# CHECKLIST FOR SCHOOL ADMINISTRATORS, TEACHERS AND STAFF

- Promote and demonstrate regular hand washing and positive hygiene behaviors and monitor their uptake. Ensure adequate, clean and separate toilets for girls and boys.
  - Ensure soap and safe water is available at age-appropriate hand washing stations.
  - Encourage frequent and thorough washing (at least 20 seconds.
  - Place hand sanitizers in toilets, classrooms, halls, and near exits where possible.
  - Ensure adequate, clean and separate toilets or latrines for girls and boys.

- Clean and disinfect school buildings, classrooms and especially water and sanitation facilities at least once a day, particularly surfaces that are touched by many people (railings, lunch tables, sports equipment, door and window handles, toys, teaching and learning aids etc.)

- Increase air flow and ventilation where climate allows (open windows, use air conditioning where available, etc.)

- Post signs encouraging good hand and respiratory hygiene practices

- Ensure trash is removed daily and disposed of safely.