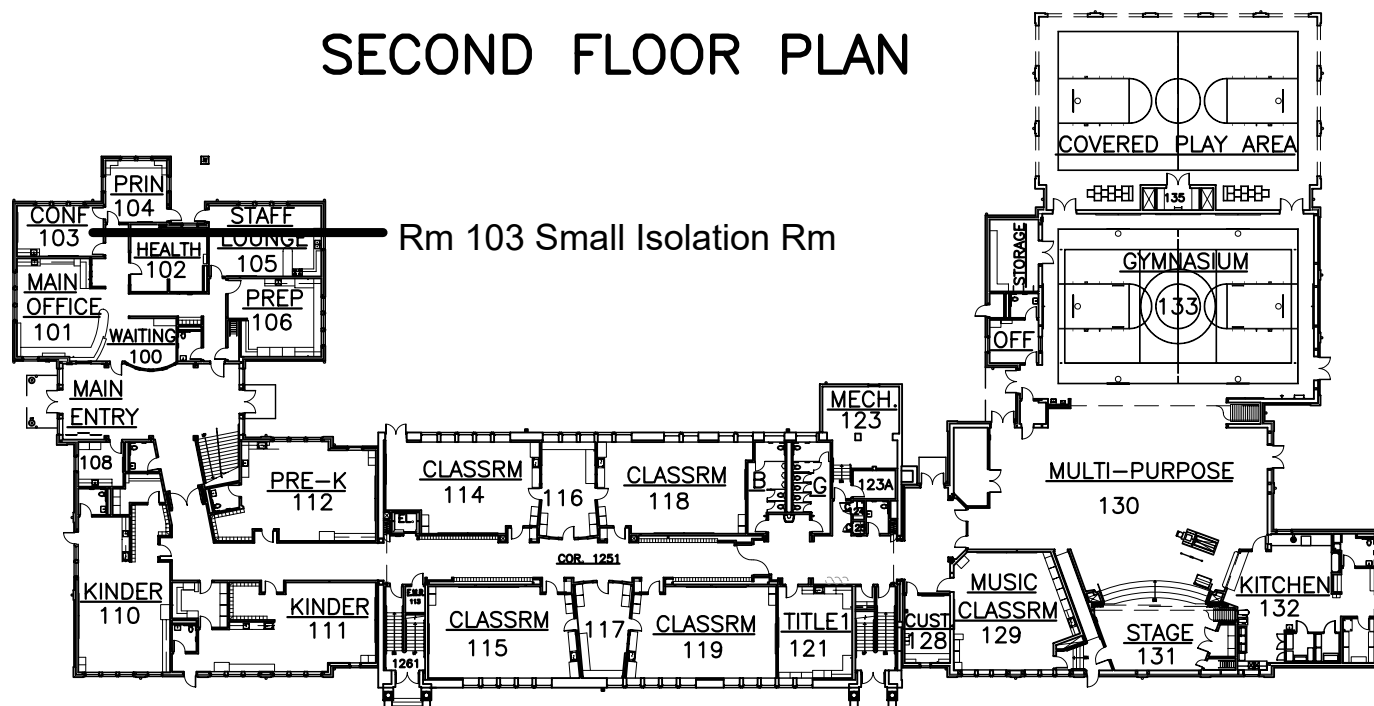
Tacoma-Pierce County Health Department COVID-19 Safety Plan Template doesn't guarantee the health and safety of the employees, or the patrons that receive goods and or services from the establishment listed within this business safety plan.

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

Adapted from Kittitas County.



