

## REOPENING SCHOOL BUILDINGS RISK ASSESSMENT TOOL

The purpose of this tool is to assist local and tribal health officers and school administrators in making decisions about reopening K-12 school buildings during the COVID-19 pandemic. If the answer to any of the questions **shaded** is “no,” school buildings should not be reopened until you can answer “yes.” It is important for local and tribal public health officers, school district administrators, 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.

<b>I. General Information</b>		
<b>Reopening will be consistent with applicable state and local orders.</b>	<b>Assessment: Yes/No (Y/N)</b>	
Public health orders about school closures may come from the <a href="#">Governor's Office</a> , Tribal Nations, Wisconsin Department of Health Services, and/or Local Health Departments	<b>Yes</b>	
<b>Which of the following situations apply to the community in which the school is located?</b>		
<input type="checkbox"/> No cases of COVID-19 currently reported in your community <input type="checkbox"/> Cases reported in your community <input checked="" type="checkbox"/> Evidence of ongoing person-to-person transmission in your community		
Total number of students in the school: 8,391	Age range of students: EC-Grade 12	
Total number of staff in the school: 1,275		
<b>II. Visitor and nonessential person restrictions:</b>		
	<b>Assessment</b>	
<b>Elements to be assessed</b>	<b>Y/N</b>	<b>If YES, provide details of the plan. If NO, address how you intend to address in the future.</b>
School restricts all nonessential visitation, including volunteers for classroom activities, guest speakers, and parent-teacher conferences. School uses virtual formats for these activities as appropriate.	Y	See SPASD COVID-19 Visitor Quick Reference Guide and Visitor Protocol
Potential visitors, including substitute teachers, are screened prior to entry for fever or symptoms of COVID-19. Those with symptoms are not permitted to enter the facility. Parents or guardians who are picking up their child are not required to be screened but should avoid entering the building by waiting outside or in their car for the student to be dismissed. Staff members can escort younger children out of the building. Mail carriers and other delivery people do not need to be screened.	Y	See SPASD COVID-19 Visitor Quick Reference Guide and Visitor Protocol
Visitors that are permitted inside must wear a cloth face covering while in the building, maintain physical distancing, and restrict their visit to the location designated by the school. They are also reminded to frequently perform hand hygiene.	Y	See SPASD COVID-19 Visitor Quick Reference Guide and Visitor Protocol
School has sent a communication (for example, letter or email) to families advising them that no visitors will be allowed in the building.	Y	Yes, email sent on 8/27/20.

School has provided alternative methods for visitation.	Y	See SPASD COVID-19 Visitor Quick Reference Guide and Visitor Protocol
School has posted signs at entrances to the building advising that no visitors may enter the building.	Y	See SPASD School Infection Mitigation Playbook
School has implemented staggered arrival and drop-off times and/or locations. School has a strategy to encourage physical distancing of families and students during drop-off and pick up.	Y	See SPASD School Infection Mitigation Playbook
<b>III. Education, monitoring, and screening of staff</b>		
<b>Elements to be assessed</b>	<b>Assessment</b>	
	<b>Y/N</b>	<b>If YES, provide details of the plan. If NO, address how you intend to address in the future.</b>
School has a plan to accommodate the needs of staff at <a href="#">higher risk</a> for severe illness. These staff could provide distance learning instruction or job responsibilities could be modified.	Y	See Human Resource communication sent on xxxx
School has provided education and refresher training to staff about the following: <ul style="list-style-type: none"> <li>• COVID-19 (for example, symptoms, how to reduce the risk of transmission, its status within the community)</li> <li>• State and local mitigation efforts</li> <li>• Sick leave policies and <a href="#">importance of not reporting to or remaining at work when ill</a></li> <li>• New policies for infection prevention while in the building</li> </ul>	Y	See Public School Works mandatory training on COVID-19 guidelines
School has a procedure for monitoring employee absences and has a plan in the event of staffing shortages due to illness, including health office staff.	Y	Completed by Human Resources and Health Services
School has implemented universal use of cloth face coverings for staff while in the building.	Y	See Administrative Guideline GBEE-AG(3), Protective Measures for COVID-19
School has provided staff with education to <a href="#">properly wear and remove</a> cloth face coverings.	Y	See SPASD Staff Guidelines for Face Coverings and PPE

