

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: <u>Meeker Middle School</u>	
Address: <u>4402 Nassau Ave NE, Tacoma, WA 98422</u>	
Hours of operation: <u>7:30 - 3:30 M-F</u>	
Number of employees: <u>72</u>	
Date of plan: <u>2/1/2020 2020-2021</u>	Last updated: <u>2/1/2021</u>

COVID-19 supervisor: <u>James Van Stralen</u>	
Phone: <u>(253) 871-6553</u>	Email: <u>jvanstr@tacoma.k12.wa.us</u>

*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):	
<input checked="" type="checkbox"/>	Spacing for customers: <u>6 ft social distancing</u>
<input checked="" type="checkbox"/>	Spacing for employees: <u>6 ft social distancing</u>
<input type="checkbox"/>	Approximate sq. ft. /# of customers allowed:
<input type="checkbox"/>	Limit number of customers: <u>Posted @ each door</u>
<input type="checkbox"/>	Limit number of employees: <u>Full staff</u>
<input type="checkbox"/>	Physical barriers: <u>Place where close contact may occur.</u>
<input type="checkbox"/>	Visual cues or signs: <u>Signage throughout building</u>
<input type="checkbox"/>	Different service model: <u>Virtual When Possible</u> (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) *Signs posted at all entrances and at all sinks, bathrooms, and classrooms*
- ☒ **Sanitizing of hands:**
(location of hand sanitizer stations) *Signage in common areas*
- ☒ **Covering coughs and sneezes:**
(locations of tissues) *Signage in common areas*
- ☒ **Provide reminders:**
(signs, flyers, announcements, etc.) *Signage in Common areas*
- ☒ **Face coverings:**
(notices for customers, required for all workers) *Signage in Common Areas*

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) *Daily per district guidelines*
- ☒ **General cleaning practices:**
(frequency, how will you monitor cleaning) *Daily per district guidelines*
- ☒ **PPE needed:**
(specific for cleaning) *Gloves, Masks, Hand sanitizer, Oxivir*
- ☒ **Disinfectant used:**
(type, contact time required) *Oxivir*
- ☒ **Safety Data Sheets (SDS) for products:** *Available Upon Request. Custodial has available.*

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:** *Worn at all times.*
- ☒ **Eye protection:** *Goggles and/or Face Shields available as needed.*
- ☒ **Gloves:** *Latex-as needed.*
- ☒ **Gowns or capes:** *As needed.*

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) *Self monitor from home.*
- ☒ **Thermometer used:** (touch/no touch, cleaning process) *Self monitor from home. Thermometers are available.*
- ☒ **Symptoms screened** *Attestation required before entry*
- ☒ **PPE needed for health screenings:** *NONE - Self screening on own device.*

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:** *Call or Email office coordinator and admin*
- ☒ **When to go home:** *Posted in all entries. If sick, go home / stay home.*
- ☒ **Sick leave policy:** *Follow TEA and District Policies*
- ☒ **When employee can return to work:** *Covid-19 Case Response Toolkit Flowchart*
- ☒ **Steps business will take if a sick employee was around others at facility:** *Per district guidelines. Contact tracing via Basecamp.*

Exposure response

Describe how your business or organization will react if you have a confirmed COVID-19 case:

- ☒ **Incident reporting:** *Covid, supervisor follows up.*
- ☒ **Site decontamination procedure:** *Follow district custodial/maintenance requirements*
- ☒ **Post exposure incident recovery plan:** *Follow district requirements / verify sanitation*

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 nl.wa.gov/safety-health/safety-topics/topics/coronavirus.

Source for current COVID-19 information—CDC COVID-19 website: cdc.gov/coronavirus/2019-ncov.

