

COVID-19 Safe Practices Walkthrough Form



Date:	2.17.21	
District:	Maxwell Municipal School District	
School:	Maxwell Middle School	
District/ Charter Contact Name	Kristen Forrester	<i>Kristen L Forrester</i> District/Charter Signature
Fire Marshal/ PED Staff Name	Candice Sena	<i>Candice Sena</i> 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 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 4 days a week. Tuesday nights in deep clean.
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 room.
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 posted in each class and bathroom. Deep cleaning done Tuesday night and Friday night.
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 units are in each class room, Merv 8 installed, district is in contact with vendor to get proper filters.
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 classes are evacuating individually. Students are being walked out by assigned cohort teacher at the end of day.
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, if needed Nurse will escort students to isolation area.
Yes	Protocols and signage in place for entrance into the building including temperature other symptoms check.	Students being dropped off are checked prior to exiting vehical. Checked on bus stop prior to being allowed on the bus.
	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	