



Learning Center Preparation Guide



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INTRODUCTION

The current guidelines released by the Whitehouse, CDC, California, Ohio and Michigan's Governor's offices all mentioned that physical or social distancing measures will be a requirement for all businesses and schools when they re-open. This along with screening, sanitation, disinfecting and monitoring procedures will be part of the daily operational standards in our offices and centers. This guide was made with those requirements in mind to give all of our L4L team enough time to prepare our Learning Centers for reopening once that determination is made.

Please note that it is guaranteed that a lot of things may still change between now and that actual date of reopening. Consider this document as a working template for your centers that you can change, add to and delete items to fit the way that makes the most sense to you and your staff and students.

The soft target date is _____ 2020. This preparation guide is separated by the following sections:

1. Communications
2. Facilities, Safety and Security
3. Physical Distancing Protocols
4. Screening procedures.
5. Personal Protective Equipment
6. Safety Protocol if an employee or student is suspected or confirmed with Covid-19
7. Sample Map of Interior Traffic Flow
8. Sited Sources
9. Acknowledgment and Receipt
10. Checklist Guide



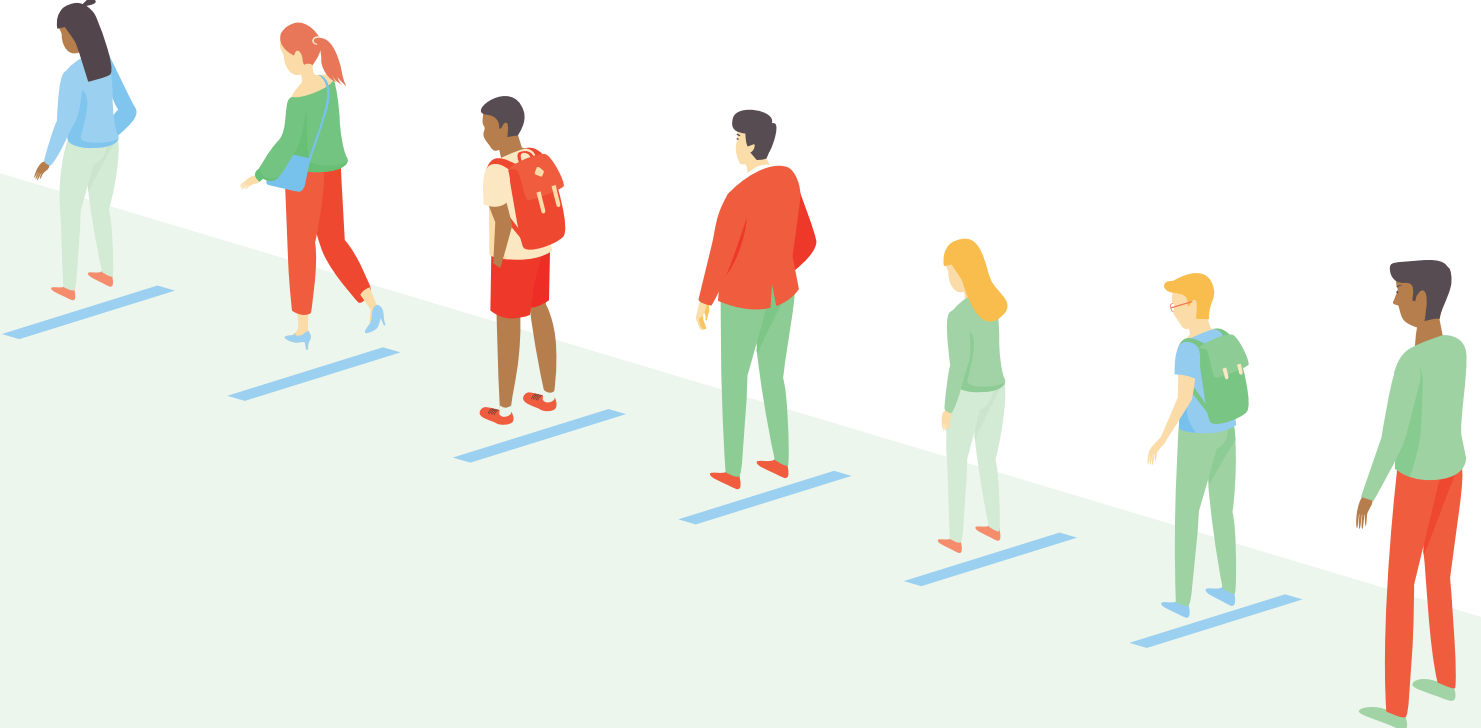
1. COMMUNICATIONS

- A communication message will be sent to all L4L staff members regarding the plans for re-opening our Learning Centers.
- Please note that a determination has not been made at this time requiring employees or students to be tested for Covid-19 before going back to the Learning Centers.
- Public health updates and guidance will be continuously communicated to all staff and students.
- All Area superintendents with their Principals, Site Administrators and Staff members will work together to have their Learning Centers ready for reopening with all possible support from LLAC.
- Area superintendents, Principals and site administrators in collaboration with Peoples Services, will determine from each learning center which employee will be coming back to work first and their staggered schedule. Employees may have personal and accommodation needs preventing them from returning to work sooner such as day care and medical conditions.
- Teachers, Tutors, Counselors, Psychologists, Nurses, Site Administrators, and Operations will help schedule their students to comply with physical distancing protocols for the learning centers. Please see Physical Distancing Protocol in section 3.
- All staff and students should be informed of the physical distancing and infection control procedures in their centers and how to comply with those requirements before going back in.

