



## IPAC Checklist for Schools

### 2022-2023 School Year

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 for 2022-2023 are marked with an asterisk (\*) and must be implemented.

<b>1.0</b>	<b>GENERAL MEASURES / POLICIES</b>	<input checked="" type="checkbox"/>
1.1	<p>School has IPAC related policies, procedures or protocols in place that include:</p> <ul style="list-style-type: none"> <li>• Procedure for when a student, parent/guardian, visitor or staff experience symptoms of illness at school</li> <li>• Enhanced cleaning and disinfection procedures during outbreaks</li> <li>• Staff are trained in all policies and procedures – completion of training is documented</li> <li>• Parents/Guardians are aware of procedure for when a student experiences symptoms of illness at school</li> </ul>	<input type="checkbox"/>
1.2	<p>Schools are to report to Ottawa Public Health (OPH) when:</p> <ul style="list-style-type: none"> <li>• 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 *</li> <li>• There is a concern with the number of students reporting the same or similar symptoms within the school or class</li> <li>• Schools can contact OPH by calling the IPAC Phone Line at 613-580-2424 extension 26325, Monday to Friday from 8:30 a.m. to 4:30 p.m. or 3-1-1 after hours for urgent matters.</li> </ul>	<input type="checkbox"/>
<b>2.0</b>	<b>COMMUNICATIONS</b>	<input checked="" type="checkbox"/>
2.1	<p>Appropriate hand hygiene and respiratory etiquette should continue to be promoted and integrated throughout the school day. *</p> <p>Provide education to staff, students, and visitors on appropriate hand hygiene and respiratory etiquette to prevent the spread of germs.</p> <p>Proper <a href="#">hand hygiene</a> 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:</p> <ul style="list-style-type: none"> <li>• Once entering school and before leaving</li> <li>• Before/after eating food</li> </ul>	<input type="checkbox"/>

	<ul style="list-style-type: none"> <li>• After using the washroom</li> <li>• Before/after outdoor play</li> <li>• Before/after handling shared objects</li> <li>• Before/after the use of sensory materials such as sand or playdough</li> </ul> <p>Respiratory Etiquette includes:</p> <ul style="list-style-type: none"> <li>• Covering nose and mouth during coughing and sneezing with a tissue or sneezing or coughing into your sleeve or elbow.</li> <li>• Disposing of used tissues into the garbage immediately after use.</li> <li>• Practicing proper hand hygiene immediately after coughing, sneezing, or touching one's face</li> </ul>	
2.2	<p>Consider using the signs below (e.g. at entrances, staff rooms, washrooms) and including information and reminders in newsletters to parents and families</p> <p>Resources:</p> <ul style="list-style-type: none"> <li>• <a href="#">Hand washing poster – English and French</a></li> <li>• <a href="#">Hand sanitizing poster - English and French</a></li> <li>• <a href="#">Cough etiquette poster - English</a></li> <li>• <a href="#">Masks continue to be recommended indoors in crowded spaces Poster – English and French</a></li> </ul>	<input type="checkbox"/>
2.3	<p>Share information and resources with staff and students/families on assessing their risk and the layers of protection including masks.</p> <p>Please note that masks will continue to be required in some situations. Visit <a href="#">Masks – OPH Webpage</a> regularly for the latest masking regulations.</p>	<input type="checkbox"/>
2.4	Promote respectful, welcoming, and inclusive environments for individuals who choose to wear, or not to wear a mask within their school communities. *	<input type="checkbox"/>
2.5	Promote vaccinations to protect against diseases such as rotavirus, influenza, and COVID-19.	<input type="checkbox"/>
<b>3.0</b>	<b>SCREENING / TESTING</b>	<input checked="" type="checkbox"/>
3.1	Encourage staff, students, and visitors to continue to self-screen every day before attending school using the <a href="#">COVID-19 school and child care screening tool</a> . *	<input type="checkbox"/>
3.2	<p>Encourage staff and students to stay home when they are sick, even when symptoms are mild, to prevent the spread of illness. *</p> <p>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 OPH.</p>	<input type="checkbox"/>
3.3	School boards have access to rapid antigen tests to be used in accordance with provincial testing guidance. *	<input type="checkbox"/>