<p>Where possible, school has closed break rooms and common areas. All staff are reminded to practice physical distancing when in any common areas that remain open.</p>	Y	See SPASD School Infection Mitigation Playbook
<p>School nurse or other staff person who has been assigned to serve as health screener screens all staff at the beginning of their shift for fever and <a href="#">symptoms of COVID-19</a> (documents absence of shortness of breath, new or change in cough, sore throat, and muscle aches). Temperature checks are not required, but may be included if they can be done safely.</p> <p>If staff are ill, they are instructed to keep their cloth face covering on and leave the facility. Symptomatic staff should seek out COVID-19 testing and stay at home for at least 10 days. Staff with suspected or confirmed COVID-19 should notify their supervisor.</p>	Y	In-person screening is not recommended by Public Health Madison & Dane County. Staff are expected to self-screen using a district protocol on a daily basis. See SPASD Employee COVID-19 Symptom Screening Checklist.
<p>School keeps a list of symptomatic staff.</p>	Y	Completed by Health Services
<p><b>IV. Education, monitoring, screening, and cohorting of students</b></p>		
<p><b>Elements to be assessed</b></p>	<b>Assessment</b>	
	Y/N	If YES, provide details of the plan. If NO, address how you intend to address in the future.
<p>School has a plan to accommodate the needs of students at <a href="#">higher risk</a> for severe illness or higher risk of transmission through virtual programming that has been reviewed and approved by the school's legal counsel to ensure there is no discriminatory impact.</p>	Y	See SPASD Distance Learning Plan
<p>School has a plan to accommodate students who may experience barriers to participating in virtual learning.</p>	Y	See SPASD Distance Learning Plan and Student Support Hub information
<p>School has provided education to students about the following:</p> <ul style="list-style-type: none"> <li>• COVID-19 (for example, symptoms, how it is transmitted)</li> <li>• Importance of immediately informing staff if they feel feverish or ill and <a href="#">staying home</a> when sick</li> <li>• Actions they can take to protect themselves and others (for example, <a href="#">hand hygiene</a>, covering their cough, maintaining physical distancing, <a href="#">wearing a cloth face covering</a> as feasible)</li> <li>• Actions the school is taking to keep them safe (for example, visitor restrictions, cloth face covering policy, canceling group activities and communal dining)</li> </ul>	Y	See district communications to families

<p>School nurse or other staff person who has been assigned to serve as health screener assesses students for fever and <a href="#">symptoms of COVID-19</a> (shortness of breath, new or change in cough, sore throat, muscle aches) at least daily according to <a href="#">CDC guidelines</a>.</p> <ul style="list-style-type: none"> <li>• This can include visual symptom checks, which may include temperature checks if they can be done safely, or verbal or written confirmation from parent that student is symptom-free.</li> <li>• Temperature checks are not required but may be done where feasible.</li> </ul> <p>If it is not feasible to do health checks or health screenings before students and staff enter the building, more attention and effort will need to be put towards identifying ill staff and students throughout the day.</p>	Y	In-person screening is not recommended by Public Health Madison & Dane County. Families are expected to self-screen using a district protocol on a daily basis. See SPASD Student COVID-19 Symptom Screening Checklist.
<p>Students who screen positive or who have suspected COVID-19 are immediately placed in an appropriate room for isolation and cohorted apart from other children and staff. Symptomatic students should be instructed to seek out COVID-19 testing and stay home for at least 10 days.</p>	Y	See SPASD School Infection Mitigation Playbook
<p>School keeps a list of symptomatic students and their close contacts that can be shared with public health to assist contact tracing efforts if needed.</p>	Y	Completed by Health Services
<p>School encourages <a href="#">physical distancing</a> by limiting the number of students in a classroom at one time to the amount that can fit while spaced 6 feet apart and limited mixing between groups, if feasible. School continues to offer virtual learning opportunities for students who are not present in the classroom.</p>	Y	See SPASD School Infection Mitigation Playbook
<p>School has stopped activities that involve mixing groups or external groups inside the building and field trips outside of the building.</p>	Y	See SPASD School Infection Mitigation Playbook
<p>School has stopped communal dining with multiple classrooms and serves individually plated meals in classrooms to students who did not bring their own meal from home while <a href="#">ensuring the safety of any students with food allergies</a>.</p>	Y	See SPASD School Infection Mitigation Playbook
<p>Students are encouraged to remain in their classrooms. If students leave their classrooms, they wear a cloth face covering, perform hand hygiene, limit movement in the building, and perform physical distancing.</p>	Y	See SPASD School Infection Mitigation Playbook

<p>School has a plan for monitoring student absences by grade and classroom 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 student has been asked to isolate following a positive test.</p> <p>School has a plan in place to offer alternative or distance 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.</p>	Y	Completed by school office staff and Health Services
<b>V. Availability of PPE and Other Supplies</b>		
<b>Elements to be assessed</b>	<b>Assessment</b>	
	Y/N	<b>If YES, provide details of the plan. If NO, address how you intend to address in the future.</b>
<p>School has an adequate supply of PPE including: alcohol-based hand sanitizer, soap and water, disinfectants, and masks for use by students who may develop symptoms while at school and the staff who care for them. This would include a minimum of eye protection and surgical grade barrier masks.</p>	Y	Verified by Facilities & Grounds
<p>School has <u>assessed</u> current supply of critical materials (for example, alcohol-based hand sanitizer, EPA-registered disinfectants, tissues).</p>	Y	Verified by Facilities & Grounds
<p>If PPE shortages are identified or anticipated, school has engaged their local health department for assistance.</p>	Y	Verified by Facilities & Grounds
<p>EPA-registered, hospital-grade disinfectants with an emerging viral pathogens claim against SARS-CoV-2 are available to allow for frequent cleaning of high-touch surfaces and shared equipment.</p>	Y	Verified by Facilities & Grounds
<p>Tissues and no-touch trash cans are available in common areas and classrooms for respiratory hygiene and cough etiquette.</p>	Y	Verified by Facilities & Grounds

<b>VI. Infection Prevention and Control Practices</b>		
<b>Elements to be assessed</b>	<b>Assessment</b>	
	<b>Y/N</b>	<b>If YES, provide details of the plan. If NO, address how you intend to address in the future.</b>
School has worked with local or tribal health officer to determine appropriate strategies for a phased reopening, such as beginning with reduced hours or certain classes/grades, which will allow for monitoring the impact on the epidemiology of the outbreak at a local level before fully reopening.	Y	Following Public Health Madison & Dane County guidelines for hybrid instruction
School has determined what changes to physical infrastructure are required to support physical distancing and has submitted any necessary budget requests to pay for such modifications.	Y	Verified by Facilities & Grounds
School has developed and implemented strategies to restructure activities to support physical distancing.	Y	See SPASD School Infection Mitigation Playbook
All students' personal items are stored separately and brought home each evening. School has policies in place to maintain physical distancing when students are accessing personal items by only allowing students whose lockers or cubbies are at least 6 feet apart to access storage spaces at the same time.	Y	See SPASD School Infection Mitigation Playbook
School has preference for soap and water over alcohol-based hand sanitizer. Hand sanitizer is only used when soap and water are unavailable.	Y	See SPASD School Infection Mitigation Playbook
Students and staff are trained on how to appropriately don and doff cloth face coverings and any additional PPE necessary for their position.	Y	See SPASD Face Covering Plan for Students
Hand hygiene supplies are available in all areas. Alcohol-based hand sanitizer* with 60-95% alcohol is available in every classroom and other common areas. Students are supervised while using hand sanitizer. *If there are shortages of alcohol-based hand sanitizer, hand hygiene using soap and water is still expected.	Y	Verified by Facilities & Grounds
School has decreased or eliminated the use of shared objects wherever possible. Non-disposable shared equipment is cleaned and disinfected between users.	Y	See SPASD School Infection Mitigation Playbook

School has developed a plan to integrate increased cleaning and disinfection throughout the school day.	Y	See SPASD Cleaning & Disinfection Plan
<a href="#">EPA-registered, hospital-grade disinfectants with an emerging viral pathogens claim* against SARS-CoV-2</a> are available to allow for frequent cleaning of high-touch surfaces and shared equipment. Name of EPA-registered disinfectant(s) used: <u>Alpha HP 70627-62 and Oxivir Five-16 70627-58</u>	Y	See SPASD Cleaning & Disinfection Plan
School is aware of the contact time (the amount of time the surface should be visibly wet) for the EPA-registered disinfectant and shares this information with relevant staff.	Y	See SPASD Cleaning & Disinfection Plan
EPA-registered disinfectants are prepared and used in accordance with label instructions.	Y	See SPASD Cleaning & Disinfection Plan
School has developed a plan for cleaning and disinfection of the isolation space used for students who develop symptoms while at school. Isolation spaces should include as few objects as possible, and only items that can be disinfected (i.e., no cloth sofas). Isolation spaces should be thoroughly disinfected after the isolated student is picked up before being used by another student.	Y	See SPASD COVID-19 Employee and Student Infection Response Action Plans
School has worked with an HVAC specialist to ensure their ventilation systems operate properly and have been modified to increase the circulation of outdoor air as much as possible in accordance with <a href="#">ASHRAE guidance for COVID-19</a> .	Y	See SPASD HVAC / Air Quality Management Plan
<b>VII. Communication</b>		
<b>Elements to be assessed</b>	<b>Assessment</b>	
	<b>Y/N</b>	<b>If YES, provide details of the plan. If NO, address how you intend to address in the future.</b>
School has identified and trained a COVID-19 point person to answer questions from staff, students, and families.	Y	See COVID-19 email address monitored by Health Services and School Operations ( <a href="mailto:covid@sunprairieschools.org">covid@sunprairieschools.org</a> )

