

# St Anne's RC Primary School



Standard Operating Procedures  
Covid-19  
June 2020



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## **Preamble**

The global pandemic of coronavirus disease 2019 (COVID-19) was first reported on 31 December 2019 by the World Health Organization country office following a cluster of pneumonia cases in Wuhan City, Hubei Province of China.

Severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) has been confirmed as the causative virus of COVID-19. To date, COVID-19 has become a global pandemic and it is continuing to spread across the globe.

The virus is mainly spread by respiratory droplets. The virus can only enter your body through your airways or mucous membrane of your eyes, nose or mouth. The virus can also be spread if you touch any surfaces that has been contaminated and touch your eyes, nose or mouth.

As yet there is no vaccine for the virus and prevention is our only form of defense. The following known methods are advocated to help stop the spread of the virus:

- Washing your hands for at least 20 seconds with soap;
- Staying between 1,5m and 2m away from another person; and
- Wearing a facemask

In an attempt to stop the spread of the virus, a National State of Disaster was declared in terms of Section 3 of the Disaster Management Act, 2002 (Act No. 57 of 2002).

Schools are dynamic places and plays host to a myriad of activities. As such, schools have been identified as high-risk areas in terms of transmission due to the close contact of large numbers of people. This increases the risk factor substantially and measures must be put into place to mitigate the risk.

The Department of Basic Education along with the Western Cape Education Department has provided guidelines for the development of Standard Operating Procedures for the prevention, containment and management of Covid-19.

This document outlines the Standard Operating Procedures (SOP's) for all staff, learners, parents and other stakeholders at St Anne's RC School Primary School and the steps that must be taken to prevent the spread of, and manage cases of Covid-19 within the school.

## 1. Covid-19 Committee

**Members:** Mrs. B Fisher  
Mrs. D Arendse  
Mr J Jacobs  
Mr P Pappas  
Mr C O'Connor  
Mrs. Z Van der Vent

Focus Area	Curriculum	Infrastructure	SGB	Communication	Psycho-Social Support	Basic Hygiene	Learner & Staff Orientation
<b>Committee Members</b>	D. Arendse J Jacobs	C O'Connor Z Van der Vent	P Pappas B Fisher	B Fisher	D Arendse	J Jacobs	B Fisher

## 2. Preparation of the site

The following tasks have been performed to ensure the school is ready for the arrival of staff and learners:

### **Cleaning and Disinfection – The following venues were cleaned and disinfected:**

- All bathrooms (Deep-cleaned by an external service provider)
- Every classroom (dusting and washing of floors, boards, skirting boards, desks, chairs, tables, doors, handles, security gates, bins and cupboards)
- All passages
- All offices
- School hall cleaned and prepared for Grade 7 learners
- Windows washed

### **Social Distancing – the following venues have been prepared to enable the principle of social distancing:**

- School Hall – Desks and chairs moved at least 1.5m apart
- Grade R – 7 – Desks and chairs moved at least 1.5m apart
- Learning Support Room – Desks and chairs moved 1.5m apart
- The Library - Chairs moved 1.5m apart, currently used as the staff room to ensure physical distancing
- Kitchen – Only two people allowed in the venue at the same time
- Social distancing decals are painted outside the building

### **Purchases and Acquisitions – Apart from the materials supplied by the Department of Basic Education, we purchased the following items:**

- 4 x Disinfectant 5L Sprayer
- 2 x foot pump sanitiser dispensers
- 15 x hand soap pump bottles for all venues in use
- 20 x hand sanitiser spray bottles for all venues in use
- Face Shields for Staff
- Additional face masks for learners and staff (In case they forget theirs at home or it breaks)
- Extra bins (with foot pedal and lids) for classes for items such as tissues, toilet paper, gloves, face masks, etc., which should be treated as medical waste. There should be one other bin in every class for general waste.
- 1 x box (100pairs) disposable gloves
- 1 x box (50 pieces) disposable masks

The WCED supplied us with the following items:

- 4 x Infra-red thermometers
- 9 pairs of heavy duty gloves
- Bleach – 2 x 25ℓ
- Sanitiser – 14 x 25ℓ
- Liquid Soap – 10 x 25ℓ
- Face masks for learners and staff

