



COVID-19 Facilities and Physical Plant School Checklist

Inspector Name: Sounivone Phanthavong ; Kenny Torres

Name of School: Greenwood Elementary

Address: 93 Sharon St Warwick

Representatives from School Present at Inspection and Contact Person with Contact Information:
Steven Gotthberg, Dir of Construction & Capital Projects

Date: 9/4/2020

Time: 11:00 AM

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

NOTES:

- ⑥ Ordering more supplies; currently enough for 78% of classrooms
- ⑦ Not planning to provide cleaning supplies to teachers/students
Hiring additional custodial staff; up to 86 for the district to operate both day and evening hours; only received 12-15 applicants
- ⑧ Concerns w/ population size and classroom size for physical distancing
- ⑪ Unit Ventilators and Cabinet Heaters with no outdoor air intake
- ⑫ Issues with parts replacement of older ventilator units; some dampers work / some don't
- ⑮ Not applicable
- ⑯ Not applicable - serviced, not tested
- ⑰ Working with teachers to remove items from top of ventilator units
- ⑳/㉑ Concerns about power capacity with addition of fans and filters
- ㉒ Still developing in-person plans
- ㉓/㉔ Still identifying room; considering spaces that will not otherwise be used
- ㉕ Will implement when construction completed
- ㉖/㉗/㉘ Hiring additional custodial staff