

2021-22 School Year Administrator Guide: The building safety committee should use this checklist prior to the opening of school. This document is 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

(make a COPY of this doc before filling out)

School Site -

Safety Committee Roster-

Walk through Date -

Reopening Model -

TASK TITLE	SOP/Resource/ or other guiding tool (Link)	START DATE	Owner	Completed	School Plan
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"/>	
2 Staff/Student Entry					
2.1	Sanitation Station			<input type="checkbox"/>	Sanitation stations located at Main entry, office entry...
2.2	Proper signage and PPE at entry		Facilities	<input type="checkbox"/>	Ensure regularly signage, PPE and sanitation items are available
3 Front Office/Receptions/Staff Offices					
3.1	Main Office Protocol for staff			<input type="checkbox"/>	Review size of office with number of staff. PPE and mitigation in place
3.2	Main office Protocol for Visitors			<input type="checkbox"/>	Protocol for any visitors needing to enter office
3.3	Sign in/Out station			<input type="checkbox"/>	Identify sign in/out protocol for everyone, equipped with proper Sanitation
3.4	Cleaning/Sanitation			<input type="checkbox"/>	Protocol for cleaning all high touch surface areas in main office/reception
4 Hallway/Stairways (Indoor/Outdoor)					
4.1	Signage			<input type="checkbox"/>	Regularly ensure signage are posted and intact
4.2	Cleaning/disinfecting			<input type="checkbox"/>	Schedule cleaning of high touch surface areas
4.3	Room Transition Plan			<input type="checkbox"/>	Plan for transition times and guidance between rooms/classes
5 Health Center/Symptom Space					
5.1	Ventilation			<input type="checkbox"/>	additional ventilation
5.2	Cleaning protocol			<input type="checkbox"/>	Cleaning of space post being occupied
5.3	Original Health Space			<input type="checkbox"/>	Identified Health/Nurse space, any changes or occupation requirements based on size of space
5.4	Symptomatic Student Exit Protocols			<input type="checkbox"/>	Plan to assist student/staff member exiting the building due to exclusion Symptoms
6 Classroom					
6.1	Room Configuration			<input type="checkbox"/>	Room configuration to maintain health and safety protocols
6.2	Physical distancing requirements			<input type="checkbox"/>	Ensure 3 feet where possible
6.3	Cleaning protocols			<input type="checkbox"/>	Identified cleaning protocols for high touch areas
6.4	Supplies			<input type="checkbox"/>	Protocols for maintaining cleaning supplies in classrooms
7 Student Restrooms					
7.1	Cleaning protocols			<input type="checkbox"/>	Identified cleaning protocols for high touch areas
7.2	Supplies			<input type="checkbox"/>	Protocols for maintaining cleaning supplies in classrooms
8 Nutrition/Cafeteria					
8.1	Cafeteria and lunch plans			<input type="checkbox"/>	Changes to cafeteria and building's Meal Service Safety Plan to maintain health and safety protocols
9 Roles/Responsibilities					
9.1	COVID Response Team			<input type="checkbox"/>	
9.2	Other assigned roles			<input type="checkbox"/>	
10 Custodial					
10.1	Cleaning & Disinfecting SOP	SOP	Head Custodian	<input type="checkbox"/>	School Specific schedule/guidance
				<input type="checkbox"/>	