

Health & Safety Issues Report to Administrator and School Safety Committee

Date of Report:

Submit to YTA

Report submitted by:

Contact Number and/or Email:

School/Community:

**REMINDER:**

-Clicking submit will create an email to send to YTA for follow up

-You will also need to cc your Administrator and Safety Committee rep before sending

I have read and understood these instructions

**THE FOLLOWING ISSUES ARE CURRENTLY PRESENT IN MY SCHOOL:** (Check all that apply)

**School Operational Plans**

- School does not have COVID-19 Operational Plan in place
- Plan is not communicated to staff
- No sign-off or verification that Operational Plans have been implemented
- Staff/student training in COVID-19 measures is not occurring
- Visitor Sign-in not maintained for ALL visitors during school hours
- Signage (Wall/Floor Markings, Posters etc.) not in place
- Sick/symptomatic staff or students permitted in school and/or not sent home

Details of Concerns:

**\*\*For Vulnerable Individuals\*\***

- No appropriate steps taken to manage my safety in the work environment, operational plan, or according to my individual needs as a vulnerable individual

**\*If you select this option, please contact YTA immediately and submit this form**

**Protective Equipment and Sick Kits**

- Non-medical masks not used by symptomatic staff/students awaiting pick-up
- Sick Kits not accessible or readily available
- Staff/Students not provided with adequate PPE (face-shields, gloves etc.) and/or students not provided with masks when working closely together

Details of Concerns:

**Physical Distancing**

- Classes not configured to ensure safe distancing between students and staff
- Individual groups of students mixing with other groups (other than family members)
- Hallway/Doorway traffic flow not managed
- Pick-up/Drop-off | Breaks not staggered
- Close-contact greetings occurring/not prohibited
- Students not trained in physical distancing/ “two-arm lengths”
- Group activities frequent in close proximity
- Items/equipment being shared between students (without sanitizing between students)
- Washroom use not limited/managed to ensure physical distancing
- Handwashing/Sanitizing not performed after physical contact with/between students

Details of Concerns:

**Cleaning and Disinfection**

- Cleaning/Disinfection practices unchanged from pre-COVID-19 standards
- General Cleaning/Disinfection not occurring daily
- High-Touch Areas (Door handles, Washroom Facilities, Computers, Food surfaces) not cleaned at least twice daily
- Soft furnishings, area rugs, soft toys not removed
- Disinfection not performed after contact with sick students

Details of Concerns:

**Programming and Activity Concerns**

- Singing and/or woodwind/brass instruments in use
- Physical Education activities not complying with [Sport and Recreation Guidelines](#)
- Computer workstations not allowing for 2 metre distancing
- Shared IT equipment not sanitized between uses
- Visitor logs not maintained for users of shared facilities (Gymnasium, Library, etc.)
- Public access spaces not cleaned/disinfected between use by outside groups

Details of Concerns:

**Hand Hygiene and Respiratory Etiquette**

- Handwashing standards not taught/enforced
- Handwashing signage not present at handwashing locations
- Handwashing stations not readily available
- Handwashing/sanitizing supplies not stocked
- Handwashing/sanitizing not performed when entering/leaving building
- Hand sanitizer not used or not available as needed
- Hand sanitizer not kept out of reach of small children/children using unsupervised
- Staff and/or students not using individual water bottles
- Staff and/or students drinking directly from water fountain
- Staff and/or students not sneezing/coughing into elbow, sleeve, or tissue
- Handwashing/sanitizing not performed after sneezing/coughing

Details of Concerns:

**School-specific concerns**

- Student materials brought from home not cleaned/disinfected
- Proper hand hygiene not followed before/after eating or handling food
- “no sharing food or drink” policy not in place or not enforced
- Social distancing not ensured in eating facilities (cafeteria, classroom, common areas)
- Staff handling food without proper hand hygiene
- Food/utensils not given to students in individual packaging
- Water-filling stations not cleaned/disinfected

Details of Concerns:

**Other Health and Safety concerns not listed/described above:**