

# Building Checklist Worksheet

## Staff Assignments:

- COVID Coordinators: (Building Principals) \_\_\_\_\_
- Building Screen Lead: \_\_\_\_\_
- Building Infection Control Lead: \_\_\_\_\_
- Isolation Supervisor: \_\_\_\_\_
- Building Greeters: \_\_\_\_\_
- Attestation Specialist: \_\_\_\_\_
- Family Contact Lead: \_\_\_\_\_

## Communication:

- Families notified of attestation process: \_\_\_\_\_
- Families notified of mitigation activities: \_\_\_\_\_
- Signage displayed for handwashing, face coverings, other mitigation protocols: \_\_\_\_\_

## Health Protocols:

- Isolation room identified, prepared: \_\_\_\_\_
- Entrances prepped for safety measures:
  - Extra masks placed near doors: \_\_\_\_\_
  - Hand cleaning/sanitizing stations at doors: \_\_\_\_\_
- Handwashing schedule established: \_\_\_\_\_
- Emergency item drop off protocols established: \_\_\_\_\_
- Visitor protocols posted: \_\_\_\_\_
- Staff restroom for bus drivers identified and posted: \_\_\_\_\_

## Classrooms:

Every classroom must be checked for the following:

- Soft materials, carpets removed: \_\_\_\_\_
- Windows open for additional ventilation: \_\_\_\_\_
- Facilities provided additional supports:
  - Desks arranged for social distancing: \_\_\_\_\_
  - Extra furniture removed for storage (on site): \_\_\_\_\_
  - Wipes provided: \_\_\_\_\_
  - Hand sanitizer provided: \_\_\_\_\_

**Entrances and Exits:**

- Students and staff assigned to specific entrances: \_\_\_\_\_
- Staff assigned to entrances for greeting, health attestations: \_\_\_\_\_
- Additional masks placed at entrances: \_\_\_\_\_
- Hand sanitizer placed at each entrance: \_\_\_\_\_
- Facilities provided additional supports:
  - Visual cues for social distancing outside the building: \_\_\_\_\_
  - Hand sanitizer for entrances: \_\_\_\_\_
  - PPE necessary for staff/students: \_\_\_\_\_
  - Visual cues for social distancing in hallways: \_\_\_\_\_

**Hallways and Transitions:**

- Establish staggered bell schedule to reduce traffic: \_\_\_\_\_
- Cordon off drinking fountains: \_\_\_\_\_
- Facilities provided additional supports:
  - Directional arrows and distancing cues: \_\_\_\_\_
  - Hand sanitizer for common areas: \_\_\_\_\_

**Meals:**

- Prepare cafeteria tables for social distancing: \_\_\_\_\_
- Prepare food distribution for social distancing: \_\_\_\_\_
- Provide for social distancing at trash collection sites: \_\_\_\_\_

**Outdoor Spaces:**

- Establish schedule for use of outdoor spaces: \_\_\_\_\_
- Establish schedule for transitions in hallways: \_\_\_\_\_
- Identify entrances and exits to be used to transition students outdoors: \_\_\_\_\_
- Hand sanitizer placed at entrances/exits: \_\_\_\_\_

**Restrooms:**

- Identify and post maximum number of students in restrooms: \_\_\_\_\_
- Post physical distancing markers in and outside of restrooms: \_\_\_\_\_

**Staff Lounges:**

- Hand sanitizer placed in lounges: \_\_\_\_\_
- Posted signage prohibiting groups in lounges: \_\_\_\_\_