



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	Mon	Tues	Weds	Thurs	Fri
Before children are due at school (am) Have you washed your own hands on entering the building? Are tables arranged to allow children to be forward facing as far as practicable? Have you wiped down all of the tables with anti-bac spray in the classroom and the class' break-out space?					
Are there sufficient tissues available in the classroom and the break-out space?					
Are activities and resources planned to allow for minimal sharing, no-touching and as much physical distancing as possible?					
Have you propped open your classroom door(s) to minimise contact points? If possible, are windows and doors open for ventilation?					
Is your first aid bag accessible and ready to take out to all break times?					
When children are in the classroom: Have you asked children to wash their hands on entry to the classroom/ break-out space and sanitise on exit? (sanitiser use should be supervised to ensure it isn't ingested) Have you given children repeated 'no touch' and social distancing reminders? Have you reminded children of 'Catch it. Bin it. Kill it.'?					
Upon arrival					
Before break					
After break					
Before lunch					
After lunch					
Before afternoon break					
After afternoon break					
Before dismissal					



Classroom cleaning: Have you wiped down all of the tables with anti-bac spray at break time(s) and before and after eating at lunchtime?					
Shared spaces and equipment Have you monitored the toilets and cloakrooms to ensure only 2 children have used them at a time and groups haven't mixed? If children leave the room unaccompanied, have you reminded them about distancing from other classes and not entering the same spaces or stopping for a chat? Has the play equipment for your group been wiped down with anti-bac spray after each use? Have any shared resources used throughout the day been wiped down with anti-bac spray including returned reading books and P.E. equipment? Have children been asked to wash their hands after using shared equipment?					
Before using laptops/ iPads Have children washed their hands? Have all laptops/ iPads been wiped over with an anti-bac wipe before and after use?					
End of the day Are all surfaces clear to ensure the cleaners can deep clean?					
After carrying out the above checks please sign below: I have carried out the above checks in line with the current government guidelines.					
Signature & Date					



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