COVID-19 Facilities and Physical Plant School Checklist

Inspector Name: 
Name of School: Rockwell
Address: 
Representatives from School Present at Inspection and Contact Person with Contact Information: 

Date: 
Time: 

1. Does the school have a plan to screen all entrants into the building for signs and symptoms of COVID-19?  
   - [ ] Yes  [ ] No  [ ] In Progress

2. All individuals are wearing a cloth face covering  
   - [ ] Yes  [ ] No

3. All individuals are maintaining physical distancing of 6 feet at all times, to the extent feasible.  
   - [ ] Yes  [ ] No

4. Strategies, such as staggered passing times or movement protocols, are in place to minimize hallway use and congestion.  
   - [ ] Yes  [ ] No  [ ] In Progress

5. Does each classroom or work area have access to soap and water?  
   - [ ] Yes  [ ] No  [ ] In Progress

6. Does each classroom or work area have access to hand sanitizer (at least 60%).  
   - [ ] Yes  [ ] No  [ ] In Progress

7. Does each classroom or work area have access to cleaning and disinfecting supplies.  
   - [ ] Yes  [ ] No  [ ] In Progress

8. Does each classroom or work area have access to cloth face coverings (as feasible)  
   - [ ] Yes  [ ] No  [ ] In Progress

9. The layout of each classroom maximizes distancing between seats.  
   - [ ] Yes  [ ] No  [ ] In Progress

10. Communal spaces have been closed or a plan has been developed for staggered use and cleaning and disinfecting.  
    - [ ] Yes  [ ] No  [ ] In Progress

11. Does the school have a central HVAC system that is operating to provide as much clean outdoor air or air filtered with MERV-13 or higher as possible?  
    - [ ] Yes  [ ] No  [ ] In Progress

12. Are the HVAC dampers operating correctly and open to allow as much outdoor air as possible?  
    - [ ] Yes  [ ] No  [ ] In Progress

