Schools Reopening Checklist

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| **No.** | **Action** | **Notes** | **Who?** | **Complete?** |
| 1. | Establish working group | Determine who is best to be part of this group and include representatives from all stakeholders (catering, teaching, cleaning staff, etc.). |  |  |
| 2. | Keeping up to date with changing guidance | Consider how to maintain up-to-date knowledge – will this be a designated person who disseminates information to everyone else? |  |  |
| 3. | COVID-19 Risk Assessment | Suitable and sufficient and adapted to your environment. |  |  |
| 4. | COVID-19 Policy | Suitable and sufficient and adapted to your environment. |  |  |
| 5. | Communications Strategy | Who, when, how? |  |  |
| 6. | Display posters | COVID-19 guidance for educational settings (main reception), handwashing guidance, e-Bug resources. |  |  |
| 7. | Cleaning | Is a deep clean required prior to extension of occupation? Is there an element of reassurance for stake holders? |  |  |
| 8. | Check PPMs are up to date. | Statutory inspections, in-house checks, etc. |  |  |
| 9. | COVID-19 Return to Work Questionnaire | Identify high-risk groups and make appropriate adjustments where reasonably practicable. |  |  |
| 10. | Parent drop-offs/collections | Staffing requirements, traffic flow, etc. |  |  |
| 11. | Emergency Action Plan (EAP) | Procedure to deal with a sick person onsite. |  |  |
| 12. | Social distancing | Cohorts, bubbles, staggered timings, one-way systems, etc. |  |  |
| 13. | Staff/space audit | Audits conducted and COVID-19 arrangements in place. |  |  |
| 14. | Remote meetings | Governors meetings, virtual school tours, etc. |  |  |
| 15. | Outdoor safe spaces | Markings, usage rota, what play equipment, etc. |  |  |
| 16. | Arrangements made for deliveries, etc. | How, who, timings, frequency, etc. |  |  |
| 17. | Contractors and visitors | Reduce as far as possible – procedures developed. |  |  |
| 18. | Tissues, hand sanitisers, wipes, paper towels, PPE, etc. | Ensure sufficient stock and pipeline. Where will they be positioned around the school? |  |  |
| 19. | Liaison with emergency contractors | Agree attendance, response times or source alternatives. |  |  |
| 20. | Infection control | Procedures in place, adequate supplies and pipeline of cleaning materials, etc. |  |  |
| 21. | Waste disposal | Segregation of potential COVID-19 waste. |  |  |
| 22. | Transport | Use of school minibus, liaison with transport providers, etc. |  |  |
| 23. | Policies, procedures and risk assessments | General documents reviewed and up to date? |  |  |