



**PORTLAND PUBLIC SCHOOLS**  
**OFFICE OF INTERNAL PERFORMANCE AUDIT**

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**Date:** 05/14/2021  
**To:** PPS Board of Education - Audit Committee  
**From:** Janise Hansen, CIA, Senior Internal Performance Auditor  
Mary Catherine Moore, Internal Performance Auditor  
**Subject:** Health & Safety Checks Audit – Status Update

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**Background**

On October 20, 2020, the Portland Public Schools (PPS) Board of Education approved the Office of Internal Performance Audit's (OIPA) 2020-2021 Audit Plan via resolution 6198. The Audit Plan included the Health & Safety Checks Audit. The purpose of the Health & Safety Checks Audit is to determine whether school buildings (where students are participating in in-person instruction) are in compliance with the building safety plan put in place due to the coronavirus pandemic. The audit will not determine the adequacy of the building safety plans, it will only determine compliance with each school safety plan.

In late 2020/early 2021 PPS began to offer in-person instruction utilizing the limited in-person instruction (LIPI) at a limited number of schools; which was subsequently expanded to all schools. OIPA was able to complete 10 tours of schools to determine compliance with the school's LIPI safety plan before the transition to a hybrid model of in-person instruction in April of 2021. OIPA has completed an additional 13 tours of schools to determine compliance with the school's hybrid safety plan.

The purpose of this memo is to provide the Audit Committee a summary of the results of the Health & Safety Check Audit tours (both LIPI and Hybrid) completed as of May 7, 2021.

**Audit Process**

Selection of Schools for Tours:

- OIPA prioritized the selection of Title 1, TSI, and CSI schools for tours.

Communication:

- OIPA notified the school building administration via email that their schools had been selected for tours. Typically the email was sent out on Wednesday or Thursday stating the tour would take place the following week. The exact date and time of the tour was not provided.
- At the end of the tours, OIPA offered a verbal debriefing to school building administration to discuss all items of concern identified during the tour. This provided school building administration with timely feedback and the opportunity to address any concerns immediately.

- Written results of the tours were emailed to school building administration along with a central office administration team timely; typically within two business days.
- OIPA participated in weekly status update meeting with the central office administration team to discuss and address concerns identified in the tours. See more details on this below in the Follow up on Tour Results section below.
- At the request of the central office administration team, if the tour identifies any items of concern that would be considered significant, OIPI agreed to call the central office administration team to verbally discuss the items immediately following the tour.

Complete details of the audit process will be detailed in the final audit report.

### **Tour Results**

**As of May 7, 2021, the Health & Safety Checks Audit tours has not identified any noncompliance with building safety plans that would be considered significant.**

Below, we listed several examples of non-significant items that were identified in the tours:

- While air filtration units were present in each classrooms and symptom space area, we noted six instances where the air filtration unit was not turned on. At our request, the air filtration units were immediately turned on and building staff stated they would be sure to turn them on each day moving forward.
- We noted one instance where a nurse or school health assistant (SHA) was not onsite while students were participating in hybrid in-person instruction. We noted a SHA was scheduled to be onsite; however, they were sick and no backup was available to cover. The central administration team stated SHA's are employees of Multnomah Education Service District (MESD) and they have been in communication with MESD who is working to fill SHA positions to support PPS' needs.
- We noted two instances where the max capacity for the classroom space was not listed. In both instances we confirmed the max capacity for the classroom space was not exceeded.

We also noted guidance provided to building administrators is not clear as to whether or not a window in classrooms and symptom space areas is required to be opened to increase air circulation.

### **Recommendation:**

We recommend the school district clarify guidance as to whether or not a window in classrooms and symptom space areas is required to be opened to increase air circulation and ensure updated guidance is circulated to building administrators as soon as possible.

Attachment B is the Hybrid Tour Checklist Template that OIPA utilized for the tours.

OIPA would like to acknowledge all of the time and effort of building staff as well as the school district administration team who have worked tirelessly to development and implement guidance to ensure a safe transition to reopening schools for a hybrid model of in-person instruction. We believe the results of tours completed thus far resulting in no significant noncompliance demonstrate the school district's commitment to a safe reopening of schools.

## **Follow up on Tour Results**

OIPA participates in the weekly meetings with a central office administration team where items identified during the tours are discussed and addressed. At the request of the administration team, OIPA is also reviewing evidence that items identified in the tours have been addressed and resolved as the audit progresses. For example, if the building administrators take a picture of the max capacity sign that has been posted for the classroom spaces where they were missing, we consider that item to be resolved.

Due to the unique nature of this audit, we agree with the administration team that reviewing evidence that items identified in the tours have been resolved as the audit progresses is a better approach than waiting until all of the audit tours have been completed. Due to the collaborative approach taken by the administration team we anticipate all of the items identified in the tours will be resolved before the final audit report will be issued. Any items that have not been resolved will be detailed in a final report along with recommendations.

## **Tours Completed**

As of May 7, 2021, OIPA has completed the following tours of building providing in-person instruction:

- 10 buildings providing limited in-person instruction (LIPI)
- 13 buildings providing a hybrid model of in-person instruction

A list of buildings toured as of May 7, 2021 is included in Attachment A.

OIPA is planning to complete an additional 21 tours of buildings providing hybrid in-person instruction. The total number of LIPI and hybrid tours completed before the end of the 2020-21 school year will represent approximately 45 percent of PPS buildings where in-person instruction is being provided.

