**HCPS CDC/PPE Inventory Checklist 2020**

**School Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signage**

* The front office door and any other exterior doors, that are entrances, have all 3 CDC entrance signs.
* All rest rooms, including those attached to classrooms, have the CDC handwashing sign posted.
* All work rooms have posted the 2 CDC signs (one of them is two pages) designated for those areas.
* All work rooms have a sign on the entrance door indicating room capacity and other information pertaining to social distancing.
* "Do Not Use" or "Water Bottle Refilling Only" signage has been posted on all communal water fountains.
* "One Way" signage has been posted where appropriate.
* "Stay Right" signage has been posted in hallways/walkways.
* "Wait for Sink" reminder signage has been posted in secondary bathrooms as a reminder to wait in the stall doorframe for open sink.
* All communal bathrooms have a sign posted outside of the entrance door indicating number of students that can be in at one time.

**Sneeze/Cough Guards**

* School has 7 sneeze/cough guards.
* Exceptional Educ. has been given 2 of the sneeze/cough guards.
* Front office is using no more than 2 of the sneeze/cough guards.
* Location of other sneeze/cough guards:

**Floor Dots**

* Floor Dots, indicating social distancing, are in place in high traffic areas of facility, where standing lines may form.
* Floor Dots are included in serving lines, if applicable.
* Floor dots are in communal restrooms/outside of communal restroom doorways
* School has dots outside, spaced six feet apart, where visitors must press the button to begin entry process.
* Does this school need “carpet floor dots” for main office?
* Floor dots have been posted in other areas throughout the building/campus where standing lines might form (i.e., outside of the communal bathrooms, cafeteria, library, etc.)

**Furniture in Congregation Areas**

* Seating in all waiting areas in building is six feet apart.
* Furniture in congregation areas, such as cafeterias and “commons” areas, is cordoned off from visitors, pushed aside and cordoned off, or removed.
* Any indoor benches have areas indicating where people may sit clearly marked.
* Furniture in front office is commercially furnished, meaning that the fabric has been treated, and not anything brought from homes.
* Furniture has not been repositioned in a way that blocks the egress of the path to a marked fire exit.

**Classroom Furniture, Carpet, and Accessories**

* Classrooms are free of any upholstered furniture brought from homes.
* Classrooms are free of any carpets brought from homes that are thick or “shag-like” in nature.
* Classrooms are free of bean bag chairs covered in fabric.
* Classrooms are free of pillows and stuffed animals.
* Each teacher desk in a classroom has a desk shield, if applicable.
* Each student desk, set up for use, has a desk shield, if applicable.

**Health Isolation Room**

* Isolation room has 2 cots.
* Isolation room has one covered trash can with a pedal for opening.
* There is a container right outside of the isolation room containing gowns, gloves, and disposable masks.

**PPE**

* Staff and faculty have been observed appropriately following mask-wearing protocols.
* Staff and faculty have been observed adhering to 6-foot social distancing guidelines.
* All visitors, including HCPS employees, are requested to sign-in for contact tracing purposes.
* School has set-up procedures to ensure visitors go through the health screening and temperature check before entering the office.
* School has hand sanitizer available in common locations to be accessed by staff and visitors.
* School has supplied all office areas, resource areas, and common use areas with at least 1 gal hand sanitizer and pump.
* School has supplied each classroom with 2 gal hand sanitizer and 1 pump.
* School has supplied all large areas (library, cafeteria, gym, etc.) with at least 4 gal hand sanitizer and 2 pumps.
* School has alcohol wipes available in common locations to be accessed by staff.

**Arrival and Dismissal Procedures**

* School has reviewed traffic plan to make appropriate adjustments to cater to a larger car rider population.
* School has communicated/has plans to communicate, traffic plan out to families in a variety of ways to ensure they are aware of any changes.
* School has identified multiple staff members to assist with traffic flow for arrival and dismissal times.
* School has reviewed arrival procedures to allow for greatest extent possible for maintaining 6-foot social distancing (alternative entrances, limiting number of buses unloading at one time, staggering car rider drop-off time, etc.)
* School has reviewed dismissal procedures to allow for greatest extent possible for maintaining 6-foot social distancing (student staging areas for dismissal revisited, parents required to stay in vehicle, additional cones needed, etc.)
* School has reviewed tardy procedures to minimize the number of visitors coming into the building, such as a tardy table set-up outside of the building for set amount of time.
* School has reviewed early dismissal procedures to minimize the number of visitors coming into the building; students should be brought to parent at front door, as opposed to parent coming into the building.