

COVID-19 REOPENING CHECKLIST

For School Boards

COVID- 19 School/Board Self Auditing Checklist

SCHOOL/BOARD INFORMATION

Name of School/Board:

Address:

Person Completing the Checklist:

Date:

The purpose of the self-auditing checklist is to assist in the preparation and management of COVID-19 through the development of policies and procedures, adherence to infection prevention and control practices and appropriate responses planning to ensure the health and safety of all staff, children and youth.

The self-auditing checklist is to be used in conjunction with Ministry of Education, Ministry of Health and Public Health directives, guidelines, and recommendations, for additional information refer to the Government of Ontario, Ministry of Education and Health Unit Websites.

NOTE: Responses in the “NO” column must be addressed to ensure key processes are in place to mitigate and reduce COVID-19 transmission risk.

Refer to your local Public Health agency for more information:

- Durham Region Health Department
1-800-841-2729 (Regina Elliott, ext. 3045)
www.durham.ca/en/health-and-wellness/health-and-wellness.aspx
- Hastings Prince Edward Public Health
1-800-267-2803
www.hpepublichealth.ca
- HKPR District Health Unit (City of Kawartha Lakes, Haliburton County, Northumberland County)
1-866-888-4577, ext. 5020
www.hkpr.on.ca
- Peterborough Public Health (City and County of Peterborough, Curve Lake First Nation, Hiawatha First Nation) 705-743-1000
www.peterboroughpublichealth.ca

Screening				
	YES	NO	N/A	NOTES
<input type="checkbox"/> Student and Staff Screening: Parents/caregivers and all staff have a checklist to perform daily screening before arriving at school.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Students and staff who are ill, who have symptoms associated with COVID-19 or think they have been exposed to COVID-19 are aware that they should not be taking student transportation and should stay home. They or their parent/guardian should visit Ontario's COVID-19 website to determine if they need a test and to find an assessment centre.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> School bus drivers, monitors, and aides are aware that they should not report to work if they are ill, have symptoms associated with COVID-19 or they think they have been exposed to COVID-19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Signs are posted at all entrances to the school to remind students, staff, parents/ caregivers, and essential visitors of policies and prevention procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Teachers and staff members have information on signs and symptoms of COVID-19 in children and the procedures required if children develop symptoms during the day. Students in particular should be monitored for atypical signs and symptoms of COVID-19 using the Ministry of Health's COVID-19 Reference Document for Symptoms .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Children/ youth are given information to help them identify symptoms of COVID-19 and are informed to speak to a staff member immediately if they are experiencing symptoms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> If a student develops symptoms while at school, they should not take the school bus home and should be picked up by a parent/guardian or caregiver as soon as possible (see below).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Management of Staff/Children with Possible COVID-19				
	YES	NO	N/A	NOTES
<input type="checkbox"/> Staff, parents/guardians and children must not attend the school if they are sick, even if symptoms resemble a mild cold.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<input type="checkbox"/> Staff who become ill should be sent home immediately and directed to seek assessment and testing at a COVID-19 Assessment Centre.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> If a child begins to experience symptoms of COVID-19 while attending school: <ul style="list-style-type: none"> Isolate the sick child and notify parents/guardians or emergency contacts for pick up immediately. The sick child should be kept at least 2 metres (6 feet) from others. Provide the child with tissue and remind him/her of hand hygiene and proper respiratory etiquette and disposal of soiled tissues. Provide the sick child with a surgical/procedural mask if tolerable and above the age of 2. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> A 'kit' is available in case a student, staff or essential visitor becomes ill while at the school for use by the ill individual and staff member attending to them; the kit contains alcohol-based hand rub, gloves, surgical/procedural masks, eye protection, and a gown. Instructions on proper use of PPE are available on the outside of the kit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Contact the appropriate Health Unit if you suspect COVID-19 in a child or staff member (reporting process to be determined)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> If COVID-19 is ruled out by a health care provider, the child may return to school 48 hours after symptom resolution.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Management of Staff/Children with Confirmed COVID-19

