School Walkthrough Checklist

The Goals of the Walkthrough

1. Establish PPE needs for all employees and students
2. Create a room-by-room plan for social distancing guidelines
3. Identify the goals of each member of the ***Safe Return to School Committee***

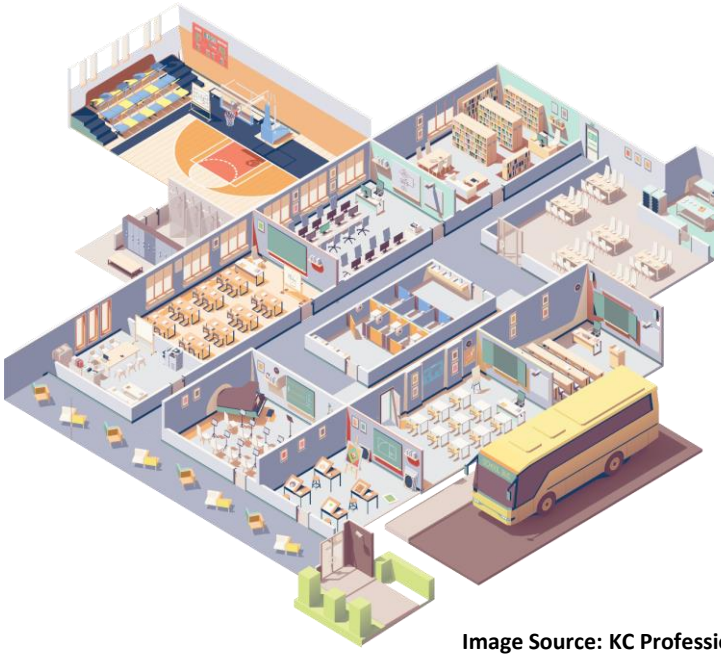


Image Source: KC Professional

Building Exterior

How will traffic flow in and out of the building? What signage and floor decals are needed to execute this plan? Designated entrances and exits need to clearly be communicated and marked.

Transportation/Drop-Off & Pick-Up

Plan out the need for PPE, sanitizer, and disinfectants with local transportation companies. Students should have clear directions to enter from drop-off points.

Addressing Reception

First let's address your guest policy. Start with the main office and work through adjacent rooms to ensure employees are protected with shields or sneeze guards. Reorganize office and guest furniture to create distance.

Signage & Decals

How will traffic flow into your building? Clearly communicate policies with signage, and direct traffic flow with wall or floor decals. Use your brand – custom options are available.

School Walkthrough Checklist

Identify Classrooms and Establish Necessary Supplies

– Establish supplies needed & quantity of each for each type of classroom:

- Traditional
- Science Lab
- Computer Lab
- Special Education
- Pop-up/Mobile Classrooms

Desk Separation Floor Plan

The recommendation here is to switch to collaborative shaped desks that can both be pushed together easily to create group-work settings, but also be separated to create ample space between students when necessary.

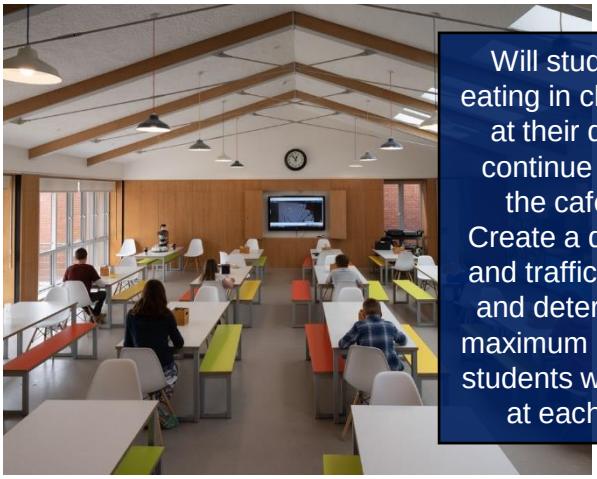
Desk Separation Supplies

Distancing can be accomplished with several short- and long-term solutions. Something as simple as mobile partitions or clamped on shields can accomplish distancing keeping teachers, staff, or students save from the spread of germs.

Keeping Your Educators Safe

Whether it be in person or video conferencing with students, what steps are we taking to ensure the protection of our teachers? Develop a plan for teachers if they are to encounter a potential case.

School Cafeteria



Will students be eating in classrooms at their desks or continue to utilize the cafeteria? Create a distancing and traffic flow plan and determine the maximum number of students who can sit at each table.

The Lunch Line

Design a traffic flow and social distancing plan for students. Signage is suggested and shields are necessary to protect your POS operator. Provide masks, gloves, and face shields to food servers.

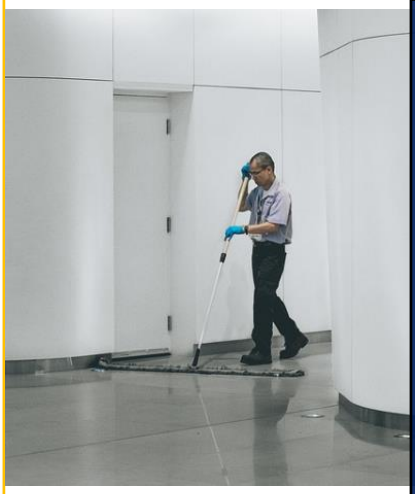
School Walkthrough Checklist

Restrooms

What is needed to create a touchless restroom within your school?

