

### Control Measure Checklist for Face-to-Face Programming - Regional and Remote Campuses

**Directions:**

- Use this checklist as a quick tool to assess pandemic control measures in your classroom and facility.
- State the details for each control measure indicated as “Yes”.
  - a. This checklist needs to be completed for: a) every site where F2F programming will occur, and b) every scheduled class.
- Completed checklists are to be sent to your respective Associate Vice-President:  
 Lynette Plett ([lplett@ucn.ca](mailto:lplett@ucn.ca)) – Post Secondary Education Access Centres; Rob Penner ([rpenner@ucn.ca](mailto:rpenner@ucn.ca)) – all other remote locations

<b>Assessor(s):</b>		<b>Time of Assessment:</b>	<b>Room Number:</b>
<b>Assessment Date:</b>		<b>Site Location:</b>	<b>Room Capacity:</b>

#	Control Measure	Yes	N/A	Details/Applicable Task
1.	Infection control and physical distancing posters posted?			
2.	Individuals are advised to stay home if sick. Have staff and students completed the daily screening tool, found by using the link below?:  <a href="https://www.cognitofrms.com/UniversityCollegeOfTheNorth1/COVID19ReturntoWorkOnSiteScreening">https://www.cognitofrms.com/UniversityCollegeOfTheNorth1/COVID19ReturntoWorkOnSiteScreening</a>			
3.	Room set up allows for 2 metres (6 feet) physical distancing during instruction?			
4.	Demonstration and work areas are set-up to allow for 2 metres (6 feet) physical distancing?			
5.	Coordinators, BSWs and Instructors have completed pandemic training for correct sanitization.			
6.	Instructor to direct student traffic entering and exiting the classroom.			
7.	Nearest hand hygiene station is located, stocked and has been identified to students?			



8.	Unnecessary and self-serve items have been removed from the space (i.e., PPE dispensers, pens, paper, etc.)?			
9.	In most cases handouts, papers, and items are not physically provided to students?			
10.	Class attendance is taken and kept on file. In the event a student or instructor is diagnosed with COVID-19, this attendance list will give Manitoba Public Health a list of who was in the classroom and when they were present, for contact tracing purposes.			
11.	Students are assigned seating, as with #10, this will support contact tracing in the event a student or instructor is diagnosed with COVID-19.			
12.	When possible, students have dedicated tools/equipment (i.e., items are not shared between students)?			
13.	Common touch points and necessary shared items (i.e., tools & equipment) are identified?			
14.	Cleaning and disinfecting procedures for common touch points and shared items are communicated with students?			
15.	Cleaning materials are provided for instructors to use?			
16.	Students are given direction for the safe and correct use of any provided PPE and ensure the PPE is used?			
17.	Students are reminded to use the hand hygiene stations before and after class and to practice good hygiene?			