Daily Classroom/Workspace Checklist

This document is intended to be a guide for what you should be checking at your school site daily.

- Six feet between desks/workspaces (students and educator), 35 sq. ft per person
- Directional markers and physical distancing markers posted
- Adequate supply and access to disposable masks
- Adequate supply and access to medical grade masks and other protective equipment for educators working with students who are unable to wear masks for prolonged periods of time.
- Working sink (faucet) with soap and paper towel or hand sanitizer
- Hand sanitizer
- Disinfecting wipes
- Functioning Portable HEPA filtering device

**Things to note...**

Cleaning & Daily Disinfecting:

- All classrooms
- All restrooms
- All workspaces
- All high touch surfaces

Student individual supply kit

Number of Hepa filters appropriate for size of room (1125 sq ft per hepa unit)

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**If your classroom worksite is out of compliance:**

1. Notify your administrator/principal and building rep.
2. If not resolved:
   a. Contact your custodian- ________________ (Custodian Cell)
   b. Contact staysafe@pps.net.