

#### **CHECKLIST**

# COVID-19 Preparedness and Prevention in Elementary and Secondary (K-12) Schools

September 16, 2020

#### Who should use this checklist?

This checklist can be used by elementary and secondary (K-12) school administrators or designated staff at in-person schools (e.g., for self-assessment purposes) and/or public health unit staff (e.g., when conducting assessments or inspections in collaboration with schools).

#### When to use this checklist?

This checklist can be used to help plan for, prevent, and detect COVID-19 in schools. It outlines infection prevention and control guiding principles and mitigation strategies that can reduce the risk of the introduction and spread of COVID-19 in elementary and secondary (K-12) schools.

The checklist is intended to provide a user-friendly resource to help apply relevant provincial guidance for schools, recognizing that there may be unique implementation considerations across schools and boards of education. Health and other equity considerations should inform relevant school and board of education policies and procedures (e.g., mitigating against unintended harms and consequences).

The context for using this checklist is assumed to be the relevant provincial government (e.g., Ministry of Education, Ministry of Health and Ministry of Labour, Training and Skills Development) plans, guidance and legislative requirements for elementary and secondary (K-12) schools in Ontario, as well as guidance and directives from local boards of education and public health units. The checklist is a companion to, and does not replace, other guidance and directives. Where there is a conflict between this checklist and guidance and directives from local boards of education and public health units, the guidance and directives prevail.

COVID-19 case, contact, and outbreak management is beyond the scope of this document, and is led by local public health units, in collaboration with schools and other health system partners. See the provincial COVID-19 guidance: school o utbreak management<sup>1</sup> document for further details. Similarly, the educational implications of case, contact, and outbreak management (e.g., supporting continued learning for students required to self-isolate) are beyond the scope of this document. Nothing in this checklist is intended to provide medical advice.

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# 1. Preparedness to support prevention and local public health management of COVID-19

1	Preparedness	Yes	No
1.1	Appropriate resources and provincial guidance have been reviewed by school administrator(s), including:  • COVID-19 guidance: School outbreak management  • Guide to reopening Ontario's schools  • Operational guidance: COVID-19 Management in schools  • Local school board's reopening plan (if available)		
1.2	Teachers and other school-based staff have received education and training on health and safety protocols related to COVID-19 prevention, including infection prevention and control measures, the use of personal protective equipment (PPE) and outbreak prevention and control guidance.		
1.3	School administrator(s) have designated a staff member(s) to function as a lead and/or provide support to school administrator for COVID-19 related matters in the school.		
1.4	Teachers, other school-based staff, and visitors are informed of who their designated staff lead(s) are and how to reach them during school and after hours (if appropriate).		
1.5	<ul> <li>School administrator(s) and designated staff lead(s) have readily accessible contact information for:         <ul> <li>Public health nurse (PHN) support from their local public health unit (e.g., if assigned to school, once available).</li> <li>Other relevant contacts at the local public health unit, including for reporting and after hours support if needed.</li> <li>Students' parents/guardians or caregivers</li> </ul> </li> </ul>		
1.6	School administrator(s) and designated staff lead(s) are aware of:  • Ministry of Health's <u>COVID-19 Reference Document For Symptoms</u> <sup>4</sup> • Ministry of Health's <u>COVID-19 self assessment</u> <sup>5</sup> online tool  • Location of local <u>COVID-19 assessment centres</u> <sup>6</sup>		
1.7	School administrator(s) maintains an up-to-date list (including contact information) for each student 'cohort' and can quickly identify all cohorts to which an individual student belongs. This list should be made available within 24 hours to assist with timely public health follow-up as needed in the event of a confirmed COVID-19 case or outbreak.		
	For reference, these 'cohorts' may include:		

1	Preparedness	Yes	No
	<ul> <li>Regular/homeroom teacher(s)/classroom staff (and occasional teacher(s)/staff, when utilized)</li> <li>Other rotary teachers (e.g., French or other specialty subjects)</li> <li>Other school-based staff and/or visitors that provide additional in-school supports</li> <li>Students on the same bus route, the assigned driver, bus monitors and student aides (if applicable)</li> <li>Students attending before and after school programs</li> </ul>		
1.8	School administrator(s) have developed a communication plan in collaboration with the board of education and the local public health unit, including templates to facilitate rapid communication to students, parents/guardians, teachers, other school-based staff, and visitors in the event of a confirmed active COVID-19 case or outbreak (as determined by the local public health unit), and designated media spokesperson(s) as appropriate. Communication tools could include school or school board websites.		

