

Self Evaluation — Making Your School Safe



As schools and educational spaces reopen amid COVID-19, they must be prepared to make significant changes to their facilities to create a safe environment for everyone. Every school has specialized requirements and unique operational needs, so it's important to adapt a **strategic approach** as they reopen and prepare for the arrival of students, staff, and visitors.

Keeping your facility healthy and safe while educating students is crucial to preventing the spread of COVID-19. This **5-Step Assessment Guide** will help you to critically evaluate your school, identify areas that need attention, establish safety protocols and minimize the risk of COVID-19 transmission.

1

Site Analysis

Carefully review your floorplan and look for the spots where there will be a lot of activity and interaction, then install the appropriate health posters and social distancing signs to guide the foot traffic of students and staff. Key areas to consider are:

- Classrooms
- Eating areas
- Nap areas
- Washrooms
- Entrances & exits
- Crafts & activity areas
- School drop-off zones
- Temperature check stations
- Administrative offices

After analyzing your floorplan, do a thorough onsite evaluation of your school to identify any areas you may have overlooked. Walking through your site gives you a better understanding of the physical size of each area and puts you directly where students and staff will be. This exposes areas that are easily missed which require additional health and safety signs. **Common spots include:**

- Outdoor recreation areas
- Elevators, stairwells, and narrow halls
- Gymnasiums
- Parking lots
- Exterior windows

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2

Assess Your Needs

Students and staff should practice safe social distancing. Adapt protocols for how to handle day-to-day practices such as:

- Student drop offs
- Temperature check stations
- Students who are sick
- Washrooms guidelines
- Students who need to leave and return to campus
- Maximum number of students within classrooms and gathering areas
- Recreation area uses
- Cafeteria and dining area safety practices

3

Inform & Educate

- Have a single point of contact available to address parents and students. This contact should be available to quickly respond to common queries and able to escalate any concerns to administrators.
- Have an emergency protocol and contingency plan in case of infection at your school.
- Educate and promote hygienic habits throughout your facility using health and wellness posters, directional signage, and social distancing graphics.
- Communicate daily with your students and staff to set expectations for common practices such as student drop offs, cafeteria protocols, recreation guidelines, washroom best practices, social distancing, and navigating hallways, stairways, and restrooms.
- Enforce guidelines for not following health and safety protocols.

4

Clean & Disinfect

- Every educational facility has different needs, so it's crucial to ensure you have a good supply line in place for sanitizer, soap, cleaning products, and PPE such as face masks, shields, sneeze guards, and gloves.
- Place bottles of hand sanitizer and disinfectant wipes at key locations for students and staff.
- Enlist professional cleaners that know how to safely clean, sanitize, and maintain your facility from top to bottom. If you do your own cleaning, be sure you're familiar with the latest protocols from the CDC.

5

Stay Connected

- Monitor local health mandates to ensure you're conforming to the latest protocols.
- Visit the CDC and WHO sites often for the most up-to-date information.
- Remain flexible and assume frequent guideline adjustments as additional COVID-19 information becomes available.