

**Hybrid Administrator Guide:** Step by step guide to help walk building administrators through the creation and submission of their schools program model and building safety operations. These documents are guided by the Oregon Department of Education Operational Blueprint along with recommendations and requirements set forth by federal, state, county health and other safety guidelines including, Oregon Health Authority, and Oregon Occupational Safety and Health Administration.

# School Site Walk Through

This form will help guide and produce your school walk through and reentry plan. As schools fill out this template, please reference:  
 -SOPs (Linked in this document)  
 -Principal Return to In Person Instruction Tool Kit (Link here)  
[Site Plans](#) (Created in the summer)  
[GETTING SCHOOLS READY FOR IN-PERSON LEARNING: \(From the CDC\)](#)

School Site - \_\_\_\_\_

Safety Committee Roster - \_\_\_\_\_

Walk through Date - \_\_\_\_\_

Reopening Model - Hybrid \_\_\_\_\_

TASK TITLE	SOP/Resource/or other guiding tool (Link)	START DATE	Owner	Completed	School Plan	Additional Considerations
<b>1 General Plan</b>						
1.1	Covid-19 response Team			<input type="checkbox"/>		
1.2	Building Usage (attach maps)			<input type="checkbox"/>		
1.3	Schedule (include link)			<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
<b>2 Bus/student drop off</b>						
2.1	Number of students arriving on bus		School/Transportation	<input type="checkbox"/>	Identified approximate number of students expected	
2.2	Student Bus Entry		Trans	<input type="checkbox"/>	Where will busses arrive and how will students enter the building	
2.3	Staff monitoring Bus arrival/building entry			<input type="checkbox"/>	Identified staff member to greet students and assist with building entry	
2.4	Cleaning/disinfecting		Trans	<input type="checkbox"/>	Transportation protocol	
				<input type="checkbox"/>		
<b>3 Staff/Student Entry</b>						
3.1	Main Building Entry			<input type="checkbox"/>	Main student entry will be into the normal main entrance near the offices	
3.2	Secondary Entry			<input type="checkbox"/>	Second Entry has been identified on the north side of the building for students arriving from the north	
3.3	Staff Entry			<input type="checkbox"/>	Staff entry has been identified to be the south entrance next to the gym, or the main entry	
3.4	Sanitation Station			<input type="checkbox"/>	Sanitation stations located at Main entry, office entry...	
3.5	Symptom Screen on Student Arrival			<input type="checkbox"/>	Process and personnel for visual screen of staff/students entering the building	
3.6	Proper signage and PPE at entry		Facilities	<input type="checkbox"/>	Ensure regularly signage, PPE and sanitation items are available	
				<input type="checkbox"/>		
<b>4 Front Office/Receptions/Staff Offices</b>						
4.1	Main Office Protocol for staff			<input type="checkbox"/>	Review size of office with number of staff. PPE and mitigation in place	
4.2	Main office Protocol for Visitors			<input type="checkbox"/>	Protocol for any visitors needing to enter office	
4.3	Sign in/Out station			<input type="checkbox"/>	Identify sign in/out protocol for everyone, equipped with proper Sanitation	
4.4	Maintaining logs/tracker			<input type="checkbox"/>	Protocol to maintain and provide sign in/out logs and symptom tracking logs	
4.5	Reception/waiting area protocol			<input type="checkbox"/>	When family/visitors are waiting, what is the protocol (take into consideration size of space as well as weather)	
4.6	Cleaning/Sanitation			<input type="checkbox"/>	Protocol for cleaning all high touch surface areas in main office/reception	
				<input type="checkbox"/>		
<b>5 Hallway/Stairways (Indoor/Outdoor)</b>						
5.1	Hallway Configuration			<input type="checkbox"/>	Are hallways reconfigured to assist with physical distancing	