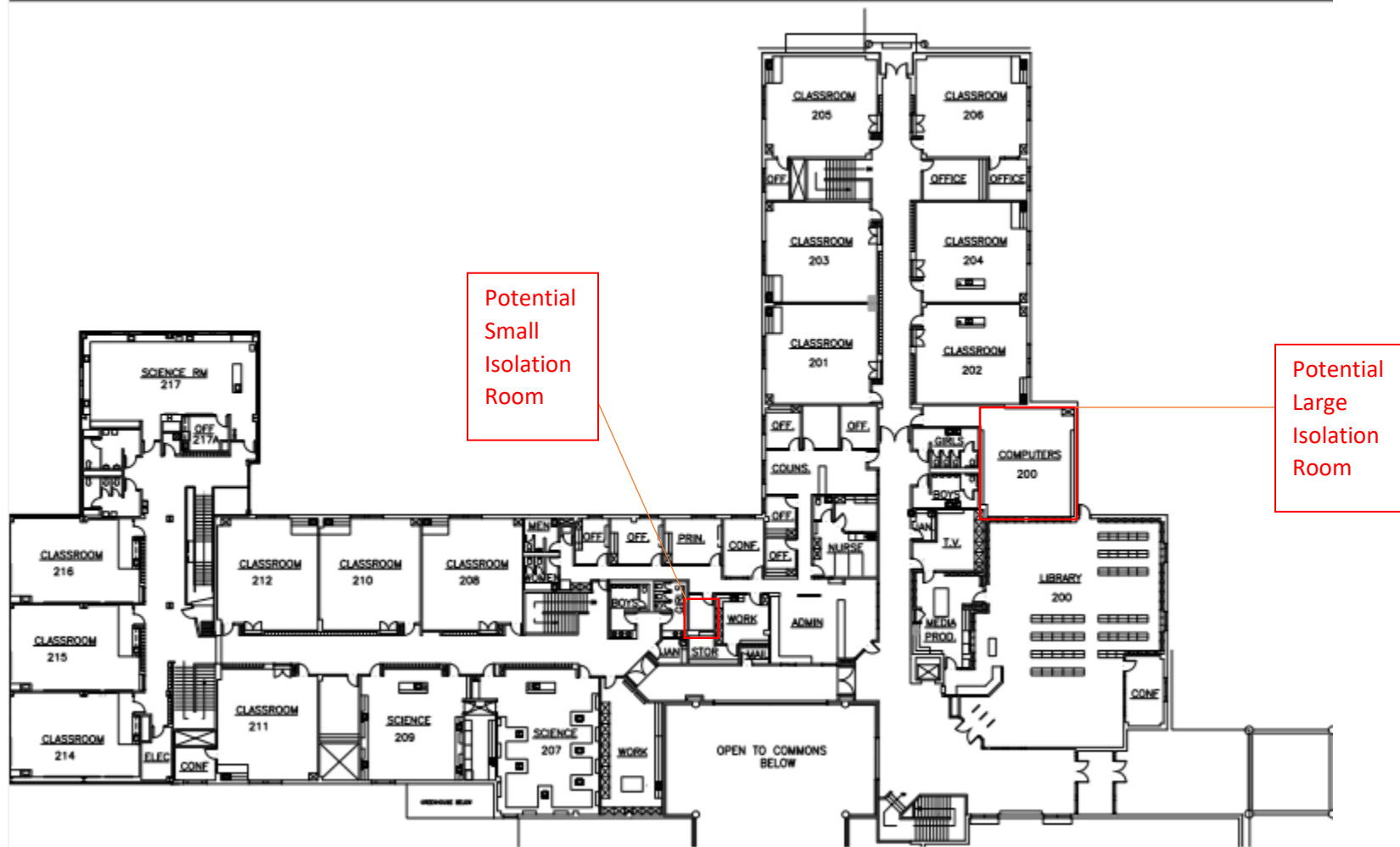
- ☒ **Frequency of training:** *Mandatory prior to return to work*
- ☒ **Training method:** (in person, video, email, etc.) *Video and quiz via Safe Schools*
- ☒ **Topics covered** (symptoms of COVID-19, prevention steps, hygiene etiquette, etc.) *Comprehensive*
- ☒ **Training attendance records:** *Certificate of completion*

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.

Meeker Middle School – Potential Isolation Rooms 7/31/2020



Complete this Form with your Building Leadership Teams

When Completed:

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

_____Meeker_____ (School Name)		
Hybrid Review Task List		
Task	Completion Date	Questions
Review screening protocols	<p>Family App Attestation from home OR in person paper attestation.</p> <p>As of right now we have two entry points, the main entrance and the commons entrance.</p> <p>*Looking at having four entry points.</p> <p>1) Main Entrance 2) 6th Grade Hallway 3) Commons (7th Grade) 4) 8th Grade Science Entrance</p> <p>Kiosk Line Basecamp Line</p> <p>1/19/2021</p>	<p>Will masks and sanitizer be available at both doors?</p> <p>Will someone be checking if masks are the right masks?</p> <p>What is the procedure when a student has a temperature? Temp doesn't mean anything I – nonsymptomatic spread.</p> <p>When I worked in a daycare over the summer, we discovered that kids can show colder or hotter depending on the weather outside and if the person had been exerting themselves physically.</p>

