

SEA, SFoP, and SAA Health and Safety Building Walk-Through Checklist

Walk throughs should be completed the week before school starts to allow time for needed fixes.

Classrooms/ Offices	
	Ability to physically space desks (6 feet between students)
	Teachers need space for planning time/ lunch outside of classroom (unless students will not be in the room)
Student Supplies (Provided by SPS)	
	Storage containers for student materials to remain in room (art supplies, manipulatives, calculators, etc.) – may be zip-lock bags, paper bowls, plastic containers, etc.
	Adequate space to store containers on students' off days & protocol for storing
	Reasonable quantity of student materials so that sharing is not required
Signage	
	Directional Signs (in the halls: hallways, stairwells, bathroom use, markers on floor for waiting in line)
	Reminders to distance, hand sanitize, wear masks (all staff and students wear masks)
	Protocol posters (how to put masks on/ take masks off, how to sanitize hands) in every classroom
	Posters about mask breaks (when, how, how long)
	Posted signs for drop-off & pick-up (especially at elementary schools), prevent parent contact with students other than their own
Cleaning Supplies / Equipment	
	Hand sanitizer (installed and filled; at entrances, in hallways, in every classroom)
	Spare PPE (Where is it stored; how distributed to students/ teachers)
	Ventilation Systems – checked, functioning, clean (see video shared by SPS to familiarize with functionality)
	Operational water bottle filling stations (should be at least one per floor – supposed to be installed already)
	Hand dryers & water fountains disabled
	Cleaning supplies & Paper towels for breakfast/ lunch (students need an extra paper towel to put mask down on) – everything needs to be rated for COVID
	Desk wipes must be rated for COVID (provided by SPS or Sodexo, not teachers - not hand sanitizer wipes)
	Large enough trash barrels and liners in each room for meal trash and extra waste during the day
Bathrooms	
	Paper towels and soap in all bathrooms (no punitive policies like refusing to refill/ replace if broken or used faster than expected)
	Every other stall blocked off
	Hand-dryers disabled
	Posted protocol for reporting messes or anything broken so it can be fixed ASAP
	Health and Safety Cleaning Protocol & Training Manual posted in main office (includes checklist to initial what's been done and when – protocol for filling out?)
Protocols	
	Taking students to bathroom & filling water bottles (scheduled breaks by classroom for contract tracing?)
	In-Class sign out sheets for bathrooms in case of emergencies and for contact tracing
	Trash pickup after breakfast and lunch
	Monitoring for Medical Waiting Room/ Quarantine Space (Who? PPE provided)
	Students in Medical Waiting Room/ Quarantine Space (How long? What if parent can't be reached?)
	Collecting accurate contact information for parents