

Daily Classroom/Workspace Checklist

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

- Adequate supply and access to disposable masks (KN-95 masks available upon request)
- Students are able to sit 3-ft apart (nose to nose) where possible
- 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
- Disinfecting wipes
- Functioning Portable HEPA filtering device

Things to note...

Cleaning & Daily Disinfecting:

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

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.
 - c. Contact Regional Superintendent: _____