		<p>Will students have to show that they are Covid negative before they can return if they are sent home sick or can they come back the next day without testing, thus bringing in the virus?</p> <p>Who will be doing the entrance screening and how long will that take to get them in to the building?</p> <p>How will we ensure quick and speedy passing between periods, so that kids aren't congregating? Hall monitors?</p> <p>Staggering passing time?</p> <p>Can we have laptops at the entry points to efficiently check that students are good to enter (have filled out attestations)?</p> <p>We have found that many parents are forgetting to fill out attestations...if the student arrives, we are still allowing them to fill it out themselves?</p> <p>AB</p>
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Prepare classrooms based on your enrollment ensuring desks are 6 feet apart in all classrooms	<p>Rodney, Craig, Lepon, and JVS checked all classrooms. Tom Chalk completed official walk though check.</p> <p>7/29/2020</p>	<p>I saw my room. There is seating for 12 because of the size of the tables and classroom. LH KS tables in classes</p> <p>What is the plan for spacing in classrooms such as music rooms where there are no desks? (Risers, built in steps, etc.)</p>
Review PPE guidelines & follow up if you have needs	<p>Check.</p> <p>Most recent order was completed 1/13/2021</p> <p>Jerry Clady is in charge of PPE orders. Jeffery Rogers in in charge of L&I and PPE expectations.</p>	<p>JVS: Questions I have:</p> <ul style="list-style-type: none"> -Individual Expectations vs MOU -Gloves?? -Eye protection <p>Do we take off our clothes on the porch when we get home? What kind of masks are available? Will personal masks be allowed? What if they are not good enough? What is the protocol for student non-compliance with safety measures?</p>
Review Communication Timeline from PIO (when developed) on talking points	<p>Secondary details to come.</p> <p>Meeker Self-Contained to have the opportunity to be in person 4 days per week. Starting January 25th.</p> <p>1/20/2021</p>	<p>I will plan on being in attendance on Thursdays and fridays to attend to students with medical needs, however all Paras have been trained in attending to first aid needs to try</p>

		and limit congestion in the health room -Bunker
Schedule a staff meeting by 1/29, take attendance, & go over this reopening plan	1/26/2021 (Next Tuesday)	Can we still have virtual staff meetings, even when in the building?-This is best practice.
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).	All OPs, Paras, Teachers, admin, security, custodial, nutrition services, librarian, specialists. 1/19/2021	
Review Hybrid schedule	Details to come. Remote morning. In person afternoon. 1/19/2021	If I see half a class at a time, do I see them the same day? Will it be 90 minutes or far less? 45 min? What should I expect? If they are remote AM what am I doing then? LH This is sounding like we might be actually having less time with students than we do now. Agreed! LH Routine cleaning needs to happen in between students/classes-will there be time and cleaning solution provided to each classroom?
Review daily cleaning plan with custodial team	Most recent meeting with Rodney Olson. Daily cleaning expectations. 1/15/2021	File cabinets, cupboards need to be wiped in classrooms possibly if used in day?

		<p>KR: What about computer wipe down? Door knobs, doors</p> <p>What happens when the district is short and start pulling custodians?</p> <p>Deep cleaning will still occur on Wednesdays???</p> <p>What is the plan for ensuring proper ventilation? Some classrooms do not have windows.</p>
<p>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.</p>	<p>Katherine Kinney has an initial list completed of Cohorts. In process of contacting families with special scenarios. (I.E. siblings in same house with different last names)</p> <p>1/19/2021</p>	<p>What do cohorts look like? How many students in a class period/ in a room?</p> <p>For larger classes, how do we ensure student schedules are preserved and that we have a space to meet large enough to accommodate a larger number of students? I.e. choir, band, orchestra, etc. Where can we potentially meet that is not our classroom, if our classroom is</p>

		not big enough? Keeping students in these classes is crucial.
Create your no sub rotation plan	Lindy Wells is creating this plan based on planning period. 1/20/2021	What is this? Where we sub for colleagues during our prep? Are there even subs? Check with staff to see who is going to take sick leave until vaccinated.
Communicate & push the parent app for attestation	Most recent communication was on 1/17/2021 Parent Memo.	So in my elementary we called parents-especially those that English is a second language to make sure they had the app and felt comfortable using it..will we be doing something like this? What will do with parents that CHRONICALLY don't fill out the app?

----- Hybrid Review Plan 2021____Meeker____ (School)		
Plan Components	Action Plan Details	Questions
Attestation Process	Attestation Protocol Family App is first and preferred option. On site attestation will happen at four potential entry points.	Who will be following up/taking care of follow-ups to “yes” answers to the attestations as more and more students come back?
Arrival & Dismissal	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. Who will provide supervision? Admin, counselors, security, OPs, paras, teachers, others. Where will students enter the building? Where will students go when they enter the building? Currently, we have two entry points. Main entrance and commons entrance. We are discussing creating a third and fourth with the opportunity spread out the entry into the building. We are discussing the potential to have students line up outside before a certain time when they are allowed to enter the	Will students be directed straight to their classes, so they don’t lag in hallways? If you want to start something about student movement in the building that you would like to continue for next year and on, make it part of the protocol this year as a training/ behavior modification.

	<p>building. Discussions are ongoing regarding students going straight to classrooms.</p> <p>What is your dismissal process? Where will students exit the building?</p> <p>Sixth grade hallway will exit out bus loop exit. 100 hallway, gym, and music rooms exit out the commons. Science hallway and 8th grade hallway exit out exit in 8th grade hallway. Self-Contained exit out main entrance.</p> <p>Considerations:</p> <p>Consider staggering drop off & pick up times for various groups</p> <p>Label one-way traffic flows</p> <p>Greet students at their vehicle and/or busses</p> <p>Place markers and signage on walkways</p> <p>Determine where students will go after the screening attestation process is complete</p>	
Health Room & Isolation Process	<p>1. 200 computer lab room is now our Large Isolation Room.</p> <p>Students with active COVID-19 symptoms and are going to be leaving the building will be held in large isolation room.</p>	<p>Will we be using walkie talkies to confirm who we are sending to each isolation room? Who will we notify before bringing a student to an isolation room? What will that process look like?</p>

	<p>2. Office across from JVS office is small isolation room.</p> <p>This is for students who are not dealing with active symptoms, but have questions and concerns regarding COVID concerns. (I.E. student was in contact with someone with COVID symptoms and we are investigating exposure)</p>	<p>Can there PLEASE be a push to encourage teachers to handle minor health issues inside classroom? I know this is tough, but we will need to reduce congestion and exposure in the health room. We don't want relatively healthy kids being in contact with sick kids on a regular basis. This may be more detrimental in long run. (I'm thinking things like bloody nose, paper cut, mild headache, mild stomachache without any other symptoms, etc.)</p>
<p>Principals will determine cohorts & then communicate to transportation</p>	<p>How many students in your alpha groupings? (Cohort A: A-L Monday & Tuesday in person, Cohort B: M-Z Thursday & Friday in person) Total: Cohort A: 310 Cohort B: 273</p> <p>6th Grade Cohort A: 96 6th Grade Cohort B: 90</p> <p>7th Grade Cohort A: 111 7th Grade Cohort B: 94</p> <p>8th Grade Cohort A: 103 8th Grade Cohort B: 89</p>	<p>Does this mean I see a student in person once a week? I still can't wrap my head around exactly when I see JM in my 1st period etc. It seems like I would see this student in cohort B Thursday only. LH</p>

		<p>Can we even out these numbers if needed?</p>
Lunch & Supervision	<p>Where will students eat lunch? In classroom during advisory.</p> <p>With whom? (Who is supervising students?) Advisory. Teachers will get a 30 minute duty free lunch.</p> <p>Considerations:</p> <p>Grab and go lunches. Lunches delivered to classroom.</p>	<p>Where will teachers have lunch?</p> <p>Relative to advisory do we eat lunch before advisory?</p> <p>Who stays with the students during lunch?</p> <p>With the students needing to cross through the commons how do we keep them away from the staged food? When I first started at Meeker we had a rope that went from the stage wall around the pillars that marked off where the students weren't allowed to go.</p> <p>Concerns of being in room with kids eating without masks on within the classroom.</p>

		<p>What are wash-up procedures after kids finish lunch?</p> <p>What are bathroom procedures? How many kids can be in the bathroom at once? Who will monitor bathrooms?</p> <p>Will there be signage in the bathrooms that explain washing procedures?</p>
Daily cleaning	<p>Teachers:</p> <ol style="list-style-type: none"> 1. Clean surfaces as teachers see fit throughout the day. 2. Spray all hard surfaces before leaving in evening (manipulatives, makers, pencils, chairs, tables, etc.). Spray all high traffic touch points (doorknobs, handles, etc.) (1 minute) <p>Custodial: Complete normal cleaning procedures daily.</p>	<p>What about cleaning between classes? Science has lab equipment that will need to be cleaned between classes. Goggles need to be cleaned between classes. Laptops need cleaning. What will the protocols for that and the extra cleaning materials needed.</p> <p>If the students remain in class and the teacher rotates class, how will that work for science? We need sinks and all the lab materials.</p> <p>What about pencils, crayons and other supplies. Should they each have their own set? What if they don't? What about protocol for cleaning computers and avoiding damaging them in the process</p> <p>Bathroom cleansed throughout the day?</p> <p>Doors and door knobs?</p>

		<p>Custodian will do deep cleaning on Wednesdays? Teachers do minor cleaning between classes? Solution available in each class?</p> <p>Will the inside doors be propped in so that the handles don't need to be constantly touched?</p> <p>Do our classrooms meet the recommended cubic feet per minute air exchange?</p>
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