	YES	NO	N/A	NOTES
<input type="checkbox"/> If a COVID-19 positive case is identified in a school, a COVID-19 outbreak will be declared by the Local Public Health Agency according to Ministry of Health Outbreak Management guidance. Further direction will be provided by the appropriate Health Unit on who else in the school may need testing and/or monitoring/isolation at that time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Staff/children who are being managed by a Health Unit (e.g. confirmed cases of COVID-19, household contacts of cases) must follow instructions from public health about the return to school date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Staff/families are directed to contact the appropriate Health Unit with any questions/concerns about COVID-19 in the school.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Policies and Procedures				
	YES	NO	N/A	NOTES
<input type="checkbox"/> Schools have policies and procedures in place to notify the appropriate* Health Unit when a suspect outbreak is occurring (i.e. increased number of children and/or staff experiencing enteric/ respiratory symptoms).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Schools have policies and procedures in place to notify parents/guardians if their child begins to show symptoms of COVID-19 while in school, including the need for immediate pick up.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Schools have written policies and procedures for COVID-19 response to ensure staff know what steps to take if a child or staff member is symptomatic/positive for COVID-19.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Schools have written policies and procedures for outbreak management as well as infection prevention and control measures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Attendance Record				
	YES	NO	N/A	NOTES
<input type="checkbox"/> Schools keep daily records of anyone (e.g. students, parents/caregivers, staff and essential visitors) entering the school setting, classes (including seating charts), and bus cohorts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Records (e.g. name, contact information, time of arrival/departure, screening completion, etc.) are kept up to date and available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Transportation				
	YES	NO	N/A	NOTES
<input type="checkbox"/> To support return to school 5 days a week, school boards may be required to increase the utilization of buses beyond one student per seat and operate closer to capacity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> To the extent that physical distancing may not be possible on school transportation: <ul style="list-style-type: none"> Students in Grades 4 to 12 will be required to wear non-medical face masks 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<ul style="list-style-type: none"> • Students in Kindergarten to Grade 3 will be encouraged but not required to wear non-medical face masks • Exceptions should be made for students with medical conditions or special needs that prevent masking 				
<input type="checkbox"/> Students should be assigned seats and a record of the seating plan should be kept to assist with contact tracing in the case of a student or driver contracting COVID-19. Students who live in the same household or are in the same classroom cohort should be seated together.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Medical masks and eye protection (i.e. face shields) will be provided for school bus drivers, school bus monitors and student aides. Eye protection for drivers should not interfere with the safe operation of vehicles and is intended to protect drivers during close contact with students, such as during boarding and exiting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Cohorting and Staffing

To reduce the spread and facilitate contact tracing for confirmed COVID-19 cases or outbreak, cohorting should be implemented.

	YES	NO	N/A	NOTES
<input type="checkbox"/> Secondary schools in designated school boards will cohort students in groups of 15 per class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> In non-designated secondary boards, the school is permitted to open with conventional delivery with enhanced health and safety protocols. Each student is limited to approximately 100 student contacts. Students are encouraged to keep in-person cohorts to two classes, or with their grades.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> An elementary class in all school boards stays together as a cohort with one teacher where possible for the full day, including recess and breaks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Elementary Students can leave their classrooms to receive additional supports, but direct and indirect contacts in schools for students are limited to approximately 50.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Timetabling is adopted that allows, to the greatest extent practical, for students to remain in contact with only their classmates and a single teacher for as much of the school day as possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<input type="checkbox"/> Classes are cohorted, particularly for younger age groups, so that students stay with the same class group and there is limited to no mixing between classes and years.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> While close contact may be unavoidable between members of a cohort, general infection prevention and control practices, and (for older students) physical distancing, is maintained where possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Where possible, the same teacher remains with the class, or if different teachers are required, staff come to the classroom so students do not have to change rooms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> The use of supplies and equipment are limited to one cohort at a time, and the supplies and equipment are cleaned and disinfected between use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> A cleaning log is posted to track cleaning and disinfection before and after use of any spaces that are shared by cohorts or spaces that have other user groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> In shared outdoor spaces, 2 metres are maintained between cohorts and any other individuals outside of the cohort.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Play structures can only be used by one cohort at a time and must be cleaned and disinfected before and after used by each cohort.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Cohorts are prevented from mixing in washrooms/changerooms and shared surfaces in washrooms/ changerooms are frequently cleaned and disinfected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Hand Hygiene and Respiratory Etiquette

Handwashing with soap and water is the preferred method for cleaning hands. Incorporate additional hand hygiene opportunities into the daily schedule.

