

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.

Item	Completed	In-Progress	Not Started	Not Feasible
Engage with staff across a variety of jobs in the school to provide input into specific hazards and potential exposures within job positions				
<p>Hazard assessment identifies specific COVID-19 risks and mitigation strategies</p> <p><i>Note: For additional information, refer to Interim Guidance for Businesses and Employers Responding to Coronavirus Disease 2019 (COVID-19) and People at Increased Risk.</i></p>				
Emergency Operations Plan (EOP) includes when school will regularly assess new or recurring hazards				
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				
EOP is updated based on the most current hazard assessment				
The points of contact (POCs) responsible for responding to COVID-19 concerns are identified and communicated to staff, students, parents, guardians, and caregivers				