



REPUBLIC OF KENYA

**MINISTRY OF EDUCATION
STATE DEPARTMENT FOR VOCATIONAL AND TECHNICAL TRAINING**

Instructions for the checklist

The purpose of this checklist is to assess the level of preparedness for reopening of Institutions after closure due to Covid-19 pandemic. The checklist will be used by MoE officials in collaboration with Ministry of Health to carry out assessment for Institution preparedness for reopening in minimizing the risk of Covid-19 disease contraction and spread.

The checklist is divided into various dimensions of quality education: leadership and management, physical infrastructure, Continued learning, trainees and staff' welfare and parental and community involvement. The Principal and the BoG / Council are required to provide accurate and timely information for improvement of preparedness and compliance. Where an Institution does not meet the basic requirements on health and safety measures as provided for by the Ministry of Health and the back to Institution protocols, the Institution should not reopen until such a time the requirements are in place.

INSTITUTION REOPENING PREPAREDNESS INSPECTION TOOL

1.0 INSTITUTION PARTICULARS				
Name of institution				
Postal Address	Box :	Code:	Town:	
Physical Address	Location/Building			
	Road/Street:			
Telephone No.				
e-mail and website				
County:				
Sub-County:				
Ward:				
Health Inspection Report	Commencing Date		Expiry Date	
Title Deed/Plot No.				
Lease Agreement	Valid from		Expiry date	
PRIVATE/PUBLIC				
Category				
Form of ownership				
Registration /License Certificate No.				
Date of inspection	Previous			
	Current			
Arrival Time		Received by		
Purpose of Current Inspection		Re-opening preparedness to Covid 19		

LEADERSHIP AND MANAGEMENT

S/ No.	ITEM	YES	NO	COMMENT
1.	The management has established a communication and coordination mechanism to identify COVID-19 cases to the County Response teams			
2.	The management has established a system to monitor the health of trainees and staff (Temperatures and symptoms) on COVID-19			
3.	The institution has procedures for back to Institution health protocols for trainees and staff			
4.	Institution has qualified health personnel or has identified and made arrangements with a local health facility to manage trainee and staff' health related issues.			
5.	The management has provided an isolation room for affected trainees/trainers/other staff.			
6.	The institution has effective communication strategy for relevant messages on COVID- 19 on the prevention of infection and stigma to those affected.			
7.	The management has put measures in place to ensure fumigation and sanitization of the institution.			
8.	The management has a functional guidance and counselling department.			
9.	The management has put measures in place/ plans for systematic and continuous spiritual development			
10.	The management has developed a procedure for communicating information on evolving health status to parents			
11.	The management has developed modalities of holding Institution assemblies, prayers in respect of the covid-19			
12.	The management has a mechanism to identify trainees affected by COVID-19			
13.	The management has a mechanism to identify staff affected by COVID-19			
14.	The management has put in place measures to provide support to trainees affected by COVID-19			

15.	The management has a Covid-19 Institution response committee			
	RESOURCE PROVISION			
16.	The management has provided adequate hand washing points at strategic locations			
17.	The management has provided sufficient Training equipment and materials to avoid sharing			
18.	The management has provided adequate soap at all handwashing points			
19.	Where water is not available, the management has provided adequate sanitizers at all strategic points			
20.	The management has provided adequate disinfectants for all places where the Institution communities interacts			
21.	The management has made provision for appropriate Covid 19 facemasks for staff and trainees.			
22.	The management has made provision for screening of symptoms and thermal monitoring of staff and trainees.			
23.	The management has provided decontamination resources			
24.	The staff has received training on COVID-19 management?			
25.	The management has provided resources for Personal Protective Equipment for trainers (Face masks, soap and water)			
26.	The management has provided resources for Personal Protective Equipment for food handlers (Apron, gloves, facemasks, soap, Washing detergents)			
27.	Parents have been sensitized to monitor health of their children and informed that trainees who develop flu like symptoms should stay at home and seek medical attention.			
28.	The management has communicated to parents and Institution community on the strategies put in place to make the institution safe for trainees and staff.			

29.	The management has communicated the role of parents and other stake holders in ensuring health and safety of trainees and staff.			
30.	The institution has provided adequate communication using posters , signs on social distancing and hygiene measures			
31.	Information on COVID-19 is accessible to all trainees, including those with disabilities, through Braille, sign language interpretation, captioning, and easy to read formats			
32.	Trainers have been sensitized or trained on preventive and protective measures related to COVID-19			
	PHYSICAL INFRASTRUCTURE			
33.	The management has provided adequate space for social distancing in classrooms, hostels, workshops and laboratories. A distance of at least 1.5 meter between trainees			
34.	The management has made provisions for seats and tables to ensure there is no sharing			
35.	The management has made provision that every classroom is provided with hand washing stations with soap and water or hand sanitizers (1 water station: 50 trainees)			
36.	The management has provided adequate waste collection bins in the tuition area hostels and compound			
37.	The management has provided adequate space for social distancing in dormitories			
38.	The management has provided adequate space for social distancing during meals and dining places			
39.	Trainees with disabilities are provided with appropriate health and hygiene boarding facilities/requirements to ensure they are protected from COVID 19 disease			
40.	The hostels, including all its facilities and sections, has good ventilation to ensure circulation of clean air to avoid dampness.			