	YES	NO	N/A	NOTES
<input type="checkbox"/> Hand hygiene opportunities are incorporated into the daily school schedule by having regular scheduled hand hygiene breaks based on a pre-specified schedule (i.e., by cohort).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Ensure hand hygiene supplies are available and easily accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> When there is no access to soap and water or when hands are not visibly soiled, alcohol-based hand rub	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

(ABHR) containing a minimum of 60% alcohol is available for use.				
<input type="checkbox"/> Children are supervised if ABHR is used, following the manufacturer's directions for proper use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Hands are cleaned before entering into the facility, touching any foods, eating and preparing foods. Wash hands after using bathroom, returning from playing outside and sneezing/coughing into hands. Hands are also washed when visibly soiled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Proper cough and sneeze etiquette is taught and reinforced (cough or sneeze into elbow sleeve or cover mouth and nose with a tissue and throw the tissue out immediately. Wash hands afterwards.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Children and youth are encouraged to avoid touching eyes, nose and mouth with unwashed hands.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Signage is posted to promote personal protective practices. Schools encouraged to refer to respective health units website for signage such as hand washing, hand sanitizing, cover your cough.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Timetable bathroom breaks in the school day to stagger use of bathrooms and monitor physical distancing <input type="checkbox"/> Signage should be posted that indicates the maximum number using the bathroom.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Masking

	YES	NO	N/A	NOTES
<input type="checkbox"/> Students: Students in Grades 4 to 12 will be required to wear non-medical or cloth masks indoors in school, including in hallways and during classes. Outdoor time like recess can be used as opportunities to provide students with breaks from wearing masks within their cohorts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Students in Kindergarten to Grade 3 will be encouraged but not required to wear masks in indoor spaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Teachers/Staff: All school-based staff will be required to wear masks. Medical masks and eye protection (i.e. face shield) will be provided for all teachers and other school-based staff who are regularly in close contact with students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<input type="checkbox"/> Reasonable exceptions to the requirement to wear masks are expected to be put in place by schools and school boards. Staff or students with sensory or breathing difficulties may be exempted by the school principal, guided by school board policies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Essential Visitors: Should be required to self-screen and to wear a medical mask while on school premises.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Physical Distancing				
	YES	NO	N/A	NOTES
<input type="checkbox"/> Schools have procedures that support general physical distancing, such as spreading students into different areas; using visual cues such as tape on the floor, corridors, bathrooms and outside areas; scheduling recess in small groups and holding physical education or other classes outdoors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Schools have signage/markings to direct students through the steps for entry and exit of the school building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Physical distancing of at least 2 metres between students, cohorts, staff and essential visitors is encouraged.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Schools make changes to the physical environment to support physical distancing to reduce the reliance on individual-level behavioral measures that may be impractical, particularly for younger students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Information is presented to students in an age and developmentally appropriate way. Outside of cohort arrangements, younger children and children with special needs will have a harder time following advice for physical distancing and may require other strategies (e.g. smaller class sizes for younger children).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> As much distancing as possible between students, between students and staff and between staff members should always be promoted. Physical distancing measures are to be supplemented with other public health measures supported by health and safety strategies, such as screening, adapted school environment, cohorting, hand hygiene, enhanced cleaning and masking.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<input type="checkbox"/> Classroom sizes in Ontario schools vary in size, but schools are encouraged to remove unnecessary furniture and place desks with as much distancing as possible, and to allow teachers as much teaching space as possible. Desks should face forward rather than in circles or groupings. Schools are encouraged to locate larger classes in larger spaces and to use all available space in schools including gyms and libraries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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Classrooms

	YES	NO	N/A	NOTES
<input type="checkbox"/> To the greatest extent possible, efforts are made to arrange the classroom furniture to leave as much space as possible between students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Smaller class sizes, if feasible, are used to aid in physical distancing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> If weather permits, consideration is given to spending class time outside.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Toys and equipment are designated for each room or cohort.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Adjustments to movement throughout the school