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## **ATTACHMENTS**

- A. List of School Buildings Toured: page 4
- B. Hybrid Tour Checklist Template: pages 5 - 16

## Attachment A: List of Buildings Toured

LIPI School Tours	Hybrid School Tours
<ol style="list-style-type: none"> <li>1. Leodis V. McDaniel H.S. at Marshal Campus</li> <li>2. Ida B. Wells-Barnett H.S.</li> <li>3. Alliance H.S. at Meek Campus</li> <li>4. Benson Polytechnic H.S.</li> <li>5. Cleveland H.S.</li> <li>6. DaVinci Arts M.S.</li> <li>7. Hosford M.S.</li> <li>8. Jefferson H.S.</li> <li>9. Roosevelt H.S.</li> <li>10. West Sylvan M.S.</li> </ol>	<ol style="list-style-type: none"> <li>1. Abernethy K-5</li> <li>2. Dr. Martin Luther King, Jr., PK-5</li> <li>3. Boise Eliot/Humboldt E.S.</li> <li>4. Chief Joseph Elementary K-5</li> <li>5. Grout E.S.</li> <li>6. Irvington E.S.</li> <li>7. James John E.S.</li> <li>8. Kelly E.S.</li> <li>9. Lee K-8</li> <li>10. Rigler E.S.</li> <li>11. Rosa Parks E.S.</li> <li>12. Sabin E.S.</li> <li>13. Scott E.S</li> </ol>

# Attachment B: Hybrid Tour Checklist Template

## \_\_\_\_\_ School Reopening Plan - Hybrid Audit Tour Results

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**Tour Date/Time:**

Hybrid tour scheduled on: (day), (date), at (time) a.m. or p.m.

SCHOOL K-5 – address:

Administrator(s) On Site: \_\_\_\_\_, Principal, and \_\_\_\_\_, Assistant Principal, or \_\_\_\_\_, Vice Principal

**Auditor information:**

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**Results:**

The results of each auditor procedure are listed below. Items where some level of concern are in red font to draw then to your attention. Auditor notes we would like to draw your attention to are in blue font.

**Auditor Concluding Thoughts:**

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**Staffing**

<p><b>Staffing Information</b> <i>HR is continuing to bargain with labor partners and finalizing leave options, We know this will impact your staffing needs and will communicate information as it is available.</i></p> <p><i>Please understand there are no guarantees additional staff will be available however, HR will do their best to support the request.</i></p>	<p><b>Auditor Procedures: - N/A</b></p>
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Identify Additional Staffing Needs	Based on the assumption that all your staff will return for in-person hybrid, with the exception of those already on approved leaves, list any additional staff needs you have in order to successfully begin hybrid:	<b>Auditor Procedures:</b> Confirm with building administration that the staffing needs identified have been resolved. Confirmed: (Yes/No/NA) <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul>
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**Building Logistics**

Focus Area	School Plan	
Building Entry: <a href="#">Bus/School Entry Screening SOP</a>	Per page 25 of the <a href="#">RSSI Guidance</a> :  Diligently screen all students and staff for symptoms on entry to bus/school/outside learning space every day. This can be done visually as well as asking students and staff about any new symptoms or close contact with someone with COVID-19. For students, confirmation from a parent/caregiver or guardian can also be appropriate. Staff members can self-screen and attest to their own health, but regular reminders of the importance of daily screening must be provided to staff.  <i>add any details pertinent to your building:</i>	<b>Auditor Procedures:</b>  Confirm school has identified points of entry to buildings to minimize logistical challenges and physical distancing issues prior to entering the school. Confirmed: (Yes/No/NA) <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul> Confirm trained personnel is present at each school entry as students enter to conduct visual screening. Confirmed: (Yes/No/NA) <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul> NOTE: Visual Screening symptoms could include: <ul style="list-style-type: none"> <li>• Unusual coloration (flushed, pale, or dusky)</li> <li>• Unusual behavior (behavior change, lethargy, unusual fatigue)</li> <li>• New or significant coughing</li> <li>• Respiratory symptoms not typical for student</li> <li>• Shortness of breath</li> <li>• Chills</li> <li>• Appearing ill</li> </ul>