SECOND FLOOR PLAN



FIRST FLOOR PLAN



FERN HILL HYBRID TEACHING AND LEARNING

UPDATED 1-11-21



SCOTT MONSON

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Virtual Teaching & Learning Site

<https://tps10.sharepoint.com/sites/VirtualTL/SitePages/Instructional%20Support.aspx>

This site contains:

- Access to [Schoology 101](#), [Schoology for Learning](#) and [Schoology for Management](#)
- Instructional Support
<https://tps10.sharepoint.com/sites/VirtualTL/SitePages/Instructional%20Support.aspx>
 - Purpose
 - Student Engagement
 - Curriculum & Pedagogy
 - Assessment
 - Environment & Culture
 - Collaboration & Communication
- Technology Support
<https://tps10.sharepoint.com/sites/TechnologyDeploymentRefresh>
- Glossary of Terms <https://tps10.sharepoint.com/sites/VirtualTL/SitePages/Glossary-of-Terms.aspx?source=https%3A%2F%2Ftps10.sharepoint.com%2Fsites%2FDigitalClassroom%2FSitePages%2FForms%2FByAuthor.aspx>
- Launch 2020 Learning Plan <https://tps10.sharepoint.com/sites/LearningPlan>
- Curricular Supports During Remote to Hybrid Learning – (to be linked when on site)

General Guidance to be followed for each system

- Students should remain grouped throughout the day, in cohorts, to include at recess, lunch, etc. Student groups should not be combined or mixed.
- All individuals will remain 6 feet apart, select strategies to increase physical distancing that will work for your Classroom and the space available.
- Maintaining 6 feet of distance is most important when students or staff will be engaged in something for more than a few minutes.
- Masks must be worn while still socially distancing, masks can be removed when they eat and drink and when they can be physically distanced outside.
- Support Hygiene (Hand washing, using hand sanitizer, stay home if sick, etc..)
- Health Attestation and screening

Daily Arrival and Screening/Attestation

Initial Screening process:

1. Students that arrive by vehicle will:
 - a. Stay in the vehicle and display their name tag.
 - b. Once attestation has been checked and cleared, student can get out of the vehicle and will be directed to their entrance staging area and then to the classroom.
 - c. If no attestation vehicle will be directed to attestation parking area and the attestation will be completed by the adult.
2. Students walking with an adult or by themselves will:
 - a. be directed to wait in a line, social distancing and their attestations will be checked.
 - b. If the student's attestation is completed and cleared, Student will be directed to their entrance staging area and then to the classroom.
 - c. If there is no attestation, then student will be escorted to room 114, by going through Heritage hall and then entering from the outside door. (Follow step 4 below.)
3. Students arriving by bus will:
 - a. be directed to wait in a line, social distancing and their attestations will be checked.
 - b. If the student's attestation is completed and cleared, Student will be directed to their entrance staging area and then to the classroom.
 - c. If there is no attestation, then student will be escorted to room 114, by going from the outside door. (Follow step 4 below.)
4. Students with an incomplete attestation will report to the **Cold Isolation room #114 through the exterior door.**
 - a. Attempt to contact parent and have them complete the attestation. If parent is unable to complete the digital attestation, then a paper attestation can be completed by phone.
 - b. Temperature check. Must be lower than 100.4
 - c. Make sure attestation gets entered in basecamp
 - d. If the answer to all the questions is "no," and the student has no signs of being sick, such as temperature or other COVID related symptoms, the student is escorted to class.
5. An attestation with a notated exposure or sign/ symptom, or those who look unwell will be referred to the onsite COVID Supervisor for stage two screening and taken to the **Hot Isolation room (Conference Room)**

Stage two screening process:

1. COVID Supervisor and appointed team will review/ complete student attestation, visually inspect student, and complete the health screening.
 - A. Team will contact parent/guardian to complete attestation and/or verify attestation.
 - a. Ask the parents or guardians the questions as outlined on the "Daily TPS Student Health Screening Attestation."
 - b. Enter attestation into Base Camp.
 - B. Team will complete a student temperature check if temperature not taken by parent/guardian (Follow Protocol below)
 - C. Students who have a possible exposure and/or symptom, those who are unwell, and those who are unable to complete health screening should be immediately placed in monitored isolation* and parent notified for pick up. *Those with symptoms should be isolated separately from those who do not have current symptoms (i.e. a student who could not complete an attestation and has no symptoms would not isolate in the same locations as an individual who has active symptoms).
 - D. Staff and students with any illness must stay home/ be sent home and/or be isolated until pick up. Refer to Returning to school after suspected COVID-19 symptoms.