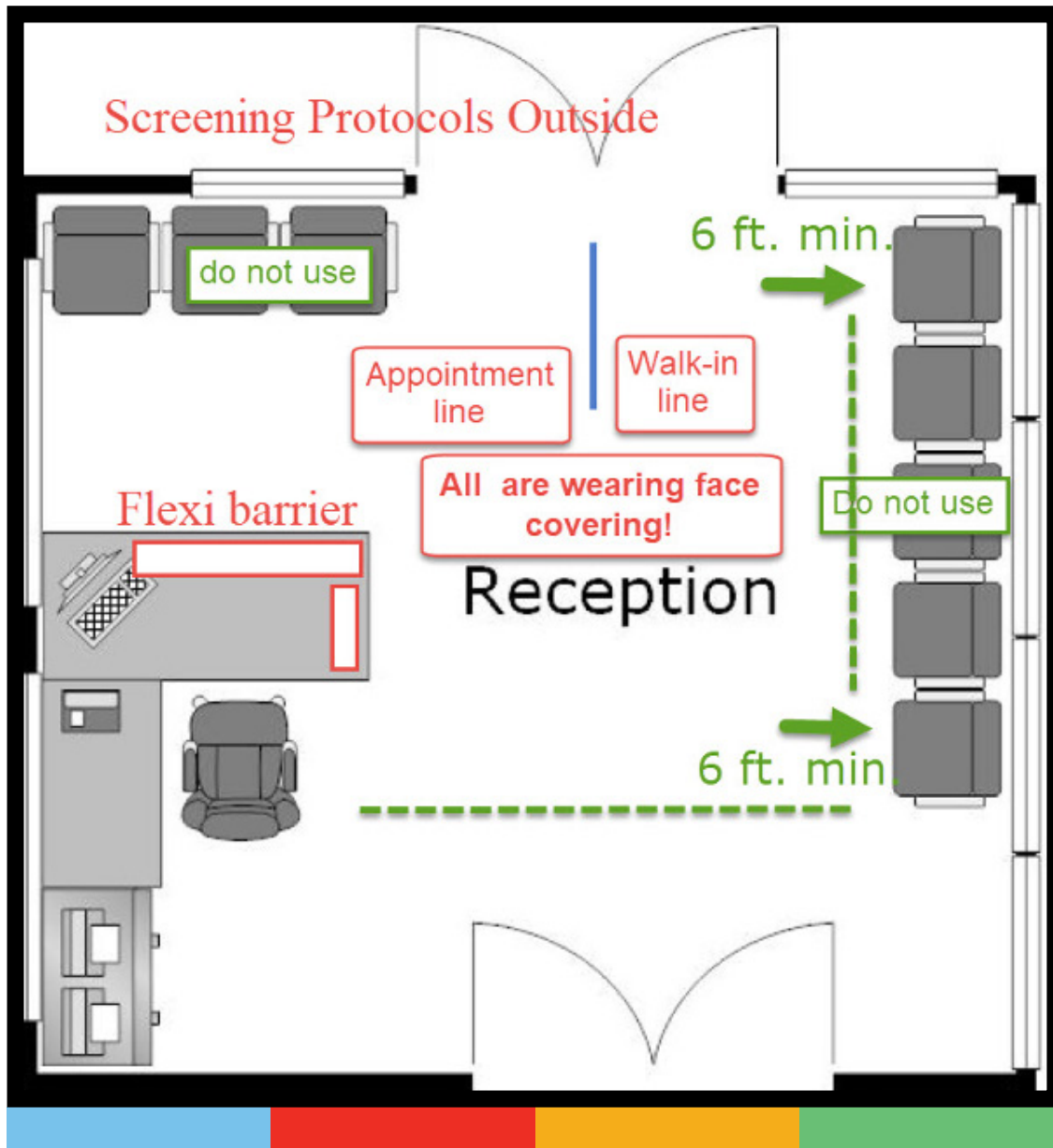
2. FACILITIES, SAFETY AND SECURITY

The Facilities, Safety and Security Team will help support all Learning Centers for the soft reopening with the following items:

- **Visitors – Walk-in and Appointment:** Walk-in visitors may still be restricted from entry in the building unless pre-authorized by the Learning Center staff. Visitors are also subjected to screening procedures before entry in the Learning Center. The Learning Center may choose to have two separate cue-lines for walk-in visitors and for visitors with appointments.
- **Screening Procedures (See Section 4):** All staff, students and visitors will go through a screening procedure before entering the Learning Center. All are advised to stay home if they are experiencing even minor Covid-19 symptoms like sore throat, coughing and sneezing, loss of taste and smell, diarrhea and have been in close contact with someone who tested positive for Covid-19. Temperatures will be checked with an infrared thermometer and employees with temperature at 100.4 or higher will be asked to return to their home, self-quarantine and contact their medical provider.
- **Deep Cleaning and Disinfecting:** Another deep cleaning and disinfecting according to CDC guidelines of high-touch areas and carpet areas will be scheduled a few days before the soft reopening date. Regularly scheduled disinfecting procedures will be in place for each Learning Center.
- **Safety Barriers:** Installations of clear acrylic or physical barriers on front counters and other appropriate areas will be completed.
- **Distribution of P.P.E. (Personal Protective Equipment):** All Learn 4 Life staff and students are required to wear face coverings when entering and while in the building where chance of interaction and exchange is possible with another person. Vinyl or Nitrile gloves are also available if needed. Please note that Learn 4 Life staff member can deny one's entry to the center if he or she refuses to wear a face covering or a mask. A temporary face-covering or masks may be provided to the person by the learning center.
- **Sanitizers:** Hand Sanitizers, Alcohol or Clorox wipes, rubbing alcohols and hand washing areas will be accessible to all people in the center whenever needed. All are required to enter only by the front door and required to sanitize their hands once inside the lobby.
- **Traffic Flow and Occupancy (Optional):** Floor decals, arrows and signs will be installed throughout the building indicating the flow of foot-traffic to avoid close contact with another person in narrow walkways. Occupancy limits will be posted for bathrooms, conference rooms and break rooms and maybe off-limits temporarily depending on the physical distancing protocols.