	Individuals with <a href="#">COVID-19 symptoms</a> who have access to rapid antigen tests are recommended to use them to assess the likelihood that their symptoms are related to COVID-19.	
3.4	Elementary and secondary school students and education staff are no longer eligible for molecular testing using a PCR self-collection kit received through their school. If your school has any remaining PCR self-collection kit, notify your public health nurse or the School Health Information Line at 613-580-2424 extension 24242 or email: <a href="mailto:healthy.schools@ottawa.ca">healthy.schools@ottawa.ca</a> .	<input type="checkbox"/>
<b>4.0</b>	<b>MANAGEMENT OF SYMPTOMATIC PERSONS</b>	<input checked="" type="checkbox"/>
4.1	<p>Follow school protocol for the management of an ill student or staff. Consider including the following in the school protocol:</p> <ul style="list-style-type: none"> <li>• Symptomatic students are immediately separated from others and provided with a medical mask.</li> <li>• Symptomatic students are moved to a supervised, designated room/space and parent/guardian is contacted for immediate pick up.</li> <li>• Designated area/room should provide enough space for staff supervising or providing care can maintain at least 2 meters distance if possible</li> <li>• 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.</li> <li>• Have a 'kit' available for use by the staff member attending to the ill individual. The kit should contain ABHR, gloves, surgical/procedural masks, eye protection, and a gown and instructions on proper PPE use.</li> <li>• Provide Instructions on proper use of PPE to all staff.</li> <li>• Clean and disinfect the designated room/space after the ill person has left.</li> <li>• 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.</li> </ul>	<input type="checkbox"/>
4.2	Ill staff and students should stay home when ill and follow the instructions provided in the provincial screening tool <a href="#">COVID-19 school and child care screening tool</a> .	<input type="checkbox"/>
<b>5.0</b>	<b>PERSONAL PROTECTIVE EQUIPMENT (PPE) / MASKS</b>	<input checked="" type="checkbox"/>
5.1	<p>Schools have access to free high-quality masks for students and staff and eye protection for staff if they choose to use them.* Provide staff, students, and visitors with appropriate PPE if they choose to use them.</p> <p>Where staff are required to perform an Aerosol Generating Medical Procedure (AGMP) or required to be in the same room when an AGMP is being performed, N95 respirators (fit tested) are recommended and should be provided. *</p> <p>Please note that masks will continue to be required in some situations. Visit <a href="#">Masks –</a></p>	<input type="checkbox"/>



	<a href="#">OPH Webpage regularly for the latest masking regulations.</a>	
<b>6.0</b>	<b>HAND HYGIENE</b>	<input checked="" type="checkbox"/>
6.1	<p>Hand sanitizer will continue to be provided to school boards through the government. *</p> <p>Ensure hand hygiene products (soap and/or ABHR) are available throughout the school. Consider safe placement of ABHR to avoid consumption by younger students.</p>	<input type="checkbox"/>
<b>7.0</b>	<b>CLEANING AND DISINFECTION</b>	<input checked="" type="checkbox"/>
7.1	<p>Continue with enhance cleaning protocols for schools and school vehicles that require cleaning and disinfecting high-touch surfaces at least once daily. *</p> <p>Required Supplies and equipment to be provided to school boards through the government. *</p>	<input type="checkbox"/>
7.2	Develop a cleaning and disinfection process, schedule, and log to identify inventory needs and track cleaning.	<input type="checkbox"/>
7.3	<p>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.</p> <p>Use proper cleaner/disinfectant on food contact surfaces and musical instruments.</p>	<input type="checkbox"/>
<b>8.0</b>	<b>VENTILATION / AIR CIRCULATION</b>	<input checked="" type="checkbox"/>
8.1	<p>School boards are to continue to implement ventilation best practice measures outlined in <a href="#">2021:B14 School Ventilation as applicable in the context of each school facility</a>. *</p> <p>Ventilation systems should be operated two hours or more before the first occupant enters the building or after the last occupant leaves the building. *</p> <p>A reminder that HEPA units are required in every occupied kindergarten class, in all occupied learning spaces without MERV-13 level filters. *</p>	<input type="checkbox"/>
8.2	<p>Promote practices to support adequate air circulation in classrooms and staff rooms:</p> <ul style="list-style-type: none"> <li>• Avoid recirculating air</li> <li>• Use outdoor ventilation when possible (e.g., opening windows, increasing the outdoor air ratio of the HVAC system)</li> </ul> <p>If practices are not feasible for the whole facility, prioritize higher risk areas (e.g.,</p>	<input type="checkbox"/>



	where crowding may occur, kindergarten classes, and isolation room).	
8.3	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.	
8.4	<p>Practice regular ventilation device maintenance:</p> <ul style="list-style-type: none"> <li>• Ensure clean filters and use the highest-grade filters possible</li> <li>• Surface cleaning (including fan blades)</li> <li>• Follow manufacturer's guidelines</li> <li>• Remove moisture/water collected by portable air conditioners</li> <li>• Implement a plan for regular system inspection and maintenance throughout school year</li> </ul>	<input type="checkbox"/>

