

# Health and Safety Checklist

Complete this checklist with your school's health and safety committee to assess your school's safety plan with the [Ministry of Education's Health and Safety Guidelines](#). Measures that are only sometimes or never in place represent areas where more attention and action may be needed.

SCHOOL: Coquitlam College

DATE: February 25, 2021

Administrative Measures		
<b>Entrance and Exits</b>	Staff and students are not crowded when they enter and leave the school. This includes spaces like hallways, coat rooms and bus waiting areas.	<input checked="" type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
<b>Common Spaces</b>	Staff and students can move through common spaces - hallways, washrooms, cafeteria, bus stops - without crowding or physical contact.	<input checked="" type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
<b>Physical Distancing Within Learning Groups</b>	Physical contact and close, face-to-face interactions are minimized. People are spread out as much as possible.	<input checked="" type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
<b>Physical Distancing Outside of Learning Groups</b>	There is 2 meters of space available between people from different learning groups when together for extended periods of time (when indoors for elementary, and at all times for middle and secondary).	<input checked="" type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
<b>Staff Only Spaces (e.g. Administrative Officers, Staff Rooms, Copy Rooms, etc.)</b>	Physical distancing is practiced. Masks are not used in place of physical distancing.	<input checked="" type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Visual cues (floor markings, posters, etc.) are in place to promote physical distancing.	<input checked="" type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Masks are worn in accordance with the Health and Safety Guidelines.	<input checked="" type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
<b>Itinerant Staff, Temporary Teachers on Call and Other Visitors</b>	Process in place to ensure itinerant staff, Teachers On-Call and visitors are aware of the school's health and safety measures and their responsibility to follow them at all times.	<input checked="" type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
<b>Gatherings</b>	Student gatherings (e.g. events that bring staff and students together outside of regular learning activities) only occur within learning groups and as minimally as possible.	<input checked="" type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Staff gatherings (e.g. meetings, professional development activities, etc.) occur virtually whenever possible. If not possible, staff are able to be physically distanced during the meeting.	<input checked="" type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
<b>Extracurricular Activities</b>	Activities are implemented in line with the guidance for within- and outside-of-learning group interactions, including 2 meters of space available between people from different learning groups (when indoors for elementary, and at all times for middle and secondary).	<input checked="" type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never

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Administrative Measures		
Hand Hygiene	Hand cleaning facilities available and accessible throughout the school and well maintained.	<input checked="" type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Signage to remind students staff to practice regular hand hygiene and good cough etiquette.	<input checked="" type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never

Environmental Measures		
Learning Space Configuration	Learning spaces are arranged to maximize the space available and to minimize people directly facing one another (where possible).	<input checked="" type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
Increased Cleaning and Disinfecting	General cleaning and disinfecting is done every 24 hours, with frequently-touched surfaces cleaned an additional time (including once during the school day).	<input checked="" type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
Ventilation and Air Exchange	The school's ventilation system is serviced and operating to specifications.	<input checked="" type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never

Personal Measures		
Daily Health Checks	Staff complete an active Daily Health Check.	<input checked="" type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Parents and students are made aware of their responsibilities to complete a Daily Health Check.	<input checked="" type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
Stay Home When Sick	Staff and students are reminded to stay home when they are sick.	<input checked="" type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never

Personal Protective Equipment		
Masks	Staff, itinerant staff, and visitors (who are able to), wear masks in accordance with the K-12 Health and Safety Guidelines.	<input checked="" type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Students (who are able to), wear non-medical masks in accordance with the Health and Safety Guidelines.	<input checked="" type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never
	Masks are available for those who have forgotten theirs.	<input checked="" type="checkbox"/> Always <input type="checkbox"/> Sometimes <input type="checkbox"/> Never