



HAMILTON • WENTWORTH  
**Catholic Child Care Centres**

# HWCCCC COVID-19

Policies and Procedures

September 2022

## Contents

Sick Policy During Covid-19 .....	3
Screening Protocols.....	5
Communication with Families.....	5
Personal Protective Equipment (PPE) .....	5
Common Areas/Washrooms.....	6
Indoor Activities .....	6
Outdoor Play .....	6
Cooks/Food guidelines.....	6
If a Child or Educator is Sick .....	7
Cleaning and Disinfecting Protocols.....	7
Laundry .....	8
Sleep Equipment and Arrangement.....	8
Training Requirements.....	9
Appendix A – PERSONAL PROTECTIVE EQUIPMENT .....	10
Guidance for wearing non-medical masks.....	11
Hand Washing Procedures.....	13
Coughing Etiquette .....	15
Steps to Put on and Remove Gloves and PPE .....	17
Putting on Personal Protective Equipment .....	18
Taking off Personal Protective Equipment (PPE) .....	19
APPENDIX B - Covid-19 Daily Screening Survey .....	20-29
Appendix D – Disinfectant Data Sheets .....	30
APPENDIX E – CLEANING PROTOCOLS.....	30
Classroom Cleaning Checklist. ....	31
Common Area Cleaning Checklist .....	32
Administrative Office Cleaning Checklist .....	33

# PROTOCOLS FOR COVID-19

The following policies apply to all HWCCCC programs including EarlyON programs

## Sick Policy During Covid-19

### Symptomatic

An Educator, student, or child who have one of the following COVID-19 symptom: fever/chills, cough, shortness of breath, decrease/loss of smell and taste; or two of the following, sore throat, extreme fatigue, muscle aches/joint pain, headache, runny nose/nasal congestion or GI Symptoms (i.e. vomiting or diarrhea) and it is not related to a previously diagnosed condition; or tested positive on a PCR or Rapid Antigen test, they must stay home (self-isolate) and do not attend school/child care until you do not have a fever and your symptoms have been improving for at least 24 hours (48 hours for nausea, vomiting, and/or diarrhea). Do not leave except to get tested, to visit a clinical assessment centre, or for a medical emergency. If you have severe symptoms like chest pain or difficulty breathing, go to the nearest emergency department.

An Educator, student, or child who is **immunocompromised** and have one of the following COVID-19 symptom: fever/chills, cough, shortness of breath, decrease/loss of smell and taste; or two of the following, sore throat, extreme fatigue, muscle aches/joint pain, headache, runny nose/nasal congestion or GI Symptoms (i.e. vomiting or diarrhea) and it is not related to a previously diagnosed condition or if they test positive for COVID-19, must stay home (self-isolate) and do not attend school or child care for at least 10 days and until you also do not have a fever and your symptoms have been improving for at least 24 hours (48 hours for nausea, vomiting, and/or diarrhea)

Symptomatic individuals who have a negative result from 1 PCR test or rapid molecular test, or from 2 rapid antigen tests taken 24 to 48 hours apart, can return to school/child care if it has been at least 24 hours since your symptoms started improving (or 48 hours if you had nausea, vomiting, and/or diarrhea) and you do not have a fever.

### **Additional precautions for 10 days after your symptoms started or positive test:**

- wear a well-fitted mask in all public settings (including school and child care)
- avoid non-essential activities where you need to take off your mask (for example, playing)
- a wind instrument in music class or removing your mask for sports; dining out)
- avoid visiting anyone who is immunocompromised or may be at higher risk of illness (for example, seniors)
- avoid non-essential visits to highest risk settings such as hospitals and long-term care homes

Siblings and other people you live with should do the following for 10 days after their last exposure to the person with COVID-19 symptoms:

- self-monitor for symptoms. They should self-isolate immediately if they develop any symptom of COVID-19 and seek testing if eligible
- wear a well-fitted mask in all public settings (including school and child care)
- avoid non-essential activities where they need to take off their mask (for example, playing a wind instrument in music class or removing their mask for sports; dining out)
- avoid non-essential visits to anyone who is immunocompromised or who may be at higher risk of illness (for example, seniors)
- avoid non-essential visits to highest risk settings such as hospitals and long-term care homes

An Educator, student, or child who have **one** of the less serious COVID-19 symptom: sore throat, extreme fatigue, muscle aches/joint pain, headache, runny nose/nasal congestion or GI Symptoms (i.e. vomiting or diarrhea) and it is not related to a previously diagnosed condition must stay home until your symptom(s) have been improving for at least 24 hours (or 48 hours if you had nausea, vomiting, or diarrhea) and as long as you do not have a fever.

Siblings or other people you live with do not need to stay home as long as they do not develop symptoms.

Anyone who has been in contact with an individual who has tested positive for Covid-19, but does not live with them, must carefully monitor themselves or their child for symptoms for 10 days. Should you develop symptoms, follow the recommended isolation requirements.

In cases where a child shows symptoms of Covid-19 while in program. Parents will be called immediately, and the child will be isolated. Parents are expected to pickup their child in a timely manner. If you are unable to pick your child up, then your designated (emergency) contact person will be notified. Educators will take the precautions of cleaning anything the child may have touched.

Parents with children who attend school, will be required to notify the school if their child is sick or absent due to Covid-19, as we are unable to share any confidential information.

### Travel

Unless otherwise instructed by border services or Public Health, fully vaccinated individuals are no longer required to quarantine. Unvaccinated children, under the age of twelve, who travel outside of Canada with a **fully vaccinated** adult, are exempt from quarantine requirements and do not need to isolate upon return. The only exception to this would be if the individual or someone in the household is symptomatic, or they have been instructed by immigration to isolate. Please note that unvaccinated or partially vaccinated children aged 5 through 11 returning from international travel are required to **wear a mask in public settings (including schools and camps) for 14 days upon their return.**

## Return to Child Care

If a child is unable to attend due illness (related to Covid-19) or because they were required to self-isolate, they are able to return to care once their isolation period is over and any symptoms they had are resolving.

Educators who are ill, must complete the isolation period with symptoms improving before they are able to return to work. Should an Educator become ill while at work, they must leave the Centre immediately and self isolate.

Should Public Health provide additional instructions, you will be required to follow their direction in addition to our policies.

## **Screening Protocols**

Every Director, Lead, Educator, student, child and essential visitors must complete the online Provincial COVID-19 school and childcare screening tool prior entering the childcare centre. If you do not have access to the internet HWCCCC can provide you with paper copies to take home so that you can complete screening prior to arrival. If screening is not passed, please follow the isolation protocols prior to returning. You will no longer be required to provide proof of your daily screening.

## **Communication with Families**

All communications with families regarding Covid-19 HWCCCC policies and procedures will either be posted on our website, at the front entrance of the Centre, or communicated via email or the Daily Wonders App depending on the seriousness of the situation. We will be following the direction of the Medical Officer of Health and Public Health when determining if services, meetings, trips, or if events must be cancelled. Families will be notified as soon as a decision is reached.

## **Personal Protective Equipment (PPE)**

In alignment with Ministry of Education masking requirements, masks will no longer be required for educators, children, or visitors. Eye protection for educators will also no longer be required.