**Isolation Rooms – The following venues have been prepared as isolation rooms and have been cleaned and disinfected:**

- Art room

**Water and Sanitation – Support staff checked the following:**

- All toilets working
- No leaks or broken pipes
- Water supply sufficient
- Wash basins have working taps

### **Personal Protective Equipment**

Learners: Each learner must have the following PPE's:

- Between 2 and 4 face masks, clearly marked with their name on the inside of the mask. The school will provide two masks supplied by the WCED.
- Pocket size hand sanitiser (*Optional*)
- Tissues for personal use (*Optional*)
- Face shield and Disposable gloves (*Optional*)

Staff: Teachers and Admin Staff: Each staff member must have the following PPE's

- Between 2 and 5 face masks. The WCED will provide 2 masks
- Pocket size hand sanitiser (*Optional*)
- Face shield. The school will supply one face shield
- Disposable gloves (*Optional*) School has purchased

Staff: Support Staff: Each staff member must have the following PPE's

- Protective clothing (overalls and working shoes)
- Heavy Duty gloves provided by WCED
- Between 2 and 5 face masks. The WCED will provide 2
- Face shield provided by the school

## **3. School Daily Programme**

### **Operating Hours**

Learners will arrive from 7:30 every morning, no drop off of learners before this time will be allowed due to the screening requirements. Screening process for learners to start at 7:30 and then they will be directed to their classroom immediately after the screening process is complete. All classes will be dismissed every afternoon at 13:00, the following daily times will apply from Monday 6 July, until further notice.

At this time the St Anne's RC Primary School will not re-open the aftercare facility, for safety reasons.

No extra – murals will be taking place after school during the COVID-19 pandemic until further notice.

Screening of staff members will take place from 7:00 – 7:30 every morning. Class teachers will then report to their classrooms and the remaining staff members will make their way to assist with the screening of the learners arriving at 7:30.

## Timetables

In order to adhere to physical distancing, the school will adopt a Split Class approach. This will entail the following:

- Classes will be split into the three school houses to allow for physical distancing.
- To facilitate social distancing and other COVID-19 precautions, Grades R to 7 educators will have a maximum of 14 learners in the classroom each day.
- By tradition all learners have been placed into the same school house as a family, namely – St Dominic; St Mary and St Martin
- This will accommodate parents and other family members who travel to school together.
- According to this model, each learner will attend school every third day over a three-week cycle. Each learner will receive tasks to be completed at home during the following two days.
- A personalised monthly time-table will be provided to each learner and/or parent to avoid any confusion

In order to comply with the COVID-19 safety precautions for schools as far as possible, and to accommodate families, the following system will be applied for the phased return of Grades R, 1, 2, 3, 6 and 7 learners as from 6 July 2020 and include Grades 4 and 5 learners as from 3 August 2020 (the example below):

- St Mary on Monday 6 July (Grades R, 1, 2, 3, 6 and 7 learners belonging to St Mary)
- St Martin on Tuesday 7 July (Grades R, 1, 2, 3, 6 and 7 learners belonging to St Martin)
- St Dominic on Wednesday 8 July (Grades R, 1, 2, 3, 6 and 7 learners belonging to St Dominic)
- St Mary on Thursday 9 July (Grades R, 1, 2, 3, 6 and 7 learners belonging to St Mary)
- St Martin on Friday 10 July (Grades R, 1, 2, 3, 6 and 7 learners belonging to St Martin)
- St Dominic on Monday 13 July (Grades R, 1, 2, 3, 6 and 7 learners belonging to St Dominic)

**The above rotation system will continue for the rest of the year, or until such time as the COVID-19 regulations are altered by the relevant authorities.**

Due to space and other limitations, the rotation system described above, would apply to Grades R, 1, 2, 3, 6 and 7 from 6 July 2020 and include Grades 4 and 5 from 3 August. This would be implemented in order to avoid compromising COVID-19 safety requirements, which would in turn prove hazardous to all at St Anne's RC Primary School.

### Rationale for Split Class Approach

The Standard Operating Procedures present a drain on Human Resources and accommodating all learners in a grade will require at least 8 staff members. We have 9 educator staff members including the Principal. This will present a problem in the event of teachers falling ill or unable to be at school because of comorbidities.

Furthermore, the access to the school already presents problems with traffic congestion. The adherence to social distancing will exacerbate this problem.

By adopting this approach, we can ensure that learners see their class teachers. This method also allows us to better integrate learners into the system with the assistance of their class teacher with whom they built a relationship already. The approach is less disruptive and provides stability and a degree of certainty in very uncertain times.

### Dates for phased return to school

Category of Staff	Returned date
SMT	13 May 2020
Support Staff	13 May 2020
Admin	13 May 2020
Educators	25 May 2020
Grade 7 Learners	1 June 2020
Grade R, 1, 2, 3 and 6 (including Gr7)	6 July 2020
Grades 4 and 5 (including Gr R, 1, 2, 3, 6 and 7)	3 August 2020

#### **4. General Infection Control**

All stakeholders will endeavor to keep the school site as infection free as is humanly possible by doing the following:

##### **Social Distancing:**

- Ensuring Social Distancing is maintained in every classroom and venue by moving furniture at least 1,5m apart.
- Minimising the movement of learners, through monitoring, inside classrooms, the building and outside.
- Putting up Social Distancing decals and markers in all passages and at all queuing areas outside the building.
- Dismissing learners at different gates and the class teacher will accompany the learners.

##### **Signage and Orientation**

- Displaying educational and informative posters about the Covid-19 virus.
- Displaying posters in all passages, bathrooms, classrooms, office and other venues to inform and remind staff and learners of hand washing, coughing, greeting, etc. protocols

##### **Cleaning, Disinfecting and Sanitising**

- Hand sanitisers will be available in all venues
- Hands will be sanitised when entering or leaving a venue
- Support staff will sanitise and disinfect learners work area (chairs and desks) after returning to class from break
- Routine, daily cleaning and disinfection by support staff using the sanitising checklist provided.
- Cleaning and Disinfection of all classrooms, offices and other venues after school using the Disinfectant Sprayer and wiping off all desks, chairs and other surfaces.
- Isolation Room will be disinfected using the Disinfectant Sprayer immediately after someone was isolated in it for suspected Covid-19 symptoms.

##### **Classroom Keys**

- Teachers must take their classroom keys with them.
- Teachers must sign out their classroom keys and gate remote.
- No keys must be given to learners to unlock.
- The security must ensure there is an extra key for every venue on-site at all times.

##### **Ventilation & Waste Removal**

- Air flow will be increased by opening windows and doors and avoiding the use of heaters.
- Waste will be removed from classrooms by Support Staff at least twice during the day.

#### **5. Human Resource Management**

For as far as is possible, the school does not want to use staff not already employed at school to alleviate an increase in expenditure.

##### **Staff with comorbidities**

Staff with underlying medical conditions or comorbidities, as listed below, will be given the option to work from home.

- Cardiovascular Disease including Hypertension; Congestive cardiac failure; Cerebrovascular disease (stroke and transient ischaemic attacks)
- Respiratory Disease including Pulmonary Tuberculosis; Asthma; Chronic Obstructive Pulmonary Disease (COPD); Cystic Fibrosis; Bronchitis
- Kidney Disease
- Immunosuppression including Type II Diabetes Mellitus; Cancer or undergoing treatment; Advanced HIV; Chronic use of >20mg Prednisone. methotrexate or any other immunosuppressant

However, such staff members must complete the form (Addendum B) provided by the WCED and must provide a medical report on the nature and duration of the illness. Appropriate work arrangements and/or potential leave, in terms of the Directions issued by the Minister of Basic Education in respect of Leave for employees under the Employment of Educators Act (EEA) affected by Covid-19, will be implemented.

## Remote Teaching

Teachers, teaching who have been granted permission to teach from home, will be expected to deliver a full range of duties, including developing lesson plans and material, worksheets, activities as well as be available, online, to provide support, if required.

### List of Duties to be performed, other than teaching

Duty	No. of People required	Brief Description	Frequency
Traffic Control	1	Marshalling traffic and learners entry into school gate and to lift waiting	Every morning and afternoon
Screening (Learners)	4	Complete screening process in front of senior block under the verandah.	Every morning
Screening (Staff + Visitors)	1	Complete screening process outside office block.	Every morning and as required
Corridor and verandah Marshall	2	Control movement of learners from screening area to class, enforcing social distance	Every morning
Movement activity/ Breaks	1	Taking learners to do structured activities to release energy, for example dancing in the hall, running, etc.	Daily
Breaks	4	Learners to be monitored while speaking to friends.	Daily
Isolation room	1	On duty at isolation room to supervise learners who are unwell and to keep records of "admission" to the room and collection times by parents	As is required

