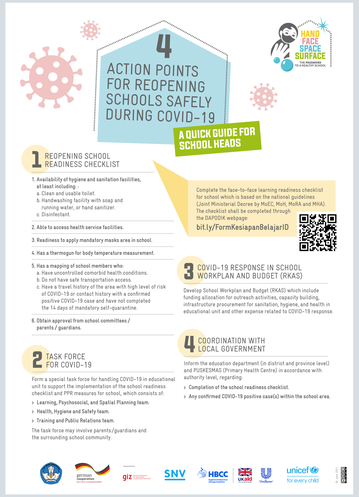
MATERIALS FOR PPR MEASURES IN SCHOOLS / INDONESIA / 05 AUGUST 2021 / ENGLISH

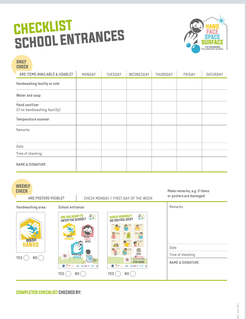
TEACHER'S OFFICE
Sheet – A3



SCHOOL ENTRANCE
Poster – A1

SCHOOL ENTRANCE
Poster – A1

Checklist – A4



SCHOOL ENTRANCE, CLASSROOM, CANTEEN, WAITING AREAS, OTHER COMMUNAL AREAS (E.G. LIBRARY, GYM, PRAY ROOM, LABORATORY)
Stickers – A4, A5 or A6

CLASSROOM, LABORATORIES, SCHOOL CANTEEN, LIBRARY, SCHOOL HEALTH CLINIC, OTHER COMMUNAL AREAS
Poster – A3

Checklist – A4

TOILETS AND TOILET FACILITIES
Poster – A3

Checklist – A4

4 ACTION POINTS FOR REOPENING SCHOOLS SAFELY DURING COVID-19

HAND FACE SPACE SURFACE
THE PASSWORD TO A HEALTHY SCHOOL

A QUICK GUIDE FOR SCHOOL HEADS

1 REOPENING SCHOOL READINESS CHECKLIST

1. **Availability of hygiene and sanitation facilities, at least including: :**
   a. Clean and usable toilet.
   b. Handwashing facility with soap and running water, or hand sanitizer.
   c. Disinfectant.
2. **Able to access health service facilities.**
3. **Readiness to apply mandatory masks area in school.**
4. **Has a thermogun for body temperature measurement.**
5. **Has a mapping of school members who:**
   a. Have uncontrolled comorbid health conditions.
   b. Do not have safe transportation access.
   c. Have a travel history of the area with high level of risk of COVID-19 or contact history with a confirmed positive COVID-19 case and have not completed the 14 days of mandatory self-quarantine.
6. **Obtain approval from school committees / parents / guardians.**

Complete the face-to-face learning readiness checklist for school which is based on the national guidelines (Joint Ministerial Decree by MoEC, MoH, MoRA and MHA). The checklist shall be completed through the DAPODIK webpage:

bit.ly/FormKesiapanBelajarID

2 TASK FORCE FOR COVID-19

Form a special task force for handling COVID-19 in educational unit to support the implementation of the school readiness checklist and PPR measures for school, which consists of:

- **Learning, Psychosocial, and Spatial Planning team.**
- **Health, Hygiene and Safety team.**
- **Training and Public Relations team.**

The task force may involve parents/guardians and the surrounding school community.

3 COVID-19 RESPONSE IN SCHOOL WORKPLAN AND BUDGET (RKAS)

Develop School Workplan and Budget (RKAS) which include funding allocation for outreach activities, capacity building, infrastructure procurement for sanitation, hygiene, and health in educational unit and other expense related to COVID-19 response.