PPE will continue to be provided for educators who choose to continue to wear masks or eye protection, or for any educator that is required to wear a mask for 10 days due to illness requirements.

We know that many children and educators may choose to continue to wear masks or eye protection at times, or consistently. We expect our programs to promote respectful, welcoming and inclusive practices and communications towards everyone and their individual choices with these changes.

If there is an increase in absenteeism due to illness, HWCCCC may choose to make masks mandatory until the numbers of ill children/educators decreases.

PPE should be worn when:

- With an ill child (mask and gloves, gown and face shield if needed)
- Mask and gloves should be worn when doing a deep clean of the Centre in the case of an outbreak

## **Common Areas/Washrooms**

Educators must continue to clean these spaces after use.

## **Indoor Activities**

The following practices are necessary to reduce the risk of disease transmission to children when playing with toys and participating in activities:

- Children must practice hand hygiene before and after playing with toys or participating in sensory play activities
- Classrooms must be provided disinfectants and have a designated hand washing sink
- Toys must be maintained in good repair and inspected for damage. Damaged toys that compromise cleaning and disinfection must be discarded
- Toys must be easy to clean and be able to withstand frequent cleaning and disinfection
- Toys must be returned to a cleaning bin after each use and cannot be put back into play until they have been properly disinfected
- Materials should be spread throughout the classroom and washed after each use
- Toys that are mouthed or contaminated by body fluids must be cleaned and disinfected immediately before handling by another child
- Mouthed toy bins must be designated and clearly labelled for cleaning

## **Outdoor Play**

- Educators can take children for walks on public paths but should maintain social distancing,
- School age children may visit public playgrounds and use equipment however each child must sanitize their hands before and after use
- Sunscreen will be put on inside the classroom and Educators should wash hands between applications
- Parents will be required to provide individual labelled sunscreen for each child

## **Cooks/Food Guidelines**

- Only one educator/cook with a current Food Handler Certificate will be responsible for preparing meals and snacks
- School Age programs are encouraged to prepare the morning snack prior to leaving the day before.
- Educators should avoid entering the kitchen while the cook is working
- Cooks may use fans in the kitchen, however the airflow should be directed upwards away from surface areas, and fans should be wiped down once a day
- The kitchen space must be thoroughly cleaned morning and night, and between use
- Food may be served “family-style” but only one educator is allowed to use the serving utensils to portion out the meal to children. although the same plate may be used for second servings
- Educators will monitor children so they are not sharing food

## **School Age Lunches During Breaks and PD Days**

- School Age children are allowed to bring their own packed lunches during breaks and PD days
- Educators should ensure proper hand hygiene before and after eating
- School Age children may have their own drink bottle (or has access to disposable cups) that is labeled, kept with them during the day, and not shared
- Ensure water bottles/disposable cups are filled from water fountains rather than drinking directly from the water fountain mouthpiece;
- Ensure each child has their own individual meal or snack with no common food
- Do not have self-serve food items or have open access dishware/cutlery
- Educators should reinforce the no food sharing policies; and,

## **If a Child is or Educator is Sick:**

- Symptomatic children will immediately be separated from others and remain in the isolation room/space until they can go home
- Symptomatic Educators will immediately put on full PPE and insure that they maintain social distancing until they can be replaced at which time they will go home
- If possible, anyone who is providing care to the child should maintain a distance of 2 metres and avoid contact with the child's respiratory secretions and perform hand hygiene after any contact with the ill child
- Contact parent or guardian and remind them of our sick policy, if parents can not be reached the designated contact person will be called
- Increase ventilation in the designated exclusion room if possible (e.g., open windows)
- Environmental cleaning of the isolation room/space should be conducted once the child has been picked up or the Educator has been replaced
- Educators will immediately clean or disinfect any items the child has come into contact with
- In programs where an isolation room is not designated, Educators will create a space using desks or tables to ensure that other children do not have access

## **Cleaning and Disinfecting Protocols**

Specific cleaning and disinfecting schedules must be created and completed for each classroom, washroom, kitchen, common areas, indoor/outdoor play areas, and other areas accessed by the program (Cleaning Checklist). Educators must sign off after they complete cleaning.

Should any child present with symptoms of COVID-19, all toys and equipment used by the child will be removed from the room to be cleaned and disinfected as soon as possible.

When there are two or more Educators in a classroom, Educators will work together to ensure that the cleaning protocols are implemented and that the cleaning checklists are completed.

Educators will be responsible for cleaning any shared spaces like bathrooms after each use whenever possible. Gym equipment and outside should be cleaned at least once a day. Cleaning checklist for these common areas should be completed after use.

Staff room/washroom – each Educator is responsible for cleaning and disinfecting after each use.

Office – each Educator is responsible for cleaning and disinfecting after each use including - desk, phone, computer, chair arms, door handles, and light switches.

### **How to Disinfect High Touch & Low Touch Surfaces/Toys**

- All Centres use Oxivir Five 16. To disinfect using this product it must remain on the surface area you are cleaning for 5 minutes, the area can then be wiped with a paper towel or allowed to air dry
- Plastic/soother/cups toys that can be cleaned using a dishwasher must be put through the sanitization cycle. This can only be done before or after the cook is done for the day

### **High-touch and Low-touch Surfaces**

- High-touch surfaces include: cubbies, sinks, faucet taps, toilets, railings, high chairs, feeding tables, plastic bibs, cribs, doorknobs, light switches and electronic devices that are touched frequently by hands. These surfaces are required to be cleaned a minimum of twice daily
- Low-touch surfaces include: floors, walls and windowsills that are touched less frequently. Low-touch surfaces will be cleaned and disinfected once a day by janitorial staff

### **Laundry**

- Ensure that laundry is washed using a sanitary or high heat setting plus detergent
- Fully dry items on a high heat setting
- Disinfect hampers/basket before re-filling with clean laundry
- Close dryer doors when not in use
- Disinfect door handle and lid on each machine after use

### **Sleep Equipment and Arrangement**

- Children must be placed in a sleeping arrangement that minimizes the spread of respiratory infections (i.e. head to toe) or two meters apart if possible
- Sleep equipment must be labelled and assigned to a single child
- Cots/Crib mattresses must be made of a cleanable material
- Crib mattresses must be cleaned and disinfected when contaminated (soiled or wet) or on a weekly basis. If cribs cannot be stored without touching, they must be cleaned daily
- Linens (i.e., infant blankets and single-use face/hand cloths) and cot covers are laundered in between children, or weekly at a minimum if used by the same child. Daily laundering of linens and cot covers is not required unless being shared between children.



# Training Requirements

Please keep a log book of all completed training. Educators can not begin working until they have watched/read the materials and demonstrated knowledge.

Educator Name:		Date:
7 Steps of Hand Hygiene	<a href="https://www.publichealthontario.ca/en/videos/7-steps-handhygiene">https://www.publichealthontario.ca/en/videos/7-steps-handhygiene</a>	<input type="checkbox"/> Watched <input type="checkbox"/> Demonstrated
Putting on Gloves	<a href="https://www.publichealthontario.ca/en/videos/ipac-gloves-on">https://www.publichealthontario.ca/en/videos/ipac-gloves-on</a>	<input type="checkbox"/> Watched <input type="checkbox"/> Demonstrated
Putting on Mask and Eye Protection	<a href="https://www.publichealthontario.ca/en/videos/ipac-maskeyes-on">https://www.publichealthontario.ca/en/videos/ipac-maskeyes-on</a>	<input type="checkbox"/> Watched <input type="checkbox"/> Demonstrated
Taking off Mask and Eye Protection	<a href="https://www.publichealthontario.ca/en/videos/ipac-maskeyes-off">https://www.publichealthontario.ca/en/videos/ipac-maskeyes-off</a>	<input type="checkbox"/> Watched <input type="checkbox"/> Demonstrated
Taking off a Gown and Gloves	<a href="https://www.publichealthontario.ca/en/videos/ipac-gowngloves-off">https://www.publichealthontario.ca/en/videos/ipac-gowngloves-off</a>	<input type="checkbox"/> Watched <input type="checkbox"/> Demonstrated
Taking off Full Personal Protective Equipment	<a href="https://www.publichealthontario.ca/en/videos/ipac-fullppe-off">https://www.publichealthontario.ca/en/videos/ipac-fullppe-off</a>	<input type="checkbox"/> Watched <input type="checkbox"/> Demonstrated
Putting on Full Personal Protective Equipment	<a href="https://www.publichealthontario.ca/en/videos/ipac-fullppe-on">https://www.publichealthontario.ca/en/videos/ipac-fullppe-on</a>	<input type="checkbox"/> Watched <input type="checkbox"/> Demonstrated
Cleaning Protocols	Laundry, Classrooms, Common Areas, Outdoors, how to use disinfectants, High touch/low touch surface areas	<input type="checkbox"/> Read <input type="checkbox"/> Demonstrated

I have completed the above training and feel confident that I can implement these protocols.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Lead Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Appendix A – PERSONAL PROTECTIVE EQUIPMENT

## Guidance for wearing non-medical masks

### What does a non-medical mask do?

A mask acts as a barrier. It reduces the chance of spreading respiratory droplets to others and prevents droplets from landing on surfaces when you cough or sneeze.

Wearing a non-medical mask in public or other settings is not a replacement for proven measures such as handwashing, physical distancing, and staying home unless it is absolutely essential to go out.

### When to wear a non-medical mask

Public Health suggests that you wear a non-medical mask when you must go out in public and can't keep a safe distance of 2 metres (6 feet) from others (for example, when grocery shopping or using public transit).

### How to use a non-medical mask safely

Non-medical or cloth masks have limits and you need to use them safely.

Your mask should:

- fit snugly but comfortably against the side of the face covering your nose and mouth
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be disposable or be able to be washed and machine dried without damage or change to shape

### Using your mask

To use your mask, you must:

- wash your hands immediately before putting it on
- avoid touching or adjusting your mask while wearing it
- be sure not to touch or rub your eyes while you wear it
- don't share your mask with others

### Do not place a mask on:

- children under age 2
- anyone who has trouble breathing or is unconscious
- anyone that cannot remove the mask without help



## **Removing your mask**

- Masks can become contaminated on the outside or when touched by hands.
- To remove your mask safely you must:
- Be very careful not to touch your eyes, nose, or mouth when removing your mask.
- Wash your hands immediately after you remove it.
- Place your used mask directly into the washing machine or garbage
- Wash your mask with other items using a hot cycle, and then dry it thoroughly. If you can't wash your mask, throw it in the garbage right away.

## **Hand Washing Procedures**

- Children should wash their hands...
- When they arrive at the centre and before they go home
- Before eating or drinking
- After a diaper change, using the toilet
- After playing outside
- After sneezing or coughing into hands
- Whenever hands are visibly dirty

### **Child Care Educators should wash hands...**

- When they arrive at the centre and before they go home
- Before handling food, preparing bottles, feeding children
- Between handling raw and cooked food – cross contamination is a risk
- Before giving or applying medication or ointment to a child or self
- After changing diapers, assisting a child to use the toilet, using the toilet
- After contact with body fluids (e.g. runny noses, spit, vomit, blood)
- After cleaning, and removing gloves
- After handling garbage
- Whenever hands are visibly dirty

### **Seven steps to proper handwashing**

- Wet hands with warm running water.
- Apply a small amount of liquid soap. Antibacterial soap is not required.
- Rub hands together for at least 20 seconds. Rub palms, backs of hands, thumbs, wrists and between fingers and under nails/creating a lather and
- Rinse off all soap with running water.
- Dry hands with a clean, disposable towel
- Use paper towel to turn off tap
- Discard the used towel in the waste container

# REDUCE THE SPREAD OF COVID-19

## WASH YOUR HANDS



1  
Wet hands with  
warm water



6  
Turn off tap  
using paper towel



2  
Apply  
soap



3  
For at least  
20 seconds, make  
sure to wash



4  
Rinse  
well



5  
Dry hands well  
with paper towel



palm and back  
of each hand



between fingers



under nails



thumbs

# Coughing Etiquette

## Why should I cover my mouth and nose with a tissue when I cough or sneeze?

Germs such as influenza, cold viruses, and even whooping cough are spread by coughing or sneezing. When you cough or sneeze on your hands, your hands carry and spread these germs. When you touch an object such as a door handle, subway pole, telephone or computer keyboard with unclean hands, you are spreading germs. The next person who touches these objects may pick up germs and get sick if they do not clean their hands before touching their eyes, nose or mouth.

## How do I stop the spread of germs if I am sick?

To stop the spread of germs:

- Cover your mouth and nose with a tissue when you cough, sneeze, or blow your nose.
- Clean your hands with soap and warm water or an alcohol-based hand sanitizer.
- If you don't have a tissue, cough or sneeze into your sleeve, not into your hands.
- Put used tissues in the garbage.
- Keep your distance (more than 2 metres / 6 feet) from people.
- Stay at home if you are sick.
- Don't share eating utensils (e.g., cups or straws), toothbrushes or towels.

## COVER YOUR COUGH

Stop the spread of **germs** that can make you and others sick!



Cover your mouth and nose with a tissue when you cough or sneeze. Put your used tissue in the waste basket.



If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.



You may be asked to put on a facemask to protect others.



