

## COVID-19 Bargaining Units Checklist

**Please note: Not all of these items are visible during site-visit checks.**

HEALTHY ENVIRONMENT	Yes	No	Not Checked
1. The COVID-19 Bargaining Units Checklist team which includes association representation from each bargaining unit, as determined by each bargaining unit, teachers, support staff, and administration has been established.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. A workplace hazard assessment has been conducted for the building/workplace and specific jobs/positions in the building. Administration should ensure the assessment is accessible for the COVID-19 Bargaining Units Checklist team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Notes:</b> Click or tap here to enter text.			

AIR QUALITY:	Yes	No	Not Checked
3. The building HVAC systems have been inspected to ensure the systems are working properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Inspections indicate adequate air flow based upon the occupancy of the space.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Local exhaust ventilation in areas such as restrooms, kitchen have been inspected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. There is an annual maintenance program in place for the HVAC systems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Outdoor air dampers are modulated as designed to reduce or eliminate recirculation, as appropriate per weather conditions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Steps have been taken to improve central air filtration.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Any identified repairs have been fixed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Provide ventilation to ensure compliance with American Society of Heating, Refrigeration, and Air Conditioning Engineers (ASHRAE). When and where possible take measures to allow for the exchange of fresh air, such as open windows.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The HVAC system is run in the occupied mode for 2 hours before and after school is occupied.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Where appropriate and when approved, portable high efficiency particular air (HEPA) fan/filtration systems are used to enhance air cleaning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Notes:</b> Click or tap here to enter text.			

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SOCIAL DISTANCING:	Yes	No	Not Checked
13. Staff, students and all guests always maintain 6 feet social distancing (e.g., conversations are from a distance of at least 6 feet, workspaces are separated by a minimum of 6 feet or in separate spaces (cubicles or offices) whenever possible.			
14. Markers are in place to maintain 6 feet separation in lines.			
15. Conference and meeting rooms have signs for COVID-19 occupancy limits posted.			
16. Front Office/Reception Areas – Markers are in place to keep people 6 feet apart and/or a plexiglass shield is in place between staff and the public.			
17. Adjust the physical layout of classrooms and other areas to ensure: Seating is at least 6 feet apart & desks are turned to face in the same direction.			
18. Social distancing of 6 feet is communicated regularly to everyone in the school building and enforced.			
19. Student class schedules are designed to reduce movement of students and staff including arrival, dismissal, lunch, etc.			
20. Large areas are repurposed to become classrooms (to allow for social distancing), when possible, but not to eliminate fine arts and physical education instruction.			
21. Outdoor spaces are utilized for classes, when possible.			
<b>Notes:</b> Click or tap here to enter text.			

FACE COVERINGS & MITIGATION	Yes	No	Not Checked
22. Staff and students wear face coverings that always cover the nose and mouth except when medical documentation for a student says such masking medically impossible, in which case the child will be asked to wear a shield, unless shielding is medically impossible, BCPS will provide the staff member with a face shield to wear in addition to their face covering, and when staff are alone in a private workspace with a full barrier (approximately 6 feet high) between them and others (e.g. cubicle/office) or when six feet from others AND while eating, drinking, or taking short face covering breaks.			
<i>Note: The location and configuration of cubicles might dictate the need to wear face coverings within the cubicle.</i>			
23. The supply of extra masks for persons who forget or need a clean mask is accessible.			

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24. 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, facemasks/shields, eye protection, disposable gloves, etc.) and as identified in the MOU.			
25. 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: <ul style="list-style-type: none"> <li>• Students</li> <li>• Staff</li> <li>• Other adults, such parents/guardians, other visitors, or vendors</li> <li>• Bus/school transportation drivers and aides</li> </ul>			
26. Face coverings are <u>required</u> for all students 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.			
27. There is a plan for notification and enforcement of wearing face coverings.			
28. Consequences for students not wearing face coverings have been determined and communicated to students, parents/guardians and staff.			
<b>Notes:</b> Click or tap here to enter text.			

CONTACT TRACING:	Yes	No	Not Checked
29. A visitor sign in log is maintained. If staff do not use the visitor sign-in log, a written calendar/list of persons in the building each day is readily accessible.			
30. Signage that prohibits drop in visits is posted. All visits are scheduled in advance.			
31. Principal/office head is aware of the process for reporting persons who have had a positive test for COVID-19 or who have had close contact with a person with COVID-19 (email OHSCOVVID@bcps.org.).			
<b>Notes:</b> Click or tap here to enter text.			

HYGIENE:	Yes	No	Not Checked
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32. Hand sanitizer units are installed outside of the cafeteria and are full and in proper working order.			
33. Restrooms and sinks in classrooms are stocked with soap, water, and paper towels.			
34. Signage is present instructing hand washing or sanitizing procedures.			
35. Process is in place to assure each visitor uses a sanitized pen.			
36. Students are taught to use a tissue to cover coughs and sneezes, to throw away the tissue, and wash hands or use hand sanitizer.			
37. Students are taught proper handwashing technique (with soap and water for at least 20 seconds) and reminders are posted near sinks.			
<b>Notes:</b> Click or tap here to enter text.			

<b>CLEANING:</b>	<b>Yes</b>	<b>No</b>	<b>Not Checked</b>
38. Multiuse or high usage areas within the facility should be checked periodically throughout the day for surface cleaning.			
39. Procedures in place for cleaning shared objects such as copiers, light switches, intercoms, and telephones.			
<b>Notes:</b> Click or tap here to enter text.			

<b>SCREENING:</b>	<b>Yes</b>	<b>No</b>	<b>Not Checked</b>
40. All staff have signed the COVID-19 Employee Acknowledgement form.			
41. All staff have completed the COVID Safe Schools Modules.			
42. A screening protocol is in place for visitors prior to entry into the worksite.			
43. There are frequent reminders about the screening protocol to students, staff, and all others regarding the screening protocols.			
44. Anyone who was in close contact with an individual with COVID-19 symptoms is identified and sent home to monitor for symptoms in accordance with the Maryland Department of Health decision tree.			
<b>Notes:</b> Click or tap here to enter text.			

<b>TRANSPORTATION:</b>	<b>Yes</b>	<b>No</b>	<b>Not Checked</b>
45. The transportation mitigation strategies have been shared with the COVID-19 Bargaining Units Checklist team.			

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<b>COMMUNICATION:</b>	<b>Yes</b>	<b>No</b>	<b>Not Checked</b>
46. Signs are displayed in strategic locations inside and outside the building. (See COVID-19 School & Office Signage.)			
47. Signs do not block visibility from inside the building to the outside.			
<b>Notes:</b> Click or tap here to enter text.			

<b>OTHER INSIDE:</b>	<b>Yes</b>	<b>No</b>	<b>Not Checked</b>
48. Elevator signs in place indicating occupancy of no more than two persons to an elevator at one time.			
49. Elevator usage complies with guidelines.			
50. Water fountains are blocked off.			
51. Occupancy signage is posted outside restrooms.			
52. Restrooms with multiple stalls have every other stall marked for do not use or locked. Goal: 50% occupancy.			
53. Stairs, when possible, are one way up or one way down.			
<b>Notes:</b> Click or tap here to enter text.			

<b>OUTSIDE:</b>	<b>Yes</b>	<b>No</b>	<b>Not Checked</b>
54. The school has established playground protocol with appropriate social distancing mitigations and shared use.			
55. Bus loops are marked with appropriate social distancing suggestions.			
<b>Notes:</b> Click or tap here to enter text.			