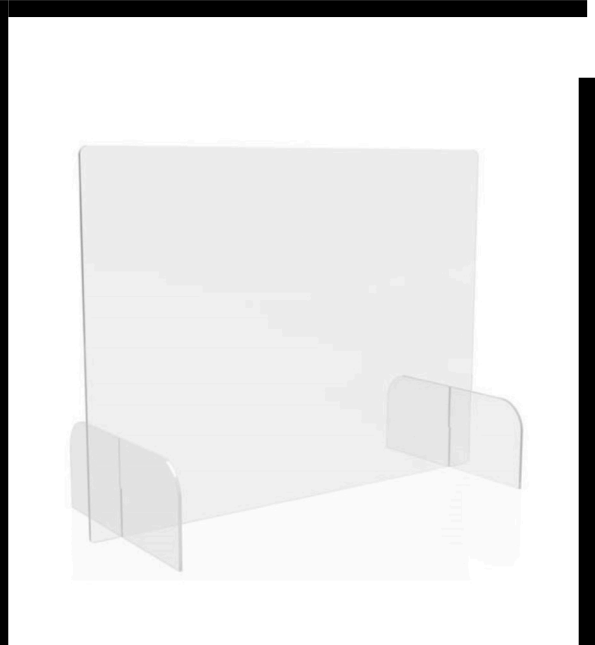
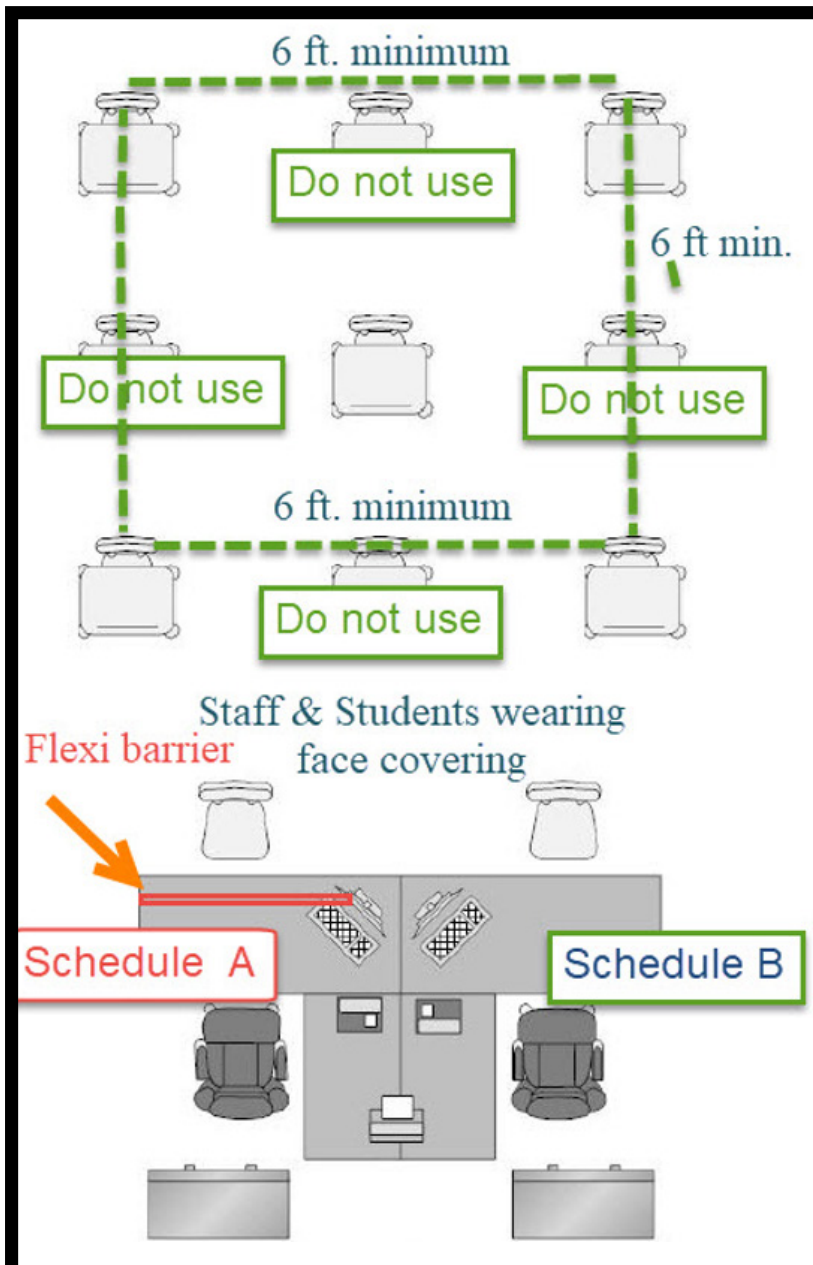