## 6. Suspected cases of Covid-19

### Learners:

- Parent must keep learners at home if they display any signs of illness and must seek medical advice. Learners should be deemed 100% well by a medical professional before returning to school. Evidence of this must be provided.
- Learners with a body temperature exceeding 38°C or who answers "yes" to any of the questions at screening in the morning will be sent home with the parents. The parent must immediately seek medical advice. The learner must be deemed 100% well by a medical practitioner before returning to school. Evidence must be provided.
- Learners who start to feel unwell, especially displaying Covid-19 related symptoms, during the course of the day will be removed from class and taken to the isolation room. The learner must be given a mask if he/she is not wearing one already.
- Their parents must be called to collect them and they must be "signed out" from the isolation room, using early leaving register. Parents must immediately seek medical advice and proceed to the Covid-19 Medical Testing Centre which their General Practitioner directs them to. In the interim, the school can call the emergency hotline number (0800 029 999) to seek more advice.
- The parent must inform the school immediately of the results.
- A learner who tests negative may return to school provided the parent produces evidence of such a result.
- If a learner tests positive for the Covid-19 virus, he/she must be self-isolated for at least 14 days and the parent must inform the school of his/her status. The learner may only return to school upon the provision of a Medical Clearance Certificate.
- These measures automatically apply to parents and siblings or other persons living in that residence.
- In keeping with the patient/medical confidentiality ethics, the identity of a learner who tested positive for the Covid-19 virus may not be revealed to the general community without the written consent of the parent/guardian.

**Staff:**

- Staff who do not feel well and who are displaying signs of illness related to the Covid-19 virus, must stay at home. The normal protocol relating to informing the school must be followed, but the staff member must inform the school that he/she is displaying the symptoms mentioned above. Such a member must immediately seek medical advice. The staff member should be deemed 100% well by a medical professional before returning to school. Evidence of this must be provided.
- Staff members with a body temperature exceeding 38°C or who answers "yes" to any of the questions at screening in the morning will be sent home immediately. The member must get into his/her vehicle immediately and proceed to seek medical advice. The staff member must be deemed 100% well by a medical practitioner before returning to school. Evidence must be provided. If a staff member must wait on someone to collect him/her, they must wait in the isolation room.
- Staff members who start to feel unwell, especially displaying Covid-19 related symptoms, during the course of the day will be asked to go home and must sign out in the register. They must immediately seek medical advice and proceed to the Covid-19 Medical Testing Centre which their General Practitioner directs them to. The staff member must inform the school immediately of the results.
- A staff member who tests negative may return to school provided the he/she produces evidence of such a result.
- If a staff member tests positive for the Covid-19 virus, he/she must be self-isolated for at least 14 days and he/she must inform the school of his/her status. The staff member may only return to school upon the provision of a Medical Clearance Certificate.
- These measures automatically apply to parents, spouses, partners, siblings or other persons living in that residence.
- In keeping with the patient/medical confidentiality ethics, the identity of a staff member who tested positive for the Covid-19 virus may not be revealed to the general community without that person's written consent.

**7. Confirmed cases of Covid-19**

The school will be contacted by the relevant public health officials to discuss the case, to identify people who have been in contact with the infected person and to advise on any further actions or precautions that should be taken.

If the school has not been contacted regarding a possible case of Covid-19, the Principal or a designated person by the Principal must contact the relevant provincial health official using the contact details below:

Charlene Jacobs

[Charlene.Jacobs@westerncape.gov.za](mailto:Charlene.Jacobs@westerncape.gov.za)

072 356 5146 or 021 483 9964

Public health officials will conduct a risk-assessment and give recommendations on the management of the learners and staff. The decision to close the school will be made by the Head of Education for the Western Cape.

**8. Learner Enrichment and Aftercare**

All services, after school activities and the aftercare facility have been suspended until further notice

**9. Communication**

- The school's official method of communication with parents will be via the D6 communicator. Parents must ensure they are au fait with using this system.
- The school has subsequently set up emails for all class teachers, office and Principal to improve our communication in our community.
- Staff and Learners will be orientated regarding Covid-19 upon arrival at school as per the phased return programme.
- Information pertaining to all children regarding Covid-19 related tests or medical results must be emailed to the Principal using the following email address [principal@stannesprimary.co.za](mailto:principal@stannesprimary.co.za) . This must include the name of the learner and grade as well as details of the parent(s)
- Information pertaining to all staff regarding Covid-19 related tests or medical results must be communicated to the Principal via direct telephone call or e-mail.