41.	Food handlers have the necessary health certificates including COVID-19 free certificate			
42.	All buildings are well ventilated (classrooms, laboratories, hostels)			
43.	Offices and staffrooms are not congested and the staff keeps the required social distance.			
44.	Office Furniture is cleaned and disinfected daily.			
45.	Clean running water and soap/sanitizer are provided in all offices			
	TOILETS			
46.	Ratio of toilets is 1:20 for ladies and 1:25 for gents plus a urinal			
47.	The management has provided for cleaning & disinfecting of ablution facilities			
48.	There is adequate supply of cleaning and disinfection materials (chlorine bleach, detergents, mop, and buckets).			
49.	There is adequate provision of running water adjacent to all toilets.			
50.	Soap and other approved hand washing detergents are available			
51.	Sanitary disposal bins for girls are provided in the toilets and have proper cover and pedal to avoid touching by the trainees.			
52.	Toilets are appropriate and friendly to trainees and staff living with disabilities			
	INSTITUTION GROUNDS			
53.	The institution compound is fenced with a manned gate.			

54.	A record of all persons entering and exiting the institution is maintained at the gate.			
55.	The institution compound is clean and well maintained.			
56.	Pathways are clearly marked to keep social distancing			
57.	Fields are appropriately marked to ensure trainees play different games while avoiding physical contact.			
	WATER			
58.	Water source is safe and regularly available			
59.	There are adequate drinking water and handwashing stations at a ratio of 1:50 trainees			
60.	Running water is available through on-site taps, or reservoir at the Institutions and containers filled regularly.			
61.	Each Trainees, trainers and non- teaching staff have a cups or glasses to avoid sharing.			
62.	There is safe storage of treated water in regularly cleaned and covered containers.			
	CONTINUED LEARNING			
63.	The Institution Master timetable is adjusted to match the new program/routine			
64.	There are mechanisms for assessing coverage of learning time lost during confinement.			
65.	There is a remedial (not tuition) programme for trainees who may need assistance			
66.	Trainers have strategies for following up the online and distance learning programs undertaken during the holidays and COVID-19 situations?			
67.	The Institution has the mechanism for accelerated learning and programmes			

68.	Institutions have put in place strategies for Distance Learning for trainees in case of unplanned holidays			
69.	The Institution laptops are properly utilized and ICT trainers retooled			
	HEALTH AND SAFETY OF TRAINEES			
70.	Institutions that were used as isolation/quarantine center for COVID-19 response have been fumigated and inspected by Ministry of Health			
71.	Facemasks are being used by all in the Institution			
72.	Institution has put up safety measures for trainees on their way to and from Institution to avoid COVID-19 infection			
73.	Guidance and Counseling department is in place and functional headed by a qualified trainer to provide psychological health support to all trainees.			
74.	Guidance and counseling committee has developed care plans for trainees who may have been abused during COVID -19 Institution closure and referral mechanisms are in place.			
75.	The management has made plans for guidance and counselling including reintegration and protection of vulnerable trainees?			
76.	The Institution has designated isolation room with essential equipment			
77.	Pastoral and spiritual care program for the whole Institution community is in place			
78.	The Institution has adequate non-contact thermometers to be used to monitor trainees twice a day.			
	SUPPORT TO TRAINERS AND OTHER STAFF			
79.	The staff has received training on COVID-19 management?			

80.	The management has provided resources for Personal Protective Equipment and hand washing supplies for trainers (Face masks, soap and water)			
81.	The management has provided resources for Personal Protective Equipment and hand washing supplies for food handlers and cleaning staff (Apron, utility gloves, facemasks, soap , washing detergents)			
82.	The management has provided Information Education and Communication materials for staff and trainees			
	PARENTAL ENGAGEMENT AND COMMUNITY INVOLVEMENT			
83.	Institution has established reporting mechanism as per the MOE guideline to parents and relevant authorities (MOH, SCDE, and Local Administration) in case where trainees develop flu like symptoms.			
84.	Parents have been informed that trainees who develop flu like symptoms should stay away from Institution and seek medical attention.			
85.	Parents and communities have been sensitized on COVID-19 prevention and control			
86.	The management has in place parental empowerment and engagement plans for all parents			
87.	The Institution has put in place a mechanism for regularly communicating with parents			
88.	The Institution management has put in place mechanism plans for return to Institution campaigns			
89.	The management has involved parents and communities in the plans for Institution readiness to reopen			
90.	The management has availed the modalities, plans and schedules for Institution reopening to community and BOGs/ Councils			

91.	The management has put in place measures to support vulnerable trainees, trainers and nonteaching staff			
92.	In your opinion, are trainers ready for Institution reopening?			
93.	In your opinion, are parents and communities ready for Institution reopening?			
	TOTAL			

Conclusions

The facilities are adequate for maximum ofTrainers and Trainees

Areas of Improvement/ additional resources requirement...

NOTE:

Rating scale for Institution readiness

The following scale will guide in determining the level of Institution readiness to reopen. There are 93 points of readiness overall that must include the mandatory Health and safety (70-78)

Rate	Level	Descriptor
60- 93	Good	The Institution is ready for opening as it has met most of the requirements and to continues improve
42-59	Fair	The Institution has met some requirements and continues to improve. A second assessment is required for it to be authorized to open
22-41	Poor	The Institution has not met most of requirements and continues to improve. A second or a third assessment is required where necessary for it to be authorized to open