



#ReopenStrong: School Building Readiness Checklist

DC Public Schools (DCPS) is committed to a safe and successful return to in-person learning for our students and staff. DCPS' work to prepare for a strong reopening is grounded in [prioritizing the health and safety](#) of our entire school community. Using guidance from DC Health, the Office of the State Superintendent of Education (OSSE), Centers for Disease Control and Prevention (CDC), and union partners, we developed a set of building readiness standards that meet public health requirements to mitigate the spread of COVID-19. This School Building Readiness Checklist is intended to ensure that DCPS facilities meet those stringent standards.

Each member of the walkthrough team shall be provided a copy of this checklist to individually complete during the walkthrough.

In order to safely reopen, a school building must have the following in place:

☒ 1. Personal Protective Equipment (PPE) & Hygiene Supplies

School has the necessary general and enhanced PPE and hygiene supplies to support the first two months of programming and has been oriented to the standardized inventory monitoring protocol established by central office for all schools to ensure timely supply replenishment. A review of the school's inventory indicates that the following items are onsite:

- ☒ Adult face masks
- ☒ Face shields
- ☒ Child face masks
- ☐ Communicator masks, as applicable

Additionally, the following enhanced PPE supplies will be provided to staff whose roles increase the likelihood of being in closer or more frequent proximity to other staff and students:

- ☒ Gloves
- ☒ Medical gowns

Regarding hygiene supplies, school has received:

- ☒ Toilet paper, soap, and disposable towels for student and staff bathrooms that do not have hand dryers
- ☒ Hand sanitizer for placement in the arrival space, hallways, classrooms, offices, and other shared spaces
- ☒ Disposable towels, hand sanitizer and disinfectant wipes available in all classrooms

Notes:

☒ 2. Cleaning Supplies & Procedures

School has the necessary cleaning supplies to support the first two months of programming and has been oriented to the standardized inventory monitoring protocol established by central office for all schools to ensure timely supply replenishment. All cleaning supplies are from the EPA-registered list in the [CDC guidance](#).

- School custodial staff have been trained to implement enhanced and deep cleaning protocols.

School leadership, school operations staff, and custodial staff understand District-wide cleaning procedures prior to the start of in-person programming and ensure the following practices:

- Cleaning schedule is determined for custodial staff
- Custodial staff follow health guidelines when cleaning school buildings
- School receives deep cleaning prior to student return
- School receives daily enhanced cleaning
- Indoor and outdoor spaces (e.g. play structures) are cleaned at a regular cadence

Notes:

☒ 3. Socially Distant Space Arrangement

School building is set up to ensure social distancing among staff and students using resources provided by central office. These include, but are not limited to, setting up 6-foot social distancing demarcations throughout the school building (e.g. arrival and dismissal spaces, hallways, staircases, security and reception areas; arranging classrooms to ensure social distancing; arranging safe use of shared staff areas (e.g. copy room, lounge); and properly securing reception and security areas. All employees shall be trained in health and safety protocols related to social distancing requirements. The school building has a designated health isolation room set up to facilitate social distancing for symptomatic students to wait for pick up.

- ✓ School has procedures in place to educate staff and students regarding distancing guidelines.

Notes:

☒ 4. Signage

- ✓ School has posted entry/exit protocol at all school entrances.
- ✓ School has COVID-19 health signage (in English, Spanish and other languages designated in the Language Access guidelines or languages spoken at the designated school) posted in arrival spaces, hallways, and classrooms. Signage posters in arrival areas shall measure at least 11 inches by 17 inches. Signage shall provide instructions and guidelines on the following public health practices:
 - How to stop the spread of COVID-19
 - Symptom identification
 - Hand hygiene
 - Social distancing
 - Wearing masks

Notes:

☒ 5. Water Access

Shared hallway drinking fountain spouts are turned off to prevent risk of virus transmission. Bottle fillers connected to hallway drinking fountains will remain on for use. If a school does not have bottle fillers throughout the building, DCPS shall provide water coolers and/or water bottles in the building to support programming, with a schedule to regularly replenish water and/or replace filters.

Notes:

☒ 6. HVAC Enhancements

The work is being carried out by numerous HVAC contractors under the guidance and direction of a licensed professional engineer (PE) and in accordance with recommendations provided by the American Society of Heating and Air-Conditioning Engineers (ASHRAE). A school-specific plan to meet the goals outlined by the assessments has been developed by the PE, a nationally recognized expert and team member of the Epidemic Task Force School Team at ASHRAE and is being implemented by the HVAC contractors. The licensed PE, a nationally recognized expert and team member of the Epidemic Task Force School Team at ASHRAE, is validating the work of the HVAC contractors.

- ✓ DCPS has installed ten one indoor air quality monitors that are capable of monitoring carbon dioxide monitor in every HVAC zone (i.e., an area of the building with temperature controlled by a thermostat) of the building.

DCPS shall provide evidence that:

- ☒ Testing has been completed before walkthroughs have been conducted
- ☒ All demand control ventilation systems have been disabled.

HVAC enhancements are completed, and school is ready with:

- OR
- ☒ Direct Outside Air System (DOAS) with MERV-13 filters installed
 - ☒ High-Efficiency Particulate Air (HEPA) filters placed in the building

If school is served by a DOAS system:

Is evidence available to show that MERV-13 filters have been timely installed and replaced in line with ASHRAE guidelines?

If school is using High-Efficiency Particulate Air (HEPA) filters:

- ☐ Are they placed in appropriate locations in the building per the outcome of the evaluation?
- ☒ Do they have the proper capacity for the size of the spaces in which they are placed?
- ☒ Is evidence available that the filters are functional?

Notes:

☒ 7. Plumbing Systems

School has a prioritization process established with DCPS Strategic School Operations and Facilities teams, in partnership with DGS, to address plumbing work orders related to bathrooms.

Bathrooms

- ☒ Are all sinks operable in all bathrooms with running water?
 - ☐ If no, has work order been submitted and operational plan been adjusted during the interim period to ensure continuity of operations?
- ☒ Are all toilets operable in all bathrooms?
 - ☐ If no, has work order been submitted and operational plan been adjusted during the interim period to ensure continuity of operations?

Notes:

☒ 8. Walkthrough

- ✓ The walkthrough has been conducted in all areas of the school site.
- ✓ School maintain a copy of the completed checklist on site and made available upon request.
- ✓ The Principal has provided a copy of the completed checklist, including signature form, to everyone on the walkthrough team.

Form to Confirm Completion of Items on School Readiness Checklist

(to be completed at the end of the walkthrough)

School: **Raymond ES**

Walkthrough Date:

Walkthrough Team:

Name	Signature	Title (SCAC, LSAT, Custodian, Nurse, etc.)	Comments
Natalie Hubbard	<i>Natalie Hubbard</i>	Principal	
Tonya Williams	<i>Tonya Williams</i>	Asst. Principal	
Kora Giger	<i>Kora Giger</i>	Asst. Principal	
David Clea	<i>David Clea</i>	Custodian Foreman	
Jose Sanjuro	<i>Jose Sanjuro</i>	Librarian	
Tracy Aukward	<i>Tracy Aukward</i>	Business Mgr.	
Lynnette Heath	<i>Lynnette Heath</i>	Business Mgr.	
Charmaine Jones		Parent	
Kemarlee Kane		Parent	
Darrese Lewis Hays		Ward 4 Councilmember	