

POST MCO CENTRE REOPENING CHECKLIST
CENTRE OPERATOR

ARRIVAL PROCEDURES

TECHNOLOGY

COMMUNICATION
PARENTS / GUARDIANS BRIEFING
TEACHERS / STAFF BRIEFING

SET UP,
SANITIZE & DISINFECT

REQUIRED
DOCUMENTS

HEALTH DECLARATION
& DAILY SCREENING

MARKINGS,
POSTERS & SIGNS

TO-BUY LIST

POST MCO CENTRE REOPENING CHECKLIST

TEACHERS, ASSISTANTS AND HELPERS

- Wear a face mask at all times.
- Wash hands with soap and water or hand sanitizer before and after each lesson.
- Ensure Social Distancing: no group activities or close contact activities.
- Ensure that the children do not share materials and apparatus.
- Clean and disinfect all materials and apparatus after each use.
- Serve food at the assigned area with disposable gloves and practice good hygiene.

POST MCO CENTRE REOPENING CHECKLIST

ARRIVAL PROCEDURES

- Parents / Guardians ensure that the children are in good health before they are sent to school. Children who are unwell must not be sent to school.
- Parents / Guardians to complete Daily Health Screening Form before arriving to school.
- Stagger Arrival and Dismissal Times to ensure Social Distancing.
- Parents and children to wear facemask.
- Symptoms and temperature check at entrance (admit students with temperature below 37.5 degrees).
- Record down the children temperature at the school gates
- Children must wash / sanitize their hands as soon as they enter.

POST MCO CENTRE REOPENING CHECKLIST DOCUMENTS

- Return to Centre Reply Slip / Survey
- Covid-19 Safety Procedures: Notify parents / guardians about the new normal rules
- Health Declaration Form (Students)
- Health Declaration Form and Letter of Endorsement (Staff)
- Daily Health Screening Record
- Daily Disinfection Schedule and Record
- Teachers SOP and Timetable

POST MCO CENTRE REOPENING CHECKLIST

SET UP, SANITIZE & DISINFECT

- Sanitize & Disinfect all Areas
 - Classroom furniture
 - Common areas
 - Door handles
 - Light switches
 - Staircase railing
 - Taps and faucet
 - Toilet seats and flush handles
 - Railings used by special needs children
- Rearrange Furniture to comply to Social Distancing
- Remove Porous Materials
- Service Air Conditioners & Air Purifiers
- Service Water Dispensers

POST MCO CENTRE REOPENING CHECKLIST

MARKINGS

- 1m Safe Distance Markings at Entrance
- Please Queue Here Signage at Entrance
- Screening Point at Entrance
- 1m Safe Distance Queue for Toilet
- Tables & Chairs Markings

POST MCO CENTRE REOPENING CHECKLIST

POSTERS & SIGNS

- Daily Screening Poster at Entrance (with optional QR Code)
 - Do you have any symptoms ?
 - Do you have any travel history?
 - Do you have any contact with Covid-19 cases?
- No entry for parents
- Please stay 1m apart
- Please put on facemask at all times
- 8-step Hand Sanitization/ Washing Poster
- Contactless Arrival / Pickup:
Call Us! Please do not ring the doorbell, touch the door knob, or knock the door

POST MCO CENTRE REOPENING CHECKLIST

TO-BUY LIST

- Hand Sanitizers at entrance and classrooms
- Teachers' Personal Hand Sanitizer
- Facemasks (for Adults and Children)
- Face Shields (if necessary)
- Disinfection Solution for Air and Surfaces
- Spray Bottles
- Fogging/ Misting Machine
- Disinfecting Wet Wipes (if necessary)
- Disposable Gloves
- Covered Rubbish Bins
- Sufficient Contactless Thermometers
- Disposable Utensils (if necessary)

POST MCO CENTRE REOPENING CHECKLIST

TECHNOLOGY

- Check WiFi & Internet Connection
- Mobile Devices / Tablets
- Laptops