## 2. Transportation

Note that responsibility for the items below (e.g., school administration vs. board of education vs. transportation operators) may vary. See <u>Section 4</u>: Screening and Management of Symptomatic Students or Staff for screening details.

2	Transportation	Yes	No
2.1	Active forms of travel (e.g., walking, biking) and/or private transportation by parents/caregivers are encouraged.		
2.2	If taking the school bus, students are assigned a seat and a copy of the seating plan is available to facilitate contact tracing in the event of a confirmed COVID-19 case or outbreak.		
2.3	Where feasible, siblings and/or members of the same cohort are on the same bus and are seated together if needed.		

2	Transportation	Yes	No
2.4	Alcohol-based hand rub with a concentration of 60%-90% should be available on school buses with signage demonstrating appropriate use (e.g., see <a href="How to Wash">How to Wash</a> <a href="Your Hands">Your Hands</a> ).		
2.5	Students in kindergarten to grade 3 are strongly encouraged to wear a mask (medical or non-medical) on student transportation, unless exempt. Some schools and boards of education require masking for these grades. Exemption documentation not required.		
2.6	Students in grades 4 to 12 wear a mask (medical or non-medical) when boarding, while on, and when exiting the bus unless exempt. Exemption documentation not required.		
2.7	School bus drivers, monitors, and aides are provided with medical masks and appropriate eye protection (e.g., goggles, face shields), particularly for use during student boarding and exiting when physical distancing may not be possible and if a physical barrier (i.e. Plexiglas) separating the driver from students is not in place.		
2.8	School bus drivers, monitors, and aides have received education and training on appropriate infection prevention and control measures, including hand hygiene, respiratory etiquette, proper use of PPE, physical distancing, environmental cleaning protocols and how to manage an individual who becomes ill on the bus.		
2.9	Where feasible, the seat directly behind the school bus driver remains vacant to promote physical distancing.		
2.10	Where feasible (i.e., when safe and weather permitting), windows remain open to increase ventilation.		
2.11	Frequently touched surfaces (e.g., doors, seat backs, hand rails etc.) are cleaned and disinfected at least twice daily; and additionally between routes, if feasible.		
2.12	Where feasible, staff are encouraged to use modes of active transportation or private vehicles. If ride sharing is needed to get to and from work, encourage mask wearing, limiting number of riders to allow distancing within vehicle, and opening windows.		
2.13	Where feasible, consider staggered bus drop-off times and/or staggered exit of students from school for bus loading.		

# 3. School structure/physical layout

## Entrances/exits and student drop-off/pick-up areas

3	Entrances/exits and student drop-off/pick-up areas	Yes	No
	Signage (in languages representative of the school's population and appropriate to the grade level(s) and needs of students) is posted to remind students, teachers, other school-based staff and visitors of the need to:		
3.1	<ul> <li>Self-screen for symptoms of COVID-19 before entering and to stay home if ill</li> <li>Perform hand hygiene and respiratory etiquette</li> <li>Wear a mask inside the school, as per provincial and local board of education requirements unless exempt (noting that requirements vary for kindergarten to grade 3). Exemption documentation not required.</li> </ul>		
3.2	Strategies are in place to promote physical distancing and cohorting, as well as student safety (e.g., with respect to road traffic) including:  Using all available entrances and exits Having separate entrances/exits dedicated for use of individual cohorts Staggering entry and exit times As above, staggering bus drop-off and pick-up times, if feasible		

Notes:

#### Entrance/exits

3	Entrances/exits	Yes	No
3.3	Alcohol-based hand rub with a concentration of 60%-90% is available with signage demonstrating appropriate use (e.g., see <a href="How to Wash Your Hands">How to Wash Your Hands</a> ).		
3.4	There is no provincial requirement to conduct a second symptom screening at the point of entry, however, local school or boards of education requirements may vary. See <a href="Section 4">Section 4</a> on Screening and Management of Symptomatic Students or Staff.  If active on-site symptom screening for COVID-19 is being implemented:		

