



# REOPENING READINESS CHECKLIST



School Name:

Date Posted:

Task	STATUS Completed/In Progress
COVID committee has been established to include a building level administrator and diverse staff representation.	Complete
C.A.R.E room established and stocked with adequate supplies	Complete
Hand sanitizer dispensers installed (1 per 10K ft)	Complete
Paper towel and soap at each hand washing station (classrooms and bathrooms)	Complete
There is a schedule in place to check and replenish health & safety supplies as needed throughout the day while the facility is occupied.	Complete
All restroom fixtures are operational	Complete
All water fountains turned off	Complete
Adequate supply of hand of sanitizer, soap, paper towels, toilet paper	Complete
Proper signage posted throughout the building <ul style="list-style-type: none"> <li>● social distancing</li> <li>● Face covering/masks mandatory</li> <li>● handwashing guidance and encouragement</li> </ul>	Complete
There is a schedule in place for routine cleaning and disinfection.	Complete
Communal spaces are closed or there is a plan for staggered use, cleaning and disinfecting (staff lounge, library, auditorium, conference rooms, gym, etc.)	Complete
Filters installed in all HVAC systems	Complete
Building Supervisor trained on Health First Cleaning System COVID 19 protocol	Complete
Night Lead trained on Health First Cleaning System COVID 19 protocol	Complete
Adequate supply of PPE ordered for all staff	Complete
Classroom furniture arranged	Complete
All rooms examined for mold/mildew	Complete
There is a sanitation schedule for use of Victory Electrostatic Sprayer	Complete