

# COVID-19 Safe Practices Walkthrough Form



Date:	2.17.2021	
District:	Maxwell Municipal School District	
School:	Maxwell Elementary	
District/ Charter Contact Name	Kisten Forrester	District/Charter Signature: <i>Kisten Forrester</i>
Fire Marshal/ PED Staff Name	Candice Sena	Fire Marshal/ PED Staff Signature: <i>Candice Sena</i>
Current Status Use Drop Down	Safe Practice	Notes/ Checklist
Yes	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? Nurse keeps all extra masks.
Yes	Classrooms and commons areas are set up for 6 feet social distancing with 50% student enrollment in place.	Are desks marked for A/B cohorts? Are desks/ students facing one direction? Students are attending four days a week. With deep cleaning on Tuesday and Friday.
Yes	If applicable, cafeteria (or other congregate feeding area) is set up for 6 feet social distancing and cohorts of students are not mixed.	Students are eating in class rooms.
Yes	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.	75%
Yes	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 accessible and posted across the school site? High touch areas are cleaned every two hours. Logs are on every door and in each bathroom.
Yes	School doors and windows are operable and other air filtration measures in place.	Air purifiers in place
Yes	School ventilation systems are functional and meet standard.	MERV 10 Each class room has Hepa air filter system. Elementry is working to get proper MERV filters after wrong filter were sent.
Yes	Evacuation plan in place that maintains 6 feet social distancing. Dismissal process in place that maintains social distancing.	Teachers are giving verbal directions and each class is evacuated individually, Students are escorted out at the end of the day by assigned cohort teacher.
Yes	Isolation rooms for symptomatic individuals in place and protocols for students exhibiting symptoms on buses in place.	Students are checked prior to being allowed on the bus, nurse will escort a student if needed.
Yes	Protocols and signage in place for entrance into the building including temperature other symptoms check.	Students who are being dropped off are being temperature checked prior to exiting car. Students who take the bus are check at the bus stop prior to be allowed on the bus.
Yes	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? Signs are appropriate.
	<b>General Notes</b>	