

MHD K-12 Safety Assessment Checklist

The purpose of this tool is to assist the City of Milwaukee Health Department while reviewing a school's COVID-19 Public Health and Safety Plan during the COVID-19 pandemic. **In order to be considered, the school's COVID-19 PUBLIC HEALTH AND SAFETY PLAN must address all the items listed below, and must be included with the submission of this document.** If elements are missing or need improvement, feedback will be provided and the school may resubmit the plan for review. Each plan will be handled in the order it was received. It is important for the City of Milwaukee Health Department and other partners to work together to determine what is feasible, practical and acceptable given the unique needs and circumstances of the local community. Maintain regular communication about transmission in your area and adjust operations accordingly.

This tool covers seven (7) key areas that must be addressed:

- I. *General Information*
- II. *Community Coordination and Response to Confirmed or Suspected Cases of COVID-19*
- III. *Communication*
- IV. *School Schedules, Student Cohorts, Training, Monitoring, Screening, and Attendance*
- V. *Maintaining Healthy Environments: Infection Prevention and Control and Personal Protective Equipment (PPE)*
- VI. *Maintaining Healthy Operations: Building Visitors and Physical Distancing and Personal Protection Protocols*
- VII. *Staff Attendance Policies, Education, Monitoring, and Screening*

I. General Information (to be completed by the operator)

Operation will be consistent with all applicable state and local orders. Public health orders about school closures may come from the Governor's Office, Wisconsin Department of Public Instruction, Wisconsin Department of Health Services, and/or the City of Milwaukee Health Department.

If an organization/operator is responsible for more than one school or school building, use a separate form/sheet to complete the information in Section I for each school or school building. If COVID-19 Public Health and Safety Plans are identical for each school or school building under a single organization/operator, then a single response for Sections II-VII may be submitted with the plan.

District or Organization Name (if applicable) and School Name: _____

Address: _____

Operator Name: _____

Phone Number: _____ Email: _____

District or Organization COVID-19 Coordinator Name: _____

Phone Number: _____ Email: _____

School COVID-19 Coordinator Name: _____

Phone Number: _____ Email: _____

1. Total number of staff persons employed at the school:																	
2. Total number of students enrolled in the school:																	
3. Grade levels of students enrolled in the school:																	
4. School occupancy limit permitted by the City of Milwaukee (see building permit or posted limit):																	
5. Regular hours of school operation:																	
6. Extended hours of operation (including times when not open to the public, such as when staff first arrive and when they leave after end of day, and before and after school program hours):																	
7. Building Specifications: <ul style="list-style-type: none"> • Building(s) Total Square Footage • No. of Classrooms • Average Size of Classrooms/Normal Capacity • List of Multi-Use Spaces with Room Sizes/Normal Capacity • Sample classroom diagram(s) (attach) 																	
II. Community Coordination and Response to Confirmed or Suspected Cases of COVID-19																	
	<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"><i>Provide the page # in the COVID-19 Public Health and Safety Plan where the element is addressed</i></div> <div style="width: 65%;">Official Use – to be completed by City of Milwaukee Health Department</div> </div>																
Elements Assessed	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 15%; text-align: center;">Approved (X)</th> <th style="width: 15%; text-align: center;">Not Approved (X)</th> <th style="width: 10%; text-align: center;">Notes</th> </tr> </thead> <tbody> <tr> <td>School has identified and trained a staff person as COVID-19 Coordinator to be responsible for monitoring and compiling information on absences, tracking illnesses, and identifying potential COVID-19 clusters, and a mechanism is in place to inform all school staff and families of the name and contact information for the COVID-19 Coordinator:</td> <td></td> <td></td> <td></td> </tr> <tr> <td>School COVID-19 Coordinator has established a process to coordinate with the Milwaukee Department of Health and establish two-way communication regarding any of the following: <ul style="list-style-type: none"> • COVID-19 is suspected or confirmed in a student or staff member • Planning of special events or programs • Questions regarding general safety and guidance • Changing community spread conditions in the area of the school </td> <td></td> <td></td> <td></td> </tr> <tr> <td>School has established policies and procedures for three phases of instruction; virtual, hybrid, and in person, in alignment with the MHD K-12 Reopening Guidance</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Approved (X)	Not Approved (X)	Notes	School has identified and trained a staff person as COVID-19 Coordinator to be responsible for monitoring and compiling information on absences, tracking illnesses, and identifying potential COVID-19 clusters, and a mechanism is in place to inform all school staff and families of the name and contact information for the COVID-19 Coordinator:				School COVID-19 Coordinator has established a process to coordinate with the Milwaukee Department of Health and establish two-way communication regarding any of the following: <ul style="list-style-type: none"> • COVID-19 is suspected or confirmed in a student or staff member • Planning of special events or programs • Questions regarding general safety and guidance • Changing community spread conditions in the area of the school 				School has established policies and procedures for three phases of instruction; virtual, hybrid, and in person, in alignment with the MHD K-12 Reopening Guidance			
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School COVID-19 Coordinator has established a process to coordinate with the Milwaukee Department of Health and establish two-way communication regarding any of the following: <ul style="list-style-type: none"> • COVID-19 is suspected or confirmed in a student or staff member • Planning of special events or programs • Questions regarding general safety and guidance • Changing community spread conditions in the area of the school 																	
School has established policies and procedures for three phases of instruction; virtual, hybrid, and in person, in alignment with the MHD K-12 Reopening Guidance																	

School has systems in place to allow staff and families to self-identify as high risk for illness due to COVID-19 and self-report to the school if they or their students have symptoms of COVID-19, a positive test for COVID-19, or had a close exposure to someone with COVID-19 within the last 14 days:				
School has a plan for when students who screen positive or who have suspected COVID-19 symptoms are immediately placed in an appropriate room for isolation in a place apart from other children and staff and transported home if necessary. Parents of symptomatic students are instructed to seek out testing and have the student stay home for at least 10 days:				
School understands how to forecast situations in which schools may be required to operate at reduced capacity or close based on potential number of contacts, distribution of cases throughout the school, size of school, vulnerability of the population, or other factors:				
III. Communication				
	<i>Provide the page # in your COVID-19 Public Health and Safety Plan where the element is addressed</i>	Official Use – to be completed by City of Milwaukee Health Department		
Elements Assessed		Approved (X)	Not Approved (X)	Notes
School has a communication plan to notify families and staff when a student or staff member tests positive for COVID-19 and systems are in place to ensure compliance with privacy laws:				
School has developed a plan for communicating to parents and guardians its expectations regarding acceptable face coverings, including information on: <ul style="list-style-type: none"> • Who is required to use a face covering • Proper use of a face covering • Strategies for combatting potential bias associated with the use of a face covering • Provision of face coverings for any student who might need one 				
School posts signage at main entrance(s) requesting that people who have been symptomatic not enter the building:				
School uses signage to communicate directions and requirements to staff, students, and visitors (e.g., traffic flow allowing for physical distancing, signage for promoting protective measures and how to stop the spread of COVID-19):				

School has created a communication system for staff and families to self-report possible COVID-19 symptoms:				
School communication plan leverages social media, text messaging, school website(s), email, etc., and systems are in place to ensure that staff and parents receive important COVID-19 information and messages:				
School provides informational materials to students, staff, and parents and guardians about potential isolation and quarantine expectations if a student or staff member or a close contact is confirmed positive:				
IV. School Schedules, Student Cohorts, Training, Monitoring, Screening, and Attendance				
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Student grouping and cohort plans are prepared to meet physical distancing requirements, minimize sharing of materials, and limit mixing of cohort groups as much as possible:				
Schedule adaptations are prepared to reduce number of students and staff on campus to the required occupancy level of the building (e.g., A/B days by grade bands, morning/afternoon schedules by grade bands, some students choosing remote/virtual options, using additional common or other space as classrooms, etc.) or to the allowable occupancy levels of transportation vehicles:				
School has provided education to students about the following: <ul style="list-style-type: none"> • COVID-19 (e.g., symptoms and transmission) • Importance of immediately informing staff if they feel feverish or ill and staying home when ill • Actions they can take to protect themselves and others (e.g., hand hygiene, covering their cough, physical distancing, wearing appropriate face covering) • How to appropriately put on and take off face coverings, handwashing technique, and when and how to use hand sanitizer • Actions the school is taking to keep them safe (e.g., visitor restrictions, face covering policy, canceling group activities) 				
School has plan to identify and accommodate the needs of students at higher risk for severe illnesses or higher risk of transmission through remote programming that is compliant with all State and Federal laws and regulations:				

School has policy outlining circumstances when some students may stay home when other students are in school:				
School has a plan for closing off common gathering areas for purposes of congregating or socializing and having staff monitor arrivals and dismissals and other transition times to discourage congregating:				
School has plan and protocols for offering instruction to all students learning at home, including special services for English Language Learners, students with special needs, and others normally receiving special instruction/services in school:				
A staff person(s) has been assigned to serve as health screener and school has a plan for assessing students for symptoms of COVID-19 consistent with CDC Examples of Screening Methods:				
School has a plan for monitoring student absences by grade and classroom and reporting to COVID-19 Coordinator, and has flexible attendance policies and practices in place:				
School tracks whether absences are due to illness, quarantine from being identified as a contact, or any other reason. If absence is due to illness, school monitors symptoms being experienced and whether the students has been asked to isolate following a positive test:				
School has a plan to offer alternative or remote learning for children who need to be absent from school due to illness or potential exposure and has clarified any differences in expectations of participation in alternative learning for students who are experiencing symptoms compared to asymptomatic students who have been sent home due to potential exposure:				
V. Maintaining Healthy Environments: Infection Prevention and Control and Personal Protective Equipment				
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Students are encouraged to remain in their classrooms and shall wear acceptable face coverings, except in limited circumstances, perform hand hygiene, limit movement in the building, and maintain physical distancing:				

