## REOPENING READINESS CHECKLIST

**School Name:** Robert Gray Elementary School  
**Date Posted:** March 15, 2021

<table>
<thead>
<tr>
<th>Task</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COVID committee has been established to include a building level administrator and diverse staff representation.</td>
<td>Completed</td>
</tr>
<tr>
<td>C.A.R.E room established and stocked with adequate supplies</td>
<td>Completed</td>
</tr>
<tr>
<td>Hand sanitizer dispensers installed (1 per 10K ft)</td>
<td>Completed</td>
</tr>
<tr>
<td>Paper towel and soap at each hand washing station (classrooms and bathrooms)</td>
<td>Completed</td>
</tr>
<tr>
<td>There is a schedule in place to check and replenish health &amp; safety supplies as needed throughout the day while the facility is occupied.</td>
<td>Completed</td>
</tr>
<tr>
<td>All restroom fixtures are operational</td>
<td>Completed</td>
</tr>
<tr>
<td>All water fountains turned off</td>
<td>Completed</td>
</tr>
<tr>
<td>Adequate supply of hand of sanitizer, soap, paper towels, toilet paper</td>
<td>Completed</td>
</tr>
<tr>
<td>Proper signage posted throughout the building</td>
<td>Completed</td>
</tr>
<tr>
<td>• social distancing</td>
<td></td>
</tr>
<tr>
<td>• Face covering/masks mandatory</td>
<td></td>
</tr>
<tr>
<td>• handwashing guidance and encouragement</td>
<td></td>
</tr>
<tr>
<td>There is a schedule in place for routine cleaning and disinfection.</td>
<td>Completed</td>
</tr>
<tr>
<td>Communal spaces are closed or there is a plan for staggered use, cleaning and disinfecting (staff lounge, library, auditorium, conference rooms, gym, etc.)</td>
<td>Completed</td>
</tr>
<tr>
<td>Filters installed in all HVAC systems</td>
<td>In Progress</td>
</tr>
<tr>
<td>Building Supervisor trained on Health First Cleaning System COVID 19 protocol</td>
<td>Completed</td>
</tr>
<tr>
<td>Night Lead trained on Health First Cleaning System COVID 19 protocol</td>
<td>Completed</td>
</tr>
<tr>
<td>Adequate supply of PPE ordered for all staff</td>
<td>In Progress</td>
</tr>
<tr>
<td>Classroom furniture arranged</td>
<td>Completed</td>
</tr>
<tr>
<td>All rooms examined for mold/mildew</td>
<td>Completed</td>
</tr>
<tr>
<td>There is a sanitation schedule for use of Victory Electrostatic Sprayer</td>
<td>Completed</td>
</tr>
</tbody>
</table>