

CHECKLIST FOR SCHOOL ADMINISTRATORS, TEACHERS AND STAFF

1. Promote and demonstrate regular hand washing and positive hygiene behaviors and monitor their uptake. Ensure adequate, clean and separate toilets for girls and boys
 - ✓ Ensure soap and safe water is available at age-appropriate hand washing stations
 - ✓ Encourage frequent and thorough washing (at least 20 seconds)
 - ✓ Place hand sanitizers in toilets, classrooms, halls, and near exits where possible
 - ✓ Ensure adequate, clean and separate toilets or latrines for girls and boys
2. Clean and disinfect school buildings, classrooms and especially water and sanitation facilities at least once a day, particularly surfaces that are touched by many people (railings, lunch tables, sports equipment, door and window handles, toys, teaching and learning aids etc.)
 - ✓ Use sodium hypochlorite at 0.5% (equivalent 5000ppm) for disinfecting surfaces and 70% ethyl alcohol for disinfection of small items, and ensure appropriate equipment for cleaning staff
3. Increase airflow and ventilation where climate allows (open windows, use air conditioning where available, etc.)
4. Post signs encouraging good hand and respiratory hygiene practices
5. Ensure trash is removed daily and disposed of safely

CHECKLIST FOR PARENTS/CAREGIVERS & COMMUNITY MEMBERS

1. Monitor your child's health and keep them home from school if they are ill.
2. Teach and model good hygiene practices for your children
 - ✓ Wash your hands with soap and safe water frequently. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water, if hands are visibly dirty
 - ✓ Ensure that safe drinking water is available and toilets or latrines are clean and available at home
 - ✓ Ensure waste is safely collected, stored and disposed of
 - ✓ Cough and sneeze into a tissue or your elbow and avoid touching your face, eyes, mouth, nose
3. Encourage your children to ask questions and express their feelings with you and their teachers. Remember that your child may have different reactions to stress; be patient and understanding.
4. Prevent stigma by using facts and reminding students to be considerate of one another
5. Coordinate with the school to receive information and ask how you can support school

safety efforts (though parent-teacher committees, etc.)

CHECKLIST FOR STUDENTS AND CHILDREN

1. In a situation like this it is normal to feel sad, worried, confused, scared or angry. Know that you are not alone and talk to someone you trust, like your parent or teacher so that you can help keep yourself and your school safe and healthy.
 - ✓ Ask questions, educate yourself and get information from reliable sources
2. Protect yourself and others
 - ✓ Wash your hands frequently, always with soap and water for at least 20 seconds
 - ✓ Remember to not touch your face
 - ✓ Do not share cups, eating utensils, food or drinks with others
3. Be a leader in keeping yourself, your school, family and community healthy.
 - ✓ Share what you learn about preventing disease with your family and friends, especially with younger children
 - ✓ Model good practices such as sneezing or coughing into your elbow and washing your hands, especially for younger family members
4. Don't stigmatize your peers or tease anyone about being sick; remember that the virus doesn't follow geographical boundaries, ethnicities, age or ability or gender.
5. Tell your parents, another family member, or a caregiver if you feel sick, and ask to stay home.