


# COVID-19 Safe Practices Walkthrough Form

<b>Date:</b>	1-Feb-21	
<b>District:</b>	Albuquerque Public Schools	
<b>School:</b>	Georgia O'Keeffe ES	
<b>District/ Charter</b>		<b>District/Charter Signature:</b>
<b>Fire Marshal/ PED</b>		<b>Fire Marshal/ PED Staff Signature</b>
<b>Current Status Use</b>	<b>Safe Practice</b>	<b>Notes/ Checklist</b>
	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.	Mask station is located at main entrance of the building. All classrooms have cloth and disposable masks available in classroom supply buckets. <span style="float: right;">More</span> masks may be ordered from the warehouse.
	Classrooms and commons areas are set up for 6 feet social distancing with 50% student enrollment in place.	Desks are arranged 6ft apart Students have clear screen partitions on the desktops
	If applicable, cafeteria (or other congregate feeding area) is set up for 6 feet social distancing and cohorts of students are not mixed.	Staff are asked to not eat in staff lounge Student cafeteria area is set up with tables 6 ft apart with all tables facing the same direction
	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.	Hand sanitizer is available throughout the halls and in major traffic areas All classrooms have sinks with stocked paper towel and soap
	Sanitization protocols in place that address daily cleaning and disinfection with particular attention to frequently touched surfaces including both building, playground and buses.	Cleaning and materials stocked logs in all restrooms Custodians have schedules to clean high touch areas mutiple times throughout the entire day
	<b>School doors and windows are operable and other air filtration measures in place.</b>	<b>Dampers open to increase airflow - School must communicate with M&amp;O (Maintenance &amp; Operations)</b>
	<b>School ventilation systems are functional and meet standard.</b>	<b>MERV 13 - School must communicate with M&amp;O (Maintenance &amp; Operations)</b>

	Evacuation plan in place that maintains 6 feet social distancing. Dismissal process in place that maintains social distancing.	Evacuation and safety is priority, Social distancing is secondary once in safe location
	Isolation rooms for symptomatic individuals in place and protocols for students exhibiting symptoms on buses in place.	Location is room 129, all staff are aware of location
	Protocols and signage in place for entrance into the building including temperature other symptoms check.	Signs in place Extra masks available All staff are sent a daily health screening and can show it to building personnel for verification
	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 throughout building <b>Additional Signs can be ordered by Graphics.</b>
	<b>General Notes - School was compliant at time of visit</b>	

*Jessica Owen*