

# Checklist

**ASILS Safe Schools**  
**Protocols for hygiene and safety**



**Asils**  
**Scuole Sicure**

Protocollo di  
igiene e sicurezza

# Checklist



## Safe Schools - COVID FREE Studying Italian in safety

It is paramount to ensure that all students of Italian can enjoy in-person language classes in safe environments, and to guarantee peace of mind and safety in the workplace to all school employees. The ASILS association, in accordance with the guidelines currently published by the Italian Government, has created a Covid-19 protocol. This code specifies precise requirements, to be observed by its member schools, in order to minimise the risks of Covid-19 transmission.

All ASILS member schools undertake to adhere to all the commitments listed below and to ensure rigorous application of all the measures in force.

### **What safety measures are being adopted?**

All ASILS member schools must comply with the criteria in the following sections:



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## Checklist Daily Prevention Measures

- ✓ Adoption of completable checklists (on prominent display) for the cleaning and sanitisation of work and study environments and of common areas by school staff.
- ✓ Cleaning and sanitisation between every class changeover and at the end of every work shift with special products of medical grade.
- ✓ Where possible, the air recirculation function should be deactivated on air conditioning units. Filters for these should be cleaned regularly.
- ✓ The use of Personal Protective Equipment (PPE, i.e. masks/visors) is compulsory on school premises.
- ✓ The free availability in every room of medical grade hand sanitising gels.
- ✓ Daily maintenance of an attendance register.
- ✓ Constant social distancing of at least 1 metre.

### **Additional Recommendations**

- ✓ Temperature checks for all staff, visitors and students immediately upon entrance to the premises.
- ✓ Use of electric, hands-free soap dispensers and hand dryers.
- ✓ Use of sanitising machines with ozone gas in all spaces or of UV lamps for the final daily sanitisation of the school premises.



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## Formal Measures

- ✓ Updating of the school's Risk Assessment Document.
- ✓ Creation of an internal Covid-19 Control Committee.
- ✓ Appointment of a school doctor and arrangement of periodic visits thereto for staff.
- ✓ Ratification of an emergency plan to promptly isolate people in the event of symptoms and to immediately communicate the event to the relevant authorities.
- ✓ Compilation of specific guidelines for employees to carry out during teaching activities, off-site visits and examinations.
- ✓ Staff training on safety, first aid, prevention and response for Covid-19.
- ✓ Display of clear, multilingual infographics to encourage compliance with health and safety measures and to maintain social distancing.
- ✓ Display of emergency numbers for contact in case of symptoms.
- ✓ Posting of this document on both a visible notice board and the school's website

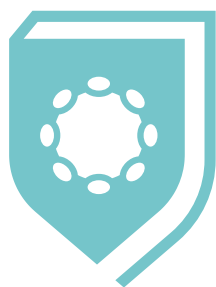
### **Additional Recommendations**

- ✓ Regular Covid-19 tests for staff to ensure early detection



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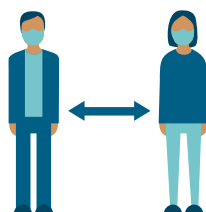


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**Wear a mask.**  
Correctly



**Maintain social distancing.**  
At all times



**Sanitise your hands.**  
Regularly



**Avoid touching your face.**  
Never.

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