



**Baltimore Teachers Union**

Working for the betterment of teachers, paraprofessionals, and school related personnel in Baltimore, Maryland.



**HEALTH AND SAFETY CHECKLIST FOR BUILDINGS AND WORKSPACES**

The purpose of this checklist is to ensure that health and safety requirements are being followed in school district buildings. This checklist could be utilized by a building level health and safety team and/or building representatives. Any items that are not being followed and/or for which there is not a procedure or protocol in place should be brought to the attention of the building health and safety team and the local association. Any issues unresolved at the building level should be brought to the county level health and safety team.

**YOUR NAME** \_\_\_\_\_

**YOUR ROLE** \_\_\_\_\_

**BUILDING** \_\_\_\_\_

**DATE** \_\_\_\_\_

HEALTHY ENVIRONMENT	YES	NO	DON'T KNOW	NOTES
A building level health and safety team that includes association representation from each bargaining unit, teachers, support staff, and administration has been established. (UD, SD, MD)				
A workplace hazard assessment has been conducted for the building/workplace and specific jobs/positions in the building. (OS, CDC)				

HEALTHY ENVIRONMENT - BUILDINGS	YES	NO	DON'T KNOW	NOTES
The following items are provided in the building: (CDC)				
• Soap (in all restrooms and in all rooms with sinks)				
• Hand sanitizer (throughout the building)				
• No-touch soap dispensers *				
• No-touch hand sanitizers *				
• Paper towels				

<ul style="list-style-type: none"> <li>• Tissues (facial)</li> </ul>				
<ul style="list-style-type: none"> <li>• Cleaning and disinfection supplies <ul style="list-style-type: none"> <li>○ In classrooms</li> <li>○ For custodial/janitorial staff</li> </ul> </li> </ul>				
<ul style="list-style-type: none"> <li>• Disposable food service items (utensils, plates, napkins, etc.)</li> </ul>				
<ul style="list-style-type: none"> <li>• Supply of cloth face coverings on hand for those who forget, lose, or misplace mask. *</li> </ul>				
There is a schedule in place to check the above supplies and replenish as needed throughout the day while the school building/workplace is occupied. *				
There is a schedule in place for increased routine cleaning and disinfection in areas such as the following: (CDC)				
<ul style="list-style-type: none"> <li>• Frequently touched surfaces (desks, door handles, railings, copiers, etc.)</li> </ul>				
<ul style="list-style-type: none"> <li>• Shared objects (gym equipment, playground equipment, art supplies, computers, keyboards, games, manipulatives, etc.)</li> </ul>				
<ul style="list-style-type: none"> <li>• Classroom cleaning depending on the class schedule</li> </ul>				
<ul style="list-style-type: none"> <li>• Communal spaces (restrooms)</li> </ul>				
<ul style="list-style-type: none"> <li>• Other _____</li> </ul>				
Communal spaces are closed or there is a plan for staggered use and cleaning and disinfecting (cafeteria, gym, classrooms, hallways, bathrooms, front office, library, auditoriums, conference rooms, faculty lounge, etc.). (MD, SD)				
There are physical guides, such as tape on floors and signs/posters on walls, to: (CDC)				
<ul style="list-style-type: none"> <li>• Promote social distancing</li> </ul>				
<ul style="list-style-type: none"> <li>• Indicate traffic flow (one-way use of hallways, etc.)</li> </ul>				
<ul style="list-style-type: none"> <li>• Provide reminders about proper health and safety measures (wearing masks, social distancing, washing hands, etc.)</li> </ul>				
Physical barriers such as sneeze guards and partitions are in areas where it is difficult for individuals to maintain at least 6 feet of distancing: (MD, SD)				
<ul style="list-style-type: none"> <li>• Offices</li> </ul>				
<ul style="list-style-type: none"> <li>• Reception desks/areas</li> </ul>				

