

In-person Instruction Checklist for Schools

Name of school: _____

Room numbers used for in-person activity: _____

- Hand sanitizer stand at entry
- Plexiglass in front office
- Hand sanitizer, cleaning supplies (wipes or 64 cleaner and towels) in front office
- Restrooms stocked and cleaned
- Each classroom to be used has:
 - Daily cleaning checklist posted
 - Hand sanitizer filled
 - Soap container filled
 - Paper towel containers filled
 - Wipe container available
 - 64 cleaner bottle filled and available
 - Towels available
 - Confirmation of appropriate ventilation for any newly identified space. (All rooms identified prior to 10/27 meet desired ventilation levels of 5 air changes/hour or greater. Contact Mike Anderson or Jonah Stinson if you have any recently added spaces in question).
- Building PPE kits with guidance documentation has been delivered to building
 - Distribute PPE to your staff based on [PPE Kit document](#)
- Staff know how to request refills for supplies (towels, sanitizer, etc.) from custodian
- COVID training resources have been shared out to staff (available on [HR page](#))
- Post all printed building signs (entrance, bathroom, screening room...etc.)
- Post [classroom sign-in/out](#) if needed outside all classrooms for visiting support staff

Building Administrator Signature: _____ Date: _____

Send completed and signed form to angie.ritchey@bellingshamschools.org before first day of in-class instruction.