	YES	NO	N/A	NOTES
<input type="checkbox"/> Designated routes are created for students to get to and from classrooms, including different and separate entrance points for students in different grades.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Visual cues/physical guides are provided, such as tape on floors or sidewalks and signs/posters on walls, to guide appropriate distances in lines/queues and at other times (e.g. guides for creating “one-way routes” in hallways).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Student movement around the school is staggered and students are discouraged from congregating in the hallways.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Drop-off/pick-up

	YES	NO	N/A	NOTES
<input type="checkbox"/> Schools have procedures that support physical distancing and separate cohorts as best as possible, e.g. staggering times, using signage/markings on the ground to direct students through the entry/exit steps.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<input type="checkbox"/> Pick-up and drop-off of students occurs outside the school unless it is determined that there is a need for the parent/guardian to enter the building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Parents are educated on the role they play in mitigating the spread of COVID-19 through physical distancing at school - they are provided with guidance on drop-off and pick-up procedures to discourage congregating at school entrances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Personal belongings brought to school are minimized. If brought to school, personal items, e.g. backpack, clothing, sun protection, water bottles, food, etc., are labeled and stored separately, in cubbies/designated areas or lockers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Shared Spaces

	YES	NO	N/A	NOTES
<input type="checkbox"/> Communally used spaces such as cafeterias are closed if possible, or their use is staggered to ensure physical distancing, with cleaning and disinfecting occurring between use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Staff to Staff Contact

	YES	NO	N/A	NOTES
<input type="checkbox"/> Staff are assigned to dedicated work areas as much as possible, and are discouraged from sharing phones, desks, offices and other tools and equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Alternative approaches, such as a virtual staff room are considered.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Large Gatherings/Assemblies

	YES	NO	N/A	NOTES
<input type="checkbox"/> Large gatherings/assemblies are cancelled for the immediate future.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Special consideration is given to how choir and band practices are held as they are higher risk activities (i.e. the room ventilation and the distance between performers). Instruments are not shared between students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Outdoor Activities				
	YES	NO	N/A	NOTES
<input type="checkbox"/> Children perform hand hygiene prior to and after outdoor play / playground use. Play structures are closed if there are positive cases of COVID-19 in the school.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Sports and physical education classes should be encouraged and continue where possible, according to available protocols. Sports with a high degree of physical contact (i.e. rugby, football and wrestling) are postponed or modified for the present time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Plan physical activities that support physical distancing while also limiting the use of shared equipment. Shared equipment should be cleaned and disinfected after each use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Gymnasiums should only be used where physical distancing measures can be followed. Capacity in change rooms should be limited.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lunch Breaks				
	YES	NO	N/A	NOTES
<input type="checkbox"/> To the greatest extent possible, students eat lunch in their classroom with their cohort.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> If weather permits, consideration could be given to having lunch breaks outside.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Break and lunch times are staggered to allow students to wash hands before eating, without creating congestion in washrooms or at handwashing stations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prohibiting Non-essential Visitors				
	YES	NO	N/A	NOTES
<input type="checkbox"/> Parents, volunteers, guests and others are limited from entering the school.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Any visitors to a school should be required to self-screen and to wear a medical mask while on school premises.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Use of video and telephone are used to interact with families, where possible, rather than in person.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Enhanced Cleaning and Disinfection

To stop the chain of transmission, cleaning and disinfection play an important role. Refer to Public Health Ontario's [Cleaning and Disinfection for Public Settings](#) fact sheet and [Health Canada's Hard-surface disinfectants and hand sanitizers \(COVID-19\)](#)