- The school will alert the WCED of an increase in absenteeism due to Covid-19 related symptoms.
- Parents will be kept informed of any developments via the letters and/or newsletter which is distributed via the D6 communicator and/or email.
- The school will endeavour to provide relevant and related material to answer learners' questions and concerns regarding Covid-19.

## **10. Guidelines for learners and parents:**

### **Travel to and from school.**

Parents who drop off and collect their children personally must:

- Maintain a high level of personal hygiene in the vehicle.
- Ensure their child wears a facemask when exiting the vehicle.

Parents of learners who make use of Transport Service Providers must insist the drivers adhere to the following:

- A clean and sanitised vehicle when collecting learners in the mornings and afternoons;
- Social distancing regulations related to transporting of people / learners;
- Limit the movement of learners from seat to seat in the vehicle;
- Insist learners wear a mask before entering the vehicle and keep it on whilst driving;
- Check that learners are wearing a mask when exiting the vehicle.
- Replicate this process in the afternoons when collecting learners.

### **Arrival**

- Screening of learners will take place from 7:30 in the morning outside the senior block.
- All learners must be dropped off as close to the start of the school day as possible i.e. within a 5 - 10-minute window of the indicated starting time, so as to minimise the risk of physical contact in the morning.
- Learners must be dropped off in the church parking area or in the parking area on the corner of Stella and Naruna Roads and must enter the school through the main gate.
- Parents will be allowed to walk with their child to the gate but will not be allowed on the school premises.
- Learners will sanitise their hands at the double door before entering the building.
- Learners must line up, adhering to social distancing, in the corridor in the senior block.

### **Screening**

- Screening for learners will take place outside the senior block.
- Screening involves the following:
  - Adhering to social distancing whilst waiting
  - Using the hand sanitiser provided to sanitise hands
  - A temperature reading and recording performed by a member of staff
  - Answering the following questions truthfully and moderately:
    - Do you have a cough?
    - Do you have a sore throat?
    - Do you have a high fever?
    - Do you have difficulty breathing?
    - Have you been in contact with anyone in the last 14 days that tested positive.
- Learners in Grades R – 3 will be given a sticker with the questions printed on, that the parents have to complete the morning before they come to school and paste it on their clothes, visible for the screening staff to see and record on the data sheet.
- Once screened and cleared, learners will be given a sticker to indicate they have been screened. This must be worn on their clothing for the entire day.

### **Classroom**

- Upon entering the class, the learner's hands will be sanitised by the teacher.
- The learner must take responsibility for his/her own work area.
- Every learner has his/her own textbook and will be encouraged not to share this item and to sanitiser it as often as possible.
- The desk and chairs will be cleaned and disinfected after breaks and at the end of every school day, learners can therefore expect to return to a disinfected work area after breaks and in the morning.

- Learners are not allowed to share any stationery or any other items at any time during the day
- Throughout the day the teacher will sanitise his/her hands and remind learners to do the same.
- Every class will be fitted with an additional bin, specifically for waste related to high risk Covid-19 items. This includes items such as tissues, wet-wipes, disposable masks, etc. This bin will be hands-free and will have a lid. The other bin will be for general waste such as paper, pencil shavings, etc.
- Learners will be given time in class to eat their lunch where they can be monitored by the teacher so as to minimise the risk of sharing food.

### **Toilets**

- Learners who need to use the toilets must use it in a respectful manner.
- All bathrooms will be disinfected every hour by a member of staff.
- The first priority is to adhere to all corridor rules, especially the physical distancing rule.
- Don't touch anything on your way to the bathroom
- Wipe the toilet seat before and after use.
- Wash your hands using water and the liquid soap provided in the dispensers.
- Don't touch anything on your way back to class
- Upon your return to class, sanitise your hands, desk and chair

### **Breaks**

- Breaks will be staggered throughout the day to minimise the risk of learners making physical contact.
- Break activities will be monitored and learners must be encouraged to adhere to the physical distancing rule at all times with each other, learners will not be allowed to play with a shared item such as a ball, share lunch or fluids, etc.
- More structured breaks will also take place and will involve energy-releasing activities such as dancing, Zumba, running, etc. this will be done by the class teacher at his/ her discretion.
- Upon return to class learners must repeat the cycle of observance to social distancing in corridors and sanitising of hands.