• Guidance counselor suites				
• Classrooms				
• Bathrooms (at sinks, urinals)				
The building HVAC systems have been tested to ensure the systems are working properly. (CDC)				
• Any necessary repairs have been fixed				
• Tests indicate adequate air flow and air quality based upon the occupancy of the space				
• Local exhaust ventilation in areas such as restrooms, kitchen have been inspected				
o If necessary, repairs have been made				
There is an annual maintenance program in place for the HVAC systems. (CDC)				
Outdoor air dampers are opened (as high as 100%) to reduce or eliminate recirculation, as appropriate per weather conditions. <i>Note: this may be difficult to do in cold, hot or humid weather.</i> (CDC)				
Steps have been taken to improve central air filtration (upgraded filters, etc.). (CDC)				
Fans are provided to increase circulation of outdoor air (air is not directed to blow from one person onto another). (CDC)				
All windows open. (CDC)				
The HVAC system is run at maximum outside airflow for 2 hours before and after school is occupied. (CDC)				
Portable high efficiency particulate air (HEPA) fan/filtration systems are used to enhance air cleaning. (CDC)				

<b>HEALTHY ENVIRONMENT - CLASSROOMS</b>	<b>YES</b>	<b>NO</b>	<b>DON'T KNOW</b>	<b>NOTES</b>
The following items are provided in each classroom/room: (CDC)				
• Soap				
• Hand sanitizer				
• No-touch soap dispensers *				

• No-touch hand sanitizers *				
• Paper towels				
• Tissues (facial)				
• Sanitizing wipes				
• Cleaning and disinfection supplies				
There is a plan for how rooms will be cleaned in between different groups of students, if switching classrooms during the day. (CDC)				
• It is clear who will clean surfaces				
• It is clear how cleaning will be done in between classes (more time in between classes, what supplies are needed, etc.)				
There is a plan for how classrooms will be cleaned in between different groups of students, if eating lunch in classrooms. (CDC)				
• It is clear who will clean surfaces				
• It is clear how cleaning will be done in between classes (more time in between classes, what supplies are needed, etc.)				
• It is clear who will be monitoring students during lunch time				
Adjust the physical layout of classrooms and other areas to ensure: (MD, SD)				
• Seating is at least 6 feet apart				
• Desks are turned to face in the same direction				

<b>MITIGATION STRATEGIES (Cloth face coverings, handwashing, distancing, etc.)</b>	<b>YES</b>	<b>NO</b>	<b>DON'T KNOW</b>	<b>NOTES</b>
PPE has been provided to staff as appropriate based on the workplace hazard assessment, including for nurses, paraprofessionals, special educators, and other direct service providers (masks, gowns, face masks/shields, eye protection, disposable gloves, etc.). (CDC)				
Cloth face coverings are required in the building, on school grounds and on school transportation for the following, when not contraindicated due to a medical condition, developmental immaturity, disability, or other health or safety concerns as indicated by the CDC: (MD, SD)				
• Students age 5 and above				
• Staff				

<ul style="list-style-type: none"> <li>• Other adults, such parents/guardians, other visitors, or vendors</li> </ul>				
<ul style="list-style-type: none"> <li>• Bus/school transportation drivers and aides</li> </ul>				
Cloth face coverings are <u>recommended</u> for pre-Kindergarten students below age 5 years of age on the school bus, in the school building, and on school grounds when not contraindicated due to a medical condition, developmental immaturity, disability, or other health or safety concerns as indicated by the CDC. (MD, SD)				
There is a plan for notification and enforcement of wearing cloth face coverings. (MD,SD)				
Consequences for students not wearing cloth face coverings have been determined and communicated to students, parents/guardians and staff. *				
Social distancing of 6 feet is communicated regularly to everyone in the school building and enforced. (MD, SD)				
Students are taught proper handwashing technique (with soap and water for at least 20 seconds) and reminders are posted near sinks. (CDC)				
Students are taught to use a tissue to cover coughs and sneezes, to throw away the tissue, and wash hands or use hand sanitizer. (CDC)				
Sharing of all materials/equipment is discouraged. (CDC)				
<ul style="list-style-type: none"> <li>• In CTE or magnet programs or similar subjects where not sharing materials/equipment might not be possible, there is a schedule for cleaning shared materials/materials</li> </ul>				
Space is provided for students to keep their personal belongings separate from others' belongings. (CDC)				
Student class schedules are designed to reduce movement of students and staff including arrival, dismissal, lunch, etc. (MD, SD)				
Locker assignments are clustered near the classroom to limit hallway movement, or locker use is eliminated. (MD, SD)				
The volume of materials to be carried by students has been reduced in order to limit the need for locker visits/use. (MD, SD)				
The school is utilizing a staggered arrival and departure schedule for students in groups in order to achieve social distancing and limit congregating. (MD, SD)				
Parents/guardians and other visitors are prohibited from entering the building unless necessary. (MD, SD)				

