

# COVID-19 Safe Practices Walkthrough Form

Date: 2/8/2021  
 District: Albuquerque Public Schools  
 School: Manzano Mesa ES



District/ Charter Contact Name: C. Shannon Dickson  
 District/Charter Signature: [Signature]  
 Fire Marshal/ PED Staff Name: R. Klein  
 Fire Marshal/ PED Staff Signature: [Signature]

Current Status Use Drop Down	Safe Practice	Notes/ Checklist
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Yes [Signature]	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? All classrooms have cloth and disposable masks available in classroom supply buckets. More masks may be ordered from the warehouse.
Yes [Signature]	Classrooms and commons areas are set up for 6 feet social distancing with 50% student enrollment in place.	Desks are socially distanced? Desks/ students facing one direction performed spot checks with staff to answer any questions. FMO
Yes [Signature]	If applicable, cafeteria (or other congregate feeding area) is set up for 6 feet social distancing and cohorts of students are not mixed.	Staff advised eating area must be cleaned regularly
Yes [Signature]	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 was available
Yes [Signature]	Sanitization protocols in place that address daily cleaning and disinfection with particular attention to frequently touched surfaces including both building, playground and buses.	All custodians have been provided a daily schedule as well as daily tasks including high touch cleaning and sanitation.
Yes [Signature]	School doors and windows are operable and other air filtration measures in place.	Dampers open to increase airflow - School must communicate with M&O (Maintenance & Operations)
Yes [Signature]	School ventilation systems are functional and meet standard.	MERV 9 - School must communicate with M&O (Maintenance & Operations)
Yes [Signature]	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
Yes [Signature]	Isolation rooms for symptomatic individuals in place and protocols for students exhibiting symptoms on buses in place.	Location has been communicated to all staff members.
Yes [Signature]	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.
Yes [Signature]	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? Additional Signs ordered from APS Vendor.

General Notes - School was compliant at time of visit