

CLASSROOM READINESS CHECKLIST

The following checklist is intended as a tool and does not include all actions that may be needed in order to work safely. It is intended to be utilized in conjunction with other guidelines provided and school physical distancing plans. Each school should be completing the checklist prior to returning to in person classes.

| Yes | No | N/A | Phase 1: Preparation for In Person Classes |
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| | | | Has the facilities staffing schedule been established and shared with all personnel? |
| | | | Have the faculty teaching assignments, including classroom & temporary office space reassignments, been established and shared with all personnel? |
| | | | Has appropriate PPE been acquired for faculty, staff and students? Have additional hand sanitizer dispensers been installed and prepared? |
| | | | Has additional classroom & common space equipment been ordered (tents, furniture, sneeze guards barriers)? Have necessary modifications to bathrooms and faucets been made? Has signage regarding proper distancing been posted, including clear directions regarding entrance and exit protocols? |
| | | | Have faculty, staff & students completed all required Hunter COVID19 training, including daily symptom check app use? |
| | | | Has a procedure for regular decontamination of classrooms and shared equipment been established and are necessary supplies available? |
| | | | Have faculty and administration determined limitations on usable classroom equipment & supplies to prepare classrooms for use? |
| | | | Prepare classrooms by marking desk placements and remove & store extraneous furniture to clear space. |
| Yes | No | N/A | Phase 2: Preparing the Schools for Operations (tasks to do upon starting in person classes) |
| | | | Prepare classroom desk arrangements and any common areas for appropriate distancing. |
| | | | Review and address faculty remote and in person educational needs. |
| | | | Check and prepare each classroom for technology needs to stream class to remote learners. |
| | | | Prepare lunch schedules and protocols in collaboration with School Foods. |
| | | | Work with parents and Office of Pupil Transportation to assist with transportation concerns. |
| | | | Assist families in need of technology loans or technology support in preparation for hybrid learning. |
| | | | Assign responsibilities for hall and social distancing monitoring to additional resourced staff. |
| Yes | No | N/A | Phase 3: Ongoing Operational Items |
| | | | Review attendance and class scheduling weekly and ensure continued social distancing and remote learning participation. |
| | | | Ensure all faculty, staff & students continue to wear masks and observe social distancing. |
| | | | Ensure facilities staff performs routine decontamination of classrooms and common areas and equipment. |
| | | | Continued monitoring of NYS and NYC regulations with regular communications to the community on updates. |
| | | | Ensure that any faculty, staff or student who develops symptoms of COVID-19 do not come to campus until cleared and that compliance with contact tracing protocols is followed.. |