Checklist #2: Plan and Prepare Hazard Assessment for COVID-19

The most important actions for school administrators to take before reopening in-person services and facilities are **planning and preparing**. To best prepare, schools should develop and adopt an **Emergency Operations Plan**. As part of that plan, schools should outline a plan for conducting initial and periodic **hazard assessments**. A hazard assessment is a process for identifying hazards or risks that could lead to injury, infection, or illness. This checklist provides considerations for a COVID-19 hazard assessment, and can be used to assess and identify areas for improvement.

<table>
<thead>
<tr>
<th>Item</th>
<th>Completed</th>
<th>In-Progress</th>
<th>Not Started</th>
<th>Not Feasible</th>
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<tbody>
<tr>
<td>Engage with staff across a variety of jobs in the school to provide input into specific hazards and potential exposures within job positions</td>
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<td><strong>Hazard assessment</strong> identifies specific COVID-19 risks and mitigation strategies</td>
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<td>Note: For additional information, refer to <a href="#">Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19) and People at Increased Risk</a>.</td>
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<td>Emergency Operations Plan (EOP) includes when school will regularly assess new or recurring hazards</td>
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<td>EOP includes how to collect and share information on a regular basis from staff through a variety of channels (e.g., email, virtual meetings, designated representatives) about any concerns or challenges in implementing the plan, and for maintaining privacy and confidentiality in implementing the plan</td>
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<td>EOP is updated based on the most current hazard assessment</td>
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<td>The <strong>points of contact (POCs) responsible for responding to COVID-19 concerns are identified and communicated to</strong> staff, students, parents, guardians, and caregivers</td>
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