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Royal Government of Bhutan
Ministry of Education



Guidelines and Checklist for Re-opening of **Schools, ECCD, NFE and CL Centres**

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JANUARY | 2021



GUIDELINES FOR RE-OPENING OF SCHOOLS, ECCD, NFE & CL CENTRES

1. Promote and demonstrate regular hand washing and positive hygiene behaviors and monitor their uptake.
2. Ensure soap and safe water is available at age-appropriate hand washing stations.
3. Encourage frequent and thorough washing (at least 20 seconds)
4. Place hand sanitizers or soaps in toilets, classrooms, halls, and near exits where possible.
5. Ensure adequate, clean and separate toilets/latrines for girls and boys with 24 hours running water.
6. 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.)
7. Schools/centres should have proper DrukTrace app displayed in the entry points. Students should have daily attendance, whereas staff, NFE learners and visitors should use DrukTrace App..
8. Use chlorine/sodium hypochlorite at 0.5% (equivalent 5000ppm) for disinfecting surfaces and 70% ethyl alcohol for disinfection of small items, and ensure appropriate equipment for cleaning.
9. Increase air flow and ventilation where climate allows (open windows, use air conditioning where available, etc.)
10. Post signs encouraging good hand and respiratory hygiene practices.
11. Ensure trash is removed daily from the waste bins and disposed safely.
12. If suffering from flu like symptoms is observed, students must report to school health in charge or class teacher/instructor/facilitator and refer to nearest health centres/flu clinics.
13. There should be enough hand washing stations installed at the main entrance gate, and all the staff/students/learners must wash hands with soap for at-least 20 seconds.
14. All the staff and students/learners must check temperature before entering the school/centre campus.
15. The temperature of 37.8 degree Celsius or greater should be considered as susceptible to COVID-19.
16. Ensure water and sanitation is available in school/centre, including soap and hand washing facilities and monitor if all students and staff maintain handwashing protocols. We need to consider what alternatives can be put in place if safe water is not available in schools.
17. Confirm the students are adequately spaced so that physical distancing protocol is stringently put in place for safety.



18. Verify protocols around safe food and drink are adhered to if the children are accessing school meals (which many more children will require in future). Indeed food insecurity is a major argument for re-opening schools at least for the poor and vulnerable communities.
19. Provide training to teachers/facilitators/instructors and other staff on how to identify symptoms and refer those children to health authorities.
20. Ensure the children are safely escorted to school through parents' support or other available services.
21. Outsiders may be allowed into the campus/centre on case by case basis only, upon authorization of competent authority.
22. Refrain sick students/learners, teachers/facilitators/instructors and other staff coming to school for safety reasons.
23. Enforce regular hand washing with safe water and soap, alcohol rub/hand sanitizer or chlorine solution, disinfection and cleaning of frequently used surfaces in the school/centre.
24. School/Centre must provide water, sanitation and waste management facilities and follow environmental cleaning and decontamination procedures
25. ECCD children may follow directives of Ministry of Health (MoH) to use facemask.
26. Students/Learners, staff and families residing in school campus should strictly follow COVID-19 protocol (facemask, handwashing & social distancing) at all times.
27. School Management should frequently remind students to avoid loitering in the town, market areas, and crowded places and instead should head home directly and vice versa while going to school and back home, and follow covid-19 safety protocols.





(Checklist for re-opening/monitoring of schools/ECCD/NFE & CLC Centres)

Name of School/Centre :Dzongkhag/Thromde:.....

School/Institute/Centre Head (Name).....Contact No.:.....

Note: This form should be used to validate before the start of school/centre by the management or Dzongkhag/Thromde administration, and by monitoring and visiting officers during the school/centre visits, also frequently to review the safety. Upon completion of monitoring(filling), retain one copy with school/centre management for the follow up, and send copy to Chief, School Health and Nutrition Division, DSE, MoE.

A. General		Please tick <input checked="" type="checkbox"/> whichever is applicable	
		YES	PENDING
1	Use of face masks by staff and students/learners at all times		
2	School/centre if used as quarantine or temporary accommodation are cleaned and disinfected following the established protocols		
3	Help desk including emergency contact list are available		
4	Rapid communication protocol with health centres established and disseminated		
5	Separate sick room identified		
6	Routes at all locations including classroom, dining hall, hostel, MPH, library, WASH, entry and exit points are properly marked		
7	School/centre has QR code displayed for Druktrace app at all entry/exit points for staff and visitors		
8	Manual attendance for students is done		
9	School/centre has contact list of all its staff, parents/guardians of all students for communication		
10	Posters on good health and hygiene practices displayed at strategic locations		
11	All rooms are well ventilated and kept clean		
12	The school/centre has plans for staggered reporting and dispersing		
13	The school/centre has plans for staggered timing for use of WASH facilities and breaks.		
14	School/centre entry points are set up with disinfecting stepping-mats/rug		



