Classroom Restart Checklist

To ensure that a specific classroom is ready for use, the following items should be completed. Upon completion, please provide inventory data to the Planning for In-person Courses (PIC) team for final review and inclusion in the Official COVID-19 Classroom/Learning Spaces Inventory.

Questions? Please contact the PIC team for questions or requests for assistance.

SUFED ID: _______________________________________

Building: __________________________________________ Room: ____________________________

Completed by:_________________________________ Date completed:_________________________

☐ Mechanical ventilation confirmed (or exceptions approved by EH&S)
☐ Safe entry / egress confirmed (e.g. access to the classroom does not require students walking through open office/workspace)
☐ Accessible space(s) marked per Stay Safe signage guidelines
☐ Instructor space marked per Stay Safe signage guidelines
☐ Instructor 8-10' space in front of dry erase/chalkboards marked with tape
☐ Open seats marked per Stay Safe signage guidelines
  ☐ If multiple seating charts used for Scheduling Blocks:
    ☐ Mark seats/tables used for Seating Block A
    ☐ Mark seats/tables used for Seating Block B
  ☐ If movable furniture, mark floor
☐ Traffic patterns (directionality) marked per Stay Safe signage guidelines
☐ Excess furniture and equipment removed, wherever possible
☐ Shared materials are removed (markers, chalk, erasers, etc.)
☐ Disinfecting wipes dispenser installed & wipes available
☐ Maximum COVID classroom capacity determined and posted on classroom doors (inside & outside)
☐ Seating chart(s) created, confirming 6’ space between students and ADA requirements met
☐ Seating chart(s) posted in room
☐ Classroom Data submitted to Official COVID-19 Classroom/Learning Spaces Inventory
  ☐ New COVID capacity is submitted
  ☐ Are there cleanable seats? Projector/Display/Smartpanel? Microphone?
  ☐ Are you able to share hours for general assignment course scheduling?
  ☐ New seating chart and photos if available
If departmentally/school managed room, arrangements for building and room access made (e.g. scheduled openings by department or zone management, etc.)

- Identify nearest restrooms - set restrooms occupancy and access
- Cleaning schedule and plan set

Notes: