

# COVID-19 Safe Practices Walkthrough Form

<b>Date:</b>	March 5, 2021	
<b>District:</b>	Espanola Public Schools	
<b>School:</b>	James H. Rodriguez Elementary (WEST SIDE)	
<b>Contact Name</b>	Espanola Public Schools	<b>District/Charter Signature:</b>
<b>PED Staff Name</b>		<b>Fire Marshal/ PED Staff Signature</b>
<b>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 are required to bring own mask, extra are available in the front office and at each check station located at
Yes	Classrooms and commons areas are set up for 6 feet social distancing with 50% student enrollment in place.	desks are marked A/B cohorts? are desks / students facing one direction? controlled by both teachers and
No	If applicable, cafeteria (or other congregate feeding area) is set up for 6 feet social distancing and cohorts of students are not mixed.	No cafeteria are being used , meals will be distributed in the classroom
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 station and within classroom offices and all common are, Restroom 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
Yes	School doors and windows are operable and other air filtration measures in place.	Merv 11 filters in place, school will be placing a HEPA filter in all classrooms w/ fans with windows can be
	School ventilation systems are functional and meet standard.	MERV 11
	Evacuation plan in place that maintains 6 feet social distancing. Dismissal process in place that maintains social distancing.	Plans are in place and protocol saved digitally, Evacuation plans in place, Dismissal process protocol in place.
	Isolation rooms for symptomatic individuals in place and protocols for students exhibiting symptoms on buses in place.	Protocols in place . Documents saved and available digitally
	Protocols and signage in place for entrance into the building including temperature other symptoms check.	Signage in multiple languages as appropriate, Protocol in place. Check station implemented.
	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.	Student Hybrid assurance signed and dated by both students and parents prior to return
<b>General Notes: Espanola Fire Department will do a final walkthrough the prior business day to students returning. At this time all requirements have been met. All application documents will be saved and attached to this inspection form</b>		