

RISK CONTROL CONSULTING

Workplace Reopening Readiness Essentials: Schools Checklist

This Workplace Reopening Readiness Essentials Checklist is designed to assist schools in consideration to help preventing spread of COVID-19 and increase the probability of a successful reopening. All schools need to consider how best to decrease the spread of infection and lower the impact in their workplace. This includes following all local, state or federal guidelines and may include activities in one or more of the following areas:



Prepare your Buildings

Prepare your Employees

Prepare Students & Parents

Review your Access Control

Evaluate Social Distancing

Prepare Hygiene & Sanitation Plan

Plan your Communication

Deep cleaning plans, pre-return inspections, HVAC and mechanical systems

Policies, training, communication, supplies, high-risk concerns

Pre-opening, policies, responsibilities, high risk concerns

Protocols for: safety and health checks, visitor access, reception, access monitoring

Decreased density, schedule management, physical layout, cafeteria and recess

Touchless options, sanitation schedule, common areas, self-service items

Communicate opening plans transparently, collect feedback, regular updates

To assist with your reopening planning, the following checklist has been put together to provide general items to consider. This list is not exhaustive and does not replace district, local, state or federal requirements or guidance. The objective of the checklist is to help provide thought-provoking items to consider as part of your school plan with a focus on:

1. Reducing transmission among employees, students, visitors, and vendors
2. Maintaining a healthy work environment

We hope you find it informative and helpful in mapping your path to successful school reopening.

Disclaimer: This document is intended as a guidance document and is not considered exhaustive or designed to cover all potential district, local, state or federal requirements. All School users retain the responsibility to review district, local, state and federal requirements and apply and augment this information appropriately. Alliant does not accept responsibility for the application of information contained within.

How to Use this Checklist Guide:

Schools are encouraged to review this document and identify those elements that apply to their respective organizations and locations. As a generic document, all information will not apply to all users. We anticipate that some Schools will have unique operations not addressed in this document. We encourage all users to augment what is contained and view the information in the context of your school district COVID-19 reopening plan.

