

# Take 5 for Back-to-School Safety

## Checklist for School Administrators

<p><b>1</b></p> 	<p><b>Set clear rules for masking</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Implement universal masking</li><li><input type="checkbox"/> Add masks to school supply lists for each grade level</li><li><input type="checkbox"/> Have extra disposable and age-appropriate masks available</li><li><input type="checkbox"/> <b>Optional:</b> Define a policy for students who challenge masking rules</li></ul>
<p><b>2</b></p> 	<p><b>Create safe environments</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Modify physical environments to promote safe in-person learning</li><li><input type="checkbox"/> Put protocols in place for shared spaces (e.g. eating lunch, # people in a room)</li><li><input type="checkbox"/> Put cleaning protocols in place (e.g. sanitizing high-touch surfaces)</li><li><input type="checkbox"/> <b>Optional:</b> Re-configure HVAC settings and install filters for optimal filtered airflow</li></ul>
<p><b>3</b></p> 	<p><b>Enable everyday COVID-19 health screening</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Train staff to identify potential COVID-19 symptoms</li><li><input type="checkbox"/> Develop a healthy screening checklist (e.g. fever, travel, exposure, etc.)</li><li><input type="checkbox"/> Decide who will administer (school or parents)</li><li><input type="checkbox"/> Identify a provider to direct students and staff for symptomatic and asymptomatic testing</li><li><input type="checkbox"/> <b>Optional:</b> Partner with a symptom monitoring solution vendor (app or website)</li><li><input type="checkbox"/> <b>Optional:</b> Set up an on-site testing and screening operation</li></ul>
<p><b>4</b></p> 	<p><b>Set clear guidance for COVID-19 test results</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Develop testing protocol for symptomatic and exposed students and staff</li><li><input type="checkbox"/> Determine who will be notified (e.g. clear criteria and communications) and who is responsible for communicating (e.g. principal, nurse)</li><li><input type="checkbox"/> Identify close contacts that will require quarantine/isolation</li><li><input type="checkbox"/> Set the actions that will be taken and information that will be communicated</li><li><input type="checkbox"/> Set the communications and health and safety measures that will be taken</li></ul>
<p><b>5</b></p> 	<p><b>Encourage vaccines for eligible students and staff</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Encourage and educate faculty, staff, and students on the safety and efficacy of COVID-19 vaccines</li><li><input type="checkbox"/> Follow the latest news and guidance on vaccine safety and availability for students 11 and under, as it becomes available</li><li><input type="checkbox"/> <b>Optional:</b> Hold back-to-school community pop-up vaccine clinics with pharmacy or health partner for students ages 12 and over, and their families</li></ul>

More detailed guidance can be found within the **Safer School Reopenings** and **COVID-19 Testing in K-12 Schools** guides from Healthy Davis Together (HDT). HDT is a joint project between the City of Davis and the University of California, Davis. Since September 2020, HDT has been partnering with Davis Joint Unified School District (DJUSD) to support the safe reopening of their Pre-K through grade 12 schools, and has since expanded to support schools throughout Yolo County. To learn more please contact Mira Susa at [msusa@ucdavis.edu](mailto:msusa@ucdavis.edu).