

School Checklist for Reopening and Safety

* Required

1. Name of Person Completing Checklist

2. School

3. Learning Community

Mark only one oval.

- Central 1
- Central 2
- Northeast
- Northwest
- Southeast
- Southwest

Personal Protective Equipment

4. Did each staff member receive at least 2 district-issued masks?

Mark only one oval.

- Yes
- No

5. Did each staff member receive a bottle of hand sanitizer?

Mark only one oval.

Yes

No

6. Did each staff member receive a pack of sanitizing wipes?

Mark only one oval.

Yes

No

7. Did EC self-contained teachers receive face shields, gowns, gloves?

Mark only one oval.

Yes

No

8. Additional Notes

Arrival

9. What is the identified location students will enter the building from the bus lot?

10. Are there 6ft markings for students to line up?

Mark only one oval.

Yes

No

11. Which staff members will manage the symptoms screenings for bus riders?

12. What is the identified location students will enter the building from the carpool areas?

13. Are there 6ft markings for students to line up?

Mark only one oval.

Yes

No

14. Which staff members will manage the symptom screenings for car-riders/walkers?

15. What is the identified location for staff/visitors to enter the building for symptom checks?

16. Are there 6ft markings for lining up?

Mark only one oval.

Yes

No

17. Which staff members will manage the symptom screenings for staff/visitors?

18. Additional Notes

Suspected Cases

19. Which room(s) will be used for the isolation room?

20. Which staff member(s) will monitor the isolation room?

21. Do you have the appropriate PPE for the isolation room (i.e. gloves, gowns, masks, sanitizer)?

Mark only one oval.

Yes

No

22. Is the room arranged for students to be socially distanced?

Mark only one oval.

Yes

No

23. Is there a point person for tracking identified/suspected cases?

Mark only one oval.

Yes

No

24. Additional Notes

Classroom Set Up

25. Are all desks spaced 6ft apart on center?

Mark only one oval.

Yes

No

26. If there are more desks than student limit, are they labeled for different groups?

Mark only one oval.

Yes

No

27. Are student materials prepared for individual use?

Mark only one oval.

Yes

No

28. Are group areas marked for student seating with appropriate distancing (i.e. elementary carpets, tables)

Mark only one oval.

Yes

No

29. Instructional materials and furniture is pushed to the perimeter to maximize room for student seating?

Mark only one oval.

Yes

No

30. Clutter and personal items are limited.

Mark only one oval.

Yes

No

31. Sanitizing items are within quick reach of the teacher (not the students)?

Mark only one oval.

Yes

No

32. Please verify that EC equipment and furniture has been received.

Mark only one oval.

Yes

No

Not sure (contact: Stacie Levi or Krisitine Lofton)

33. Additional Notes

Common Areas Set Up/Signage

34. Do water fountains have signs indicating no drinking/use cups?

Mark only one oval.

Yes

No

35. Are maximum occupancy signs at entrance?

Mark only one oval.

Yes

No

36. Are maximum occupancy signs at office areas?

Mark only one oval.

Yes

No

37. Are maximum occupancy signs at media center?

Mark only one oval.

Yes

No

38. Are maximum occupancy signs at conference rooms?

Mark only one oval.

Yes

No

39. Are maximum occupancy signs at gym/multi-purpose room?

Mark only one oval.

Yes

No

40. Are 6ft distance markings on cafeteria floor?

Mark only one oval.

Yes

No

41. Are 6ft distance markings near restrooms?

Mark only one oval.

Yes

No

42. Are the 3 W signs posted?

Mark only one oval.

Yes

No

43. Are the 6ft social distancing signs posted?

Mark only one oval.

Yes

No

44. Is the Symptom Screening QR code posted at the entrance?

Mark only one oval.

Yes

No

45. Have extra chairs been removed from office areas and conference rooms?

Mark only one oval.

Yes

No

46. Is the building clean and ready for student and staff return?

Mark only one oval.

Yes

No

47. Additional Notes

Logistics/Schedules

48. Is there a schedule for restroom breaks for students?

Mark only one oval. Yes No

49. Is there a restroom monitoring schedule for staff?

Mark only one oval. Yes No

50. Is there a morning duty monitoring schedule to keep students socially distanced at arrival, in the halls, and in the cafeteria?

Mark only one oval. Yes No

51. Is there a monitoring schedule/plan for class changes to keep students socially distanced?

Mark only one oval.

Yes

No

52. Is there a lunch schedule and plan to keep students socially distanced?

Mark only one oval.

Yes

No

53. Is there a hand washing/sanitizing schedule for students for before meals, after HAC/recess/PE, after eating, before dismissal?

Mark only one oval.

Yes

No

54. Is there an afternoon duty monitoring schedule to keep students socially distanced at dismissal on the bus lot, in the halls, and at carpool?

Mark only one oval.

Yes

No

55. Additional Notes

Master Schedule

56. Review of instructional schedule: Is the schedule viable for teachers to lead in-person and remote student learning? (ex: splitting the learning block between in-person and remote students, PLC pairing, allowing teacher transition times, etc.) *

Mark only one oval.

Yes

No

57. Issues with master schedule.

58. Does the master schedule adhere to the maximum number of students in a class (remote and in-person)? If not, what classes/grades? *

Mark only one oval.

Yes

No

59. If the schedule doesn't meet class max requirements, which grades do not?

60. Are any teachers scheduled to plan for more than 3 unique courses? Which subjects/grades? (Teachers may teach several sections of the same course)? *

61. In what ways (subjects/grades) have you paired/teamed teachers to cover both in-person and remote students? *

62. What type of adjustments do you need to make to your remote learning schedule to avoid in-person and remote teaching at the same time? *

63. How have you scheduled support staff to assist in classes/provide interventions/provide coverage? *

64. Based on your student supervision and social distancing needs, are you able to provide teachers with duty free lunch? *

Mark only one oval.

Yes

No

65. In what subjects/grade levels do you anticipate being unable to accommodate as a result of teacher requests for leaves or alternative work assignments? *

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