

Tools for Schools

Planning Worksheet

Back-to-school is an exciting and stressful time for educators, parents and students in normal times, but reopening after the COVID pandemic brings preparation to a whole new level. School administrators are working quickly to ensure their schools are safe and healthy so everyone can get back to the business of learning.

Every touchpoint and potential for interaction must be evaluated and planned for—and Phase 3 is here to help. We’ve created this worksheet to help you consider all the options. Our experienced team will guide you through planning, ordering and installation process every step of the way.

ITEM	MESSAGING	LOCATION	QTY.	NOTES
Graphic Design Services	Customized			
Protective Barriers - Standard	Plain or Customized			
Protective Barriers - Jumbo	Plain or Customized			
Clear Retractable Barrier	Plain or Customized			
Retractable Banner	Child Hand Off Station			
Retractable Banner	Stop Here for Temperature Check			
	Staff and Students Only Beyond This Point			
A-Frame - Check In (including hardware)	All Visitors Must Wear a Mask and Check In at Front Office			
A-Frame - Check In (excluding hardware)	All Visitors Must Wear a Mask and Check In at Front Office			
Banner	Carpool Drop-off			
	Staff and Students Only			
Window Cling	Please Keep a Safe Distance - 6 FT			
	Take 20 - Please Wash Your Hands			
	Do Not Enter if You Have a Cough or Fever			
	Please Do Not Enter If You Feel Sick			
	Enter Only			
	Exit Only			
Curb Sign	Carpool Drop-off			
	Area Closed			
	One Way Left Arrow			
	One Way Right Arrow			
	One Way Straight Arrow			
	Masks Required			

Locations: Main Entrance, Administration, Classrooms, Library/Multi-Purpose Room, Bathrooms, Gymnasium, Auditorium, Cafeteria, Hallways/Stairs, Staff Lounge, Playground/Recess Areas, Loading/Unloading

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Poster	Sanitization Station This Way Left Arrow			
	Sanitization Station This Way Right Arrow			
	Sanitization Station This Way Straight Arrow			
	Sanitization Station This Way Sanitize Often			
	Please Keep a Safe Distance - 6 FT			
	One Person At A Time			
	Area Closed			
	Wear A Mask			
	6 People Maximum			
Floor Graphics	Stand Here			
	One Way			
	Do Not Enter			
	Please Wait Here			
Sidewalk Graphics	Stand Here			
	Do Not Enter			
	One Way			
Basic Sanitizer Station	School colors or graphics			
Deluxe Sanitizer Station	School colors or graphics			
Countertop Sanitizer Station - Wood	School colors or graphics			
Standing Sanitizer Station - Wood	School colors or graphics			
Seat Covers - Fabric	School colors or graphics			
Seat Graphics - Removable	Sit Here			
	Do Not Sit Here			
Face Masks - Child	School colors or graphics			
Face Masks - Adult	School colors or graphics			
Face Shields - Adult	No graphics			
Hand Sanitizer - Personal Use	School logo			

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