

# 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.)

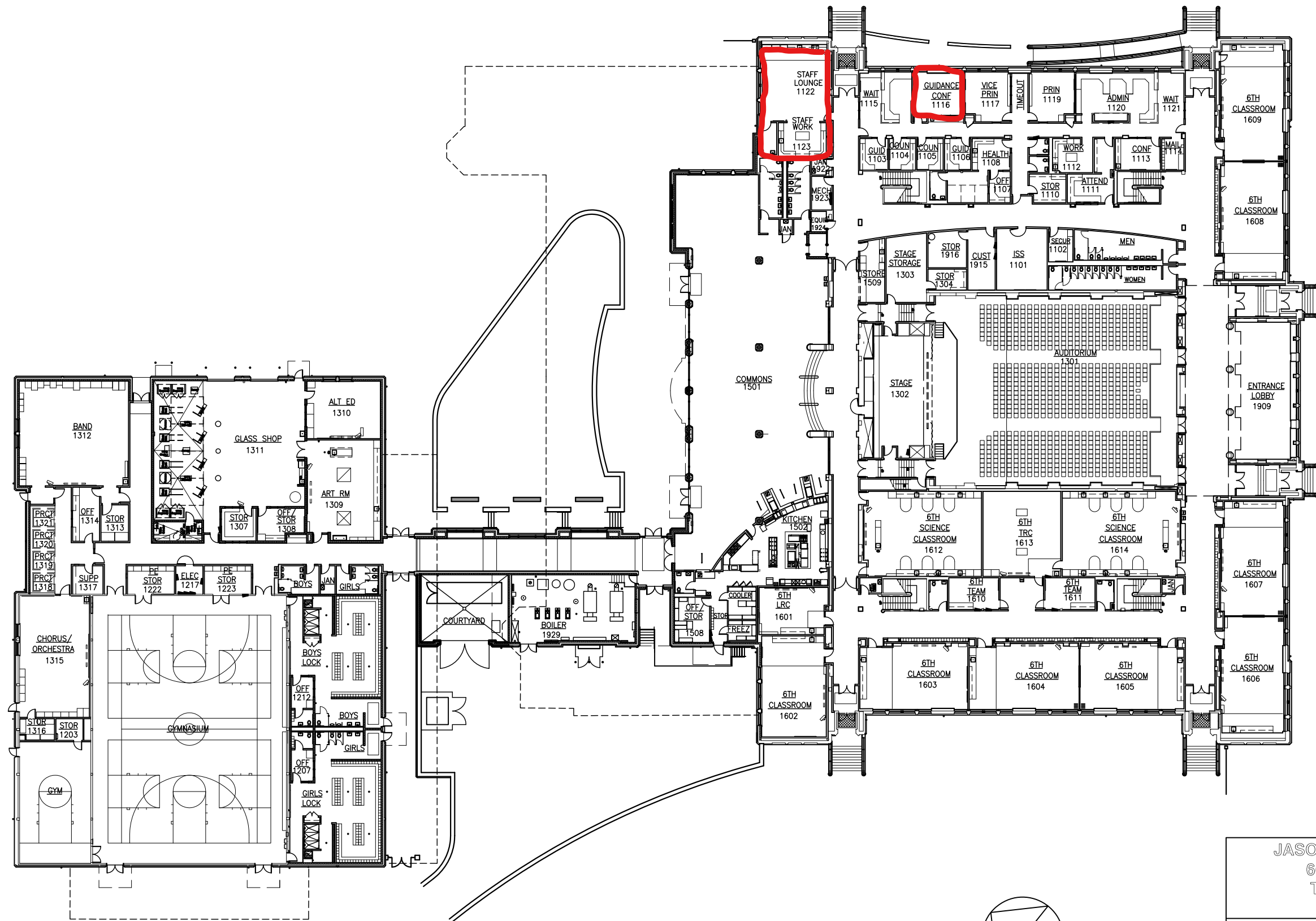
☐ **Topics covered**  
(symptoms of COVID-19, prevention steps, hygiene etiquette, etc.)

☐ **Training attendance records:**

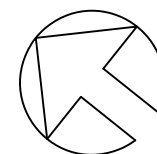
Tacoma-Pierce County Health Department COVID-19 Safety Plan Template doesn't guarantee the health and safety of the employees, or the patrons that receive goods and or services from the establishment listed within this business safety plan.

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

Adapted from Kittitas County.