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		<ul style="list-style-type: none"> <li>• Vomiting</li> </ul> Visually confirm screening personnel are wearing PPE as required in the PPS Covid-19 PPE SOP. Confirmed: (Yes/No/NA) <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul> Confirm screening personnel briefly observe each individual for symptoms and ask questions if needed. Confirmed: (Yes/No/NA) <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul> Confirm staff are aware of visual and student complaint symptoms associated with COVID-19 upon entry and throughout the day. Confirmed: (Yes/No/NA) <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul> Confirm staff are aware when they observe students or staff with a chronic or baseline cough that has worsened or is not well-controlled with medication are aware that they should be excluded from school. (Do not exclude staff or students who have other symptoms that are chronic or baseline symptoms (e.g., asthma, allergies, etc.) from school). Confirmed: (Yes/No/NA) <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul> Visually confirm masks, gloves, face coverings, soap or hand sanitizer, sanitizing stations, tissues, cleaning/disinfecting materials, and gowns are adequate (Two/three day supply - based on the number of student per day and how often the building is re-supplied). Confirmed: (Yes/No/NA) <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul>
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<p>Transportation (Bus entry and exit points, as well as adult who will meet the bus)</p> <p>Transportation is a long lead time to set up specific routing.</p> <p>Relevant SOPs: -<a href="#">Bus/School Entry Screening</a> -<a href="#">Loading/Unloading Bus and Vehicles</a></p>	<p>All K-3 Hybrid students will be provided bus tags.</p> <ul style="list-style-type: none"> <li>- Yellow tags for Kinders and other students who MUST be met at the bus stop.</li> <li>- White tags for info and for students who can be let off unattended.</li> <li>- Staff who meet buses:</li> </ul> <p><i>Add any other details pertinent to your school's transportation plan:</i></p>	<p><b>Auditor Procedures:</b></p> <p>Confirm drivers have been trained to conduct visual screening as students enter the bus. Confirmed: (Yes/No/NA)</p> <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul> <p>Confirm drivers know the protocol if a student is exhibiting obvious symptoms (the student will be given a disposable mask or face covering if needed, the driver will notify central radio to notify school or home, and the student will sit in one of the front seats, 6 feet away from the driver and other students). Confirmed: (Yes/No/NA)</p> <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul> <p>Confirm bus drivers and any parent or school staff assisting with the securement of student or safety equipment are wearing face shields/coverings. Confirmed: (Yes/No/NA)</p> <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul>

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		<p>Confirm students are wearing face coverings while at the bus stop and on the bus. Confirmed: (Yes/No/NA)</p> <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul> <p>Confirm driver loads the bus from back to front maintaining physical distancing to the greatest extent possible, and for return trip home, students board and sit in order of drops. Confirmed: (Yes/No/NA)</p> <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul> <p>Confirm only one student assigned per seat (unless students live in the same household, siblings should ride together). Confirmed: (Yes/No/NA)</p> <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul> <p>Confirm at school and at bus stops that students remain in their seats until called by the driver to unload one at a time. Confirmed: (Yes/No/NA)</p> <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul> <p>Confirm driver keeps track of student riders and attendance daily on the bus roster. Confirmed: (Yes/No/NA)</p> <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul> <p>Confirm driver is aware of disinfecting all high touch areas after each run, and again at the bus yard after completion of the route. Confirmed: (Yes/No/NA)</p> <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul>
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		<p>Visually confirm buses have "Go Bags" that contain extra disposable face coverings, face shields, gloves, hand sanitizer, and essential cleaning/disinfecting supplies.  <b>Confirmed: (Yes/No/NA)</b></p> <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul>
<p>Symptom Space          (if a student feels sick during the day)  <a href="#">-Symptomatic Student Response</a>  <a href="#">-Symptom/Isolation Space Requirements</a></p>	<p><i>Symptom Space Room Number/Location:</i></p> <p>If an individual feels ill, we will immediately separate the ill student/staff from other members of the building. The student will go to the symptom space room and be fully assessed/screened by the school health assistant or trained designated staff. Staff who are experiencing symptoms or develop symptoms during the school day will be sent home. Staff are encouraged to contact their health care provider as needed. <a href="#">The Symptom Tracker Tool</a> will need to be filled out for any symptomatic individuals (staff or student). The school nurse will determine if the student needs to be sent home and provide further exclusion guidance depending on symptoms. If there is a COVID-19 related concern the <a href="#">COVID-</a></p>	<p><b>Auditor Procedures:</b></p> <p>Confirm anyone displaying or reporting symptoms of concern upon entry to bus/school or in the classroom receives further screening by the school nurse. This includes measuring for a temperature over 100.4 degrees F.  <b>Confirmed: (Yes/No/NA)</b></p> <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul> <p>Confirm staff or students who have primary COVID-19 symptoms are aware that they must remain home in accordance with the ODE Exclusion Summary Guidance chart.  <b>Confirmed: (Yes/No/NA)</b></p> <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul> <p>Visually confirm there is a sign-in/out log to track students/staff use of the symptom space. (Note: This could be a printed log on online log.)  <b>Confirmed: (Yes/No/NA)</b></p> <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul> <p>Confirm building has the Symptom Tracking Tool Log that tracks symptoms for students and staff absent from school or work due to illness, as well as those individuals who develop symptoms of illness while attending school. The school nurse and nurse consultant then conduct additional surveillance which may require intervention and/or reporting to Multnomah County Health Department.</p>

