

# School Re-Opening Checklist for Administrators

The purpose of this checklist is to assist administrators with the physical set up of the school building including distancing measures, PPE, signage and supplies.

Item	Yes	No	Comments
<b>Entrance</b>			
Self assessment sign posted at entrance (provided)			
Masks mandatory sign posted (provided)			
Process to allow only essential visitors into the school (including the pick-up of sick individuals)			
Alcohol based hand sanitizer available at entrance			
<b>Main Office</b>			
Ensure physical distancing measures are in place around staff workstations.			
Floor decals 'stand here boot prints' placed to indicate physical distancing (provided)			
Where possible one-way flow through main office			
Main office closed to all but essential staff/visitors. Limit to one visitor to office at a time			
Mechanism in place for contactless visitor/student sign in/out or protocol to maintain physical distancing and disinfecting of items (pens, etc.)			
Mechanism for late arrivals - late slip printer placed a minimum 2m from office staff			
Mechanism to scan daily visitor log sheet for accessible contact tracing after hours			

Process in place for contactless receipt of deliveries and pick-up of outgoing mail (e.g., a table outside of the main office, etc.)			
Process in place for student first aid			
Furniture that cannot be easily cleaned and disinfected removed (e.g., cloth upholstery visitor chairs)			
<b>Hallways and Stairwells</b>			
Directional arrows indicating flow of traffic posted (provided)			
Physical distancing decals posted (provided)			
Declutter walls and classrooms as much as possible (e.g., only COVID-19 related information to be posted)			
Use water bottle filling stations only (all other fountains are covered). Signage posted (provided)			
Water Bottle refill Stations - Floor decals 'stand here boot prints' placed to indicate physical distancing (provided)			
<b>Shared Items - Staff</b>			
Process in place to clean and disinfect shared items (e.g., walkie talkies, safety vests, keys, etc., after use by each person)			
Hand sanitizer placed near photocopier for staff to clean hands before and after use			
<b>Shared Items - Students</b>			
Process in place for cleaning and disinfecting shared equipment used for curriculum <ul style="list-style-type: none"> <li>● Science lab equipment and PPE</li> <li>● Technology shop tools, equipment and PPE</li> </ul>			

<ul style="list-style-type: none"> <li>● Technology (e.g., chromebooks, etc.)</li> <li>● Text books</li> <li>● Toys, crayons, pencils, etc.</li> </ul> <p>Note: any items that cannot be cleaned/disinfected must sit unused for a minimum 72hrs</p>			
<b>Washrooms/Changerooms</b>			
Process in place to assist with physical distancing in washrooms (e.g., taking every other stalls/urinals/sinks, etc. out of service)			
Assign washrooms to cohorts and schedule washroom breaks to prevent overlap			
Process in place to eliminate overlap between classes in changerooms			
DRHD Hand washing decals posted at sinks (provided)			
<b>Common Areas</b>			
Signs posted to indicate common areas and cafeterias are closed to students			
Staff lunch room only available for appliance use (e.g., fridge, etc.)			
Department office and meeting room capacity posted to ensure 2 metres physical distancing can be maintained			
<b>Classrooms</b>			
Students desks arranged to support physical distancing of 1m.			
All soft surfaces/items have been removed			
Tops of shelves and tables cleared of items for easy cleaning			

For classrooms with sinks – hand soap and paper towel available. Hand washing decal has been posted (provided)			
For classrooms without sinks – alcohol based hand sanitizer available			
<b>PPE and Cleaning Supplies</b>			
Location identified for storage of PPE			
Process in place for supply staff to access their required PPE (provide one month supply of masks at start of each month)			
<p>Hand sanitizer and tissues available in required locations</p> <ul style="list-style-type: none"> <li>● Entrances</li> <li>● Classrooms (for use in classroom without a hand washing sink)</li> <li>● Main office</li> <li>● Department offices</li> <li>● Clinical Room</li> </ul>			
<b>Health Room</b>			
Location identified – ensure space supports physical distancing			
<p>Signs posted:</p> <ul style="list-style-type: none"> <li>● Identifying the room – Health Room</li> <li>● Instruction on how to use the room and PPE posted on COVID Kit (provided)</li> <li>● Sign available – Do not enter – cleaning</li> </ul>			

required			
PPE and supplies (COVID Kit) available <ul style="list-style-type: none"> <li>● Medical Masks (adult, pediatric for elementary)</li> <li>● Disposable Face shields</li> <li>● Disposable Gloves</li> <li>● ABHR</li> <li>● Disposable gown</li> <li>● Plastic bags for soiled items</li> <li>● Disinfectant wipes</li> </ul>			
<b>Clinical Room</b>			
Location Identified - post sign			
Room equipped with plexiglass barrier, disinfectant wipes, alcohol based hand sanitizer, tissues, lined garbage pail			
<b>First Aid Room/Kits</b>			
Ensure kits equipped with additional disposable masks, gown and gloves.			