

Special circumstances	Yes/ No
1. Ensure adequate handwashing facilities near the entrance and exit points of the school, near toilets, and if possible near classrooms	
2. Ensure an adequate continuous supply of water	
3. If the school is being used for any other purpose, the work should be completed three days before the school commences and the premises should be cleaned and disinfected based on previous use.	
4. Clean the school and ensure an environment free from mosquitoes and other hazards.	
5. Availability of instruments to measure body temperature and be familiar with the method of measuring.	
6. An emergency room with adequate equipment to keep ill children away from other children.	
7. Outline the procedure that need to be taken when a child or member of staff falls ill during school hours and be prepared to act.	
8. Instruct the academic and non-academic staff on required procedures, entrust the responsibilities, and train them.	
9. Display notices and banners that illustrate the importance of physical distancing, proper way of washing hands, and wearing masks.	
10. Educate the parents and school community (school development committee past pupils associations, etc) about the situation and plans put in place.	
11. Availability of sufficient masks in the school to use in an emergency. (home-prepared masks are also appropriate)	
12. Make available sufficient safety equipment to be used by sanitary and school laborers. (Face masks, gloves, etc)	
13. Ensure the availability of sufficient amounts of bars of soap and disinfectant fluid for hand washing and disinfection.	
14. Activate the health promotion committee in the schools.	