3	Entrances/exits	Yes	No
	<ul> <li>Staff performing the screening should be separated from the student by a minimum of 2 metres or a physical barrier (e.g., Plexiglas).</li> <li>If consistent physical distancing or barriers are not possible, the staff screener should wear a medical mask and eye protection (e.g., face shield or goggles).</li> <li>A process should be in place to ensure those waiting in line are physically distanced from one another.</li> <li>A process is in place for how to manage a student, staff, or visitor who screens positive for symptoms (i.e., separated from others until next steps determined), in a supportive and non-stigmatizing way.</li> </ul>		
3.5	Signage is placed at all school entrances requiring all visitors to report to the main office. A daily log is maintained of all visitors that enter the school each day - at a minimum this log should include the visitor's name, contact information, date and time of visit, and who/where in the school they are visiting. Each day's visitor's log is kept for 30 days to facilitate contact tracing as needed.		

## Hallways

3	Hallways	Yes	No
3.6	Periods of student movement throughout the school (e.g., lunch, recess, washroom breaks) are staggered to facilitate physical distancing.		
3.7	Visual cues are used on the floors and/or walls (e.g., arrows taped on floor or walls) to promote a one-way flow of traffic.		
3.8	Alcohol-based hand rub with a concentration of 60%-90% is available at all entry points to classrooms and near any high-touch surfaces (e.g., water fountains/dispensers), with signage demonstrating appropriate use (e.g., see <a href="How to Wash Your Hands">How to Wash Your Hands</a> ).		
3.9	Water fountains/dispensers are only to be used for filling drink bottles and are not to be used to drink from; signage is posted to this effect.		

#### Washroom

3	Washrooms	Yes	No
3.10	Signage is posted informing students of the maximum occupancy and limit capacity at any one time to the extent that is practical/feasible to facilitate physical distancing. Strategies could include identifying designated washrooms and scheduling regular washroom breaks for each cohort and visual cues to assist with flow of movement.		
3.11	If possible and practical (e.g., privacy, safety), the main doors to washrooms are kept open to reduce touch points after hands have been washed.		
3.12	In washrooms with hand dryers, paper towels are available for turning off water faucets and no-touch garbage cans available for disposal. Signage is posted to demonstrate proper hand hygiene (e.g., see <a href="How to Wash Your Hands">How to Wash Your Hands</a> ).		

Notes:

#### Change rooms

3	Change rooms	Yes	No
3.13	Signage is posted informing students of the maximum occupancy to facilitate physical distancing		

## Self-isolation rooms/wellness rooms

3	Self-isolation rooms/wellness rooms	Yes	No
	At least one room/area has been identified to serve as the designated space to isolate students or staff/visitors who become ill (or have symptoms of COVID-19) during the school day, with:		
3.14	<ul> <li>Appropriate signage and monitoring to limit entry to enable physical distancing at all times (2 metres apart or more)</li> <li>Space and furniture configured to enable at least 2 metres distance between ill individuals at all times</li> <li>The space enables windows to remain open (if available) (see Section 11 on Ventilation)</li> <li>Medical masks for ill individuals and PPE for staff</li> <li>Alcohol-based hand rub and tissues and no-touch garbage cans</li> <li>A designated space for staff supervising ill individuals in this space (if needed), at least 2 metres away from ill individuals, and, where possible, separated by a physical barrier (e.g., Plexiglas)</li> <li>A plan for cleaning and disinfection (e.g., if possible, between use by ill individuals).</li> </ul>		
	Consider potential additional spaces that could be used to support self-isolation if multiple ill individuals present at the same time, as needed to enable at least 2 metres distance between individuals at all times.		

Notes:

## Outdoor space

3	Outdoor spaces	Yes	No
3.15	A plan is in place for use of school outdoor areas and/or nearby park space for learning and recess/breaks. Physical distancing should be maintained between cohorts, and, where possible/practical, within cohorts.		