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<p><a href="#">19 Case Protocol</a> will be activated.</p> <p>Staff and students who come to the Symptom Space and are exhibiting COVID19 related symptoms will be asked to take a COVID 19 rapid test. We will ask for consent and provide the test for self administration. Once the test has been completed and results have been provided, the staff or student will be sent home. For those who do not give consent, they will be referred to their health provider and sent home.</p> <p><i>Add any other details pertinent to your building:</i></p>		<p><b>Confirmed: (Yes/No/NA)</b></p> <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul> <p>Confirm that staff managing the Symptom Space are trained to appropriately log students into a shared Symptom Tracking Log.  <b>Confirmed: (Yes/No/NA)</b></p> <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul> <p>Visually confirm Symptom Space has extra disposable face coverings, masks, face shields, hand sanitizer (with 60% or greater alcohol content if soap and water is not accessible), gowns, gloves, and essential cleaning/disinfecting supplies.  <b>Confirmed: (Yes/No/NA)</b></p> <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul> <p>Confirm Symptom Space adhere to the following:</p> <ul style="list-style-type: none"> <li>o Must be separate from routine health screening room</li> <li>o Must have appropriate ventilation (i.e. exterior windows, functional unit ventilators or building HVAC ventilation. Do not use fans if doors and windows are closed and fans are recirculating classroom air.)</li> <li>o Students must be supervised (ensure line of sight; keep ill student visible.)</li> <li>o Student must have appropriate PPE while in symptom space</li> <li>o Appropriate physical distancing and barriers will be in place (Maintain a distance of 6 feet or more between cots, chairs, or isolated individuals.)</li> <li>o Staff must have appropriate PPE while in the symptom/isolation space (medical grade mask, gloves, isolation gown, and should be properly removed and disposed or disinfected as appropriate prior to existing the symptomatic/isolation space.)</li> <li>o Have a plan for students who parents are unable to pick them up in a timely manner.  <b>Confirmed: (Yes/No/NA)</b></li> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> </ul>
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		<ul style="list-style-type: none"> <li>If No, detail observations:</li> </ul> <p>Confirm staff are aware of the Symptom Space cleaning and disinfecting guidelines, which are: plan disinfection after space has been empty 4 hours; or, disinfect while wearing full PPE (medical grade mask, gloves, isolation gown). After dismissal of ill student, close off areas used by a sick person and do not use these areas until after cleaning and disinfecting.</p> <p>Confirmed: (Yes/No/NA)</p> <ul style="list-style-type: none"> <li>If no, do the observations appear to be a substantive difference from the plan:</li> <li>If No, detail observations:</li> </ul> <p>Confirm the custodian is made aware when the Symptom Space is used for cleaning purposes. How is the custodian informed?</p> <p>Confirmed: (Yes/No/NA)</p> <ul style="list-style-type: none"> <li>If no, do the observations appear to be a substantive difference from the plan:</li> <li>If No, detail observations:</li> </ul> <p>Confirm designated personnel completed training on identification of COVID-19 symptoms.</p> <p>Confirmed: (Yes/No/NA)</p> <ul style="list-style-type: none"> <li>If no, do the observations appear to be a substantive difference from the plan:</li> <li>If No, detail observations:</li> </ul>
<p>Schools must register with CRRU to enroll in the Testing Program: All testing will be performed under the umbrella of a Clinical Laboratory Improvement Amendments (CLIA) certificate of waiver and a standing physician order held by OHA. In order to test for COVID-19 under this waiver, schools must register by completing and returning the COVID-19 Testing K-12 Registration Form via email to <a href="mailto:Schooltesting.covid@dhsosha.state.or.us">Schooltesting.covid@dhsosha.state.or.us</a>.</p> <p>Schools must have School Testing Administrator trained: The Abbott</p>	<p>This testing must be managed at the school level. Schools must identify a school testing coordinator and a testing reporter, these can be the same person, but there will need to be a back up person for both roles (same person okay again).</p> <p>Daily reports must be submitted to the CRRU by the School Testing Reporter</p>	<p><b>Auditor Procedures:</b></p> <p>Confirm building has a SHA or Nurse on-site at all times students are.</p> <p>Confirmed: (Yes/No/NA)</p> <ul style="list-style-type: none"> <li>If no, do the observations appear to be a substantive difference from the plan:</li> <li>If No, detail observations:</li> </ul> <p>Confirm building has registered with CRRU to enroll in the testing program and testing supplies are onsite.</p> <p>Confirmed: (Yes/No/NA)</p> <ul style="list-style-type: none"> <li>If no, do the observations appear to be a substantive difference from the plan:</li> <li>If No, detail observations:</li> </ul>

<p>BinaxNOW training modules are <a href="#">available here</a>.</p>	<p>Identify a School Testing Administrator:</p> <p>Identify a School Testing Reporter:</p>	<p>Confirm the building plan has identified a school testing administrator and a school testing reporter, and a back-up for each.</p> <p>Confirmed: (Yes/No/NA)</p> <ul style="list-style-type: none"> <li>If no, do the observations appear to be a substantive difference from the plan:</li> <li>If No, detail observations:</li> </ul> <p>Confirm school testing administrator and school testing reporter have completed the Abbott BinaxNOW training modules.</p> <p>Confirmed: (Yes/No/NA)</p> <ul style="list-style-type: none"> <li>If no, do the observations appear to be a substantive difference from the plan:</li> <li>If No, detail observations:</li> </ul> <p>Confirm school testing administrator is aware there needs to be a consent signed within 24 hours prior to performing the test:</p> <p>Confirmed: (Yes/No/NA)</p> <ul style="list-style-type: none"> <li>If no, do the observations appear to be a substantive difference from the plan:</li> <li>If No, detail observations:</li> </ul>
<p>Restrooms</p>	<p>Review <a href="#">Restroom Use Requirements</a> and add any details pertinent to your building:</p>	<p><b>Auditor Procedures:</b></p> <p>Visually confirm bathrooms are used by students according to building plan.</p> <p>Confirmed: (Yes/No/NA)</p> <ul style="list-style-type: none"> <li>If no, do the observations appear to be a substantive difference from the plan:</li> <li>If No, detail observations:</li> </ul> <p>Confirm restroom flushers, faucets, and soap dispensers are functioning properly, and that there is enough soap.</p> <p>Confirmed: (Yes/No/NA)</p> <ul style="list-style-type: none"> <li>If no, do the observations appear to be a substantive difference from the plan:</li> <li>If No, detail observations:</li> </ul>
<p>Hand Washing</p>	<p>Review <a href="#">Hand Hygiene and Respiratory Etiquette</a> and add</p>	<p><b>Auditor Procedures:</b></p> <p>Confirm washing stations have hand washing instructions and soap</p>

