

BTF School/Site Health and Safety Assessment

General Information

Thank you for completing this assessment. It should be completed once a week or when safety circumstances require its submission. Issues will be sent to the District for correction. Names will be redacted and be confidential.

1. For which School/Site are you reporting?

2. What is today's date?

Date

Date

3. Please provide the name(s) and personal email(s) of the teacher(s) that are completing this assessment.

Teacher 1 Name

Teacher 1 Email

Teacher 2 Name

Teacher 2 Email

Teacher 3 Name

Teacher 3 Email

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PPE/Supplies

4. Are the following PPE/supplies in sufficient number in the school/site?

	Yes	No	N/A
Surgical Masks for Adults	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Surgical Masks for Students	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
N95 Respirators	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Face Shields for Adults	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Electrostatic Sprayers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sufficient Sanitizing Supplies for Multiple Daily and Nightly Sanitizing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sufficient Supplies of Gloves, Disinfecting Spray (or Wipes), Towels (with Instructions for Use and Sanitizing After Use), Mounted hand Sanitizer in Each Room	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sufficient No-Contact Thermometers for Temperature Screening (with Instructions for Use and Sanitizing After Use)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wall Mounted Hand Sanitizers in All Classrooms, Offices, Bathrooms and Where Necessary.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. If you answered "No" to any of the above, please explain and list question and sub-category if applicable.

6. Have unavailable items on this checklist been earmarked for ordering and/or are shipments expected?

- Yes
- No
- N/A

7. If you answered "No" to any of the above, please explain and list question and sub-category if applicable.

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Sanitizing

8. Please answer yes or no if the following areas of the school/site have been sanitized sufficiently.

	Yes	No	N/A
Classrooms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hallways	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Offices	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bathrooms (Teacher)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bathrooms (Students)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lunchrooms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Gyms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Auditorium	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Faculty Rooms	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Offices	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other Locations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. If you answered "No" to any of the above, please explain and list question and sub-category if applicable.

10. Is there sufficient custodial staff?

- Yes
- No
- N/A

11. If you answered "No" to the above, please explain and list question and sub-category if applicable.

12. Does the custodial staff have sufficient supplies?

- Yes
- No
- N/A

13. If you answered "No" to the above, please explain and list question and sub-category if applicable.

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Hand Washing in Bathrooms

14. Please answer Yes or No to the following in regards to hand washing in bathrooms.

	Yes	No	N/A
Are there soap and paper towels in all bathrooms? (Teachers and Students)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are there sinks working in all bathrooms? (Teachers and students)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is there warm water in all bathrooms?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is there a protocol for how and when students need to wash hands?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

15. If you answered "No" to any of the above, please explain and list question and sub-category if applicable.

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Centralized Systems

16. For the centralized systems:

	Yes	No	N/A
Have MERV-11 filters been installed in all locations?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Have MERV-13 filters been installed in all locations?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are there any windowless rooms that rely just on a mechanical ventilation system?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are the dampers opened to allow in maximum fresh air (75%-100%)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Do all rooms/halls/offices have adequate ventilation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

17. If you answered "No" to any of the above, please explain and list question and sub-category if applicable.

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Windowed Buildings

18. For Windowed Buildings:

	Yes	No	N/A
Do all classrooms/offices have access to operable windows?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

19. If you answered "No" to the above, please explain and list question and sub-category if applicable.

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Nurse's Office

20. Please answer yes or no to the following in regards to the Nurse's office.

	Yes	No	N/A
Does the school/site have a full-time, on site nurse?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is there a designated waiting area for the nurse's office that permits social distancing if more than one student arrives?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is there proper ventilation in the nurse's office?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does the nurse's office have enough space to socially distance?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is there a functioning sink with adequate supplies available for hand washing?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is there an established written protocol for taking students to the nurse?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does the nurse's office have a phone capable of calling outside lines?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Does the nurse have access to a computer and the ASHR system?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is there a designated isolation room? A waiting room for students with a fever and symptoms. (Adults leave the building if exhibiting symptoms)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is the isolation room properly ventilated?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is the isolation room large enough to provide 6 feet between people?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Yes

No

N/A

Has the nurse been consulted and approved the appropriateness of the isolation room?

Is there an area in which to put on and take off PPE, and a designated trash receptacle for safe disposal of PPE?

21. If you answered "No" to any of the above, please explain and list question and sub-category if applicable.

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Hallway Movement/Student Circulation

22. Regarding hallway movement/student circulation:

	Yes	No	N/A
Is there a plan for passing time between classes? Briefly describe the passing plan. (We recommend limited passing.)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are there one-way lines in hallways?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Has the appropriate signage for those lanes been installed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

23. If you answered "No" to any of the above, please explain and list question and sub-category if applicable.

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Protocol for Breakfast and Lunch

24. Regarding breakfast and lunch:

	Yes	No	N/A
Are there written protocols for breakfast and lunch?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How will meals be delivered to the classroom?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
How will waste be removed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is there a protocol for cleaning of classrooms/offices that ensure all leftover food is removed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

25. If you answered "No" to any of the above, please explain and list question and sub-category if applicable.

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Staff Eating Area

26. Regarding the staff eating area:

	Yes	No	N/A
Does the school/site have an area designated for staff meals?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is the space large enough to provide 6 feet between multiple people?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is the room properly ventilated?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

27. If you answered "No" to any of the above, please explain and list question and sub-category if applicable.

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Designated Rooms

28. In regards to designated rooms:

	Yes	No	N/A
Is there a room designated for counseling or disciplinary issues?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is the room large enough to provide 6 feet between multiple people?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is the room properly ventilated?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

29. If you answered "No" to any of the above, please explain and list question and sub-category if applicable.

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Signage

30. Regarding signage, is there:

	Yes	No	N/A
Signage where students and staff congregate including, but not limited to, hallways, elevators, outside the building, staircases, main offices, lobbies, and the nurse's office (inside and out) to help enforce social distancing?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is there signage for the placement of desks or tables in the classroom?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

31. If you answered "No" to any of the above, please explain and list question and sub-category if applicable.

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Main Office

32. In regards to the main office:

	Yes	No	N/A
Has the plexiglass partition been installed?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is the main office large enough to provide 6 feet between multiple people?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Is the main office properly ventilated?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

33. If you answered "No" to any of the above, please explain and list question and sub-category if applicable.

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Building Response Team

34. In regards to the Building Response Team (BRT):

	Yes	No	N/A
Do you have a BRT?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The BRT must now include the school nurse, custodial engineer and school safety agents. How were the members selected?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Are the Delegate Chair and Building Committee included?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

35. If you answered "No" to any of the above, please explain and list question and sub-category if applicable.

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Protocols

36. Are there written and enforced safety protocols that conform to State and Federal guidelines and also ensure the safety and well being of students, staff and visitors?

	Yes	No	N/A
When entering the school/site.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
When someone is suspected of having COVID-19.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
When someone is diagnosed with COVID-19.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
When someone does not follow safety and health requirements.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
When leaving the school/site.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

37. If you answered "No" to any of the above, please explain and list question and sub-category if applicable.

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Additional Information

38. Please provide additional health and safety problems/concerns.