HON
LEARNING

Return to School Checklist

SCHOOL

Classrooms

- Create at least a six-foot space between students as recommended by health officials
- Avoid positioning students face-to-face, especially when space is limited
- Add partitions to shared collaborative learning areas and clean them regularly
- Transition to assigned seating
- To keep students' belonging near-by and off the floor consider providing storage bins, backpack hooks, or book baskets

Student Health

- Identify PPE needs and establish guidance for use
- Determine need and location for health check station
- Establish an isolation room for symptomatic students, faculty, and staff
- Publish a schedule for increased cleaning throughout the school day and additional cleaning measures after hours
- Position hand sanitizer stations in high traffic areas

Administration

- Limit outside visitors
- Adapt lobby and reception areas to maintain social distance
- Install transaction screens at reception counters to limit exposure

Common Areas

- Plan for modified use of collaborative spaces like libraries, cafeterias, and gymnasiums
- Implement scheduled use of common areas
- Define occupancy limits in shared spaces
- Post cleaning procedures so they are visible to everyone using the facility

Return to School Checklist

Ensure your school has the solutions needed to be safe, practical, and flexible during these uncertain times.

In Preparation

- Reconfigure classrooms, common areas, and administrative spaces as necessary

- Provide visual cues for students to understand traffic flow and distancing measures

- Dedicate a room to isolate those students, faculty, or staff who may exhibit symptoms

- Train faculty and staff on new, enhanced cleaning and hygiene protocol

- Create communication plans for use with the school community

- Consult designers to help develop a plan to reconfigure spaces that ensure the health of everyone in the building while maximizing your available space

During

- Teach and reinforce healthy hygiene practices

- Stagger use of common areas to avoid mingling separate classes

- Limit nonessential visitors

- Advise teaching staff, students, and administrators to maintain distance from each other

- Update or add signage for directions, social distancing, cleaning, hand washing, and occupancy guidelines

Ongoing

- Lead with empathy and proactively assess needs with students and staff

- Monitor and plan for absenteeism by cross-training staff and having a list of back-up staff available

- Continue to coordinate with local health officials

- Communicate updates to policies and procedures with the school community

- Advise students and staff to stay home when sick

- Consider long-term healthy school upgrades
  - Hands-free pulls on doors and cabinets
  - Improve air filtration and HVAC systems

Helpful links:

Check out your state's Department of Education website for guidelines specific to your state.

[CDC Site](#)

[HON Healthy Schools Look Book](#)

[Product Care Guide](#)