



INFECTION PREVENTION AND CONTROL (IPAC) CHECKLIST FOR SCHOOLS

This infection prevention and control (IPAC) checklist outlines the recommended safety measures to prevent the spread of illness. Some of the recommendations are for consideration and may not be applicable or appropriate for all schools. The recommendations that are from the Ministry of Education's health and safety measures are marked with an asterisk (*) and must be implemented. See link for more details visit the Ministry of Education's [Respiratory illness: health and safety measures in schools](#) page.

GENERAL MEASURES / POLICIES

- School has IPAC related policies, procedures or protocols in place that include:
 - Procedure for when a student, parent/guardian, visitor or staff experience symptoms of illness at school
 - Enhanced cleaning and disinfection procedures during outbreaks
 - Staff are trained in all policies and procedures – completion of training is documented
 - Parents/Guardians are aware of procedure for when a student experiences symptoms of illness at school

- Schools are to report to the Eastern Ontario Health Unit (EOHU) when:
 - School absenteeism rate increases above what the school would typically experience, and the absences are not perceived to be linked to other factors such as holidays *
 - There is a concern with the number of students reporting the same or similar symptoms within the school or class
 - Schools can contact EOHU by calling 613-933-1375 or 1-800-267-7120, Monday to Friday from 8:30 a.m. to 4:30 p.m.

COMMUNICATIONS

- Appropriate hand hygiene and respiratory etiquette should continue to be promoted. *

Provide education to staff, students, and visitors on appropriate hand hygiene and respiratory etiquette to prevent the spread of germs.

Proper [hand hygiene](#) includes using alcohol-based hand rub (ABHR) or soap and water (must use soap/water if visibly soiled) for at least 20 seconds. This should be done:

- Once entering school and before leaving
- Before/after eating food
- After using the washroom
- Before/after outdoor play
- Before/after handling shared objects
- Before/after the use of sensory materials such as sand or playdough

Respiratory Etiquette includes:

- Covering nose and mouth during coughing and sneezing with a tissue or sneezing or coughing into your sleeve or elbow.
- Disposing of used tissues into the garbage immediately after use.
- Practicing proper hand hygiene immediately after coughing, sneezing, or touching one's face.



- Consider using the signs below (e.g. at entrances, staff rooms, washrooms) and including information and reminders in newsletters to parents and families

Resources:

- [Hand washing poster](#)
- [Hand sanitizing poster](#)
- [Cough etiquette poster](#)

- Share information and resources with staff and students/families on assessing their risk and the layers of protection including masks.
- Promote vaccinations to protect against diseases such as rotavirus, influenza, and COVID-19.

SCREENING / TESTING

- Encourage staff, students, and visitors to continue to self-screen every day before attending school using the [COVID-19 school and child care screening tool](#). *
- Encourage staff and students to stay home when they are sick, even when symptoms are mild, to prevent the spread of illness. *
- Encourage staff, students, and parents/guardians to report symptoms of illness when reporting absences to the school to help monitor for outbreaks and reporting to EOHU.

MANAGEMENT OF SYMPTOMATIC PERSONS

- Follow school protocol for the management of an ill student or staff. Consider including the following in the school protocol:
 - Symptomatic students are immediately separated from others and provided with a medical mask.
 - Symptomatic students are moved to a supervised, designated room/space and parent/guardian is contacted for immediate pick up.
 - Designated area/room should provide enough space for staff supervising or providing care can maintain at least 2 meters distance if possible
 - Symptomatic staff and essential visitors go home immediately. If they cannot return home immediately, they move to a designated room/space away from others until their departure.
 - Have a 'kit' available for use by the staff member attending to the ill individual. The kit should contain Alcohol Based Hand Rub (ABHR), gloves, surgical/procedural masks, eye protection, and a gown and instructions on proper Personal Protective Equipment (PPE) use.
 - Provide Instructions on proper use of PPE to all staff.
 - Clean and disinfect the designated room/space after the ill person has left.
 - Soiled personal items of the ill person should be securely tied in a plastic bag and sent home. Soiled items must not be rinsed or washed at school.
- Ill staff and students should stay home when ill and follow the instructions provided in the provincial screening tool [COVID-19 school and child care screening tool](#).

HAND HYGIENE

- Ensure hand hygiene products (soap and/or ABHR) are available throughout the school. Consider safe placement of ABHR to avoid consumption by younger students.

CLEANING AND DISINFECTION

- Develop a cleaning and disinfection process, schedule, and log to identify inventory needs and track cleaning.
- Only use cleaners and disinfectants with a Drug Identification Number (DIN) or Natural Product Number (NPN). Follow manufacturer instructions, including adequate contact time on surfaces.
- Use proper cleaner/disinfectant on food contact surfaces and musical instruments.

VENTILATION / AIR CIRCULATION

- A standalone HEPA filter unit is required in all the following spaces * :
 - kindergarten classes
 - learning spaces in schools without mechanical ventilation
 - mechanically ventilated spaces that are not supported by MERV-13 filters
- Promote practices to support adequate air circulation in classrooms and staff rooms:
 - Avoid recirculating air
 - Use outdoor ventilation when possible (e.g., opening windows, increasing the outdoor air ratio of the HVAC system)

If practices are not feasible for the whole facility, prioritize higher risk areas (e.g., where crowding may occur, kindergarten classes, and isolation room).

- If air current generating devices (e.g., bladed and bladeless fans, portable air conditioners, etc.) are used, adjust placement and positioning to direct airflow upwards away from surfaces and people or to exhaust room air out of an open window while other open windows draw fresh air in.
- Practice regular ventilation device maintenance:
 - Ensure clean filters and use the highest-grade filters possible
 - Surface cleaning (including fan blades)
 - Follow manufacturer's guidelines
 - Remove moisture/water collected by portable air conditioners
 - Implement a plan for regular system inspection and maintenance throughout school year