4 COORDINATION WITH LOCAL GOVERNMENT

Inform the education department (in district and province level) and PUSKESMAS (Primary Health Centre) in accordance with authority level, regarding:

- **Completion of the school readiness checklist.**
- **Any confirmed COVID-19 positive case(s) within the school area.**

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CHECKLIST
SCHOOL ENTRANCES

HAND FACE SPACE SURFACE
THE PASSWORD TO A HEALTHY SCHOOL

DAILY CHECK

ARE ITEMS AVAILABLE & USABLE?	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Handwashing facility or sink						
Water and soap						
Hand sanitizer (if no handwashing facility)						
Temperature scanner						
Remarks						
Date						
Time of checking						
NAME & SIGNATURE						

WEEKLY CHECK

ARE POSTERS VISIBLE?	CHECK MONDAY / FIRST DAY OF THE WEEK	Make remarks, e.g. if items or posters are damaged.

Handwashing area:

YES ◯ NO ◯

School entrance:

YES ◯ NO ◯

YES ◯ NO ◯

Remarks

Date

Time of checking

NAME & SIGNATURE

COMPLETED CHECKLIST CHECKED BY:

HEALTH, HYGIENE AND SAFETY TEAM (UKS REPRESENTATIVE)

SCHOOL HEAD

DATE SUBMITTED

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CHECKLIST CLASSROOMS

CLASS ADVISER/TEACHER: _____

CLASSROOM NO/SECTION: _____

HAND FACE SPACE SURFACE
THE PASSWORD TO A HEALTHY SCHOOL

DAILY CHECK

ARE ITEMS DONE?	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Handwashing facility with water and soap is ready in front of the classroom						
Classroom is arranged for physical distancing						
Classwindows are open to improve air circulation						
Classroom is cleaned in accordance with surface cleaning and disinfecting procedure						
Remarks						
Date						
Time of checking						
NAME & SIGNATURE						

WEEKLY CHECK

Monitor and report to the school head on irregular absenteeism patterns among students

ARE POSTERS VISIBLE?	CHECK MONDAY / FIRST DAY OF THE WEEK

Inside the Classroom

YES ◯ NO ◯

YES ◯ NO ◯

YES ◯ NO ◯

YES ◯ NO ◯

YES ◯ NO ◯

Remarks

Date

Time of checking

NAME & SIGNATURE

COMPLETED CHECKLIST CHECKED BY:

CLASS ADVISER / TEACHER _____ SCHOOL HEAD _____ DATE SUBMITTED _____

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CHECKLIST TOILETS

SUPERVISING TEACHER: _____

TOILET FACILITIES: _____

HAND FACE SPACE SURFACE
THE PASSWORD TO A HEALTHY SCHOOL

DAILY CHECK

ARE TOILETS AND TOILET FACILITIES CLEANED & DISINFECTED?	MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		SATURDAY	
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
According to the toilet cleaning & desinfecting procedures												
Remarks												
Date												
Time cleaned												
NAME & SIGNATURE	AM: PM:		AM: PM:		AM: PM:		AM: PM:		AM: PM:		AM: PM:	

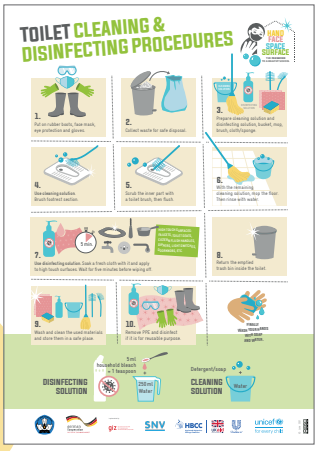
ARE MATERIALS AVAILABLE IN THE TOILET FOR USERS?	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Water						
Soap						
Trash bin						
Toilet brush						
Dipper/bucket						
Remarks						
Date						
Time of checking						
NAME & SIGNATURE						

COMPLETED CHECKLIST CHECKED BY:

SUPERVISING TEACHER

HEALTH, HYGIENE, AND SAFETY TEAM

DATE SUBMITTED



MAKE SURE THIS POSTER IS VISIBLE FOR CLEANERS

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CHECK YOURSELF!
DO YOU FEEL SICK?

HAND
FACE
SPACE
SURFACE
THE PASSWORD TO A HEALTHY SCHOOL

Cough?

Fever or chills?

Headache?

Difficulty breathing?

Sore throat?

Clogged or runny nose?

Fatigue?