	<p><i>any details pertinent to your building:</i></p>	<p>dispensing are functioning properly and have enough soap for the number of students.  <b>Confirmed: (Yes/No/NA)</b></p> <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul> <p>Confirm rooms that do not have sinks have hand sanitizer.  <b>Confirmed: (Yes/No/NA)</b></p> <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul>
<p><b>Nutrition</b>  <a href="#">Table Washing &amp; Sanitation</a></p>	<p>Meals will be made available to students who participate in the hybrid model.</p> <p>Students in each cohort will be offered breakfast and lunch when they leave the school building. Meals cannot be eaten while on the bus.</p> <p>No food will be allowed to be eaten in the school unless a student requires an accommodation which is previously established. The school office may purchase individually wrapped snack foods to be provided in an emergency. Safety and sanitation protocols must be followed when students are eating and removing their masks; hand washing or hand sanitizer before and after eating, student is physically distanced from others and washing/sanitizing the table or</p>	<p><b>Auditor Procedures:</b></p> <p>Confirm no food items (other than water bottles)  <b>Confirmed: (Yes/No/NA)</b></p> <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul> <p>If the building plan describes specific protocols related to nutrition, confirm compliance with the building plan.  <b>Confirmed: (Yes/No/NA)</b></p> <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul>

	<p>desk if necessary (<a href="#">see SOP</a>).</p> <p>Students may bring their own, filled water bottles but may not refill in the hallway.</p> <p><i>Add any other details pertinent to your building:</i></p>	
Drop Off & Pick-Up	<p><i>Add drop off &amp; pick-up details pertinent to your building:</i></p>	<p><b>Auditor Procedures:</b></p> <p>Confirm students' drop-off and pick-up agree with the building plan.  <b>Confirmed: (Yes/No/NA)</b></p> <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul>
Dismissal (leaving the building)	<p><i>Add dismissal details pertinent to your building:</i></p>	<p><b>Auditor Procedures:</b></p> <p>Confirm students' dismissal agrees with the building plan.  <b>Confirmed: (Yes/No/NA)</b></p> <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul>
Class Changes (movement between different rooms or classes)	<p><i>Add class changes details pertinent to your building:</i></p>	<p><b>Auditor Procedures:</b></p> <p>Confirm class changes, if applicable, agrees with the building plan.  <b>Confirmed: (Yes/No/NA)</b></p> <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul>
In Classroom Procedures (supplies, tech carts, power supplies, etc)	<p><i>Add classroom procedure details pertinent to your building:</i></p>	<p><b>Auditor Procedures:</b></p> <p>Confirm Students will be limited to seating alone at one table or desk.  <b>Confirmed: (Yes/No/NA)</b></p> <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive</li> </ul>

		<p>difference from the plan:</p> <ul style="list-style-type: none"> <li>• If No, detail observations:</li> </ul> <p>Confirm masks are worn. Confirmed: (Yes/No/NA)</p> <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul> <p>Confirm physical distancing requirements were enforced. Confirmed: (Yes/No/NA)</p> <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul> <p>Confirm materials are not shared. Or, if shared, confirm materials are sanitized at the start and end of each cohort. Confirmed: (Yes/No/NA)</p> <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul> <p>Confirm max capacity signage outside each room. Confirmed: (Yes/No/NA)</p> <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul> <p>Confirm max capacity for the room is not exceeded. Confirmed: (Yes/No/NA)</p> <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul> <p>Confirm classroom desks have been spaced at 6' distances. Confirmed: (Yes/No/NA)</p> <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul> <p>Confirm portable air filtration units are in each room and are turned on. Confirmed: (Yes/No/NA)</p>
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		<ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul>
Student Break Space (used if a student needs to be removed from class)	<p><i>Identify the student break space:</i></p> <p><i>Add any other details pertinent to your building:</i></p>	<p><b>Auditor Procedures:</b></p> <p>If the building plan describes specific procedures related to use of student break space (that are related to the mitigation of COVID-19 transmission), confirm compliance with identified procedures. Confirmed: (Yes/No/NA)</p> <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul>
Use of Outdoor Space	<p><i>Do you intend to use outdoor space in any way that is different from your typical operations?</i></p> <p><i>If so, what areas do you intend to use and for what purpose (instructional, small group work, etc)?</i></p> <p><i>Please work with your Head Custodian and FOM to support the set-up and maintenance of that space</i></p>	<p><b>Auditor Procedures:</b></p> <p>If the building plan describes specific procedures related to use of outdoor space (that are related to the mitigation of COVID-19 transmission), confirm compliance with identified procedures. Confirmed: (Yes/No/NA)</p> <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul> <p>If the building plan describes use of outdoor space, confirm the Head Custodian has been consulted for support with set-up and maintenance of that space. Confirmed: (Yes/No/NA)</p> <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> <li>• If No, detail observations:</li> </ul>
Student Devices: Students who have checked out a PPS device will bring them for use in school buildings. We are ordering more student devices to support reopening.	<p><i>Indicate the estimated number of devices needed for students who have not checked out a PPS device =</i></p> <p><i>Add any other details pertinent to your building:</i></p>	<p><b>Auditor Procedures:</b></p> <p>If the building plan describes specific procedures related to student devices (that are related to the mitigation of COVID-19 transmission), confirm compliance with identified procedures. Confirmed: (Yes/No/NA)</p> <ul style="list-style-type: none"> <li>• If no, do the observations appear to be a substantive difference from the plan:</li> </ul>

