

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
1 General Plan						
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"/>		
2 Bus/student drop off						
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"/>		
3 Staff/Student Entry						
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 personel 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"/>		
4 Front Office/Receptions/Staff Offices						
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"/>		
5 Hallway/Stairways (Indoor/Outdoor)						
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"/>		
6	Health Center/Symptom Space	<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	Ventalation	<input type="checkbox"/>	additional ventillation	
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"/>		
7	Staff Lounge/Restrooms	<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"/>		
8	Classroom	<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"/>		
9	Student Restrooms	<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"/>		
10	Nutrition/Cafeteria	<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"/>		
11	Field/Playground/Exterior grounds	<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"/>		
12	Gymnasium/Locker Rooms	<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"/>		
13 Choir/Music/Performing Arts				<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"/>		
14 Exit/Dismissal				<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"/>		
15 Roles/Responsibilities				<input type="checkbox"/>	
15.1	COVID Response Team		<input type="checkbox"/>		
15.2	Other assigned roles		<input type="checkbox"/>		
16 Custodial				<input type="checkbox"/>	
16.1	Cleaning & Disinfecting SOP	SOP	Head Custodian	<input type="checkbox"/>	School Specific schedule/guidance
				<input type="checkbox"/>	