

FALL 2020

Reconnect.
Reopen.
Stay Safe.



GCS 2020 COVID-19 Opening of Schools Checklist

OPERATIONS

- Grounds are mowed, fresh mulched bedding has been laid down and bedding is weed-free, bushes are trimmed, sidewalks are clear of debris.
- Single points of entry and exit signs are visibly marked at both building entry and parking lot exit.
- Ceiling tiles are clean and free of stains.
- Walls and corners are clean.
- Entry mats are clean.
- HVAC is working properly (building is cool and comfortable) - Filters have been changed.
- Training of all custodial staff re: custodial/cleaning protocols has taken place.
- Training on cleaning protocols for all teaching/classroom staff has taken place.
- The building power is in good standing and is fully functioning.
- Lights are in good working condition throughout the building (no dimming); lightbulbs/tubes have been replaced as needed.
- Restrooms are visibly clean and well-stocked.
- Water is working properly in restrooms (all sinks and toilets).

- Windows are operational (where designed to open/close) and provide proper ventilation.
- Chemicals and cleaning equipment stored in the janitor closet
- Floors are visibly clean, stain-free and inviting for opening day (hallways, classrooms, wood flooring, and carpeting)

HEALTH + SAFETY

SCHOOL-LEVEL CONSIDERATIONS

- Adequate temperature check stations have been designated by entrance(s) and appropriate levels of PPE (face coverings, gloves, disinfecting wipes, thermometers) has been provided for staff conducting the health screenings and temperature checks.
- Thermometers have been tested and are working appropriately; a backup supply of batteries is available.
- Plexiglass partitions properly placed in office/guidance/attendance areas.
- An isolation area for students and staff that is separate from the nurse's office/area has been identified and clearly labeled.
- Isolation room is stocked with appropriate PPE (face coverings, face shields, gowns, gloves, disinfectant wipes).
- Six-foot spacing markers are in place as appropriate inside and outside the building.
- Directional signs are appropriately placed inside and outside the building (including stairwells).
- Hand-washing posters are appropriately placed throughout the building.
- Screening questions are prominently displayed at entrance(s).
- Posters requiring visitors to call for an appointment and other directions are prominently displayed at entrance(s).

COVID-19 Opening of Schools

Checklist

- Posters requiring face coverings are prominently displayed at entrance(s).
- Inventory of student face coverings have been delivered and are ready for distribution.
- Extra supply of disposable face coverings and PPE (personal protective equipment) have been delivered and are available for staff.
- Expectations regarding personal face coverings have been communicated to staff, parents and students.
- Reception/waiting area seating in all areas of the school have seating spaced six feet apart or marked accordingly to accommodate social distancing.
- Restrooms waiting areas on the floor have been marked off to promote CDC requirements for 6-foot social distancing before entry and while waiting.
- Hand sanitizers are mounted in close proximity to restrooms and are filled.
- Water fountains and vending machines covered and/or taped off.
- Expectations regarding the use of clear (see through) refillable water bottles have been shared with staff, students and parents.
- Bottle filling stations are in place and operational.
- Students have been encouraged to bring filled water bottles to school.
- Adequate cleaning supplies and EPA approved disinfectant (Virex) have been ordered and delivered.
- Training on health/safety protocols for all school-based faculty and staff (including part-time and itinerant) has taken place and has been documented re: Attendance, materials reviewed, handouts distributed, dates, etc.

CLASSROOM CONSIDERATIONS

- Sufficient classroom space has been identified to house the anticipated enrollment; additional locations have been identified for classroom use as needed.
- Classrooms are set-up in alignment with CDC guidance re: 6-foot social distancing standards.

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- Hand sanitizer is available in every classroom (filled mounted dispenser or pump bottle).
- Disinfectant wipes are available in every classroom.
- Porous items have been removed from classrooms (lamps, area rugs, stuffed toys) to the maximum extent possible.
- Excess furniture has been moved and stored properly or marked appropriately for social distancing (use/do not use).
- Each classroom/work area has a supply of disinfecting wipes.
- Teachers have put tools and/or processes in place to keep students from sharing school supplies, lunches, snacks, etc.
- Copies of the NCDHHS guidance have been delivered to each school and have been placed in each classroom, the isolation area and in the main office.
- Teachers are prepared to teach/reinforce the COVID-19 health and safety protocols with students on a daily/regular basis.

SAFETY + SECURITY

- The procedure for lockdowns has been documented and communicated.
- The plan for fire/tornado drills has been documented and communicated [Please see the LAU on 8/23/2020 for additional guidance/information.]

SCHEDULING

- A plan to break students into smaller groups/cohorts has been developed and reviewed/verified by the SSO.
- The plan for cohorts has been communicated to staff and students (and their parents/guardians).
- A schedule for restroom breaks has been established.

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- Plans have been developed and communicated to manage traffic flow and restrict movement/maintain social distance during movement throughout the building.
- A plan has been developed and communicated to staff for meal delivery to classrooms.
- Protocols (plan/schedule) for outside activities (playground, outdoor classrooms, etc.) have been established and documented
- A location and process for handling students' morning arrival has been arranged, assigned and communicated.
- A process has been established to manage vendor and courier deliveries (scheduling/screening) has been developed and communicated.

SCHOOL NUTRITION SERVICES

- There is sufficient space available for kitchen staff to package student meals for delivery to the classroom.
- Kitchen staff is practicing social distancing.
- A plan for how students will be served breakfast, lunch and/or snacks has been developed in partnership with the principal and has been communicated to the faculty and staff.

TRANSPORTATION

- Arrival to school for bus riders – plan for health screening and temperature check.
- Arrival to school for car riders – plan for health screening and temperature check.
- Arrival to school for walkers – plan for health screening and temperature check.
- Arrival to school for student drivers – plan for health screening and temperature check.

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- A plan is in place and has been communicated to staff, parents and students for student drop-off and end of day dismissal for walkers/car riders/bus riders/student drivers.
- Due to more limited capacity to transport students on school buses while maintaining appropriate social distance, parents have been encouraged to drive their children to school and/or carpool, where possible, while practicing appropriate health protocols (face coverings, hand hygiene, respiratory etiquette, social distance – where possible).

COMMUNICATIONS

- The principal, faculty and staff have reviewed and familiarized themselves with the GCS Reconnect. Reopen. Stay Safe website.
- Principals, school support officers and district leaders/supervisors are using the Reconnect. Reopen. Stay Safe communication toolkit posted on the principals' portal.
- Principals, school support officers and district leaders/supervisors will contact District Relations (Wanda Edwards or Nora Shoptaw) if they need additional communications guidance or assistance.