

COVID-19 Safe Practices Walkthrough Form



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| Date: | 2/4/2021 |
| District: | Lovington |
| School: | Lea Elementary |
| District/ Charter Contact Name | LeAnne Gandy |

District/Charter Signature:

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| Fire Marshal/ PED Staff Name | Kim King |
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Fire Marshal/ PED Staff Signature:

| Current Status Use Drop Down | Safe Practice | Notes/ Checklist |
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| <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 and #3) District Maintenance Office and Main Nurse's stock of PPE which are delivered to the schools as they are requested. |
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| <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 #4) Typical classrooms with 6' minimum spacing and all students facing the same direction. (Photo #5) Classroom student desks are marked for Cohort A (Monday-Tuesday) students and Cohort B (Thursday-Friday) students. (Photos #6 and #7) Close contact barriers in restrooms and hallways. |
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| <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 #8) Cafeteria has table partitions which are spaced to make sure students are 6' plus feet apart and will all face the same direction. (Photo #9) Showing floor markings into Cafeteria showing social distancing and direction flow arrows. |
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| <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 #10 and #11) Hand sanitizer in dispensers at every classroom entrance and bottles at every teacher desk. (Photo #20) Soap dispensers located in all restrooms and sinks located inside classrooms. |
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| <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. |
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| <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. |
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| <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 Ferbruary 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. |
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| <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 #12) Evacuation plans are posted in every classroom as well as throughout the building at hallway intersections. (Photos #13 and #14) 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. |
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| <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 #15 and #16) Isolation Room with signage and log book. |
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| <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 #17) Staff check-in desk with log book, hand sanitizer and digital thermometer. |
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| <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 #18, #19, #21, #22 and #23) Typical signage located at all schools entrances, classrooms, restrooms and hallways throughout the school. |
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| General Notes Attachment #1 - Honeywell Filter Installation Letter Attachment #2 - Daily Cleaning/Disinfecting Log Sheet | | |
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