### **Visits to school**

- No visitors are allowed to enter the school site, unless by prior arrangement or under extreme circumstances such as a medical emergency.
- No delivery of lunches can be allowed.
- Items that have been forgotten at home, must remain at home and cannot be delivered or dropped off at the front office.
- All queries must be made electronically i.e. telephone or e-mail.
- It is extremely difficult to think of every possible scenario and we are asking parents to adopt the view that no one, other than staff and learners, can be allowed to enter the school premises.

### **Absence from School**

Parents of learners who are absent from school on days they are expected to attend, must inform the school of his/her absence and the reason for his/her absence. This communication must take place via phone call or email before 9am every morning.

### **Learners Code of Conduct**

In essence learners who willfully, intentionally or deliberately perform an action that unnecessarily exposes another learner or member of staff to contracting the virus will be sanctioned. These acts will include, but is not limited to throwing used tissues at other learners, grabbing face masks and coughing on it, touching other learners deliberately, etc. Please note the transgression lies in the spirit of the action and therefore we can't produce a complete list of all unacceptable actions.

Sanctions for such actions will be:

- First Offence – Counselling from member of staff to orientate the learner to the dangers of the virus and contact with parents to explain what happened and an apology to the victim in order to restore the injustice

- Second Offence – Learner will be removed from class and parents asked to collect him/her. The learner may return to school on the next day he/she is supposed to attend.

### **Uniform**

Learners will wear their winter school uniform when they attend school. With our intended plan learners will be in school every third day, so being able to have a clean uniform when attending would be possible. Uniforms should be washed in warm soapy water and ironed before being worn again.

The allowance of a face mask has been added to the dress code to ensure alignment with Lockdown regulations. Once more, your discernment is asked for in choosing a face mask. We don't want masks that is offensive.

Above all, the school's Code of Conduct still remains in force and must be adhered to at all times!

### **Parental Undertaking**

We ask all parents to undertake to do the following:

- Report suspected covid-19 symptoms to the school as soon as possible and keep your child at home
- Enforce good personal hygiene at home and imprint on your child that this is to be replicated at school
- Ensure proper transport arrangements are made, and that it is in line with transport lockdown regulations
- Imprint on your child the principle of physical distancing, and in particular, their adherence to it on the playground and in the classroom
- Discuss the dangers of sharing lunch, liquids, etc.
- Explain the importance of wearing face masks and other personal protective wear
- Ensure the timely collection of your child after dismissal as there will be no aftercare until further notice
- Explain how the virus is transmitted, the associated symptoms and general things to be on the look-out for
- As a principle, become a family who adheres to the general lockdown, safety and hygiene regulations

## **11. Guidelines for Staff**

### **Arrival**

- Staff must arrive at school with a mask.
- Screening of staff will take place from 7:00 in the morning
- Some staff will have morning duty and must arrive on time to perform that particular duty
- Staff must report to the office on arrival before entering the building.
- Staff must wait on the veranda outside the office where their temperature will be taken, they will then have their hands sanitised on entering the building and then they will be screened further by answering the questions and receive a sticker to indicate they have been through the screening process/
- Remember to sign the daily attendance register.

### **Screening**

- Screening for staff will take place outside the office block.
- Screening involves the following:
  - Adhering to social distancing whilst waiting
  - Using the hand sanitiser provided to sanitise hands
  - A temperature reading and recording performed by a member of staff
  - Answering the following questions truthfully and moderately:
    - Do you have a cough?
    - Do you have a sore throat?
    - Do you have a high fever?
    - Do you have difficulty breathing?
    - Have you been in contact with anyone in the last 14 days that tested positive
- Once screened and cleared, staff will be given a sticker to indicate they have been screened. This must be worn on their clothing for the entire day.