# Screening and management of symptomatic students or staff

Note: Return to school for ill individuals and case, contact and COVID-19 outbreak management are out of scope for this checklist. For details, see <a href="Operational guidance: COVID-19 management">Operational guidance: COVID-19 management in schools</a> and <a href="COVID-19 guidance: School outbreak management">COVID-19 guidance: School outbreak management</a> .

#### At home

4	At home	Yes	No
4.1	School boards have provided students, parents, teachers, and other school-based staff and visitors with a symptom and exposure checklist or tool that aligns with Ministry of Health guidance.		
4.2	All students, teachers, school-based staff, and visitors self-screen daily for symptoms of COVID-19 and relevant COVID-19 exposures (e.g., to a known or probable COVID-19 case) before attending/entering school.		
	Students, teachers, school-based staff, and visitors who self-screen positive for symptoms or relevant COVID-19 exposures do not attend school and seek appropriate medical attention, including testing if indicated.		
4.3	Parents/caregivers, students and staff are aware of relevant Ministry of Health and local public health unit guidance (as available) for individuals who are in the same household (e.g., siblings) as a symptomatic individual, and to guide return to school for an individual who had symptoms (i.e., not a probable or confirmed case).		

#### At school

4	At school	Yes	No
4.4	If a student develops symptoms after arrival/during the school day, they are immediately isolated from other students in a designated area until arrangements can be made to send them home safely (see PHO's How to Self-Isolate fact sheet for details) and for medical attention as needed, including testing if indicated.		
4.4	The ill individual (or their parent/guardian) should complete the Ministry of Health's <u>COVID-19 self assessment</u> <sup>5</sup> online tool and/or seek health care provider advice on next steps (this may include consulting TeleHealth, their own health care provider, or seeking testing at one of the province's <u>COVID-19</u> <u>assessment centres</u> <sup>6</sup> ).		
	If a teacher, other school-based staff, or visitor develops symptoms after arrival/during the school day, they notify their supervisor(s) and immediately leave the school if possible. If the staff member cannot leave the school immediately, they are isolated in a designated area until arrangements can be made for safe transportation home (see PHO's How to Self-Isolate for details).		
4.5	Symptomatic individuals may be provided with information on the nearest <a href="COVID-19">COVID-19 assessment centre</a> <sup>6</sup> , and/or any other information the local public health unit has advised the school to provide to ill individuals.		
	The ill individual should complete the Ministry of Health's <u>COVID-19 self</u> <u>assessment</u> <sup>5</sup> online tool and/or seek health care provider advice on next steps (this may include consulting TeleHealth, their own health care provider, or seeking testing at one of the province's <u>COVID-19 assessment centres</u> <sup>6</sup> ).		

#### 5. Cohort-based Learning and Extracurricular Activities

There may be additional considerations for students who may participate regularly in learning outside of their cohort (e.g., students with an individualized learning plan). Before and after school programs may have additional provincial requirements. See Section 11 on Ventilation for considerations for indoor spaces (e.g., classrooms). Detailed guidance for specific subjects is not provided here.

5	Cohort-based Learning and Extracurricular Activities	Yes	No
5.1	All available strategies (including use of all available spaces in the school and outdoor learning spaces) are being used to enable physical distancing wherever feasible and limit the number of potentially exposed individuals in a cohort as much as possible. Multiple (i.e., layered) strategies are in place to minimize risk of spread during learning (e.g., classroom) and extracurricular activities.		
5.2	Alcohol-based hand rub (ABHR) with a concentration of 60%-90% is available in each classroom and/or other commonly shared spaces with signage demonstrating appropriate use (e.g., see <a href="How to Wash Your Hands">How to Wash Your Hands</a> ).		
5.3	In classrooms and/or other commonly shared spaces with sinks:  • Liquid soap and paper towels in dispensers are available for performing hand hygiene.		
5.4	In classrooms and/or other commonly shared spaces without sinks:  • Wet wipes (or similar) are available for removing visible soiling from hands prior to performing hand hygiene ABHR.		
5.5	No-touch garbage cans are available in each classroom and/or other commonly shared spaces.		
5.6	Where feasible, unnecessary furniture and equipment have been removed from classroom to increase available space for physical distancing.		
5.7	Desks and/or chairs are spaced as far apart as possible and face the same direction, if possible. If individual desks are not used/appropriate (e.g., tables for younger students), maximize space between groups and use alternate seats, if possible. Visual cues, such as markings on the floor or markings to indicate areas that should not be used (e.g., seats), are placed where needed to promote physical distancing.		
5.8	Items that are difficult to clean or cannot be adequately cleaned and disinfected (e.g., toys, stuffed animals, sand, water (if not single use / dedicated per student)) have been removed from classrooms and/or other commonly shared spaces. If items are used they should be quarantined for a minimum of 3 days.		