<p>School has identified and trained a staff person to be responsible for compiling information from school administrators and health office staff to monitor absences, track illnesses, and identify potential clusters. This person should be onsite every day to ensure continuity of operations.</p> <p>School has established processes to notify the local health department about any of the following:</p> <ul style="list-style-type: none"> <li>• COVID-19 is suspected or confirmed in a student or staff member</li> <li>• A student has severe respiratory infection resulting in hospitalization or death</li> <li>• A cluster of new-onset respiratory symptoms occurs among students or staff</li> </ul>	Y	See MySP COVID-19 information and district website COVID-19 Response & Resources webpage
<p>School has established processes for ongoing communication with state and local public health departments regarding case reporting policies, guidelines, technical assistance, and general coordination.</p>	Y	Completed by Health Services and School Operations
<p>School understands expectation to consult with local health authorities if there is an increase in cases in the local area.</p>	Y	Completed by Health Services and School Operations
<p>School has determined what communications and messaging will be required to staff and families to assure that health and safety precautions will be in place.</p>	Y	See MySP COVID-19 information and district website COVID-19 Response & Resources webpage
<p>School has developed a plan for communicating expectations regarding cloth face coverings to parents and guardians, including information on:</p> <ul style="list-style-type: none"> <li>• Who is required to use a cloth face covering</li> <li>• Proper use of a cloth face covering</li> <li>• Strategies for combatting potential bias associated with the use of a cloth face covering</li> </ul> <p>School has a plan to provide cloth face coverings for any student who might need one.</p>	Y	See MySP COVID-19 information and district website COVID-19 Response & Resources webpage
<p>School has created a communication system for staff and families to self-report symptoms.</p>	Y	See SPASD Employee and Student COVID-19 Symptom Screening Checklists
<p>School has process to rapidly notify students, families, and staff members about COVID-19 cases, exposures, and updates to policies and procedures. Communication plan has been reviewed and approved by legal counsel.</p>	Y	Completed by Health Services
<p>School has provided training and informational materials to students and families about potential isolation and quarantine expectations if their child or a close contact is confirmed positive.</p>	Y	See SPASD COVID-19 Employee and Student Infection Response Action Plans

School has a communication plan in place to share information about known or suspected students with COVID-19 to appropriate personnel (e.g., transport personnel).	Y	See SPASD COVID-19 Employee and Student Infection Response Action Plans
<b>VIII. Health Office Management</b>		
<b>Elements to be assessed</b>	<b>Assessment</b>	
	<b>Y/N</b>	<b>If YES, provide details of the plan. If NO, address how you intend to address in the future.</b>
School has determined staffing plan to meet the health needs of all students.	Y	Completed by Human Resources
School has plan in place for how students with respiratory symptoms will be triaged to the health room and separated from injured or other ill students.	Y	See SPASD COVID-19 Employee and Student Infection Response Action Plans
<b>IX. Closure</b>		
<b>Elements to be assessed</b>	<b>Assessment</b>	
	<b>Y/N</b>	<b>If YES, provide details of the plan. If NO, address how you intend to address in the future.</b>
School has worked with local health officer to forecast situations in which schools may be required to close in the future based on the potential number of contacts, distribution of cases throughout the school, size of the school, and vulnerability of the population, along with other factors.	Y	Health Services and School Operations collaborate with Public Health Madison & Dane County
School has plan to move to distance or virtual learning in the event of intermittent closures.	Y	See district website COVID-19 Response & Resources webpage
School has created communication system to notify staff and families of closure.	Y	Completed by Communications
School has developed a plan to reopen after an intermittent closure and has developed communication to notify staff and families of reopening.	Y	See district website COVID-19 Response & Resources webpage