## **Operations - Safety and Wellness**

Do	First	0/15 completed		or to ening	0/15 completed		n and rating	0/15 completed
1	Date	Task	✓	Date	Task	1	Date	Task
		Review ACPS Health Mitigation Plan and associated protocols.			Assign Health Mitigation Plan to all staff for review.			Monitor implementation of health mitigation protocols:
		Catalog available resources in the building (masks, gloves, cleaning supplies, hand sanitier, etc)			Train all staff on health mitigation protocols specific to implementation in your school building:			Ensure staff understanding and compliance and re- train, as neeeded
		Develop duty rosters and rotations for healh mitigation protocols (staff assigned to supervise entrance to bathroom, monitoring student transitions, etc)			Duty rosters and rotations			Review supply usage and available inventory
		Establish an isolation space for sick students			Classroom distribution and diagrams			Collect and review feedback from students, families and staff
		Determine student density by assigned area (classrooms, resource rooms, cafeteria, gymnasium library, etc) based on health mitigation protocols			Clinic referral process			Review ACPS Health Mitigation Plan and associated protocols as revisions occur
		Develop room diagrams/guidance for each space in the school building based on density calculations			Staff and student screening process			
		Develop practice and expectations for student screening procedures			Sanitation schedule and expectations			
		Develop practice and expectations for staff self- screening procedures and collection of documentation			Health mitigation supplies inentory and requests			
		Develop practice and expectations for staff sick leave			Staff sick leave			
		Develop check in process and location for school visitors			Communicate overview of protocols and expectations specific to your school building to all students and families			
		Develop plan of implementation including schedule and student rotation for recess/physical education						
		Develop procedure for health mitigation supplies inventory and requests.						
		Review custodian schedules and assigned duties to ensure compliance with health mitigation protocols and finalized daily student schedule						
		Develop communication protocol for sick students						
		Develop leadership contingency plan for any needed administrator leave						

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Do First	0/15 completed	Prior to Opening		0/15 completed	Open Opera	and ating		0/15 completed
✔ Date Task		✓ Date	Task		1	Date	Task	

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Do First 0/15 completed			or to ning	Open and Operating					0/15 completed			
✔ Date Task		1	Date	Task		1	Date	Task				