

COVID-19: SCHOOL & OFFICE SELF -AUDIT

REQUIREMENT	YES/NO	COMMENT
Has the school management demonstrated leadership and commitment to mitigate the risk of COVID-19 in the school?		
Has the school management allocated sufficient resources to the implementation of the COVID-19 risk mitigation plan?		
Has a COVID-19 risk assessment been conducted at the school?		
Is there are procedure in place in the event that a learner or member of staff tests positive for COVID-19?		
Is there a procedure to isolate the individual and minimise any further exposure?		
Does the procedure include measures of communication to fellow employees, learners and their parents?		
Are there procedures in place to follow up on learner or employees that were potentially exposed? Contact tracing?		
Are there procedures in place to deep clean all areas the infected individual accessed ?		
Have you conducted a health risk assessment and identified which employees fall into higher risk groups because they are elderly (over 60) or suffer from chronic illness (such as heart disease, diabetes or respiratory disease) or who are pregnant?		
Have you encouraged employees and learners to check symptoms , and stay home if they display of the indicated COVID-19 symptoms? (i.e. cough, sore throat, fever >38°C or shortness of breath)		
Will you continue operating if an employee or learner tests positive for COVID-19?		
Is there regular communication with staff and learners, including regular check ins on their health and the health of their family ?		
Has the risk of employees and learners using public transport been considered and control measures implemented?		
Have employees been issued with the required PPE (including face masks) and have they been trained on the use, maintenance and limitation of the protective equipment?		
Has a flammable storage area been designed for the storage of bulk quantities of hand sanitiser?		

Is there are procedure in place to deal with employees and learners who appear to have symptoms (i.e. fever, cough or shortness of breath) upon arrival at school or who become sick during the day?		
Have you updated your staff and learner records to ensure contact details are correct?		
Have you implemented physical distancing requirements in the workplace and classroom?		
If you transport staff or children to and from school have you implemented the necessary control measures?		
WORKPLACE CLEANLINESS & HYGIENE		
Do all employees and learners who enter the school use hand sanitiser on entering at each and every occasion?		
Are all employees and learners who enter the school required to wear a cloth face mask?		
Is there enough information around the school and office areas about safe hygiene practices and have workers been educated on the topic?		
Have employees been educated on the appropriate use of PPE, hand hygiene and respiratory etiquette ?		
Do all employees and learners have easy access to hand washing facilities and other products which support good hygiene, such as hand sanitiser?		
Is the school being cleaned regularly and sanitised to appropriate standard?		
Are the bathrooms regularly cleaned?		
Is there adequate access to soap and paper towel in the bathrooms? Are the appropriate procedures in place for the removal of waste?		
Are COVID-19 posters, hand hygiene, cough and sneeze etiquette displayed in key areas across the organisation?		
Are machines/equipment/electronics and work areas equipped with a sanitiser and cleaned before and after use?		
Is there adequate access to hand sanitiser at all entrances to the school?		
Is there access to hand sanitiser in each of the classrooms?		
Is there sufficient air change and indoor air quality of an acceptable standard? Have air conditioner filters been serviced appropriately?		

WORKPLACE PHYSICAL CONTACT (SOCIAL DISTANCING)

Is access to the school restricted (limited to employees and learners)?		
Is physical contact of employees and/or learners discouraged?		
Closure of communal areas such as staff room or eating areas ?		
Are tea breaks staggered?		
Have classrooms and office areas been rearranged to ensure maximum distance between employees and learners (at least 1.5 – 2m between persons)		

VISITORS & CONTRACTORS

Are all visits to the school discouraged?		
Are all visitors and contractors being screened to ensure they are not displaying COVID-19 symptoms?		
Do all visitors fill in a short medical questionnaire, use hand sanitiser and a mask before entering the building		
Do you have hand sanitiser readily available for visitors?		
Do you have a procedure for the delivery of goods to the school?		
Is there are physical barrier between admin staff and visitors?		

PPE

Is there a supply of PPE (fabric mask or disposable masks) is employees or learner who misplace or arrive at school without a mask?		
Are disposable gloves available?		
Are disposable plastic aprons available?		
PPE properly removed, cleaned, stored and disposed if necessary?		

