

It is the employer’s responsibility to provide safety measures as outlined by the locally bargained agreements. The employer must, at a minimum, follow all local, state, and federal health and safety guidelines, frameworks, and processes for K-12 reopening of schools during the COVID-19 pandemic to ensure employees’ safety including those found in the local collective bargaining agreement and COVID MOU.

This checklist is intended to be used at the worksite level to help assess and review the health and safety in your workplace. The items outlined are based on guidance from [Labor & Industries](#) and the [State Department of Health](#) and may not be comprehensive of all work performed by school employees. If there is a health and safety concern not addressed on this list, please contact your building’s association representative and local union president, Shannon Ergun – sergun@washingtonea.org, for additional support.

SAFETY COMMITTEES & PLANS: Risk Assessment, Training, and Reporting

COVID Site Supervisor:

Y N

- Each worksite will identify an individual that has been trained and is present onsite during the regular hours of operation to serve as COVID Site Supervisor.
- It is the responsibility of the COVID Site Supervisor to monitor the health of employees and enforce the COVID-19 job site safety plan.
- No bargaining unit member can be compelled to serve as the COVID Site Supervisor.

Health and Safety Protocols:

Y N

- Health and safety protocols will be clearly communicated and provided in writing to all employees prior to returning to on-site work.

Safety Committee:

Y N

- Each worksite will have a Safety Committee with representation from each bargaining unit.
- The Safety Committee will work with the COVID Site Supervisor to make sure that health and safety guidelines are being implemented, including but not limited to:
 - how employees access additional PPE as needed,
 - how employees are trained on proper protocols and use of PPE, hygiene, and cleaning, and
 - other strategies for preventing the transmission of COVID ([Check CDC Guidance](#)).

Risk Assessment:

Y N

- The workplace, work activities, and work tasks have been assessed for level of risk using [Labor and Industries guidance](#) to identify need for enhanced PPE and/or training to reduce risk of transmission.
- The risk assessment has been documented and is readily available for review.

Addressing Symptomatic Staff and Students:

Y N

- Isolation area identified and prepared to accept individuals presenting symptoms with steps to send sick employees and students home immediately.
- Include steps to cordon off areas where employees or students with probable or confirmed COVID-19 illness worked, touched surfaces, etc., until it has been cleaned and sanitized.

Training:

Y N

- All employees and volunteers who are working onsite are trained in the language they understand best about the best way to prevent transmission of COVID-19 on the first day of reporting in person and as necessary depending on need.

Reporting Concerns/Violations:

Y N

- The process for reporting concerns and safety protocol violations to the Safety Committee and/or COVID Site Supervisor are clear and have been communicated to all employees.
- The union will be notified of concerns and violations within 3 days and steps taken for remediation of the concern or violation.

If you answered **No** to any of the above, please follow the **ACTIONS** provided.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Training on Use of PPE:**
- Y N
- All staff will be trained on the proper use of PPE: how to wear, remove, dispose/wash PPE as appropriate.
 - Training will also include information on accessing PPE for regular assignments and additional levels of PPE should it become necessary as outlined below.

- PPE for Low-Risk Tasks** – L&I defines most work assignments when completed inside, with all individuals wearing at a minimum a [cloth masks](#), and easily maintained consistent 6-foot distancing between people.
- Y N
- The District provides multiple cloth face coverings for employees and replacements are available as needed.

- PPE for Medium-Risk Tasks** – L&I defines working with small groups or individuals to provide instruction, when students can wear a mask but where 6-foot distancing cannot be consistently maintained for several minutes.
- Y N
- The District provides a **face shield AND cloth mask** or **non-cloth disposable dust mask** such as: KN95, NIOSH-style filtering facepiece respirator or non-FDA approved procedure mask.
 - When working with a student who is unable to consistently wear a mask, a disposable gown should be provided and discarded after each use. If the task also requires sustained proximity (less than 3 feet) see PPE for High Risk Task below.

- PPE for High- to Extremely-High Risk Tasks** – L&I defines tasks where at least 6 foot distance is not maintained, requiring sustained close-together (less than 3 feet apart) with a student unable to wear a mask for more than 10 minutes in an hour, multiple times a day **OR those who are working in the COVID isolation/health room**
- Y N
- District provides appropriate PPE including gloves, gown, face shield or goggles, and an N95 or equivalent or higher-level respirator or surgical facemask and face shield if respirator is not available.
 - Provide training on standard transmission-based precautions and use of enhanced PPE.

- FACE COVERINGS:**
- Y N
- Face coverings must meet the [DOH guidance](#) and **always** be worn (when needed [consult with L&I](#)).

