

COVID-19 Safe Practices Walkthrough Form



Date:		
District:	Melrose	
School:	High School	
District/ Charter Contact Name	Brian Stacy	District/Charter Signature: <i>B. J. Stacy</i>
Fire Marshal/ PED Staff Name	Kenny Jacobs, Fire Marshal	Fire Marshal/ PED Staff Signature: <i>Kenny Jacobs - Melrose FD</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? Yes, disposable masks are available.
Yes	Classrooms and commons areas are set up for 6 feet social distancing with 50% student enrollment in place.	Are desk marked for A/B cohorts? Are desks/ students facing one direction? Desks are not marked for A/B cohorts. Desks are facing one direction
Yes	If applicable, cafeteria (or other congregate feeding area) is set up for 6 feet social distancing and cohorts of students are not mixed.	Feeding area is set up for 6' social distancing and students are not mixed.
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.	
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? Yes written sanitization protocols visible in buildings, playground doors and buses. Logs were also visible and completed.
Yes	School doors and windows are operable and other air filtration measures in place.	Air purifiers in place No air purifiers in building.
Yes	School ventilation systems are functional and meet standard.	MERV 10 I was shown the purchase order for MERV 11 filters are on order. I was notified that the filters will be installed by Mark Carpenter Plumbing, Heating & Air on or around February 3, 2021.
Yes	Evacuation plan in place that maintains 6 feet social distancing. Dismissal process in place that maintains social distancing.	Visible markers were on the interior floor to keep students 6' apart upon evacuation and/or dismissal.

Yes	Isolation rooms for symptomatic individuals in place and protocols for students exhibiting symptoms on buses in place.	Isolation room is in place. The bus is not utilized to transport symptomatic students. Students are picked up by parent/guardian.
Yes	Protocols and signage in place for entrance into the building including temperature other symptoms check.	
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? English signage only. I was made aware there are no non-English speaking students attending Melrose Schools.
	General Notes	