
Classroom Safety Checklist

The following checklist incorporates recommendations from the [California Department of Health](#) and the [Centers for Disease Control and Prevention](#) pertaining to safety protocols for schools, as well as recommendations from the [CCCCO Report of the Safe Campuses Reopening Workgroup](#). The Classroom Safety Checklist is a companion document to the [CCCCD COVID-19 Operational Plan](#).

CCCCD is committed to safeguarding the health and safety of all employees and students. Promoting safety in the age of COVID-19 requires that each person actively take steps to mitigate risk and the spread of the disease. Please utilize the following checklist to help keep yourself, your colleagues, and our students safe in the classroom setting.

Prior to First In-Person Class Meeting

- Review and complete the [Employee Safety Checklist](#). This will include reviewing the [CCCCD COVID-19 Operational Plan](#) and completing the [Keenan Safe Colleges COVID-19 Training Modules](#) to learn about best practices regarding how to protect yourself and others.
- Conduct a walk-through of your teaching space to become familiar with the furniture arrangement and any additional facilities mitigation measures that have been put in place to facilitate social distancing and mitigate risk of exposure. Contact your dean if you have any questions about the layout or concerns about how it might affect teaching and learning.
- Conduct a course-specific needs assessment in collaboration with your dean. The assessment should take into consideration the specific requirements of your discipline, teaching plan, classroom activities, and the degree to which students will need to share equipment and/or be in close proximity to one another to accomplish their assignments.
 - Cleaning supplies and materials – Every classroom will be equipped with hand sanitizer and basic cleaning supplies that can be used to disinfect frequently used surfaces.
 - In the event that students will be using shared equipment or supplies, in addition to the noted cleaning supplies, latex-free gloves can be provided.
 - If your teaching plan requires students to work in groups or at stations, please request additional cleaning supplies to ensure that each station is equipped with the necessary supplies.
 - If you teach an Allied Health course (i.e. Registered Nursing or Dental Assisting) in which students will provide or simulate medical care on another individual, the use of advanced PPE (i.e. N95 masks) may be warranted.
 - Temperature Checks will be conducted for students enrolled in courses that will necessitate close contact, such as certain Allied Health courses. Please speak with your dean if you feel that your course falls into this category.

- Instructional Materials & Shared Equipment
 - To the extent possible, classrooms should be equipped with adequate supplies to minimize sharing of high-touch materials. In some cases, this will require that colleges purchase individual kits for students or additional equipment so that only a small group of students interacts with each item to limit exposure.
 - Ensure that you have sufficient supplies to avoid the need for students to share electronic devices, books, pens, and other learning aids.
- Consult the [CCCCO Report of the Safe Campuses Reopening Workgroup](#) (pages 6-8) for any applicable, discipline-specific recommendations.
- Develop an assigned work area/seating plan to assist with taking daily attendance. Close monitoring of in-person attendance will be essential to support contact tracing in the event of an exposure.
- Determine what protocols you will require students to follow upon entering your classroom. All students will receive the [Student Safety Checklist](#) in their InSite account, which will instruct them to adhere to the following protocols when entering a classroom. Faculty are welcome to adopt this list for their classroom, or impose additional requirements that are appropriate to their instructional environment and activities. All faculty should post their entry protocols on their Canvas shells and syllabi.
 - Students must be wearing a face covering in order to be admitted into the classroom, as specified in [CDPH Guidance](#).
 - Immediately upon entering the classroom, every student should do the following:
 - Administer hand sanitizer available at the classroom entrance.
 - Utilize the provided disinfectant wipes to disinfect their individual workspaces.
 - Faculty and staff may enforce all additional appropriate classroom, space and equipment safety rules.

In an effort to educate students on COVID-19 symptoms, prevention measures, and safety protocols, all faculty are encouraged to post relevant information in their Canvas shells.

- [Student Safety Checklist](#)
- [COVID-19 Symptoms](#)
- [How to Protect Yourself and Others](#)
- [What to do if you think that you may have COVID-19](#)

On the Day of the First In-Person Class Meeting

- Review all classroom safety protocols with students. This safety overview should include the following:
 - Entry protocols
 - Review of the [Student Safety Checklist](#)
 - Review of basic information pertaining to COVID-19
 - [COVID-19 Symptoms](#)
 - [How to Protect Yourself and Others](#)
 - [What to do if you think that you may have COVID-19](#)
 - A strong emphasis on the importance of students staying home if they feel sick, along with assurance that they will not be penalized for doing so.
 - Refer students seeking a face cover exemption to DSPS/DSS.

During Each Class Session

- Monitor students to ensure compliance with entry protocols.
- Enforce the requirement that all students wear a face covering and observe social distancing mandates.
 - Face coverings must be worn in compliance with [CDPH Guidance](#)
 - Students who indicate that they require an exemption due to having a disability or a medical condition should be referred to DSPS/DSS.
 - Students that do not have a face covering should not be allowed in the classroom. If a student refuses to comply with the requirement to wear a face covering, please follow your college's standard student conduct process and refer the student to the Student Conduct Officer.
- Take attendance and make note of absences in light of your seating assignments in case this information is needed for contact tracing in the future.
- If a student indicates that s/he is experiencing COVID-19 symptoms, please do the following:
 - Ask the student to return home immediately
 - Take note of where the student was sitting in the classroom and other students who were in close proximity to the student
 - Report the situation to your academic dean