13. Are the HVAC filters changed on a regular basis?  
    - [ ] Yes  [ ] No  [ ] In Progress

14. Is the HVAC system designed to accommodate the installed filters?  
    - [ ] Yes  [ ] No  [ ] In Progress

15. Has the HVAC system been balanced recently?  
    - [ ] Yes  [ ] No  [ ] In Progress

16. Has the HVAC system been tested recently?  
    - [ ] Yes  [ ] No  [ ] In Progress
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>17. Are the HVAC vents free from obstructions?</td>
<td><img src="progress.png" alt="Progress" /></td>
</tr>
<tr>
<td>18. Does each room have sufficient ventilation to accommodate 4-6 air changes per hour?</td>
<td><img src="progress.png" alt="Progress" /></td>
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<tr>
<td>19. Does each room have enough clean air from the central HVAC system?</td>
<td><img src="progress.png" alt="Progress" /></td>
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<tr>
<td>20. Does each room have its windows open (if feasible)? they will as necessary</td>
<td><img src="progress.png" alt="Progress" /></td>
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<tr>
<td>21. Does each room have fans to improve airflow?</td>
<td><img src="progress.png" alt="Progress" /></td>
</tr>
<tr>
<td>22. Does each room have portable HEPA filters to supplement airflow?</td>
<td><img src="progress.png" alt="Progress" /></td>
</tr>
<tr>
<td>23. The school has restricted the use of any classroom or workspace that doesn’t have access to fresh or properly filtered air No rooms used without windows</td>
<td><img src="progress.png" alt="Progress" /></td>
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<tr>
<td>24. Has the school developed a process to have individuals self-report to administrators if they have symptoms of COVID-19.</td>
<td><img src="progress.png" alt="Progress" /></td>
</tr>
<tr>
<td>25. Has the school developed a process to have individuals self-report to administrators if they have been diagnosed with COVID-19?</td>
<td><img src="progress.png" alt="Progress" /></td>
</tr>
<tr>
<td>26. Has the school developed a process to have individuals self-report to administrators if they are awaiting test results for COVID-19?</td>
<td><img src="progress.png" alt="Progress" /></td>
</tr>
<tr>
<td>27. Has the school developed a process to have individuals self-report to administrators if they were exposed to someone with COVID-19 within the last 14 days?</td>
<td><img src="progress.png" alt="Progress" /></td>
</tr>
<tr>
<td>28. Has the school identified an isolation room or area to separate anyone who has COVID-19 symptoms or who has tested positive but does not have symptoms?</td>
<td><img src="progress.png" alt="Progress" /></td>
</tr>
<tr>
<td>29. Can the isolation room accommodate multiple students who may have symptoms at the same time?</td>
<td><img src="progress.png" alt="Progress" /></td>
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<tr>
<td>30. Signage about frequent handwashing, cough etiquette, and nose blowing are to be widely posted, disseminated, and encouraged through various means of communication. (If the signage is not present when the inspection takes place, get commitment from the school to post promotional signage by a specific deadline.) Posted on Thurs.</td>
<td><img src="progress.png" alt="Progress" /></td>
</tr>
<tr>
<td>31. Measures to promote physical distancing, such as tape on floors and signs on walls, are in place.</td>
<td><img src="progress.png" alt="Progress" /></td>
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<tr>
<td>32. Each student’s belongings are separated from others’ in individually labeled containers, cubbies, or designated areas.</td>
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<td>33. Does the school have a plan to screen all entrants into the building for signs and symptoms of COVID-19?</td>
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<td>34. Does the school have a plan to distribute cloth face coverings to students and/or staff who may have forgotten them or are unable to provide their own?</td>
<td><img src="progress.png" alt="Progress" /></td>
</tr>
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<td>35. Does each classroom or work area have a plan to increase routine cleaning and disinfection in collaboration with maintenance staff?</td>
<td><img src="progress.png" alt="Progress" /></td>
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<td>36. Does each classroom or work area have a plan to increase routine cleaning of frequently touched surfaces (e.g., desks, door handles, railings) communal spaces (e.g., restrooms), and shared objects (e.g., gym equipment, art supplies, games)?</td>
<td><img src="progress.png" alt="Progress" /></td>
</tr>
<tr>
<td>37. Has the school developed a process to notify individuals of closures and restrictions put in place to slow the spread of COVID-19? Connected Test/No Contact</td>
<td><img src="progress.png" alt="Progress" /></td>
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<tr>
<td>38. Has the school created a training plan for custodial staff regarding the cleaning and disinfecting requirements for COVID-19?</td>
<td><img src="progress.png" alt="Progress" /></td>
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</table>
Screening? -> st. on bus - parents complete via ASPEIN
   - No wifi - paper forms provided
   - If no form -> staff contact parent
   -> Staff - Google form
   All staff will have IT access to
   AVAC/ MERV -> system doesn't have these
   Staff will be change twice as often
   -> box fans
   Every classroom set up for cleaning
   -> all teachers have ability to clean if needed
   provided w/ spray bottles/paper towels
   -> St. clean own desks before/after snack/lunch
   -> personal belongings - No lockers/cubbies - ea.
   desk has mail carrier type box @ ea. desk
   Facilities Director - No MERV - "just basic filters"
   system doesn't fit these (6-8 month backlog only)
   NEED - 6 people w/ med. background (NCO laughs)
   Isolation Em - No HEPA filters or extra systems
   only
   Box fans - will get "Air Scrubber" only.
   K room - left center to center - stable group -
   (def too close) "left out" will
   Bt - cafe - will be outside as much as possible
   Gym - only Coz/ Morning program will be in
   will make plan when too cold to
   open windows
   Bathroom - Split K-2 only - School times, cust.
   Clean every hour - most rooms have blowers
   Dr. Walk bldgs w/ SC members over weekend
   K, 1st, 2nd school - all teachers have left min.
   distance from st. When teaching
   *St. desks some in corners, against wall
* Fire marshals adamantly there'll be no school fatalities, so shldn't be one now
* Teacher desks will be replaced w/ 1 teacher table
* Desk type up to teacher to the extent possible
  - perpendicular, not parallel to room
  - can req. a table (Br. send email today)
* Price removed 2 desks fr. classrooms during walk thru.
* Tape @ desks now will be "X" on the floor.
* Sep. Entrance - No visitors
  → Dot on ground for parents to pick up kids
* Bathroom - Ease in Hale - green/red Cards outside to identify if being used.
* Chairs for tent - 2 self-near door kids take out then leave outside for cust. to spray min 1/2 hr dry time
  → directed add extra chairs removed (one st. per table)

Nurse - No widow - air scrubber - has central air

Tara had no idea Jerry will figure out to make useable → Call to send down st - eves! → two doors for air flow

Front entrance - only for people show up @ school / get buzzed in