Paper Attestation

1. In the event a student cannot utilize the online attestation through the Family App, there are paper "Daily TPS Student Health Screening Attestations" available.
2. This form, is available in English, Vietnamese, Khmer, Russian, Spanish, and Ukrainian can be found on the Web CRD Catalog in printing and graphics:
<https://webcrd.tacoma.k12.wa.us/>
3. Paper Attestations should be collected immediately upon arrival and reviewed following the same process as outlined above.
4. All paper attestations should be given to the office coordinator for entry into Base Camp. This must be done the day they are submitted to the school.

Taking Temperatures

In the event you need take a student temperature the following process should be followed:

1. Keep as much distance as possible between the staff member and student, stand to the side of the student when possible.
 - a. Non-Contact thermometers will require that you stand in front of the student. Limit face to face interaction, create a barrier when feasible.
2. Wash hands with soap and water or use hand sanitizer (at least 60% ethyl alcohol). Please note children under the age of nine should have supervision when using hand sanitizers.

3. Don gloves, mask, and face shield (In leu of face shield, can stand behind a barrier- reaching around to take the student's temperature)
4. Turn on the thermometer
5. Point at forehead (depending on the manufacturer's direction and type of device).
 - a. (Ensuring you are utilizing the appropriate distance and direction indicated by manufacturers' directions and type of device).
6. Remove the thermometer - fever equates to any temperature 100.4 degrees or greater.
7. Disinfect thermometer.
8. Remove PPE and wash hands.
9. Record results in Base Camp with student Attestation
10. Based upon results, take next steps to have the individual proceed with normal activity or isolate.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/symptom-screening.html>

For more information and resources:

[CDC Stop the Spread of Germs PDF](#)

[Social Distancing Poster](#)

[Health Check](#)

[COVID-19 Hand-out](#)

[DOH K-12 Schools- Fall 2020-2021 Guidance](#)

Cloth Face Coverings

Cloth Face Coverings:

Wearing cloth face coverings/masks is required for staff and students.

See page 9 of DOH Guidance Updated September 2, 2020 for all guidance related to masks.

- Students may remove face coverings to eat and drink and when they can be physically distanced outside.
- If students need a “mask break” take them outside or to a large, well ventilated room where there is enough space to ensure more than six feet of physical distance between people.
- See page 3 from [FAQ](#) referring to specific mask protocols for special needs
- For students refusing to wear a mask in the building
 - Possible Suggested Steps: handle with intent to deescalate the refusal
 - Refer to [Governor’s mandate](#) on masks effective 6/26/20
 - Offer a different color mask, let student draw or design their own mask
 - Offer a ‘mask break’ allowing the student to be outside for a short time without a mask
 - Offer an isolation break, all student to come into a room that they can be alone for a short time without a mask
 - Place student in isolation room in continued refusal to wear mask occurs (Principal should be contacted)
 - Contact family to problem solve a reasonable solution
 - If a solution cannot be reached inform family that student may want to consider enrolling in TOL

General Talking Points for Masks and Physical Distancing

Mask up

- Masks are required for all TPS employees.
- Your mask should cover your mouth and nose. If your mask is not covering both, it won’t be effective.

Physical Distance + Masks

- Physical distancing and masks work together to keep us all safe.
- Maintain a distance of at least six feet from others in the workplace and keep your mask on even when physically distanced.

Open Space is Shared Space

- Areas with cubicles or Plexiglas barriers are still shared spaces; when working in these areas, practice social distancing and keep your mask on.
- Masks can be removed when eating or drinking, but between bites and sips the mask should go back on if you are in a shared space.
- Do not congregate in a common area with others to eat a meal, even if you are physically distanced. Exposure to COVID-19 can occur more easily in these situations

Alone in a Room with the Door Closed

- When you are alone in a room or office with the door closed, you can remove your mask.
- Wear your mask if you leave the room or have a visitor.

