



DAILY INSPECTION FORM for COVID-19 REOPENING PLAN

This form is designed to assist a school-site in verifying that COVID-related guidance and precautions are being adhered to as stated in the district reopening plan. It may also serve as a tool to identify which items need to be updated, retaught, or reinforced to make the school site safe for everyone.

Date: _____

Person conducting inspection: _____

Location: _____

Preventive Practice	Outcome of Today's Review			Description/Notes	Corrective Action Taken
	Aligns with COVID-19 Prevention Program	Minor Concern (provide details)	Improvement Needed (indicate specific details for improvement)		
Supplies All rooms, common areas are stocked with:					
Disposable Face Covering (adult/children)					
Hand Sanitizer					
Hand Soap (if applicable)					
Reusable Mask Clips (if applicable)					
Gloves (if applicable)					
Face Shields (adult/children if applicable)					
Adult Smock (if applicable)					



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School Entry - parent drop off and students walking onto campus					
Physical reminders - signage for health screening, physical distancing, face covering & hand hygiene					
All persons wearing face coverings					
All persons distancing 6 ft					
All persons screened					
All persons use hand sanitizer or wash hands upon entry					
Health Screenings conducted upon entry					
Temperature screening equipment working properly					
Bus/drop-off area					
Physical reminders - signage & health screening station					
All persons wearing face coverings					



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All persons distancing 6 ft					
Office					
Physical reminders - signage for health screening, physical distancing, face covering, hand hygiene, distancing, occupancy					
Face covering, hand sanitizer provided and visible					
All persons wearing face coverings					
All persons distancing 6 ft					
Hand sanitation done on entry					
Face coverings provided					
All persons screened					
Doors and windows open					
HVAC running					
All staff & visitors sign-in					



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Clean Pen/ Used Pen containers					
Appropriate plexi glass coverage					
Classroom					
Physical reminders - signage for physical distancing, face covering, hand hygiene, occupancy, mitigation guidelines					
Face coverings & hand sanitizer provided and visible					
All persons distancing 6 ft					
All persons wearing face coverings					
Hand sanitation done on entry					
Doors and windows open					
HVAC running					



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Nutrition Services					
Physical reminders - signage for health screening, physical distancing, face covering, hand hygiene, occupancy, mitigation guidelines					
Face coverings & hand sanitizer provided and visible					
All persons distancing 6 ft					
All persons wearing face coverings					
Hand sanitation done on entry and according requirements					
Doors and windows open					
HVAC running					
Appropriate plexi glass coverage					
Cafeteria/eating spaces					



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Physical reminders - signage, physical distancing, face covering, hand hygiene, occupancy					
Face coverings & hand sanitizer provided and visible					
Hand sanitation done on entry before eating					
All persons distancing 6 ft					
All persons wearing face coverings					
Hallways and Open Spaces					
Physical reminders – ground signs -traffic flow and distance					
All persons distancing 6 ft or more					
All persons wearing face coverings					
Available hand sanitizers, masks, etc. ADD THE SAME AS					



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PROVIDED FOR CLASSROOMS					
Fields and Play Areas					
Physical reminders for distancing - i.e. cones or rings on ground					
All persons distancing 6 ft or more					
All persons wearing face coverings					
Care Room/Isolation Sick Room					
Physical reminders – wall signs - face coverings, distance, hygiene and illness reminders					
When in use doors and windows are open for increased ventilation					
Room is stocked with disposable face covering, face shields, gloves, hand soap, hand disinfectant and					



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Posted - "Procedures for responding to COVID in the SCUSD Community"					
Lined garbage bins for disposing of materials					
Thermometer gauge functioning properly with back-up batteries					