Large areas are repurposed to become classrooms (to allow for social distancing), when possible, but not to eliminate fine arts and physical education instruction. (MD, SD)				
Outdoor spaces are utilized for classes, when possible. (MD, SD)				
There are plans in place for movement between classes/classrooms, if necessary. (MD, SD)				

<b>SCREENING PROTOCOL</b>	<b>YES</b>	<b>NO</b>	<b>DON'T KNOW</b>	<b>NOTES</b>
A screening protocol is in place for the following groups prior to entry into the school building: (MD, SD)				
<ul style="list-style-type: none"> <li>• Students</li> </ul>				
<ul style="list-style-type: none"> <li>• Staff</li> </ul>				
<ul style="list-style-type: none"> <li>• Other adults, such as parents/guardians, other visitors, or vendors</li> </ul>				
<ul style="list-style-type: none"> <li>• Bus/school transportation drivers</li> </ul>				
The screening protocol includes: (MD, SD)				
<ul style="list-style-type: none"> <li>• Temperature checks for everyone prior to the start of the school day (either on site or at home)</li> </ul>				
<ul style="list-style-type: none"> <li>• Self-check to identify any coronavirus-like symptoms</li> </ul>				
<ul style="list-style-type: none"> <li>• Identification of close contacts/potential exposure to someone diagnosed with coronavirus</li> </ul>				
If staff are conducting any screening of other individuals, it is clear who will do the screening and training has been provided. (CDC)				
The screening protocol has been communicated to all students, parents/guardians, staff, other adults such as parents/guardians, other visitors or vendors, and bus/school transportation drivers and aides.				
There are frequent reminders about the screening protocol to students, staff, and all others regarding the screening protocols.				

<b>PRESENCE OF SYMPTOMS</b>	<b>YES</b>	<b>NO</b>	<b>DON'T KNOW</b>	<b>NOTES</b>
Individuals who have coronavirus symptoms are told to remain at home and not permitted to enter the building. (MD, SD)				
An isolation room or area to separate anyone who has coronavirus-like symptoms or who has tested positive but does not have symptoms is available. (MD, SD)				
Procedures are in place for transporting anyone who is sick. (MD, SD)				
The area where the sick person was located before being isolated is closed off and not used until fully cleaned and disinfected. (CDC)				
Anyone who was in close contact with the sick individual is identified and sent home to monitor for symptoms. (MD, SD)				
<ul style="list-style-type: none"> <li>• FFCRA or administrative leave is explained to the staff member if it has been negotiated *</li> </ul>				
<ul style="list-style-type: none"> <li>• The policy and provision for leave is made clear to all employees *</li> </ul>				
Staff responsible for cleaning and disinfecting will be communicated with immediately regarding the areas where a person with symptoms had been. (MD)				
Staff have a point of contact in administration to self-report: (MD, SD)				
<ul style="list-style-type: none"> <li>• Any personal illness</li> </ul>				
<ul style="list-style-type: none"> <li>• Coronavirus-like symptoms</li> </ul>				
<ul style="list-style-type: none"> <li>• Diagnosis of coronavirus</li> </ul>				
<ul style="list-style-type: none"> <li>• If they are waiting for test results</li> </ul>				
<ul style="list-style-type: none"> <li>• If they were exposed to someone with coronavirus within the last 14 days</li> </ul>				

<b>PROTOCOLS - CONFIRMED CORONAVIRUS</b>	<b>YES</b>	<b>NO</b>	<b>DON'T KNOW</b>	<b>NOTES</b>
The building leaders are following the <a href="#">Decision Aid</a> from the Maryland Department of Health and the Maryland State Department of Education to address cases of coronavirus in a school building or setting (buses, etc.). (MD, SD)				

