

Checklist #4: Cleaning, Ventilation, and Physical Spaces

To make sure that school facilities are safe and healthy for staff and students, this checklist covers supplies, cleaning and disinfection, ventilation, water, physical barriers, use of communal space, and transportation. School administrators, school district officials, public health officials, and occupational safety and health professionals can use this checklist to assess and identify areas for improvement.

Complete this checklist when preparing to reopen and regularly reassess practices after opening. For items marked “in-progress” or “not started,” identify steps to ensure their completion. For those marked “not feasible,” consider appropriate adaptations or alternatives.

Supplies

Items for Assessment	Completed	In-Progress	Not Started	Not Feasible
<p>Are the following supplies available in adequate quantity*?</p> <ul style="list-style-type: none"> • soap • hand sanitizer (at least 60% alcohol) • no-touch hand sanitizer dispensers • no-touch paper towel dispensers • tissues • cleaning and disinfection supplies • no-touch trash cans (or large open-top trash cans) • disposable food service items • other items as identified by administrators <p><i>*Note: Work with local officials to determine what adequate quantity is for your community situation.</i></p>				
<p>Are supplies placed in an accessible way for all staff and students (including those with disabilities) to use?</p>				
<p>Is there a plan to monitor and restock supplies and personal protective equipment (PPE), as needed?</p> <ul style="list-style-type: none"> • gloves • gowns • face shield or goggles • N95 or equivalent or higher-level respirator • Surgical face mask 				
<p>Is a point of contact identified for re-ordering supplies?</p>				
<p>Is there a procedure in place for tracking the quantity/supply of necessary PPE?</p>				
<p>Is there a plan for storing cleaning and disinfection supplies and PPE in the proper environmental conditions?</p>				

Cleaning and Disinfecting

Items for Assessment	Completed	In-Progress	Not Started	Not Feasible
<p>Are disinfectants on the Environmental Protection Agency's (EPA) List N of EPA-registered disinfectants for use against SARS-CoV-2 used?</p>				
<p>Have special considerations been made for people with asthma? They should not be present when cleaning and disinfecting is happening, as this can trigger an asthma attack. Learn more about reducing asthma triggers and use disinfectant products from EPA List N with asthma-safe ingredients (e.g., citric acid or lactic acid)</p> <p><i>Note: Just because the product contains an asthma-safe ingredient, does not mean the product is free of other hazardous ingredients.</i></p>				

Heating, Ventilation, and Air Conditioning (HVAC)

Items for Assessment	Completed	In-Progress	Not Started	Not Feasible
<p>Has the heating, ventilation, and air conditioning (HVAC) system(s) and/or unit ventilation equipment in all buildings (both permanent and temporary) been assessed and controls calibrated per manufacturer specification?</p> <p><i>Note: For detailed checklists for Janitors and Maintenance Staff and HVAC and School Facilities Staff see Appendix A.</i></p>				
<p>Has an HVAC maintenance technician or HVAC professional changed building air ventilation according to CDC and ASHRAE guidance?</p>				
<p>Has local exhaust ventilation in restrooms and other high occupancy areas been assessed?</p>				
<p>Was ventilation through other means considered when HVAC adjustments were not possible?</p>				
<p>Portable high-efficiency particulate air (HEPA) fan/filtration systems to help enhance air cleaning can be considered in areas of higher risk such as the nurse's office and isolation rooms</p>				
<p>Has ultraviolet germicidal radiation (UVGI) been considered as a supplement to help kill SARS-CoV-2, especially when increasing room ventilation options are limited?</p>				
<p>Is there a plan to leave windows and doors open to increase air flow from outside?</p> <p><i>Note: Ensure opening windows and doors does not create safety or health hazards (e.g., exacerbating asthma symptoms or other symptoms of respiratory illness).</i></p>				
<p>Have bus operators been instructed to leave windows open, when doing so does not create a safety or health hazard?</p>				

Water

Items for Assessment	Completed	In-Progress	Not Started	Not Feasible
<p>Are there steps (e.g., flushing) taken to ensure that water systems (e.g., faucets, water fountains, showers) and features are safe to use?</p> <p><i>Hazards such as lead, mold, and Legionella should be considered.</i></p>				
Are no-touch water fountains and faucets available?				
Is potable water available through other means if sinks and faucets are not accessible?				

Physical Barriers

Items for Assessment	Completed	In-Progress	Not Started	Not Feasible
Are physical barriers, such as sneeze guards and partitions, installed in areas where it is difficult for people to maintain a 6-foot distance from each other?				
Are physical guides (e.g., tape on floors) and signs displayed to remind staff and students to maintain at least 6 feet apart?				
Are there one-way routes in hallways and stairways?				

Communal Space

Items for Assessment	Completed	In-Progress	Not Started	Not Feasible
<p>Are plans being made to repurpose unused/underused space (including outdoor areas) to increase classroom space?</p> <p><i>Note: For checklists related to elective classes such as music, choir, athletics, etc. see Appendix A.</i></p>				
<p>Is there a plan for where staff and students will eat meals while staying 6 feet apart and facing in the same direction, if possible?</p> <p><i>Note: For detailed checklist related to School Nutrition and Food Services Staff see Appendix A.</i></p>				
Is there a place for staff and students to store their masks when eating?				
Is there a plan to encourage staff and students to wear masks when not eating during meals?				
Is there a plan to serve meals in the classroom (if distancing of 6 feet or more is available) or outdoors?				
Is there a system for consistent distancing of 6 feet or more in communal dining hall or cafeteria?				
Are students using food lines to pick up food? If using a food line for food service:				
Plan to stagger mealtimes and maintain distancing of at least 6 feet apart				
Plan to limit self-serve food or drinks such as hot and cold food bars, condiment bars, and drink stations				

Items for Assessment	Completed	In-Progress	Not Started	Not Feasible
Plan to serve individually plated or pre-packaged meals with disposable utensils				
Post signs for and monitor mask wearing in food service line when not eating or drinking				
Place accessible hand sanitizing stations near eating facilities				
Provide no-touch trashcans				

Transportation

Items for Assessment	Completed	In-Progress	Not Started	Not Feasible
<p>Are there plans for mitigation strategies taking place on the bus for both the driver and passengers?</p> <ul style="list-style-type: none"> • Cleaning and disinfecting between trips • Wearing masks consistently and correctly (over mouth and nose) • Maintaining a distance of at least 6 feet apart • Opening windows when doing so does not create a health or safety hazard <p><i>Note: Masks should not be worn by drivers and aides if they create new risk (e.g., impaired vision, contribution to heat-related illness).</i></p> <p><i>Note: For detailed checklist related to protection for Bus Drivers and Bus Aides see Appendix A.</i></p>				