

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)

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.