



# CAMPUS/BUILDING PREPAREDNESS EVALUATION

**YOUR FACILITY CONSULTANTS**  
*Here to Listen >>> There to Execute*

PREPARED FOR \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

THINGS YOU CAN CONSIDER	NOTES
1 Require sick employees/staff/students to stay home	
2 Monitor public health communications about COVID-19 recommendations and ensure employees and families have access to that information	
3 Meet with Vanguard Cleaning Systems to work together on a plan to safely prepare your campus for students, faculty, and staff	
4 Lower classroom density if feasible.	
5 Offer distance learning options for families and/or students that may need time to acclimate to the new standards	
6 Establish alternative days and/or hours to reduce the total number of students on campus at a given time	
7 Stagger breaks and lunch schedules; encourage lunch in classrooms or outside instead of in the cafeteria	
8 Minimize contact among students, teachers/staff, and visitors by implementing traffic flow patterns/arrows in common areas	
9 Develop emergency communication plans, including a forum for answering student and family concerns and internet-based communications	
10 Provide everyone with up-to-date education and training on COVID-19 risk factors and protective behaviors (e.g. cough and sneeze protocol and care of PPE).	
11 Train in-house staff who need to use PPE on the use and context of their current and potential duties	
12 Evaluate existing supplies and ensure commercial grade/EPA-regulated cleaning chemicals and disinfectants are being used	
13 Require regular hand washing or use of hand sanitizer. Everyone should always wash hands when they are soiled and after removing any PPE	
14 Collaborate with faculty and staff to designate effective means of consistently communicating important COVID-19 information	
15 Avoid sharing desks or other classroom items when possible. When sharing, clean and disinfect items before and after use	
16 Practice social distancing by avoiding large gatherings and maintaining distance (approximately 6 feet or 2 meters) from others when possible	
17 Set priority of no more than 2 people allowed in an elevator cab	
18 Ensure psychological and behavioral support is available to address employee stress	
19 Provide ongoing communications on hygiene and communicable disease	
20 Create a Operational Continuity Plan with pandemic procedures	
21 Follow CDC procedures in the event a person suspected/confirmed to have COVID-19 has been on campus	



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BUILDING PREPARATION					NOTES
		Current	Add	N/A	
1	Clean AND disinfect high-touch areas such as handrails, doorknobs/handles/crash bars, light switches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Place hand sanitizer in multiple locations to encourage good hand hygiene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Hang posters that encourage good hand hygiene and proper coughing/sneezing protocol	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Provide disposable disinfectant wipes so commonly used surfaces can be sanitized (desktops, seating, counters, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Schedule touchless spray disinfecting for high-traffic areas (classrooms, restrooms, gyms/locker rooms, conference rooms, stairwells, elevators, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Install physical barriers, such as clear acrylic or plexiglass in high interaction areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Reposition (or REMOVE) chairs in common areas to ensure proper social distance or reduce gathering points	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Schedule day porters shifts or assignments to continually disinfect high-touch areas during the school day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Increase disinfection at shared desktops, tables, seating and other classroom areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Limit visitors to specific areas and require them to sign in, take a health survey and have a temperature check	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Disinfect conference and meeting rooms after each use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Created one-way traffic flow across stairwells if possible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Add touchless dispensers in all restrooms; replace air hand dryers with paper towels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Add sensor-operated faucets and toilet flushometers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Add touchless door openers to frequently used interior doors, including restrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	Add pre-packaged utensils in single dispensing unit in all breakrooms and cafeterias	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Add keyboard covers that can be wiped down in classrooms and other student areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	Install high-efficiency air filters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	Increase ventilation rates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	Install specialized negative pressure ventilation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	Identify an ongoing plan for disinfecting on a scheduled, consistent basis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	