Established 1915
BROWARD
County Public Schools

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DEPUTY SUPERINTENDENT

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Signatures on file

August 5, 2025

TO: All Principals

FROM: Wanda F. Paul
Chief Operations Officer

VIA: Dr. Angela R. Fulton
Deputy Superintendent

SUBJECT: **2025-26 SCHOOL YEAR ENVIRONMENTAL HEALTH & SAFETY READINESS REMINDERS**

The Environmental Health & Safety Department (EH&S) hopes that you, your staff, and students had a restful, productive, and fun summer. We wish you all a safe and successful upcoming new school year. Many schools have been occupied throughout the summer to support Summer Experience 2025, SMART program work, or summer cleaning operations, however, there is reduced occupancy when compared to the regular school year and additional preparations are needed. Please review the following topics and utilize the links to supporting documents to prepare your facility and staff for a safe and healthy 2025-2026 school year. Check out the Environmental Health & Safety SharePoint or Website for additional information, forms, and other resources.

✓ *ANNUAL AHERA NOTIFICATION*
- Review 2025-26 memo and share with staff and parents as indicated.

✓ *TRAFFIC SAFETY INFORMATION*
- Review Directing Traffic/Parking Lot Safety Memo
- Review Private Day Care Bus Memo
- Share memos with school staff and volunteers, as needed.

✓ *DRINKING WATER*
- Review and follow the Facility Maintenance Reminders – Drinking Water Memo
- Following extended breaks, perform water flush recommendations.
- Water fountains closed during COVID-19 may be utilized (August 2022 Memo)
- Water fountains and water bottle filling stations are high frequency touch points and must be cleaned regularly.
- Check fountains, floor, and sink drains for proper drainage.

✓ *INDOOR AIR QUALITY PROGRAM*
- Walk through the facility to visually assess conditions before teachers/students arrive.
- Check that AC filters have been recently changed and fit properly.
- Follow IAQ Response Protocol if any work orders need to be generated.

- Double check that HVAC systems are set to "AUTO"
- Review Clutter-Free Learning Environment Memo
- Submit AC requests in a timely manner (emshelpdesk@browardschools.com)

✓ *UNIVERSAL & HAZARDOUS WASTES*

- Light Bulbs Handling, Storage, and Disposal Procedure
- Utilize Hazardous Materials Disposal Request form (ehs-help@browardschools.com)
- Vapor Device Collection Procedure Memo & Procedures

✓ *AUTOMATED EXTERNAL DEFRIBULATOR (AED)*

- Review AED Procedures and Accountability Memo
- Complete your AED unit(s) Maintenance Log bi-monthly
- When supplies received (PONY) -- review, sign, and return the provided paperwork. Double check the BPI number of the AED matches the paperwork.
- Pads for the Athletic AEDs will be provided at meetings on August 10th & 17th
- Identify two trained staff members, submit required First Aid and CPR/AED certifications to safetytraining@browardschools.com, complete the 911 Poster.

✓ *REFUSE & RECYCLING SERVICES*

- Review "Update: Recycling Program" Memo
- Utilize Service Request form (emshelp@browardschools.com)

✓ *GOLFCARTS*

- Review Memo, Standard Operating Procedure, and Authorization Form

✓ *PLAYGROUNDS*

- Walk through the playground/play court area to visually assess conditions before students arrive. See Playground Handbook for Rules and Inspection Requirements.
- Review "Basic Supervisor Responsibilities" flyer
- Daily Playground Inspection Checklist

✓ *WORKING/PLAYING OUTSIDE*

- Review Safety Bulletin and Guidelines from Emergency Management

✓ *CORD COVERS*

- Review "Preventing Cord / Cord Cover Trip Hazards" Flyer
- Request cord covers from EH&S (ehs-help@browardschools.com)

Work orders should be placed for any items emphasized above that are not working properly or need additional evaluation.

Opportunities for Learning about EH&S Topics

Please review the District Learning Management System, Learning Across Broward (LAB) for online and in-person safety and awareness training. Asbestos Awareness (2-hour) and Lock Out Tag Out are now available virtually.

- Stop the Bleed
- Generator Tanks for FSPs
- Safe & Efficient Use of Golf Carts
- Aerial Lift
- Wildlife/Nuisance Animals
- Indoor Air Quality
- Asbestos Awareness
- Lock Out / Tag Out
- Hazard Communication Standard – HAZCOM
- Storage Tanks – Environmental Compliance

For additional information, please contact **Alison Witoshynsky, Director of the Environmental Health & Safety Department at 754-321-4200.**

ARF/WFP/MDD/ADW:cac

C: BCPS Cabinet
Regional Directors