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| **COVID-19 SLT Daily Management Checklist** |

**This checklist is to be used in conjunction with the most up-to-date government guidance during the coronavirus (COVID-19) pandemic. It should be completed daily prior to the working day starting and should be fully communicated to all staff members.**

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| **DAILY SLT CHECKLIST** |

It is the responsibility of the Senior Leadership Team (SLT) to ensure that the school is safe to open and that controls are put in place.

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| **SLT name:** |  | **Date:** |  |

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| **Item** | **Yes/No** | **Comments** | **Reported to** |
| Has the latest government guidance been checked and followed? |  |  |  |
| Have any members of staff reported any symptoms of COVID-19? |  |  |  |
| Is there adequate hand soap, hand sanitiser, paper towels and running water in place? |  |  |  |
| Are any contractors due to visit today? |  |  |  |
| Has the Daily Cleaning Checklist been completed and are sufficient cleaning materials available? |  |  |  |
| Is there any other information to consider? |  |  |  |

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| After carrying out the above checks, please sign below.I have carried out the above checks and found the school to be following the current government guidelines in line with COVID-19. |
| **SLT signature:** |  | **Date:** |  |