**Back To School Checklist**

For each of the areas of school listed there will be accompanying set of written administration protocols and management procedures. The checklist below is not exhaustive but is to be used as an aide memoir to support the “standard operating procedures” adopted by you school to manage the risks presented.

**School Campus Entrance/Exit**

* Are your COVID 19 policy statements clearly displayed?
* Is an effective queuing or barrier system in place?
* Are social distancing markers in place?
* Has a touch free access route been arranged?
* Are Gate Handles/push plates included in the cleaning?
* Are procedures in place for the handover of children into the schools care and return to parents?

**Reception Area**

* Is your COVID 19 policy signage clearly displayed?
* Is a Touch free sanitisation unit in place?
* Do you have a protocol for anyone presenting symptoms?
* If applicable, are PPE dispensers available?
* Do you have a touch free sign in facility?
* Are Sneeze screen protectors installed for the receptionists?
* Are social distancing markers or barrier systems in place?

**Corridors**

* Are your COVID 19 action/alert posters clearly displayed?
* Are stairwell segregation barriers in place?
* Are social distancing markers and segregation barriers in place?
* Is a pupil flow management system in place?
* Are touch free hand sanitisation units available?

**Classrooms (+outdoor learning environments)**

* Are your COVID 19 action/alert posters clearly displayed?
* Are classroom layouts in line with social distancing?
* Have you got stocks of classroom sanitiser spray?
* Are handwash stations in place outside classrooms?

Particularly important in primary settings.

* Are touch free water bottle fillers available?
* Do you have video conferencing set up for remote students?
* Have you completed a prestart deep clean?
* Do you have ongoing sanitisation arrangements in place – during occupied hours (clean as you go) & after the school day?
* Have you planned the management of shared equipment cleaning?
* Are arrangements in place at playtime/breaktimes?

**Dining Halls**

* Are your COVID 19 action/alert posters clearly displayed?
* Do you have a social distancing layout in place?
* Are queuing and barrier systems in place?
* Are relevant floor markings and signage in place?
* Are touch free handwash stations installed at key points around the hall?
* Do you have good stocks of sanitiser sprays and equipment?
* Is a shared equipment management system in place?

**Washrooms**

* Are your COVID 19 action/alert posters clearly displayed?
* Has an initial deep clean been completed?
* Is a deep clean regular sanitisation process in place?
* Do you have touch free washing facilities available?
* Are towel dispensers available?

**Staffrooms**

* Are your COVID 19 action/alert posters clearly displayed?
* Has an initial deep clean been completed?
* Is a deep clean regular sanitisation process in place?
* Is a touch free hand sanitiser system in place?
* Has a social distancing layout been implemented?
* Is a shared equipment management plan in place?

**Catering and Food Preparation Spaces**

* Are your COVID 19 action/alert posters clearly displayed?
* Has the kitchen prep area had a full sanitisation deep clean including ventilation system?
* Is an ongoing deep clean process in place?
* Are your COVID 19 polices displayed clearly?
* Are relevant stocks of PPE available within the catering department?
* Are social distancing measures in place with clear signage and floor markings?

**Medical/Intimate Care Facilities:**

* Are your COVID 19 action/alert posters clearly displayed?
* Has an initial deep clean been completed?
* Is a deep clean regular sanitisation process in place?
* Is appropriate PPE in place?
* Is a protocol in place for waste management?
* Do you have touch free washing facilities available?
* Are towel dispensers available?