

SCHOOL SYSTEM (PRESCHOOL, ELEMENTARY, SECONDARY,  
GENERAL ADULT EDUCATION AND VOCATIONAL TRAINING)



## Daily Checklist

The purpose of this document is to support the school system for management of occupational health and safety (OHS). It seeks to guarantee that operations can resume or continue under the safest and healthiest possible conditions in the context of COVID-19.

The employer has validated the worker's state of health with the worker (e.g. self-evaluation [questionnaire](#))<sup>1</sup>.

**NOTE:** \_\_\_\_\_

The workers are informed of the procedure (isolation, wearing the procedure mask and calling the parents, if applicable, and calling 1-877-644-4545) if one or more of the symptoms appear during the work day or if a student or pupil exhibits one or more of the symptoms.

**NOTE:** \_\_\_\_\_

The staff workstations are rearranged and work methods are reviewed to comply with 2 metres of physical distancing whenever possible<sup>2</sup>.

**NOTE:** \_\_\_\_\_

Whenever possible, 2 metres of physical distancing is maintained when entering and exiting the workplace and during breaks and meals.

**NOTE:** \_\_\_\_\_

The washrooms are cleaned and disinfected daily or more often, depending on the traffic.


**NOTE:** \_\_\_\_\_

The staff dining room and the break room are cleaned before and after each use and disinfected every day (e.g. tables, refrigerator door handle, chair backs, microwaves).

**NOTE:** \_\_\_\_\_

1. The answers to these questions are confidential information. The employer must take the necessary measures to protect the confidentiality of this information

2. If an occupational health and safety committee or a prevention representative is present in the work environment, they contribute.



Frequently touched surfaces (e.g. doorknobs, faucets, toilets, computer accessories) and common equipment (pencils, computer accessories) are cleaned every day, depending on the traffic on the premises, and when they are visibly soiled.

**NOTE:** \_\_\_\_\_

Water and soap or a hydroalcoholic solution with an alcohol concentration of at least 60% are available for hand washing. Disposable paper towels and a contactless trash can are also available, as needed.

**NOTE:** \_\_\_\_\_

## Specific Measures for School Staff

Posters are installed as reminders of the importance of hand hygiene, respiratory etiquette and physical distancing at key locations (entrance, rooms, washrooms, exterior doors, etc.).

**NOTE:** \_\_\_\_\_

The students, pupils, parents, suppliers, subcontractors and partners are informed of the measures implemented in the school to control the risks associated with COVID-19 and make them aware of the importance of respecting these measures and limiting their movements within the institution as much as possible.

**NOTE:** \_\_\_\_\_

Visits to the school environment are forbidden for any person (pupil or staff member) exhibiting symptoms associated with the disease, as well as any person who has recently been diagnosed with COVID-19, who is waiting for a result or who has been instructed to self-isolate at home.

**NOTE:** \_\_\_\_\_

Any person whose home contact exhibits symptoms of COVID-19 or who is under investigation and waiting for test results or who recently was diagnosed with COVID-19 must refer to the [recommendations of the INSPQ](#).

**NOTE:** \_\_\_\_\_

A COVID-19 emergency kit prepared in advance is available and at least contains gloves, procedure masks, protective eyewear, a reclosable bag, an overgarment (gown) and a hydroalcoholic solution with an alcohol concentration of at least 60%.

**NOTE:** \_\_\_\_\_



Whenever possible, the staff member maintains a minimum distance of 2 metres from other persons (e.g. colleagues and students or pupils).

**NOTE:** \_\_\_\_\_

In areas that have reached the maximum alert level (red zone), staff wear procedural masks in indoor and outdoor common areas (e.g., staff rooms, facility grounds, etc.).

**NOTE:** \_\_\_\_\_

The common areas where students or pupils gather are strictly controlled by monitors, teachers or educators, for example. The physical distancing measures are applied. Entrances and exits are managed closely.

**NOTE:** \_\_\_\_\_

The schedules are adjusted to minimize bottlenecks and gatherings (e.g. access to the recreation yard).

**NOTE:** \_\_\_\_\_

Necessary protective equipment (procedure mask and eye protection (goggles or visor)) is provided in sufficient numbers for situations where the physical distance of 2 meters without a physical barrier cannot be maintained.

**NOTE:** \_\_\_\_\_

All staff members and students or pupils have been made aware of hand hygiene, physical distancing and respiratory etiquette.

**NOTE:** \_\_\_\_\_

The tables, chairs, rooms, sanitary facilities and any other relevant place or equipment are cleaned and disinfected every day or more often, depending on the traffic on the premises, with an appropriate disinfectant product (according to the manufacturer's instructions).

**NOTE:** \_\_\_\_\_

Sharing of work accessories and equipment (e.g. pens, telephone, tablets, computer mouse) is limited.

**NOTE:** \_\_\_\_\_

Collective equipment (e.g. telephone, computer, mouse, photocopier, printer) is cleaned and disinfected regularly between uses by staff members or between users by each subgroup of pupils.

**NOTE:** \_\_\_\_\_

## Specific Measures for School Transportation Personnel

On the school bus, if physical barriers (transparent full partitions) are not installed between the driver and the pupils, access to the front benches is prohibited to maintain 2-metre distancing with the driver.

**NOTE:** \_\_\_\_\_

The school bus driver, in the absence of physical barriers and if the tasks require less than 2 metres of distancing from another person, wears the appropriate protective equipment at all times.

**NOTE:** \_\_\_\_\_

A sufficient quantity of the appropriate protective equipment is made available to the driver.

**NOTE:** \_\_\_\_\_

Suitable ventilation in the vehicle is ensured by avoiding air recirculation and encouraging natural ventilation by opening windows whenever possible.

**NOTE:** \_\_\_\_\_

The driver's station is cleaned and disinfected every shift or during a change of driver (e.g. steering wheel, interior and exterior door handles, interior mirror, seat belts, doors, seat).

**NOTE:** \_\_\_\_\_

The frequently touched surfaces in the vehicles are cleaned and disinfected every day (e.g. seat belts, straps, handrails, buzzers, doors, seats).

**NOTE:** \_\_\_\_\_

Whenever possible, use of a vehicle is limited to only one driver (the same vehicle for the entire shift).

**NOTE:** \_\_\_\_\_