Arrival/Dismissal to School

Morning Arrival Place:

- Head Start begins their day at 8:30 And will arrive at the two blue doors off Park Avenue. Head start staff will monitor their attestations.
- Mrs. Herforth's class will enter their room through her exterior door.
- Mrs. Stavig's class will enter through Heritage hall and then to the classroom.
- Ms. Summerfields's class will enter through Heritage Hall. Keep in mind they are only attending on Thursday and Friday for in person learning.
- Remaining classes to be finalized.
 - Current thinking is to have 3/4 and 4/5 stage in undercover and gym until going to rooms.

Morning Arrival Process:

- Students will be greeted in front of the school and confirm that attestation has been completed prior to entering the building. **Please see attestation process as stated earlier in this document.**
- Any student with an incomplete attestation and if parent is available, parent will be asked to park and finish the attestation. If a parent is not readily available to complete the attestation, the student will be escorted to room number 114 through the exterior doors to wait until we can confirm/complete attestation. (follow **Step #4 of initial screening process**)
- If confirmation cannot be made the student(s) will be escorted to the conference room until parent is contacted
- Currently, Mrs. DeChene will work with Mrs. Herforth's class and Mrs. Clark will work with Mrs. Stavig's class.
- All bus riders will be greeted as they get off the bus to confirm attestation and directed to their entrance staging area and then to the classroom.

Dismissal:

- Mrs. Herforth will release her students from the door in her classroom.
- Mrs. Stavig will line her students up in Heritage Hall and dismiss from the front doors.
- Mrs. Summerfield will dismiss her students from Infront of the school.
- Head Start will dismiss out the blue doors off Park Ave.
- Remaining classes to be finalized.

During the School Day

Breakfast:

- Breakfast will be served in the classroom.
- Breakfast items will be passed out to each classroom prior to the start of school (9:45).
- The teacher will pass out the food to each student.
- Students will wash hands before eating breakfast (Hand sanitizer is fine).
- After breakfast the teacher will carry garbage can around classroom for students to throw their garbage in. then put the can outside in the hall where it will be picked up and disposed of by the custodian.

Lunch:

- Will be served in the cafeteria according to attached schedule.
- Students will socially distance and wear their masks until seated at their assigned table at which time they can take their mask off.
- Students will be given a lunch on a tray at the counter and then move directly to their seat.
- While actively eating their mask can be off.
- Once done a lunch helper will push a can around for students to dump garbage.
- Students will stay at their assigned seat until directed to line up.
- The classroom teacher will take their students to recess.

Hallways

- Only classrooms on the first floor will use the 1st floor hallway to travel. All students should stay on the right side of the hallway 6 feet apart as marked by tape.
- Second grade, Headstart and LRC will use the main stairway and the covered walkway to travel during the day.
- 3/4 classrooms and 4/5 classrooms will use the north stairwell to travel during the day.

Bathrooms

- 3 of the 5 classrooms on the first floor have bathrooms they will use inside the classroom. The other two classes will communicate via text to monitor bathroom use.
- Second floor will use the second floor bathroom and the teachers will use a group text to monitor use.

- Third floor will use the third floor bathroom and the teachers will use a group text to monitor use.
- Use of the bathrooms while at interventions will be frowned upon!
- The teacher must record the students leaving and returning times and date. The teacher should keep these records incase mapping of a student in their room is needed.
- There will be two hooks on the outside of each bathroom to identify if the bathroom is occupied.
 - Bathroom stall walls are a natural barrier, stalls should not need to be blocked off
 - Masks should be worn while in the bathroom
 - Depending on individual restroom configuration, if 6ft distancing can't be accomplished urinals may need to be blocked off to create 6 ft distance between
 - Students need to wash their hands with soap and water for 20 seconds after using the restroom

