

CHECKLIST TEACHING AREA

LECTURER:

ROOM NO/SECTION:



DAILY CHECK

ARE ITEMS DONE?	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Wear masks or face coverings					
Handwashing facility with water and soap is readily accessible from the teaching area					
Teaching area is arranged for physical distancing – maximum occupancy is posted on the door					
Proper ventilation / air circulation					
Sanitizing supply is available for individuals to clean their areas before and after use					
Trash is removed and disposed safely					
Remarks					
Date					
Time of checking					
NAME & SIGNATURE					

WEEKLY CHECK

ARE POSTERS VISIBLE INSIDE THE TEACHING AREA?
CHECK EVERY MONDAY / FIRST DAY OF THE WEEK

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



YES NO



YES NO

Remarks

Date

Time of checking

NAME & SIGNATURE

COMPLETED CHECKLIST VERIFIED BY:

STUDENT REPRESENTATIVE

COLLEGE HEAD

DATE SUBMITTED

