

## COVID-19 Checklist

**Building:** \_\_\_\_\_  
**District:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**Health and Safety Representative:** \_\_\_\_\_

**Answer the following questions by marking yes (Y) or no (N) after each question. Provide written information in the space provided at the end of this survey.**

### Policy and Education

	Y	N
Has the district provided the building Health and Safety Committee with a COVID-19 prevention plan?	<input type="checkbox"/>	<input type="checkbox"/>
Is the plan available in several different languages?	<input type="checkbox"/>	<input type="checkbox"/>
Does the building-wide Health and Safety Committee meet regularly with the principal and facilities workers responsible for the building?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a designated point-of-contact staff person (such as a nurse) responsible for responding to COVID-19 concerns?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a form or vehicle that allows staff to ask questions, issue complaints and get feedback in a timely manner without fear of retribution?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a flexible sick-time policy in place allowing staff to stay home if they are sick or caring for a sick person at home, or for dependent children who are unable to go to school or day care because of a closure?	<input type="checkbox"/>	<input type="checkbox"/>
Is district-supplied support for coping and resilience available to staff and students?	<input type="checkbox"/>	<input type="checkbox"/>
Is there training and material support for faculty and staff, including ergonomic equipment for remote or hybrid work activities?	<input type="checkbox"/>	<input type="checkbox"/>
Has the staff been trained on the signs and symptoms of COVID-19 and safety protocols for dealing with an infected individual?	<input type="checkbox"/>	<input type="checkbox"/>

### Protocols: Entrance, Egress and Movement Within the School

	Y	N
Is access to the school or campus restricted for visitors?	<input type="checkbox"/>	<input type="checkbox"/>
Are parent pickup and dropoff regulated?	<input type="checkbox"/>	<input type="checkbox"/>
Are there monitors strategically stationed to reduce social gatherings?	<input type="checkbox"/>	<input type="checkbox"/>
Are entry/exit points controlled or locked?	<input type="checkbox"/>	<input type="checkbox"/>

### PPE : Face Coverings and Other Essential Protective Gear

	Y	N
Are face coverings required at all times, except when actively eating or drinking or during breaks?	<input type="checkbox"/>	<input type="checkbox"/>
Are face-covering requirements enforced?	<input type="checkbox"/>	<input type="checkbox"/>
If learners cannot physically wear a face mask, are they issued a face shield and a drape under the shield?	<input type="checkbox"/>	<input type="checkbox"/>
Are front-desk personnel provided with Plexiglas barriers on counters?	<input type="checkbox"/>	<input type="checkbox"/>
Are all personnel provided with appropriate PPE, if needed?	<input type="checkbox"/>	<input type="checkbox"/>
Are classroom staff, PT, OT, counselors, one-on-ones and others that come into direct contact with learners provided with:		
• Face masks (surgical)?	<input type="checkbox"/>	<input type="checkbox"/>
• Face shields (if desired)?	<input type="checkbox"/>	<input type="checkbox"/>
• Gloves?	<input type="checkbox"/>	<input type="checkbox"/>
• Hand sanitizer?	<input type="checkbox"/>	<input type="checkbox"/>
Are learners issued the following as needed:		
• Face masks?	<input type="checkbox"/>	<input type="checkbox"/>
Are entry-point personnel issued and given mandates to use the following:		
• Face masks (surgical)?	<input type="checkbox"/>	<input type="checkbox"/>
• Face shields (if desired)?	<input type="checkbox"/>	<input type="checkbox"/>

- Gloves?
  - Hand sanitizer?
  - Disinfecting materials?
- Are visitors issued and mandated to use the following:
- Face masks?
  - Gloves (as necessary)?
- Are clear masks provided to staff to support students who are deaf, hard of hearing, learning to read, learning to speak English, or have other special needs?

