

# COVID-19 Safe Practices Walkthrough Form



Date:	2/4/2021
District:	Lovington Municipal Schools
School:	Ben Alexander Elementary
District/ Charter Contact Name	LeAnne Gandy

District/Charter Signature: *LeAnne Gandy*

Fire Marshal/ PED Staff Name	Kim King
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Fire Marshal/ PED Staff Signature: *Kimberly King*

Current Status Use	Drop Down	Safe Practice	Notes/ Checklist
<input checked="" type="checkbox"/> Fully Implemented <input type="checkbox"/> Under Revision <input type="checkbox"/> Not Yet In Place		Multi-ply cloth masks available and utilized by all staff and students, over the nose and mouth, secure under the chin, snug on face with no gaps.	Extra disposable masks on hand? (Photo #1) A stock of PPE including disposable masks, washable masks, rubber gloves and hand sanitizer is kept in school office and handed out to teachers as needed. (Photo #2, #3, #4 and #5) District Maintenance Office and Main District Nurse Office stock of PPE which are delivered to the schools as they are requested.
<input checked="" type="checkbox"/> Fully Implemented <input type="checkbox"/> Under Revision <input type="checkbox"/> Not Yet In Place		Classrooms and commons areas are set up for 6 feet social distancing with 50% student enrollment in place.	(Photos #6) Typical classrooms with 6' minimum spacing and all students facing the same direction. (Photo #6) Classroom student desks are marked for Cohort A (Monday-Tuesday) students and Cohort B (Thursday-Friday) students. (Photos #7 and #8) Close contact barriers in restrooms and hallways.
<input checked="" type="checkbox"/> Fully Implemented <input type="checkbox"/> Under Revision <input type="checkbox"/> Not Yet In Place		If applicable, cafeteria (or other congregate feeding area) is set up for 6 feet social distancing and cohorts of students are not mixed.	(Photo 9) Cafeteria has table partitions which are spaced to make sure students are 6' plus feet apart and will all face the same direction. (Photo #10) Showing floor markings into Cafeteria showing social distancing and direction flow arrows.
<input checked="" type="checkbox"/> Fully Implemented <input type="checkbox"/> Under Revision <input type="checkbox"/> Not Yet In Place		Hand sanitizer that contains at least 60% alcohol is available across the school and ample cleaning supplies in place. Soap and supplies in bathrooms are ample with reliable running water.	(Photos #11 and #12) Hand sanitizer in dispensers at every classroom entrance and bottles at every teacher desk. (Photo #7) Soap dispensers located in all restrooms and sinks located inside classrooms.
<input checked="" type="checkbox"/> Fully Implemented <input type="checkbox"/> Under Revision <input type="checkbox"/> Not Yet In Place		Sanitization protocols in place that address daily cleaning and disinfection with particular attention to frequently touched surfaces including both building, playground and buses.	Sanitization logs accesible and posted across the school site? Sanitation logs are located at each custodial station in the school and a master copy is located on the front counter in the school office
<input checked="" type="checkbox"/> Fully Implemented <input type="checkbox"/> Under Revision <input type="checkbox"/> Not Yet In Place		School doors and windows are operable and other air filtration measures in place.	Air purifiers in place All classrooms have operable windows and doors are opened to the hallways as needed.
<input checked="" type="checkbox"/> Fully Implemented <input checked="" type="checkbox"/> Under Revision <input type="checkbox"/> Not Yet In Place		School ventilation systems are functional and meet standard.	MERV 10 All classrooms have a rooftop HVAC unit and presently have MERV 9 filters installed. MERV 13 filters were ordered mid October and will be installed the week of February 8th to 12th. (see Attachment #1 letter from Honeywell). All HVAC units are set and operated from District Maintenance Office and are set for fans to operate continous.
<input checked="" type="checkbox"/> Fully Implemented <input type="checkbox"/> Under Revision <input type="checkbox"/> Not Yet In Place		Evacuation plan in place that maintains 6 feet social distancing. Dismissal process in place that maintains social distancing.	(Photo #13) Evacuation plans are posted in every classroom as well as throughout the building at hallway intersections. (Photos #15, #16 and #17) Evacuation routes down the hallways inside the building as well as walkways on exterior of building are all marked for social distancing during arrivals, dismissals and possible evacuations.
<input checked="" type="checkbox"/> Fully Implemented <input type="checkbox"/> Under Revision <input type="checkbox"/> Not Yet In Place		Isolation rooms for symptomatic individuals in place and protocols for students exhibiting symptoms on buses in place.	(Photos #18 and #19) Isolation Room with signage and log book.
<input checked="" type="checkbox"/> Fully Implemented <input type="checkbox"/> Under Revision <input type="checkbox"/> Not Yet In Place		Protocols and signage in place for entrance into the building including temperature other symptoms check.	(Photo #20) Staff check-in desk with log book, hand sanitizer and digital thermometer.
<input checked="" type="checkbox"/> Fully Implemented <input type="checkbox"/> Under Revision <input type="checkbox"/> Not Yet In Place		Signage across the school site that includes expectations for prevention practices: frequently washing hands, avoiding touching eyes, nose, and mouth, wearing masks, staying 6 feet apart and direction of traffic.	Signage in multiple languages as appropriate? (Photos #21, #22 and #23) Typical signage located at all schools entrances, classrooms, restrooms and hallways throughout the school.

<b>General Notes</b> Attachment #1 - Honeywell Filter Installation Letter Attachment #2 - Daily Cleaning/Disinfecting Log Sheet
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