[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 and the Minnesota Department of Education’s Safe Learning Plan, available here.

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

2. 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.

3. 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
     o 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.
     o Complainants have the right to request their names not be revealed to their employers.
     o [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].