LEARNING CENTER PHYSICAL DISTANCING EXAMPLES



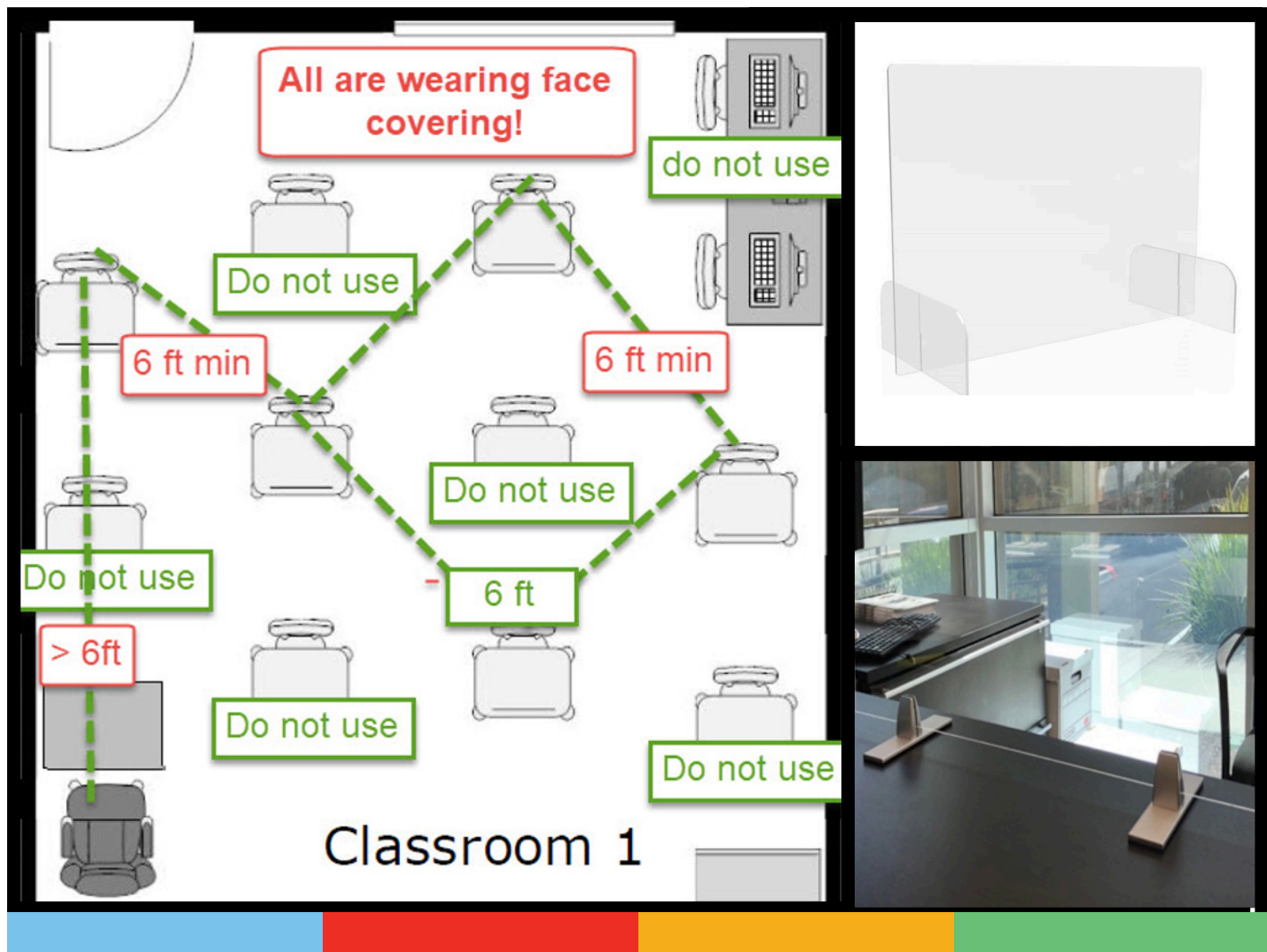
RECEPTION / LOBBY AREA

- All are wearing face coverings.
- Screening protocols are done outside by designated staff and guard.
- Two separate lines outside for walk-ins and appointment if possible. This could also be set up outside the lobby area.
- Do not use some sitting areas to comply with physical distancing protocols
- Clear Flexi barriers on front counter
- Disinfect pens, stylus, thumb scanner every after use." Disinfect door handles and arm chairs frequently throughout the day.



MAIN CLASSROOM AREA

- All are wearing facial covering while in the learning center.
- Do not use some student's desk to comply with physical distancing protocols
- Staggered teacher's and students' schedules (e.g. A, B)
- Clear Flexi barrier on teachers' desk for interaction limited to 5-10 minutes per student.
- Disinfect pens, pencils, tablets and other shared equipment every after use." Disinfect door handles, desktop surfaces, chairs and other high-touch surfaces frequently throughout the day.
- Disinfect pens, pencils, tablets and other shared equipment every after use." Disinfect door handles, desktop surfaces, chairs and other high-touch surfaces frequently throughout the day.

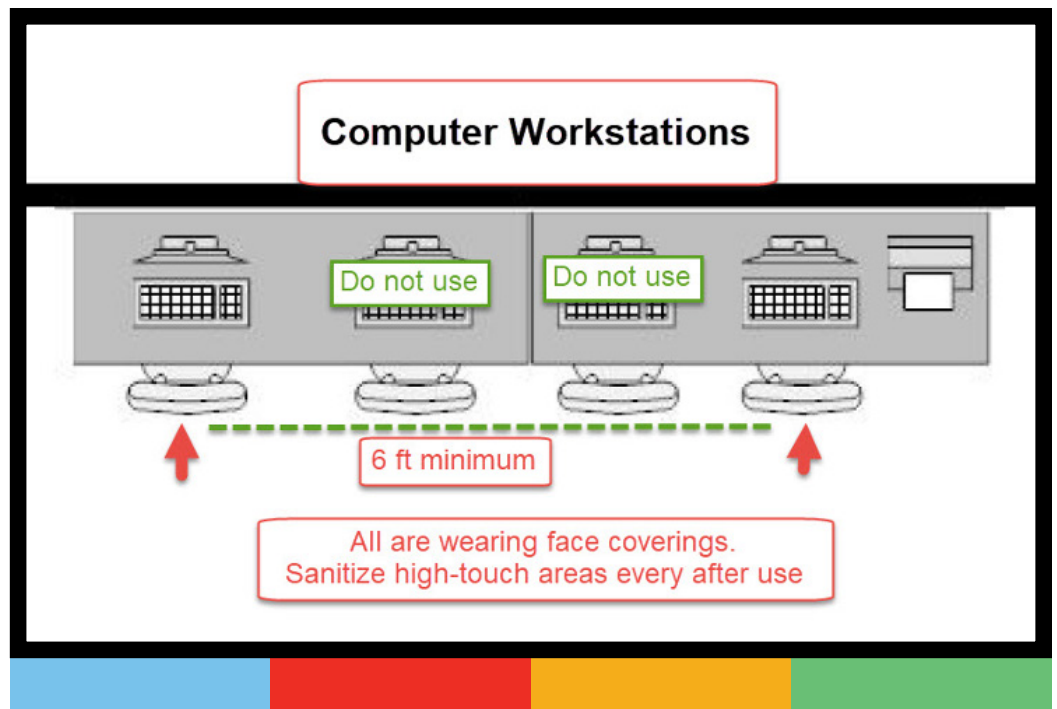


SGI CLASSROOM

- All are wearing face covering.
- Do not use some student's desk to comply with physical distancing protocols.
- Maintain distance of 6 ft. minimum at all times.