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		<ul style="list-style-type: none"> <li>If No, detail observations:</li> </ul>
Childcare or other program overlap	<i>How will this program overlap and interact with childcare, athletics or other programs?</i>	<b>Auditor Procedures:</b> If the building plan describes specific procedures related to childcare or other program overlap (that are related to the mitigation of COVID--19 transmission), confirm compliance with identified procedures. Confirmed: (Yes/No/NA) <ul style="list-style-type: none"> <li>If no, do the observations appear to be a substantive difference from the plan:</li> <li>If No, detail observations:</li> </ul>

**Schedules & Supports**

Schedule	<a href="#">Link your academic schedule here</a> <a href="#">Scott Q4 Master Schedule</a>	<b>Auditor Procedures:</b> - N/A
Student Intervention Team: <a href="#">Using SIT Data to Prepare for Returning Students</a>	<i>As we return to buildings, we will need to account for a wider spread sense of anxiety, unease, dysregulation.</i>  <i>Review current SIT tracking data and consider how interventions for students with the highest need will translate to in-person instruction.</i>  <i>Reach out to your MTSS TOSA for additional support.</i>	<b>Auditor Procedures:</b> If the building plan describes specific procedures related to student intervention team (that are related to the mitigation of COVID-19 transmission), confirm compliance with identified procedures. Confirmed: (Yes/No/NA) <ul style="list-style-type: none"> <li>If no, do the observations appear to be a substantive difference from the plan:</li> <li>If No, detail observations:</li> </ul>
Trauma Informed Practices & Healing Centered Engagement for all staff Planning for Synchronous and Asynchronous trainings	<i>Think about the general student population and how many students will need additional supports - how are you integrating trauma informed practices throughout Tier I programming?</i>	<b>Auditor Procedures:</b> If the building plan describes specific procedures related to trauma informed practices (that are related to the mitigation of COVID-19 transmission), confirm compliance with identified procedures. Confirmed: (Yes/No/NA)

		<ul style="list-style-type: none"> <li>If no, do the observations appear to be a substantive difference from the plan:</li> <li>If No, detail observations:</li> </ul>
School Counselor and Social Worker Support & Collaboration	<i>How will you collaborate with your school counselor(s) and if applicable, school social worker, to consider the needs students will have as they return to the building, and to create a plan for addressing those needs both proactively and reactively? How will school counselors and social workers have access to students (virtual or in-person, or a combination) for classroom lessons, small groups, interventions, and individual student support? Please consider cohort/interaction limitations while prioritizing these services.</i>	<b>Auditor Procedures:</b> If the building plan describes specific procedures related to school counselor and social worker support (that are related to the mitigation of COVID-19 transmission), confirm compliance with identified procedures. Confirmed: (Yes/No/NA) <ul style="list-style-type: none"> <li>If no, do the observations appear to be a substantive difference from the plan:</li> <li>If No, detail observations:</li> </ul>
SUN Partnership (there is more information on the Everything Hybrid site about SUN)		<b>Auditor Procedures:</b> If the building plan describes specific procedures related to SUN Partnership (that are related to the mitigation of COVID-19 transmission), confirm compliance with identified procedures. Confirmed: (Yes/No/NA) <ul style="list-style-type: none"> <li>If no, do the observations appear to be a substantive difference from the plan:</li> <li>If No, detail observations:</li> </ul>

**Special Education**

<a href="#">SpEd Hybrid Guidance</a>		
Focus Classroom	<i>Describe how focus classrooms will serve students assigned to that program:</i>	<b>Auditor Procedures:</b>

Collaborate with your <a href="#">SPED PA or AD</a> for the co-development of this plan		If the building plan describes specific procedures related to focus classrooms (that are related to the mitigation of COVID-19 transmission), confirm compliance with identified procedures. Confirmed: (Yes/No/NA) <ul style="list-style-type: none"> <li>If no, do the observations appear to be a substantive difference from the plan:</li> <li>If No, detail observations:</li> </ul>
SPED in General education classrooms:  Cohorting consideration for students with adult support Collaborate with your <a href="#">SPED PA or AD</a> for the co-development of this plan	<i>Describe how your special education services are integrated with your general education service:</i>	<b>Auditor Procedures:</b>  If the building plan describes specific procedures related to SPED in general education classrooms (that are related to the mitigation of COVID-19 transmission), confirm compliance with identified procedures. Confirmed: (Yes/No/NA) <ul style="list-style-type: none"> <li>If no, do the observations appear to be a substantive difference from the plan:</li> <li>If No, detail observations:</li> </ul>
School Psych / SLP:	<i>Describe the schedule/plan for School Psych, SLP, Learning Center to access the building:</i>	<b>Auditor Procedures:</b>  If the building plan describes specific procedures related to school psych/SPL (that are related to the mitigation of COVID-19 transmission), confirm compliance with identified procedures. Confirmed: (Yes/No/NA) <ul style="list-style-type: none"> <li>If no, do the observations appear to be a substantive difference from the plan:</li> <li>If No, detail observations:</li> </ul>
Learning Center / SLP:	<i>Have you checked in with the Learning Center and SLP on the adjustment that will be needed to their schedule?</i>	<b>Auditor Procedures:</b>  If the building plan describes specific procedures related to learning center/SLP (that are related to the mitigation of COVID-19 transmission), confirm compliance with identified procedures. Confirmed: (Yes/No/NA) <ul style="list-style-type: none"> <li>If no, do the observations appear to be a substantive difference from the plan:</li> <li>If No, detail observations:</li> </ul>

