

## COVID-19 Public Health School Safety Plan Checklist \*

---

This checklist is intended to support the safe reopening of schools and improve their overall preparedness and management of COVID-19. It includes considerations for the development of policies and procedures, adherence to infection prevention and control practices, and appropriate response planning to ensure the health and safety of school staff, students, parents/guardians and essential visitors.

This supplementary checklist resource is to be used in conjunction with Ministry of Education, Ministry of Health and Public Health directives, guidelines, and recommendations. For additional information, please refer to the reopening and operating guides for the 2021-2022 school year specific to your school board found at [Lambton Public Health's](https://www.lambtonpublichealth.ca/) website.

Please note that this checklist resource was designed to support the conventional full day school day reopening model. All items in this resource should be considered and discussed, but may not always be appropriate or applicable for your setting or school.



**Lambton  
Public Health**

160 Exmouth Street,  
Point Edward, ON N7T 7Z6  
519-383-8331  
1-800-667-1839

Follow us:



[LambtonPublicHealth.ca](https://www.lambtonpublichealth.ca)

## A. SCHOOL/SCHOOL BOARD RECOMMENDATIONS

1.0	GENERAL MEASURES/POLICIES	<input checked="" type="checkbox"/>	NOTES
1.1	<p>COVID-19 related policies/procedures/protocols are developed and include:</p> <ul style="list-style-type: none"> <li>• Screening/Exclusion</li> <li>• Daily attendance records</li> <li>• Drop-off and pick-up</li> <li>• Visitor restrictions, and sign in</li> <li>• Cohorting and staffing</li> <li>• Physical distancing</li> <li>• Enhanced cleaning and disinfection</li> <li>• Use of PPE</li> <li>• Hand Hygiene</li> <li>• Protocol is in place if a student, parent/guardian, visitor or staff experiences symptoms and/or is exposed to COVID-19 (e.g., a COVID-19 Response Plan)</li> <li>• Virtual meetings in place of in-person meetings encouraged</li> <li>• Cohorting children of before and after school care programming</li> </ul> <p>Staff are trained and have access to all policies and procedures</p>	<input type="checkbox"/>	
2.0	COMMUNICATION/SIGNAGE	<input checked="" type="checkbox"/>	NOTES
2.1	Signs are posted at entrances to the school to remind students, staff, parents/guardians and essential visitors about COVID-19 protocols (e.g., screening information, Do Not Enter signage, hand hygiene, physical distancing).	<input type="checkbox"/>	
2.2	Parents/Guardians are given " <a href="#">So your child is sick</a> " resource in event child is sent home from school and the direction is followed	<input type="checkbox"/>	
3.0	SCREENING/ ENTRANCE	<input checked="" type="checkbox"/>	NOTES
3.1	Staff, students, and visitors must self-screen every day before attending school using online survey or PDF print out version. Please see, <a href="#">COVID-19 Ontario School Screening</a> .	<input type="checkbox"/>	



3.2	Hand hygiene stations with alcohol-based hand rub (ABHR minimum 60%) are available at all school entrances along with sign in records, procedures for essential visitors	<input type="checkbox"/>	
<b>4.0</b>	<b>DROP-OFF AND PICK-UP</b>	<input checked="" type="checkbox"/>	<b>NOTES</b>
4.1	Identify locations and times for student drop-off/pick-up, how are cohorts maintained outside prior to entry to the school? Strategies for encouraging physical distancing for students/cohorts both outside and inside the school.	<input type="checkbox"/>	
<b>5.0</b>	<b>COHORTING AND STAFFING</b>	<input checked="" type="checkbox"/>	<b>NOTES</b>
5.1	Clearly define cohorts of students and staff who are associated with each cohort. Records should be kept of which cohorts may be mixing and when i.e. assemblies, field trip, shared spaces indoors etc.	<input type="checkbox"/>	
5.2	Ensure a plan to encourage physical distancing and prevent the mixing of cohorts in washrooms/changerooms. Occupancy limits for washroom should be determined and posted on door.	<input type="checkbox"/>	
5.3	Daily attendance records should be kept within each cohort.	<input type="checkbox"/>	
5.4	Attendance records should be kept regarding bus rosters, any extracurricular programs, before and after school programs etc,		
5.5	Students do not need to stay within their cohort during recess and breaks outdoors, but distancing should be encouraged between cohorts as much as possible.		
<b>6.0</b>	<b>PHYSICAL DISTANCING</b>	<input checked="" type="checkbox"/>	<b>NOTES</b>
6.1	Develop strategies to monitor/enforce physical distancing between cohorts in both indoor and outdoor learning and play spaces.	<input type="checkbox"/>	
6.2	Develop a plan for instances when physical distancing cannot be maintained. <ul style="list-style-type: none"> <li>• Face coverings</li> <li>• Physical barriers i.e. plexi-glass in high traffic areas like reception</li> </ul>	<input type="checkbox"/>	



6.3	<p>Physical distancing strategies are incorporated in the school:</p> <ul style="list-style-type: none"> <li>• Increase the physical distance of chairs and tables/desks in all rooms (including cafeteria, library, staff areas)</li> <li>• Have all desks facing forward in the classroom</li> <li>• Remove all unnecessary furniture out of classrooms.</li> <li>• Create designated routes for students/staff to get to and from classrooms</li> <li>• Use markings on floors and walls to promote physical distancing, including for lines/queues (e.g., tape on floors, signs on walls)</li> <li>• Move activities outside to allow for more space</li> <li>• Stagger periods of student movement around the school and discourage student congregating in hallways</li> <li>• If possible, stagger student/staff lunch/break times, recess times and use of communal spaces (e.g., library, gym, cafeteria, staff room).</li> </ul> <p>Resource:</p> <ul style="list-style-type: none"> <li>• <a href="#">Physical Distancing Poster</a></li> </ul>	<input type="checkbox"/>	
6.4	Set and post capacity limits for all communal rooms and spaces (i.e. staff rooms, shared office spaces, elevators, etc.)	<input type="checkbox"/>	
6.5	<p>Assemblies are currently permitted at the provincial level. Lambton Public Health strongly recommends postponing all assemblies and large gatherings at this time.</p> <p>*Please contact Lambton Public Health if your school would like to host an assembly, to discuss protective strategies.</p>	<input type="checkbox"/>	

7.0	SHARED ITEMS AND PROGRAMMING	<input checked="" type="checkbox"/>	NOTES
7.1	Any personal items (e.g., backpack, clothing, water bottles, food, etc.) should be labeled and kept in an area designated for the student (e.g., cubbies, lockers) and should not be handled by other students.	<input type="checkbox"/>	



7.2	<p>Shared materials such as computers, imaginative play toys, books, art supplies are permitted with appropriate hand hygiene and respiratory etiquette</p> <ul style="list-style-type: none"> <li>Avoid soft materials such as plush toys that are difficult to disinfect</li> </ul>	<input type="checkbox"/>	
7.3	<p>For all structured and unstructured play (including: recess, playground use, PE classes, extracurricular sports/activities):</p> <ul style="list-style-type: none"> <li>Shared materials outdoors are permitted with appropriate hand hygiene and respiratory etiquette</li> <li>Cohorts can mix during recess, but physical distancing should be encouraged</li> <li>Activities should take place outdoors where possible</li> </ul>	<input type="checkbox"/>	
7.4	<p>Music programs are permitted in areas with adequate ventilation. Singing and use of wind instruments will be permitted.</p> <ul style="list-style-type: none"> <li>Wind instruments are permitted indoors within cohorts if a minimum of <b>2 metres</b> can be maintained. More distance should be considered for larger wind instruments</li> <li>Wind instruments is permitted outdoors in mixed cohorts with distancing encouraged.</li> <li>Singing is permitted indoors. Masks are encouraged but not mandated if <b>2 metre</b> distance can be maintained.</li> </ul> <p>Wind instruments and singing are higher risk activities. Lambton Public Health strongly advises physical distancing of at least 2 metres, outdoor classes, and mask use when able. If school case transmission is high, cessation of wind instruments and singing inside should be considered.</p>	<input type="checkbox"/>	

