**Checklist for Administrators: Summer COVID-19 Planning**

Areas to plan ahead:

* Develop a task force to address school needs with the reopening process
* Morning Dropoff process
* Student Transportation
* Health Checks (temperature readings and maintaining HIPPA laws)
* Classroom entry
* PPE Requirements (masks, dividers, cleaning products)
* Classroom size, set up, distancing expectations
* Transition plans during the school day
* Late students (tardiness)
* Sanitation during the school day
* Restroom sanitation & procedures
* Movement of classes/schedule of the day (traffic patterns, labeling/signage)
* Lunch procedures
	+ Purchase or Student Brought Only
	+ Procedures for handling money on campus
* Chapel or school-day event procedures (rallies, assemblies, or celebrations)
* Plan for Fundraisers
* Recess/Playground policies, procedures, sanitation
* Plan for Specials Classes: P.E./Band/Art/Choir
* Locker Rooms, sports practice protocols, and game day protocols
* Other extra-curricular activity plans & protocols (including practices & event policies)
* Afternoon pick-up process/dismissal
* After school programs set up
* Teacher common area protocols/sanitation expectations
* Main office procedures
* Proper signage throughout school & parking lot
* Policies & Procedures for Visitors clearly stated
	+ Speech Therapists, Title 1, substitutes, Paraprofessionals, Behavioral Therapists
	+ Parents, families, or other community visitors
* Communication plan to parents
	+ Procedure to notify parents of major changes quickly
	+ Identify someone that can handle those calls or establish an email or website
	+ Procedure for fielding parent questions/concerns
* Plan for students, staff, or visitors who become ill with fever at school
* Early pick-up procedure
* Contingency plan options for school reopening (what will policy/procedure look like for each scenario)
	+ Complete closure with remote learning
	+ Complete opening compliant with distancing guidelines
	+ Partial closure with alternating in-person days for students combined with remote learning
	+ Possible extended or adjusted daily schedule
	+ Teacher expectations and agreements on workload
* Decision Tree for when to close school/what to do if a school community member tests positive
* Plan & procedure for loaning/accessing technology
* Plan for students with no access to internet
* Plans & student, teacher, parent written expectations for remote learning