|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section** | **Essential Element** | **Sub- Element** | **Complete** | **Comments** |
| **I** | Purpose | Statement Synopsis |[ ]   |
|  |  |  |[ ]   |
|  | Scope | States Scope of the Situation |[ ]   |
|  |  |  |  |  |
|  | Situation Overview | Why is this Plan Necessary? |[ ]   |
|  |  |  |  |  |
|  |  | Relative probability and impact of the hazards |[ ]   |
|  |  |  |  |  |
|  |  | Who and in what areas are likely to be affected by particular hazards |[ ]   |
|  |  |  |  |  |
|  |  | Planning Assumptions: For Planning purposes what is assumed to be true (Facts) |[ ]   |
|  |  |  |  |  |
| **II** | Concept of Operations | Organization (Org Chart) |[ ]   |
|  |  |  |  |  |
| **III** | Organization and Assignment of Responsibilities | Assignment of Responsibilities |[ ]   |
|  |  |  |  |  |
|  |  | Authorities |[ ]   |
|  |  |  |  |  |
|  |  | Oversight, Accountability and Enforcement |[ ]   |
|  |  |  |  |  |
| **IV** | Hazard/Threat | Description of the threat (Covid) |[ ]   |
|  |  |  |  |  |
|  |  | * Signs and Symptoms
 |[ ]   |
|  |  |  |  |  |
|  |  | * Projected Impacts in the School Setting
 |[ ]   |
|  |  | * Vulnerable Populations and Persons at Risk
 |[ ]   |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section** | **Essential Element** | **Sub- Element** | **Complete** | **Comments** |
| **V** | Mitigation- Health and Safety Precautions | **Procedures and Processes** for reducing spread of disease and creating healthy environment |[ ]   |
|  |  |  |  |  |
|  |  | Health Screening: before leaving home or upon arrival using no touch thermometer and questionnaire |[ ]   |
|  |  |  |  |  |
|  |  | Masks and Face Covering Requirements for all |[ ]   |
|  |  |  |  |  |
|  |  | Hand Washing/ Hand Hygiene |[ ]   |
|  |  |  |  |  |
|  |  | **Cleaning and Disinfecting Processes -hi touch especially** |[ ]   |
|  |  |  |  |  |
|  |  | Supplies and Equipment |[ ]   |
|  |  |  |  |  |
|  |  | Restrooms |[ ]   |
|  |  |  |  |  |
|  |  | Classrooms -own supply/safe storage |[ ]   |
|  |  |  |  |  |
|  |  | Common Areas |[ ]   |
|  |  |  |  |  |
|  |  | Playground and Recreational Equipment |[ ]   |
|  |  |  |  |  |
|  |  | **Social Distancing and Physical Requirements** |[ ]   |
|  |  | Social Distance Requirements -6 ft.- all |[ ]   |
|  |  |  |  |  |
|  |  | Classroom Configuration |[ ]   |
|  |  |  |  |  |
|  |  | Cohorting- students and/or staff |[ ]   |
|  |  |  |  |  |
|  |  | Out of Classroom Considerations  |[ ]   |
|  |  |  |  |  |
|  |  | Student Schedule: staggered Arrival/Dismissal/adjusted days |[ ]   |
|  |  |  |  |  |
|  |  | Restroom and Hallway Safety |[ ]   |
|  |  |  |  |  |
|  |  | Locker Use |[ ]   |
|  |  |  |  |  |
|  |  | Access to Drinking Water – Flushing of systems/ cleaning |[ ]   |
|  |  |  |  |  |
|  |  | HVAC and ventilation |[ ]   |
|  |  |  |  |  |
|  |  | Travel/Quarantine Requirements upon return to Maryland |[ ]   |
|  |  |  |  |  |
|  |  | Lunch/Cafeteria – space/process alteration/ cleaning |[ ]   |
|  |  |  |  |  |
|  |  | Transportation/Busses |[ ]   |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Section** | **Essential Element** | **Sub- Element** | **Complete** | **Comments** |
| **VI** | Self-Exposure Identification and Confirmation:Students and staff | Self-reporting Exposures and Infections by family and staff |[ ]   |
|  |  |  |  |  |
|  |  | Notification of LHD by designee |[ ]   |
|  |  |  |  |  |
|  |  | Notification of Community |[ ]   |
|  |  |  |  |  |
|  |  | Cleaning and Disinfecting Requirements | [ ]  |  |
|  |  |  |  |  |
|  |  | Testing  | [ ]  |  |
|  |  |  |  |  |
|  |  | Contact Tracing - participation | [ ]  |  |
|  |  |  |  |  |
| **VII** | Management of Ill Individuals during the school day | Quarantine and Isolation Procedures |[ ]   |
|  |  |  |  |  |
|  |  | Supplies, Equipment and appropriate PPE |[ ]   |
|  |  |  |  |  |
|  |  | Designated Isolation Space/room |[ ]   |
|  |  |  |  |  |
|  |  | Length of Quarantine/ isolation |[ ]   |
|  |  |  |  |  |
|  |  | Cleaning and disinfecting of affected space(s) |[ ]   |
|  |  |  |  |  |
|  |  | Notification process of LHD by designee |[ ]   |
|  |  |  |  |  |
|  |  | Notification of others as appropriate |[ ]   |
|  |  |  |  |  |
|  |  | Tracking of illness and absenteeism |[ ]   |
|  |  |  |  |  |
|  |  | Requirements for returning to School |[ ]   |
|  |  |  |  |  |
| **VIII** | Testing | Procedures |[ ]   |
|  |  |  |  |  |
|  |  | Frequency |[ ]   |
|  |  |  |  |  |
| **IX** | Contact Tracing(Schools) Process | Responsibility and cooperation in contact tracing |[ ]   |
|  |  |  |  |  |
|  |  | Timeframe |[ ]   |
|  |  |  |  |  |
|  |  | Notifications/Reporting to LHD |[ ]   |
|  |  |  |  |  |
| **X** | Cleaning Supplies and PPE | Cleaning Supplies |[ ]   |
|  |  |  |  |  |
|  |  | Personal Protective Equipment |[ ]   |
|  |  |  |  |  |