



School Reopening Checklist Worksheet

In order to assess how schools and worksites statewide are complying with procedures and agreements, please take some time to indicate what is and is not being followed at your worksite. Complete this worksheet with your school level leader (SLL) team, then submit your responses here: bit.ly/hstacovidform.

Instructions

Option 1: Print this entire worksheet if you prefer to use a hard copy with your SLL team.

Option 2: Mark your answers using the digital checkboxes. To save your work, press Ctrl-P or ⌘-P and change your printer/destination to “Save as PDF.” Please note, you will not be able to edit your newly saved PDF, so we recommend that you complete an entire section before saving. To edit a new section, [open another clickable worksheet](#), continue marking your answers, and save your file as an additional PDF.

Option 3: [Click here to copy our Google Doc](#) so you can edit and share your copy with others online.

References

BOE/HSTA memorandum of understanding (June 26, 2020) bit.ly/hstamoupg1

Superintendent's clarification letter (July 13, 2020) bit.ly/6ftexceptions

HDOH guidelines (revised Oct. 22, 2020) bit.ly/hdohpg1

BOE mask guidance (July 30, 2020) bit.ly/boemask

Start here

By the end of the second quarter, what model is your worksite expecting to be in place?

- a. In-person learning for all students who choose to come in ([proceed to Section A](#))
- b. Blended learning (combined approach of rotating in-person attendance and learning from home) ([skip to Section B](#))
- c. Learning from home for most students (vulnerable students allowed to attend) ([skip to Section C](#))
- d. Learning from home for all students ([skip to Section C](#))
- e. Does not apply (non-school site) ([submit your responses](#))

Section A: Department of Health expectations (in-person)

Are the following elements required for in-person learning in place at your worksite?

References: HDOH guidelines bit.ly/hdohpg4; BOE mask guidance bit.ly/boemask

		Yes	No	Cannot determine
A1	Masking policy			
A2	Physical distancing (ideally at least 6 ft.) <i>Please note if answer is "No, but we have an approved exception" bit.ly/6ftexceptions</i>			
A3	Policies that encourage students/families/staff to stay home if sick			
A4	Plan for organizing students/staff into small groups (cohorts) that remain together, with limited mixing between groups (all day for young students and as much as possible for older students).			
A5	Plan for monitoring and excluding if someone gets sick at school			
A6	All student support personnel equipped with PPE including a face shield and mask			
A7	Plan to incorporate and continually reinforce routines of hygiene education and safe practices using the STOIC strategy S. Structure: Educators promote and practice responsible behaviors T. Teach: Educators teach students how to be successful in all school settings and situations O. Observe: Educators monitor behavior I. Interact Positively: Educators acknowledge responsible behavior C. Correct: Educators' responses to unsafe behaviors are brief, calm, and consistent			
A8	Promotion of appropriate hand hygiene through signage, accessibility to restrooms to wash hands or availability of hand sanitizer (as age appropriate)			
A9	Cleaning/disinfection plan including schedule for at least daily cleaning high-touch surfaces throughout the day and additional cleaning as needed, person(s) responsible for cleaning and availability of cleaning/disinfection supplies			
A10	School COVID-19 program coordinator			

A11	Limiting nonessential visitors/volunteers/external groups			
A12	Discontinuing large gatherings/activities that do not allow for physical distancing			
A13	Communication plan when COVID-19 case identified at school			

Proceed to [Department of Health strategies](#)

▲ [Back to top](#)

Section B: Department of Health expectations (blended)

Are the following elements required for blended learning in place at your worksite?

Reference: HDOH guidelines bit.ly/hdohpg4; BOE mask guidance bit.ly/boemask

		Yes	No	Cannot determine
B1	School facilities at 50% capacity			
B2	Transportation at 50% capacity			
B3	Sufficient staffing levels to meet the requirements of the model			
B4	Masking policy			
B5	Physical distancing (ideally at least 6 ft.) <i>Please note if answer is "No, but we have an approved exception" bit.ly/6ftexceptions</i>			
B6	Policies that encourage students/families/staff to stay home if sick			
B7	Plan for organizing students/staff into small groups (cohorts) that remain together, with limited mixing between groups (all day for young students and as much as possible for older students).			
B8	Plan for monitoring and excluding if someone gets sick at school			
B9	All student support personnel equipped with PPE including a face shield and mask			
B10	Plan to incorporate and continually reinforce routines of hygiene education and safe practices using the STOIC strategy S. Structure: Educators promote and practice responsible behaviors T. Teach: Educators teach students how to be successful in all school settings and situations O. Observe: Educators monitor behavior I. Interact Positively: Educators acknowledge responsible behavior C. Correct: Educators' responses to unsafe behaviors are brief, calm, and consistent			
B11	Promotion of appropriate hand hygiene through signage, accessibility to restrooms to wash hands or availability of hand sanitizer (as age appropriate)			

