

UFT School Health and Safety Reports

Are the following PPE/supplies in the school?

- Surgical masks for adults
- Surgical masks for children
- N95 respirators
- Face shields for adults
- Electrostatic sprayer
- Cleaning supplies for daily and nightly cleaning
- Supplies of gloves, disinfecting spray (or wipes), towels, hand sanitizer in each room
- No-contact thermometers for temperature screening

Have unavailable items on this checklist been earmarked for ordering and/or are shipments expected?

Nurse's office

- Does the school have a full-time, on-site nurse?
- Is there a designated waiting area for the nurse's office that permits social distancing if more than one child arrives?
- Is there proper ventilation in the nurse's office?
- Does the nurse's office have enough space to socially distance?
- Is there a functioning sink with adequate supplies available for handwashing?
- Is there an established protocol for taking students to the nurse?
- Does the nurse's office have a phone capable of calling outside lines?
- Does the nurse have access to a computer and the ASHR system?
- Isolation room – a waiting room for students with fever and symptoms. Adults leave the building if exhibiting symptoms.
- Is there a designated isolation room?
- Is the isolation room properly ventilated?
- Is the isolation room large enough to provide 6 feet between people?
- Has the school nurse been consulted regarding the appropriateness of the isolation room?
- Is there an area in which to put on and take off PPE, and a designated trash receptacle for safe disposal of PPE?

Ventilation

For windowed buildings:

- Do all classrooms have access to operable windows?
- Are the exhausters (exhaust fans?) working?

For centralized systems:

- Are there any windowless rooms that rely just on the mechanical ventilation system?
- Have the filters been upgraded to MERV 13?
- Are the dampers opened to allow in maximum fresh air (75-100%)?

Hand washing in bathrooms

- Are there soap and paper towels in the bathrooms?
- Are the sinks working in the bathrooms?
- Is there a protocol for when students need to wash hands?

Hallway movement/student circulation

- Is there a plan for passing time? Briefly describe the passing plan. (We recommend limited passing)
- Are there one-way lines in hallways?
- Has the appropriate signage for those lanes been installed?

Signage

- Is there signage where students and staff congregate including, but not limited to, hallways, elevators, outside the building, staircases, main offices, lobbies, and the nurse's office (inside and out) to help enforce social distancing?
- Is there signage for the placement of desks or tables in the classroom?

Auditorium, cafeteria, gym and schoolyard

- Which of these spaces will be used as instructional spaces?
- Auditorium — cafeteria — gym— schoolyard
- If these rooms/spaces are used, is there signage for maintaining social distance?

Main office

- Has the plexiglass partition been installed?
- Is the main office large enough to provide 6 feet between multiple people?
- Is the main office properly ventilated?

Building Response Team (BRT)

- Do you have a BRT?
- The BRT must now include the school nurse, custodial engineer and school safety agents (SSA). Have they been added to the BRT?

Entry/Dismissal Protocol

- Is there an entry protocol for staff and students?
- Is there a visitor protocol for parents, deliveries, construction contractors, etc.?

- Is there a dismissal protocol?

Protocol for breakfast and lunch

- How will meals be delivered to the classroom?
- How will waste be removed?
- Is there a protocol for daily cleaning of classrooms that ensures all leftover food is removed?

Staff eating area

- Does the school have an area designated for staff meals?
- Is the space large enough to provide 6 feet between multiple people?
- Is the room properly ventilated?

SAVE room – a room designated for counseling or disciplinary issues

- Is there a designated SAVE room?
- Is the SAVE room large enough to provide 6 feet between multiple people?
- Is the SAVE room properly ventilated?