Recess:

- During recess classroom cohorts should not intermix.
- See recess schedule for recess times and zoning.
- There may be **brief moments** during play at recess when students are less than 6 feet apart from each other.
- If masks are not worn at recess, then students must remain 6 ft apart while at play for more than 15 minutes.
 - If this can't be ensured wearing masks during recess could be an option.
 - If masks are not worn out to recess a protocol for removing and storing masks would need to be created and followed.
- Students need to clean their hands after outdoor play.
- Playgrounds require routine cleaning, but do not require disinfection.
 - Do not spray disinfectant on outdoor playgrounds—it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.
 - High-touch surfaces made of plastic or metal, such as grab bars and railings, should be cleaned routinely.
- DOH states this:
 - <https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/FallGuidanceK-12.pdf>

Small Group Instruction:

- Also see DOH [FAQ](#) for small group instruction:

- SPED/LRC small group cross cohorting will be allowed, careful daily documentation of small group attendance and schedule must be created to support contact tracing when needed

Safety Drills:

- For *safety drills* have students practice exit routes, etc...class by class to allow for maximum spacing
- In the event of a real emergency, physical distancing would not be the priority exiting the building safely would be the priority.

Attendance:

Attendance needs to be taken in TAC for all grade levels daily, including Face to Face Days, Wednesdays & Remote learning days. See TPS [Attendance 20-21](#) Doc for more information.

- Face to Face students will be marked absent or present in TAC by 10:15 daily.
- Students working asynchronously including all students on Wednesday will be marked absent or present at the end of the day based on evidence of engagement, such as turning in an assignment, participating in a Schoology discussion, time on i-Ready, etc.

Presence is determined by engaging in planned asynchronous or synchronous learning activities. Some recommendations from OSPI to gauge presence are:

- Daily LMS logins
- Daily interactions with teacher
- Evidence of participation in task or assignment

If the student does not engage in any way, that student should be marked as absent. OSPI has provided additional reasons that a student may have an excused absence during Covid circumstances:

- Ill family member
- Lack of access to necessary instructional tools
- Parents' work schedule

Student's obligations to family

Hygiene Practices

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
- 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.
 - Teachers might consider creating weekly individual book bags for students and have them rotated out weekly leaving 7 days in between books used for rotation.
- Clean and disinfect frequently touched surfaces (e.g., playground equipment, door handles, sink handles, drinking fountains) within the school and on school buses at least daily or between use as much as possible. Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) should be limited when possible, or cleaned between use.
 - The CDC states this: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

III Student Protocol

Visits to the health room should be limited, basic first aid to the degree possible can be handled by the student in the classroom to prevent office congregation and possible exposure. If it is determined that students need additional support and are to be sent to the office, students should be triaged prior to coming to the office.

Prior to sending any student to the health room, call for triage support. If health room is unavailable, call front office to connect with health room support staff. The nurse and/or health room support staff will help the classroom teacher determine course of action for the student.

If it is determined by the health room staff, that the child is to go to the health room, ensure the child is wearing a mask and, if advised, send student belongings. Student should report directly to the health room/ front office.

If child is unable to escort self to the office, discuss transport support with health room staff and/or activate 911 if student symptoms are emergent, 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

*This is not a comprehensive list of symptoms. Please call 911 immediately for any other symptoms that are severe or concerning to you. Notify your administrator.

Upon arrival to the office, if the student is presenting with Signs or Symptoms of COVID-19 or Multisystem Inflammatory Syndrome in Children, take the temperature of the child, complete **student symptom checker**, [Student Symptom Checker](#) and immediately isolate the student. Notify parent/guardian for immediate student pick up. Send home a copy of the student symptom checker with parent.