5	Cohort-based Learning and Extracurricular Activities	Yes	No
5.9	The use of shared objects and storage (e.g., art supplies, sports equipment, computers, lockers/cubbies, etc.) is limited where possible – but if shared, objects are kept within the same cohort where possible, cleaned and disinfected between each use and students are advised to perform hand hygiene before and after use.		
5.10	For subjects taught by a teacher other than the regular/homeroom teacher, the student cohort remains in the same classroom and the teacher(s) move from classroom to classroom, where feasible/practical (e.g., may not be possible if special facilities required).		
5.11	Students are reminded not to share any items (e.g., pens/pencils, art supplies, erasers etc.), including at lunch and nutrition breaks.		
5.12	Music classes have been adapted to support current public health recommendations (e.g., no singing or live performances, no use of wind instruments, use of larger spaces where feasible).		
5.13	Health and physical education classes are held outdoors when feasible and adapted to support current public health recommendations.		
5.14	Health and physical education classes can be held in the gymnasium only if physical distancing can be maintained and shared use of equipment is limited with cleaning and disinfecting after use by each cohort.		
5.15	Field trips and/or activities requiring group transportation are not planned (excludes use of walkable local parks, subject to local school or board of education requirements).		
5.16	Clubs and/or organized sports are only offered in accordance with current provincial and local public health recommendations, as well as local board of education decisions. If offered, physical distancing can be maintained and use of shared equipment and/or spaces is limited. Such equipment and/or spaces are cleaned and disinfected after each use.		
5.17	In-person large gatherings such as assemblies, concerts, dances or large in-person staff meetings are not planned and instead are offered virtually.		

# 6. Lunch/nutrition breaks and food services

6	Lunch/Nutrition Breaks and Food Services	Yes	No
6.1	Designated areas are assigned for eating food (e.g. classrooms, staff rooms).		
6.2	Lunch and nutrition breaks are staggered to allow students and staff to perform hand hygiene and reduce crowding in hallways and washrooms.		
6.3	Clear instructions are provided to students and staff on how to safely take off, store, and put on masks at lunch or other nutrition breaks, and hand hygiene is performed before and after touching their mask and eating		
6.4	Weather permitting and where feasible, lunch and nutrition breaks can be taken outside, provided physical distancing is maintained.		
6.5	Students and staff supply their own food for lunch and nutrition breaks that are labelled and not shared.		
6.6	Each student has their own drink bottle that is labelled and not shared.		
6.7	Single use, disposable cups and utensils are available for students and staff who do not have (or forgot) a drink bottle and/or utensils.		
6.8	Students are not permitted to use microwaves, or other multi-use appliances and/or utensils.		
6.9	No non-instructional activities are planned that involve students in the preparation or serving of food.		
6.10	Food provided by third-party food service providers (such as cafeterias, student nutrition programs, lunch programs, etc.) is, where feasible, offered in individual / grab and go options. School nutrition programs can work with local public health units to ensure they are delivered safely; it may be possible to offer some self-serve options safely if hand sanitizer is available and used immediately before.		

