

## Health and Safety Checklist

Complete this checklist with your school's health and safety committee to assess your school's communicable disease plan with the Ministry of Education's [COVID-19 Communicable Disease Guidelines for K-12 Settings](#), which includes detailed guidance on the measures noted below. This checklist should be used in addition to the guidelines to develop and assess your school's communicable disease plan.

**SCHOOL:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

Measures below should always be in place.

Public Health Measures		
<b>Attendance &amp; Record Keeping</b>	Practices in place to:	<input type="checkbox"/> Included
	<ul style="list-style-type: none"> <li>maintain daily attendance records for staff, students, and visitors (including teachers on call, itinerant teachers/specialists, district/authority personnel, parents/caregivers, and volunteers), and</li> <li>maintain accurate class and bus lists.</li> </ul> Daily attendance records should be kept for at least 45 days.	

Environmental Measures		
<b>Ventilation and Air Exchange</b>	All HVAC systems are operated and maintained as per standards and specifications, and are working properly.	<input type="checkbox"/> Included
	Portable air conditioners and fans are only used in ventilated spaces, with air moved from high to low.	<input type="checkbox"/> Included
	Risk mitigation strategies are identified for excessive heat events or times of poor air quality.	<input type="checkbox"/> Included
<b>Cleaning and Disinfecting</b>	Frequently touched surfaces (those touched by larger numbers of people) are cleaned and disinfected at least 1x/day. Surfaces touched by fewer people are cleaned 1x/day.	<input type="checkbox"/> Included
	Practices are in place to clean and disinfect frequently touched surfaces when they are dirty.	<input type="checkbox"/> Included
	Other general cleaning occurs in line with regular practices.	<input type="checkbox"/> Included
	Practices are in place to clean and disinfect any surfaces a person's body fluids have contacted after they have displayed symptoms of illness.	<input type="checkbox"/> Included

Administrative Measures		
<b>Gatherings and events</b>	School extracurricular and social gatherings and events (including those occurring within and between schools) are in line with those permitted as per relevant local, regional, Provincial and Federal health recommendations and Orders.	<input type="checkbox"/> Included
<b>Space Arrangement</b>	In indoor spaces, people have enough room to carry out intended activities without involuntary physical contact and all available space is used.	<input type="checkbox"/> Included

# Health and Safety Checklist

Administrative Measures		
	For indoor gatherings, people are spread out within the available space and room capacity limits are not exceeded.	<input type="checkbox"/> Included
	During breaks and other unstructured time in indoor settings, strategies are in place to ensure there is enough space available to prevent involuntary physical contact.	<input type="checkbox"/> Included
Staff Specific Considerations	WorkSafe BC guidance for workplaces is used to determine measures for staff-only spaces within a school and/or for non-school spaces operated by the school district/authority.	<input type="checkbox"/> Included
	Staff-only gatherings (e.g., meetings, professional development days, etc.) occur in line with those permitted as per relevant local, regional, Provincial, and Federal public health recommendations and Orders for workplace gatherings and events and any related WorkSafe BC guidance.	<input type="checkbox"/> Included
Visitors, including Itinerant Staff, Temporary Teachers on Call, Parents and Others	Processes are in place to ensure itinerant staff, teachers on call and visitors are aware of the school's communicable disease plan and their responsibility to follow measures at all times.	<input type="checkbox"/> Included
Curriculum, Programs and Activities	For music and physical education (and other subjects as necessary), prevention practices specific to the activity are implemented (e.g., cleaning mouth pieces and water bottles between use).	<input type="checkbox"/> Included
	Local and international field trips occur in line with those permitted as per relevant local, regional, Provincial, and Federal public health recommendations and Orders for local and/or international travel.	<input type="checkbox"/> Included
Bus Transportation	Frequently touched surfaces are cleaned and disinfected at least 1x/day. Surfaces touched by fewer people are cleaned 1x/day.	<input type="checkbox"/> Included
	Practices are in place to clean and disinfect frequently touched surfaces when they are dirty.	<input type="checkbox"/> Included
	Other general cleaning occurs in line with regular practices.	<input type="checkbox"/> Included
	Practices are in place to encourage bus drivers and passengers to practice hand hygiene before and after trips.	<input type="checkbox"/> Included
	Spread passengers out if empty seats are available.	<input type="checkbox"/> Included
	Windows are opened when the weather allows.	<input type="checkbox"/> Included
	Bus drivers, adult volunteers and visitors, and students in Grade 4 or higher wear masks according to the guidelines or applicable public health orders/recommendations.	<input type="checkbox"/> Included
	Grade K-3 students wear masks based on their personal or family/caregivers' choice.	<input type="checkbox"/> Included
Food Services	Food services (e.g., meal programs, cafeterias, fundraisers, etc.), are following regular operational and food safety practices.	<input type="checkbox"/> Included

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<b>Community Use of Schools</b>	Community use of school facilities is aligned with related public health guidance, recommendations and Orders.	<input type="checkbox"/> Included
<b>Water Fountains</b>	The use of water fountains is not limited.	<input type="checkbox"/> Included

Personal Measures		
<b>Daily Health Checks</b>	Staff, parents and students are regularly reminded of their responsibilities to complete a Daily Health Check and are provided with resources on how to complete one (e.g., the <a href="#">K-12 Health Check</a> app).	<input type="checkbox"/> Included
<b>Stay Home When Sick / What To Do When Sick</b>	Staff and students are regularly reminded to stay home when they are sick and are provided with resources on what to do when they are sick (e.g., the <a href="#">BC Self-Assessment Tool</a> app).	<input type="checkbox"/> Included
<b>Symptoms Develop at School</b>	Practices are in place to appropriately respond when a staff member, student, or other person develops symptoms of illness while at school.	<input type="checkbox"/> Included
<b>Returning to School After Illness</b>	Health care provider notes (i.e., a doctor's note) are not required to confirm the health status of any individual, beyond those required to support medical accommodation as per usual practice.	<input type="checkbox"/> Included
<b>Hand Hygiene &amp; Respiratory Etiquette</b>	Hand cleaning facilities are available and accessible throughout the school and are well maintained.	<input type="checkbox"/> Included

Personal Protective Equipment		
<b>Masks</b>	Staff, adult volunteers and visitors, and students in Grade 4 and higher in "bricks and mortar" schools wear a non-medical mask or face covering (a "mask") according to the guidelines or applicable public health orders/recommendations.	<input type="checkbox"/> Included
	Grade K-3 students wear masks based on their personal or family/caregivers' choice.	<input type="checkbox"/> Included
	Masks are available for those who have forgotten theirs.	<input type="checkbox"/> Included

Supportive School Environments		
<b>Personal Prevention Practices</b>	Strategies are in place to routinely support students to practice personal prevention measures like hand hygiene and respiratory etiquette (e.g., signage, included in morning announcements, etc.).	<input type="checkbox"/> Included

## Health and Safety Checklist

<b>Personal Space</b>	Strategies are in place to encourage staff and students to consider and respect others personal space. Personal space is the distance from which a person feels comfortable being next to another person.	<input type="checkbox"/> Included
<b>Positive &amp; Inclusive Approaches</b>	Positive and inclusive approaches identified to support students' personal prevention practices.	<input type="checkbox"/> Included

The information included in this checklist is based on the Ministry of Education COVID-19 Communicable Disease Guidelines for K-12 Settings. As such, there may be differences between the checklist and the information in this guidance document.