

# Facilities Walkthrough Checklist

The Return-to-School Committee can use this document to review the readiness of facilities for in-person learning and instruction.

If an element is:

- In place, check **YES**
- In place, but at a minimal level, check **IMPROVE**
- Missing, check **NO**
- Missing/Improvement needed, put comments in **ACTION STEPS**

## Individual Control Measures

ACTION ITEM	YES	IMPROVE	NO	ACTION STEPS
School has a daily screening protocol that screens for symptoms and exposure prior to entering school facilities				
School has a clear policy requiring face coverings for all staff; has extra masks available if needed				
School has a clear policy to stay home when sick or exhibiting symptoms of COVID-19				

## Entrance, Egress, and Movement within the Campus

ACTION ITEM	YES	IMPROVE	NO	ACTION STEPS
Required COVID-19 signage is posted on outside of building entrance				
Signs are posted on visitor policy (e.g. report to main office/designated entrance, remain in car)				
Multiple entries to the building are controlled and supervised				

ACTION ITEM	YES	IMPROVE	NO	ACTION STEPS
Bus loading and drop-off zones are clearly defined				
Parent drop off/pickup area is clearly defined and flow established				
If screening occurs on campus, appropriate illness screening is set up at entrances with proper physical distancing and essential protective gear for screeners				
Physical guides such as taped markings on sidewalks are placed outside the school and in hallways, restrooms, gyms, cafeterias, shared staff areas, and classrooms				
Instructions for physical distancing are posted (e.g., signs, directional and standing instruction markings on the floor)				
“Stand Here” markers are placed where students/staff are required to assemble or wait in line				
“One Way” markers are placed to signal direction flow in hallways				

**Physical Distancing on Campus**

ACTION ITEM	YES	IMPROVE	NO	ACTION STEPS
Classrooms maintain at least 3 feet between student chairs, 6 feet between teacher and staff desks, and 6 feet between student desks and teacher and staff desks				

ACTION ITEM	YES	IMPROVE	NO	ACTION STEPS
Workspaces in the administration office are set up six feet apart				
Employee break areas and rooms are managed to allow employees to eat on premises in designated areas where they can remain six feet apart				
School has blocked off spaces that do not allow for physical distancing or turned them into private office spaces				
Mechanical rooms and hazardous storage areas are locked				
Multipurpose rooms are arranged to maintain at least three feet of distance between students, six feet between staff, and six feet between students and staff				
Outdoor eating and recreation areas are set up to maintain at least six feet of distance				

### Health and Hygiene

ACTION ITEM	YES	IMPROVE	NO	ACTION STEPS
Adequate number of bathrooms/handwashing stations are open and available for handwashing throughout the day				
Bathrooms and handwashing stations are equipped with running water, soap, paper towels, and trash cans				

ACTION ITEM	YES	IMPROVE	NO	ACTION STEPS
Hand sanitizer, face tissue, and cleaning supplies are available in all classrooms and gathering areas				
Directions on how to safely wash hands are posted in the restrooms				
Signage is posted by restrooms to limit entry to particular groups/restrooms and limit the number of people at one time				
Each building has adequate supplies of essential protective equipment (e.g. face coverings, hand sanitizer, cleaning solution, gloves for specific activities, and standards-based cleaning materials. Disposable gowns and face shields are provided for staff working with special populations.)				
School has a mealtime plan in place that considers physical distancing and no sharing of food and utensils between students				
Water fountains are turned off and accompanied with signs indicating they are not available for use				
School has a dedicated isolation space with protocol posted				
School has prominently displayed signs of COVID-19 symptoms and steps for preventing the spread of the virus				

## Cleaning and Disinfecting

ACTION ITEM	YES	IMPROVE	NO	ACTION STEPS
Cleaning and disinfecting supplies are properly stored out of students' reach				
School has an established cleaning schedule				
High traffic areas are cleaned regularly				
Commonly used surfaces are frequently cleaned				
Shared equipment is cleaned or quarantined between uses				
School has a detailed cleaning and disinfecting plan for infected spaces				
Cleaning and disinfecting plan specifies which products will be used ( <a href="#">EPA Disinfectants List N</a> ), product dwell time*, and proper use of essential protective equipment during cleaning and disinfecting <i>(*the amount of time the surface must remain visibly wet in order to kill pathogenic microorganisms before the disinfectant is wiped off)</i>				
Plan must not include students involved in disinfection				

### Ventilation

ACTION ITEM	YES	IMPROVE	NO	ACTION STEPS
Filters are upgraded to highest efficiency possible				
School has a system for tracking replacement schedule for filters				
Ventilation components are not blocked by classroom supplies or plants				
School uses fresh air when practicable (e.g. open windows and doors)				
Awareness of HVAC setting (if using air conditioning, set to outside air; reduce/eliminate recirculation settings; consider disabling demand-control ventilation settings)				

### Transportation

ACTION ITEM	YES	IMPROVE	NO	ACTION STEPS
If buses are used for student transportation, school has a plan that specifies face covering requirements, physical distancing requirements, bus maximum capacity, screening procedures before boarding, ventilation, maintenance, cleaning, and transporting individuals who are sick				

### Communication

ACTION ITEM	YES	IMPROVE	NO	ACTION STEPS
School has a designated COVID-19 Point Person				

