

Able Cleaning Service

COVID-19 School Readiness: Reopening Checklist



As states around the country begin lifting their stay-at-home orders and allowing schools to open again, principals and school administrators will be challenged on how to reopen their facilities while keeping faculty, students and visitors safe.

Able Cleaning Service created this checklist and associated manuals by compiling data from the Centers for Disease Control (CDC), World Health Organization (WHO) and the Occupational Safety and Health Act (OSHA). This comprehensive checklist will provide the framework to safely reintroduce occupants into your school.

1

Preparing the Building

Clean and ready HVAC systems to ensure proper airflow

Ready mechanical, fire and life safety systems

Evaluate cleaning and disinfecting needs

-If facility has been unoccupied for 10 days or more, only a thorough cleaning is necessary

-If facility has been unoccupied for less than 10 days, a thorough clean and disinfection is necessary

Develop ongoing cleaning strategy with vendor(s)

-Prepare plan to handle emergency response should there be a confirmed case of COVID-19 once facility has reopened

Ensure inspections, repairs and communications are completed before reopening

2

Communicating with the Workforce

Establish a process to communicate information to staff and students regarding COVID-19

Clearly communicate cleaning and disinfecting protocols that have been implemented in response to COVID-19 to staff, students and visitors

Highlight benefits of on-campus learning to teachers, students and families

-Improved learning quality, ease of communication, social aspects

Communicate proper coughing, sneezing and hand-cleaning etiquette

Require those with symptoms of illness to stay home. Prominently share updated sick-leave policies

Post handouts provided by the CDC and your local health agencies

3

Control Building Access

Control all entry points, including those for deliveries

-Consider posting floor markings to direct traffic flow

Reconfigure gathering and lobby areas for social distancing

-Consider marking these areas as off limits until further notice

-Touchscreens should be disabled

Shield offices, security check-in area and nurse's station with plexiglass

Consider implementing an entry temperature screening

Post signage in all entryways, indicating building protocols

4

Develop a Social Distance Plan

Consider phasing occupants based on departments and grade level

- Limit total number of occupants at any one time

- Consider allowing some students to learn remotely through online classrooms

Reduce building density to support 6-foot protocols

Assign appropriately spaced seating arrangements

Enforce stringent cleaning protocols for shared spaces

Thoroughly clean hot-spots throughout the day, including shared computers, cafeteria, and vending machines. Clean teachers lounge and all bathrooms frequently. Make water fountains off-limits.

5

Reduce Touch Points & Increase Cleaning

Designate a specific enclosed room to isolate any person identifying themselves with symptoms

Create a touchless entrance and exit

Implement a “clean space” policy, mandating staff clean areas of use

Require age-appropriate students and teachers to wipe down their classrooms when finished.

Mandate staff keep their areas free of clutter and debris to allow proper cleaning and disinfecting each day

Supply disinfectant wipes or solution throughout building for ease of access

Remove high-touch shared tools such as whiteboards markers, remote controls, etc.

Increase frequency of cleaning and disinfecting of building high-touch points, such as doors, bathrooms and breakrooms

6

Communicate for Confidence

Ensure leadership alignment on re-entry

Establish two-way communication, encourage teachers, staff and families to voice their concerns

Ensure a trusting and transparent culture

Make expectations clear to instill confidence and ensure adherence

- Student absentee policy

- COVID-19 policy

- HR policies regarding illness, support for caregivers, etc.

Work closely with vendors and suppliers on updating operating protocols

COVID-19 Reopening Does Not Have to Be Stressful

Since 1980, Able Cleaning Service has specialized in providing sanitation, disinfecting and remediation services to health care facilities, offices, health and wellness centers, schools and universities, warehouses and everything in between.

Able Cleaning Service has extensive experience, a knowledgeable staff, and state-of-the-art equipment. Beyond opening day, we provide ongoing support to minimize the presence and spread of COVID-19. Let us help you welcome students and teachers back to the classroom where they can thrive, safely.

Together with Able Cleaning Service, you can conquer COVID-19—the school-smart way!

