

SEA COVID-19 SAFETY CHECKLIST

Seattle Public Schools will follow all local, state, and federal health and safety guidelines, frameworks, and processes for K-12 reopening of schools during the COVID-19 pandemic to ensure employees' safety. The District will provide safety measures as outlined in the MOU. The following are guided by current OSPI guidelines, which include DOH and L&I, along with Public Health Seattle & King County requirements.

This checklist can be used to aid in assessing and reviewing the management of health and safety in your workplace. The list is not an exhaustive list of items to be addressed and may not necessarily be comprehensive for all work.

PERSONAL PROTECTIVE EQUIPMENT (PPE)	
Y/N	The District shall provide face coverings for all employees and students.
Y/N	Employees working with students who cannot wear a face covering shall be provided appropriate personal protective equipment (PPE).
Y/N	PPE will be distributed related to job/task. Training on how to wear appropriate PPE will be provided. PPE such as face coverings/masks, gloves, goggles, face shields, and disposable/cloth gowns will be made available to staff and distributed according to the activity/task performed.
Y/N	Appropriate PPE will be made available to staff who provide assistance to students who have special needs.
Y/N	Appropriate PPE will be made available to itinerant staff at each worksite.
Y/N	Face coverings must be worn at all times (in accordance with above).
If you answered NO to any of the above, ACTION is required.	
HEALTH SCREENINGS & PHYSICAL DISTANCING	
Y/N	Prior to entering any school facility, students and employees will be screened for COVID-19 in accordance with Public Health and Safety guidelines. Daily screening processes will be put in place to screen for symptoms of COVID-19. Attestation must be completed by all persons entering the work site. Seattle Public Schools Building Entry Attestation COVID-19 Health Screening Form
Y/N	A no contact thermometer will be available at each work site.
Y/N	Health and Safety protocols will be clearly communicated and provided to the Association prior to employees returning to on-site work.
Y/N	Staff must remain 6 feet apart. No in-person meetings will be held at the worksite.
If you answered NO to any of the above, ACTION is required.	

CLEANING AND DISINFECTING PROTOCOLS	
Y/N	There is cleaning and disinfecting of high touch surfaces.
Y/N	There is daily cleaning for classrooms (if children are present).
Y/N	Staff will have access to approved cleaning and disinfecting products, with instructions for use, for cleaning of items such as desktops, keyboards, phones, or other office equipment or tools before and after use.
Y/N	Hand sanitizer will be placed in each workspace.
Y/N	Indoor Air quality will comply with American Society of Heating, Refrigeration, and Air-Conditioning Engineers (ASHRAE), Department of Labor and Industries, and Health Department requirements.
If you answered NO to any of the above, ACTION is required.	
COMPETENCE & RISK ASSESSMENTS	
Y/N	There is a Covid Site Supervisor on site at all times any other person is on site. Employees understand how to report violations of health or safety protocols or share concerns with the Covid Site Supervisor.
Y/N	No staff member can serve as the Covid Site Supervisor as their designee unless they have been trained to be a Covid Site Supervisor. No SEA staff member can be compelled to serve as the Covid Site Supervisor.
Y/N	Is there sufficient competence available to ensure safety, health, and welfare at work?
Y/N	Have the workplace, work activities and work tasks been assessed?
Y/N	Are risk assessments documented?
Y/N	Do the risk assessments take in account of the safety of those at the workplace other than employees e.g. members of the public or outside vendors?
If you answered NO to any of the above, ACTION is required.	

Local, County, and State Covid-19 Resources

To review up-to-date public health data and summaries for Covid-19 in Washington state:

<https://www.doh.wa.gov/Emergencies/COVID19>

To review King County frameworks and recommendations for reopening schools:

www.kingcounty.gov/covid/schools

To review SPS Coronavirus Site-Based Safety Play:

https://mysps.seattleschools.org/UserFiles/Servers/Server_25823/File/Department%20Directory/Safety-Security/Emergency-Management/Emergency-Plan/COVID%20SAFETY%20PLAN%20editable%20PDF.pdf

Websites with Covid-19 posters in multiple languages:

<https://www.kingcounty.gov/depts/health/covid-19.aspx> (translation into multiple languages available at the bottom of page)