B12	Cleaning/disinfection plan including schedule for at least daily cleaning high-touch surfaces throughout the day and additional cleaning as needed, person(s) responsible for cleaning and availability of cleaning/disinfection supplies			
B13	School COVID-19 program coordinator			
B14	Limiting nonessential visitors/volunteers/external groups			
B15	Discontinuing large gatherings/activities that do not allow for physical distancing			
B16	Communication plan when COVID-19 case identified at school			

Proceed to [Department of Health strategies](#)

▲ [Back to top](#)

Section C: Department of Health expectations (learning from home)

Are the following elements required for learning from home in place at your worksite?

Reference: HDOH guidelines bit.ly/hdohpg5

		Yes	No	Cannot determine
C1	Students have internet connectivity and appropriate electronic device at home			
C2	Plan to incorporate and continually reinforce routines of hygiene education and safe practices using the STOIC strategy S. Structure: Educators promote and practice responsible behaviors T. Teach: Educators teach students how to be successful in all school settings and situations O. Observe: Educators monitor behavior I. Interact Positively: Educators acknowledge responsible behavior C. Correct: Educators' responses to unsafe behaviors are brief, calm, and consistent			

Proceed to [Department of Health strategies](#)

▲ [Back to top](#)

Department of Health strategies

The Department of Health outlines multiple strategies to encourage behaviors that reduce the exposure and spread of COVID-19. Is your worksite promoting the following behaviors?

Reference: HDOH guidelines as noted

		Yes	No	Cannot determine
Promoting behaviors that reduce the spread of COVID-19				
1	<p>Stay home when appropriate (bit.ly/hdohpg9)</p> <ul style="list-style-type: none"> ● Educate students, families, and staff on when they should stay home to protect others and prevent the spread of illness in school: <ul style="list-style-type: none"> ○ Are sick or tested positive for COVID-19, or ○ Have had recent close contact with a person with COVID-19 (within 6 feet of an infected person over a 24-hour period for a combined total of 15 minutes or more). 			
2	<p>Hand hygiene and respiratory etiquette (bit.ly/hdohpg9)</p> <ul style="list-style-type: none"> ● Teach and reinforce handwashing with soap and water for at least 20 seconds.* ● Increase monitoring to ensure adherence among students and staff. ● Avoid touching eyes, nose, mouth, and cloth face covering with unwashed hands. ● Encourage staff and students to cover coughs and sneezes with a tissue. Throw used tissues in the trash and wash hands immediately with soap and water for at least 20 seconds.* <p><i>*If soap and water are not available, use hand sanitizer containing at least 60% alcohol (for staff and older children who can safely use hand sanitizer)</i></p>			
3	<p>Cloth face coverings or masks (bit.ly/hdohpg9)</p> <ul style="list-style-type: none"> ● Teach and reinforce the correct use of cloth face coverings by students and staff. ● For preschools, children should learn about proper mask wearing. ● Students and staff should be frequently reminded NOT to touch the face covering or mask and to wash their hands or use hand sanitizer frequently. ● Consider the use, by some teachers and staff, of clear face coverings (e.g., mask with clear window) that cover the nose and wrap securely around the face. Note: Clear face coverings are NOT face 			