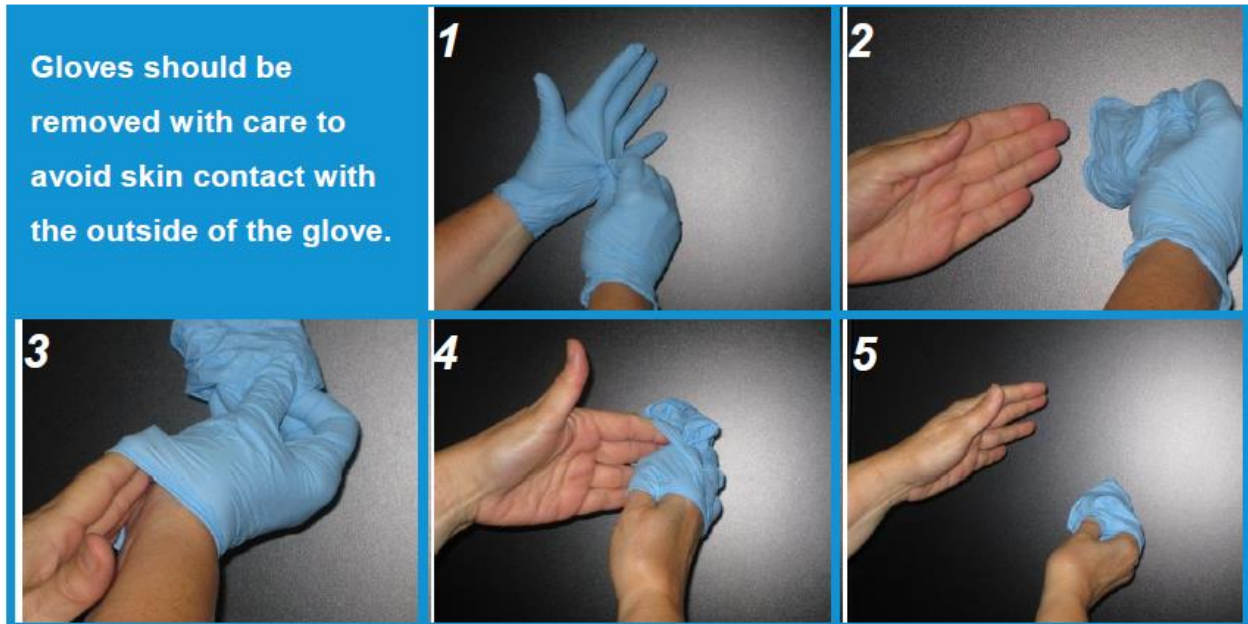
Wash hands often with soap and warm water for 15 seconds. If soap and water are not available, use an alcohol-based hand rub.



For more information please contact Public Health Ontario's Infection Prevention and Control Department at [ipac@oahpp.ca](mailto:ipac@oahpp.ca) or visit [www.publichealthontario.ca](http://www.publichealthontario.ca)



## Steps to Put on and Remove Gloves and PPE



### Using disposable gloves

- Disposable gloves do not replace handwashing.
- Educators must wash their hands before gloves are put on and immediately after gloves are removed.
- Educators should wear disposable gloves to clean up blood, vomit, urine and stool.
- Educators should wear disposable gloves when they have cuts on their hands and when the diaper change involves a messy bowel movement.
- Educators should wear gloves whenever a child is showing symptoms of illness

### Five steps for putting on and taking off disposable gloves

- Wash your hands.
- Put on gloves. Be careful not to tear or puncture the glove.
- Remove gloves by using a glove-to-glove and skin-to-skin technique. Grasp the outside edge near the wrist and peel away, rolling the glove inside out. Reach under the second glove and peel away.
- Discard gloves immediately into the garbage
- Wash your hands

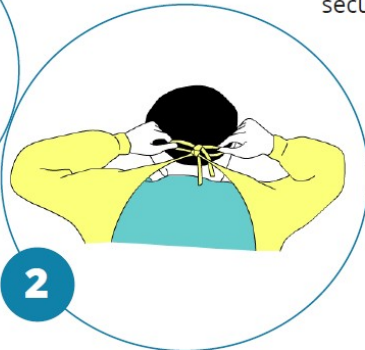
# Putting on Personal Protective Equipment

## 1. Perform Hand Hygiene



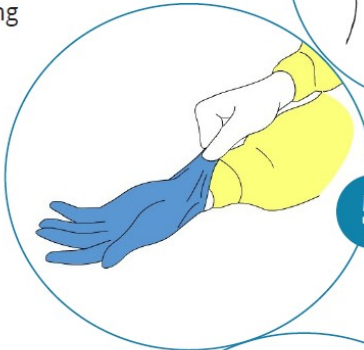
## 2. Put on Gown

- Tie neck and waist ties securely



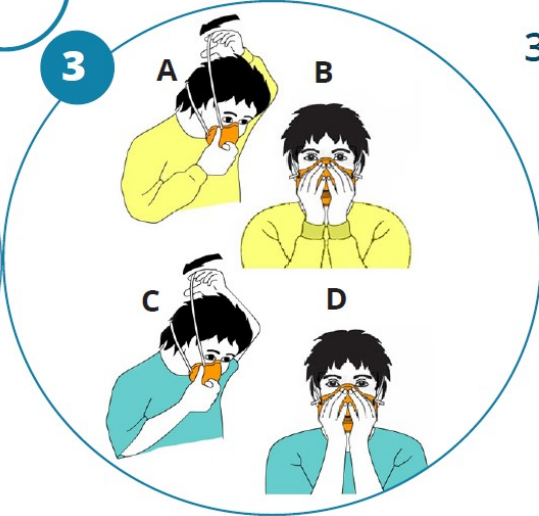
## 5. Put on Gloves

- Put on gloves, taking care not to tear or puncture glove
- If a gown is worn, the glove fits over the gown's cuff



## 3. Put on Mask/N95 Respirator

- Place mask over nose and under chin
- Secure ties, loops or straps
- Mould metal piece to your nose bridge
- For respirators, perform a seal-check



## 4. Put on Protective Eyewear

- Put on eye protection and adjust to fit
- Face shield should fit over brow

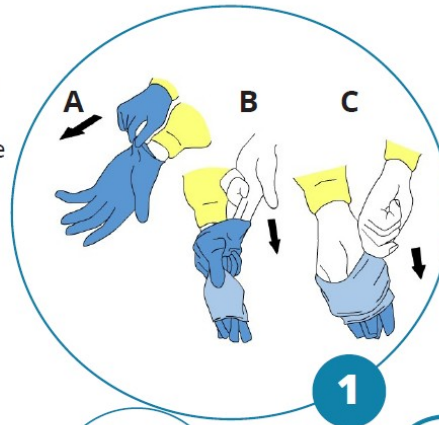


For more information, please contact Public Health Ontario's Infection Prevention and Control Department at [ipac@oahpp.ca](mailto:ipac@oahpp.ca) or visit [www.publichealthontario.ca](http://www.publichealthontario.ca).

# Taking off Personal Protective Equipment (PPE)

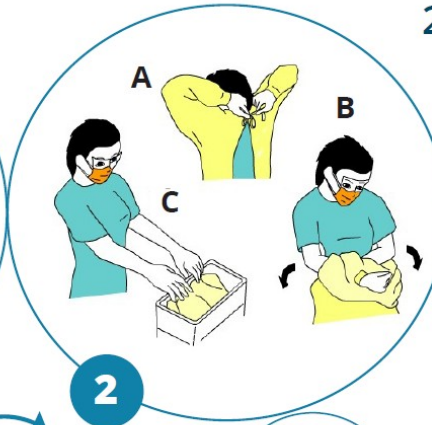
## 1. Remove Gloves

- Remove gloves using a glove-to-glove / skin-to-skin technique
- Grasp outside edge near the wrist and peel away, rolling the glove inside-out
- Reach under the second glove and peel away
- Discard immediately into waste receptacle



## 2. Remove Gown

- Remove gown in a manner that prevents contamination of clothing or skin
- Starting with waist ties, then neck ties, pull the gown forward from the neck ties and roll it so that the contaminated outside of the gown is to the inside. Roll off the arms into a bundle, then discarded immediately in a manner that minimizes air disturbance.



## 6. Perform Hand Hygiene



6

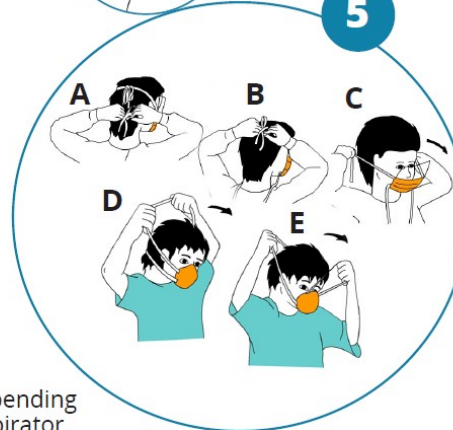
## 3. Perform Hand Hygiene



3

## 5. Remove Mask/ N95 Respirator

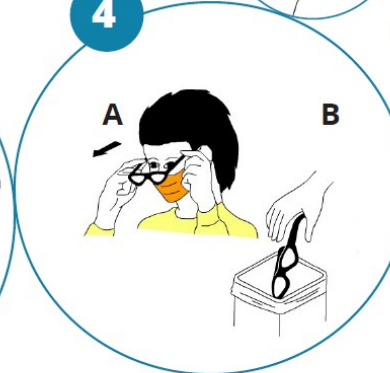
- Ties/ear loops/straps are considered 'clean' and may be touched with hands
- The front of the mask/respirator is considered to be contaminated
- Untie bottom tie then top tie, or grasp straps or ear loops
- Pull forward off the head, bending forward to allow mask/respirator to fall away from the face
- Discard immediately into waste receptacle



5

## 4. Remove Eye Protection

- Arms of goggles and headband of face shields are considered to be 'clean' and may be touched with the hands
- The front of goggles/face shield is considered to be contaminated
- Remove eye protection by handling ear loops, sides or back only
- Discard into waste receptacle or into appropriate container to be sent for reprocessing
- Personally-owned eyewear may be cleaned by the individual after each use



4

— This is an excerpt from Routine Practices and Additional Precautions In All Health Care Settings (Appendix L) and was reformatted for ease of use.

# School and child care screening tool

Last updated: August 31, 2022

Date (mm-dd-yyyy) \_\_\_\_\_

If the individual being screened is immunocompromised<sup>1</sup> or living in a highest risk congregate care setting (for example, a hospital school, an Education and Community Partnership Program), this is not the correct screening tool. The correct tool can be found at <https://covid-19.ontario.ca/school-screening>.

Staff, students, children, and visitors should screen every day before going to school or child care. Parent(s)/guardian(s) can fill this out on behalf of a child or student.

Anyone who is feeling sick or has any new or worsening symptoms of illness, including those not listed in this screening tool, should stay home until their symptoms are improving for at least 24 hours (or 48 hours for nausea, vomiting, and/or diarrhea) and seek assessment from their health care provider if needed.

## Screening questions

For questions 1, 2, and 3, you can choose "No" to all symptoms if **both** of these apply:

- Your symptoms have been improving for at least 24 hours (48 hours if you had nausea, vomiting, and/or diarrhea) **and**
- You do not have a fever.

### 1. Do you have any of these symptoms?

Choose any or all that are new, worsening, and not related to other known causes or conditions.

<b>Fever and/or chills</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Cough</b> Not related to other known causes or conditions (for example, chronic obstructive pulmonary disease)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Shortness of breath</b> Not related to other known causes or conditions (for example, asthma, chronic obstructive pulmonary disease, chronic heart failure)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Decrease or loss of taste or smell</b> Not related to other known causes or conditions (for example, nasal polyps, allergies, neurological disorders)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered **NO** to all, skip to the next question.

<sup>1</sup> Examples of **immune compromise** include cancer chemotherapy, untreated HIV infection with CD4 T lymphocyte count less than 200, combined primary immunodeficiency disorder, taking more than 20 mg/day (or equivalent) of prednisone for more than 14 days, and taking other immune suppressive medications. For this screening tool, factors such as old age, diabetes and end-stage renal disease are generally not considered immunocompromised.

**If you answered YES to any of the symptoms in question 1, do not go to school or child care and:**

- Stay home (self-isolate) and do not attend school/child care until you do not have a fever and your symptoms have been improving for at least 24 hours (48 hours for nausea, vomiting, and/or diarrhea). Do not leave except to get tested, to visit a clinical assessment centre, or for a medical emergency. If you have severe symptoms like chest pain or difficulty breathing, go to the nearest emergency department.
- If COVID-19 testing is available and you are at higher risk of severe illness, you should get tested with 1 PCR or rapid molecular test (if eligible) or 2 rapid antigen tests taken 24 to 48 hours apart (the second test is not needed if the first one is positive).
- If you are at higher risk of severe illness, you should get tested as soon as possible given the time frame for receiving COVID-19 treatment. You may benefit from available therapies to prevent severe illness. At this time, a positive rapid antigen test result is sufficient to initiate COVID-19 treatment, for those who are eligible, and does not need to be confirmed by a PCR or rapid molecular test. Learn more about COVID-19 testing and treatment options at <https://covid-19.ontario.ca/covid-19-clinical-assessments-and-testing>.
- Additional precautions for 10 days after your symptoms started:
  - wear a well-fitted mask in all public settings (including school and child care)
  - avoid non-essential activities where you need to take off your mask (for example, playing a wind instrument in music class or removing your mask for sports; dining out)
  - avoid visiting anyone who is immunocompromised or may be at higher risk of illness (for example, seniors)
  - avoid non-essential visits to highest risk settings such as hospitals and long-term care homes

**Note:** For those with negative COVID-19 test results, these additional precautions can be an added layer of prevention against the spread of COVID-19 and other respiratory viruses circulating in the community.

- Siblings and other people you live with should do the following for 10 days after their last exposure to the person with COVID-19 symptoms:
  - self-monitor for symptoms. They should self-isolate immediately if they develop any symptom of COVID-19 and seek testing if eligible
  - wear a well-fitted mask in all public settings (including school and child care)
  - avoid non-essential activities where they need to take off their mask (for example, playing a wind instrument in music class or removing their mask for sports; dining out)
  - avoid non-essential visits to anyone who is immunocompromised or who may be at higher risk of illness (for example, seniors)
  - avoid non-essential visits to highest risk settings such as hospitals and long-term care homes

**Note:** Regardless of any COVID-19 test results, these measures can be an added layer of prevention against the spread of COVID-19 and other respiratory viruses circulating in the community.

- You do not need to review the remaining questions in this tool today. Retake the screening tool each day before attending school or child care.

**2. Do you have any of these symptoms?**

Choose any or all that are new, worsening, and not related to other known causes or conditions you already have.

