As the current COVID-19 outbreak subsides and schools are reopened, several safety measures will need to be put into place to keep students and staff safe. The following protocols are a helpful start for achieving this goal. A local health professional should be consulted to ensure compliance with local regulations.

**The Safe School Six**

1. **Most Important:** Constantly reinforce hand washing, social distancing, and staying home when ill.

2. **Prepare the School Facility**
   - Follow guidelines and best practices for cleaning and sanitizing the building.
   - Update facility cleaning schedule.
   - Create floor markings to direct foot-traffic flow.
   - Re-engage facility vendors.
   - Complete inspections and repairs of all building systems.
   - Display COVID-19 informational signs.
   - Reconfigure shared spaces to encourage social distancing practices.
   - Install protective panels for frontline office and food service team members.

3. **Create and Communicate a Social Distancing Plan**
   - Develop schoolwide social distancing strategies.
   - Restrict the use of spaces that don’t allow for social distancing.
   - Prohibit large groups from gathering in shared spaces.
   - Develop social distancing guidelines and protocols for school guests and visitors.
   - Communicate social distancing strategies.
   - Survey families for their willingness to return to the school building and address their concerns.
   - Survey staff for their safety concerns and needs and create the opportunity for distance-teaching, if required.

4. **Promote Staff and Student Sanitation and Hygiene**
   - Provide cleaning and disinfecting supplies.
   - Provide personal hygiene equipment.
   - Educate students and their families on proper personal hygiene and sanitation practices.
   - Limit the number of shared items in the classroom.
   - Clean personal workspace and tools.
   - Have students wash their hands throughout the day.
   - Develop a plan for ensuring that lunch room spaces are properly sanitized and students are protected.

5. **Monitor Staff and Student Health**
   - Track staff and student absenteeism.
   - Develop flexible attendance and sick leave policies.
   - Train staff to recognize signs that a student is ill and on how to properly care for them.
   - Hire or contract for school nursing services.
   - Notify families when a student or staff member has tested positive for COVID-19.
   - Educate families on when they should make the decision to keep their child home due to illness.
   - Consider temperature screening.
   - Designate a room and protocol to isolate any person with COVID-19 symptoms.

6. **Provide Enhanced Learning Supports**
   - Develop an assessment plan.
   - Provide enhanced learning supports.
   - Give teachers time to collaboratively plan and realign curriculum to account for lost learning time.
   - Provide access to counseling services.

Develop a plan to provide food for students eligible for free and reduced-priced meals.

Determine how financial impacts from COVID-19 will impact your school’s budget.

The Institute would like to thank Cushman & Wakefield for their thought leadership on the subject of safety and reopening buildings post COVID-19. Many of their ideas are included in the Institute’s version of a school reopening checklist.