

# COVID-19 Safe Practices Walkthrough Form



Date:	Wednesday, February 24, 2021	
District:	State Charter	
School:	Southwest Secondary Learning Center	
District / Charter Contact Name	Christine Lutz, Head Administrator Lisa Mora, Dean of Students Dana Smith, Administrative Asst	<i>District/Charter Signature:</i>
Fire Marshal/ PED Staff Name	Karen Woerner, Deputy Director - OPFD	
Current Status Yes or No	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 cloth masks for staff: 500 Extra cloth masks for students: 115 Extra disposable masks: 350 N95 masks: 90 KN95 masks: 60 Surgical Masks: 150 Face Shields: 242+C16 Gowns: 150
Yes	Classrooms and commons areas are set up for 6 feet social distancing with 50% student enrollment in place.	Are desks/ students facing one direction? Not always but none are facing each other Marks on floors? Pavement to the entrances, entrances, bathroom line, gym bleachers, work stations marked "Do Not Sit Here"; tape on floor to separate chairs by 6 feet for large group instruction in SMART lab <u>Plexiglass barriers/Shields? Yes in both labs and in lobby</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.	Students will leave at 11:30 and will have lunch at home.
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.	Location of sanitizer and cleaning supplies? Hand Sanitizer stations at entrance to all classrooms and in lobby Wipes and cleaning supplies at many stations to clean keyboards and mice and desk before and after each use.
Yes	Sanitization protocols in place that address daily cleaning and disinfection with particular attention to <u>frequently touched surfaces</u> ( <i>doors, doorknobs, globes, tetherballs, etc</i> ) including building, <u>playground</u> and <u>buses</u> .	What are the sanitization protocols? Disinfect every day with UVC carts by the evening custodians Any special equipment to note? Two UVC carts and UVC wand for manipulatives Sanitization logs accessible and posted across the school site? Sanitization logs kept with the UVC carts; frequently-touched surfaces cleaned by the maintenance person during the day who keeps a log in a binder Lockers? None
Yes	School doors and windows are operable and other air filtration measures in place. • Fans in place - where? • Dampers open to increase airflow? • Open doors and windows? • Air filters in place?	Rooms are interior Dampers open in front lobby HVAC system circulating the air HEPA Filters: Smaller units in larger rooms (which will be moved to the portables) until the four larger units arrive for the labs (PED staff observed Purchase Order due to arrive in March)
Yes	School ventilation systems are functional and meet standard.	Number of units? 14 MERV # (9/10/11/12/13)? MERV 9 per advice of TLC
Yes	Evacuation plan in place that maintains 6 feet social distancing. Dismissal process in place that maintains social distancing.	Describe building evacuations due to fire (Consider offsite evacuations also) Arrival and Dismissal - two separate entrances for each group/room Evacuation plans (with planned emergency drills) were available School also has plan for bathroom breaks
Yes	Isolation rooms for symptomatic individuals in place and protocols for students exhibiting symptoms on buses ( <i>report directly to isolation room</i> ) in place.	Preferably not the health office due to need to distribute medication or other health issues. Is restroom nearby? The only restroom is not conveniently located. There is only one set of bathrooms and those are in the gym area.
Yes	Protocols and signage in place for entrance into the building including temperature and other symptoms check.	Entrance had signs in English and Spanish; With Mr. Owl health survey and temperature check
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? Signage in lobby and throughout the building in both English and Spanish.

**General Notes (add a brief description of the hybrid model used and target reopening date)**

Grades Served? 9-12

Total student population? 158

Number expected to remain remote? 116

Target start date for hybrid in-person learning: 3/1/2021

Briefly describe the hybrid+B9 model (cohort groups; days; etc):

M/T 8:30 - 11:30 Last names A-J

W/Th 8:30 - 11:30 Last names K-Z

No siblings are separated; ~22 in each cohort