[Insert Local Name] Classroom Safety checklist

The following document is based on the Minnesota Department of Health’s 2020-2021 Planning Guide for Schools, available [here](https://www.health.state.mn.us/diseases/coronavirus/schools/k12planguide.pdf) and the Minnesota Department of Education’s Safe Learning Plan, available [here](https://lnks.gd/l/eyJhbGciOiJIUzI1NiJ9.eyJidWxsZXRpbl9saW5rX2lkIjoxMDAsInVyaSI6ImJwMjpjbGljayIsImJ1bGxldGluX2lkIjoiMjAyMDEyMjQuMzI0ODk1NTEiLCJ1cmwiOiJodHRwczovL2VkdWNhdGlvbi5tbi5nb3YvbWRlcHJvZC9pZGNwbGc_SWRjU2VydmljZT1HRVRfRklMRSZkRG9jTmFtZT1NREUwMzM0MTgmUmV2aXNpb25TZWxlY3Rpb25NZXRob2Q9bGF0ZXN0UmVsZWFzZWQmUmVuZGl0aW9uPXByaW1hcnkifQ.oezT6Fq8meEyV0WpMFGlaWGJAv8fP4ORd47tB87NtQI/s/1296439869/br/92392903585-l).

**Have you been trained on the masking policy?**

* How to wear, when to wear, when/how to take off in specific situations
* What to do with non-compliance and how students will be trained
* Updates to student policy and staff guidance. *Note: Student mask wearing is now required during indoor physical education and the MDE strongly recommends staff to wear a mask and shield together throughout the day whenever possible.* [New 12/24/20]

**Have you been provided with the following? (required unless noted)**

* A cloth mask
* Extra masks for students
* Face Shield
* Additional PPE (If applicable to position)
* Clear Barrier - It should be requested immediately for situations when educators can’t be 6 feet from students (small group and individual instruction). *Note: This is not required by the guidance but listed as “when possible”.* [New 12/24/20]

**Have you been trained on the use of PPE? (A cloth mask is not PPE)**

* When required to work in close contact with students (service evaluations, screenings, personal cares, etc.), staff should wear personal protective equipment (PPE)
* Personal protective equipment (PPE) includes a surgical mask, N95 respirator, eye protection, disposable gloves, and a gown (disposable or cloth).

**Do you have access to hand washing and/or hand sanitizer in your classroom? (Access required)**

* Appropriate supplies
* Accessible by staff/students - *Note: Use of hand sanitizer by students must be supervised*
* Training on handwashing plan for students

**Cleaning/Disinfecting**

* Have you been trained on the difference between cleaning and disinfecting?
* Have you been trained on how and the plan to clean and disinfect?
  + Including precautions for students
* Do you have cleaning supplies?
* Do you have disinfecting supplies?
* Have you been trained on routines of hygiene practices for students?

**HVAC (Heating, Ventilation and Air Conditioning system)** *– These questions address the basic levels for the classroom teacher to attempt to judge, not the standard in which the HVAC system needs to meet for a building.*

* Does the system appear to work in your room?
* Does the system provide air flow?
* Are you opening windows as much as you can safely? *Note: Confirm acceptable window usage with your admin*
* If using portable ventilation equipment like fans, are you taking steps to minimize air from them blowing from one person directly at another person?

**Six foot markings**

* Are hallways, areas to line up, and/or possibly congregate marked for 6 ft intervals for distancing?

**Social Distancing**

* Hybrid only—Are you able to ensure at least 6 feet between students in your classroom?
* In-Person only— Create as much space as possible in between students. Three feet of physical distancing or more is strongly recommended. [New 12/24/20]

**Lunch settings**

* For early learning and elementary students in-person: Students must be clearly separated by six feet to eat in a cafeteria or students will need to eat in their classroom. [New 12/24/20]
* Hybrid only: Ensure sufficient social distancing with at least 6 feet between people at all times when in school facilities.

**Testing for educators**

* Have you been notified of the procedures to take part in the optional saliva COVID testing every two weeks?

**Illness in the classroom**

* Have you been trained about the signs and symptoms of COVID-19?
* Have you been trained on what the procedures to respond to a student with signs and symptoms of COVID-19 in your building?
* Do you know who your building level COVID-19 program coordinator is?
* Do you know where to find the dedicated space for symptomatic people waiting to go home?

**Actions for educators to take:**

1. If any of the above safety requirements and/or the HVAC questions are not in place or satisfactory:

* Immediately address the situation with your administration/COVID-19 program coordinator to attempt most efficient resolution.
* Document - Send communications via email so they are time-and-date stamped and save the communications. Include a request for an anticipated timeline to resolution. Take these actions immediately, as the process takes time.
* Copy [email of local president or member rights advocate] on the email

1. If there is no resolution within 24 hours:

* Request an update from the administration/COVID-19 program coordinator or consider asking for a response or resolution by a particular date or time.

1. If resolution timeline is insufficient, unknown or if there is no obvious action toward immediate resolution:

* Contact your local president (name, email)
* File a complaint to OSHA – Occupational Safety and Health Administration (OSHA): [File HERE](https://www.dli.mn.gov/business/workplace-safety-and-health/mnosha-compliance-filing-complaint#:~:text=A%20complaint%20needs%20to%20be,or%20877%2D470%2D6742.)
  + Complaints from employees and their representatives are taken seriously by OSHA, but they will ask how you attempted to resolve the issue with your employer.
  + Complainants have the right to request their names not be revealed to their employers.
  + [Insert Local Name] will support the ongoing needs for addressing the issue and if unresolved will consider additional actions.
* Legal protections for employees who report or refuse to work in dangerous conditions (seek guidance from Field Staff and/or local leadership before leaving or refusing to attend work)



***Disclaimer: This publication is for informational purposes only and is not intended as a substitute for specific legal or other professional advice. If you have questions about you or your local’s rights or legal options in a specific situation, please contact your [Insert Field Staff Name} Education Minnesota Field Staff, at [Insert Field Staff email address].***