### **Staffroom (Library during this time)**

- Breaks will be staggered to allow for physical distancing of staff members in the library.
- Staff members must take personal care and practise high levels of personal hygiene at all times when inside the staffroom/library
- The chairs and tables in the staffroom/library have been moved apart to adhere to the physical distancing rule and staff must use the same table and chair every day.
- Staff must work from the base that nothing is to be shared

### **Classroom**

- Every teacher must practice good hygiene and personal care in the classroom with regards to their space as this will become the base from which they will operate and store personal items.
- Teachers must wait in their classrooms in the morning for learners. Learners will be sent there immediately after screening.
- Teachers will only allow learners that have a sticker, indicating they have been screened into the class
- Apart from their personal space, the teacher must also:
  - Sanitise hands and remind learners to wipe desks throughout the day.
  - Monitor the adherence to physical distancing and waste disposal.
  - Monitor the snack time in class.
  - Monitor clothing and enforce the school's dress code policy in respect of "civvies".

### **Offices**

- Offices will be sanitised and disinfected at least twice a day.
- If someone was inside an office and it is discovered that he/she is a suspected or confirmed Covid-19 carrier, the office must immediately be vacated and disinfected before the staff member using it can return.
- The staff member using the office is responsible for ensuring every person who enters it sanitises their hands and wears a face mask.
- The security must ensure that all persons entering the premises to deliver goods or with prior arrangement is screened and completed the COVID-19 register.
- Offices must be ventilated for as much and as long as possible. Leave the door open for as long as possible.

### **Breaks**

- Breaks will be staggered throughout the day to minimise the risk of learners making physical contact.
- The staff members on duty must monitor break activities and learners are not allowed to make physical contact with each other, play with a shared item such as a ball, share lunch or fluids, etc.
- Teachers must ensure learners repeat the cycle of observance to social distancing in corridors and sanitising of hands.
- Support staff will sanitise desks and chairs during breaks, class teachers must ensure the tables are clear of books, paper, pencils etc.

### **Schoolwork**

- It will be extremely difficult for teachers to mark books as this will increase the risk of contracting the virus. Teachers will use their discretion to verify that they have checked books.
- All books carry risk and learners must ensure they clean books regularly.
- Assessments will be altered as far as is possible, once guidelines have been received from the WCED.
- Distance Learning: Learners not attending school for whatever reason, that has formally applied for a concession, will be allowed to remain at home, but parents must oversee their learning. Documents have been sent to parents to complete and sign indicating their intention to keep their children at home. The school will provide such learners, for as far as possible, with a range of work and activities covered in class. The class teacher will notify the parents via email and/or phone call when the activity packs may be collected. Some activities may require data or the printing of certain sheets.
- Teachers must prepare and hand out lessons and work to be completed for the following two days, on which the learner is expected to be at home, to all learners present.
- Teachers will endeavour to make contact with parents of learners who are expected to be at school, but is absent.

## Dismissal

- There will be no learner enrichment programmes after school
- Please ensure someone is waiting to collect your child as there will be no aftercare facilities.
- Teachers must also leave the site as soon as possible to allow the cleaning staff to clean and disinfect the building.
- Teachers will walk their class to the exit points to ensure physical distancing rule is adhered to.

## 12. Risk Assessment Schedule

Task / Activity	Risk	Rate	Mitigation Actions	By Whom
Play activities, sharing of equipment, close interaction with other learners in classrooms and playgrounds	Transfer of virus through surfaces	High	Orientation - create awareness of the dangers. Enforce physical distancing. Clean and disinfect area (inside building)	All staff  Cleaning staff
Staff attending to sick learners	Contact with bodily fluids	High	Wear PPE	All staff and learners
Management and supervision of learners in the classrooms and play areas	Staff developing symptoms during school time	High	Orientation. Social distancing Wearing PPE Monitor signs of illness	All staff
Communication	Reputational risk Stigmatization	Medium	Clear & regular communication to staff and parents	Management
Travel to and from school (private and public)	Transfer of virus from surfaces	High	Screening & Testing. Disinfection and sanitizing Wearing PPE	Parents All staff
Security and Access Control	Access to school premises by an infected person	Medium	Screening at entrance. Signing visitor register with contact details Limit access points	Security Screening personnel
Waste disposal	Contact with waste tissues, items and other materials	Medium	Separate bin in class for waste. Wear PPE Regular waste removal Sanitising and Disinfecting	Support staff  Management
Coughing, sneezing and spitting	Airborne transmission	High	Wear PPE Physical Distance Removing sick children from class. Sick children must not attend school	Parents All staff