

Health & Safety Compliance Checklist



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QUESTIONS

ANSWERS

INFORMATION

During a pandemic, you will need to implement additional measures to minimise the transmission of the virus, particularly high use surfaces (e.g. sinks, door/cupboard handles, railings, toys, tables and bench tops etc.). Transmission from contaminated hard surfaces is unlikely but influenza viruses may live up to two days on such surfaces.

Influenza viruses are deactivated by alcohol and chlorine. Cleaning of environmental surfaces with a neutral detergent followed by a disinfectant solution is recommended. Surfaces that are frequently touched with hands should be cleaned often, preferably daily.

While we have taken all care in preparing this checklist, we do not represent that it meets all the health and safety requirements or guidelines in any jurisdiction. This material is provided as a convenience and an accommodation for readers, and does not constitute legal advice of any kind. Readers are urged to consult with qualified local counsel to ascertain and facilitate compliance with applicable country, federal, state and local requirements.

PERSONAL HYGIENE

Q1. Situations or times that children or staff should perform hand hygiene are posted in all food preparation, hand hygiene, diapering and toileting areas?

HAND WASHING PROCEDURES STAFF

1. Moisten hands with water and apply soap
2. Rub Hands together into a soapy lather for 20 seconds
3. All hand surfaces are washed including fronts and backs and between fingers from wrists to fingertips.
4. Hands are rinsed with running water and dried with a paper or single use cloth towel.

Q2. Staff Hand washing Procedures compliant?

HANDWASHING PROCEDURES CHILDREN

Caregivers/Teachers help children wash their hands when children can stand but cannot wash their hands by themselves. Children's hands hang freely under the running water either at a child level sink or at a sink with a safety step.

1. Moisten hands with water and apply soap
2. Rub Hands together into a soapy lather for 20 seconds
3. All hand surfaces are washed including fronts and backs and between fingers from wrists to fingertips.
4. Hands are rinsed with running water and dried with a paper or single use cloth towel.

Q3. Children's Hand washing Procedures compliant?

SAFETY

Q1. Please clean and sanitize all Food Surfaces including - dishes, utensils, dining tables, high chair trays, cutting boards.. A dishwasher is used or a registered sanitizer is used according to label instructions for sanitizing.

Q2. Please clean and sanitize all objects intended for the mouth - including pacifiers and teething toys. A dishwasher is used or a registered sanitizer is used according to label instructions for sanitizing.

CLEANING/SANITIZING

Q1. Do you have separate colour coded cloths, mops, buckets used for different areas

Q2. Are you regularly changing gloves and cloths while cleaning different spaces?

Q3. Does floor cleaner being used includes disinfectant? (ensure floors are cleaning twice a day)

Q4. Are microfibre cloths being used to clean surfaces and floors ?

Q5. There is fresh air provided by windows or ventilation system? - if required open doors/ windows to increase air circulation.

High touch areas:

Reception desks / Gates / Handrails (4 x daily)

- Reception desks/gates/handrails to be wiped down with a general cleaner followed by Activate Sanitiser. Do not spray the activate sanitiser directly onto surfaces. Spray onto a cloth and wipe surface down.

Door Handles including all Entrance & Exit Doors (4 x daily)

- Spray all door knobs (inside & outside) and cupboard handles with Activate Sanitiser and wipe down with a clean cloth.

Tap Handles (4 x daily)

- Spray tap handles with Activate Sanitiser and wipe down with a clean cloth.

Alarm Panels / Key Pad Panels (4 x daily)

- Do not spray directly onto keypad.

- Spray Activate Sanitiser onto a clean cloth and wipe keypad down.

Table and bench tops / High Chairs (Before and after every meal)

- Clean table, bench tops and high chairs with general cleaner and clean cloth

- Spray Activate Sanitiser on clean cloth and wipe table and bench tops before and after every meal.

- High chairs for babies should be cleaned with general cleaner and then sprayed and wiped down with Germex before and after every meal. Do not use the Sanitiser on the high chairs.

Q6. Regular cleaning of high-touch surfaces such as handrails, door handles, taps, alarm panels, table/bench tops and high chair (after every use)

Q7. Are toys being washed and disinfected more regularly

Q8. Do not share cups, dishes and cutlery

DIAPERING

Caregivers/Teachers follow diaper changing procedures below:

- Caregiver/Teacher has one hand on the child at all times.

- Non-absorbent paper liner, large enough to cover the changing surface from the child's shoulders to beyond the child's feet, is used.

- Clothing is removed or otherwise kept from contact with the contents of the diaper during the change.

- Child is cleaned of stool and urine, front to back, with a fresh wipe for each swipe.

- Soiled diapers are placed in a plastic-lined, covered, hands-free can.

- If reusable cloth diapers are used, soiled diaper is put in a plastic bag or into a plastic-lined, hands-free covered can.

- A fresh wipe is used to clean the hands of the caregiver and another fresh wipe to clean the hands of the child before putting on a new diaper and dressing the child.

- The child's hands are washed according to the procedure in item #62 before returning the child to a supervised area.

- Diaper changing surface is cleaned and disinfected with an EPA registered disinfectant after each diaper change.

- Disinfectant is put away, out of children's reach.

- Caregivers'/Teachers' hands are washed after diapering procedure is complete according to the procedure in item

Q1. Correct diapering procedures are being followed?

SOCIAL DISTANCING

Q1. Do I have a clear understanding of all upcoming events, gatherings for your school community. Give special consideration to events that might put students, staff or their families in close proximity. Consider whether any of these events should be cancelled.

COMMUNICATION

Q1. Create and test communication plans for the school community - include strategies for sharing information with staff, students and their families

SIGN OFF

Q1. Additional Comments

Q2. Signature of person completing