

School Inspection Checklist

Proposed October 1, 2020

Are the following PPE/supplies in the school?

- Surgical masks for adults
- Surgical masks for children
- N95 respirators
- Face shields for adults
- Electrostatic sprayer
- Cleaning supplies for daily and nightly cleaning
- Supplies of gloves, disinfecting spray (or wipes), towels, hand sanitizer in each room
- No-contact thermometers for temperature screening

Have unavailable items on this checklist been earmarked for ordering and/or are shipments expected?

- Yes
- No

School Nurse / Healthcare Professional

- Does the school have a full-time, on-site nurse?
- Is there a designated waiting area for the nurse's staging area that permits social distancing if more than one child arrives?
- Is there proper ventilation* in the nurse's office?
- Does the nurse's office have enough space to socially distance?
- Is there a functioning sink with adequate supplies available for handwashing?
- Is there an established protocol for taking students to the nurse? Are Teachers aware of these protocols?
- Does the nurse's office have a phone capable of calling outside lines?
- Does the nurse have access to a computer and the ASHR system?
- Isolation room – a waiting room for students with fever and symptoms. Adults leave the building if exhibiting symptoms.

- Is there a designated isolation room?
- Is the isolation room properly ventilated?
- Is the isolation room large enough to provide 6 feet between people?
- Has the school nurse been consulted regarding the appropriateness of the isolation room?
 - Is there an area in which to put on and take off PPE, and a designated trash receptacle for safe disposal of PPE?

Ventilation

*** “Properly ventilated space” is defined as a space where MERV 14 or comparable filter is used and the HVAC system regularly passes air through the filter throughout the school day. Filters must be changed on a regular maintenance schedule.**

For buildings with individual window units:

- Do all classrooms have access to operable windows?
- Are the exhausters (exhaust fans?) working?
- Are heating systems modernized to accommodate MERV 14 or comparable filters?

For centralized systems:

- Are there any windowless rooms that rely just on the mechanical ventilation system? If so, how many?
- Have the filters been upgraded to MERV 14 or comparable filter?
- Are the dampers opened to allow in maximum fresh air (75-100%)?

Hand washing in bathrooms

- Are there soap and paper towels in all bathrooms?
 - Are there touchless paper towel and soap dispensers?
 - or
 - Are there functioning paper towel and soap dispensers in all bathrooms?
 - If neither option is available, what is available? _____
- Are the sinks working in the bathrooms?
 - Is hot and cold water accessible in all bathrooms?
- Is there a protocol for when students need to wash hands? Are Teachers aware of this protocol?

Hallway movement/student circulation and signage

- Is there a plan for passing time? Briefly describe the passing plan. (We recommend limited and/or staggered passing)
- Are there one-way lines in hallways?
- Has the appropriate signage for those lanes been installed?
- Is there signage where students and staff congregate including, but not limited to, hallways, elevators, outside the building, staircases, main offices, lobbies, and the nurse's office (inside and out) to help enforce social distancing?
 - Is signage available in all five (5) major languages of DCPS in order to comply with language access guidelines?
- Is there signage for the placement of desks or tables in the classroom?

Auditorium, cafeteria, gym and schoolyard

- Is the auditorium, cafeteria, gym, and/or schoolyard utilized as instructional spaces?
- If these rooms/spaces are used, is there signage for maintaining social distance?

Main office

- Have plexiglass partitions been installed?
- Is the main office large enough to provide 6 feet between multiple people?
- Is the main office properly ventilated?

Building Response Team (BRT)

- Do you have a BRT?
- The BRT must include the School Chapter Advisory Team (SCAC), school nurse, custodial foreman, and School Inspection Team? Have they been added to the BRT?

Entry/Dismissal Protocol

- Is there an entry protocol for staff and students?
- Is there a visitor protocol for parents, deliveries, construction contractors, etc.?
- Is there a dismissal protocol?
 - Are all Teachers and staff aware of these protocols?

Protocol for breakfast and lunch

- How will meals be delivered to the classroom?
- How will waste be removed?
- Is there a protocol for daily cleaning of classrooms that ensures all leftover food is removed?