[COVID Symptom Flow Chart](#)

Signs and Symptoms of COVID-19

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19*:

- Fever ($\geq 100.4^{\circ}\text{F}$) or chills

- Cough
- Shortness of breath or difficulty breathing
- Unusual fatigue
- Muscle or body aches
- Headache
- Recent loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

*This is not a comprehensive list of symptoms. CDC will continue to update this list as we learn more about COVID-19 <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Signs and Symptoms of Multisystem Inflammatory Syndrome in Children (MIS-C)

A new rare condition similar to Kawasaki disease and toxic shock syndrome may affect children who had COVID-19 but later recovered. Children who are suspected of having signs and symptoms of MIS-C should be seen by a healthcare provider. Children who exhibit any serious signs and symptoms of illness need to be taken to an emergency room.

Common Signs of MIS-C may include:

- High fever, 100.4F or greater lasting several days

Combined with:

- Abdominal pain
- Pink or red eyes
- Enlarged lymph nodes on one side of neck
- Cracked lips
- Red tongue
- Blotchy rash
- Swollen hands and feet
- Blood pressure/heart rate out of range
- Cardiac inflammation

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/children/mis-c.html>

Taking Temperatures

In the event you need to monitor a student for possible COVID-19 the following recommendations should be considered when taking a temperature: 1. Keep as much distance as possible between the staff member and student, stand to the side of the student when possible.

1. Non-Contact thermometers will require that you stand in front of the student. Limit face to face interaction, create a barrier when feasible.
2. Wash hands with soap and water or use hand sanitizer (at least 60% ethyl alcohol). Please note children under the age of nine should have supervision when using hand sanitizers.
3. Don gloves, mask, and face shield (In leu of face shield, can stand behind a barrier-reaching around to take the student's temperature).
4. Turn on the thermometer
5. Point at forehead (depending on the manufacturer's direction and type of device). (Ensuring you are utilizing the appropriate distance and direction indicated by manufacturers' directions and type of device).
6. Remove the thermometer - fever equates to any temperature 100.4 degrees or greater.
7. Disinfect thermometer.
8. Remove PPE and wash hands.
9. Record results.
10. Based upon results, take next steps to have the individual proceed with normal activity or isolate.

Isolation

If a student or staff member develops signs of COVID-19, act immediately, separate the person away from others, with 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 or mask if tolerated. Air out and then clean and disinfect the areas where the person was after they leave.

Our individual Hot Isolation room is the conference room in the office. The COVID Supervisor or school nurse on site will aid the student in the Hot Isolation Room. If there is more than one student showing signs of COVID then we will use the Library as a multiple person Hot Isolation Room. Again, The COVID Supervisor or school nurse on site will aid the student in the multiple person Hot Isolation Room.

- 1) Isolate symptomatic students/staff as soon as possible, away from staff and other students (isolation area must 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.
- 4) Health services staff conducting any assessments on known ill individuals must wear Personal Protective Equipment (PPE) including but not limited to masks, gloves, goggles or face shield, gown.
- 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.

It is important to maintain privacy and prevent discrimination for those who may have COVID-19, while ensuring wellness for other students and staff.

This has been drafted in alignment with Tacoma Pierce County Health Department Guidance to ensure safety of students and staff. This guidance is subject to change with evolving guidance.

Cleaning Procedures

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.

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.

Custodial Duties

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

- ☐ 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)
- ☐ Disinfect Clean door handles and high touchpoint areas (Daily)

Covid-19 Bus Cleaning Protocol

All suspect infectious surfaces and materials must be disinfected with an appropriate disinfectant and contact time prior to removal. Tacoma School District shall use a district approved EPA-registered disinfectant effective against a nonenveloped virus (e.g., norovirus, rotavirus, adenovirus, poliovirus).
OXIVIR tb

This protocol applies to infectious illnesses that:

- (1) result in a public health emergency, or
- (2) could pose an immediate and grave health risk. The common cold or seasonal influenza virus generally does not warrant bus disinfection. Recent examples would include H1N1, MRSA or Coronavirus (COVID-19).

This protocol applies all TPS and Contractor drivers, delivering students for Tacoma Public Schools.

