

OLSS COVID-19 SAFETY PROTOCOL CHECKLIST

PREPARATION	
	Post signage at entrances related to entering the building.
	Ensure staff, students, and families are aware of symptoms
	Acknowledgment form sent to families
	Acknowledgment form sent to staff
	Provide directional information around school
	Enforce social distancing (6 feet) and face coverings to prevent the spread.
	Provide access to soap & water for handwashing
	Place hand sanitizer at entrances/exits
	Place hand sanitizer in classrooms
	Arrival & Departure plans established for Staff
	Arrival & Departure plans established for Students
	Screening plan for staff & student arrival
	Purchased thermometers for use during screenings
	Area designated to isolate someone suspected of COVID-19 with Door signage
	PPE acquired for isolation room when monitoring someone suspected of COVID-19 <ul style="list-style-type: none"> ▪ N95 Mask ▪ Goggles or Face Shield ▪ Gown ▪ Gloves
	Guidelines for deliveries or essential visitors who must enter the building

WITHIN THE BUILDING	
	Ensure desks and furniture face same direction
	Ensure 6 feet distance between desks and furniture
	Enough supplies to avoid sharing items
	Way to disinfect if items are shared
	Communal areas closed to large groups
	Establish Lunch Routines
	Establish Recess Routines
	Assign Restrooms
	Establish before/aftercare procedures
CLEANING & DISINFECTING	
	Establish frequent disinfecting of high touch surfaces, including, but not limited to, door handles, desks, chairs, faucet knobs, and water fountains, daily.
	Obtain appropriate cleaning and disinfecting products
	Review cleaning and disinfecting protocols with staff