# 7. Teachers, school-based staff, and visitors

## In staff break rooms and/or other commonly shared spaces

7	In staff break rooms and/or other commonly shared spaces	Yes	No
7.1	Capacity limits have been determined and signage advising of capacity limits are posted.		
7.2	Nutrition breaks and lunch times are staggered to facilitate physical distancing in staff break rooms and/or other commonly shared spaces. Limit the number of staff permitted entry at one time as needed to enable physical distancing.		
7.3	Furniture is spaced apart to maintain physical distancing of 2 metres.		
7.4	Visual cues are present to indicate where staff should sit to maintain physical distancing and signage is posted reinforcing physical distancing.		
7.5	Alcohol-based hand rub (ABHR) with a concentration of 60%-90% is available.		
7.6	Signage is posted reinforcing proper hand hygiene (see <u>How to Wash Your</u> <u>Hands</u> <sup>7</sup> ).		
7.7	A dedicated sink, with liquid soap and paper towels in dispensers is available for performing hand hygiene.		
7.8	Wet wipes (or similar) are available for removing visible soiling from hands prior to performing hand hygiene with ABHR.		
7.9	No touch garbage cans are available.		
7.10	Staff are reminded to adhere to school policy re: masking in shared indoor spaces, unless eating or drinking.		

## In-person staff meetings or other large gatherings

7	In-person staff meetings or other large gatherings	Yes	No
7.11	In-person staff meetings or other large gatherings are not planned and instead are scheduled virtually, or outdoors (if consistent physical distancing of at least 2 metres can be maintained at all times). There may be exceptions where a small, in-person staff meeting can be held in an indoor, well-ventilated space if physical distancing of at least 2 metres and masking can be maintained at all times.		
7.12	A policy is in place to define which visitors will be permitted to enter the school, where within the school they are permitted to be (e.g., staff break rooms) and for what purpose(s).		

Notes:

# 8. Hand hygiene and respiratory etiquette

8	Hand hygiene and respiratory etiquette	Yes	No
	Students, teachers, staff, and visitors have received education and training on when and how to perform hand hygiene.		
8.1	Resources:		
	<ul> <li>How to Wash Your Hands7</li> </ul>		
	How to Hand Wash9		
	How to Hand Rub <sup>10</sup>		
8.2	Students, teachers, staff, and visitors have received education and training on respiratory etiquette (i.e, cover your cough, sneeze with a tissue).		

8	Hand hygiene and respiratory etiquette	Yes	No
8.3	<ul> <li>Alcohol-based hand rub (ABHR) with a concentration of 60%-90% is available:         <ul> <li>At all school entrances/exits</li> <li>In each classroom</li> <li>In other commonly shared spaces (e.g., gym, library, etc.)</li> <li>Near high-touch surfaces (e.g., water fountains/dispensers, outside of washrooms)</li> <li>In staff break rooms and other spaces commonly shared by staff</li> <li>In the space designated for isolating symptomatic students, teacher, staff, or visitors</li> </ul> </li> <li>Resources: Hard-surface disinfectants and hand sanitizers (COVID-19): List of hand sanitizers authorized by Health Canada<sup>11</sup></li> </ul>		
8.4	Signage is posted throughout the school reinforcing the importance of hand hygiene and respiratory etiquette.		
8.5	A process is in place to monitor available supplies for hand hygiene (i.e., alcohol-based hand rub, liquid soap, paper towels) and are re-ordered and replaced when necessary.		

# 9. Masking and eye protection

9	Masking and eye protection	Yes	No
9.1	Students, teachers, and other school-based staff have received education and training on how to properly wear masks, how to safely put them on and take them off (including hand hygiene), and how to clean in between uses (if applicable). Education and training should clearly distinguish between masking for source control versus use of masking and other personal protective equipment to protect the wearer.  Resources:		
	<ul> <li>Infection Prevention and Control: Tips for Children Attending School<sup>12</sup></li> <li>Putting on Mask and Eye Protection<sup>13</sup></li> </ul>		

