

COVID-19 Daily Classroom Checklist

This checklist is to be used with the most up to date government guidance during the COVID-19 Pandemic. The checklist should be completed throughout the day and then should be returned to the office before leaving the site.

DAILY CHECKLIST

Item	Y or N	Comments																
Before children are due at school (am) Have you washed your own hands on entering the building? Have you wiped down all of the tables with anti-bac spray?																		
Are tissues available in the classroom?																		
Are resources planned to allow for social distancing?																		
Have you propped open your classroom door(s) to minimise contact points? If possible, are windows open for ventilation?																		
Is your first aid bag accessible and ready to take out to all break times? Does each adult have their personal hi-vis ready to use at drop-off and pick-up?																		
When children are in the classroom: Have you reminded children to wash their hands at all key points in the day? Have you given children repeated social distancing reminders? Have you reminded children of 'Catch it. Bin it. Kill it.'? Tick off each key point in the day: <table border="1" data-bbox="108 1742 790 2047"> <tbody> <tr><td>Arrival</td><td></td></tr> <tr><td>Before break</td><td></td></tr> <tr><td>After break</td><td></td></tr> <tr><td>Before lunch</td><td></td></tr> <tr><td>After lunch</td><td></td></tr> <tr><td>Before afternoon break</td><td></td></tr> <tr><td>After afternoon break</td><td></td></tr> <tr><td>Before dismissal</td><td></td></tr> </tbody> </table>	Arrival		Before break		After break		Before lunch		After lunch		Before afternoon break		After afternoon break		Before dismissal			
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After afternoon break																		
Before dismissal																		

<p>Children eating in the classroom:</p> <p>Before children start eating, have you wiped down all of the tables with anti-bac spray again?</p>		
<p>After eating in the classroom/ Before afternoon lessons</p> <p>Have you wiped down all of the tables with anti-bac spray again?</p> <p>Are their enough tissues in the classroom?</p>		
<p>Shared equipment</p> <p>Has the play equipment for your group been wiped down with anti-bac spray?</p> <p>Have any shared resources used throughout the day been wiped down with anti-bac spray including returned reading books?</p> <p>Have children been asked to wash their hands after using shared equipment?</p>		
<p>Before using laptops/ ipads</p> <p>Have children washed their hands?</p> <p>Have all laptops/ ipads been wiped over with an anti-bac wipe?</p>		
<p>End of the day</p> <p>Are all surfaces clear to ensure the cleaners can deep clean?</p>		
<p>End of the week</p> <p>Have adults taken their personal hi-vis jackets home to wash?</p>		
<p>After carrying out the above checks please sign below I have carried out the above checks and found the site to be following the current government guidelines in line with COVID-19</p>		
<p>Date:</p>	<p>Signature</p>	