

# COVID-19 Safe Practices Walkthrough Form



<b>Date:</b>	3/15/2021		
<b>District:</b>	Espanola		
<b>School:</b>	Alcalde Elementary		
<b>District/ Charter Contact Name</b>	Espanola Public Schools / Christian Lopez	<b>District/Charter Signature:</b>	
<b>Fire Marshal/ PED Staff Name</b>	Rio Arriba County Fire & Emergency Services	<b>Fire Marshal/ PED Staff Signature</b>	
<b>Current Status Use Drop Down</b>	<b>Safe Practice</b>	<b>Notes/ Checklist</b>	
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? All students/staff will bring their own mask. Extra masks available from nurse or school 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? All desks are facing the same direction. Desks are marked for A/B Cohorts	
Yes	If applicable, cafeteria (or other congregate feeding area) is set up for 6 feet social distancing and cohorts of students are not mixed.	School Cafeteria not in use.	
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.	Approved sanitizer at all check stations and within classrooms offices and all common areas. Restrooms stocked with hand soap.	
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? Espanola Schools have disinfection log template and protocols in place for all cleaning and disinfecting process, and frequency of areas to be sanitized. Transportation protocols are set and transparent throughout all busses as well.	
Yes	School doors and windows are operable and other air filtration measures in place.	School ventilation system operational. Box fans in place for areas that do not have a door or operable windows. HEPA filters in place in needed areas.	
Yes	School ventilation systems are functional and meet standard.	MERV13 filters are in place. Hepa Filters are also in use where needed.	
Yes	Evacuation plan in place that maintains 6 feet social distancing. Dismissal process in place that maintains social distancing.	Evacuation and dismissal plans are in place to maintain social distancing.	
Yes	Isolation rooms for symptomatic individuals in place and protocols for students exhibiting symptoms on buses in place.	isolation room is in place and protocols to isolate ill students is in place and staff have or will be trained.	

Yes	Protocols and signage in place for entrance into the building including temperature other symptoms check.	Social distancing, appropriate mask wearing, hand washing and COVID fact sheets are posted and visible in and around the school. Sanitization and personal care signage and protocols in place.
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? Social distancing, appropriate mask wearing, hand washing and COVID fact sheets are posted and visible in and around the school. Sanitization and personal care signage and protocols in place. Directional arrows are clearly marked on floors around the school.
	<b>General Notes: Please see attached supporting documents. Filter pictures not attached. Filtration system easily accessed from school hallway. Fire Marshal/Deputy Fire Marshal visited filtration closet.</b>	