8.0	<b>EATING AND DRINKING</b>	<input checked="" type="checkbox"/>	<b>NOTES</b>
8.1	<p>All staff and students perform proper hand hygiene before and after eating.</p> <p>Consider staggering student/staff lunch times to accommodate for hand washing or ABHR use at communal stations (e.g., washrooms) and in shared spaces (e.g., cafeterias).</p>	<input type="checkbox"/>	



8.2	Where possible, students eat in their classroom with their cohort. <ul style="list-style-type: none"> <li>Teachers and staff who are in the classroom supervising students eating should have their eye protection and mask on while students are unmasked.</li> </ul>	<input type="checkbox"/>	
8.3	Communal eating: <ul style="list-style-type: none"> <li>Students may eat together outdoors without distancing</li> <li>Students may eat together indoors with a minimum distance of 2 metres maintained between cohorts, and as much distance as possible within a cohort.</li> <li>Capacity limits for cafeterinas should be determined to enable physical distancing</li> <li>Secondary students are permitted to eat off campus</li> <li>Use of shared microwaves is permitted</li> </ul>	<input type="checkbox"/>	
8.4	Students/staff fill water bottle rather than drinking directly from water fountains.	<input type="checkbox"/>	
8.5	Ensure "No sharing food or drinks" policies and procedures are reinforced.	<input type="checkbox"/>	
8.6	Do not plan activities that involve students in preparing or serving food.	<input type="checkbox"/>	
8.7	Third-party food services/nutrition programs can continue to operate. All surfaces, bins and containers for food must be disinfected prior to and after use. "Grab and Go" format is preferred.	<input type="checkbox"/>	
9.0	<b>HAND HYGIENE AND RESPIRATORY ETIQUETTE</b>	<input checked="" type="checkbox"/>	<b>NOTES</b>
9.1	Hand hygiene products are available in all rooms and at school entrances (i.e., hand wash sink or ABHR).  All staff, students and essential visitors conduct proper hand hygiene upon entering the school.	<input type="checkbox"/>	



10.0	ENHANCED CLEANING AND DISINFECTION	<input checked="" type="checkbox"/>	NOTES
10.1	Staff are trained on enhanced cleaning and disinfecting procedures. High touch surfaces should be completed 2x daily and as needed. Example of high touch surfaces include washrooms (toilet fixtures, faucets), eating areas (tables, sinks, microwave buttons), doorknobs, light switches, etc.	<input type="checkbox"/>	
10.2	Only use cleaners and disinfectants with a Drug Identification Number (DIN) or Natural Product Number (NPN). All bottles are labeled with contents and directions for use (contact time etc)	<input type="checkbox"/>	
10.3	<p>Schools should have a cleaning plan developed for cleaning and disinfecting including frequency of cleaning and disinfection, choice of cleaning products, and cleaning and disinfection practices.</p> <ul style="list-style-type: none"> <li>Shared material and spaces do <b>not</b> have to be fully cleaned and disinfected between cohorts this year. Materials that cannot be cleaned (i.e. books, computers) do not have to be quarantined. Increased attention should be on hand hygiene and respiratory etiquette.</li> </ul>	<input type="checkbox"/>	
11.0	PERSONAL PROTECTIVE EQUIPMENT (PPE)	<input checked="" type="checkbox"/>	NOTES
11.1	School/school board has secured and sustained an adequate supply of PPE available for use (e.g., gloves, surgical/procedural masks, gowns, eye protection).	<input type="checkbox"/>	
11.2	Staff and essential visitors must wear a face covering, though physical distancing should still be practiced. Eye protection must be made available for use by staff if requested or there is a risk of splashing. Eye protection should be worn by staff and visitors if they will be within 2 meters of an unmasked student.	<input type="checkbox"/>	
11.3	Students in grade 1 to grade 12 are required to wear a face covering while inside school property and on school transportation. Kindergarten students can be encouraged to wear a face covering.	<input type="checkbox"/>	
12.0	AIR CIRCULATION	<input checked="" type="checkbox"/>	NOTES