School has plan for dining in classrooms and/or with limited capacity in cafeterias, serving individually plated meals to students who did not bring their own meal from home, ensuring the safety of any students with food allergies, and discontinuing the use of self-service food or beverage distribution, including but not limited to vending machines:				
School has plan for eliminating or limiting activities that involve mixing of groups or external groups inside the building and field trips:				
School has a monitoring protocol for ensuring an adequate supply of PPE and a plan to provide it as needed to staff and students including: alcohol-based hand sanitizer with 60% or greater alcohol content, soap and water, EPA-registered disinfectants, tissues, disinfectant wipes, no-touch trash bins, and acceptable face coverings for use by students and staff:				
School has a plan to ensure EPA-registered disinfectants are available with protocols in place to allow for frequent cleaning of high-touch surfaces and equipment (e.g., desks, door handles, copy machines, stair and wall railings, gym equipment, games, musical instruments, etc.) and regular daily environmental cleaning and disinfecting:				
School has a plan for required increased cleaning and disinfection throughout the school day in high use areas such as bathrooms and the isolation space used for students who develop symptoms while at school (isolation spaces include as few objects/furnishings as possible):				
School has conducted an HVAC assessment to ensure ventilation systems operate properly to increase the circulation of outdoor air as much as possible and in accordance with ASHRAE guidance for COVID-19:				
VI. Maintaining Healthy Operations: Building Visitors, Physical Distancing and Personal Protection Protocols				
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School has a plan for restricting all nonessential visitation, including volunteers for classroom activities, guest speakers, and parent-teacher conferences. School uses virtual formats for these activities as appropriate:				

<p>School has a protocol consistent with the CDC Examples of Screening Methods for screening visitors, including substitute teachers, parents or guardians (with the exception of mail and other delivery people) before entry for symptoms of COVID-19. The plan addresses allowable visitors, maximum numbers of visitors allowed in building, entrances to be used, locations where visitors can be, required masking and hygiene routines, and other requirements:</p>				
<p>Arrival and departure protocols are established including physical distancing, school day start and end times, drop off/pick up rules, entrances used, traffic flow inside and outside, greeting and supervision rules, and handwashing and hand sanitizing routines:</p>				
<p>School has protocols for physical distancing and routines for PPE use <i>inside classrooms</i>, including maximum student numbers and placement guidelines; floor markings in classrooms to specify acceptable physical distancing; allowable furnishings; use of plexiglass or other space dividers; rules for use of and disposal of tissues, paper towels, and disinfectant wipes; handwashing or hand sanitizing protocols; age group differences in space usage; different student spacing models based on the school's various classroom designs/sizes, etc.):</p>				
<p>School has a plan for identifying allowable student and staff traffic routes <i>outside of classrooms</i>, including providing physical distancing floor/seating markings in all waiting and reception areas; closing off common gathering areas for purposes of congregating and socializing and repurposing as necessary for educational use; bathroom routines and cafeteria use:</p>				
<p>Recreational activities and sports are limited and protocols for physical distancing are in place for outdoor playtime and group size, gym usage and group size, and guidelines for competitive athletics, including rules for meeting physical distancing and use of personal protective equipment:</p>				
<p>School has rules on allowable use of public transportation, school bus transportation, and transportation of students with special needs, including coordination with bus companies and city transit guidelines:</p>				
<p>VII. Staff Attendance Policies, Education, Monitoring and Screening</p>				
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Elements Assessed		Approved (X)	Not Approved (X)	Notes
School has a plan consistent with the requirements of State and Federal law to identify and accommodate staff persons who must work remotely due to higher risk of COVID-19 susceptibility or living with or taking care of a high-risk family member:				
School has a plan to provide education and refresher training to staff about the following: <ul style="list-style-type: none"> • COVID-19 (e.g., symptoms, reduction of the risk of transmission, COVID-19 status within the community) • State and local mitigation efforts • Sick leave policies and importance of not reporting to work or remaining at work when ill • New policies for infection prevention while in the building 				
School has plan in place for monitoring staff absences, advising staff when they may return following symptoms, diagnosis or contact with COVID-19, and has a plan in the event of staffing shortages due to illness:				
School has an assigned person to be responsible for screening all staff at the beginning of their shifts for fever and symptoms of COVID-19 and documenting the absence of symptoms such as shortness of breath, temperature, new change in cough, sore throat, etc., and instructing staff who are ill to leave facility and seek COVID-19 testing and reporting results:				
School has plan in place to for the proper wearing of, and staff training on, acceptable face coverings while in the building:				
School has a plan for staffing student support services (e.g., social services, ELL, special education etc.) to be delivered when regular staff persons are out temporarily or are at risk for COVID-19 and must work from home:				
School has staffing plan to address additional cleaning and hygiene protocols necessary to meet public health guidelines:				