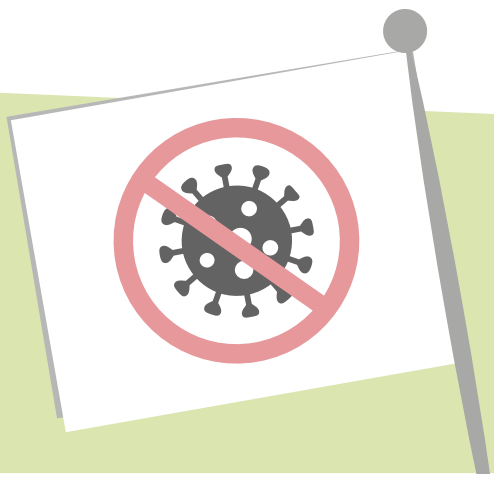
Body ache?

New loss of taste or smell?

Diarrhea?

Vomiting? Belly ache?

YES?



STAY HOME

TUT WURI HANDAYANI

german cooperation
DEUTSCHE ZUSAMMENARBEIT

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UKaid from the British people

Unilever

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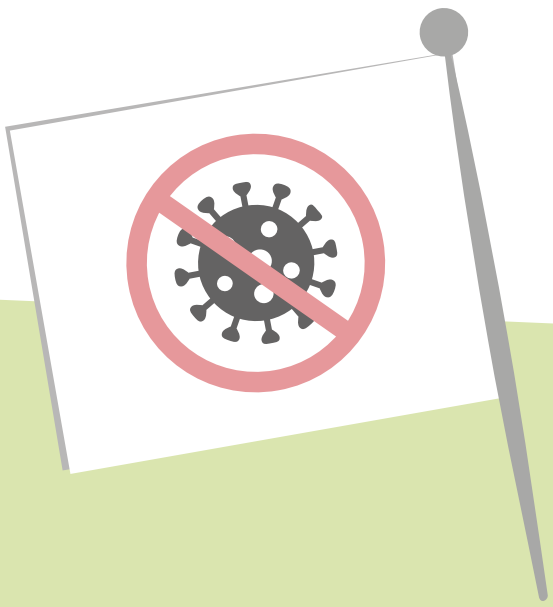
ARE YOU READY TO ENTER THE SCHOOL?

HAND
FACE
SPACE
SURFACE
THE PASSWORD TO A HEALTHY SCHOOL

WASH
HANDS

WEAR
FACE
MASK

MAINTAIN
SPACE



BRING
PERSONAL
HYGIENE
KIT

TUT WURI HANDAYANI

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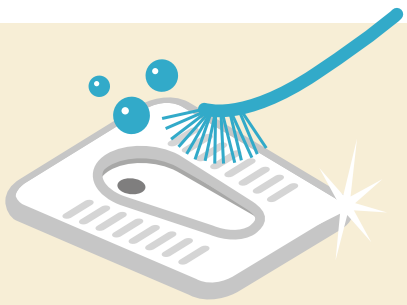
TOILET CLEANING & DISINFECTING PROCEDURES

HAND
FACE
SPACE
SURFACE
THE PASSWORD TO A HEALTHY SCHOOL

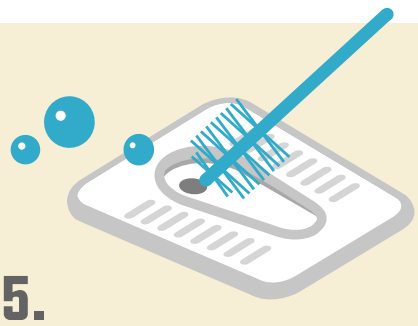
1.
Put on rubber boots, face mask, eye protection and gloves.

2.
Collect waste for safe disposal.

3.
Prepare cleaning solution and disinfecting solution, bucket, mop, brush, cloth/sponge.

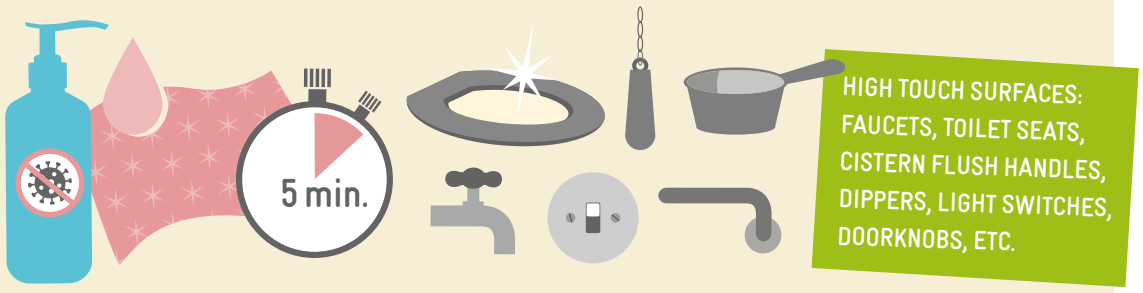


4.
Use cleaning solution.
Brush footrest section.



5.
Scrub the inner part with a toilet brush, then flush.

6.
With the remaining cleaning solution, mop the floor. Then rinse with water.



7.
Use disinfecting solution. Soak a fresh cloth with it and apply to high touch surfaces. Wait for five minutes before wiping off.

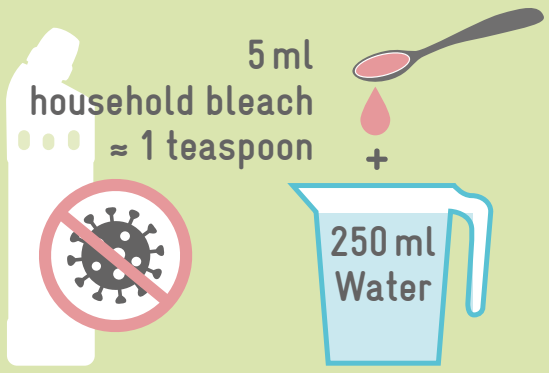
8.
Return the emptied trash bin inside the toilet.

9.
Wash and clean the used materials and store them in a safe place.

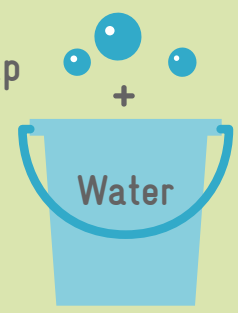
10.
Remove PPE and disinfect if it is for reusable purpose.

FINALLY WASH YOUR HANDS WITH SOAP AND WATER.

DISINFECTING SOLUTION



CLEANING SOLUTION



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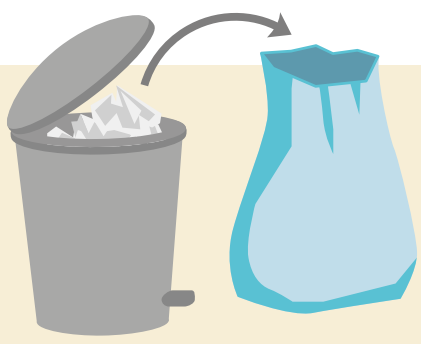
SURFACE CLEANING & DISINFECTING PROCEDURES

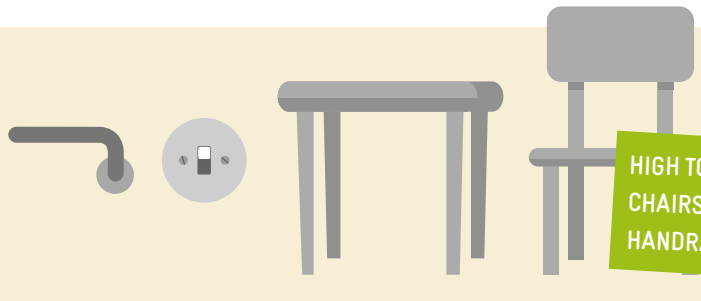
HAND
FACE
SPACE
SURFACE
THE PASSWORD TO A HEALTHY SCHOOL

