

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