



# REOPENING READINESS CHECKLIST

School Name: Whitehall Elementary School

Date Posted: April 9, 2021

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