	<i>shields. Face shields should NOT be used as a substitute for cloth face coverings because of a lack of evidence of their effectiveness for source control.</i>			
4	<p>Adequate supplies (bit.ly/hdohpg10)</p> <ul style="list-style-type: none"> • <i>Support healthy hygiene behaviors by providing adequate supplies, including soap and water, hand sanitizer with at least 60% alcohol, paper towels, tissues, disinfectant wipes, and no-touch/foot pedal trash cans.</i> 			
5	<p>Signs and messages (bit.ly/hdohpg10)</p> <ul style="list-style-type: none"> • <i>Post signs that promote everyday protective measures in highly visible locations.</i> • <i>Use simple, clear, and effective language about behaviors that prevent COVID19 spread when communicating with staff and families.</i> • <i>Translate materials into common languages spoken by students, faculty, and staff in the school community.</i> 			
Maintaining healthy environments				
6	<p>Clean and disinfect (bit.ly/hdohpg11)</p> <ul style="list-style-type: none"> • <i>Clean and disinfect frequently touched surfaces (e.g., door handles, sink handles, handrails, etc.) within the school at least daily.</i> • <i>Use of shared objects should be limited or cleaned between use.</i> • <i>Develop a schedule for at least daily routine cleaning and disinfection.</i> • <i>Ensure safe and correct use and storage of cleaning and disinfection products, including storing products securely away from children.</i> • <i>Use products that meet EPA disinfection criteria (list includes ready-to-use sprays, concentrates, and wipes).</i> • <i>Cleaning products should not be used near children, and staff should ensure there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.</i> 			
7	<p>Shared objects (bit.ly/hdohpg11)</p> <ul style="list-style-type: none"> • <i>Limit sharing of items that are difficult to clean or disinfect.</i> • <i>Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.</i> • <i>Ensure adequate supplies to minimize sharing of high touch materials.</i> • <i>Avoid sharing electronic devices, toys, books, and other games or learning aids.</i> 			

8	<p>Ventilation (bit.ly/hdohpg12)</p> <ul style="list-style-type: none"> • Increase outdoor air ventilation, using caution in highly polluted areas. Use fans to increase the effectiveness of open windows. Decrease occupancy in areas where outdoor ventilation cannot be increased. • Ensure ventilation systems operate properly and provide acceptable indoor air quality for the current occupancy level for each space. • Increase total airflow supply to occupied spaces. • Ensure restroom exhaust fans are functional and operating at full capacity when school is occupied. • Inspect and maintain local exhaust ventilation in areas such as restrooms, kitchens, cooking areas. • Use portable high-efficiency particulate air (HEPA) fan/filtration systems to help enhance air cleaning, especially in higher risk areas such as the health room and special education classrooms. 			
9	<p>Modified layouts (bit.ly/hdohpg12)</p> <ul style="list-style-type: none"> • Space seating/desks ideally at least 6 feet apart. • Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart. • Modify learning stations and activities so there are fewer students per group, placed at least 6 feet apart. 			
10	<p>Physical barriers and guides (bit.ly/hdohpg12)</p> <ul style="list-style-type: none"> • Install physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain 6 feet apart (e.g., reception desks). • Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times (e.g., guides for creating “one-way routes” in hallways). 			
11	<p>Communal spaces (bit.ly/hdohpg13)</p> <ul style="list-style-type: none"> • For preschools, children should learn about physical distancing. • Nap mats and cribs should be spaced 6 feet apart. • Limit clutter and have enclosed containers for manipulatives. • Close communal use shared spaces such as cafeterias and playgrounds with shared playground equipment. If unable to close communal use shared spaces, stagger use and clean and disinfect between use. If cafeterias will be used, ensure children remain at least 6 feet apart in food service lines and at tables while eating. Clean and disinfect tables and chairs between each use. • Add physical barriers, such as plastic flexible screens, between bathroom sinks, especially when they cannot be at least 6 feet apart. 			

Maintaining healthy operations			
12	<p>Ohana bubbles or cohorting (bit.ly/hdohpg13)</p> <ul style="list-style-type: none"> • Divide students and teachers into distinct groups that stay together throughout the entire school day during in-person classroom instruction to minimize exposure across the school environment. • Limit mixing between groups so there is no interaction between bubbles or cohorts. • Avoid unnecessary visitors. 		
13	<p>Field trips, gatherings, and visitors (bit.ly/hdohpg13)</p> <ul style="list-style-type: none"> • Pursue virtual group events, gatherings, or meetings. • Promote physical distancing of at least 6 feet between people if events are held. • Limit group size. • Limit any nonessential visitors, volunteers, and activities involving external groups or organizations. • Limit cross-school transfer for special programs. • Limit visits to multiple campuses for staff who travel between schools. 		
14	<p>Communications systems (bit.ly/hdohpg14)</p> <ul style="list-style-type: none"> • Staff and families should self-report to the school if they or their students have symptoms of COVID-19, a positive COVID-19 test, or were in close contact with someone with COVID-19 within the last 14 days. • Notify staff, families, and the public of school closures and any restrictions to limit COVID-19 exposure (e.g., limited hours of operation). 		
15	<p>Screening (bit.ly/hdohpg14)</p> <ul style="list-style-type: none"> • Strongly encourage parents or caregivers to monitor their children for signs of infectious illness including COVID-19 every day. • Similarly, strongly encourage staff to monitor themselves for signs of infectious illness including COVID-19 every day. • Students and staff who have symptoms of any infectious illness or symptoms consistent with COVID-19 should not attend school. 		
Preparing for when someone is sick			
16	<p>When a case of COVID-19 occurs (bit.ly/hdohpg25)</p> <ul style="list-style-type: none"> • If case is currently at school, isolate and send the person home immediately. 		

	<ul style="list-style-type: none"> ● Close off areas used by case for at least 24 hours. ● Call the Hawaii Department of Health within 24 hours. ● Provide notification to school administrators, supervisors, etc. per school protocol. ● Identify and notify contacts while ensuring case's identity remains confidential. ● Close off areas utilized by the case for at least 24 hours (e.g., office, classroom, bathroom, faculty lounge, common areas, etc.) to minimize the potential for exposure to respiratory droplets. ● After 24 hours, clean and disinfect areas used by the person with COVID-19 per CDC guidance. Focus especially on frequently touched surfaces. ● Compile a list of case's close contacts. 			
17	<p>Communication (bit.ly/hdohpg26)</p> <ul style="list-style-type: none"> ● Provide appropriate information for families, faculty, and staff. 			
18	<p>Students or staff who become sick during the school day (bit.ly/hdohpg14)</p> <ul style="list-style-type: none"> ● Immediately separate the person(s) from others at the school. ● Individuals who are sick should immediately go home or to a healthcare facility depending on severity of symptoms. ● Identify an isolation area to separate anyone who has COVID-19 symptoms, ideally with a dedicated restroom not used by others. ● Ensure students are isolated in a non-threatening manner, within the line of sight of adults, and for very short periods of time. ● Ensure personnel managing sick students or employees are appropriately protected from exposure. ● Clean and disinfect any isolation areas, work areas, shared common areas (including restrooms) and any supplies, tools, or equipment handled by ill student/staff member. 			
19	<p>Absentee rate at school (bit.ly/hdohpg15)</p> <ul style="list-style-type: none"> ● Report COVID-19-like illness activity to the HDOH when the daily absentee rate exceeds 10% for the entire school or absentee rate exceeds 20% of one grade or class. 			

Proceed to [Memorandum of Understanding](#)

▲ [Back to top](#)

Memorandum of Understanding

Are HSTA's agreements with the BOE and HIDOE being upheld?

References:

- BOE/HSTA memorandum of understanding bit.ly/hstamoupg1
- Superintendent's clarification letter bit.ly/6ftexceptions
- BOE mask guidance bit.ly/boemask

		Yes	No	Cannot determine
Overall health, safety, and collaboration				
20	At least monthly COVID-19 response meetings to discuss the continuous improvement of the response to COVID-19 (bit.ly/hstamoupg2 , line 39) <ul style="list-style-type: none"> • <i>School-level meetings involve administration and HSTA representatives, including the APC, and may include topics such as access to schools and health checks, social and physical distancing, personal protective equipment, cleaning and disinfecting, continuity of education plans, contingency plans for school building closure, and communication with the school community.</i> 			
21	Access to school and health checks (bit.ly/hstamoupg2 , line 46) <ul style="list-style-type: none"> • <i>Includes written procedures for health check screenings, limits to non-essential visitors, restriction of access for those exhibiting symptoms, isolation procedures, medical clearances to return, and safe and respectful health checks which maintain privacy.</i> 			
22	Social and physical distancing (bit.ly/hstamoupg3 , line 62; bit.ly/6ftexceptions) <ul style="list-style-type: none"> • <i>Includes adequate supplies to support healthy hygiene behaviors, availability of hand sanitizing stations, maintaining 6 ft of separation, limiting class size and mixing of groups when possible, utilizing large areas for additional learning spaces, providing access to enclosed classroom space out of heat and inclement weather, supervision of students that doesn't violate teachers' duty free lunch when classrooms are utilized for meals, promotion of student voice, civic engagement, and responsibility, options for contactless/remote sign-in, compliant spaces for in-person parent/guardian meetings, and options for teachers to participate in any meeting through teleconferencing.</i> 			
23	Personal protective equipment (bit.ly/hstamoupg5 , line 99; bit.ly/boemask)			

	<ul style="list-style-type: none"> All individuals on public school campuses should wear a face mask (or a face shield if a medical condition prevents the extended use of a face mask) that covers the mouth and nose with appropriate PPE provided to those whose assignment places them at greater risk for exposure. Teachers may request a face shield and an adequate supply of face coverings for students, and supplies may be purchased and fully reimbursed if not readily available with supervisor approval. 			
24	<p>Cleaning and disinfecting (bit.ly/hstamoupg5, line 117)</p> <ul style="list-style-type: none"> Teachers are not required to clean or disinfect. Cleaning and disinfecting will take place on a routine and frequent basis for campus, classrooms, and offices. High touch surfaces will be cleaned and disinfected at least daily. Adequate cleaning supplies will be available or can be purchased and fully reimbursed, including disinfecting wipes and sanitizer. Worksites will ensure ventilation systems are working properly, and that open windows and doors do not pose a safety or health risk. Teachers will be notified if their workspaces are used after hours and have been properly cleaned and disinfected after such use. 			
Supports for teachers and continuity of learning				
25	Teachers will be provided ongoing support including equipment, internet access, guidance on use of online- learning platforms, and technical support. (bit.ly/hstamoupg7 , line 147)			
26	<p>Care coordinators of students with special needs (bit.ly/hstamoupg7, line 165)</p> <ul style="list-style-type: none"> Teachers who are care coordinators of students with special needs were provided, during the first quarter, no less than three (3) hours per student for preparation time to facilitate assessments and lead conversations on the need for any possible compensatory services and/or extended school year services. Scheduling considerations were made for impact to instruction for special needs students. 			
Safeguards and assurances				
27	<p>No Bargaining Unit 05 positions will be eliminated because of any instructional model changes for SY 2020–21 and the response to COVID-19. (bit.ly/hstamoupg10, line 227)</p> <ul style="list-style-type: none"> This only applies to staff reductions because of the instructional model selected and IS NOT the same as a staff reduction due to reduced enrollment. 			
28	Teachers' privacy, health, and personnel records shall be protected in compliance with the American Health Insurance Portability and Accountability Act (HIPAA). Facial recognition and			

	biometric identification technology will not be utilized unless employees have been informed and provided written and specific consent for use of the data. (bit.ly/hstamoupg10 , line 229)			
29	Teachers' privacy will be protected while engaging remotely with students. (bit.ly/hstamoupg10 , line 233) <ul style="list-style-type: none"> <i>Recording of teachers without their permission is prohibited. Teachers may be observed or monitored by administrators for professional support, and with teacher consent by those who have coaching and mentoring responsibilities. All monitoring or observation shall be conducted openly and with full knowledge of the teacher. Teachers shall not be required to share their personal email or phone numbers to students, parents, or colleagues, and teachers may use approved digital platforms, which hide personal phone numbers, for messaging students.</i> 			
30	At-risk individuals (bit.ly/hstamoupg11 , line 249) <ul style="list-style-type: none"> <i>Teachers will be provided information regarding access to employee assistance programs (EAP) and their right to request accommodations should they have underlying health conditions or risk factors identified by the CDC as placing them at higher risk from COVID-19.</i> 			

Submit your responses

Now that you've completed this worksheet and assessed how well your school is complying with COVID-19 procedures and agreements, please submit your responses here: bit.ly/hstacovidform.

Each item needs to be checked before you can move on to the next section. If you'd like to provide additional details or feedback, you can do so at the end of the form.

If you have any questions or concerns, please contact your UniServ Director (see bit.ly/hstaudstaff for contact information).

Mahalo for your hard work, dedication, and commitment to the health and safety of our keiki and school communities.

▲ [Back to top](#)