HEALTH SCREENINGS & PHYSICAL DISTANCING

- Physical Distancing:**
- Y N
- Limit indoor spaces to a capacity where 6-foot distance can be kept between all staff, students, and others.
 - Staff must remain 6 feet apart from other staff members.
 - When 6-foot distancing cannot be maintained, additional preventative measures are in place per **PPE above**, as well as other mitigating strategies (barriers, minimizing numbers of people (staff and students) in a room, staggered breaks or shifts, etc.)

- Health Screening:**
- Y N
- Prior to entering any school facility, students, employees, and visitors will be screened for COVID-19 in accordance with [Public Health and Safety guidelines](#).
 - Attestation must be completed by all persons entering the work site
 - Include questions about symptoms of COVID-19 and require a temperature check of less than 100.4°.
 - A no-contact thermometer will be available at each work site for screening individuals who have not completed an attestation.

CLEANING AND DISINFECTING PROTOCOLS

- Cleaning and Disinfecting Schedule:**
- Y N
- There is a schedule for cleaning and disinfecting of high touch surfaces that meets the guidance provided by the [CDC](#). Includes cleaning classrooms when occupied by adults or students and prior to sharing of work areas.

Cleaning and Disinfecting Products:

Y N Staff will have access to approved cleaning and disinfecting products, with instructions for use, for cleaning of items such as desktops, keyboards, phones, or other office equipment or tools before and after use.

Handwashing/Hygiene:

Y N Sinks with hand washing stations are accessible to all employees without a need to open doors by touch. In addition, hand sanitizer is to be placed in each workspace and refilled regularly.

HVAC – Indoor Air:

Y N Indoor air quality will comply with American Society of Heating, Refrigeration, and Air-Conditioning Engineers (ASHRAE), Department of Labor and Industries, and Health Department requirements. For additional information check [WA DOH Healthy Air Quality in Schools Webpage](#)

*If you answered **No** to any of the above, please follow the **ACTIONS** provided.*



COVID-19 Worksite SAFETY CHECKLIST for Tacoma Education Association

If you answered **No** to any of the checklist items on the Worksite Safety Checklist, please take

the following **ACTIONS**:

1

As soon as you realize there is a problem, contact the COVID Site Supervisor and safety committee.

- Report the lack of supplies, failure of consistent procedures, or other deficiency and ask that the situation be remedied.
- When necessary request [consultation with L&I](#).
- Follow up with a written communication. Keep for your records.



2

If the supervisor/administrator does not remedy the unsafe condition:

- You have the right to refuse the unsafe task.
- You should request an alternate task/assignment until the situation can be corrected.
- Remain on the worksite until approved to leave by your supervisor or your shift ends.
- Make a list of any witnesses and notes related to the incident.
- Notify the union for assistance with next steps.



3

If the unsafe condition continues, or your supervisor is unable or unwilling to remedy the concern:

- Work with the union to utilize the negotiated problem-solving (grievance) provisions of the negotiated agreement in an expedited manner.
and/or
- File a [complaint with DOSH](#) – all complaints will be investigated. – This can be done as a group and with the assistance of the union.
and/or
- Work with the union to develop a plan to communicate with the community, school board,

Failing to provide personal protective equipment or implementing clear safety procedures is a violation of the requirements established by Washington Department of Health and Labor & Industries.

You have a right to a safe and healthy workplace no matter your residency or citizenship status.

The Division of Occupational Safety and Health (DOSH) oversees this.

Your employer is required to:

- Provide you a mask free of charge.
- Immediately replace your mask if you ask for one or if it becomes wet, dirty, damaged, or when recommended by the manufacturer.
- Require social distancing.
- Establish procedures for sick staff and students.
- Provide ability to wash hands and clean frequently.
- Educate and train staff in the preferred language of each

Should you experience retaliation for raising a concern or filing a complaint or grievance, you should immediately contact the union and prepare to file a complaint with DOSH.

Complaints must be made DOSH within 30 days of the incident of discrimination or retaliation.

Examples of discrimination or retaliation that are considered adverse action include, but are not limited to:

- Demoting or laying off employee
- Assigning employee to undesirable job assignment or shift.
- Taking away employee seniority
- Reducing employee pay or earned benefits

COVID-19 Resources - Review up-to-date public health data and summaries for COVID-19 in Washington state

Department of Health: <https://www.doh.wa.gov/Emergencies/COVID19>

Labor and Industries:

<https://www.lni.wa.gov/agency/outreach/novel-coronavirus-outbreak-covid-19-resources>

DOH Decision Making Tree:

<https://www.doh.wa.gov/Portals/1/Documents/1600/coronavirus/DecisionTree-K12schools.pdf>

Which Mask for Which Task?