



## COVID-19 Facilities and Physical Plant School Checklist

Inspector Name: Sourivone Phanthavong; Kenny Torres

Name of School: Lippitt Elementary

Address: 30 Amy St Warwick

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

Steven Gohlberg, Dir of Construction & Capital Projects (steven.gohlberge.warwickschools.org)

Date: 9/4/20

401-585-7795

Time: 9:45AM

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 checked="" type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> IN PROGRESS

17. Are the HVAC vents free from obstructions?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> IN PROGRESS
18. Does each room have sufficient ventilation to accommodate 4-6 air changes per hour?	<input type="radio"/> YES	<input checked="" type="radio"/> NO	<input type="radio"/> IN PROGRESS
19. Does each room have enough clean air from the central HVAC system?	<input type="radio"/> YES	<input checked="" type="radio"/> NO	<input type="radio"/> IN PROGRESS
20. Does each room have its windows open (if feasible)?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> IN PROGRESS
21. Does each room have fans to improve airflow?	<input type="radio"/> YES	<input checked="" type="radio"/> NO	<input type="radio"/> IN PROGRESS
22. Does each room have portable HEPA filters to supplement airflow?	<input type="radio"/> YES	<input checked="" type="radio"/> NO	<input type="radio"/> 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	<input checked="" type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> IN PROGRESS
24. Has the school developed a process to have individuals self-report to administrators if they have symptoms of COVID-19.	<input checked="" type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> IN PROGRESS
25. Has the school developed a process to have individuals self-report to administrators if they have been diagnosed with COVID-19?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> 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?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> 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?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> 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?	<input type="radio"/> YES	<input type="radio"/> NO	<input checked="" type="radio"/> IN PROGRESS
29. Can the isolation room accommodate multiple students who may have symptoms at the same time?	<input type="radio"/> YES	<input type="radio"/> NO	<input checked="" type="radio"/> 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.)	<input checked="" type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> IN PROGRESS
31. Measures to promote physical distancing, such as tape on floors and signs on walls, are in place.	<input type="radio"/> YES	<input type="radio"/> NO	<input checked="" type="radio"/> IN PROGRESS
32. Each student's belongings are separated from others' in individually labeled containers, cubbies, or designated areas.	<input checked="" type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> IN PROGRESS
33. 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
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?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> IN PROGRESS
35. Does each classroom or work area have a plan to increase routine cleaning and disinfection in collaboration with maintenance staff?	<input type="radio"/> YES	<input type="radio"/> NO	<input checked="" type="radio"/> 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)?	<input type="radio"/> YES	<input type="radio"/> NO	<input checked="" type="radio"/> 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?	<input checked="" type="radio"/> YES	<input type="radio"/> NO	<input type="radio"/> IN PROGRESS
38. Has the school created a training plan for custodial staff regarding the cleaning and disinfecting requirements for COVID-19?	<input type="radio"/> YES	<input type="radio"/> NO	<input checked="" type="radio"/> IN PROGRESS

NOTES:

- 3) Concerns about ability to maintain physical distancing if 100% in-person with school size and physical capacity
- 4) Concerns about congestion with class changes if 100% in person due to school population and physical space capacity
- 6) Ordering of additional supplies in progress; currently has enough for 178% of classrooms
- 7) Not planning to have <sup>cleaning</sup> supplies for students and teachers  
Planning to hire additional custodial staff, up to 86 positions; but have only received 12-15 applicants
- 9) Concerns with ~~size~~ population size and capacity; physical distancing can only be accomplished in hybrid model
- 21) N/A with current HVAC system
- 22) N/A with current HVAC system
- 31) Completing construction projects; plans to implement measures e.g. tape on the floors
- 35 | 38 Working on hiring additional staff