

Saint Paul Federation of Educators Classroom Safety Checklist

The following document is based on the Minnesota Department of Health's 2020-21 Planning Guide for Schools, 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.

Have you been provided with the following?

- A cloth mask.
- Extra masks for students.
- A face shield.
- Additional PPE (if applicable to position).

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 care, etc.), staff should wear personal protective equipment.

- Personal protective equipment 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 is required.) And the items below:

- Appropriate supplies.
- Hand sanitizer accessible by staff/students. (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 its effectiveness, 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 able to safely open windows as much as you can?
- If using portable ventilation equipment such as fans, are you taking steps to minimize air from blowing from one person directly at another person?

Six-foot markings and Room Capacity

- Are hallways, areas to line up and/or possibly congregate marked for six-foot intervals for distancing?
- Is the room capacity posted for your room and are the number of students in your room at or below capacity?

Social Distancing (Hybrid)

- Are you able to ensure at least six feet between students in your classroom?
- Do you have assigned seating?

Illness in the classroom

- Have you been trained about the signs and symptoms of COVID-19?
- Have you been trained on what the procedures are 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:
 - If possible, take pictures of what is lacking or out of order.
 - Immediately address the situation with you administration/COVID-19 program coordinator to attempt the most efficient resolution.
 - Document it. 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 Leah Van Dassor (vp@spfe28.org) or your organizer on the email: Abena Abraham (abena@spfe28.org) or Maggie Kalda (maggie@spfe28.org)
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 Leah Van Dassor (vp@spfe28.org) your organizer on the email: Abena Abraham (abena@spfe28.org) or Maggie Kalda (maggie@spfe28.org)
 - File a complaint to OSHA – The Occupational Safety and Health Administration: [File HERE](#)
 - 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.
 - 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 your organizer and/or local leadership before leaving or refusing to attend work):

Common Law and MN State Law Whistleblower Protection	OSHA-Protected Refusal to Work
<ul style="list-style-type: none">▪ Protection against wrongful discharge for a refusal to participate in an activity.▪ When the employee believes in good faith that the activity or conditions under which it is being performed violates state or federal rule or regulation.▪ An employer's violation of recommendations or requirements from agencies that are not formal regulations or executive orders may not be sufficient.	<ul style="list-style-type: none">▪ Good faith reasonable belief that work assignment involves exposure to COVID-19.▪ Must request employer to correct hazardous conditions, including non-compliance with a mandate from the MDH or the presence of COVID in the workplace.▪ Good faith refusal to work protected if employer does not correct conditions.▪ Back pay only per MNOSHA finding.

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 Leah Van Dassor (vp@spfe28.org) or your organizer: Abena Abraham (abena@spfe28.org) or Maggie Kalda (maggie@spfe28.org)