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Other plans or considerations you have taken for students with IEPs and SPED staff:		<b>Auditor Procedures:</b>  If the building plan describes specific procedures related to learning center/SLP (that are related to the mitigation of COVID-19 transmission), confirm compliance with identified procedures. Confirmed: (Yes/No/NA) <ul style="list-style-type: none"> <li>If no, do the observations appear to be a substantive difference from the plan:</li> <li>If No, detail observations:</li> </ul>
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**Emergency Planning**

Identify your COVID building team, and how you plan to regularly meet train them		<b>Auditor Procedures:</b>  Confirm School Level COVID-19 Response Team include: <ul style="list-style-type: none"> <li>Administrator</li> <li>School Nurse</li> <li>Custodian</li> <li>Staff Member(s) Screening, Isolation Space, Data Collection</li> <li>Staff Member(s) Monitor &amp; Promote Physician Distancing</li> </ul> Confirmed: (Yes/No/NA) <ul style="list-style-type: none"> <li>If no, do the observations appear to be a substantive difference from the plan:</li> <li>If No, detail observations:</li> </ul> Confirm COVID-19 Response Team meet weekly to address concerns with mitigation and prevention practices and to debrief confirm case responses (per the Emergency Response Framework and COVID-19 Response Team SOP it is recommended, not required). Confirmed: (Yes/No/NA) <ul style="list-style-type: none"> <li>If no, do the observations appear to be a substantive difference from the plan:</li> <li>If No, detail observations:</li> </ul>
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What changes to your emergency drills need to happen?	<i>Explain any health and safety changes and expectations and identify the evacuation process and staff roles:</i>	<b>Auditor Procedures:</b> If the building plan describes specific procedures related to emergency drills (that are related to the mitigation of COVID-19 transmission), confirm compliance with identified procedures. Confirmed: (Yes/No/NA) • If no, do the observations appear to be a substantive difference from the plan: • If No, detail observations:
How do you plan on training staff and students about emergency drills at your site?	Monthly fire drills are to be completed with each cohort and logged appropriately. Other hazard drills can be done both physically and through education/tabletop/scenarios.  <i>Please add more information about your school's emergency training plan:</i>	<b>Auditor Procedures:</b> Confirm staff and student training about emergency drills have been completed. Confirmed: (Yes/No/NA) • If no, do the observations appear to be a substantive difference from the plan: • If No, detail observations:
When will your drills occur?	<i>Please provide a detailed schedule of your drills and when they will occur and please provide what each cohort will receive:</i>	<b>Auditor Procedures:</b> Confirm emergency drills occurred as identified by the plan. Confirmed: (Yes/No/NA) • If no, do the observations appear to be a substantive difference from the plan: • If No, detail observations:

**Timeline**

Action	Details	Date(s)	
Communication with Families			<b>Auditor Procedures:</b> - N/A
Staff Training/Pre-service (dates are TBD, more			<b>Auditor Procedures:</b> - N/A

<i>information to come soon)</i>			
Staff Walkthrough of Building	<i>This will be included as part of your Principal-driven staff training time.</i>		<b>Auditor Procedures:</b> Confirm Safety Committee's completion of the school site walk-through checklist. Confirmed: (Yes/No/NA) • If no, do the observations appear to be a substantive difference from the plan: • If No, detail observations:  <b>Auditor Documentation Request:</b> Obtain the completed school site walk-through checklist. Obtained: (Yes/No/NA) • If no, do the observations appear to be a substantive difference from the plan: • If No, detail observations:
First Day of Hybrid			<b>Auditor Procedures:</b> - N/A

**Custodial Plan (Facilities Operations Guidebook)**

Head Custodian and Principal/Facility Operations Manager aka FOM (FOM list found [HERE](#)) work on site specific plan using the Cleaning & Disinfecting SOP, found [here](#), as a baseline starting point. All staff will be asked to wipe down their primary work areas at the end of day, including desk, computer, phone etc.

