

## LTW – After School Program and Teen Intramurals!



### DAILY STAFF CHECKLISTS

The LTW – After School Program and Teen Intramurals will be hosted taking into consideration the COVID19 guidelines. It is absolutely necessary that the following daily checklists are followed:

DATE: \_\_\_\_\_

PRIORITY AREA	TASK	TIME DONE	WHO	DONE
Set Up	Set space up for a maximum of 25 people in the venue at one time. This includes all staff and volunteers			
	Make sure all equipment needed is put out in advance of participants arrival.			
	Have tracking forms for each day ready. Identify one person to keep all tracking forms.			
	Put out hand sanitizer, wipes and masks.			
Arrival and Departure	Designate an enter and exit area.			
	Set up table with hand sanitizer or soap and water.			
	Greet participants upon arrival.			
	Ensure no hugging, high fiving, handshaking.			
Food and Water	Purchase individually wrapped items only: granola bars, fruit cups, pudding cups, etc. (Supervisor)			
	Participants <b>MUST</b> bring their own bottles of water. Have marker available to put names on water bottles.			
Cleaning	Identify who is cleaning equipment, washrooms, benches, etc.			
	Have cleaning supplies on site: soap, bleach, rubber gloves, buckets.			
	Confirm who will take younger kids to the washroom (one at a time).			
	Confirm who will be the washroom cleaner (after every use).			
	All equipment, tables, chairs <b>MUST</b> be cleaned after each session, daily and weekly.			