# Site Administration's Re-opening Planning Guide

**Principal/Site Leader Name:** ________________________        **Site:** _____________________________

## Health & Safety

<table>
<thead>
<tr>
<th>Signage</th>
<th>PPE</th>
<th>Temperature Checks</th>
<th>Health Screening Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>* emphasizing the importance of wearing masks, 6 ft. physical distancing and hand washing/sanitizing are available in sufficient quantities.</td>
<td>* including masks and gloves are available in sufficient quantities for students and staff.</td>
<td>* A thermometer is available to perform temperature checks.</td>
<td>* (noted in the School Reopening Plan) for arriving students/staff are clearly understood.</td>
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<td>* Other Signage appropriate for local site needs is available.</td>
<td>* A face shield is available for the individual designated to perform temperature checks.</td>
<td>* A staff member or other authorized individual has been designated to do temperature checks and to ask health screening questions upon arrival of students/staff/others at the site.</td>
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<tr>
<td>* Hand sanitizer is available in sufficient quantity for students and staff.</td>
<td>* Disinfecting and cleaning supplies are available and on hand.</td>
<td>The designated person for doing temperature checks and screening, has been provided with the set of questions to ask, and has been trained on how to perform the temperature check and health screening.</td>
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<td>* A disinfecting, cleaning and</td>
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**School Re-Opening Plan**
custodial process, meeting the current state health guidelines has been planned. 
*CDC Guide on How to Clean and Disinfect*

Daily/Nightly cleaning and disinfecting of the classrooms, offices and other areas have been arranged.

________ Initial to ✔

Refer to page 5 of the **School Re-Opening Plan**.

________ Initial to ✔

My designated screener and I have reviewed page 8 of the **School Re-Opening Plan**, to fully familiarize ourselves with measures to be taken when someone has been infected with COVID-19, is suspected to have been infected with COVID-19, or has been in close contact with someone know to have COVID-19.

________ Initial to ✔

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**Facilities**

Safety protocol signage has been posted in all designated/needed areas.

Other needed signage has been posted.

________ Initial to ✔

Hand sanitizer stations are identified and clearly marked for use by students and staff.

________ Initial to ✔

Proper ventilation of classrooms and offices has been studied and a workable plan is in place.

________ Initial to ✔

The number of air purifiers effective in removing viruses, has been communicated to the Director of Operations at the Central Office, and plans have been made for placing them in appropriate areas within my site.

________ Initial to ✔

All rooms have been reconfigured to address appropriate 6 foot physical distancing and barrier protocols.

________ Initial to ✔

Common areas such as kitchens, break rooms or other shared areas have been identified and either closed off or restrictions for access have been planned, accordingly.

________ Initial to ✔

Restrooms, including those shared with facility
All my staff understand that they will resume in-person instruction full-time and 100% at the school site by on or before May 17, 2021.

_____ Initial to ✔

I have engaged my staff in the planning for return to the site.

_____ Initial to ✔

(Job Corps) I understand and have shared with my staff my individual Job Corp Center’s policy regarding COVID-19 testing.

_____ Initial to ✔

(Independent Study/Community School) I have informed my staff that they may be initially tested for COVID-19 before re-opening in-person.

_____ Initial to ✔

All staff will complete the required COVID-19 safety training prior to resuming work at the site. **COVID-19 Training for Return**

_____ Initial to ✔

Staff have reviewed and signed the COVID-19 Student & Staff Acknowledgement Form

_____ Initial to ✔
| Students | All students will complete the required COVID-19 safety training immediately upon returning to the site. **COVID-19 Training for Return**  
________ Initial to ✔ | All students will be familiarized with signage and site-specific health and safety protocols.  
________ Initial to ✔ | Nutrition needs of students have been considered and properly planned for.  
________ Initial to ✔ | A sound plan is in place for communicating with the students at my site regarding their in-person return.  
________ Initial to ✔  
Every student will review and sign the COVID-19 Student & Staff Acknowledgement Form.  
________ Initial to ✔ |
| Operations | Visitors to my site will be greatly limited and only allowed to enter the site when absolutely necessary.  
________ Initial to ✔ | All visitors to my site will be required to follow all SIATech health and safety guidelines.  
________ Initial to ✔ | | |