Site specific questions to be answered:

When will bathrooms be cleaned?	<ul style="list-style-type: none"> <li>• Custodians will clean restrooms at the end of each day, following student dismissal.</li> <li>• Symptom Space rooms will be disinfected after use (will need 4 hour wait time for cleaning and disinfection), unless time is not available. <a href="#">Cleaning and Disinfecting Response Presumptive Covid 19 SOP</a></li> </ul> <p><i>Add any other details pertinent to your building:</i></p>	<b>Auditor Procedures:</b> Confirm bathrooms are cleaned, as described in the building plan. Confirmed: (Yes/No/NA) • If no, do the observations appear to be a substantive difference from the plan: • If No, detail observations:  Confirm the symptom space room is cleaned, as described in the building plan. Confirmed: (Yes/No/NA) • If no, do the observations appear to be a substantive difference from the plan:
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		<ul style="list-style-type: none"> <li>If No, detail observations:</li> </ul>
When will classrooms be swept and/or wet mopped?	<p>Each classroom will be swept at the end of the day. Rooms will be wet mopped, if time permits, between cohorts.</p> <p><i>Add any other details pertinent to your building:</i></p>	<p><b>Auditor Procedures:</b></p> <p>Confirm classrooms are swept and/or wet mopped, as described in the building plan.</p> <p>Confirmed: (Yes/No/NA)</p> <ul style="list-style-type: none"> <li>If no, do the observations appear to be a substantive difference from the plan:</li> <li>If No, detail observations:</li> </ul>
What is the expectation and frequency of touchpoint cleaning throughout the day in other common spaces (door knobs, locker handles, counter tops, etc)?	<p><i>Add any other details pertinent to your building:</i></p>	<p><b>Auditor Procedures:</b></p> <p>Confirm touchpoint cleaning is done, as described in the building plan.</p> <p>Confirmed: (Yes/No/NA)</p> <ul style="list-style-type: none"> <li>If no, do the observations appear to be a substantive difference from the plan:</li> <li>If No, detail observations:</li> </ul>
Ventilation (added from LIPI)	<p><b>Ventilation</b></p> <p>Building HVAC outside air dampers will be adjusted such that their minimum damper setting meets recommended outside air infiltration rates per ASHRAE Standard 62.1-2019 "Ventilation for Acceptable Indoor Air Quality." Introducing outside air will both dilute and displace airborne contaminants including airborne viruses inside the school buildings. HVAC programming will be adjusted to provide a minimum of two hours of purging before and after normal occupied hours using mechanical means. Additionally, HVAC systems will be operated continuously while the school buildings are occupied during these times; this may require temporary disabling of demand control ventilation (DCV) systems.</p> <p>Ventilation for each unique school will be optimized on a case-by-case basis. PPS will also utilize non-mechanical</p>	<p><b>Auditor Procedures:</b></p> <p>Confirm HVAC is run a minimum of two hours of purging before and after normal occupied hours using mechanical means and HVAC systems operated continuously while the school buildings are occupied during these times.</p> <p>Confirmed: (Yes/No/NA)</p> <ul style="list-style-type: none"> <li>If no, do the observations appear to be a substantive difference from the plan:</li> <li>If No, detail observations:</li> </ul>

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	<p>methods such as opening doors and windows where reasonable to increase air circulation. Do not prop open doors that can pose a safety or security risk to students and staff (e.g., exterior doors and fire doors that must remain closed).</p>	
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**Physical Set Up (Include any maps)**

Operations/FAM has completed the following work at all of the schools sites:

- Signage at all designated entrances, including exterior sidewalk spacing dots for 6' spaced queuing.
  - Auditor Procedures:**
  - Confirm signage at all designated entrances, including exterior sidewalk spacing dots for 6' spaced queuing.
  - Confirmed: (Yes/No/NA)
    - If no, do the observations appear to be a substantive difference from the plan:
    - If No, detail observations:
- Health screening station at all designated entrances (cart, signage, plexi-glass barrier for screener, hand sanitizer dispenser). Visual screening only, no temperature checking.
  - Auditor Procedures:**
  - Confirm health screening station at all designated entrances (cart, signage, plexi-glass barrier for screener, hand sanitizer dispenser).
  - Confirmed: (Yes/No/NA)
    - If no, do the observations appear to be a substantive difference from the plan:
    - If No, detail observations:
- Max. Capacity signage outside of each room.
  - Auditor Procedures:** See classroom procedures section above.
- Symptoms Space signage.
  - Auditor Procedures:**
  - Confirm symptoms space signage.
  - Confirmed: (Yes/No/NA)
    - If no, do the observations appear to be a substantive difference from the plan:
    - If No, detail observations:
- Hand-washing signage in bathrooms and each sink in classrooms.
  - Auditor Procedures:** See restroom and classroom procedures sections above.
- Floor signage designating one-way signage, and dots for spacing.
  - Auditor Procedures:**
  - Confirm floor signage designating one-way signage, and dots for spacing.
  - Confirmed: (Yes/No/NA)

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- If no, do the observations appear to be a substantive difference from the plan:
  - If No, detail observations:
- Plexi-glass barriers at the Main Offices, and other select designated shared office spaces.
  - Auditor Procedures:**
  - Confirm plexi-glass barriers at the main offices, and other selected designated shared office spaces.
  - Confirmed: (Yes/No/NA)
    - If no, do the observations appear to be a substantive difference from the plan:
    - If No, detail observations:
- Classroom desks have been spaced at 6' distances and desks removed to accomplish this.
  - Auditor Procedures:** See classroom procedures section above.
- Portable Air Filtration units have been designated for Symptom Spaces, and other critical areas such as the Nurses Stations, and Classrooms. Delivery of these units is expected to be completed by the first week of April or earlier.
  - Auditor Procedures:** Confirm portable air filtration units are in each room being used for instruction as well as the symptom space and nurses station
  - Confirmed: (Yes/No/NA)
    - If no, do the observations appear to be a substantive difference from the plan:
    - If No, detail observations: