



Public Health Environmental Health Services

San Bernardino County School Readiness Assessment

Operating During COVID - 19 Pandemic

San Bernardino County's goal is to create a safe, low-risk environment for students and staff during in-person instruction at our schools. The following guidelines and considerations, based on mandated state guidance, are intended to help school and community leaders plan, implement, and maintain a healthy environment. All schools open for operation are required to follow state guidance.

Per the Statewide Industry Guidance to Reduce Risk, before re-opening, all schools must:

1. Perform a detailed risk assessment and implement a site-specific protection plan.
2. Train employees on how to limit the spread of COVID-19, including how to screen themselves for symptoms and stay home if they have them.
3. Implement individual control measures and screenings.
4. Implement disinfecting protocols.
5. Implement physical distancing guidelines.

This assessment will outline the following topics for consideration to help meet state guidance:

- Site-specific plan
- Sanitization
- Staff
- Transportation
- Arrival to school
- Classrooms
- Breaks including recess and meal times
- Dismissal from school
- Extracurricular activities
- Emergency drills

Environmental Health Services (EHS) has put the following assessment together as a tool to help protect students, families, and staff from COVID-19 and to see how EHS can provide further education and additional resources.

Site-Specific Plan	
1. Does the school have a written plan in place that outlines: who is responsible for implementation; risk assessment and prevention measures; staff training and communication; how to check for compliance and correct deficiencies; and what happens when an outbreak is identified?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. Does the plan name a person or group of people who are responsible for implementation of the plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Site-Specific Plan (continued)	
b. Does the plan address site-specific risks and outline prevention measures taken by the facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No
i. Does the plan include provisions for students/staff who fail to bring a face covering to school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1. Will students/staff be excluded from campus if they are not exempt from wearing a face covering under California Department of Public Health (CDPH) guidelines and refuse to wear one provided by the school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is there an adequate supply of face coverings to provide students/staff with on a regular basis, should they need them?	<input type="checkbox"/> Yes <input type="checkbox"/> No
ii. Does the plan outline how varying surfaces and areas are to be disinfected?	<input type="checkbox"/> Yes <input type="checkbox"/> No
iii. Does the plan cover how to protect and support staff, students, and family members who are at higher risk for severe illness?	<input type="checkbox"/> Yes <input type="checkbox"/> No
iv. Does the plan minimize visitors, including parent volunteers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1. Is there a plan implemented to allow for parent volunteers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
v. Does the plan identify and prioritize the disinfecting of frequently touched surfaces?	<input type="checkbox"/> Yes <input type="checkbox"/> No
vi. Does the plan include posting signage which informs students and staff to maintain physical distancing, wash hands or use sanitizer, and stay home if they are ill or have symptoms consistent with COVID-19?	<input type="checkbox"/> Yes <input type="checkbox"/> No
vii. Does the plan account for students with access/functional needs who may require additional staff support, have a higher risk of becoming infected, or have an unrecognized illness due to COVID-19?	<input type="checkbox"/> Yes <input type="checkbox"/> No
viii. Does this plan include provisions for temporary modifications due to inclement weather events?	<input type="checkbox"/> Yes <input type="checkbox"/> No
ix. Does this plan include provisions for fire drills/earthquake drills/evacuation drills/lockdowns and/or other events?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1. Does this plan include arrangements to avoid congregating during evacuation and distancing underneath a table during an earthquake?	<input type="checkbox"/> Yes <input type="checkbox"/> No
x. Are plans and activities able to be adjusted with changing state and local health orders?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Does the plan identify how staff are to be trained with the procedures outlined in the COVID-19 site plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
i. Does the plan include how staff are to be trained with the safe handling and the proper use of disinfecting agents?	<input type="checkbox"/> Yes <input type="checkbox"/> No
1. Is this training consistent with the written manufacturer directions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Does the plan outline the communication strategies utilized for informing staff of modifications and requirements of the plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Does the plan cover what to do in the event of a positive COVID-19 student or faculty member?	<input type="checkbox"/> Yes <input type="checkbox"/> No
i. Does the plan include guidance for the possibility of repeated closures of classes, groups or entire facilities when persons associated with the facility become ill with COVID-19?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Does the plan include how and when to conduct screenings and/or temperature checks at all entries to prevent students and staff with COVID-19 symptoms from entering campus?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. Is training provided to staff to recognize symptoms of COVID-19 in students and staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Site-Specific Plan (continued)	
i. Are staff trained to recognize a fever?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Is a log utilized to record temperatures taken during the screening process?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Does the plan include how to assist students or staff that fail the health screening?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Will all staff including nurses/health aides be provided with necessary personal protective equipment (PPE)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
i. Is staff trained in the proper usage of PPE?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Is training provided on isolation techniques for suspected positive cases to all staff including nurses/health aides?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Is there a return plan implemented for students and staff that were excluded from campus due to possible exposure or diagnosis?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. Will the school allow students and staff to return once they have met the Centers for Disease Control (CDC) criteria to discontinue home isolation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Is there a point of contact regarding all procedures and operations set forth by the COVID-19 site-specific plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Is the completed site-specific plan posted and available for staff to review?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sanitization/Disinfection	
1. Are disinfecting supplies maintained in constant supply with protocols in place for reordering?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is the facility using an Environmental Protection Agency (EPA)-approved cleaning or disinfectant product?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Is there a plan in place for the lack of availability of EPA-approved disinfectant?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Is shared equipment and touchable surfaces cleaned between uses?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Is there a plan implemented for the frequency that classrooms will be disinfected?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. Is staff performing a thorough cleaning and disinfecting when students are not present and prior to students arriving to class?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Are alternative options provided to prevent congregation at hand wash sinks such as strategically placed sanitizing stations and/or portable hand wash stations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. Is staff trained with assisting children under the age of nine with the use of hand sanitizer? Children under the age of nine should only use hand sanitizer under adult supervision.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Staff	
1. Is training provided to staff on how to educate students and their families on the following:	
i. Enhanced sanitation practices	<input type="checkbox"/> Yes <input type="checkbox"/> No
ii. Physical distancing guidelines	<input type="checkbox"/> Yes <input type="checkbox"/> No
iii. Proper use, removal, and washing of face coverings	<input type="checkbox"/> Yes <input type="checkbox"/> No
iv. Personal hygiene	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Is there a plan implemented to support staff who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk (e.g., providing options such as telework, where appropriate, or teaching in a virtual learning or independent study context)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. Does the plan outline measures to take when teleworking staff are exposed to or living with positive cases?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Is there a plan implemented for staff to safely physical distance from each other during staff meetings, professional development training and education, and other activities involving staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Transportation	
1. Is the school providing transportation to students?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. If yes, are they maintaining physical distancing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Is there a plan implemented for how often the transportation vehicle will be disinfected?	<input type="checkbox"/> Yes <input type="checkbox"/> No
i. Is a log utilized to record disinfection times?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Is personal protective equipment being provided to the transportation driver?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Is there a plan implemented to stagger arrival and drop off times and locations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Arrival to School	
1. Is there a plan implemented for parent-student drop off to prevent congregation before and during the screening process?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. Is there a plan implemented for the screening of students and staff arriving late, after school has started?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Are student start times being staggered to prevent clusters of students arriving at the same time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Are entrances and exits designated to prevent overlap of people entering and/or exiting the school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Is there a plan implemented to facilitate social distancing in student and staff parking lots?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Classrooms	
1. Are students being placed into a cohort?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. Is there a plan to redesign activities and assignments which limits group work?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Will teachers move from classroom to classroom?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. Is there a plan implemented for how teachers can do so in a manner that limits contact and exposure?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Is there a plan implemented to track the movements of teachers throughout the campus?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Will support staff move from classroom to classroom?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. Is there a plan implemented for how support staff can do so in manner that limits contact and exposure?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Is there plan implemented to track the movements of support staff throughout the campus?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Are desks/tables placed in a manner to promote physical distancing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. Where practical, are desks facing forward in classrooms to prevent the face to face contact between students?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Is there a plan implemented to monitor students' activities during class time such as going to the library or the office?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. Is there a plan for students turning in assignments to minimize contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Will outside spaces be utilized to conduct educational activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. For physical education classes, are locker rooms going to be utilized to dress into workout attire?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. Is there a plan implemented to limit the amount of students in the locker rooms?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Is there a plan implemented to limit the amount of contact with shared equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Breaks	
1. Are students gathering during breaks (recess, meal time, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. If yes, are procedures in place to maintain physical distancing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Are barriers used to increase distance between tables/chairs to separate staff and students and discourage congregating during breaks?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. If practical, are passing times between classes staggered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Is there a plan implemented to prevent two-way foot traffic in hallways and other enclosed spaces?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Recess	
1. Is the playground going to be open?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. Will the shared playground equipment be limited for more favorable activities that require less contact with frequently touched surfaces?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Is there a plan implemented to address the maximum number of students allowed on the playground equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Is there a plan implemented for disinfecting the equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Are recess times going to be staggered to limit the number of students gathered?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Meal Time	
1. Are prepackaged meals being served?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. If meals are not prepackaged, is there a plan implemented for staff to plate the meals for students/staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Is the cafeteria utilizing a self-service bar or machine for food or beverages (e.g., buffets, salad bars, salsa bars, share tables, family-style meals, drink stations etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Are food items and containers shared between tables (e.g., condiment bottles, salt and pepper shakers, and breadbaskets) used?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Are disposable food service items (e.g., utensils, dishes) being utilized for faculty and students?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Are food service workers adhering to proper glove usage when handling food as required by CDPH?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. Are clean, non-disposable food service items handled with gloves?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Has the cafeteria implemented measures to maintain physical distancing between students and or staff (e.g., table spacing or removal of tables/chairs, Plexiglas barriers, occupancy reduction, tape markings/visual cues for spacing, increased use of outdoor seating, etc.)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Are meal periods staggered to prevent gatherings of large groups?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Are cohorts mingling with other cohorts?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Are alternative meal sites being utilized (e.g., classrooms or outside spaces)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Dismissal from School	
1. Is there a plan implemented for parent-student pick up to prevent congregation of students?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Are student dismissal times being staggered to prevent clusters of students leaving at the same time?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Are entrances and exits designated to prevent overlap of people entering and/or exiting the school?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Extracurricular Activities	
1. Are extracurricular activities going to be held?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. Will activities such as band and choir hold practices and/or performances?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Will outdoor spaces be utilized for commonly held indoor activities including, but not limited to, club meetings, band and choir?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Are outdoor and indoor sporting events, assemblies, dances, rallies, field trips, and other activities that require close contact or that would promote congregating going to be held?	<input type="checkbox"/> Yes <input type="checkbox"/> No
a. Is there a plan that modifies these events to prevent close contact of students and staff?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b. Will spectators be allowed at these activities and/or practices?	<input type="checkbox"/> Yes <input type="checkbox"/> No
i. If yes, will modifications be made to prevent close contact?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c. Is there a plan implemented to conduct screenings and/or temperature checks prior to these events?	<input type="checkbox"/> Yes <input type="checkbox"/> No
d. Is there a plan implemented that outlines measures to be taken when students and staff are exposed to positive cases from different cohorts/teams?	<input type="checkbox"/> Yes <input type="checkbox"/> No
e. Will divisional sporting events between schools, county, or states continue?	<input type="checkbox"/> Yes <input type="checkbox"/> No
i. Is there a plan implemented for students, participants and staff to maintain physical distancing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
ii. Is there a communication plan in place to notify visited schools of a positive COVID-19 student after an event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
f. Will equipment be shared?	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Is there a plan for proper equipment disinfecting?	<input type="checkbox"/> Yes <input type="checkbox"/> No



385 N. Arrowhead Ave., 2nd floor, San Bernardino, CA 92415
 Text or Phone: 800.442.2283
 Fax: 909.387.4323

Email: EHS.CustomerService@dph.sbcounty.gov
 Web: wp.sbcounty.gov/dph/ehs