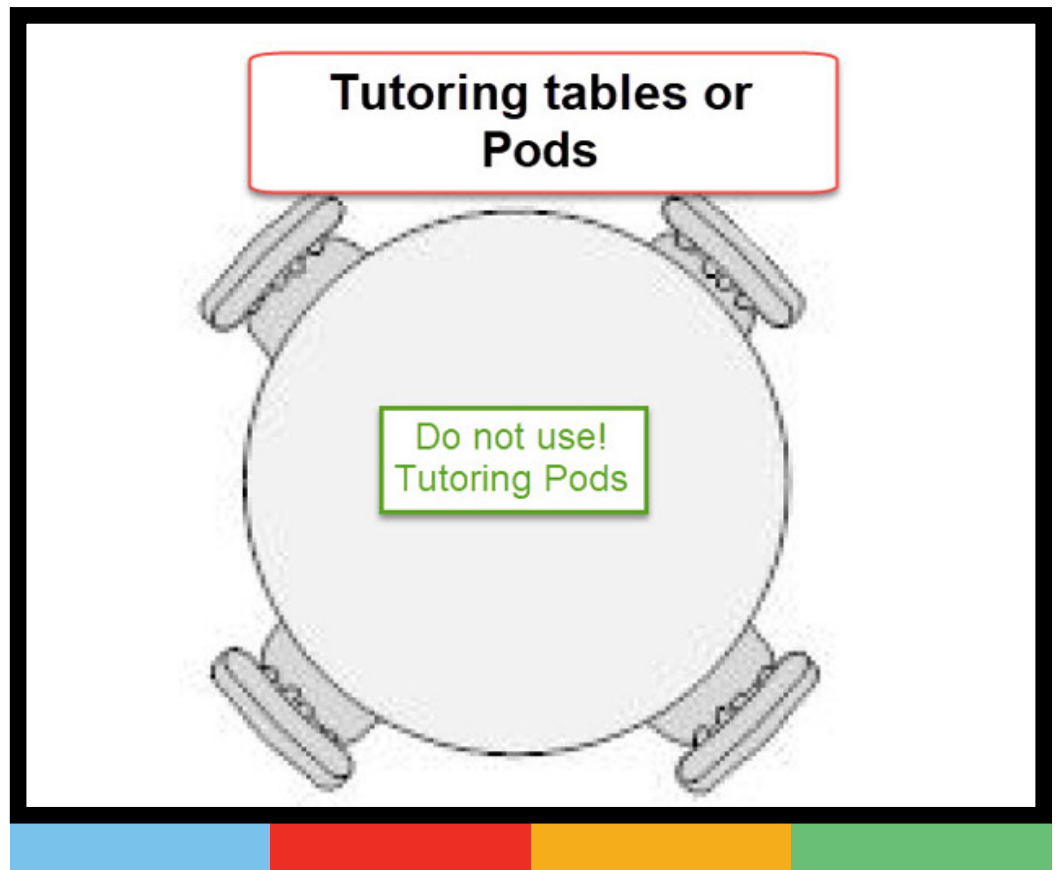
COMPUTER WORKSTATIONS

- All are wearing face covering.
- Do not use some stations to comply with physical distancing protocols.
- Maintain distance of 6 ft. minimum from each station at all times.
- Sanitize all high-touch areas every after use.

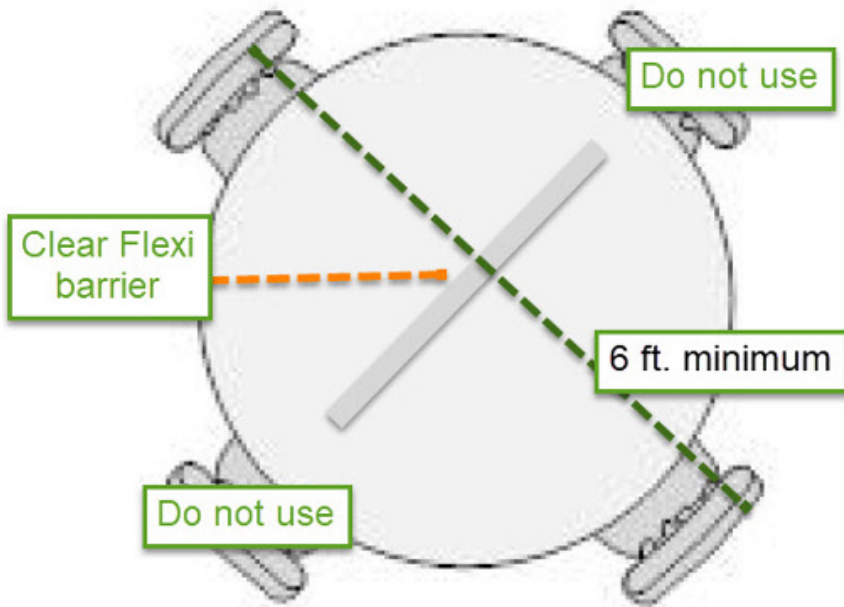


TUTORING TABLE/PODS OPTION 1:

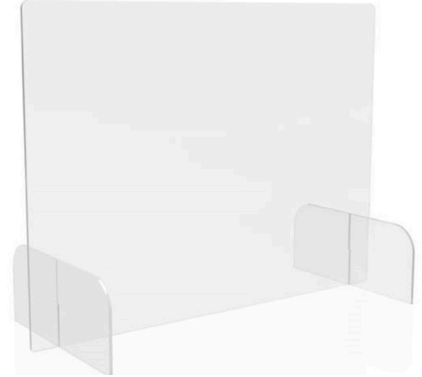
- All are wearing face covering.
- Do not use some stations to comply with physical distancing protocols.
- Maintain distance of 6 ft. minimum from each station at all times.
- Sanitize all high-touch areas every after use.



Alternative option for tables or Pods



1. All wearing face covering.
2. Limit interaction to 5-10 minutes.
3. Sanitize high-touch areas every after use.



OPTION 2:

- All are wearing face covering.
- Add a clear acrylic barrier if cost permitting.(\$150.00)
- Student and tutor.
- Limit chair to one student to comply with physical distancing protocols.
- Maintain distance of 6 ft. minimum at all times.
- Limit interaction to 5-10 minutes.
- Sanitize high-touch areas every after use

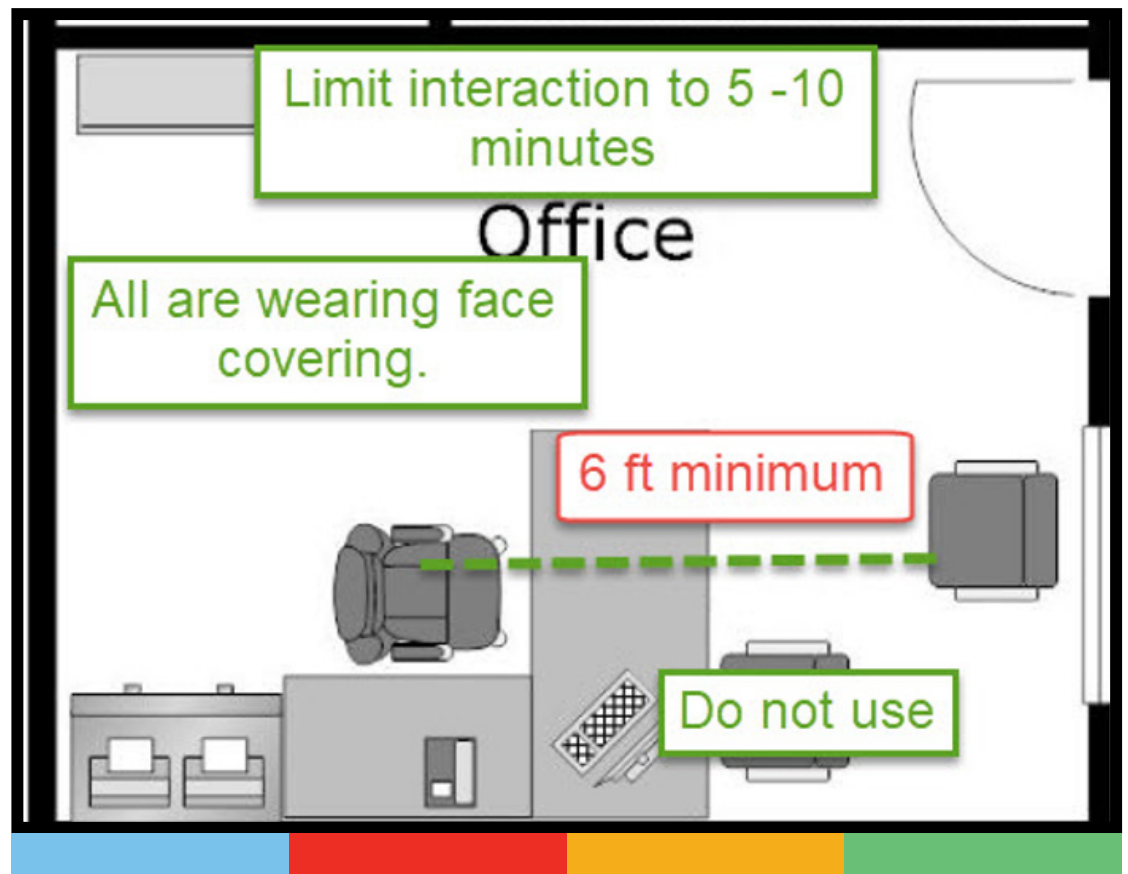


OPTION 3:

- All are wearing face covering.
- Place 10' portable Clear Barrier between student and tutor. If cost permitting (cost \$ 628.00)
- Limit chair to one student to comply with physical distancing protocols.
- Maintain distance of 6 ft. minimum at all times.
- Limit interaction to 5-10 minutes.
- Sanitize high-touch areas every after use.

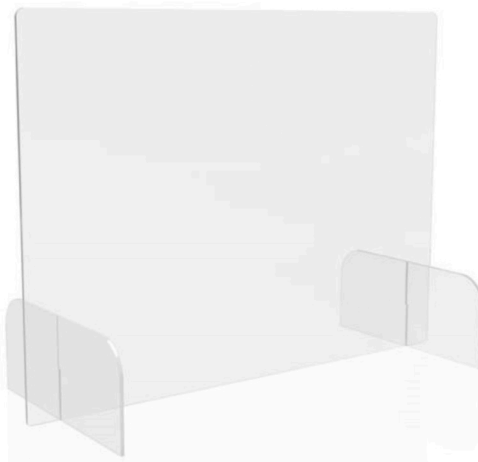
OFFICE AREA:

- All are wearing face covering.
- Place portable Clear Barrier between student and tutor.
- Limit chair to one student to comply with physical distancing protocols.
- Maintain distance of 6 ft. minimum at all times.
- Limit interaction to 5-10 minutes.
- Sanitize high-touch areas every after use.



OPTION 2:

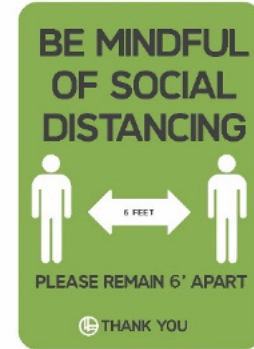
- Add a clear acrylic barrier if cost permitting.



FLOOR DECAL AND SIGNS

- Place floor decals and signs on designated area to help guide foot traffic maintain physical distancing protocols.

These items can be requested from the LLAC maintenance group @ Jchausee@llac.org



POSTER STAND

- Consider ordering this poster stand to hold physical distancing signs.

This item can be ordered from your assigned purchaser. Staples item#:1563672



EZ-UPS FOR WAITING AREAS OUTSIDE

Consider setting EZ-ups outside the learning centers for parents and students waiting to be screened.

This item can be ordered from your assigned purchaser.



3. PHYSICAL DISTANCING PROTOCOLS

Current law requires our organization to post this plan on our front doors:

• **SIGNAGE:**


- o A sign will be posted at each public entrance of the facility to inform all students and visitors that they should avoid entering the facility if they have any of the Covid 19 symptoms.
- o A sign will be posted indicating maintaining a minimum six-foot distance from one another.

• **MEASURES TO PROTECT EMPLOYEES' AND STUDENTS' HEALTH:**

- o Train employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if they have them.
- o Everyone who can work from home without impacting their duties has been directed to do so.

- o Symptom checks are being conducted before employees may enter the building. All employees are encourage to do self-check for symptoms and elevated temperatures at home before leaving for work.

Employees are advised to stay home if experiencing minor covid-19 symptoms.

- o All employees that have contact during their shift(s) with the public or other employees, are offered, at no-cost, a cloth face covering or a mask to be used at the learning center when interacting with each other. 
- o HVAC filters will be replaced as additional safety measure before the scheduled date of reopening. Maximum allowable airflow will be checked according to current building and safety regulations and HVAC manufacturer's specifications.
- o All desks or individual workstations are separated by at least six feet.
- o Break rooms, restrooms, and other common areas are being disinfected frequently.
- o Potlucks and food sharing will be prohibited at this time.

- o Disinfectant and related supplies are available to all employees and students.
- o Hand sanitizer effective against COVID-19 is available to all employees and students.
- o Soap and water are available to all employees and students.
- o Employees and students are allowed frequent breaks to wash their hands

- o Separate delivery or drop off areas to prevent gathering.
- o All employees and students have been instructed to maintain at least six feet distance from each other, except employees may momentarily come closer when necessary to accept paperwork from students and parents or as otherwise necessary.
- o Optional—Institute one-way aisles to facilitate Social Distancing.

• MEASURES TO PREVENT CROWDS FROM GATHERING:

- o Limit the number of employees and students in the building at any one time, which allows to easily maintain at least six-foot distance from one another at all practical situations. Actual amount to be determined according to the latest CDC and Public Health Guidance.
- o Some classrooms, conference rooms, break rooms and training rooms may remain closed to comply with the latest CDC and Public Health Guidelines.
- o Post an employee or security guard at the door to ensure the maximum number of people in the learning center not exceeded the determined number of people according to the latest CDC and Public Health Guidelines.

- o Disinfecting all publicly used pens, and styluses after each use.
- o Disinfecting all high-contact surfaces frequently.

• MEASURES TO INCREASE SANITIZATION:

- o Restrooms shall remain open to all employees and students.
- o Disinfecting materials that are effective against COVID-19 are readily available.
- o Employee(s) and Janitorial company are assigned to disinfect high-touch areas frequently.
- o Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the facility, at checkout counters, and anywhere else inside the building or immediately outside where people have direct interactions.

• MEASURES TO KEEP PEOPLE AT LEAST SIX FEET APART:

- o Placing signs outside and inside the building reminding employees to be at least six feet apart in waiting areas.
- o Placing tape or other markings at least six feet apart in waiting areas if applicable.



4. SCREENING PROCEDURES

The Screening process is based on CDC and FDA guidelines and involves using a medical no-touch infrared thermometer on all employees and visitors to the building. Fever is 100.4°F/38°C or higher. Employees and students are encouraged to self-check for Covid-19 symptoms and elevated temperature at home before leaving for work.