---

**Muscle aches or joint pain**

Yes  No

Not related to other known causes or conditions (for example, getting a COVID-19 vaccine and/or flu shot in the last 48 hours, osteoarthritis, fibromyalgia)

---

**Extreme tiredness** Yes  No

General feeling of being unwell, lack of energy, not related to other known causes or conditions (for example, getting a COVID-19 vaccine and/or flu shot in the last 48 hours, depression, insomnia, thyroid dysfunction, anemia, malignancy)

---

**Sore throat** Yes  No

Painful swallowing or difficulty swallowing, not related to other known causes or conditions (for example, post-nasal drip, acid reflux)

---

**Runny or stuffy/congested nose** Yes  No

Not related to other known causes or conditions (for example, seasonal allergies, being outside in cold weather, chronic sinusitis)

---

**Headache** Yes  No

Not related to other known causes or conditions (for example, getting a COVID-19 vaccine and/or flu shot in the last 48 hours, tension-type headaches, chronic migraines)

---

**Nausea, vomiting and/or diarrhea** Yes  No

Not related to other known causes or conditions (for example, transient vomiting due to anxiety in children, chronic vestibular dysfunction, irritable bowel syndrome, inflammatory bowel disease, side effects of medication)

---

**If you answered NO to all, skip to the next question.**

**If you answered YES to two or more of the symptoms in question 2, follow the guidance under "if you said YES to any symptoms in question 1."**

**If you answered YES to only one symptom under question 2, do not go to school or child care and:**

- Stay home until your symptom(s) have been improving for at least 24 hours (or 48 hours if you had nausea, vomiting, or diarrhea) and as long as you do not have a fever.
- Siblings or other people you live with do not need to stay home as long as they do not develop symptoms.
- You do not need to review the remaining questions in this tool today. Retake the screening tool each day before attending school or child care.

### 3. Do you have any of these symptoms?

Choose any or all that are new, worsening, and not related to other known causes or conditions you already have.

---

**Abdominal pain** Yes  No

Not related to other known causes or conditions (for example, menstrual cramps, gastroesophageal reflux disease)

---

**Pink eye** Yes  No

Not related to other known causes or conditions (for example, blepharitis, recurrent styes)

---

**Decreased or no appetite (young children only)** Yes  No

Not related to other known causes or conditions (for example, anxiety, constipation)

---

**If you answered NO to all, skip to the next question.**

**If you answered YES to any symptoms under question 3, do not go to school or child care and:**

- Stay home until your symptom(s) have been improving for at least 24 hours.
- Siblings or other people you live with do not need to stay home as long as they do not develop symptoms.
- You do not need to review the remaining questions in this tool today. Retake the screening tool each day before attending school or child care.

**4. Have you been told you that you should currently be quarantining, isolating, staying at home, or not attending school or child care?**  Yes  No

This could include being told by a doctor, health care provider, public health unit, federal border agent, or other government authority.

Please note there are federal requirements (<https://travel.gc.ca/travel-covid>) for individuals who travelled outside of Canada, even if exempt from quarantine.

**If you answered NO, skip to the next question.**

**If you answered YES to question 4, do not go to school or child care and:**

- Stay home and do not leave except to get tested, to visit a clinical assessment centre, or for a medical emergency.
- Follow any other guidance or directions that have been provided to you
- Siblings and other people you live with do not have to stay home unless they were also told to quarantine, isolate, or stay home.
- You do not need to review the remaining questions in this tool today. Retake the screening tool each day before attending school or child care.

**5. In the last 10 days have you tested positive for COVID-19?**  Yes  No

This includes a positive COVID-19 test result on a laboratory-based PCR test, rapid molecular test, rapid antigen test or other home-based self-testing kit.

**If you answered NO, skip to the section below "If you answered 'no' to all questions."**

**If you answered YES to question 5, and you do not have any new or worsening symptoms, you may go to school or child care**

- If you have or develop any new or worsening symptoms, stay home until you have no fever and your symptoms have been improving for at least 24 hours (or 48 hours if you had nausea, vomiting, or diarrhea).
- For 10 days after you tested positive for COVID-19 (or from when symptoms started, whichever came first):
  - wear a well-fitted mask in all public settings (including school and child care)
  - avoid non-essential activities where you need to take off your mask (for example, playing a wind instrument in music class or removing your mask for sports; dining out)
  - avoid visiting anyone who is immunocompromised or may be at higher risk of illness (for example, seniors)
  - avoid non-essential visits to highest risk settings such as hospitals and long-term care homes.

**Note:** If you tested positive in the last 10 days, you should still follow these instructions even if you later test negative.

- Siblings and other people you live with should do the following for 10 days after their last exposure to the person who tested positive:
  - self-monitor for symptoms. They should self-isolate immediately if they develop any symptom of COVID-19 and seek testing if eligible

- wear a well-fitted mask in all public settings (including school and child care)
- avoid non-essential activities where they need to take off their mask (for example, playing a wind instrument in music class or removing their mask for sports; dining out)
- avoid non-essential visits to anyone who is immunocompromised or who may be at higher risk of illness (for example, seniors)
- avoid non-essential visits to highest risk settings such as hospitals and long-term care homes

**If you answered NO to all questions, you may go to school/child care.**

If you feel sick or not well, even with symptoms not listed in this screening tool, you should stay home. Talk with a doctor if necessary. Individuals with severe symptoms requiring emergency care should go to their nearest emergency department.

Retake this screening every day before going to school/child care.

**If you were identified as a close contact of someone with symptoms or with COVID-19, for 10 days after your last exposure to the person:**

- wear a well-fitted mask in all public settings (including school and child care)
- avoid non-essential activities where you need to take off your mask (for example, playing a wind instrument in music class or removing your mask for sports)
- avoid non-essential visits to anyone who is immunocompromised or at higher risk of illness (e.g., seniors)
- avoid non-essential visits to highest risk settings such as hospitals and long-term care homes.

**Note:** Regardless of negative COVID-19 test results, these measures can be an added layer of prevention against the spread of COVID-19 and other respiratory viruses circulating in the community.

**If you had symptoms of COVID-19 in the last 10 days, for 10 days after the symptoms started:**

- wear a well-fitted mask in all public settings (including school and child care)
- avoid non-essential activities where you need to take off your mask (for example, playing a wind instrument in music class or removing your mask for sports; dining out)
- avoid visiting anyone who is immunocompromised or may be at higher risk of illness (for example, seniors)
- avoid non-essential visits to highest risk settings such as hospitals and long-term care homes

**Note:** For those with negative COVID-19 test results, these measures can be an added layer of prevention against the spread of COVID-19 and other respiratory viruses circulating in the community.

**If you got a COVID-19 vaccine or flu shot in the last 48 hours and you have mild fatigue, muscle aches/joint pain, and/or headache:**

- You should wear a well-fitted mask for the entire time at school/child care if you are experiencing mild fatigue/tiredness, muscle aches, and/or joint pain that only began after vaccination.
- If your symptoms worsen, continue past 48 hours, or if you develop other symptoms: you should leave school/child care immediately.

**If you have travelled outside of Canada in the last 14 days**

- You must follow the federal guidelines (<https://travel.gc.ca/travel-covid>) after returning to Canada, even if you were not required to quarantine.

