



REOPENING READINESS CHECKLIST

Due 9/10/21

School Name: MARGARET BRENT REGIONAL CENTER

Date Posted:

Task	STATUS Completed/In Progress
COVID committee has been established to include a building level administrator and diverse staff representation.	<i>Completed</i>
C.A.R.E room established and stocked with adequate supplies	<i>Completed</i>
Hand sanitizer dispensers installed (1 per 10K ft)	<i>Completed</i>
Paper towel and soap at each hand washing station (classrooms and bathrooms)	<i>Completed</i>
There is a schedule in place to check and replenish health & safety supplies as needed throughout the day while the facility is occupied.	<i>Completed</i>
All restroom fixtures are operational	<i>Completed</i>
All water fountains turned off	<i>Completed</i>
Adequate supply of hand of sanitizer, soap, paper towels, toilet paper	<i>Completed</i>
Proper signage posted throughout the building <ul style="list-style-type: none"> ● social distancing ● Face covering/masks mandatory ● handwashing guidance and encouragement 	<i>Completed</i>
There is a schedule in place for routine cleaning and disinfection.	<i>Completed</i>
Communal spaces are closed or there is a plan for staggered use, cleaning and disinfecting (staff lounge, library, auditorium, conference rooms, gym, etc.)	<i>Completed</i>
Filters installed in all HVAC systems	<i>Completed</i>
Building Supervisor trained on Health First Cleaning System COVID 19 protocol	<i>Completed</i>
Night Lead trained on Health First Cleaning System COVID 19 protocol	<i>Completed</i>
Adequate supply of PPE ordered for all staff	<i>Completed</i>
Classroom furniture arranged	<i>Completed</i>
All rooms examined for mold/mildew	<i>Completed</i>
There is a sanitation schedule for use of Victory Electrostatic Sprayer	<i>Completed</i>