Personal Protective Equipment (PPE)

When cleaning and disinfecting the interior of the bus use the following PPE to minimize exposure:

1. Cloth face cover or disposable mask
2. Non-slip shoes
3. Gloves (optional)

Proper cleaning and appropriate PPE use greatly reduces the risk of employee exposure to illnesses. Never reuse disposable PPE such as masks and gloves.

1. Masks are primarily used to prevent accidental/unconscious touching of the nose or mouth when cleaning, and not for protection from airborne contaminants.
2. Following disinfecting activities gloves and/or disposable masks (if used) may be discarded in a trash can lined with a plastic trash bag which can be tied shut when full.

Procedure

Located at the Load Zone of each Tacoma Public School, a cart will be maintained with supply materials for disinfecting buses. Along with the required PPE, suggested materials include:

- Spray bottles full of an EPA-registered disinfectant
- Cloth and/or paper towels
- Garbage cans

After each run with students, the driver is expected to disinfect their bus. Additionally, each driver will disinfect their bus at the end of their workday at the bus base.

1. Locate the disinfecting cart at the bus loading zone, or at the bus base.
2. Select a bottle with the disinfectant and some cloth or paper towels.
3. Spray the disinfectant from the back of the bus, to the front of the bus. Focus on highly touched areas on the bus.
4. After about 1 minute, use a cloth or paper towel to wipe down the surfaces.
5. Return spray bottle and cloth towel back to the disinfecting cart and throw away all paper towels and used PPE.

NOTE: If blood or other potentially infectious material is involved, follow the Bloodborne Pathogens procedures, in addition to the above disinfecting procedures.

Steps to Follow in the case of a Positive COVID Case:

Link to [TPCHD COVID in Schools](#) information

This is subject to change depending on current guidance from our local health authority

Duty Schedules

Morning

Task	Time	Monday	Tuesday	Thursday	Friday
Deliver breakfast to classrooms	9:00 to 9:30	Peri, Karen, Scott	Peri, Karen, Scott	Peri, Karen, Scott	Peri, Karen, Scott
Check attestations in basecamp	9:15 to 9:45	Suzanne, Hollie	Suzanne, Hollie	Suzanne, Hollie	Suzanne, Hollie
Cold isolation room	9:40 to 10:15	Hollie	Hollie	Suzanne	Suzanne
Main entrance arrival	9:35 to 10:15	Peri, Karen, Scott	Peri, Karen, Scott	Peri, Karen, Scott	Peri, Karen, Scott
Bus arrival	9:35 to 10:00	Mr. B and Masha	Mr. B and Masha	Mr. B and Masha	Mr. B and Masha

Afternoon

Task	Time	Monday	Tuesday	Thursday	Friday
Bus Loading	3:15 to 3:30	Mr. B and Masha	Mr. B and Masha	Mr. B and Masha	Mr. B and Masha
Heritage Hall Monitoring	3:15 to 3:30	Peri, Karen, Scott	Peri, Karen, Scott	Peri, Karen, Scott	Peri, Karen, Scott

Lunch and Lunch Recess Schedule

Lunch Room Schedule							
Teacher	Recess	Arrive at Lunch Room	Teacher Lunch Starts	Teacher back in Lunch Room	Recess End Time	# of Students	
Stavig	X	10:45	10:50	11:25	11:40	16	
Herforth	X	10:50	10:55	11:30	11:45	17	
Hartley	10:40	10:55	11:00	11:35	X	17	
Wormely	10:45	11:00	11:05	11:40	X	16	66
Owen	X	11:50	11:55	12:30	12:45	23	
Eaton	X	11:55	12:00	12:35	12:50	21	
Shellgren	11:45	12:00	12:05	12:40	X	22	
Goody	11:50	12:05	12:10	12:45	X	22	95
Keller		12:55	1:00	1:35	1:50	26	
Ryan		1:00	1:05	1:40	1:55	25	44