Journeys Facilities Readiness Summary Checklist
The purpose of this checklist is to ensure that SPPS facilities are prepared for the return of staff and students to in-person learning.

Furniture Layout and Space Preparation

- **Task #1 - Implement Furniture Layout**
  - Arrange furniture in classrooms and associated staff offices to maintain 50% classroom capacity and 6 ft social distancing.
  - Arrange cafeteria and annex cafeteria furniture to maintain 50% capacity and 6 ft social distancing.

- **Task #2 - Prepare COVID Isolation Rooms**
  - Ensure HEPA air purifier is operational.
  - Ensure the return air vent is sealed off.
  - Remove extra furniture and materials from the COVID Isolation Room to enable cleaning and disinfection.

- **Task #3 - Prepare Main Offices and Lobbies**
  - Ensure that public-facing staff are provided with an acrylic divider.
  - Space apart or remove seating in waiting areas to maintain 6 ft of social distancing; or post a social distancing reminder sign.

HVAC and Plumbing Checklist

- **Task #4 - Optimize Ventilation and Filtration**
  - Install MERV 11 filters in all air handlers and univents.
  - Check for blocked air vents and covered univents in classrooms and offices.
  - Verify air handlers and univents are operational.
  - Verify bathrooms exhaust fans are operational.

- **Task #5 - Complete Plumbing and IAQ Checks**
  - Flush drinking fountains, hydration stations, sinks, and showers to remove contaminants less than 1 week prior to students and staff returning.
  - Flush eye wash stations and safety showers and make sure they are clean and functioning properly.
  - Check for signs of mold and excessive moisture throughout the building.

Cleaning/Disinfection and PPE

- **Task #6 - Prepare for Covid Cleaning Procedures**
  - Update cleaning coverage areas and responsibilities to accommodate Covid tiered cleaning and staffing changes.
  - Fill disinfecting wipes containers less than 1 week prior to students and staff returning.
  - Stock classrooms with disinfecting wipes and hand sanitizer.
  - Stock all soap and paper towel dispensers and have extra stock on hand.
  - Check that all hand dryers are de-energized and paper towel dispensers have been installed.
  - Check that all sinks, hydration stations, and soap dispensers are operational.
  - Check stock of PPE, order more as needed.

Signage

- **Task #7 - Post Covid Signage**
  - Post signage in all areas used by school programs.
  - Post signage on COVID Isolation Room door.
  - Post signage and floor decals in the Main Office, lobby areas and cafeteria.