

In-person Readiness Checklist

(school name)

● Ready
 ○ Unknown
 ● Not Ready

○○○	Schedule	○○○	Personal Protective Equipment
○○○	<ul style="list-style-type: none"> ○ ○ • Master schedule collaboratively created for all classes & subject areas, including hand-washing breaks ○ ○ • Schedule created for all pull-outs & individual services ○ ○ • List of which students will be in-person vs online ○ ○ • Plan for which teachers &/or classes will be in-person vs online (honoring the work week, plan periods, and lunch breaks) ○ ○ • Contact tracing tree ready for students and staff ○ ○ • Plan for substitute coverage ○ ○ • Plan for teachers on leave or quarantine 	○○○	<ul style="list-style-type: none"> ○ ○ • Adherence to district mask policy ○ ○ • Every staff member provided with a face mask (i.e. KN-95) and face shield ○ ○ • Disposable face masks on hand in the office ○ ○ • Protective dividers for front office and other locations as necessary ○ ○ • Hand sanitizer or hand-washing station in every classroom ○ ○ • Spray bottle of child-safe cleaning solution ○ ○ • Bell covers for band instruments ○ ○ • Specialty PPE for staff (nurse, SPED/SSN, etc.) who come into regular contact with bodily fluids (gowns, gloves, etc.)
○○○	Building Layout	○○○	Custodial
○○○	<ul style="list-style-type: none"> ○ ○ • Directional signs in hallways ○ ○ • 3-foot spacing of student chairs/desks in every classroom ○ ○ • Socially distanced eating space (6-foot separation, ventilation time between groups, sanitation procedures) 	○○○	<ul style="list-style-type: none"> ○ ○ • Procedures for daily cleaning of desks, doorknobs, etc. ○ ○ • Stabilized Aqueous Ozone on hand (dispenser at school, sprayer in each classroom) ○ ○ • Sufficient amounts of hand soap, hand sanitizer, toilet paper, towels ○ ○ • Labels for all chemicals in building
○○○	HVAC	○○○	Technology
○○○	<ul style="list-style-type: none"> ○ ○ • HVAC mechanical systems fully operational ○ ○ • HVAC reprogrammed for 150% circulation 	○○○	<ul style="list-style-type: none"> ○ ○ • Device checked out to every remote student unless opted out ○ ○ • Device checked out to all staff who teach remotely ○ ○ • Devices at school for each student