

# Appendix 1: Checklist

## Actions at school/setting/college level

Actions should be implemented by schools and settings on the basis of feasibility and should be adapted to the specific contexts of the individual school/setting. The following actions can be led or overseen by the governing body or a small team representative of the local context, e.g. comprised of teaching staff, school administrators and parents/carers of learners, working under the governing body and headteacher’s authority.

Phase	Actions	[Tick]
Reopening	<p><b>1. Assess the protective measures already in place and consider how they could be strengthened.</b> Action could include, for instance:</p> <ul style="list-style-type: none"> <li>• assessing the need for enhanced cleaning, including cleaning frequently touched surfaces more often, using standard products such as detergents and disinfectants</li> <li>• assessing the layout of the school and capacity to maintain distance from learners and staff in and outside of the classroom</li> <li>• assessing the existing measures in place supporting robust hand and respiratory hygiene, including ventilation.</li> <li>• designating first aiders and ensuring they are accessible.</li> </ul> <p>For detailed recommendations please refer to the full Welsh Government <a href="#">Operational guidance for schools and settings to support limited attendance at alert level 4.</a></p>	[ ]
	<p><b>2. Schools and settings should keep a record of attendance and families should notify their school if their child is unable to attend and explain the reason for this to enable the school to record attendance correctly.</b></p> <p>Further guidance on attendance can be found in the attendance section of the full Welsh Government <a href="#">Operational guidance for schools and settings to support limited attendance at alert level 4.</a></p>	[ ]
	<p><b>3. Consider the Welsh Government <a href="#">Guidance on learning in schools and settings: coronavirus</a> to set out expectations and priorities for learning in schools and settings during this time.</b></p>	[ ]

Reopening

**4. Formal consideration is given to how to reduce contacts and maximise social and physical distancing between those in school wherever possible and minimise potential for contamination so far as is reasonably practicable.**

It is important to remember that social/physical distancing, hand hygiene and respiratory hygiene remain strongly evidenced to be the most effective ways to prevent the spread of coronavirus. Staff should positively reinforce behaviours around social/physical distancing and hygiene as opposed to stigmatising mistakes.

Appropriate use of [face coverings](#) in line with the operational guidance for schools should be adhered to. While face coverings have a role to play in the range of measures available, it is important to note that face coverings are not a replacement for far more effective measures such as social distancing and hand hygiene.

For detailed recommendations please refer to the full Welsh Government [Operational guidance for schools and settings to support limited attendance at alert level 4.](#)

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**5. Schools, supported by their LAs, must ensure that learners clean their hands regularly, including when they arrive at school, when they return from breaks, when they change rooms, before and after eating, and after using the toilet.**

Points to consider and implement include:

- whether the school/setting has enough hand washing or hand sanitiser 'stations' available so that all learners and staff can clean their hands regularly
- supervision of the use of hand sanitiser given the risks around ingestion. Young learners and those with complex needs should continue to be helped to clean their hands properly
- building these routines into the school's culture, supported by behaviour expectations, and helping ensure younger learners and those with complex needs understand the need to follow them
- providing automated soap dispensers where possible and ensuring hands are thoroughly dried, preferably using paper towels. Hand dryers should be avoided where possible. Paper towels should be disposed of in a lidded bin and not allowed to overflow. Bins should be emptied daily
- ensuring there are adequate and sufficient supplies of equipment such as soap, hand sanitiser and face coverings/PPE (where required).

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For detailed recommendations please refer to the full Welsh Government [Operational guidance for schools and settings to support limited attendance at alert level 4](#).

**6. Schools and settings should ensure adequate levels of ventilation.**

Schools and settings can consult the [HSE guidance on ventilation systems](#) and the full Welsh Government [Operational guidance for schools and settings to support limited attendance at alert level 4](#) for further detailed recommendations.

**7. Schools and settings should work with staff, parents/carers and learners to ensure clarity on, and acceptance of, what the revised arrangements and protective measures are and how they will work in practice.**

For example, concerning the dropping off and picking up of children, consideration should be given about how best to communicate information about revised arrangements in the clearest and most appropriate way.

**8. The physical layout of the school/setting should be organised in such a way as to enable physical distancing and hygiene measures based on the guidance as far as possible.**

For example:

- arranging classrooms with forward-facing desks, recognising this may not be possible or appropriate in all schools and settings
- avoiding contact between separate groups as much as possible, including during break times
- designating areas of the building for exclusive use of contact groups e.g. teaching rooms, toilets, outdoor areas for break, entrances to buildings
- continuing increased cleaning arrangements.

All buildings-related risk assessments should be prepared in consultation with the local trade unions. Following a risk assessment, some schools may determine that small adaptations to their site are required, such as additional wash basins. This will be at the discretion of individual schools and settings, based on their particular circumstances.

For detailed recommendations please refer to the full Welsh Government [Operational guidance for schools and settings to support limited attendance at alert level 4](#).

**9. Establish a plan for checks to ensure compliance with all measures.**

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**10. Ensure staff, learners and parents/carers fully understand that any staff member or learner who has possible symptoms of COVID-19 must not attend the school setting but must remain home and [self-isolate](#), [arrange a COVID-19 test](#) and notify the school of this.**

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**Supporting the [Health Protection Regulations](#), employers should allow or enable a person to self-isolate if they have COVID-19 symptoms, have tested positive for COVID-19, live with a household member who has symptoms or who has tested positive for COVID-19, or if they have been notified by TTP that they are a close contact of someone who has tested positive for COVID-19.**

**Staff and learners should also fully understand the process that should be followed if anyone develops COVID-19 symptoms while at school. The guidance provides a set of principles to help schools and settings to do this, and in turn minimise risks.**

The main [symptoms](#) of coronavirus are:

- a high temperature: this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
- a new, continuous cough: this means coughing a lot for more than an hour or three or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
- a loss or change to your sense of smell or taste: this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.

For detailed recommendations please refer to the full Welsh Government [Operational guidance for schools and settings to support limited attendance at alert level 4](#).

**11. A policy of 'staying at home if unwell' is enforced for learners, teachers and school staff with symptoms of COVID-19, and school sick leave policies are revised accordingly.**

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