

COVID Safety Checklist

Regular building walk throughs by the Site COVID-19 Safety Team

Classroom Environment

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|--|--|
| <input type="checkbox"/> Sign-in form at the door | <input type="checkbox"/> Visual cues for student spacing – seating |
| <input type="checkbox"/> Hand sanitizer readily accessible | <input type="checkbox"/> Visual cues for student spacing – line-up |
| <input type="checkbox"/> Fan and filter available | <input type="checkbox"/> Visual schedule posted to support transitions |

Classroom PPE and Cleaning Supplies

- | | |
|---|---|
| <input type="checkbox"/> Staff using appropriate PPE | <input type="checkbox"/> Students using appropriate PPE |
| <input type="checkbox"/> Sanitizing spray available | <input type="checkbox"/> Back-up PPE choices available |
| <input type="checkbox"/> Alcohol wipes (for face shields, etc.) available | |

Classroom Routines

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|---|---|
| <input type="checkbox"/> Temperature-taking in schedule | <input type="checkbox"/> Staff maintain space from each other |
| <input type="checkbox"/> Handwashing in schedule | <input type="checkbox"/> Students maintain space from each other |
| <input type="checkbox"/> Routines for outside mask-breaks if needed | <input type="checkbox"/> Positive reinforcement for PPE use and space |
| <input type="checkbox"/> Physical spacing prompts taught & reinforced | <input type="checkbox"/> Regular student feedback sessions scheduled |
| <input type="checkbox"/> Staff breaks scheduled | <input type="checkbox"/> Student mask, social distancing, and respiratory etiquette included in class |
| <input type="checkbox"/> Breaks taken in approved locations | |

Common Spaces

- | | |
|--|--|
| <input type="checkbox"/> Traffic flow pattern clear, adjusted to address bottle neck areas | <input type="checkbox"/> 6ft physical space indicators in good condition and used where needed |
| <input type="checkbox"/> Necessary signage intact | <input type="checkbox"/> Staff sign-in area clear and computer is working |
| <input type="checkbox"/> PPE appropriately stocked | |

If the site COVID safety team notices significant issues and/or requires additional outside resources, contact the district COVID safety team.