15	All staff, students/learners, and visitors undergo thermal screening at the school/centre entry points daily.		
16	Conducted 'back to school/centre' communication campaigns and outreach activities		
17	School/centre has inclusive accessible hand washing stations at strategic locations with continuous supply of water and soap		
18	School/centre has at least two designated COVID-19 Safety Focal Staff		
19	Orient all staff on COVID-19 safety protocols and handling the situation		
20	Clean and disinfect buildings, classrooms and toilets daily, particularly surfaces that are frequently touched by many people (desks, railings, tables, sports equipment, doorknobs, window handles, teaching and learning materials etc.)		
21	Mark at least one-meter physical distancing in school/centre activities where they avail services (dining, hand washing stations, toilets, library, labs, staff rooms)		
22	All staff and students/learners use face mask at all times		
23	Waste bin with lid placed in strategic locations		
24	Routine monitoring of WASH facilities is conducted		
25	"Stay home if unwell" enforced for students/learners and staff		
26	Thermal screening at school/centre entrance followed strictly (24 x 7)		
27	School/centre staff and students/learners health monitored according to safety protocol		
28	Awareness on online safety and media literacy (fake news, scams, cyber bullying, over use of mobile phones etc.) conducted		
29	School/centre has at least one functional infrared thermometer		
30	Ensure safe delivery of essential services such as vaccination campaigns and specialized services for children with disabilities according to establish health and safety requirements		
31	Staff and students with flu like symptoms are immediately referred to nearest health centre/flu clinics		
B. Psychosocial Support			
1	Procedures and mechanisms to prevent drop-out is put in place		
2	Identify children & staff at risk, including children/learner with disabilities		
3	Monitor, identify, report, and support students/learners who do not return to school		



4	Protocols established to share information between counsellors and school/centre management		
5	Reporting, referral, and support mechanisms maintaining the confidentiality of clients in place		
6	Engage with families and community to address child protection		
7	Orient staff to identify and meet students/learners socio-emotional needs on Mental Health and Psychosocial Support (MHPSS) provision, with due attention to students at risk, and records maintained.		
8	Plans to support staff and students/learners' safe return to school/centre		
9	There is a trained counselor in school		
10	The school has separate counselling rooms		
11	There are trained peer helpers in school		
12	Counselling rooms are equipped with personal protective equipment like hand sanitizers, face mask, surface cleaning and disinfection etc.		
13	Dzongkhags/Thromdes have arranged alternative Counsellor mobilization plans for school without Counsellors		
14	Advocacy on de-stigmatization and non-discrimination conducted and in practice		
15	Educate and raise awareness among staff and students/learners on MHPSS issues, promote self-care and encourage them to seek necessary support		
16	Communication material (posters, videos, messages, awareness program) for behavioral changes in school are displayed and shared		
17	Evidence of student support services		
C. Food Handler's Hygiene			
1	Hands are washed frequently with soap at appropriate time		
2	Cooks maintain personal hygiene with proper attire (apron) and effective hair restraints		
3	Burns, wounds, sores, scabs and splints are well covered		
4	Schools have the procurement plan to purchase food, fruits, and vegetable items as per dietary requirements, and delivered by identified personnel		
5	Meals are prepared and served as per the food and dietary guidelines		
6	Cooks use face mask, cap, gloves, and apron at all times		



D. Kitchen Hygiene			
1	Adequate space to maintain physical distancing in kitchen		
2	Safe and continuous water supply is available		
3	Has separate dish-washing space with soap		
4	Hand washing station for the kitchen staff is available with water supply for 24 hours		
5	Clean and disinfect kitchen floor and walls daily		
6	Has adequate ventilations with proper closures for doors and windows		
7	Proper and clean drainage system inside and outside the kitchen is maintained		
8	Has identified changing room/space for the cooks		
9	Enough waste bins with proper lid in place		
10	Kitchen equipment and utensils, cutting boards, knives and food surfaces are cleaned and washed with soaps		
E. Kitchen Store			
1	Hazardous items such as fertilizers, pesticides, kitchen wastes etc. are not stored in the kitchen		
2	Food commodities are stored as per the standards		
3	Adequate ventilations with proper closures for doors and windows		
4	No other things/items are stored other than food commodities		
F. Dining Hall			
1	Staggered meal timings with physical distancing strictly followed		
2	Mandatory handwashing with soap before and after meals is ensured		
3	Queue and seating arrangement adhere to 1-metre physical distancing protocols		
4	All serving staff/students wear face mask while serving food/drinks		
5	Dining floor and walls are clean and disinfected		
6	Notification on “no sharing of plates, mugs, spoons, food & drinks” displayed		



7	Has adequate ventilations with proper closures for doors and windows		
G. Day-scholars Meals			
1	School canteen does not sell junk food, and has the food safety protocols displayed		
2	Ensure mandatory packed lunches		
3	Designated locations identified for eating packed lunch with physical distancing protocols adopted		
4	Safe drinking water arranged		
5	Students wash hands with soap before and after meals		
H. Washrooms			
1	Toilets are cleaned daily		
2	Has continuous water supply and soap		
I. School bus and utility vehicles			
1	Compartment between driver and passenger's area properly separated with plastic sheet		
2	School/centre vehicles are disinfected and washed daily (if used)		
3	Driver/s puts on facemask at all times, wash hands and gets body temperature checked when entering school premises		
4	After "on COVID-19 or off-campus special duty" with external offices, driver/s follow proper health protocol before joining school duty		

Other recommendations, comments and suggestions :

Monitored on (time & date) :.....

Signature/Name/Designation of Principal/Education Officer/Monitoring Officers or others :

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