River East 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.