



FEDERAL MINISTRY OF EDUCATION

SCHOOL READINESS TEMPLATE FOR SCHOOL LEVEL



READINESS COMPLIANT AREAS	SCHOOL LEVEL ACTIONS	Indicators
1.Safety operations	a) Establish Hand hygiene facilities at entrance of the school, in front of every classroom/ staff room and other strategic locations in the school premises	Evidence of hand hygiene facility at school entrance # of classrooms with hand hygiene facility (with water and soap) at entrance # of hand hygiene stations with water and soap in strategic locations
	b) Ensure classrooms, staffroom and dormitories are cross ventilated and Maintain physical distancing (2 meters spacing) in classrooms, dormitories, staffroom etc.	# of classrooms/ dormitories with cross ventilation # of classrooms with minimum of 2meters sitting arrangement
	c) Avoid situations of mass gathering like assembly, sports, dinning. Use floor making to maintain physical distancing	Evidence of floor markings where necessary in school
	d) Ensure all learners and staff wear facemasks before entering and within the premises	# of learners and staff observed wearing facemasks
	e) Disinfect, decontaminate or fumigate school regularly	# of times frequently touched surfaces are disinfected in a day # of times communal places are disinfected in a day
	f) Enable school health team to organize health talks and provide IEC materials to learners and staff to promote observance of hand hygiene, facemask wearing and physical distancing	# of times health talks are organized per week # of places with posters/IEC materials on safety protocols displayed in the schools
	g) Ensure waste from sick persons /used facemasks are separated from general waste and waste are safely disposed	Evidence of segregation of medical waste from general wastes Evidence of safe disposal of waste from school
2. Protection & wellbeing	a) Make WASH kits (liquid or bar soap, cleaning materials, hand washing buckets/taps, hand-gloves, disinfectants) and infra-red thermometers available in school. All staff and learners	Evidence of COVID-19 compliant supplies in the school



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	should have sanitizers and facemasks either provided by school or parents/staff	
	b) Limit school entrance to one and set up manned screening point with temperature measurement taken at the entrance of the school	Evidence of manned screening point at entrance Evidence of temperature measurement been taken
	c) Provide Holding Bay for keeping sick children before they receive medical attention (Ministry of Health to provide standard)	Availability of holding bay for temporary separation of suspected COVID-19 Evidence of training of staff manning sick bay
	d) Educate learners and staff on signs and symptoms of COVID-19 and to stay home and seek medical attention when they are sick	# of days per week that learners and staff are educated on signs and symptoms
	e) Provide psycho-social support to affected learner and staff	Availability of guidance counsellor in school
	f) Provide learners medical status form for all parents to complete	# of learners whose parents have completed medical forms
	g) Parent to submit the filled covid-19 consent form for testing.	# of learners whose parents have filled consent form for testing
	h) Create a database on the health status of learners.	Evidence of database of health status of learners and staff
3. Learning	a) Adopt shifted classes and alternative timetable.	# of shifted classes per week
	b) Adopt double shifting	# of days that school operate double shifting/week
	c) Organize remedial classes	# of remedial classes per week organized
	d) Provision of temporary learning facilities to complement existing learning facilities	# of temporary learning facilities for the school
	e) Provide e-learning opportunities through e-learning platforms/library.	# of e-learning platforms being used by the school



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4. Inclusiveness	a) Pre-resumption, resumption and continuous mobilization of SBMCs/CBMCs, PTAs, Mothers Associations, and other community Structures to ensure return to schools and continuous schooling of vulnerable groups.	# of campaigns conducted in the community to improve access to schools to vulnerable groups
	b) Provision of learning, safety, protection and wellbeing facilities for learners with special needs.	# of learners with special needs that access learning Evidence of adaptation of facilities for safety, protection and wellbeing of learners with special needs
5. Financing	a) Engage on resource mobilization for school readiness through SBMCs, Old Student Association, private sector and PTA etc.	Amount of funds mobilized for school readiness Quantification of non-financial resources mobilized
6. Monitoring	a) Set up monitoring team from the school health team.	List and contact details of members of monitoring team
	b) Adapt monitoring tools, indicators and schedule.	Availability of monitoring tools, indicators and schedules
	c) Monitor community incidence of COVID-19	Record of trend of community incidence obtain from LGA DSNO
	d) Monitor incidence of the COVID-19 in school	Record of no of cases of COVID-19 reported in school
	e) Monitor planned activities for prevention of COVID-19	Report of activities implemented
	f) Monitor compliance with safety protocols by learners and staff	Report of level of compliance with safety protocols by staff and learners



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7. Capacity building	a) Train & retrain school health team by the state ministry of health on COVID-19 detection, reporting and prevention protocols for schools.	Evidence of training of school health teams Evidence of supportive supervision received from State and LGA on use of protocols and tools
	b) Train staff and learners on psychosocial support	No of trainings conducted for staff on psych-social support in the state. No of staff trained on psych-social support
	c) Train staff and learners on symptoms, reporting and prevention of COVID-19.	# of staff and learners trained on symptoms, reporting and prevention of COVID-19
	d) Train teachers on remedial alternative approaches to learning.	# of staff teachers trained on remedial classes
8. Coordination	a) Appoint a school health focal person to interface with relevant authorities.	Name and contact details of School Health focal Person
	b) Set up a school health team with terms of reference and link SHT to class monitor for every class (where applicable)	List of members of school Health team (SHT) Evidence of clear terms of reference Minutes of meetings of SHT
	c) School Health Team to have communication link with LGA DSNO/and Health Education	Evidence of communication with LGA
	d) Adapt and publish acceptable school behaviour COVID-19 code of conduct in the schools for all staff and learners (through banners, hand books)	Availability of COVID-19 Code of conduct in schools
	1. SHT to provide regular feedback to school authority	Evidence of regular feedback to school authority
	2. School authority to ensure availability of NCDC protocols and tools for schools	Evidence of NCDC protocols in school

Adapted from Federal Ministry of Education "Guidelines for Schools and Learning Facilities Reopening After COVID-19 Pandemic Closures