The following protocols have been communicated to all staff, students, and parents/guardians: (MD, SD)				
<ul style="list-style-type: none"> <li>• An employee or student who has a laboratory confirmed coronavirus diagnosis may return to work/school after: <ul style="list-style-type: none"> <li>○ At least 10 days have passed since symptom onset, AND</li> <li>○ At least 24 hours have passed since resolution of fever without the use of fever reducing medications, AND</li> <li>○ Other symptoms have improved.</li> </ul> </li> </ul>				
<ul style="list-style-type: none"> <li>• An employee or student with laboratory confirmed coronavirus who has never had symptoms may return to work or school buildings when at least 10 days have passed since the date of the person's first positive coronavirus diagnostic test</li> </ul>				
<ul style="list-style-type: none"> <li>• An employee or student with a negative test result or other alternative diagnosis may return to work/school once fever-free for 24 hours without the use of fever-reducing medication or symptoms have improved</li> </ul>				
<ul style="list-style-type: none"> <li>• Close contacts of anyone with laboratory confirmed coronavirus, regardless of symptoms, are directed to stay home for 14 days from the date of last exposure</li> </ul>				
<ul style="list-style-type: none"> <li>• Close contacts of anyone with coronavirus-like symptoms are directed to quarantine per <a href="#">CDC guidelines</a></li> </ul>				

<b>HEALTH AND SAFETY ON BUSES/SCHOOL TRANSPORTATION</b>	<b>YES</b>	<b>NO</b>	<b>DON'T KNOW</b>	<b>NOTES</b>
A health and safety team specific to school bus/school transportation that includes association representation from each bargaining unit for bus drivers and bus aides, bus drivers, bus aides, supervisors and school level administration has been established. *				
Cloth face coverings are required on school buses/school transportation for the following, when not contraindicated due to a medical condition, developmental immaturity, disability, or other health or safety concerns as indicated by the CDC: (MD, SD, CDC)				
<ul style="list-style-type: none"> <li>• Students age 5 and above</li> </ul>				



<ul style="list-style-type: none"> <li>• School staff</li> </ul>				
<ul style="list-style-type: none"> <li>• Other adults, such as visitors or vendors</li> </ul>				
<ul style="list-style-type: none"> <li>• Bus/school transportation drivers and aides</li> </ul>				
Additional cloth face coverings are available on buses/school transportation. (MD, SD)				
Hand sanitizer is available on the bus. *				
Physical distancing on buses is achieved through the following measures: (MD, SD)				
<ul style="list-style-type: none"> <li>• Only one child is seated per seat per row; household members may sit together in the same row</li> </ul>				
<ul style="list-style-type: none"> <li>• Students sit in alternate rows</li> </ul>				
<ul style="list-style-type: none"> <li>• There are staggered pick up and drop off times in place</li> </ul>				
<ul style="list-style-type: none"> <li>• Additional bus routes are implemented</li> </ul>				
Windows are opened to increase air circulation. (MD, SD)				
Vents are used to bring in fresh outside air. (MD, SD)				
The recirculated air option is not used. (MD, SD)				
There are physical guides on the aisle floor and walls, to: (MD, SD)				
<ul style="list-style-type: none"> <li>• Promote social distancing</li> </ul>				
<ul style="list-style-type: none"> <li>• Provide reminders about proper health and safety measures (wearing masks, social distancing, washing hands, etc.)</li> </ul>				
<ul style="list-style-type: none"> <li>• Remind students of seating arrangements when boarding and disembarking the bus</li> </ul>				
Plexiglass partitions are installed around the driver's seat. (MD, SD)				
<ul style="list-style-type: none"> <li>• Bus drivers and aides are provided with appropriate PPE (due to proximity during boarding and disembarking of students on the bus) in accordance with the hazard risk assessment</li> </ul>				
There is a schedule in place for cleaning and disinfecting all surfaces before a new driver, aide, or group of students is permitted to enter the bus. (MD, SD, CDC)				
<ul style="list-style-type: none"> <li>• It is clear who will clean and disinfect surfaces.</li> </ul>				
There is a procedure for how the students will sit as they board and for disembarking the bus. (MD, SD)				
<ul style="list-style-type: none"> <li>• The procedure is communicated to students and parents/guardians</li> </ul>				

Protocols have been established and communicated regarding failure of a student to wear a mask on the bus/school transportation. *				
Protocols have been established and communicated regarding students who exhibit coronavirus-like symptoms upon boarding a bus/school transportation. (CDC)				

<b>SOURCE KEY</b>	<b>Links to documents- note some items are repetitive in protocols</b>
MD	<a href="#">Maryland Department of Health</a>
SD	<a href="#">Maryland State Department of Education</a>
CDC	<a href="#">Centers for Disease Control</a>
OS	<a href="#">Occupational Safety and Health Administration</a>
UD	<a href="#">United States Department of Education - Readiness and Emergency Management for Schools</a>
*	Added by educators