



RIDE Rhode Island
Department
of Education

COVID-19 Facilities and Physical Plant School Checklist

Name of Individual(s) Conducting Walkthrough:

Name of School:

Address:

Representatives from School Present at Walkthrough and Contact Person with Contact Information:

Date:

Time:

1. Does the school have a plan to screen all entrants into the building for signs and symptoms of COVID-19?	YES	NO	IN PROGRESS
2. All individuals are wearing a cloth face covering	YES	NO	
3. All individuals are maintaining physical distancing of 6 feet at all times, to the extent feasible.	YES	NO	
4. Strategies, such as staggered passing times or movement protocols, are in place to minimize hallway use and congestion.	YES	NO	IN PROGRESS
5. Does each classroom or work area have access to soap and water?	YES	NO	IN PROGRESS
6. Does each classroom or work area have access to hand sanitizer (at least 60%).	YES	NO	IN PROGRESS
7. Does each classroom or work area have access to cleaning and disinfecting supplies.	YES	NO	IN PROGRESS
8. Does each classroom or work area have access to cloth face coverings (as feasible)	YES	NO	IN PROGRESS
9. The layout of each classroom maximizes distancing between seats.	YES	NO	IN PROGRESS
10. Communal spaces have been closed or a plan has been developed for staggered use and cleaning and disinfecting.	YES	NO	IN PROGRESS
11. Does the school have a central HVAC system that is operating to provide as much clean outdoor air or air filtered with MERV-13 or higher as possible?	YES	NO	IN PROGRESS
12. Are the HVAC dampers operating correctly and open to allow as much outdoor air as possible?	YES	NO	IN PROGRESS
13. Are the HVAC filters changed on a regular basis?	YES	NO	IN PROGRESS
14. Is the HVAC system designed to accommodate the installed filters?	YES	NO	IN PROGRESS
15. Has the HVAC system been balanced recently?	YES	NO	IN PROGRESS
16. Has the HVAC system been tested recently?	YES	NO	IN PROGRESS

17. Are the HVAC vents free from obstructions?	YES	NO	IN PROGRESS
18. Does each room have sufficient ventilation to accommodate 4-6 air changes per hour?	YES	NO	IN PROGRESS
19. Does each room have enough clean air from the central HVAC system?	YES	NO	IN PROGRESS
20. Does each room have its windows open (if feasible)?	YES	NO	IN PROGRESS
21. Does each room have fans to improve airflow?	YES	NO	IN PROGRESS
22. Does each room have portable HEPA filters to supplement airflow?	YES	NO	IN PROGRESS
23. The school has restricted the use of any classroom or workspace that doesn't have access to fresh or properly filtered air	YES	NO	IN PROGRESS
24. Has the school developed a process to have individuals self-report to administrators if they have symptoms of COVID-19.	YES	NO	IN PROGRESS
25. Has the school developed a process to have individuals self-report to administrators if they have been diagnosed with COVID-19?	YES	NO	IN PROGRESS
26. Has the school developed a process to have individuals self-report to administrators if they are awaiting test results for COVID-19?	YES	NO	IN PROGRESS
27. Has the school developed a process to have individuals self-report to administrators if they were exposed to someone with COVID-19 within the last 14 days?	YES	NO	IN PROGRESS
28. Has the school identified an isolation room or area to separate anyone who has COVID-19 symptoms or who has tested positive but does not have symptoms?	YES	NO	IN PROGRESS
29. Can the isolation room accommodate multiple students who may have symptoms at the same time?	YES	NO	IN PROGRESS
30. Signage about frequent handwashing, cough etiquette, and nose blowing are to be widely posted, disseminated, and encouraged through various means of communication. (If the signage is not present when the walkthrough takes place, get commitment from the school to post promotional signage by a specific deadline.)	YES	NO	IN PROGRESS
31. Measures to promote physical distancing, such as tape on floors and signs on walls, are in place.	YES	NO	IN PROGRESS
32. Each student's belongings are separated from others' in individually labeled containers, cubbies, or designated areas.	YES	NO	IN PROGRESS
33. Does the school have a plan to screen all entrants into the building for signs and symptoms of COVID-19?	YES	NO	IN PROGRESS
34. Does the school have a plan to distribute cloth face coverings to students and/or staff who may have forgotten them or are unable to provide their own?	YES	NO	IN PROGRESS
35. Does each classroom or work area have a plan to increase routine cleaning and disinfection in collaboration with maintenance staff?	YES	NO	IN PROGRESS
36. Does each classroom or work area have a plan to increase routine cleaning of frequently touched surfaces (e.g., desks, door handles, railings) communal spaces (e.g., restrooms), and shared objects (e.g., gym equipment, art supplies, games)?	YES	NO	IN PROGRESS
37. Has the school developed a process to notify individuals of closures and restrictions put in place to slow the spread of COVID-19?	YES	NO	IN PROGRESS
38. Has the school created a training plan for custodial staff regarding the cleaning and disinfecting requirements for COVID-19?	YES	NO	IN PROGRESS