12.1	<ul style="list-style-type: none"> <li>Use of other air current generating devices is discouraged (fans, portable a/c units, etc.). Consider opening windows to promote natural air circulation.</li> </ul>	<input type="checkbox"/>	
<b>13.0</b>	<b>MANAGEMENT OF SYMPTOMATIC PERSONS</b>	<input checked="" type="checkbox"/>	<b>NOTES</b>
13.1	Staff to monitor self and students for symptoms during operating hours.	<input type="checkbox"/>	
13.2	Board follows the 3 pathways for return to school. Symptomatic individuals should be tested for COVID-19 and remain excluded from school pending test results. If student refuses, do not return to school for 10 days, or consult with HCP for alternative diagnosis.	<input type="checkbox"/>	
13.3	<p>Symptomatic student is immediately separated from others and is supervised in a designated room/space and parent/guardian is contacted for immediate pick up.</p> <p>Symptomatic staff and essential visitors must go home immediately.</p>	<input type="checkbox"/>	
13.4	Isolation room is large enough to accommodate more than 2 students 2m apart , or alternate isolation space is identified.	<input type="checkbox"/>	
13.5	<p>School must report any known, or lab confirmed cases of COVID-19 to Lambton Public Health. (Not every failed screening or child/staff sent home)</p> <p>Resources:</p> <ul style="list-style-type: none"> <li>Lambton Public Health <b>519-383-8331</b></li> </ul>		





14	BUSSING TRANSPORTATION	<input checked="" type="checkbox"/>	NOTES
14.1	Establish designated drop-off/pick-up times and locations for bus transportation that support physical distancing and limit congregation of students.	<input type="checkbox"/>	
14.2	Busses can operate at full capacity, but should reduce capacity when able. Protective strategies for school transportation include: <ul style="list-style-type: none"> <li>• Keep seat directly behind the driver empty.</li> <li>• Maximize physical distancing (1 child per seat) when able.</li> <li>• Promote active forms of travel (walking, cycling).</li> <li>• Visual/physical cues to encourage distancing.</li> <li>• Assigned seating plan - students of the same cohort or family should sit in the same area.</li> <li>• Keep bus windows open to promote ventilation</li> <li>• Boarding/Exiting strategies (e.g., fill seats back-to-front or front-to-back to reduce student interaction).</li> </ul>	<input type="checkbox"/>	
14.3	Bus drivers and students in grades 1 -12 must wear a face covering while traveling on the bus. Children in kindergarden are not required but are encouraged to wear a face covering.		
14.4	High-touched surfaces (i.e. handrails, seatbacks) should be cleaned and disinfected at least twice per day.		

### BEFORE AND AFTER SCHOOL PROGRAMS

15	GENERAL RECOMMENDATIONS	<input checked="" type="checkbox"/>	NOTES
15.1	Ensure before and after school programs reflect current ministry guidance  Resource: <a href="#">Ministry of Education: Before and After School Program</a>	<input type="checkbox"/>	



**Lambton  
Public Health**

160 Exmouth Street,  
Point Edward, ON N7T 7Z6  
519-383-8331  
1-800-667-1839

Follow us:



LambtonPublicHealth.ca

15.2	Records of attendance should be kept. Daily attendance log should include child's name, verification of screening completion, arrival and departure time, and contact information.	<input type="checkbox"/>	
15.3	Procedures for drop off/pick up must be established	<input type="checkbox"/>	