Employees and students are advised to stay home if they are experiencing even slight Covid-19 symptoms.

- **Before taking the temperature:**

Wait 30 minutes after eating, drinking, or exercising.



Wait at least 6 hours after taking medicines that can lower your temperature, like:

- Acetaminophen, also called paracetamol
- Ibuprofen
- Aspirin



- **Subject will be asked if experiencing any of these symptoms:**

- | | | |
|---|---|---|
| <ul style="list-style-type: none">o Fever | <ul style="list-style-type: none">o Runny Nose | <ul style="list-style-type: none">o Diarrhea |
| <ul style="list-style-type: none">o Cough | <ul style="list-style-type: none">o Sneezing | <ul style="list-style-type: none">o Have been in contact with someone with confirmed case of Covid-19 |
| <ul style="list-style-type: none">o Sore Throat | <ul style="list-style-type: none">o Loss of taste and smell | |

Screener will make a visual inspection of the employee or student for signs of illness, which could include flushed cheeks or fatigue. Subject will not be allowed entry to the building and will be advised to return home to self-quarantine and contact their medical provider if any of the symptoms above are observed and present. Notify the building administrator.



• Taking the temperature with a Non-Contact-Infrared Thermometer (NCIT):

The screener should wash their hands with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol, put on a facemask, eye protection (goggles or disposable face shield that fully covers the front and sides of the face), and a single pair of disposable gloves. A gown could be considered if extensive contact with an employee is anticipated. Make a visual inspection of the employee for signs of illness, which could include flushed cheeks or fatigue.

Conduct temperature and symptom screening using this protocol:

- o Put on disposable gloves.
- o Check the employee's temperature by placing a probe over the middle of an individual's forehead.
- o Hold the probe between 1.2 and 6 inches (3-15 cm) away from the forehead per manufacturer's operational instructions.
- o The average normal body temperature is 98.6°F (37°C).

- o Fever is 100.4°F/38°C or higher.
- o A retest can be done if the subject was engaged in any of the items mentioned in Section 4. "Before taking the temperature"
- o If disposable or non-contact thermometer is used and screener did not have physical contact with an individual, screener does not need to change gloves before the next check.

If non-contact thermometers is used, clean and disinfect them according to manufacturer's instructions and facility policies.

- o Remove and discard PPE (gloves) properly once screener is done with screening duties or if on a break, and wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer with at least 60% alcohol.

Screener should restart following the first steps of screening procedures when resuming screening duties.

5. PERSONAL PROTECTIVE EQUIPMENT

Cloth-Face Coverings or masks will be given to all employees and students as part the Physical Distancing Protocol. CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

- **Cloth Face Covering:** The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.
- **Cloth face coverings should be washed or otherwise cleaned regularly:** A washing machine should suffice in properly washing a cloth face covering.
- **Difficulty breathing:** Employees and students who has difficulty breathing while using any cloth face covering or masks should inform their direct supervisor of their condition.
- **Creative ways of making a face covering:** Please see CDC guidance on creative ways of making your own face coverings.
- **Vinyl and Nitrile gloves:** Vinyl and Nitrile gloves are provided to employees who needed protection when handling materials in their workspace. Dispose gloves properly according to Red Cross guidelines.
- **N95 masks:** N95 masks are available for employees who have higher exposure to the general public or have immune compromised medical conditions. These masks provide stricter filtration of pathogens that may affect their health conditions. Follow CDC and NIHS guidelines on proper use and protocol for re-use extending life of N95 masks.



How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

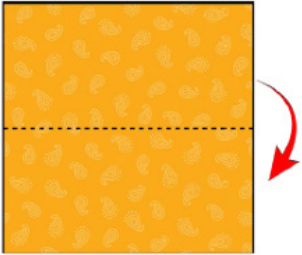


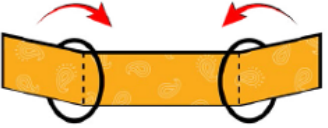

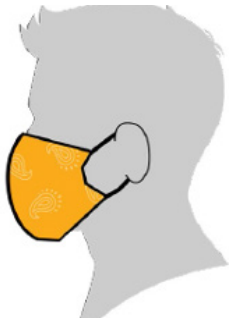
Bandana Cloth Face Covering (no sew method)

Materials Please see CDC guidance on creative ways of making your own face coverings.

<https://www.youtube.com/watch?v=tPx1yqvJgf4>

- Bandana (or square cotton cloth approximately 20"x20")
- Rubber bands (or hair ties)

Tutorial

<p>1. </p> <p>Fold bandana in half.</p>	<p>2. </p> <p>Fold top down. Fold bottom up.</p>	<p>3. </p> <p>Place rubber bands or hair ties about 6 inches apart.</p>
<p>4. </p> <p>Fold side to the middle and tuck.</p>	<p>5. </p>	<p>6. </p>



6. SAFETY PROTOCOLS IF AN EMPLOYEE OR STUDENT IS SUSPECTED OR CONFIRMED WITH COVID-19

Protocol if an employee or student is suspected or confirmed with Covid-19.

Notify Safety and Security department: Safety@Learn4Life.org and proper notification procedures according to local Department of Public Health and CDC will be followed.

In most cases, there is no need to shut down the facility. But do close off any areas used for prolonged periods of time by the sick person:

- Wait 24 hours before janitorial cleaning and disinfecting to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
- During this waiting period, open outside doors and windows to increase air circulation in these areas.

Follow the CDC cleaning and disinfection recommendations:

- Clean dirty surfaces with soap and water before disinfecting them.
- To disinfect surfaces, use products that meet EPA criteria for use against SARS-Cov-2^{external icon}^{external icon}, the virus that causes COVID-19, and are appropriate for the surface.

- Always wear gloves and gowns appropriate for the chemicals being used when you are cleaning and disinfecting.

- You may need to wear additional personal protective equipment (PPE) depending on the setting and disinfectant product you are using.