**Physical Distancing**

**Y N**

- Are classrooms and educational layouts modified to space students six feet apart, if possible, and facing in the same direction?
- Has all extra furniture in classrooms been removed to allow for extra space?
- Are hallways marked with signage to keep right, keep left, or travel in one direction?
- Are there markers on the floor with reminders about physical distancing?
- Is access to bathrooms controlled?
- Are students and educators grouped into cohorts or stable groups that don't mix with other groups?
- What is the maximum number of students in a cohort? \_\_\_\_\_
- Is the integrity of stable groups maintained throughout the school day?
- Are start times and dismissal times staggered for different grades?
- When learners are eating and not wearing face masks, are they at least six feet apart?
- Is there an option to hold classes outdoors or in larger unused spaces (auditoriums, libraries or other spaces in the community)?
- Are cross-school transfers and special programs limited?

**Healthy Hygiene Practices**

**Y N**

- Are student learners and staff trained and reminded to:
- Use tissue to wipe their nose?
  - Cough/sneeze inside a tissue or their elbow?
  - Sanitize or wash their hands before and after eating?
  - Sanitize their hands after using shared resources?
  - Sanitize or wash their hands after blowing their nose, coughing or sneezing?
  - Sanitize or wash their hands before and wash hands after using the bathroom?
- Are hand sanitizers available in each classroom and at various outdoor places, including entrances to bathrooms?
- Are student learners and staff reminded to keep their hands away from their faces and masks?
- Is signage placed throughout the campus/school to remind learners and staff of proper hygiene?
- Are disinfecting wipes and materials available to wipe down desks?
- Are staff trained in how to properly use disinfecting and sanitizing products?
- Are there supplies of:
- Soap?
  - Paper towels?
  - Touchless trash cans?
  - Hand sanitizer?
- Do sinks provide running hot and cold water?
- Do sinks function properly?

**Cleaning**

**Y N**

- Does a thorough cleaning without children present take place daily, and are spaces aired out before children arrive?

- Are high-touch surfaces frequently cleaned and disinfected?
- Are cleaning products approved for use against COVID-19 on the Environmental Protection Agency's (EPA) approved N-disinfectants list?
- <https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19>
- Are custodians trained in cleaning and disinfecting safe practices for hard and porous surfaces?
- Are custodians trained in chemical hazards, product instructions, PPE protocols and ventilation requirements?
- Has a plan been developed to use soap and water to clean, only using disinfectants when recommended, safe for children and necessary?
- Are children discouraged from sharing toys?
- Are toys that may be put in children's mouths set aside and cleaned between use by one child before being used by another?

### **HVAC**

**Y N**

- Are classrooms, offices and large spaces without four to six air changes per hour (ACH) equipped with air purifiers that bring the ACH up to a minimum of four ACH?
- Are MERV-13 filters installed in all unit ventilators and air handling units?
- Do all exhaust air handlers pull air out of the room when the space is occupied?
- Are closet doors open when exhaust diffusers are located in closets?
- Are supply and exhaust diffusers unobstructed by books, coats, etc.?
- Are unit ventilators operating at all times the room is occupied by students?
- Are unit ventilators clean?
- Are unit ventilator filters changed at least every three months?
- Are demand control ventilation (DCV) devices disabled that can reduce supply based on occupancy or temperature?
- Are outdoor air dampers open 100 percent?
- Does the HVAC system run two hours prior to occupancy and two hours after the school is occupied?
- Do restroom exhaust fans run continuously while the school is occupied?
- Are local exhaust fans inspected and maintained in restrooms, kitchens, and other cooking areas?
- Are air purifiers on and at the proper setting at all times two hours before and two hours after the building is occupied?
- Is the logbook of HVAC inspection dates and results kept and accessible to staff?
- Do windows open and operate properly?
- Are child-safe fans provided to increase air flow?
- Have staff been advised on how to position fans securely and to avoid directing potentially contaminated air flow from one person to another in the classroom?
- Does the nurse's office have additional air purifiers or exhaust fans?
- Are there six ACH in the nurse's office?
- Are there 10 to 12 air changes per hour in the COVID-19 isolation room?

### **Health Screening**

**Y N**

- Are children's health and temperature screened prior to entering the building?
- Are parents instructed (in different languages) to keep their students home if they are sick?
- Have all educators been vaccinated?

