



HEALTH & SAFETY COORDINATOR ASSISTANT

Responsible for assisting the Health & Safety Coordinator as needed. Assist with COVID-19 and other infectious disease protocols and procedures including but not limited to:

- Maintain back up mask supply at school
- Maintain contact with MDSE, OCC, and Howard county health department on COVID updates
- Responsible for sending COVID high community level email
- Responsible for sending COVID break screening email

A. CLASSROOM SAFETY

1. First Aid Kit - The Teachers have taken on the responsibility of maintaining the first aid kit. Check with the Teachers to make sure all supplies are available and within the expiration date. (Note that according to MSDE, no medicine, alcohol, Neosporin, anti-itch, etc. is allowed at school and thus should not be included in the first aid kit.) Any medication that has to be kept at school should be placed in the first aid kit and locked up by the Teachers. It should be labeled clearly with the child's name, dose and when to use. There is a medication form that should be in the child's folder and also with the medication (OCC1216). If applicable, include the Allergy Action Plan form as well.
2. Emergency backpack - Make sure supplies are up to date. Make sure the emergency lockdown snack is adequate. This is found in the kitchen above the stove (locked in the cabinets). This is usually bottles of water and a non-perishable snack Cheerios and raisins, for example.
3. Check the room and outside play space weekly for health and safety hazards. Check for glass and other dangerous debris in the play area outside. The teachers will usually tell you.
4. Check regularly for signs of mice and cockroaches. If you find them, report to the Vice President/Business Manager, who will contact the landlord for action. The teachers are usually on top of this.
5. Work with the health and safety administrator if there is an infectious disease making the rounds, contact the President and the Class Chairs. Then send an email to advise parents of the disease (post signs on the front door, if necessary; the sign should not specify the child's name.) Be aware that some people are bound to be very anxious about exposure (due to travel plans, a newborn baby at home, etc.) and they deserve our consideration.
6. Work with the health and safety administrator and notify the teachers via email of the names of children who contract a contagious illness and or head lice and timeline for

return to co-op.

B. FIRE AND SAFETY INSPECTIONS

1. Annually, MSDE will conduct a safety inspection of the site. Teachers will relay the information to the Health and Safety contact. Bring to the Board's attention any violations noted on the form so that necessary repairs can be made in a timely manner. Maintain the inspection forms in their folder in the file box/binder.
2. OCC 1262 form for Fire Drill - blank copies should be placed in the emergency form binder for teachers to conduct monthly fire drills. The sheet should include time, date, # of students present and teacher signature. This sheet should be put in a place that can be seen daily to help remind the teacher to conduct the monthly fire drills.

Note: Any money spent on completing this job (up to \$40.00) is the responsibility of the jobholder. Amounts in excess of \$40.00 are reimbursed by the school upon request and submission of all receipts for all disbursement made on behalf of the school.