1.
Put on closed shoes, face mask, eye protection and gloves.

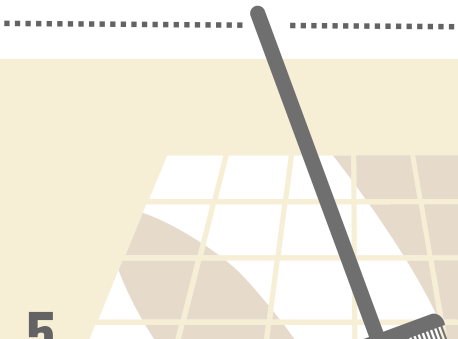


2.
Collect waste for safe disposal.

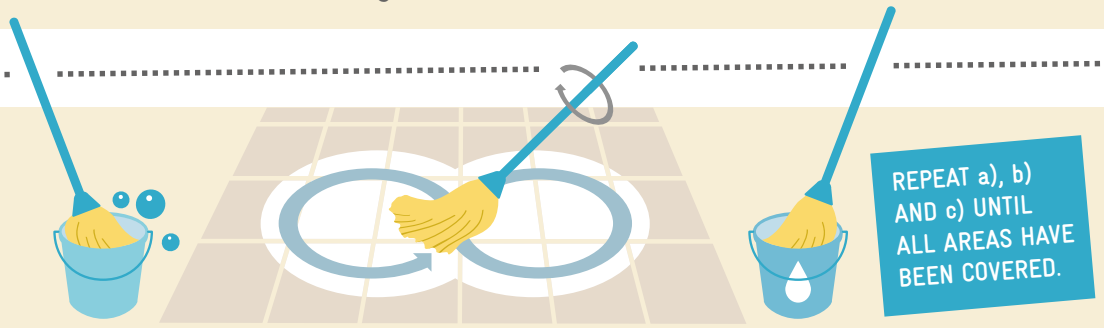
3.
Prepare cleaning solution and disinfecting solution, buckets, mop, broomstick, cloth/sponge.



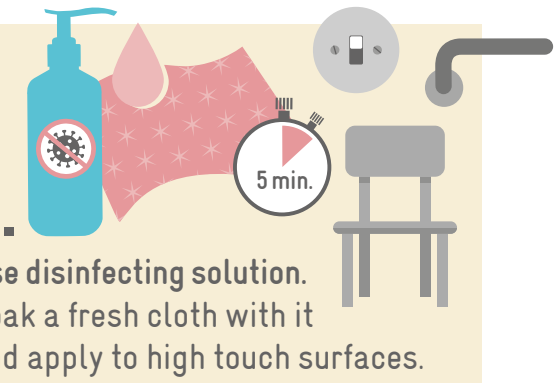
4.
Use cleaning solution. Dip the sponge/cloth in the cleaning solution. Clean high-touch surfaces if visibly dirty. Wipe from the cleanest to the dirtiest areas and from higher to lower surfaces.



5.
Use a broomstick.
Sweep the floor to remove dirt.



6.
Use cleaning solution.
a) Immerse the mop in the cleaning solution and wring out.
b) Mop the floor in a figure-eight pattern with overlapping strokes, turning the mop head regularly.
c) After cleaning a small area, immerse the mop in the bucket with rinse water and wring out.



7.
Use disinfecting solution.
Soak a fresh cloth with it and apply to high touch surfaces. Wait five minutes before wiping off.

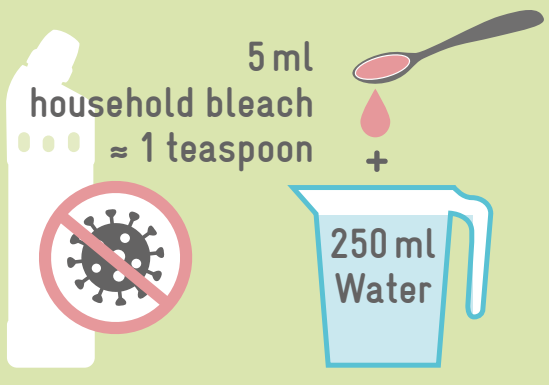
8.
Return the emptied trash bin.

9.
Wash and clean the used materials and store them in a safe place. Discard any leftover solution.

10.
Remove PPE and disinfect if it is for reusable purpose.

FINALLY WASH YOUR HANDS WITH SOAP AND WATER.

DISINFECTING SOLUTION



CLEANING SOLUTION

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WASH HANDS

WEAR FACE MASK

SNEEZE & COUGH?

USE ELBOW

MAINTAIN SPACE

CLEAN

SURFACE