

## COVID-19 School/University Plan Checklist

THD review does not guarantee the effectiveness of your plan. This review is intended to assist you with determining whether your event planning encompasses current CDC recommendations. Failure to submit a plan or implement guidance may result in the denial or closure of your event.

School/University: \_\_\_\_\_

Reviewer: \_\_\_\_\_

Date of Review: \_\_\_\_\_

CONSIDERATIONS	ASSESSMENT		
	In-Place	Not-In-Place	N / A
<b>Policies &amp; Procedures</b>			
Develop Sick Leave policies that encourage sick faculty/staff to stay at home without fear of job loss and other consequences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan and monitor absenteeism of students and staff, cross-train staff, and create a roster of trained back-up staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct daily health checks (temperature screening and/or symptom checking) of faculty/staff/students, as possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop a plan for if someone gets sick or shows symptoms of COVID-19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implement social distancing measures throughout the school day among faculty/staff/students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure appropriate COVID-19 accommodations, modifications, and assistance for students with special health care needs or disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop a plan for mealtimes. (staggering lunch times) Consider individually plated, boxes or meals in classrooms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop guidance for visitors and students' guardians on campus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure each students' belongings are separated from others' in designated areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure limited sharing of electronic devices, toys, books, and other games or learning aids, and clean/disinfect between users.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONSIDERATIONS	ASSESSMENT		
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<b>Facilities and Supplies</b>			
Obtain Supplies: Soap, hand sanitizer (at least 60% alcohol), paper towels, tissues, cleaning & disinfection supplies, cloth face coverings (as feasible), no-touch/foot pedal trash cans, no-touch soap/hand sanitizer items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitor availability and use of gloves when food is prepared and served, and when handling and disposing of trash.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop a schedule for routine cleaning and disinfection in collaboration with maintenance staff, including the following areas: Buses, high-touch surfaces, communal spaces (restrooms) and shared use items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop a plan for staggered use and cleaning/disinfecting of communal spaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure ventilation systems operate properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Increase circulation of outdoor air as much as possible (open windows and doors when it is safe to do so.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure all water systems and features are safe to use after prolonged facility shutdown.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Install physical barriers, such as sneeze guards and partitions, in areas where it is difficult to maintain 6ft apart (reception desk)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure seating is spaced at least 6ft apart and that desks remain facing the same direction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In transport vehicles, ensure one student per row, skipping rows when possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disconnect water fountains. Have students bring their own personal water bottles. A water bottle dispenser is appropriate for use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONSIDERATIONS	ASSESSMENT		
	In-Place	Not-In-Place	N / A
<b>Education &amp; Training</b>			
Educate faculty/staff/students and their families about when they should stay home if they have been diagnosed w/ COVID-19 or have been exposed to someone with symptoms or a confirmed case.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educate faculty/staff/students and their families about when they can return to school.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Educate faculty/staff on current Sick Leave policies and encourage staff to stay home when sick without fear of job loss or retaliation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teach/reinforce the importance of handwashing with soap and water for at least 20 seconds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teach/reinforce the importance of social distancing (6ft minimum) and cloth face coverings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Train faculty/staff on all safety protocols (conduct training virtually to maintain social distancing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Gatherings, Visitors and Events</b>			
Identify opportunities to pursue virtual group meetings, gatherings, field trips, student assemblies, school-wide parent meetings and spirit nights.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If offering athletic activities, develop a plan to follow that minimize transmission of COVID-19 to players, families, coaches and communities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify and prioritize outdoor activities where social distancing can be maintained as much as possible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restrict nonessential visitors, volunteers, and activities involving external groups or organizations- especially those who are not from the local geographic area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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<b>Communication &amp; Messaging</b>			
Post signage in highly visible locations to promote everyday protective measures. Locations include: entrances, dining areas, restrooms, classrooms, administrative offices, auditorium, gym, janitorial staff locations, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop plans to include messages about behaviors that prevent spread. Utilize website, email, social media, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discuss important tips over the PA system during morning announcements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure all communication is developmentally appropriate and accessible for all student including different languages and those with disabilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Preparing for a Sick Student</b>			
Identify an isolation room or area to separate anyone who has COVID-19 symptoms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develop a plan to support faculty/staff/students and families experiencing trauma or challenges related to COVID-19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Immediately separate the student with COVID-19 symptoms and wait 24-hrs before cleaning and disinfecting space.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If calling an ambulance, alert them ahead that person may have COVID-19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notify individuals of closures and restrictions put in place due to COVID-19 exposure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Designate a specific person/nurse to provide care/monitor sick student. Ensure designated person is wearing gloves, face mask, face shield and disposable gown, if available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advise those who had close contact with a person diagnosed with COVID-19 to stay home and self-monitor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional/Feedback/Recommendations:

Tulsa Health Department

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