	YES	NO	N/A	NOTES
<input type="checkbox"/> School boards programs for cleaning and disinfection of schools, include: <ul style="list-style-type: none"> • Reviews of existing practices to determine where enhancements might be made, including frequency and timing of cleaning and disinfection, areas to clean and/or disinfect, choice of cleaning products, child safety, staffing, signage, and PPE for cleaning staff. • Inventory of items to determine what will be stored, moved, or removed altogether to reduce handling or the challenges associated with cleaning them (e.g. porous items such as stuffed toys, area rugs, fabric upholstered seating). 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Frequently touched surfaces and toys including doorknobs, water fountain knobs, light switches, toilet handles, electronic devices and tabletops, are cleaned and disinfected at least twice a day .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Disinfectant products have a DIN (except for common household bleach), viricidal claim and are inspected for expiry dates and the manufacturer's instructions for use and contact time are followed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Protocols are in place for at least twice daily cleaning and disinfecting of frequently touched surfaces in student transportation (e.g. handrails, seatbacks in school buses).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Clean and disinfect toys and equipment between cohorts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Schools have cleaning and disinfecting logs to track and demonstrate cleaning schedules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> All items in classrooms are made of material that can be easily cleaned and disinfected (i.e. All porous items are removed).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Sensory materials (e.g. playdough, water and sand play) are used for individual play only. Label the containers with child's name.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<p>Where an individual is suspected of having COVID-19 at school, protocols will determine:</p> <p><input type="checkbox"/> Cleaning and disinfection of potentially contaminated areas, including timing, methods, PPE, waste disposal.</p> <p><input type="checkbox"/> Areas that may require cleaning plus disinfection (items used by the individual and all surfaces within 2 metres of the ill person, as well as hallway or room where the individual has passed through).</p> <p><input type="checkbox"/> Use of disposable cleaning equipment, such as disposable wipes.</p> <p><input type="checkbox"/> Removal of items that cannot be cleaned (paper, books, etc.) and storage in a sealed container for a minimum of 7 days.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Food Safety				
	YES	NO	N/A	NOTES
<input type="checkbox"/> Staff and students perform proper hand hygiene before and after eating.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Each student has their own drink bottle that is labeled, kept with them during the day and not shared. Fill water bottles rather than drinking directly from the mouthpiece of water fountains.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Ensure each student has their own individual meal or snack with no common/shared food items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Remove self-serving food items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Limit the use of multi-use utensils which require cleaning and sanitizing after each use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> 'No food sharing' policies are reinforced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Activities that involve students preparing or serving of food are not planned at this time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Physical distancing is maintained while students are eating.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Third party food services, including student nutrition programs, must be delivered in a way that any student who wishes to participate can do so. "Grab and Go format" is preferred. All surfaces, bins and containers for food must be disinfected prior to and after each use. <input type="checkbox"/> Students must perform hand hygiene before and after accessing student nutrition programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Physical Infrastructure

It is expected that environmental conditions and airflow influence the transmissibility of COVID-19. Adequately ventilated classroom environments are expected to be associated with less likelihood of transmission compared with poorly ventilated settings.

	YES	NO	N/A	NOTES
<input type="checkbox"/> Avoid recirculation of air, as much as possible and ensure clean filters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Ventilate indoor environments with fresh air, whether by increasing the outdoor air ratio of the HVAC system settings as much as possible or by opening windows, and avoiding or reducing recirculation, to dilute the air exhaled by the occupants including any infectious particles. If this is not feasible for the whole facility, consider for higher risk areas, e.g. where crowding may be an issue.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Recommended maintenance measures for air handling systems (including inspection and replacement of filters, if applicable) are followed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Bladed and bladeless fans and portable air conditioners in schools generate air currents that could affect respiratory droplets. Minimize their use as much as possible (e.g. lowest setting), and ensure adjustments are made to direct the airflow upwards, away from surfaces and occupants. <input type="checkbox"/> These devices receive regular maintenance, e.g. surface cleaning including the blades; following manufacturer's directions for maintenance and removing any moisture or water collected from the portable air conditioners.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Windows and doors are opened if doing so does not pose a safety or health risk, (e.g. risk of falling, triggering asthma symptoms, risk of bees/wasps), to students and staff. COVID-19 measures do not introduce new occupational hazards to the setting, (e.g. do not prop open fire doors to increase ventilation/reduce exposure to frequently touched door handles).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Additional Resources

- Ministry of Education [Guide to Reopening Ontario Schools](#)
- Public Health Agency of Canada [Risk Mitigation Tool for Child and Youth Settings Operating During the COVID-19 Pandemic](#)
- Ministry of Health [COVID-19 website](#)
- Ministry of Education [Child Care Re-Opening - Operational Guidance During COVID-19 Outbreak](#)
- Public Services Health & Safety Association [Health and Safety Guidance During COVID-19 for Education Sector Employers – Secondary Schools](#)
- Public Services Health & Safety Association [Health And Safety Guidance During COVID-19 for Student Transportation Employers](#)