MARIN COUNTY
OFFICE OF EDUCATION
building the future... one student at a time

Rethinking School: A Public Health Guided Return to Site-Based Classroom Instruction

School Site Walkthrough

Information, Planning & Implementation

Updated 6.18.2020
Please send suggestions and questions to RapidResponse@marinschools.org

This is a DRAFT document to assist in the planning and implementation of school site walkthroughs to support school and districts in planning a return to site-based instruction to best meet the needs of their students, families and communities, with the understanding that each campus, district and community will have differing needs, and unique circumstances. It will be updated as walkthroughs are conducted and we gain new insights on how to most effectively conduct walkthroughs and further the efforts of schools in our community.

Who Should Participate in the Walkthrough?

The more inclusive the initial walkthrough the better, with the understanding that social distancing and face coverings are critical. Here is a list of participants that should be invited.

Superintendent Principal Assistant Principal Teacher School Secretary	Facilities Director Transportation Director Custodian Certificated and Classified Representatives	School Safety Team Member Parent / PTA Representative IIPP Team member Students Others as needed

Engineering, Infrastructure, Design

- HVAC Systems
- Windows, doors, fans (ventilation)
- Plexiglass and/Plastic Barriers
- Physical Distancing Demarcation - sidewalks, offices, classrooms
- Handwashing facilities
- Outdoor Meeting Areas / Shade Structures
- Flushing Water Systems (Keenan Safe Schools will supply instructions)
- Modified layouts offices, classrooms, communal spaces

- Automated/ Touchless sinks, paper towel dispenser, toilets, etc.

Administrative, Logistics, and Personnel

- Policies / Protocols
- Training / Communications / Signage
- Focus Group Meetings
- Logistics and Planning
- Curbside Drop Off / Arrivals / Departures
- Daily Health Screening Systems
- Schedules / Outdoor Recreation / Restroom
- Systems
- Emergency Plans
- Site Specific Protection Plan - Fillable PDF
- How to create a QR Code Sign-in Sheet

Essential Protective Equipment (EPE)

- EPE Presentation
- EPE Procurement Calculator
- EPE Overview and Cleaning Schedules
- Face Coverings
- Gloves
- Soap and Water
- Hand Sanitizer
- Cleaning / Sanitizing / Disinfecting / Schedules
- Eye Protection
- Thermometers

Site Specific Information (and Site Specific Protection Plan)

- School Site Specific Protection Plan - Fillable PDF
- Master Protocol Documents for Other Districts

Guiding Documents

- A Public Health Guided Return to Site-Based Classroom Instruction- MHHS and MCOE (June 18, 2020)
- Stronger Together: A Guidebook for the Safe Reopening of California's Public Schools- CDE (June 2020)
- Covid-19 Industry Guidance: Schools and School-Based Programs- CDPH (June 5, 2020)
- Considerations for Schools- CDC (May 19, 2020)

School Site Walkthrough Support from RTS Task Force

If you are a Marin County School District, view our schedule and request a School Site Walkthrough here: **Click Here**

School Site Visits - Notes

School: _____		**Notes**
Grade Levels		
Total Number of Students		
Number of Classrooms		
Number of Drop off or Entry Points		
Percentage of students normally bussed		
Percentage of students normally driven		
Percentage of students normally walking or biking		
Outside Meeting Areas		
Other		
Other		