9	Masking and eye protection	Yes	No
9.2	Students in kindergarten to grade 3 are strongly encouraged to wear a mask (medical or non-medical) in indoor spaces and on school buses, unless exempt. Some schools and boards of education require masking for these grades. Exemption documentation not required.		
9.3	Students in grades 4 to 12 are required to wear a mask (medical or non-medical) in indoor spaces and on school buses, unless exempt. Exemption documentation not required.		
9.4	A supply of appropriately sized non-medical masks are available in each classroom for students who forget or lose their mask, who do not have masks, or if their mask becomes soiled or wet during the school day. Equity of access for all students required and encouraged to wear masks at school should be ensured.		
9.5	Students and parents/guardians are instructed on how students are to safely store their mask when it is not being worn (i.e., when outdoors or eating).  Resources:  • Infection Prevention and Control Tips for Children Attending School 12		
9.6	A plan is in place for how and where students will store their masks when not in use (e.g., a labelled bag that can be safely stored by the student or a staff member during mask breaks).		
9.7	Teachers, other school-based staff, and visitors are required to wear a medical mask, for source control at all times when indoors (except when eating or if alone in a private space) and when outdoors if physical distancing cannot be consistently maintained, unless exempt, in accordance with provincial and board of education requirements. Exemption documentation not required.		
9.8	Teachers and other school-based staff are strongly recommended to wear eye protection (e.g., face shield, goggles), in addition to a medical mask, in situations where physical distancing of at least 2 metres cannot be adequately and consistently maintained.		
9.9	Teachers and other school-based staff who have been designated to act as a lead for COVID-19 related activities in the school, which may include caring for an ill student or staff member, have received education and training on the selection and use of appropriate personal protective equipment. <sup>14</sup>		
9.10	Teachers and other school-based staff have been supplied with medical masks and eye protection (e.g., face shield).		

9	Masking and eye protection	Yes	No
9.11	Signage is posted at all school entrances/exits and in classrooms reminding students (as required), teachers, staff, and visitors of the need to wear a mask while inside the school building unless exempt. Exemption documentation not required.		
9.12	Non-stigmatizing policies are in place for how to manage students, teachers, and other school-based staff who are required to, but decline to wear a mask (ensuring access to masks is not a barrier) and are not medically or otherwise exempt.		
9.13	A policy is in place on safe mask breaks (e.g., when eating, outdoors).		

# 10. Environmental cleaning and disinfection

10	Environmental cleaning and disinfection	Yes	No
10.1	Policies and procedures have been developed outlining the timing and frequency (i.e., at least twice daily and more frequently if needed) for cleaning and disinfecting washrooms, eating areas, and other high-touch surfaces, as well as shared objects between uses.		
10.2	Environmental cleaning and disinfecting is performed by individuals with appropriate training, using a health care grade cleaner/disinfectant with a drug identification number (DIN) issued by Health Canada.  Resource: <ul> <li>Hard-surface disinfectants and hand sanitizers (COVID-19): List of disinfectants with evidence for use against COVID-19<sup>11</sup></li> </ul>		
10.3	Cleaning and disinfecting products are used as directed by the manufacturer, particularly with respect to contact time (i.e., the appropriate length of time product must remain on the surface).		

10	Environmental cleaning and disinfection	Yes	No
10.4	Environmental services staff have received education and training on the proper selection and use of different cleaning and disinfecting products (e.g., products to be used on different surfaces, correct dilutions, and contact time).		
10.5	A process is in place to monitor available supplies for cleaning and disinfecting and are re-ordered when necessary.		
10.6	Policies and procedures have been developed in the event that additional environmental services staffing is needed (i.e., to provide surge capacity if a confirmed case or outbreak of COVID-19 is identified in the school).		
10.7	Clear guidelines exist outlining what environmental services will clean different areas of the school (e.g., classrooms vs. common areas) and who is responsible for any additional cleaning (e.g., cleaning desks after lunch/nutrition breaks, before and after school programs), with appropriate procedures to ensure student safety.		

## 11. Ventilation

11	Ventilation	Yes	No
11.1	The heating, ventilation and air conditioning (HVAC) system is regularly maintained (e.g., by the HVAC contractor).		
11.2	Weather permitting, windows and doors are kept open if this can be done safely (ventilation with outdoor air is preferred).		
11.3	Where possible, air from portable fans or air conditioners is not blowing at typical breathing height (i.e., at head level); e.g., airflow directed upwards.		
11.4	Portable fans and air conditioners are regularly cleaned and maintained according to the manufacturer's directions.		

11	Ventilation	Yes	No
11.5	Evidence on the effectiveness of portable high efficiency particulate air (HEPA) filtration units for reducing COVID-19 transmission risk is currently not available. If they are used (e.g., to provide filtration in a windowless classroom), the exhaust air is not blowing exhaled air from person to person.		
11.6	If portable HEPA filtration units are used, a schedule has been established for changing the filters and any other required maintenance as per manufacturer's directions.		

## Additional notes:

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