

COVID-19 Worksite SAFETY CHECKLIST for Olympia Education Association

This checklist is intended to help frame conversations between worksite administrators (COVID-19 Supervisors) and Association Representatives with the aim of collaborating to ensure safer working conditions, especially to decrease risk and increase opportunities for students to return for in-person instruction/services. Furthermore, OEA Representatives are strongly encouraged to reach out to Building Representatives of the other bargaining units (like, Paras, OPs, etc.) and inviting them to join in the effort to use this Checklist to better prepare the worksite for staff and in-person instruction/services.

School/Worksite: _____

COVID-19 Site Supervisor: _____

OEA Representative(s): _____

Nurse: _____

Date: _____

[OSD COVID19 Pandemic Return to Work Safety Plan](#) Referred to often in this document. Everyone, but specifically safety team members should be very familiar with this document.

Daily Health Screenings	
Relevant Documents: <ul style="list-style-type: none"> • OSD COVID 19 Pandemic Return to Work Safety Plan pages 10 and 11 	
Staff	
<input type="checkbox"/>	Staff are expected to remain at home if they are ill or exhibit symptoms of illness. What is the process for a staff member to inform the building admin of the illness or symptoms?
<input type="checkbox"/>	Staff complete health attestation form (in Skyward) daily, if working from a District facility. Who is responsible for reviewing and reporting the daily attestations? _____ To whom does this person report the daily attestations?

Students/Visitors	
<input type="checkbox"/>	Students are expected to remain at home if they are ill or exhibit symptoms of illness.
<input type="checkbox"/>	Parents must complete a daily health attestation form (Skyward Family Access) for their child(ren).
<input type="checkbox"/>	<p>There is a known protocol for what to do when a student shows up to school without a completed attestation?</p> <p>Who completes the student's health attestation?</p> <p>_____</p> <p>Who is responsible for reviewing the daily attestations?</p> <p>_____</p> <p>To whom does this person report about the daily attestations?</p> <p>_____</p>
Attestation "failures"/COVID-19 Symptom Expressions	
<input type="checkbox"/>	There is a process for any staff member who develops COVID-19 symptoms to contact the building administrator and arrange to exit the building.
<input type="checkbox"/>	What things must be in place before the employee leaves the worksite?
<input type="checkbox"/>	There is a process for any student, while at a school for in-person instruction and/or services, who "fails" the daily attestation or develops one or more COVID-19 symptoms, to be isolated and evaluated?
<input type="checkbox"/>	Who does the classroom teacher or staff member call, if a student shows symptoms?
<input type="checkbox"/>	If the student is 'responsible,' they may go to the Health Room without an escort?
<input type="checkbox"/>	Does the worksite/COVID-19 Supervisor have a "Sick Day Protocol" letter ready to distribute to a student's parent/guardian, if necessary?
<input type="checkbox"/>	Do teachers/staff know how to cordon off a removed-student's desk/work area?

<input type="checkbox"/>	How will the teacher/staff member notify custodial of specific desk(s) and equipment for cleaning and disinfecting?
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Isolation Room

- Relevant Documents:**
- [OSD COVID 19 Pandemic Return to Work Safety Plan](#) page 5
 - [Thurston County PHSS COVID-19 Pathway and Communication Flow Charts](#)

<input type="checkbox"/>	Staff responsible for the Isolation Room:
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	Isolation Room Number: _____
<input type="checkbox"/>	Easy access to the outside?
<input type="checkbox"/>	Near a restroom?
<input type="checkbox"/>	2-4 student capacity?
<input type="checkbox"/>	Cleaning & Disinfecting materials readily available?

<input type="checkbox"/>	At least one-week supply of PPE for Q Room staff? (N95/KN95 masks, face shields, gowns, gloves)
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Suspected or Confirmed COVID-19

- Relevant Documents:**
- [Thurston County PHSS COVID-19 Pathways and Communication Flow Charts](#)
 - [OSD COVID 19 Pandemic Return to Work Safety Plan](#) pages 12-17
 - [Thurston County PHSS & TC Schools Communication Plan](#)

Suspected

<input type="checkbox"/>	The District/Building has a written plan for what to do with students who become ill?
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<input type="checkbox"/>	In which document(s) can that plan be found?
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Does the COVID-19 Supervisor have a letter ready to distribute to the parent/guardian of the student sent home?

Confirmed COVID-19 Infection or Contact

Does the District/Building have a plan for students and staff who test positive for COVID-19 or had a confirmed exposure to COVID-19?

In which document(s) can that plan be found?

Does the COVID-19 Supervisor have a letter ready to distribute to families, in the event TC Public Health & Social Services notifies the District of a positive COVID-19 test result?

Safety Committee

Building's Safety Committee facilitator:

Safety Committee Members:

Committee meeting minutes have a known location:

What is the process by which employees file safety concerns to the Safety Committee and/or the COVID-19 Supervisor?

Health and Safety

- Relevant Documents:
- [Employer Health & Safety Requirements for School Scenarios](#)
 - [Which Mask For Which Task - L&I](#)
 - [Mask Guidance CDC](#)
 - [OSD COVID 19 Pandemic Return to Work Safety Plan](#) pages 1-4
 - [Social/Physical Distancing Guidance CDC](#)

General Considerations	
<input type="checkbox"/>	Individual staff members have identified their Level of Transmission Risk by their Work Conditions/Tasks?
<input type="checkbox"/>	Summary of PPE Requirements for School Specific Scenarios chart is conspicuously posted? Where is the Scenario chart posted?
<input type="checkbox"/>	Students are grouped using Cohorting?
Personal Protective Equipment (PPE)	
<input type="checkbox"/>	Who is responsible for the inventory and distribution of PPE?
<input type="checkbox"/>	The building has an ample supply of masks (for LOW and MODERATE risk situations) for use by students and staff who don't have their own?
<input type="checkbox"/>	How many masks, for LOW/MODERATE risk situations are available in the building? _____ Where are the masks located? _____ At what inventory count would more be ordered? _____ Ordered by whom? _____
<input type="checkbox"/>	The building has an ample supply of KN95 masks (for HIGH and EXTREMELY HIGH risk situations) for use by certain staff?
<input type="checkbox"/>	How many KN95 masks, for HIGH/EXTREME risk situations are available in the building? _____ Where are the masks located? _____ At what inventory count would more be ordered? _____ Ordered by whom? _____
Social/Physical Distancing of Students	
<input type="checkbox"/>	The building has markings/markers (along walls or on the floors) indicating 6 feet distances for students to follow?
<input type="checkbox"/>	For entering/exiting from transportation?
<input type="checkbox"/>	For entering/exiting the school building?
<input type="checkbox"/>	For entering/exiting the students' classroom?

<input type="checkbox"/>	All classrooms (including the library and gym) have markings/markers (along walls or on the floors) indicating 6 feet distances for students to follow or desks spaced at least 6 feet apart from another student/desk?
Cleaning and Disinfecting	
<input type="checkbox"/>	All classrooms/service areas have District provided cleaner (Top Clean)?
<input type="checkbox"/>	Classroom/service areas with sinks, soap, running water, and paper towels – running water is functional?
<input type="checkbox"/>	Classroom/service areas without sinks, soap, running water, and paper towels have easily accessible hand sanitizer?
<input type="checkbox"/>	All classrooms/service areas have District provided hand sanitizer?
	All classrooms/service areas have an easily identifiable way to inform nighttime custodians that students worked there during the day and full cleaning-disinfecting of surfaces is required? What is the identifiable system staff will use?