

COVID-19 Safe Practices walkthrough Form



Date:	2.17.21	
District:	Maxwell Municipal School District	
School:	Maxwell highschool	
District/ Charter Contact Name	Kristen Forrester	District/Charter Signature: <i>Kristen L Forrester</i>
Fire Marshal/ PED Staff Name	Candice Sena	Fire Marshal/ PED Staff Signature
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 extra mask.
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.
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
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 accesible and posted across the school site? High touch areas are cleaned every 2 hours. Cleaning logs are palced in each door and 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 Hepa filter units in each class room, the school does not have ventilation system that supports filters. Each class has an in window ac unit.
Yes	Evacuation plan in place that maintains 6 feet social distancing. Dismissal process in place that maintains social distancing.	Teachers will be giving verbal direction and evacuating class individually.
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, students are escorted by Nurse.
Yes	Protocols and signage in place for entrance into the building including temperature other symptoms check.	For students who are dropped off are checked before they get off the car. Students who take the bus are checked at the bus stop and not allowed to board if above temp.
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? Signage is appropriate.
	General Notes	