



Chapter Leader Safety Enforcement Checklist

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

Physical Distancing & Safety

- Six feet between desks/workspaces (student and educator)
- Directional markers and physical distancing markers posted
- Unidirectional traffic in spaces less than 6 feet in width
- Multiple entrances and exits to limit congregation
- No in-person staff meetings
- All staff, students, and visitors wearing masks

Hand Sanitizer & Soap

- Soap, hand sanitizer, and paper towels in every room with a sink
- Hand sanitizer in every classroom and workspace
- Hand sanitizer or portable hand-washing stations at entrances and exits
- All hand-washing/hand-sanitizing supplies checked and restocked each day

Cleaning & Daily Disinfecting

- All classrooms
- All restrooms
- All workspaces
- All high-touch surfaces
- Students given supply storage (individual resealable plastic bag)

Ventilation

- HVAC with MERV 13 + for classrooms (confirm with principal)
- Air filters inspected monthly
- Classroom fans running 24 hours a day

Testing & Screening

- All staff and students tested every two weeks (Red Tier)
- Symptom screening stations/protocol

If your worksite is out of compliance:

1. Notify your administrator / principal.
2. If not resolved, contact the district hotline at (number to be identified before in-person teaching begins).
3. If not resolved, contact your UTLA Area Rep and begin organizing with your coworkers to take collective action at the school site in a socially distanced manner.