**FIRST FLOOR PLAN**  
SCALE: 1"=40'



JASON LEE MIDDLE SCHOOL  
602 N. SPRAGUE AVE  
TACOMA, WA 98403  
FIRST FLOOR PLAN

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



## Complete this Form with your Building Leadership Teams

When Completed: 1/26/2021

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

Jason Lee Middle School Hybrid Review Task List	
Task	Completion Date
Review screening protocols	This is part of our safety plan in our COVID folder and will be reviewed and revised by COVID Supervisors, admin team, and Safety Committee by 1/29/2021.
Prepare classrooms based on your enrollment ensuring desks are 6 feet apart in all classrooms	Completed October 2020 with 12 desks per classroom. Will add three additional desks to each classroom for a total of 15. Will be completed by 2/8/2021.
Review PPE guidelines & follow up if you have needs	COVID Supervisor met with office coordinator on a regular basis. Starting 1/26/2021 will meet with her weekly to evaluate needs for our building and make additional purchases as needed.
Review Communication Timeline from PIO (when developed) on talking points	Coming soon.
Schedule a staff meeting by 1/29, take attendance, & go over this reopening plan	1/27/2021
Determine essential staff (IC, Title, Counselor, Office Staff, etc...) Follow up with staff that are essential with an in-person call (not a blanket email).	Jason Lee Engagement Team is deemed essential. Team includes administrators, counselors, CSO, Edge coach, and office staff.
Review Hybrid schedule	1/25/2021 and 1/27/2021 – Reviewed at staff meetings.
Review daily cleaning plan with custodial team	This has been ongoing since the start of the school year. COVID Supervisors will meet with custodial staff daily as students return to the building. Procedures will be reviewed with safety committee every other week. Adjustments to the cleaning plan will be made as needed.
Cohort A is A-L and Cohort B is M-Z. <b>Send Raymond Williams in transportation your</b>	Will be completed by 1/29/2021

cohorts by 1/29 so that communication to families on routes goes out.	
Create your no sub rotation plan	Please see rotation schedule at the end of this document. It was completed on 1/21/2021 and shared with staff on 1/27/2021.
Communicate & push the parent app for attestation	<ul style="list-style-type: none"> <li>• Robocalls and emails have started this week for parents, will continue in the next few weeks</li> <li>• Will add to reader board by 1/29/2021</li> <li>• Jason Lee Engagement Team will start making calls to individual student families who haven't signed up for the family app by middle of February.</li> <li>• Will be added to daily advisory classes for the remainder of the semester.</li> </ul>

Hybrid Review Plan 2021 - Jason Lee Middle School	
Plan Components	Action Plan Details
Attestation Process	<a href="#">Attestation Protocol</a>
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>Systems subject to change as needed.</p> <p><b>Staff:</b> Staff will complete attestation Protocol in Basecamp with before arriving on campus or as soon as they enter the building and arrive in their workspace.</p>

	<p><b>Supervision of students</b></p> <p><b>Prior to 11:15 AM:</b> Administrators, CSO, counselors, EDGE coach, and office staff will monitor students that arrive early. Students will remain outside.</p> <p><b>11:15 AM:</b> Teachers with communication period during 1<sup>st</sup> or 4<sup>th</sup> period will support supervision in designated hallways starting at 11:15 AM. All teachers with a 1<sup>st</sup>/4<sup>th</sup> period class will be in their classrooms to provide supervision of their 1<sup>st</sup>/4<sup>th</sup> period students while students eat lunch.</p> <p><b>School-Wide Lessons on Entry/Exit/Transitions:</b></p> <ul style="list-style-type: none"><li>• Prior to returning F2F advisory lessons will be provided by the admin team to teach entry/exit/transition procedures.</li><li>• Advisory lessons will cover all movement in the building, social distancing expectations, mask wearing, hand washing/sanitizing and cleaning procedures.</li></ul> <p><b>Attestation processing:</b></p> <ul style="list-style-type: none"><li>• Teams of three staff will process and supervise each grade level of students before they enter the turf field and basketball court. Up to two staff will check for completed attestations while one staff supervise the grade level in their holding area. Students will line up by grade level, staff will use laptops to check for completed attestations. Students who have not completed the attestation will be given a paper copy to fill out and a one pager with information for parents on how to get the Family App. Office coordinator will enter attestations into the computer and will contact each family to remind them to sign up for the app.</li></ul> <p><b>Entry Process:</b></p> <ul style="list-style-type: none"><li>• Students will wait outside on the turf field and on the basketball court until they are cleared to enter the building.</li><li>• In case of severe weather, we will socially distance 6<sup>th</sup> graders in the cafeteria, 7<sup>th</sup> graders in the library and 8<sup>th</sup> graders in the gym.</li></ul>
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	<ul style="list-style-type: none"><li>• Students will either wash their hands or use hand sanitizer as they enter the classrooms.</li><li>• Signs will be posted and whole school lessons will be provided prior to return to teach transition procedures.</li><li>• Students will walk single line, on the right using the grey tile on the floor along the lockers and walls as the guide.</li></ul> <p><b>Grade Waiting Area and Entry Point:</b> Hallways and staircases will be clearly marked with grade level signs.</p> <ul style="list-style-type: none"><li>• 6<sup>th</sup> grade: South-east half of turf field, will enter using the main entry door.</li><li>• 7<sup>th</sup> grade: North-west half of turf field, will enter through the cafeteria and use the staircase on the right side of the cafeteria.</li><li>• 8<sup>th</sup> grade: Basketball court, will enter the building using the right front door and going up the first staircase by the guidance office.</li><li>• Lockers will not be available this school year.</li></ul> <p><b>Transitions Between Classes:</b></p> <ul style="list-style-type: none"><li>• Grade levels are housed in hallways, which will decrease contact between classes.</li><li>• Final procedures will be discussed with our SCDM, but the initial thinking is that students move in both directions in the hallways within their hallways.</li><li>• Students will walk single file staying on the grey times on the floor allowing for 6 feet+ between kids.</li></ul> <p><b>Dismissal Process:</b></p> <ul style="list-style-type: none"><li>• Students walking: Walk off campus immediately using the front or cafeteria doors.</li><li>• Students getting picked up: Wait on the front sidewalk area for pick up. The sidewalk will be marked for appropriate social distancing. Students will use both front doors.</li><li>• Student who ride the buses: Will wait on the sidewalk by the bus loading zone. Sidewalk will be marked at 6 feet apart to allow for safe social distancing. Students</li></ul>
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	<p>will enter the busses as they arrive. Student will exit using the doors to the bus loading zone.</p> <p><b>Markers and Signage:</b></p> <ul style="list-style-type: none"> <li>• Markers and signage will be placed in all stairwells, hallways, walkways, common areas and outside waiting/holding loading/unloading areas.</li> <li>• COVID Supervisor will work with maintenance to have markers/spray paint placed 6<sup>th</sup> feet apart in outside areas</li> </ul>
<b>Health Room &amp; Isolation Process</b>	<p>We have three isolation rooms:</p> <ul style="list-style-type: none"> <li>• Conference room in office for small group</li> <li>• Room across guidance office for up to 15 students</li> <li>• Library for larger groups.</li> </ul> <p>We have three isolation room monitors (Knuckles, Kang, Prosser) and office staff backups (Nordi and Allen).</p> <p>If a student presents with COVID symptoms:</p> <ol style="list-style-type: none"> <li>1. If student is having any COVID symptoms (coughing, sneezing, running nose, fever, etc.), the student will be moved to isolation room by one of the isolation room monitors and checked by the nurse.</li> <li>2. Nurse/administrators/office staff will contact parents and inform them they must pick up student as soon as possible.</li> </ol>
<b>Principals will determine cohorts &amp; then communicate to transportation</b>	<p><b>Alpha Groupings/Cohorts:</b></p> <p>Cohort A: A-L Monday &amp; Tuesday in person Cohort B: M-Z Thursday &amp; Friday in person</p> <p>As students are enrolling, switching from TOL, unenrolling, balancing classes/cohorts, etc. cohort list will change. We will update the lists as needed.</p> <p>Total: Cohort A: 231 Cohort B: 222</p> <p>6th Grade Cohort A: 87 6th Grade Cohort B: 77</p> <p>7th Grade Cohort A: 68</p>

