



Columbus Education Association

# CEA COVID-19 Worksite Health and Safety Checklist and Reference Guide

Building/Unit \_\_\_\_\_ Faculty Representative \_\_\_\_\_ Date \_\_\_\_\_

<b>√ Cleaning and Disinfecting</b>		<b>Reference</b>
All CEA Bargaining Unit Members have been supplied with adequate EPA-approved disinfectant wipes or spray to disinfect desks, chairs, and other equipment in their work area only between student use		CEA-CCS 2020-2021 MOU - 4(d)
All CEA Bargaining Unit Members have been supplied with gloves to disinfect desks, chairs, and other equipment in their work area only between student use		CEA-CCS 2020-2021 MOU - 4(d)
All CEA Bargaining Unit Members have been provided sufficient time to disinfect desks, chairs, and other equipment in their work area only between student use		CEA-CCS 2020-2021 MOU - 4(d)
All CEA Bargaining Unit Members have been provided training from appropriate personnel or as assigned in Public School Works, regarding the proper use, storage, and safety considerations of such disinfectant		CEA-CCS 2020-2021 MOU - 4(d)
Disinfecting by CEA Bargaining Unit members has not caused a reduction in the number of custodial staff assigned to the work location		CEA-CCS 2020-2021 MOU - 4(d)
Electrostatic disinfectant spraying by custodial services does not occur while a workspace is occupied by students or staff		CEA-CCS 2020-2021 MOU - 4(d)
All learning areas and workspaces are disinfected regularly consistent with Centers for Disease Control (CDC) COVID-19 guidelines		CEA-CCS 2020-2021 MOU - 5(b)
Cleaning supplies have been provided in labeled containers for cleaning throughout the school day		CEA-CCS 2020-2021 MOU - 5(c)
The Material Safety Data Sheet (MSDS) for all provided cleaning supplies has been made available to all CEA bargaining unit members		CEA-CCS 2020-2021 MOU - 5(c)
Training on safe usage guidelines including those regarding proper ventilation, skin contact, and inhalation procedures are included in training offered to all CEA Bargaining unit members, from appropriate personnel or as assigned in Public School Works		CEA-CCS 2020-2021 MOU - 5(c)
Safe usage guidelines including those regarding proper ventilation, skin contact, and inhalation procedures are followed		CEA-CCS 2020-2021 MOU - 5(c)
All schools and central office buildings are disinfected with electrostatic spray guns each night		CCS Health and Safety Guidelines
<b>√ Contact Tracing</b>		<b>Reference</b>
School Nurses or any other CEA bargaining unit members performing COVID-19 related responsibilities outside of the contractual workday have been offered supplemental hours approved by the Director of Health Services and are being compensated pursuant to Article 903 of the AGREEMENT		CEA-CCS 2020-2021 MOU - 5(h)
If a worksite occupant has tested positive for COVID-19, proper notification has been made to those who have potentially been exposed		CEA-CCS 2020-2021 MOU - 5(f)
<b>√ COVID-19 Separation Room</b>		<b>Reference</b>
Any CEA bargaining unit member who is directed to supervise a separation room has been provided protective equipment including a fit-tested N95 mask (or approved emergency CDC/FDA replacement),		CEA-CCS 2020-2021 MOU - 5(f)
face shield or goggles, gloves, and gown		CEA-CCS 2020-2021 MOU - 5(f)
Any CEA bargaining unit member who is directed to supervise a separation room has been received training from a School Nurse		CEA-CCS 2020-2021 MOU - 5(f)
Volunteers were solicited for monitoring separation rooms prior to a CEA bargaining unit member being assigned		CEA-CCS 2020-2021 MOU - 5(f)
No CEA bargaining unit member, other than nurses for the purpose of providing direct care, has been directed to enter a separation room except in emergency situations		CEA-CCS 2020-2021 MOU - 5(f)

	Any CEA bargaining unit member monitoring a separation room has been provided a means of direct communication with an administrator for emergencies	CEA-CCS 2020-2021 MOU - 5(f)
	Any CEA bargaining unit member's time monitoring a separation room is being counted as duty time	CEA-CCS 2020-2021 MOU - 5(f)
	If a School Nurse is monitoring a separation room, the Nurse is not providing services to other students	CEA-CCS 2020-2021 MOU - 5(f)
	The separation room is being used to isolate any student or employee who experiences symptoms of COVID-19 while at school and cannot immediately leave the building	CCS Health and Safety Guidelines
<b>√ Distancing</b>		<b>Reference</b>
	Six feet of social distancing established and practiced in the building	CCS Health and Safety Guidelines
	CEA bargaining unit member and student work areas are spaced apart based upon CDC, Ohio Department of Health (ODH) and/or CPH social distancing guidance	CEA-CCS 2020-2021 MOU - 5(g)
	When social distance cannot be regularly maintained, the space is not occupied by more than one (1) individual. If such a space must be used on an occasional basis for activities other than the delivery of instructional/related services (e.g., diapering, toileting, feeding tubes), protective equipment will be provided including a KN95 mask, face shield or goggles, gloves, and gown	CEA-CCS 2020-2021 MOU - 5(g)
	No classroom reassignment of students during a teacher absence has caused the number of students present in a classroom or workspace to exceed the available space based upon CDC, ODH and/or CPH social distancing guidance	CEA-CCS 2020-2021 MOU - 5(g)
	Break and conference rooms have limited occupancy	CCS Health and Safety Guidelines
	Partitions are installed at reception areas to provide a barrier to the public	CCS Health and Safety Guidelines
<b>√ Hygiene</b>		<b>Reference</b>
	Hand sanitizer has been provided for use by CEA bargaining unit members and other building occupants	CEA-CCS 2020-2021 MOU - 5(c)
	CEA bargaining unit members have access to a staff-only restroom equipped with running water, soap, and paper towels	CEA-CCS 2020-2021 MOU - 5(d)
<b>√ Masks</b>		<b>Reference</b>
	All employees and students are required to wear face coverings consistent with Ohio Department of Health and Columbus Public Health orders.	CEA-CCS 2020-2021 MOU - 5(a)
	All employees have been provided five (5) cloth masks	CEA-CCS 2020-2021 MOU - Attachment B
	Disposable masks are available to students, staff, and any other individuals who does not come to school with one	CEA-CCS 2020-2021 MOU - 5(a)
<b>√ Personal Protective Equipment</b>		<b>Reference</b>
	In the event of a PPE shortage, emergency replacements conform with FDA/CDC guidelines	CEA-CCS 2020-2021 MOU - Attachment B
	All bargaining unit members are offered training on the safe use of protective equipment, including donning and doffing	CEA-CCS 2020-2021 MOU - 5(a)
	Bargaining unit members who are in regular close contact with students (e.g., diapering, toileting, feeding tubes) or supervising COVID-19 separation rooms are provided appropriate additional PPE	CEA-CCS 2020-2021 MOU - 5(g) and 5(i)
<b>√ Signage</b>		<b>Reference</b>
	Daily Health Assessment Check-In is posted at the entrance to the building	CCS Health and Safety Guidelines
	Entrance and exit information, elevator capacity, up and down staircases, and traffic flow are clearly marked throughout the building	CCS Health and Safety Guidelines