### Checklist for School Entrances

**Daily** / Check the items listed below if available at the school entrance. Check items ideally when children entering school premises. Add remarks if necessary.

<table>
<thead>
<tr>
<th></th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES/NO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Handwashing facility or sink usable</strong></td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td><strong>Water and soap available</strong></td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td><strong>If no handwashing facility, handsanitizer available</strong></td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td><strong>Temperature scanner usable (optional)</strong></td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td><strong>Time of checking</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Name &amp; remarks</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Once a Week** / Check the additional aspects:

**Day**

<table>
<thead>
<tr>
<th>YES/NO</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Posters on proper hand hygiene visible in the handwashing area</strong></td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td><strong>Posters on physical distancing visible in the school entrance</strong></td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td><strong>Proper cough and sneeze etiquette poster visible in the school entrance</strong></td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td><strong>Posters on wearing mask visible in the school entrance (if applicable)</strong></td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
<tr>
<td><strong>Reminders to stay home when sick visible in the school entrance</strong></td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
<td>●</td>
</tr>
</tbody>
</table>
**CHECKLIST FOR CLASSROOMS**

**MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY**
---|---|---|---|---
Handwashing facility (with water and soap) is ready in front of the classroom | NO | NO | NO | NO | NO | NO | NO
Room is arranged for physical distancing | NO | NO | NO | NO | NO | NO | NO
Waste bins are available and have been emptied | NO | NO | NO | NO | NO | NO | NO
Separate cleaning and disinfecting solutions prepared | NO | NO | NO | NO | NO | NO | NO
Floor is cleaned (swept or mopped) | NO | NO | NO | NO | NO | NO | NO
High touch surfaces have been cleaned and disinfected:
Tables/armchairs/chairs | NO | NO | NO | NO | NO | NO | NO
Doorknob and window handles | NO | NO | NO | NO | NO | NO | NO
Switch and remote control | NO | NO | NO | NO | NO | NO | NO
Board eraser/handrail | NO | NO | NO | NO | NO | NO | NO

**ONCE A WEEK**

**POSTER CHECKS**

- Posters on proper hand hygiene visible inside the classroom | NO | NO | CHECKED BY CLASS ADVISER / TEACHER
- Posters on physical distancing visible inside the classroom | NO | NO | CHECKED BY SCHOOL HEAD
- Proper cough and sneeze etiquette poster visible inside the classroom | NO | NO
- Reminders on wearing mask visible in the classroom (if applicable) | NO | NO
- Reminders to stay home when sick visible in the classroom | NO | NO
- Monitor and report to the school head irregular absenteeism patterns among students | NO | NO

**DATE SUBMITTED**
### To Be Filled In By Cleaner / Janitor: Daily Checklist for Cleaning and Disinfecting

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
</tr>
</tbody>
</table>

**Cleaned and disinfected based on the protocol below**

**Time cleaned**

**Name & remarks**

1. Put on rubber boots, face mask, eye protection, and gloves.
2. Collect waste for disposal or safe treating.
3. Apply 30 ml of bleach directly under the rim of toilet bowl/s and leave for 5 minutes.
4. Prepare cleaning and disinfecting solutions;
   - Cleaning solution: Detergent soap added to a bucket of water
   - Disinfecting solution: 20 ml to 1 liter of water
5. Use the cleaning solution and a cloth/sponge to clean the handwashing area, mirrors, doorknobs, handrails, switches, and water faucets.
6. Proceed to cleaning the outside part of the toilet bowl including flush handle, bidet (if applicable), and toilet seat.
7. Brush the inner part of the toilet bowl with toilet brush then flush.
8. With the remaining cleaning solution, mop the floor then rinse with water afterwards.
9. Soak a fresh cloth with the disinfecting solution and apply it to high touch surfaces inside the toilet facility. High touch surfaces are doorknobs, light switch, handrails, faucets, cistern flush handle, bidet, toilet seat and soap holders. Allow the solution to air-dry.
10. Return the emptied trash bin inside the toilet.
11. Wash and clean the materials used and store in a safe place.
12. Remove rubber boots, gloves, eye protection, and face mask then wash your hands with soap and water.

### To Be Filled In By Students / Hygiene Patrol: Daily Checklist for Materials Available in the Toilet for Users

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>YES</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
</tr>
</tbody>
</table>

**Water available**

**Soap available**

**Trash bin available**

**Toilet brush available**

**Dipper / bucket available**

**Time of checking**

**Name & remarks**

---

**Disinfecting Solutions 0.1% Chlorine**

- **200 ml household bleach**
  - 2 coffee cups à 100 ml (1 US cup)
- **100 ml household bleach**
  - 1 coffee cup à 100 ml (1/2 US cup)
- **20 ml household bleach**
  - 4 teaspoons à 5 ml
- **1 L household bleach**
  - 1 US cup
- **5 L household bleach**
  - 2 US cups
- **10 L household bleach**
  - 4 US cups

Source: [Karin Gallandat](https://www.gallandat.com)