Questions/Considerations		Yes	No	N/A	Action and/or Comments	By Whom	By When
Prepare Your Buildings							
1.	Has adequate water flow in building plumbing been maintained to prevent stagnation issues? If not, has indoor water quality testing been done per EPA safe drinking water test standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2.	Were HVAC systems running and set to prevent mold producing humidity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3.	Has an inspection of the facility been conducted to include: a. Signs of vagrant occupation or attempts at entry? b. Physical security (doors, fences, roof hatches, etc.) uncompromised? c. Physical security (doors, fences, roof hatches, etc.) uncompromised?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4.	Are there plans to inspect fire and life safety systems to ensure the equipment has not been tampered with, is in service, and functional?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
5.	Is there a plan to complete a deep cleaning (using EPA Approved disinfectants for COVID-19) prior to reopening?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
6.	<u>Signage:</u> provide CDC guidelines for hygiene, social distancing, and proper face covering wearing/handling/ disposal at prominently displayed locations throughout facility. Also – include where to go for assistance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
7.	Are requirements by district, local, state or best practices for preparing facilities being followed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Questions/Considerations		Yes	No	N/A	Action and/or Comments	By Whom	By When
Prepare Your Workforce							
8.	Are all employees required to complete all training related to COVID-19 protocols (such as COVID-19 awareness). a. Staying home if ill or fever above 100.4 degrees. b. Social distancing from coworkers and students c. Procedures for when to use, donning/doffing, and disposal of masks and gloves (if required).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
9.	Are updated staff responsibilities identified (such as social distancing management, suspected COVID-19 case actions, touch-point management)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
10.	Are all employees provided with where to find district updates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Prepare Your Students & Parents							
11.	Are you considering holding a remote (ex. Zoom) meeting to review plans, answer questions, and provide locations for resources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
12.	Are you reviewing your new staff duties for returning to work such as: a. Taking personal responsibility for their hygiene b. Communication protocols to students and parents questions c. Enforcing hygiene and social distancing protocols d. Coordinating with leadership regarding concerns or challenges	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
13.	Have you identified the primary contact for employee questions, and also for student parent questions/concerns?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
14.	Will students have specific requirements in order to attend classes (ex. wearing face coverings)? If so, how will they comply and also obtain assistance (ex. they do not have a face covering)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Questions/Considerations		Yes	No	N/A	Action and/or Comments	By Whom	By When
15.	Will parents and students be provided with how they can find the latest updates from: a. School District b. Local Govt. c. State Dept. of Education d. Centers for Disease Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
16.	Are parents being provided process (actions, communication) when COVID-19 case is suspected or confirmed at school site?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Review Your Access Control							
17.	Is the flow of traffic controlled to reduce potential for drop-off causing student lines to enter school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
18.	Are control points to enter school defined (where possible) and social distancing markings in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
19.	Are all visitors required to check-in at reception? Are signs posted at all entrances requiring visitors to check-in?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
20.	Where frequent contact with general public (such as cashier, reception area, etc.) are barriers considered (such as Plexiglas)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
21.	Is temperature screening being considered for employees, students or visitors? (follow all district decisions)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
22.	Will visitors be required to wear face coverings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
23.	Do you have an inventory of face coverings to office visitors, vendors, employees and/or students that do not have means or have available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Evaluate Social Distancing:							
24.	Is there a plan for addressing social distancing (plan may include altering work/schools schedules, staggering arrival/departure times)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Questions/Considerations		Yes	No	N/A	Action and/or Comments	By Whom	By When
25.	Has facility been reviewed to identify areas of potential for lines, or challenge with social distancing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
26.	Have classrooms, offices and other meeting rooms been evaluated to determine layout/seating assignments to ensure a minimum of 6 feet between students? This may include reducing capacity of space.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
27.	Are markings placed in areas where lines will form (ex. restroom, reception, bus, cafeteria, class room entrances) to identify social distancing positions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
28.	Are all staff required to be Social Distancing Protocol leaders to ensure compliance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
29.	Are postings prevalent throughout facility indicating social distancing requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
30.	Has facility breakrooms or shared areas been included in social distancing assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
31.	As necessary, are postings provided where foot traffic must travel in one direction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
INSERT ADDITIONAL QUESTIONS/CONSIDERATIONS HERE		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Prepare Hygiene & Sanitation Plans:							
32.	Is there a plan for enhanced cleaning and disinfecting practices? Does it align with district or CDC Guidance ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
33.	All cleaning and sanitation products used are EPA registered for COVID-19 ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
34.	Is there active management (evaluation, planning, ordering) for increase in supplies (such as disinfecting wipes, hand sanitizer)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
35.	Has a hygiene plan been established: includes use of sanitizing stations, disinfecting wipes, a sanitation schedule: products used, frequency of sanitation and what is to be sanitized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Questions/Considerations		Yes	No	N/A	Action and/or Comments	By Whom	By When
36.	Does the plan include review of shared tools (ex. staplers, pencils/pens, tape dispensers)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
37.	Are hand sanitizer, handwashing stations, or sanitizer wipe dispensers in high traffic, easily accessible areas such as entrances, reception areas, lobbies, near restrooms, and in classrooms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
38.	Are common touch point items identified (ex. door handles, switches, drawers, facet handles, markers, etc.) and plans defined to remove items or avoid or reduce touching? For example – keeping doors open during hours.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
39.	Are students taught hand washing techniques as part of plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
40.	Are signs posted throughout facility to wash hands (with details of proper washing techniques)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
41.	Is leadership conducting regular review and evaluation of the hygiene and sanitation practices to ensure compliance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
42.	To avoid potential ingestion of toxic chemicals, are hand sanitizer removed from all food and beverage areas (cafeteria, break rooms)? Instead, in those areas, emphasis is on hand washing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Plan Your Communications:							
43.	External: Prior to reopening, is communication provided to students and parents through a public press release or using the schools communication process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
44.	External: Does communication include at a minimum: opening plan, student requirements, actions being taken prior to return, actions planned to reduce exposures during operations, role of parents and resources (such as CDC or Local Govt. information), and contact information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
45.	Internal: Is there a detailed communication that outlines the operational changes, responsibilities, and timelines for employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Questions/Considerations		Yes	No	N/A	Action and/or Comments	By Whom	By When
46.	Internal: Does communication include: when to stay home, basics of COVID-19 (what, symptoms), requirements while at work (procedures, masks/gloves, distancing), requirements for managing visitors, procedures for suspected COVID-19, where to find detailed operational information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
47.	Is there a plan for responsibilities, procedures, and communication of potential COVID-19 cases? Does plan follow district, local, state requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
48.	Have you engaged your vendors in your social distancing requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
INSERT ADDITIONAL QUESTIONS/CONSIDERATIONS HERE							

Personal Protective Equipment Info:

1. Difference between face covering (alternative mask) and surgical mask: <https://www.health.state.mn.us/diseases/coronavirus/hcp/masks.pdf>
2. Difference between surgical mask and respirator: <https://www.cdc.gov/niosh/nppt/pdfs/UnderstandDifferenceInfographic-508.pdf>

Cleaning and Sanitation Resources:

1. International Sanitary Supply Association (ISSA): www.issa.com
2. Centers for Disease Control & Prevention: Cleaning & Disinfection for Community Facilities: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>