

Self-assessment Checklist for Schools – COVID-19



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Name of School: _____

Address of School and Contact Information: _____

Name of Principal: _____

Assessment Date: _____

Name and Position of Person conducting the Assessment: _____

No.	Compliance Question	Response		Remarks
		Yes	No	
Hand Hygiene				
1.	Do you have systems in place to ensure hand washing or hand sanitization is done by all persons entering the facility?			
	a. Is your handwashing station always equipped with running water, liquid soap, disposable (paper) towels and hands-free bin?			
	b. Are your hand sanitizer dispenser labelled and contain at least 62 - 70% alcohol?			
	c. Do you have adequate quantities hand hygiene materials in stock? (liquid soap, hand sanitizer, paper towel)			
	d. Are posters promoting hand hygiene posted at prominent areas in the facility?			
2.	Do you have equipped hand washing facilities in bathrooms, food handling areas, sick bay and other areas where same is required?			
Respiratory Hygiene				
3.	Do you promote respiratory etiquette by all students and staff at the school?			
4.	Are staff members, students and visitors required to wear appropriate face masks? (as is feasible)			
5.	Do you ensure that face masks and paper tissues are available at the for those who develop a runny nose or cough at school, Do you have hands-free covered bins for hygienic disposal?			
Social/Physical Distancing				
6.	Are there measures in place for the maintenance of the two (2) meters (6 feet) distancing between students as well as teachers and other staff members?			
	a. Is there strict control over external access and queue management (signs, tape marks, or other visual cues such as decals or coloured tape on the			



No.	Compliance Question	Response		Remarks
		Yes	No	
	floor, placed 6 feet apart, to indicate where to stand when physical barriers are not possible)?			
	b. Is there reduced density of people in common areas to include cafeteria, dining areas, assembly halls (no more than 1 person every 40 square feet)?			
	c. Have you allowed controlled limited access to, or closed common areas where students and staff are likely to congregate and interact?			
Cleaning and Disinfection				
7.	Do you have a documented cleaning and disinfection protocol and cleaning schedule?			
8.	How often do you clean and disinfect your facility?			
9.	How often do you clean and disinfect high touch areas? (to include door knobs, learning aides, food serving and preparation areas, rails, bathroom surfaces, toilets and taps,)			
10.	Are multi-use devices assigned; properly cleaned and disinfected after use by students/staff? (<i>example keyboards, desks, laboratory equipment</i>)			
11.	Is cleaning and disinfection done according to MOHW guidelines?			
12.	Do you have adequate quantities of cleaning and disinfection materials in stock?			
13.	If cleaning and disinfection services are contracted, do you have the cleaning and disinfection protocols utilized? <ul style="list-style-type: none"> Is this activity conducted as outlined in the protocol? 			
General Considerations for Staff and Students				
14.	Are MOHW mask etiquette measures in place for students and staff?			
15.	Are temperatures checks done and deviations recorded for all persons who enter the school compound?			
16.	Are there procedures in place for individuals with elevated temperature?			
17.	Do you have a documented stay- at- home policy for students and staff?			
18.	Do students and staff report any signs and symptoms to school administration, while proceeding to stay at home?			
19.	Are students and staff with sick family members with COVID-19 required to report the situation and stay at home?			
20.	Do you have a policy to treat with that is in line with the MOHW guidelines?			
21.	Do you have up-to-date records of students and staff who present with COVID-19 symptoms?			
22.	Do you have a suitable room identified and equipped for the temporary isolation of students and staff who present with COVID-19 symptoms? (in line with the MOHW guidelines)			



No.	Compliance Question	Response		Remarks
		Yes	No	
General Sanitation and Hygiene				
23.	Is your compound maintained in a clean and sanitary manner?			
24.	Do you have a safe water supply?			
25.	Do you have adequate quantity of water?			
26.	If water is trucked, do you have related documentation?			
	a. Do you conduct daily Chlorine residual checks and record same?			
	b. Do you have instructions and materials in place for water treatment if the Chlorine residual readings are unacceptable?			
Risk communication, training, and education				
27.	Are there posters, and other means in place to increase awareness of COVID-19?			
28.	Do you provide regular information about the risk of COVID-19 to the staff and students using official sources, such as MOHW and PAHO/WHO?			
Ventilation				
29.	Do you utilize natural ventilation where feasible?			
30.	Do you have a maintenance system in place for the ventilation system?			
31.	Does the ventilation system conform to the MOHW guidelines?			
Transportation				
32.	Is there a log of all staff members and students transported on school bus for each trip?			
33.	Is there a log of all students or staff transported to a healthcare facility?			
34.	Are the MOHW procedures and guidelines for cleaning and disinfection of vehicles observed?			
General				
35.	Are all other COVID-19 prevention measures in place as is required for your facility? (including those outlined in the MOHW guidelines and the specific requirements under the Disaster Risk Management Act of May 11, 2020)			