

COVID-19 Operational Plan Audit - School Name		Score:	
Persons present: Clare Tooley,		JHSC Member Present?	Yes No
Date:		Phase Audit Conducted?	Yellow Orange
Observation Checklist		C/AR/NA	Comments
1	Is the operational plan on school website current within the last 30 days?		
2	Are the current COVID screening questions posted on school access doors?		
3	Has the Joint Health & Safety Committee been involved with the development/updating of the operational plan, as applicable?		
4	Are the visitor guidelines posted and up to date?		
5	Is the visitor sign in sheet posted, and is it the correct log, being used correctly?		
6	Is there a clean/dirty or sanitize before/after system for sign in pen?		
7	Is the school limited to the public? Ex: Appointment Only?		
8	Does the administrative assistant have adequate barriers in place?		
9	Does the main office have adequate safe guards in place? (Barriers, signage, limits, tape, arrows?)		
10	Are staff displaying compliance with phase level mask requirements i.e. common areas, hallways, staff rooms when not seated, supply's/casual EAs, etc.?		
11	Are staff displaying compliance with physical distancing requirements?		
12	Are students displaying compliance with appropriate grade level and phase colour mask requirements?		
13	Are desks spaced out 1 metre within classrooms - at high school level?		
14	Are bubbled classes displaying compliance with 2 metre distancing from other bubbles/people? K-8		
15	Are Students in the hallways maintaining 2 metre distancing as much as possible? 6-12		
16	Does every classroom looked at have a bottle of 362 disinfectant within in?		
17	Does every classroom looked at have a jug of EZ Pure hand sanitizer in it?		
18	Does every common area looked at have a bottle of 362 disinfectant within in?		
19	Does every common area looked at have a jug of EZ Pure hand sanitizer in it?		
20	Are bottles properly labeled for 362 disinfectant and EZ Pure hand sanitizer?		
21	Do photo copiers have the proper "sanitize before & after" signage up, and is sanitizer available at each photo copier?		
22	Are the seats in the staff room(s) 2 metres minimum apart all the way around?		
23	Are custodians offices arranged to support 2 metre distancing?		
24	Are the seats in the cafeteria minimum 2 metres apart all the way around? 9-12		
25	Is there a plan in place to keep bubbles separate when outside for recess?		
26	Are classrooms displaying compliance with cleaning requirements?		
27	Are classrooms displaying compliance with hand sanitizing requirements?		
28	Is there a process in place to limit the number of people in washrooms staff/student?		
29	Do the elevators have limits on them?		
30	Is gym equipment being cleaned as per the RTS document?		
31	Are there physical barriers in place when 2 bubbles are in the gym?		
32	Are meetings maintaining 2 metre distancing between people or being held virtually whenever possible?		
33	Are assemblies maintaining 2 metre distancing between bubbles/people or being held virtually whenever possible? Are they kept to a max of 50 people?		
34	Are library books being cleaned, quarantined, or assigned per bubble?		
35	Has extra furniture been removed to promote physical distancing?		
36	Are items such as clubs or events added to the school operational plan?		
37	Is there enough plexiglass barriers for those who need them?		
38	Is there a directional flow/traffic control system in place in hallways (arrows, signage, 1-way traffic?)		
39	Is there an isolation space for symptomatic students/staff?		
40	Is the school being cleaned as per the RTS document? Ex: washrooms 3x daily, frequently touched surfaces, etc.		
<b>Comments:</b>			