In addition to cleaning and disinfecting, employers should determine which employees may have been exposed to the virus and need to take additional precautions:

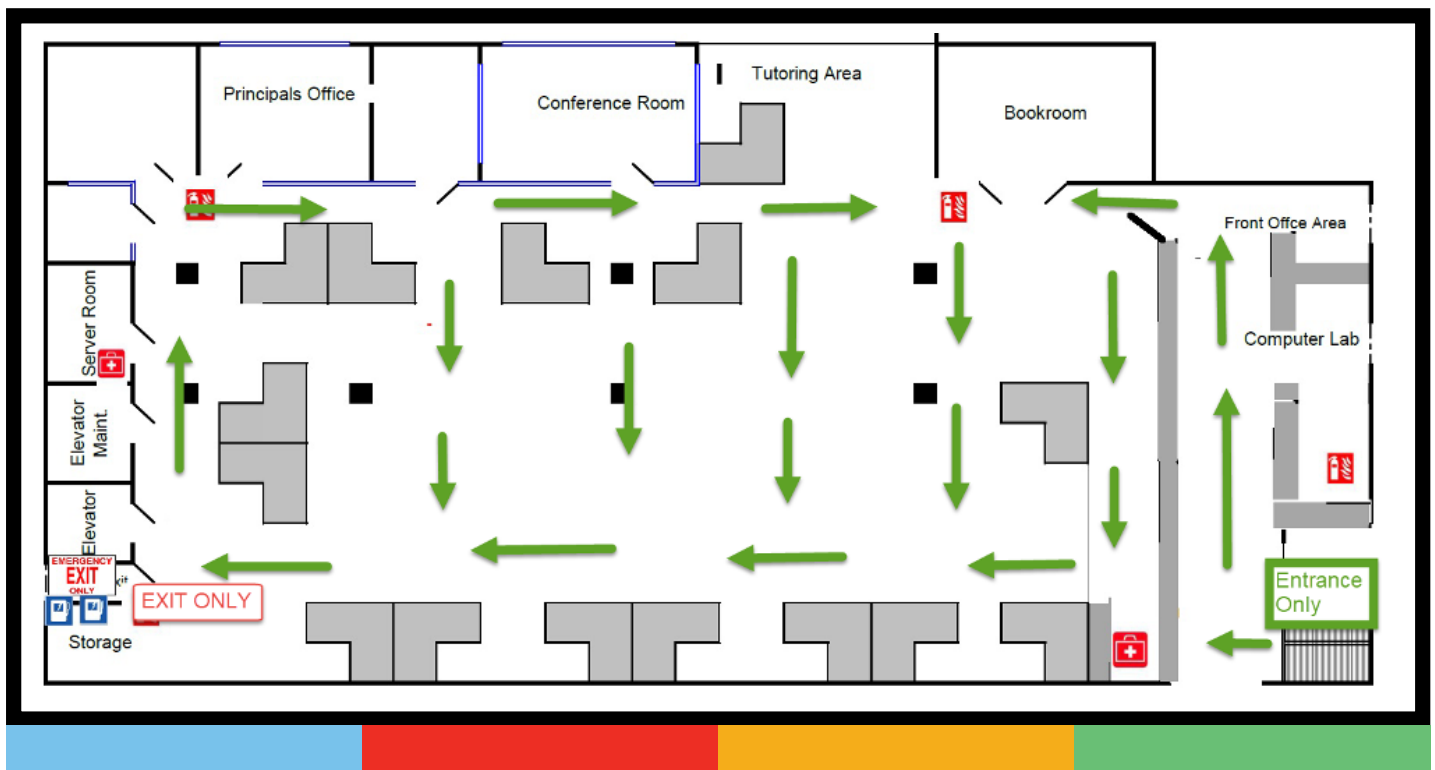
- Most workplaces should follow the Public Health Recommendations for Community-Related Exposure.
- Critical infrastructure workplaces should follow the guidance Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19.

Sick employees should follow CDC-recommended steps. Employees should not return to work until they have met the criteria to discontinue home isolation and have consulted with a healthcare provider and state or local health department.

If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).

7. ONE-WAY TRAFFIC FLOW

Example of a One-way traffic flow of the center's interior will be placed here as guidance for employees and visitors.



8. CITED SOURCES

C.D.C. Center for Disease Control, US Department of Health and Human Services.

“CARE Check and Record Everyday version 3”, 3.11.20.

C.D.C. Center for Disease Control, “Use of Cloth Face Coverings to Help Slow the Spread of COVID-19”, n.d. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.

C.D.C. Center for Disease control “Suspected or Confirmed Cases of Covid-19 in the Workplace”, 3 May 2020, www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq

C.D.C. Center for Disease Control, “Symptoms of Coronavirus”, n.d. www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html

C.D.C. Center for Disease Control, “Reducing Spread of Covid-19 in Workplaces, 3, May 2020, www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html.

County of Los Angeles department of public health Order of the health officer, “Appendix A Social Distancing Protocols” 10 April 2020, www.lamayor.org/COVID19Orders.

F.D.A. Food Drug and Administration, “Non-Contact Temperature Measurement Devices: Considerations for Use in Port of Entry Screening Activities” 22 August 2014.

O.S.H.A. Occupational Safety and Health Administration “Safety and Health Topics Covid-19”, n.d., www.osha.gov/SLTC/covid-19/.



9. ACKNOWLEDGMENT AND RECEIPT

I acknowledge the receipt of this document and understand my responsibilities in complying with the policies mentioned herein

Employee

Signature

Date

10. CHECKLIST GUIDE

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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2.	Are HVAC systems running and set to maximum airflow according to manufacturer's and building and safety regulations.	<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 fire and life safety systems operational and 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 by the contracted janitorial company (using EPA Approved disinfectants for COVID-19) prior to reopening?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
6.	Signage: provide CDC guidelines for hygiene, social distancing, and proper face covering wearing/handling/ disposal at prominently displayed locations throughout facility.	<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"/>			
INSERT ADDITIONAL QUESTIONS/CONSIDERATIONS HERE		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
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, and proper 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/ physical distancing management, suspected COVID-19 case actions, touch-point management)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
10.	Are all employees provided access where to find current public health updates?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
INSERT ADDITIONAL QUESTIONS/CONSIDERATIONS HERE		<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 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"/>			
15.	Will parents and students be provided with information on 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"/>			
INSERT ADDITIONAL QUESTIONS/CONSIDERATIONS HERE		<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 (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 and public health 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"/>			
INSERT ADDITIONAL QUESTIONS/CONSIDERATIONS HERE		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Questions/Considerations		Yes	No	N/A	Action and/or Comments	By Whom	By When
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"/>			
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"/>			
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 high-touch 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"/>			

Questions/Considerations		Yes	No	N/A	Action and/or Comments	By Whom	By When
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"/>			
INSERT ADDITIONAL QUESTIONS/CONSIDERATIONS HERE		<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"/>			
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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Personal Protective Equipment Info:

1. Difference between surgical mask and respirator: <https://www.cdc.gov/niosh/npptl/pdfs/UnderstandDifferenceInfographic-508.pdf>

Cleaning and Sanitation Resources:

1. Centers for Disease Control & Prevention: Cleaning & Disinfection for Community Facilities: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>