1. Touch-free Dispensers
2. Air care
3. Touch-free faucets & flushes
4. Foot & Arm pulls
5. Toilet Seat Covers

Facilities



Establish a timeline so custodial staff has ample time to clean and disinfect high traffic areas including:

- Tables & Desks
- Doorknobs
- Light switches
- Handles
- Keyboards
- Phones
- Toilets, Faucets Sinks
- ATM Machines

School Nurses

Schools should continue to promote everyday disease prevention: if you are sick, stay home from school and be certain to avoid close contact with those who are already sick. Isolation areas may be necessary for students that are showing symptoms.

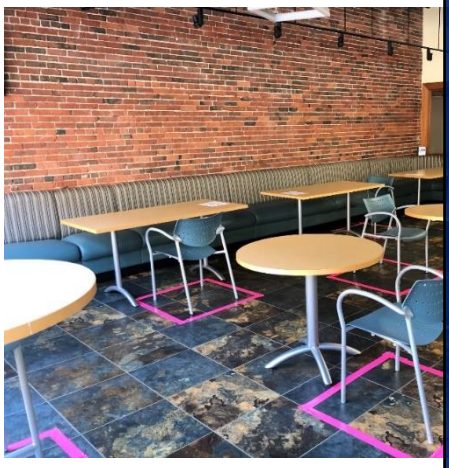
School Library

Social distance all tables and seating. Create traffic flow plans for entrance and exits, as well as any aisles and hallways as book-shelving units create close quarters. Regularly disinfect computers and engage students with digital copies of materials instead of traditional hardcover books where possible.

School Yard/Playground

The CDC suggests cleaning and disinfecting frequently-touched surfaces (playground equipment, etc.) within school grounds at least daily, or between uses as much as possible. Use of shared objects should be limited when possible or cleaned between use.

Teachers' Lounge



Socially distance furniture within the lounge and frequently clean and disinfect high-use items, such as refrigerators. Change filters in both coffee machines and water coolers regularly. Bakery sheet dispensers can be installed to help prevent the spread of germs.

Product Highlights

Options are available for both pump and touchless **hand sanitizer** dispensers Stand options include a foot petal operated and free-standing unit. Place one-gallon pump bottle dispensers in common areas.

Mobile partitions and desk shields provide a fast and agile solution to creating necessary distancing within your school. Collapsible accordion partitions can help create separation in pop-up classrooms in large areas like cafeteria's or gymnasiums.

Isolation gowns are available in three levels ranging in their protection against fluid. Level 3 isolation gowns are re-washable up to 10 times and provide long-term savings.

Individually wrapped disposable 3-ply **face masks** are available for both adults and children that help protect against at least 80% of airborne particles.

Mobile sinks give you the flexibility of moving them quickly to areas of need.

Portable electric misting sprayers are a great way to quickly and efficiently disinfect and sanitize surfaces like floors, tables, chairs, and walls.

School Walkthrough Notes

Areas of Interest

- [ ] Bus Arrival/Transportation
- [ ] Primary Entrances
- [ ] Front Office
- [ ] Secondary Entrances
- [ ] Attendance Board
- [ ] Restrooms
- [ ] Parent/Guest Waiting Area
- [ ] Hallways
- [ ] Athletic Rooms/Gyms/Locker Rooms
- [ ] Lockers
- [ ] Nurse's Office
- [ ] Isolation Room
- [ ] Playground
- [ ] Auditorium
- [ ] Music Rooms
- [ ] Computer Rooms
- [ ] Bus Garage
- [ ] Exterior Benches
- [ ] Coffee Stations/Water Coolers
- [ ] Break Rooms

Department - Special Notes

- [ ] Art Department
- [ ] Athletic Department
- [ ] Music Department
- [ ] English Department
- [ ] Science Labs
- [ ] Technology Labs
- [ ] Performing Arts Area
- [ ] Language Area
- [ ] Nutrition Cafeteria
- [ ] Drivers Ed area
- [ ] Kitchen/Food Prep Area
- [ ] Shipping and Receiving
- [ ] Special Education Department
- [ ] Faculty Break Rooms
- [ ] Common Areas
- [ ] Guidance Council Offices
- [ ] Business Office/Administration
- [ ] Security Department
- [ ] Common/Alternative Areas
- [ ] PTA

Facilities Maintenance

- [ ] PPE Distribution
- [ ] Floor Care
- [ ] Disinfecting Procedures
- [ ] Air Care
- [ ] Towel/Tissue Dispensers
- [ ] Foot/Arm Pulls

Additional Supplies

- [ ] Face Shields
- [ ] Back to School Student Kits
- [ ] Sanitizer Dispensers
- [ ] Alcohol/Disinfectant Wipes
- [ ] Hooded Coveralls
- [ ] Disposable Bakery Sheets / Touch Tools

School Walkthrough Notes

For additional information please reference:

https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/prepare-safe-return.html