**Health and safety tips**

The removal of provincial requirements does not mean that the risk for COVID-19 has disappeared. We still need to do our part to protect ourselves and others from COVID-19. This includes practicing good hand hygiene and wearing a mask where recommended or required.

**Get the COVID-19 vaccine and other routine immunizations when eligible.**

Vaccines are safe, effective, and the best way to protect you and those around you from infectious diseases. Learn more at: <https://www.ontario.ca/page/vaccines>



# School and child care screening tool

## For individuals who are immunocompromised or live in a highest risk congregate care setting

Last updated: August 31, 2022

Date (mm-dd-yyyy) \_\_\_\_\_

If the individual being screened is **NOT immunocompromised<sup>1</sup>** or living in a highest risk congregate care setting (for example, a hospital school, an Education and Community Partnership Program), this is not the correct screening tool. The correct tool can be found at <https://covid-19.ontario.ca/school-screening>.

Staff, students, children, and visitors should screen every day before going to school or child care. Parent(s)/guardian(s) can fill this out on behalf of a child or student.

Anyone who is feeling sick or has any new or worsening symptoms of illness, including those not listed in this screening tool, should stay home until their symptoms are improving for at least 24 hours (or 48 hours for nausea, vomiting, and/or diarrhea) and seek assessment from their health care provider if needed.

## Screening questions

For questions 1, 2, and 3, you can choose "No" to all symptoms if **all three** of these apply:

- Your symptoms have been improving for at least 24 hours (48 hours if you had nausea, vomiting, and/or diarrhea) **and**
- You do not have a fever **and**
- You tested negative for COVID-19 on 1 PCR test or rapid molecular test or 2 rapid antigen tests taken 24 to 48 hours apart.

### 1. Do you have any of these symptoms?

Choose any or all that are new, worsening, and not related to other known causes or conditions.

<b>Fever and/or chills</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Cough</b> Not related to other known causes or conditions (for example, chronic obstructive pulmonary disease)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Shortness of breath</b> Not related to other known causes or conditions (for example, asthma, chronic obstructive pulmonary disease, chronic heart failure)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Decrease or loss of taste or smell</b> Not related to other known causes or conditions (for example, nasal polyps, allergies, neurological disorders)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered **NO** to all, skip to the next question.

1. Examples of **immune compromise** include cancer chemotherapy, untreated HIV infection with CD4 T lymphocyte count less than 200, combined primary immunodeficiency disorder, taking more than 20 mg/day (or equivalent) of prednisone for more than 14 days, and taking other immune suppressive medications. For this screening tool, factors such as old age, diabetes and end-stage renal disease are generally not considered immunocompromised.

**If you answered YES to any of the symptoms in question 1, do not go to school or child care and:**

- If COVID-19 testing is available, you are encouraged to get tested with 1 PCR or rapid molecular test (if eligible) or 2 rapid antigen tests taken 24 to 48 hours apart (the second test is not needed if the first one is positive).
- If you are at higher risk of severe illness, you should get tested as soon as possible given the time frame for receiving COVID-19 treatment. You may benefit from available treatment to prevent severe illness. At this time, a positive rapid antigen test result is sufficient to initiate COVID-19 treatment, for those who are eligible, and does not need to be confirmed by a PCR or rapid molecular test. Learn more about COVID-19 testing and treatment options at <https://covid-19.ontario.ca/covid-19-clinical-assessments-and-testing>.
- If COVID-19 testing was available and you had a negative result from 1 PCR test or rapid molecular test, or from 2 rapid antigen tests taken 24 to 48 hours apart, you can return to school/child care if it has been at least 24 hours since your symptoms started improving (or 48 hours if you had nausea, vomiting, and/or diarrhea) and you do not have a fever.
  - For 10 days after your symptoms started, the following measures can be an added layer of prevention against the spread of other respiratory viruses circulating in the community:
    - wear a well-fitted mask in all public settings (including school and child care)
    - avoid non-essential activities where you need to take off your mask (for example, playing a wind instrument in music class or removing your mask for sports; dining out)
    - avoid visiting anyone who is immunocompromised or may be at higher risk of illness (for example, seniors)
    - avoid non-essential visits to highest risk settings such as hospitals and long-term care homes
- If you do not get tested for COVID-19 or if you test positive for COVID-19, **stay home (self-isolate) and do not attend school or child care for at least 10 days** and until you also do not have a fever and your symptoms have been improving for at least 24 hours (48 hours for nausea, vomiting, and/or diarrhea). Do not leave except to get tested, to visit a clinical assessment centre, or for a medical emergency. If you have severe symptoms like chest pain or difficulty breathing, go to the nearest emergency department.
  - Please note that if you tested positive for COVID-19, you should isolate for 10 days regardless of whether you later test negative within your isolation

**Note:** The duration of isolation may be modified based on your health care provider's direction.

- Siblings and other people you live with should do the following for 10 days after their last exposure to the person with COVID-19 symptoms:
  - self-monitor for symptoms. They should self-isolate immediately if they develop any symptom of COVID-19 and seek testing if eligible
  - wear a well-fitted mask in all public settings (including school and child care)
  - avoid non-essential activities where they need to take off their mask (for example, playing a wind instrument in music class or removing their mask for sports, dining out)
  - avoid non-essential visits to anyone who is immunocompromised or who may be at higher risk of illness (for example, seniors)
  - avoid non-essential visits to highest risk settings such as hospitals and long-term care homes

Regardless of negative COVID-19 test results, these measures can be an added layer of prevention against the spread of COVID-19 and other respiratory viruses circulating in the community.

- You do not need to review the remaining questions in this tool today. Retake the screening tool each day before attending school or child care.

**2. Do you have any of these symptoms?**

Choose any or all that are new, worsening, and not related to other known causes or conditions you already have.

---

**Muscle aches or joint pain**

Yes  No

Not related to other known causes or conditions (for example, getting a COVID-19 vaccine and/or flu shot in the last 48 hours, osteoarthritis, fibromyalgia)

---

**Extreme tiredness**

Yes  No

General feeling of being unwell, lack of energy, not related to other known causes or conditions (for example, getting a COVID-19 vaccine and/or flu shot in the last 48 hours, depression, insomnia, thyroid dysfunction, anemia, malignancy)

---

**Sore throat**

Yes  No

Painful swallowing or difficulty swallowing, not related to other known causes or conditions (for example, post-nasal drip, acid reflux)

---

**Runny or stuffy/congested nose**

Yes  No

Not related to other known causes or conditions (for example, seasonal allergies, being outside in cold weather, chronic sinusitis)

---

**Headache**

Yes  No

Not related to other known causes or conditions (for example, getting a COVID-19 vaccine and/or flu shot in the last 48 hours, tension-type headaches, chronic migraines)

---

**Nausea, vomiting and/or diarrhea**

Yes  No

Not related to other known causes or conditions (for example, transient vomiting due to anxiety in children, chronic vestibular dysfunction, irritable bowel syndrome, inflammatory bowel disease, side effects of medication)

---

**If you answered NO to all, skip to the next question.**

**If you answered YES to two or more of the symptoms in question 2, follow the guidance under “if you said YES to any symptoms in question 1.”**

**If you answered YES to only one symptom under question 2, do not go to school or child care and:**

- Stay home until your symptom(s) have been improving for at least 24 hours (or 48 hours if you had nausea, vomiting, or diarrhea) and as long as you do not have a fever.
- Siblings or other people you live with do not need to stay home as long as they do not develop symptoms.
- You do not need to review the remaining questions in this tool today. Retake the screening tool each day before attending school or child care.