### **Testing and Contact Tracing**

**Y N**

- Is there a plan for asymptomatic testing – pooled testing or rapid antigen tests?
- Are staff tested free of charge upon request upon experiencing COVID-19 symptoms, or if in contact with a COVID-19 infected individual?
- Is there a reporting system in place in the event of a suspect or confirmed COVID-19 infection to notify Department of Health officials, identify and notify close contacts, and appropriately inform staff?
- Is the policy consistent and within the scope of CDC guidance?

Are special procedures and plans in place in the event of a person developing COVID-19 symptoms at school, including isolation and transportation considerations, cleaning and disinfecting, possible temporary closings and/or suspension of classes and events?	<input type="checkbox"/>	<input type="checkbox"/>
Have the protections of the <i>Family Educational Rights and Privacy Act (FERPA)</i> and the <i>Americans with Disabilities Act (ADA)</i> been taken into consideration for monitoring, testing and quarantining of students and staff?	<input type="checkbox"/>	<input type="checkbox"/>

**Food Service**

**Y N**

Are meals individually plated or are prepackaged meals served, rather than self-serve meals or drinks?	<input type="checkbox"/>	<input type="checkbox"/>
If communal dining halls or cafeterias are used, are children spaced at least six feet apart in lines and while at tables eating?	<input type="checkbox"/>	<input type="checkbox"/>
Do children eat outdoors when feasible?	<input type="checkbox"/>	<input type="checkbox"/>
Are children and staff provided with enough time to wash their hands with soap and water for 20 seconds, or do they use hand sanitizer that contains at least 60 percent alcohol before and after every meal?	<input type="checkbox"/>	<input type="checkbox"/>
Are children prohibited from sharing food or utensils?	<input type="checkbox"/>	<input type="checkbox"/>
Are cafeteria staff and kitchen staff provided with appropriate PPE, including disposable gloves?	<input type="checkbox"/>	<input type="checkbox"/>
If disposable food service items are not used, are non-disposable items washed with dish soap and hot water, preferably in a dishwasher?	<input type="checkbox"/>	<input type="checkbox"/>
Are tissues and safe-disposal materials used, such as no-touch or foot-pedal trash cans?	<input type="checkbox"/>	<input type="checkbox"/>
If children eat in their classrooms, are they six feet apart?	<input type="checkbox"/>	<input type="checkbox"/>
Are there additional cleaning and food storage precautions to avoid pests?	<input type="checkbox"/>	<input type="checkbox"/>

**Education Support Professionals and Direct Service Providers**

**Y N**

Are direct service providers (DSP) and Education Support Professionals monitored to see if they are experiencing symptoms of COVID-19 or if they have been in contact with someone who has COVID-19?	<input type="checkbox"/>	<input type="checkbox"/>
If there is the potential for a DSP or ESP to be splashed by bodily fluids during the workday, are they provided with PPE, including but not limited to N-95 face masks, eye protection, disposable gloves and a gown?	<input type="checkbox"/>	<input type="checkbox"/>

**Bus Drivers and Monitors**

**Y N**

Are bus drivers and bus monitors issued N-95 masks?	<input type="checkbox"/>	<input type="checkbox"/>
Are windows kept open on buses at all times?	<input type="checkbox"/>	<input type="checkbox"/>
Are buses disinfected or cleaned after each run?	<input type="checkbox"/>	<input type="checkbox"/>
Are frequently touched surfaces regularly cleaned on buses?	<input type="checkbox"/>	<input type="checkbox"/>
If drivers and or monitors are required to clean and disinfect, are they trained using the EPA disinfection criteria to protect themselves and students?	<input type="checkbox"/>	<input type="checkbox"/>

**Communication Plan**

**Y N**

Is there a communication plan in place to inform staff, students and parents of COVID-19 issues?	<input type="checkbox"/>	<input type="checkbox"/>
Is this communication plan in different languages?	<input type="checkbox"/>	<input type="checkbox"/>

**Notes:**

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