	<p>7th Grade Cohort B: 71</p> <p>8th Grade Cohort A: 76</p> <p>8th Grade Cohort B: 74</p>
<b>Lunch &amp; Supervision</b>	<p><b>Student Lunches:</b></p> <p>With the design of the hybrid schedule, all students have lunch at the same time. Students will eat their lunch in their 1st/4<sup>th</sup> period classroom. We are exploring two options:</p> <ol style="list-style-type: none"> <li>1. Students will pick up lunches at their grade level entry point and eat in their 1<sup>st</sup>/4<sup>th</sup> classroom.</li> <li>2. Hot lunches will only be served on Wednesdays. <ol style="list-style-type: none"> <li>A. After they get their lunch they go immediately to their 1<sup>st</sup>/4<sup>th</sup> period classroom.</li> <li>B. Our custodian will have trash bins ready to empty teachers trash immediately after the student lunch time.</li> </ol> </li> </ol>
<b>Daily cleaning</b>	<ul style="list-style-type: none"> <li>• Spray all hard surfaces when students leave classrooms and air dry (teachers)</li> <li>• When possible, open window during and between classes.</li> <li>• Spray all hard surfaces before leaving in evening (manipulatives, makers, pencils, chairs, tables, etc.) (Teachers)</li> <li>• Spray all high traffic touch points (doorknobs, handles, etc.) (Teachers in classrooms and custodians in building after school). Will get clarity of high touch areas during school hours (not in classrooms)</li> </ul>

### **2020-21 Jason Lee No Sub Rotation Plan**

**If the sub position cannot be filled with a guest teacher, the following no sub rotation plan takes effect.**

**Mrs. Allen will track the rotation plan.**

**Classes will be held in the absent teacher's classroom.**

1 <sup>st</sup> Period	Baughman	Mladenich	Munoz	Admin.		
2 <sup>nd</sup> Period	Barrera	Bruner	Davila	Marion	Rogers-Kelly	Sage
3 <sup>rd</sup> Period	Hall	Keller-Danilson	Ware	Whitlock		
4 <sup>th</sup> Period	Harkness	Lund	Norton	Anderson		
5 <sup>th</sup> Period	Karlstrom	Kelley	Neely	Sayer	Simons	
6 <sup>th</sup> period	Everett	Miller	Ronhovde	Stegeman		