**3. Do you have any of these symptoms?**

Choose any or all that are new, worsening, and not related to other known causes or conditions you already have.

---

**Abdominal pain**

Yes  No

Not related to other known causes or conditions (for example, menstrual cramps, gastroesophageal reflux disease)

---

**Pink eye**

Yes  No

Not related to other known causes or conditions (for example, blepharitis, recurrent styes)

---

**Decreased or no appetite (young children only)**

Yes  No

Not related to other known causes or conditions (for example, anxiety, constipation)

---

**If you answered NO to all, skip to the next question.**

**If you answered YES to any symptoms under question 3, do not go to school or child care and:**

- Stay home until your symptom(s) have been improving for at least 24 hours.
- Siblings or other people you live with do not need to stay home as long as they do not develop symptoms.
- You do not need to review the remaining questions in this tool today. Retake the screening tool each day before attending school or child care.

**4. Have you been told you that you should currently be quarantining, isolating, staying at home, or not attending school or child care?**  Yes  No

Could include being told by a doctor, health care provider, public health unit, federal border agent, or other government authority.

Please note there are federal requirements (<https://travel.gc.ca/travel-covid>) for individuals who travelled outside of Canada, even if exempt from quarantine.

**If you answered NO, skip to the next question.**

**If you answered YES to question 4, do not go to school or child care and:**

- Stay home and do not leave except to get tested, to visit a clinical assessment centre, or for a medical emergency.
- Follow any other guidance or directions that have been provided to you
- Siblings and other people you live with do not have to stay home unless they were also told to quarantine, isolate, or stay home.
- You do not need to review the remaining questions in this tool today. Retake the screening tool each day before attending school or child care.

**5. In the last 10 days have you tested positive for COVID-19?**  Yes  No

This includes a positive COVID-19 test result on a laboratory-based PCR test, rapid molecular test, rapid antigen test or other home-based self-testing kit.

**If you answered NO, skip to the section below "If you answered 'no' to all questions."**

**If you answered YES, do not go to school or child care and:**

- You should isolate and not attend school/child care for at least **10 days**.
- If you develop symptoms, do not attend school or child care for at least **10 days** and until you also do not have a fever and your symptoms have been improving for at least 24 hours (48 hours for nausea, vomiting, and/or diarrhea). Do not leave except to visit a clinical assessment centre or for a medical emergency.

**Note:** The duration of isolation may be modified based on your health care provider's direction.

- If you are at higher risk of severe illness, contact your healthcare provider as you may be eligible for COVID-19 treatment.
- Siblings and other people you live with should do the following for 10 days after their last exposure to the person who tested positive for COVID-19:
  - self-monitor for symptoms. They should self-isolate immediately if they develop any symptom of COVID-19 and seek testing if eligible
  - wear a well-fitted mask in all public settings (including school and child care)
  - avoid non-essential activities where they need to take off their mask (for example, playing a wind instrument in music class or removing their mask for sports; dining out)
  - avoid non-essential visits to anyone who is immunocompromised or who may be at higher risk of illness (for example, seniors)
  - avoid non-essential visits to highest risk settings such as hospitals and long-term care homes

**If you answered NO to all questions, you may go to school/child care.**

If you feel sick or not well, even with symptoms not listed in this screening tool, you should stay home. Talk with a doctor if necessary. Individuals with severe symptoms requiring emergency care should go to their nearest emergency department.

Retake this screening every day before going to school/child care.

**If you were identified as a close contact of someone with symptoms or with COVID-19, for 10 days after your last exposure to the person:**

- wear a well-fitted mask in all public settings (including school and child care)
- avoid non-essential activities where you need to take off your mask (for example, playing a wind instrument in music class or removing your mask for sports)
- avoid non-essential visits to anyone who is immunocompromised or at higher risk of illness (e.g., seniors);
- avoid non-essential visits to highest risk settings such as hospitals and long-term care homes.

Regardless of negative COVID-19 test results, these measures can be an added layer of prevention against the spread of COVID-19 and other respiratory viruses circulating in the community.

**If you got a COVID-19 vaccine or flu shot in the last 48 hours and you have mild fatigue, muscle aches/joint pain, and/or headache:**

- You should wear a well-fitted mask for the entire time at school/child care if you are experiencing mild fatigue/tiredness, muscle aches, and/or joint pain that only began after vaccination.
- If your symptoms worsen, continue past 48 hours, or if you develop other symptoms: you should leave school/child care immediately.

**If you have travelled outside of Canada in the last 14 days**

- You must follow the federal guidelines (<https://travel.gc.ca/travel-covid>) after returning to Canada, even if you were not required to quarantine.

**Health and safety tips**

The removal of provincial requirements does not mean that the risk for COVID-19 has disappeared. We still need to do our part to protect ourselves and others from COVID-19. This includes practicing good hand hygiene and wearing a mask where recommended or required.

**Get the COVID-19 vaccine and other routine immunizations when eligible.**

Vaccines are safe, effective, and the best way to protect you and those around you from infectious diseases. Learn more at: <https://www.ontario.ca/page/vaccines>

# Appendix D – Disinfectant Data Sheets

# APPENDIX E –CLEANING PROTOCOLS

## Classroom Cleaning Checklist

This risk assessment is to be completed to ensure that the risk has been identified and the required prevention measures have been implemented. The primary purpose of addressing the safety concerns is to protect the health of Educators and Children.

Directions

Educator Name:				Week:			
Classroom Cleaning Checklist - Covid-19 High Touch Surface Areas							
Area and/or Item	Yes	No	AM	PM	Other		
Classroom Doors							
Washrooms - Children							
Tables							
Chairs and Stools							
Cups							
Phones/Walkie Talkies (after every use)							
Floors (If spill)							
Light Switches							
Indoor Toys							
Outdoor Toys							
Sinks							
Cribs/Cots							
Shelves							
Soother							
iPads (After Every use)							
Attendance List (wipe after use)							
Shed Doors							
Carts							
Security System/buzzer							

# Common Area Cleaning Checklist

Educator Name:				Week:			
Common Areas Cleaning Checklist - Covid-19 High Touch Surface Areas							
Area and/or Item			AM	PM	Other		
	Yes	No					
Front Door							
Washrooms- Educators							
Microwave							
Coffee machine							
Cubbies							
Kitchen Counters							
Fridge							
Washing Machines							
Dryer							
Security System							
Staff Room Table							
Staff Room Chairs							



# Administrative Office Cleaning Checklist

Educator Name:				Week:			
Office Space Cleaning Checklist - Covid-19 High Touch Surface Areas							
Area and/or Item	Yes	No	AM	PM	Other		
Printers							
Photocopiers							
Key Boards							
Tables							
Chairs							
Phones/Walkie Talkies (after every use)							
File Cabinets							
Desk							
Buzzer							
Light Switches							
Doorknobs							