**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School/Site:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Employee Group | JHSC participant(s) |
| **PGPVPA/EXEMPT** |  |
| **PGDTA** |  |
| **CUPE** |  |

|  |  |  |
| --- | --- | --- |
| **CONSIDERATION** | **ACTION NEEDED** | **ACTION COMPLETE** |
| **Main Entrance - Access to Building** |  |  |
| - required posters on doors |  |  |
| - Check In/Out Procedures at Office-Doors will be locked in schools\* Anyone that doesn’t belong to your site must check in/out. |  |  |
| - hand sanitization available |  |  |
| **Staff / Student Entrances** |  |  |
| - required posters on doors |  |  |
| **Site Specific Procedures:****-**consider high volume areas and traffic congestion |  |  |
| **Staff Room**  - max occupancy posted- spacing of seating  |  |  |
| **Photocopier/Supply Room**- max occupancy posted |  |  |
| **Other non-teaching spaces** - max occupancy posted |  |  |
| **Site Specific Procedures / Comments:** |  |  |
| **Office** **-** max occupancy posted |  |  |
| **Office** - access procedures posted |  |  |
| **Office/ Secretary** - administrative controls - safe distances and plans for clerical staff |  |  |
| **Staff Mailbox Access** - paper / email options |  |  |
| **Site Specific Procedures / Comments:** |  |  |
| **Staff sign check in/out** -procedure established, documented daily to include date & times and quickly accessible |  |  |
| **Site Specific Procedures / Comments:** |  |  |
| **Classrooms** |  |  |
| - sink for handwashing |  |  |
| - adequate soap/paper towel |  |  |
| - if not sink, alternative site |  |  |
| - layout to minimize contact / physical distancing (age appropriate) |  |  |
| - restricted use of items that are not easily disinfected(e.g. fabric, soft items) |  |  |
| -Disinfectant supplied as needed (stored safely out of reach of children) |  |  |
| - hand washing poster |  |  |
| - respiratory etiquette poster |  |  |
| **Site Specific Procedures / Comments:** |  |  |
| **Washroom Use**  |  |  |
| - follow normal washroom procedures ( Staff / Student )  |  |  |
| - hand washing poster |  |  |
| - adequate supply of paper towel |  |  |
| - adequate supply of soap |  |  |
| - hand dryers disabled (secure garbage bag over them) |  |  |
| **Site Specific Procedures / Comments:** |  |  |
| **Isolation (Sick) Room** |  |  |
| - location designated |  |  |
| - Develop emergency response plan for isolation room ( monitoring sick person, coverage for classroom, call parents for pick up immediately) |  |  |
| - staff informed of ERP |  |  |
| - capacity posted  |  |  |
| - sign to be posted when occupied (attached sign) |  |  |
| **Site Specific Procedures / Comments:** |  |  |
| **First Aid** |  |  |
| - First aid station-clean and adequate supplies |  |  |
| - COVID-19 First Aid procedures/kit in room |  |  |
| - First Aid Attendant on site(primary or secondary) |  |  |
| - First Aid Attendants have reviewed COVID19 FA Protocols | -will be sent to First Aid Attendants directly | -Nadine |
| **Site Specific Procedures / Comments:** |  |  |
| **Student Attendance** |  |  |
| - staggered drop off/pick up procedures established |  |  |
| - access points/entrances established |  |  |
| - procedures for bringing items into and out of school |  |  |
| **Site Specific Procedures / Comments:** |  |  |
| **Library use** - consideration of necessary measures |  |  |
| **Site Specific Procedures:** |  |  |
| **Gym use**- ability to disinfect shared/multi use items procedure in place |  |  |
| **Site Specific Procedures:** |  |  |
| **All other Multipurpose Spaces**- ability to disinfect shared/multi use items, procedure in place |  |  |
| **Site Specific Procedures:** |  |  |
| **Additional site specific classrooms/spaces to consider:** |  |  |
| **Room/Space:** |  |  |
| **Room/Space:** |  |  |
| **Room/Space:** |  |  |
| **Cleaning / Disinfecting Supplies** |  |  |
| **SOAPOPULAR Disinfectant** available for all classrooms and areas that require frequent disinfecting |  |  |
| **Disinfecting Procedures**for shared / multi used items |  |  |
| **Equipment Disinfectant** available for Office/Supply rooms and Computer Labs |  |  |
| **Hand Sanitizer** provided where necessary |  |  |
| **Identified supply needs:**  |  |  |
| **Hallways** |  |  |
| -Unobstructed hallways to ensure proper evacuation |  |  |
| -Water fountains disabled (secure garbage bag over them) |  |  |
| -Touchless bottle fill stations remain operational |  |  |
| -Ensure water source for students that do not have water bottles |  |  |
| **Site Specific Procedures:** |  |  |
| Ensure all **non-essential or community use** of site is prohibited - staff informed |  |  |
| **Playground Equipment - remain closed right now - procedures to be established upon opening** |  |  |
| **Site Specific Procedures:** |  |  |