5.2	Stairways	<input type="checkbox"/>	Any change of Stairway protocol	
5.3	Elevator	<input type="checkbox"/>	Any adjustment of elevator protocol	
5.4	Signage	<input type="checkbox"/>	Regularly ensure signage and floor markings are posted and intact	
5.5	Cleaning/disinfecting	<input type="checkbox"/>	Schedule cleaning of high touch surface areas	
5.6	Shared Drinking fountain	<input type="checkbox"/>	Change of protocol or use of drinking fountain	
5.7	Room Transition Plan	<input type="checkbox"/>	Plan for transition times and guidance between rooms/classes	
		<input type="checkbox"/>		
<b>6</b>	<b>Health Center/Symptom Space</b>	<input type="checkbox"/>		
6.1	Space identified (what is the ratio of rooms to students?)	<input type="checkbox"/>	Space identified and specifics inside space	
6.2	Staff identified (School Health Assistant, Nurse, VP etc)	<input type="checkbox"/>	Staff maintaining space	
6.3	Ventilation	<input type="checkbox"/>	additional ventilation	
6.4	Cleaning protocol	<input type="checkbox"/>	Cleaning of space post being occupied	
6.5	Original Health Space	<input type="checkbox"/>	Identified Health/Nurse space, any changes or occupation requirements based on size of space	
6.6	Symptomatic Student Exit Protocols	<input type="checkbox"/>	Plan to assist student/staff member exiting the building due to excudible Symptoms	
		<input type="checkbox"/>		
<b>7</b>	<b>Staff Lounge/Restrooms</b>	<input type="checkbox"/>		
7.1	Staff room configuration	<input type="checkbox"/>	Any physical changes or requirements	
7.2	Staff restroom	<input type="checkbox"/>	Any changes to identified Staff restroom	
7.3	Cleaning Protocol	<input type="checkbox"/>	Cleaning of high touch/use areas	
		<input type="checkbox"/>		
<b>8</b>	<b>Classroom</b>	<input type="checkbox"/>		
8.1	Max Occupancy	<input type="checkbox"/>	Identified and posted Max capacity	
8.2	Room Configuration	<input type="checkbox"/>	Room configuration to maintain health and safety protocols	
8.3	Physical distancing requirements	<input type="checkbox"/>	Ensure 6 feet of space between desks	
8.4	Cleaning protocols	<input type="checkbox"/>	Identified cleaning protocols for high touch areas	
8.5	Supplies	<input type="checkbox"/>	Protocols for maintaining cleaning supplies in classrooms	
		<input type="checkbox"/>		
<b>9</b>	<b>Student Restrooms</b>	<input type="checkbox"/>		
9.1	Max Occupancy	<input type="checkbox"/>	Identified and posted Max capacity	
9.2	Room Configuration	<input type="checkbox"/>	Changes made to maintain health and safety protocols	
9.3	Cleaning protocols	<input type="checkbox"/>	Identified cleaning protocols for high touch areas	
9.4	Supplies	<input type="checkbox"/>	Protocols for maintaining cleaning supplies in classrooms	
		<input type="checkbox"/>		
<b>10</b>	<b>Nutrition/Cafeteria</b>	<input type="checkbox"/>		
10.1	Cafeteria Occupancy	<input type="checkbox"/>	Identified and posted max occupancy	
10.2	Room Configuration	<input type="checkbox"/>	Changes to cafeteria to maintain health and safety protocols	
10.3	Entry/Exit	<input type="checkbox"/>	Identified entry and exit to maintain physical distancing	
10.4	Meal distribution	<input type="checkbox"/>	Protocol for distribution of meals	
10.5	Kitchen staff protocols	<input type="checkbox"/>	Protocols and training for kitchen staff	
10.6	Cleaning	<input type="checkbox"/>	Protocols for cleaning after use	
10.7	PPE	<input type="checkbox"/>	Protocol to provide and maintain PPE	
		<input type="checkbox"/>		
<b>11</b>	<b>Field/Playground/Exterior grounds</b>	<input type="checkbox"/>		
11.1	Use permitted	<input type="checkbox"/>	Will students have use to exterior areas, if so what	
11.2	Entry/Exit	<input type="checkbox"/>	Entry and exit to area	
11.3	PPE	<input type="checkbox"/>	Mask and additional PPE requirements	
11.4	Staff Role	<input type="checkbox"/>	Staff role when students are outside	
11.5	Closed spaces or areas	<input type="checkbox"/>	Identify any areas/spaces that will not be used	

11.6	Cleaning			<input type="checkbox"/>	Process to clean any high touch areas	
				<input type="checkbox"/>		
<b>12</b>	<b>Gymnasium/Locker Rooms</b>			<input type="checkbox"/>		
12.1	Entry/Exit			<input type="checkbox"/>	Identified entry/exit to space	
12.2	Use permitted			<input type="checkbox"/>	Identified use of space	
12.3	Capacity			<input type="checkbox"/>	Capacity posted	
12.4	Physical changes			<input type="checkbox"/>	Physical changes for health and safety	
12.5	PPE			<input type="checkbox"/>	Required PPE	
12.6	Cleaning Protocol			<input type="checkbox"/>		
				<input type="checkbox"/>		
<b>13</b>	<b>Choir/Music/Performing Arts</b>			<input type="checkbox"/>		
13.1	Entry/Exit			<input type="checkbox"/>		
13.2	Use permitted			<input type="checkbox"/>		
13.3	Capacity			<input type="checkbox"/>		
13.4	Physical changes			<input type="checkbox"/>		
13.5	PPE			<input type="checkbox"/>		
13.6	Cleaning Protocol			<input type="checkbox"/>		
				<input type="checkbox"/>		
<b>14</b>	<b>Exit/Dismissal</b>			<input type="checkbox"/>		
14.1	Main Exit			<input type="checkbox"/>		
14.2	Staff role			<input type="checkbox"/>		
14.3	Secondary Exit			<input type="checkbox"/>		
14.4	Staff assigned			<input type="checkbox"/>		
14.5	Bus Exit			<input type="checkbox"/>		
				<input type="checkbox"/>		
<b>15</b>	<b>Roles/Responsibilities</b>			<input type="checkbox"/>		
15.1	COVID Response Team			<input type="checkbox"/>		
15.2	Other assigned roles			<input type="checkbox"/>		
				<input type="checkbox"/>		
<b>16</b>	<b>Custodial</b>			<input type="checkbox"/>		
16.1	Cleaning & Disinfecting SOP	<a href="#">SOP</a>	Head Custodian	<input type="checkbox"/>	School Specific schedule/guidance	
				<input type="checkbox"/>		