




# COVID-19 Safe Practices Walkthrough Form

Date:	2/10/2021	
District:	Santa Fe Public Schools (SFPS)	
School:	Aspen Community Magnet School, 450 La Madera St. Santa Fe, NM 87501	
District/ Charter Contact Name	District 3	District/Charter Signature: 
Fire Marshal/ PED Staff Name	Acting Fire Marshal Geronimo Griego	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? Yes, adequate amounts provided to each school and more available as needed by SFPS Safety and Security Staff.
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? This school will be doing cohorts & desk are facing one direction (A cohort Monday & Tuesday, and B cohort Thursday & Friday, deep cleaning on Wednesdays). <u>25/400 for 7% enrollment to include staff.</u>
Yes	If applicable, cafeteria (or other congregate feeding area) is set up for 6 feet social distancing and cohorts of students are not mixed.	Yes, all cafeteria layouts are similar and consistent, all students come in and exit a different way out of the school. In the cafeteria are a minimum of 6 foot social distancing and eating areas are all facing the same direction.
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, MSDS sheets provided by SFPS Safety and Security Staff. Minimum hand sanitizer alcohol provided from SFPS is 69%.
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? One location for janitorial log for each school to maintain consistency. SFPS "Transportation Virus Mitigation Procedures" are provided for buses.
Yes	School doors and windows are operable and other air filtration measures in place.	Not all windows functional although SFPS has also provided documentation for each school on what they are doing to meet the Public Education Department (PED) requirements with their operations staff, provided in a memorandum on October 15, 2020 by the State of New Mexico Public Education Department (NM PED) & COVID-19 response toolkit for New Mexico Public Schools.
Yes	School ventilation systems are functional and meet standard.	This school has provided the highest Merv filters available to SFPS . In addition, my opinion is that SFPS has also provided documentation for each school on what they are doing to meet the PED requirements with their operations staff, provided in a memorandum on October 15, 2020 by the State of NM PED & COVID-19 response toolkit for New Mexico Public Schools.
Yes	Evacuation plan in place that maintains 6 feet social distancing. Dismissal process in place that maintains social distancing.	Evacuation plans in classrooms as normal, with 6 foot social distancing spacing in hallways, and stars painted on concrete on school grounds where evacuations take place outside.
Yes	Isolation rooms for symptomatic individuals in place and protocols for students exhibiting symptoms on buses in place.	Yes, isolation rooms are in place at each school, and SFPS "Transportation Virus Mitigation Procedures" are provided for buses.
Yes	Protocols and signage in place for entrance into the building including temperature other symptoms check.	Signage for entrance into school is provided and consistent for main entrance to all schools for SFPS. There is also a thermometer in each entrance to the school and provided logs for occupants to the school.
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? Yes, there are multiple signs and typically no more than 100 feet apart in length of hallways. Signs are provided in entrances, lavatories, gyms, hallways, locker rooms, cafeterias, on walls and on floors.
<p><b>General Notes: All documentation of MSDS sheets, Merv test for Merv Filters, COVID-19 measure for air filtration in schools, and procedures can be provided upon request.*The City of Santa Fe Fire Department (SFFD) has done a COVID-19 Safe Practice Walkthrough Inspection as required by PED. We are not Department of Health Inspectors, although our office has confirmed that the above information is satisfactory to what PED is requesting of SFPS.</b></p>		