

# Joint Safety Checklist for CPS Buildings (Final)

Name \_\_\_\_\_

Date \_\_\_\_\_ Room/Space \_\_\_\_\_

## Entry and Health Screening

- Everyone entering the building must complete a health screening and temperature check.
- Everyone entering the building is required to wear an appropriate mask, covering the nose and mouth, at all times.
- Front/security desk monitors compliance with masks & health screening.
- School has a process and location for students and others to take health screener before being allowed to enter the building.
- Hand sanitizer available throughout the building.

## Offices and Common Areas

- Sneeze guards are installed at locations where staff regularly interact with the public, such as the Main Office, Security Station, and Cafeteria.
- Offices and common areas are cleaned and disinfected in accordance with CPS' enhanced cleaning protocols.
- Consistent with ISBE/IDPH and CDC guidelines, offices and common areas are set up to allow social distancing, including ensuring 6 foot physical distance from other persons as much as possible .
- Clinician workspaces meet therapeutic, instructional, and safety needs.

## Ventilation

- Improperly ventilated spaces are not used.
- Classrooms in use with students are properly ventilated, for example:
  - Small spaces can have at least one window open 3 inches. Larger spaces can have multiple windows open at least 3 inches;
  - Larger spaces can have multiple windows open at least 3 inches; OR
  - Spaces without working windows, or where external temperature prevents windows from being opened, have working mechanical ventilation.
- In offices, other staff spaces, and classroom spaces in use with students present, HEPA air purifiers are present and functional when needed to supplement natural or mechanical ventilation.
- School administration and engineering staff make Indoor Air Quality Assessment check available upon request.

## Bathrooms

- Bathroom facilities in working order, marked to socially distance.
- Soap, toilet tissue, and paper towels are stocked and available.
- Bathrooms are cleaned and disinfected according to established protocols.
- School sets a bathroom schedule to allow for social distancing and establishes a protocol for emergency bathroom use.

## Classrooms and instructional spaces

- Schools are supplied with disposable masks for when masks are dirty, lost, etc.
- Consistent with ISBE/IDPH and CDC guidelines, classrooms are set up to allow social distancing, including ensuring 6 foot physical distance from other persons as much as possible.
- Classroom and classroom equipment are cleaned and disinfected according to established protocols.
- Disinfecting wipes are available.
- Cleaning and distancing procedure for meals in classrooms is followed.

## Testing, Operational Pause, Contact Tracing

- School offers surveillance testing according to the schedule described in Section 3b of the MOA.
- Staff self-reports positive cases to [cps.edu/covidresults](https://cps.edu/covidresults).
- Members and students identified as a close contact to a positive case within your school are notified promptly. For more information on close contacts, please view this [Contact Tracing overview](#).

## Other issues

- Appropriate Personal Protective Equipment (PPE) is available for clinicians and other members whose jobs require close, prolonged contact with unmasked students.
- Signage is placed through the school to help younger students maintain social distancing.

NOTES: