



St Thomas Aquinas

# Protocol and procedures during COVID-19

2020

School Management Team 2020 Revised 5 August

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## ST. THOMAS AQUINAS SCHOOL

"Effective education today for a successful tomorrow"

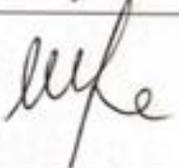
### PROTOCOL AND PROCEDURES TO FOLLOW DURING THE COVID-19 PANDEMIC

Since we are a school where we deal with people on a close proximity, we are classified as having medium exposure risk.

#### A. Scope

This document is applicable to all St Thomas Aquinas School stakeholders and must be adhered to diligently to ensure compliance.

#### B. Document sign off

Title and name	Document	Signature
A Petersen (Health and Safety Manager)	Protocol and procedures to be followed during COVID-19	
M Lange (Principal)	Protocol and procedures to be followed during COVID-19	
S Mungaroo (Chairperson of the Board)	Protocol and procedures to be followed during COVID-19	 <small>Mungaroo, Sunil (Group Services - ZA) May 31 2020 1:35 PM DataSign</small>

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## **1. Preamble**

On 7 January 2020, a cluster of pneumonia cases were identified in the city Wuhan which were associated with the novel coronavirus. The virus has been named SARS-CoV-2 and the disease it causes has been named *coronavirus disease 2019* or *COVID-19*.

The World Health Organization's (WHO) International Health Regulations Emergency Committee declared the outbreak a public health emergency of international concern on 30 January 2020 and South Africa activated its Emergency Operations Centre (EOC) on 31 January 2020.

South Africa's first case of COVID-19 was confirmed on 5 March 2020 by the Minister of Health. On 15 March the first internal transmission of COVID-19 was announced and the president declared a national state of disaster and a partial travel ban. A national state of disaster was announced.

Drastic measures were taken to curb the spread the virus. Schools closed on 18 March 2020. The DBE issued circulars providing containment/management guidelines for ordinary public and independent schools. Various media statements for education were released.

The Standard operating procedure for the prevention, containment and Management of COVID-19 in schools must be adhered to by all administrators to prevent the spread of the virus and the management of cases of COVID-19.

## **2. Purpose of the document**

The Standard Operating procedures for the prevention, containment and management of COVID-19 in schools and school communities provides guidelines for all administrators on the approved steps that must be taken to prevent the spread of, and manage cases of COVID-19 within the basic education sector.

## **3. Procedures for schools on the prevention of the spread of COVID-19**

Schools play an important role in the efforts to control the spread of COVID-19. Schools must therefore take steps to circulate information about the disease and Schools must prepare to take steps necessary to prevent the spread of COVID-19 among their learners and staff, should health officials identify the need.

its possible transmission within the community.

School plans should be designed to minimize the disruption of teaching and learning and protect learners and staff from social stigma and discrimination.

Schools should plan and prepare to mitigate community transmission. As the global outbreak evolves, schools should prepare for the possibility of sporadic community-level outbreaks, as well as the possibility of stay-at-home or lockdown orders for learners, staff, whole classes or grades, or the entire school if recommended by Health officials.

#### **4. COVID-19**

##### **4.1. What is COVID-19?**

- Corona viruses refer to viruses that are responsible for the common cold and usually cause self-limited upper respiratory tract infections.

##### **4.2. Transmission of COVID-19**

###### **4.2.1. Contact**

The most important route of transmission is by –

- a) Direct contact with an infected or contaminated body surface or fluid; and
- b) Indirect contact via contact with an object previously contaminated with organisms from an infected person or animal.

###### **4.2.2. Droplet Transmission**

- Droplets are generated during coughing, sneezing, talking and during procedures such as suctioning.
- Droplets may carry organisms that can infect a new host if they are deposited on conjunctivae, nasal mucosa or the mouth.
- Droplets do not remain in the air.
- Droplets do not travel more than 1 meter

###### **4.2.3. Airborne Transmission**

- Small particles (droplet nuclei) that remain suspended in air for long periods of time have a far greater potential for spreading COVID-19 than large droplets.

###### **4.2.4. Common Vehicle Transmission**

- Transmission by items such as food, water, devices and equipment. Normal hygienic practices and proper sterilization or disinfection of equipment make this type of spread a rare event in certain places.

#### 4.2.5. Vector-Borne Transmission

- Vectors such as parasites / insects etc. are hopefully not frequently encountered at STAS as a cause of outbreaks, due to our regular fumigation and pest control programme.

#### 4.3. Persistence of COVID-19

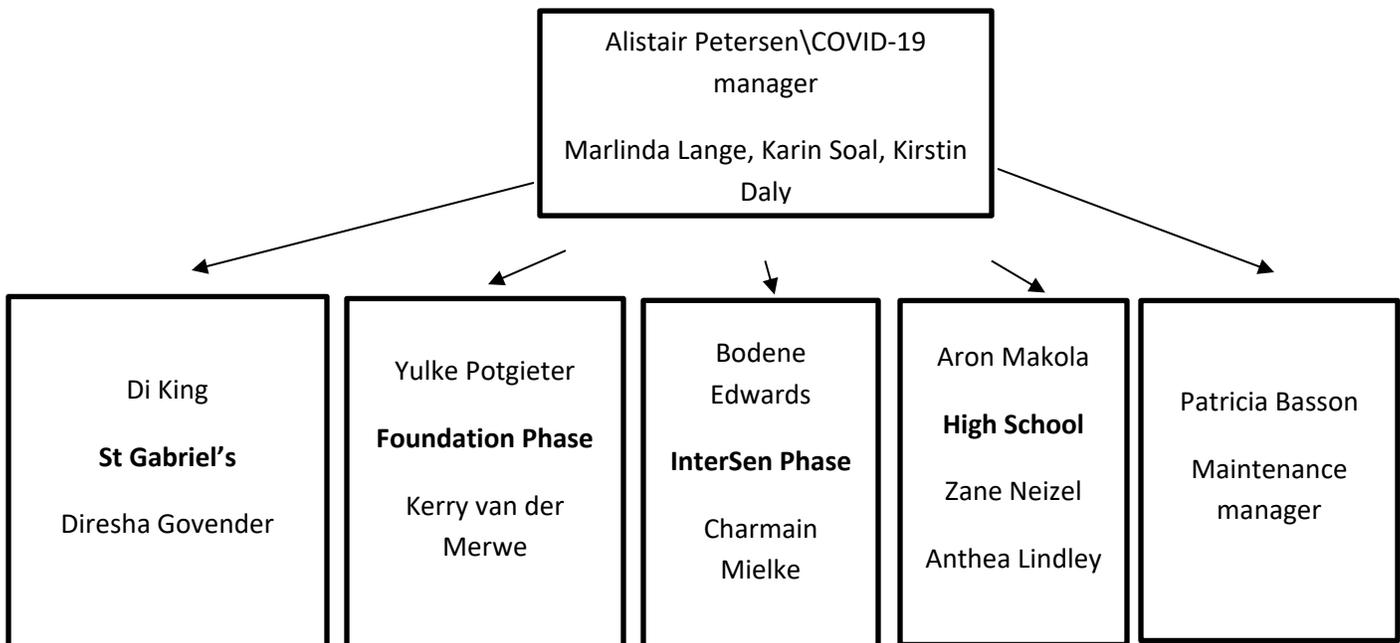
- The COVID-19 virus has a fragile outer membrane and can be killed by simple disinfectants, containing 70% ethanol, soap and water and normal bleach.

#### 4.4. Symptoms of COVID-19

- Common symptoms: fever, tiredness, dry cough
- Some people may experience: aches and pains, nasal congestion, runny nose, sore throat, diarrhoea, nausea, vomiting, redness in eyes.

#### 4.5. COVID-19 Management team

- Alistair Petersen is appointed as the COVID-19 manager, since he is also the Health and Safety manager and did the NOSA training for COVID-19 in May 2020. He will be assisted by his Health and safety committee members. The SMT will also form part of this team.



## **5. Prevention strategies**

St Thomas Aquinas supports the national efforts to fight the spread of COVID-19 by providing knowledge regarding prevention, treatment, care and support of those who are infected among learners, educators, school support staff, parents and school communities.

### **Principals must take measures to:**

- Ensure that learners and employees are screened when the schools reopen using the NDOH COVID-19 procedure and questionnaire.
- Ensure that learners and employees are informed, trained and instructed as to the correct use of cloth masks/face shields
- Ensure that a risk assessment is conducted to identify categories of employees requiring PPE. These employees should be provided with the accredited PPE in accordance with Department of Health guidelines.

### **All learners, educators, support staff, officials, parents and communities should:**

- Heed the directives issued by the President and the guidance provided by the Ministry of Health with regard to COVID-19.
- Avoid gatherings as the disease is spread through direct contact with the respiratory droplets of an infected person, which are generated through coughing, sneezing or talking.
- Maintain a social distance of at least 1.5 to 2 meters with others where possible. At St Thomas 4 different gates will be used for arrival and exit for staggered departure.
- Every staff member, learner and visitor must wear a cloth mask at all times.
- Avoid direct contact with others, e.g. shaking hands or hugging.
- Frequently wash hands with water and soap. If water is not available, use a 60% or more alcohol based hand sanitizer.
- Avoid touching the face (i.e. eyes, nose, mouth) with unwashed hands.
- Consult a health care facility if there is a suspected COVID-19 infection.

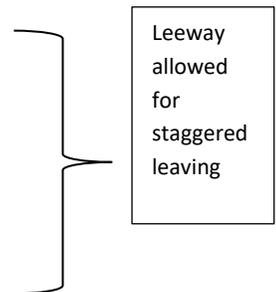
- Inform the education authorities immediately if a learner, educator, support staff or parent/caregiver has been in direct contact with an infected person, or if they are diagnosed with COVID-19
- Eradicate all forms of stigma and discrimination as a result of COVID-19 (policy)

**Roles and responsibilities of the School Management Team, Board of Governors and staff.**

- Stay informed about COVID-19 through reputable sources and share this information with all stakeholders
- Establish a COVID-19 committee in the school
- Place signs and posters encouraging good hand and respiratory hygiene practices.
- Ensure there is enough water, soap and paper towels in toilets/bathrooms
- Place 60% or more alcohol based sanitisers in each classroom, at entrances and exits, at the reception/front office
- Educate learners and staff on COVID-19 (what it is, the symptoms, how it is spread, how to prevent spreading it, how to wash hands, social distancing)
- Ensure that trash is removed daily and disposed of safely. Medical disposal waste bins will be put in certain areas for disposal of masks, filters, gloves etc.
- Ensure the procurement of sufficient quantities of hand sanitisers, soap and paper towels.

**6. Operating hours**

- The school will open at 7:00 in the morning and close at 14:30.
- Formal school hours will be from
  - 8:00 to 12:00 (St Gabriel's);
  - 8:00 to 13:00 (Foundation Phase);
  - 7:30 – 13:05 (Grade 6 and 7);
  - 8:00 – 13:20 (grade 4 and 5)
  - 7:30 to 14:00 Grade 8 -9
  - 8:00 to 14:00 FET phase



- Younger siblings who wait for older siblings will sit on the lawn in designated areas, under the watchful eye of a staff member.

## 7. Phased return of learners and staff

Even though St Thomas is a private school, we have to abide with the regulations of the Department of Education.

On 23 July cabinet announced that private schools may continue with education. A revised timetable was put in place from 27 July 2020 until 24 August. The reason behind this was to reduce the number of learners and staff at school while South Africa is reaching its peak. A hybrid system will be used.

St Gabriel's and Foundation Phase learners will continue with their rotational classes i.e. 5 days at school in a two week cycle.

<b>Date</b>	<b>At school</b>	<b>Online learning</b>
27/7 - 31/7	Grades 1,6,7,12	Grades 4,5, 8 – 11
3/8 – 7/8	Grades 1,6,7,12	Grades 4,5, 8 – 11
11/8 – 14/8	Grades 4,5, 8 – 11	Grades 1,6,7,12
17/8 – 21/8	Grades 4,5, 8 – 11	Grades 1,6,7,12
24/8 – 23/9	Normal school: St Gabriel's and Foundation phase learners still do the rotational timetable.	
18/9	<i>Grade 8 – 11 finish – spring break</i>	
21 – 23/9	<i>Grade 12 at school</i>	

## 8. Staff:

### 8.1. List of staff that will work from home

(Addendum A to be kept in COVID-19 manager's file - confidential)

### 8.2. List of staff that are 60 years and older

(Addendum B to be kept in COVID-19 manager's file - confidential)

### 8.3. List of staff with comorbidities

(Addendum C to be kept in COVID-19 manager's file - confidential)

### 8.4. Staff with young children who don't have a babysitter

- The SMT will be required to make a survey of staff members who don't have a babysitter/caretaker when school reopens. We have empathy with the staff members, but we need to teach in order to earn a salary. Staff members will not be able to bring their own children to school, but a flexible timetable will be worked out for them so they can still teach. After Care staff may also be approached to look after staff children.

### **8.5. Vulnerable staff**

**A disclosure form must be completed by all staff members and will be kept by the COVID-19 manager.**

- They include, but are not limited to those who:
  - Have a long-term health condition for example asthma, diabetes or heart disease, lung disease, hypertension, obesity or a weakened immune system as the result of medicines such as steroid tablets or chemotherapy
  - Are pregnant
  - Over 60
- The HODs will ask their staff to disclose any sickness to their HODs. The information is confidential and will not be disclosed to all parties.
- Special pre-cautions must be taken by these staff members. They must be aware of the risks and avoid high risk contract points. They must take assertive care of their health. In the case where a staff member insists on working, the staff member must write a letter to the principal in which they state that they take the risk upon themselves should they fall ill and they accept that the employer can't be held liable for their decision to go to school.
- These teachers could conduct their lessons remotely if their health situation warrants it.
- Nobody with TB will be allowed on the premises until they are deemed fit.
- Social distancing should be reinforced by the SMT
- Get a medical certificate if there is any doubt

### **9. Steps to get St Thomas Aquinas COVID-19 ready**

- Disinfection and sanitization on 7 May of the whole school – all buildings, offices, classrooms, toilets, garages, storerooms etc. Certificate has been issued and is kept by the COVID-19 manager. Disinfection of High School building on 27 July and Foundation Phase and Grade 6 and 7 classes on 28 July.
- Procurement of masks, disinfectants, gloves, overalls, spray bottles, sanitizer dispensers, thermometers according to the prescribed specifications

- **Risk assessment by the COVID-19 manager and steps to address these risks**
- Planning sessions to discuss timetable, workload of staff, hours, breaks, arrival and departure times, curriculum, health and safety plan etc. Staff were updated on changes on 24 July.
- Posters and signs will be displayed all over the school
- Training of all stakeholders (staff, parents and learners) by means of Zoom meetings in the evenings.

**10. Access/exit points to school (when school reopens):**

- All persons entering/accessing the premises shall be subjected to mandatory COVID-19 screening protocols. The tjoptjop app has been introduced to make entry and exit faster and easier to control. The QR codes are contained in files.
- All necessary COVID-19 PPE (mask) to be worn by all persons accessing the premises
- A daily register will be kept via tjoptjop containing the details of all teachers, support staff, visitors, service providers and learners) indicating date, time of entry and departure, name, surname, id number, residential address and cellular number). Questionnaire must be answered as well via tjoptjop.
- **During this period the following gates will be used as entrances and exits:**
  - a) the gates at Allenby Street will be used for the InterSen Phase learners
  - b) French Street will be accessible for High School learners,
  - c) van Deventer Street will be used by the Foundation Phase learners and
  - d) St Gabriel's learners will enter in Foch Street.
  - e) Staff will enter through the normal gates i.e. Allenby and Foch Street for car parking

**When it rains during summer, learners/staff need to bring their umbrellas. Learners could also wait in the cars and wait their turn before getting onto the school premises. Staff could do learner screening under the gazebo's.**

## 11. Screening for COVID-19

- Learners will be allowed to enter the school premises from 7 a.m.
- There will be two waiting areas outside the various gates with clear markings of social distancing.
- All bags and carry on items to be placed on the table at the gates to be sprayed. Shoes are also sprayed.
- Learners sanitise their hands.
- Learners enter at the gazebo to have their temperature checked.
- Learners from Grade 1 to 12 will go to the designated tables, where their QR codes are kept in a file and be screened in.
- Learners/staff will answer screening questions via tjoptjop.
- The Health and Safety manager will have his team ready in the morning, with digital thermometers, to measure the temperature of all learners and staff that enter the gazebo. The digital thermometer will not touch the person at all and will be held 2 cm from the person's forehead or neck. All learners' and staff members' temperature will be recorded. If the temperature measured is 37.5°C the person will be asked to go to the back of the line and a second reading will be taken. Should the second reading also be 37.5°C, the person will be requested to wait in the isolation area and the parents will be phoned to collect the child. Staff members will be advised to go home.
- **Health questionnaire:**
- Learners/staff will be asked questions about their health (sore throat, cough, fever). Check for redness of eyes, shortness of breath, body aches, loss of smell and taste, nausea, vomiting, diarrhoea and fatigue. Any person with three or more of these symptoms will not be allowed to enter the premises and have to wait in the waiting area. The parents will be contacted and advised to take their child home.
- Each child/staff member will answer the following questions. If an answer is positive, the appropriate block/s will be ticked.:

	Yes	No
Have you travelled to a high risk area in the last 14 days?		
Have you recently been in close contact to someone infected with the virus?		

Have you recently been in contact to someone probable to be infected with the virus?		
Have you attended a health facility where patients that have the virus are treated in the last 14 days?		
Have you been admitted with severe pneumonia?		
Do you suffer from any chronic disease? Specify.		
Do you have a dry cough		
Do you have a sore throat?		
Do you have difficulty breathing? /Shortness of breath?		
Do you feel weak and tired today? /Fatigue?		
Any aches and pains in joints? Myalgia?		
Nausea		
Vomiting/Diarrhoea (V/D)		

- Staff must be very mindful, when they refer a learner to go to the waiting area. They shouldn't make a scene, but very discreetly ask the learner to step aside and wait in the waiting area.
- Should a staff member notice a learner feeling ill during the day and displaying COVID-19 symptoms, the teacher should message the COVID-19 manager. The COVID-19 manager or his delegate, will discreetly call the learner and take the learner to the waiting area. The parents will be phoned. No health official will be allowed to fetch a learner at school and take the child for testing. If parents are not available, the school will phone the helpline for assistance.
- Dress code will be communicated to learners. It is winter and bitterly cold and learners should dress warmly. Since public schools are closed, we also do not want our learners to be conspicuous after recent threats from COSAS in the media. All other code of conduct rules with regard to uniform and shaving will be applied. Hair salons are open under lockdown 3 and hair should be neat and tidy.

## Waiting room/isolation room

The foyer of the hall will be used as the waiting area for the learners displaying symptoms. Ablution facilities are available. Staff who can't go home immediately, will wait in the staff waiting/isolation area, until they are able to go home.

- **Stigmatisation policy**

Learners will during their orientation period, be taken through the *Stigmatisation Policy*. Learners may not tease other learners, if they are feeling sick. The normal Code of Conduct rules will apply. Learners will report any stigmatization incidents to their teachers, HODS and deputies.

## 12. Vulnerable learners

A questionnaire will be sent to parents to indicate the diagnosed illnesses that their children have. The questionnaire will be returned via email to the relevant Deputy Principal who will ensure that those children are treated with extra care or that they receive online teaching material.

## 13. Learner hygiene

Learners should be encouraged to:

- Wash their hands frequently, always with soap and water for 20 seconds.
- Keep their nails and teeth clean.
- Refrain from touching their eyes, mouth and face.
- Not share eating utensils, food or drinks with others.
- Next three months (June, July, August) – no access to lockers, because it **just creates more areas that need to be disinfected daily – especially the inside of the lockers.**
- Not share stationery – to be washed and sanitized at home. No sharing of masks, gloves, scarves, stationery and books.
- Sneeze or cough in a bent elbow or tissue and to discard the tissue safely in an open bin outside the class and sanitize hands immediately.
- Refrain from teasing anyone who is sick

- Share what they learn about preventing disease with their family, friends and siblings
- Tell their teacher or parents if they feel sick and to stay home.

#### **14. Social distancing**

- St Thomas will work on social distancing learners 1.5 meter or more as per Government and WHO regulations. The number of learners per class will be reduced if necessary, to maintain social distancing. The maximum number of learners per class will not exceed 19 learners.
- Practising social hygiene, the continuous use of cloth masks, symptomatic screening and enforcing social distancing for all the learners and teachers.
- Learners will sit **one-one** at a desk. Use big classrooms for bigger classes and open classes to reduce class sizes. Should there be too many learners per class, the class will be split and support staff (PT, Music) will be used in class to facilitate the learning. Foundation Phase and St Gabriel's learners will also have separate desks.
- Learners will have a designated desk and a floor plan must be available at all times to help with contact tracing.
- St Gabriel's and Foundation Phase learners will be assigned a painted numbered circle on the school premises and should stay in those circles at all times. It will help with contact tracing.
- The teacher will move from class to class to eliminate any spread of the disease. (Grades 4 to 9)
- Each class will have its own break. Learners may only associate with the learners in their class (Grades RRR to 9). Grades 10 to 12 need to move to their various classes since they have subject choices. One grade at a time moves. 1.5m or more between learners and staff must be maintained. At all times, wait outside the classes on designated markings for social distancing, until the classes have been disinfected by the teacher (pump spray bottles).

#### **15. Classrooms**

- All classrooms will be disinfected before staff and learners return. Classrooms will be disinfected at the end of each day.
- Carpets removed from St Gabriel's and Foundation Phase for the interim period.

- Traffic on staircases per phase/grade will be worked out to minimize any contact.

## **16. Dual schooling/blended learning/Hybrid learning**

- Not all parents will be keen to send their children back to school for safety reasons and fear of infection. The DBE wants all learners back at school and only vulnerable children at home. Blended/hybrid learning will continue for those learners that are at home. Exceptions can be made where learners have vulnerable family members at home. This needs to be communicated to the principal or the deputy principals. If a learner is absent for 20 days, he/she will be deregistered. **If parents decide to let their children stay at home, they need to deregister their children from school and enroll their children at an accredited home school facility in order for them to be assessed at the end of the year.**
- Those vulnerable learners/learners in quarantine that don't return to school, will still need to be educated. Teachers could video record their lessons and send them to learners. Extra teachers/colleagues could video teachers during their lessons. Teachers could also use cellphone stands to assist with recording. Their homework will then have to be emailed back to the teacher/answered via Google Classroom etc. St Gabriel's and the Foundation Phase will use Whatsapp and Class Dojo; Grade 4 Whatsapp' Grade 5 and 6 Google Classroom, Grade 7 email and the High School Google Classroom, Whatsapp and Zoom.
- Homework/assessments marking  
St Gabriel's and Foundation Phase will use their books and these books will stay at school.  
Each child in the InterSen Phase will use their own exam pad and keep it on their desks. They will tear off pages and submit for classwork. Teacher will keep the work.  
In the High School learners will use their books and take them home to do homework.  
Learners can mark their own work, but for assessments, the teachers will mark.  
Learners who have missed out on assessments will be requested to come in to school to complete those assessments under controlled conditions. Every Phase will have its own specifications.

When formal assessments e.g. cycle tests are written, learners from the InterSen Phase will be requested to come in on those specific days to write the tests. All protocol (social distancing, designated desk and sanitization) will be maintained.

## **17. Timetable**

- The InterSen Phase and High School learners will follow a normal timetable with most of the subjects covered – the only exception will be PT, Computers (online skills covered)) and Music.
- St Gabriel's and the Foundation Phase will also follow a normal timetable with extra focus on the core subjects. PT, Music, Computers will not be part of the curriculum.

## **18. Leave – staff members(excluding maternity leave, family responsibility leave and leave for urgent private affairs)**

### **18.1. Sick leave**

Employees are entitled to 36 days sick leave over a three year period. Should sick leave be exhausted, a staff member may apply for short term incapacity leave (0 – 29 days) or long term incapacity leave (30 days and more). Leave for quarantine purposes or for occupational diseases, also fall under this category.

### **18.2. Leave for a funeral:**

It is advisable for learners and staff who attended funerals to stay at home for at least 7 days after the funeral for quarantine purposes.

## 19. Procedures when staff/learners are unwell.

### 19.1. Learners:

#### 19.1.1. Action to be taken when a child or learner appearing ill or displaying symptoms associated with COVID-19

- The procedures below must be followed when child/learners arrive at school and appears ill or displays symptoms associated with COVID-19.
- When a child/learner is suspected to be sick or displays symptoms such as dry cough, high fever, respiratory distress or shortness of breath, and report sore throat etc. at school:
- Inform the COVID-19 manager, principal or deputy principals.
- Isolate the learners and keep him or her separate from well learners and staff until they can be assessed by a health professional.
- Remember that schools are not expected to screen learners or to identify cases of COVID-19 and most respiratory illnesses are not COVID-19, therefore call the nearest health facility or NICD toll free number 0800 029 999 or number of provincial officials provided in the DBE circular 3 of 2020.
- The health professional will advise on further action to be taken once diagnosis is confirmed.
- ***NB. Parents/Guardian of the child/learner should be informed immediately.***

#### 19.1.2. Action to be taken when a case of COVID-19 is confirmed.

- The childcare or educational institution will be contacted by the relevant public health officials to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken.
- If you have not yet been contacted, please contact the public hotline 0800 029 999 who will refer you to the relevant contact.
- An assessment of the childcare or education institution will be undertaken by the public health officials with relevant staff. Advice on the

management of pupils or learners and staff will be based on this assessment.

- If there is a confirmed case/s, a risk assessment will be undertaken by the educational establishment with advice from the public health officials.
- In most cases, closure of the facility or school will be unnecessary. This decision will be facility or school specific, based on various factors such as establishment size and learner mixing.

**19.1.3. Action to be taken when a learner may have been exposed to a suspected case**

- If a child/learner has been in contact with a suspected case in a childcare facility or school, no restrictions or special control measures are required while laboratory test results for COVID-19 are awaited.
- There is no need to close the institution or send other children/learners or staff home.
- Therefore, until the outcome of test results is known there is no action that staff members need to take.

**19.1.4. Action to be taken when a child/Learner who may have been exposed to a confirmed case of COVID-19 i.e. A person with laboratory confirmation of COVID-19 infection, irrespective of clinical signs and symptoms.**

- All close contacts of a confirmed COVID-19 case are required to stay at home for 10 days while being monitored for symptoms. They may not attend school.
- Learners who are not contacts of a confirmed case should attend school. Family and friends who have not had close contact with the original confirmed case do not need to take any precautions or make any changes to their own activities such as attending childcare or educational settings or work, unless they become unwell.

- Specifically, learners who have interacted with a **healthy contact** of a confirmed case should not be excluded from school. The reason for this is that asymptomatic spread of COVID-19, if it occurs is likely very uncommon, meaning: for a person who comes into **contact with a healthy contact of a case**, it is very unlikely to result in transmission.
- All case contacts who become symptomatic will be immediately tested for COVID-19 and if found to be a case, active contact tracing and self-quarantine of all contacts will be implemented.

***NB.** Keeping learners at home from school or closing schools is a serious decision which may restrict the learners' ability to acquire education and have knock-on effects in terms of the need for childcare. All decisions for learners to stay home from school based on possible exposure to or infection with COVID-19 should be justified by available scientific evidence.*

The health, well-being and needs of children is our first and foremost priority .

## **19.2. Procedure regarding employees**

The public service is the largest employer in the country and has the legal obligation in accordance with Section 8, of the Occupational Health and Safety Act (OHSA) 1993, as amended to, where reasonably practicable, provide and maintain a safe, healthy work environment that is without risk to employees.

Regulation 53 provides that the Principal shall establish and maintain a safe and healthy work environment for employees of the department.

Given the ability to rapidly spread, the management of confirmed and suspected COVID-19 cases is of paramount importance. In this regard, guidance is provided to Principal for the following scenarios. The following guidelines must be observed as minimum:

### **19.2.1. An employee tested positive for COVID-19**

- The Principal should formally grant approval for sick leave in accordance with the Determination and Directive on Leave of Absence in the Public

Service or incapacity Leave and Ill-health Retirement processes if the employee has exhausted his/her normal sick leave.

- The Principal should formally grant approval in accordance with Public Service Regulation 51 for all employees who worked closely with the affected employee to self-quarantine for a period of 10 days to ensure the infection does not spread. This must be done with the relevant authorities of and National Department of Health (NDoH) protocols. A list of such employees must be kept and submitted to the Department of Public Services and Administration (DPSA).
- The cleaning/disinfection of the affected workspace must be facilitated. Contact must be maintained with such employees as a means of monitoring and evaluation.
- Report the cases in the required format to the DPSA via the dedicated email address [COVID-19@dpsa.gov.za](mailto:COVID-19@dpsa.gov.za).

#### **19.2.2. An employee was exposed to a confirmed case of COVID-19**

- In terms of the NDoH's guidelines all those employees who were in contact with the infected person are required to self-quarantine at home for a period of 10 days or for a duration as prescribed by the NDoH while being monitored for symptoms.
- The Principal should formally grant approval in accordance with Public Service Regulation 51 for employee to self-quarantine for a period of 10 days or as prescribed by NDoH to ensure the infection does not spread. This must be done in consultation with the relevant authorities. Such employees can be requested to work remotely.
- The Health and Safety Manager and Maintenance Manager must ensure that the affected workplace/s are cleaned/disinfected.
- Contact must be maintained with such employee as a means of monitoring and evaluation.
- Report the cases in the required format to the DPSA via the dedicated email address [COVID-19@dpsa.gov.za](mailto:COVID-19@dpsa.gov.za).

### **19.2.3. An employee was exposed to an unconfirmed case of COVID-19**

- If an employee has been in contact with a person who has not yet been confirmed as infected by COVID-19 while laboratory test results for COVID-19 are awaited, until the outcomes of test results are known, the Principal can decide, inform and guided by NDoH, Legal Services and Human Resources if restrictions or special control measures need to be applied until the results are known.
- Once the results are known, protocol by NDoH are effected, if applicable.
- Report the cases in the required format to the DPSA via the dedicated email address [COVID-19@dpsa.gov.za](mailto:COVID-19@dpsa.gov.za)

### **19.2.4. An employee appears ill and reports for duty displaying symptoms associated with COVID-19.**

- If an employee presents themselves at work with symptoms consistent with COVID-19 such as high fever, respiratory distress and dry cough, they must be advised to contact the NICD hotline, consult a medical professional and follow the NDoH protocol for COVID-19.
- The employee should be temporarily isolated in the Staff waiting /isolation area while arrangements are made for them to be transported to a medical facility. Employees must be encouraged to seek medical attention if they display flu like symptoms and to not report for duty.
- Further actions should be taken once confirmation of diagnosis of a medical professional has been confirmed.
- Report the cases in the required format to the DPSA via the dedicated email address [COVID-19@dpsa.gov.za](mailto:COVID-19@dpsa.gov.za).

### **19.2.5. An employee or employees refuse to report for duty based on the fear or being infected by COVID-19**

- The employment relationship is the legal link between employers and employees and stipulates that a person (employee) will perform work or a service under certain conditions in return for remuneration (employer).
- The onus is on the employee/s to demonstrate that the workplace is a risk and an unsafe space for the transmission of the virus.

- Refusal to report for duty, contrary to the instructions of the principal, deputy principal or HOD, means that such absence is unlawful and should be dealt with in terms of the Disciplinary Code.

## 20. Promote information sharing

- Staff, parents and learners will be updated by management as soon as the Minister of Education makes an announcement. Protocol and procedures will be given to staff, parents and learners (Learner guides will be more user-friendly).
- School administrators can also support their school community by sharing resources with staff, families and, age-appropriately, with learners. Consider sharing the following fact sheets and information sources found on the NICD website [www.nicd.ac.za](http://www.nicd.ac.za) and the DBE website [www.education.gov.za](http://www.education.gov.za) such as the Frequently asked Questions on COVID-19.

Provincial Communicable Disease Control Directorate			
Eastern Cape	Thomas Dlamini Nosimphiwo Mgobo	<a href="mailto:thomas.dlamini@echealth.gov.za">thomas.dlamini@echealth.gov.za</a> <a href="mailto:Nosimphiwo.Mgobo@echealth.gov.za">Nosimphiwo.Mgobo@echealth.gov.za</a>	083 378 0189 060 579 9027
Free State	Dikeledi Baleni Babsy Nyokong	<a href="mailto:balenid@fshealth.gov.za">balenid@fshealth.gov.za</a> <a href="mailto:nyokongb@fshealth.gov.za">nyokongb@fshealth.gov.za</a>	083 757 8217 082 463 7499
Gauteng	Chika Asomugha Caroline Kesebilwe	<a href="mailto:Chika.Asomugha@gauteng.gov.za">Chika.Asomugha@gauteng.gov.za</a> <a href="mailto:Caroline.kesebilwe@gauteng.gov.za">Caroline.kesebilwe@gauteng.gov.za</a>	082 330 1490 083 490 8165
KwaZulu-Natal	Premi Govender	<a href="mailto:premi.govender@kznhealth.gov.za">premi.govender@kznhealth.gov.za</a>	071 609 2505
Limpopo	Marlene Freda Ngobeni Mashudu P. Mudau	<a href="mailto:Marlene.Ngobeni@dhsd.limpopo.gov.za">Marlene.Ngobeni@dhsd.limpopo.gov.za</a> <a href="mailto:Prudence.Mudau@dhsd.limpopo.gov.za">Prudence.Mudau@dhsd.limpopo.gov.za</a>	079 491 1909 071 678 3864
Mpumalanga	Mandla Zwane	<a href="mailto:MandlaZw@mpuhealth.gov.za">MandlaZw@mpuhealth.gov.za</a>	082 229 8893

	Hluphi Mpangane	<a href="mailto:hluphim@mpuhealth.gov.za">hluphim@mpuhealth.gov.za</a>	076 522 8511 / 013 766 3411
North West	Chriseldah Lebeko	<a href="mailto:clebeko@nwpg.gov.za">clebeko@nwpg.gov.za</a>	082 421 7985
Northern Cape	Gloria Hottie	<a href="mailto:hottieg@webmail.co.za">hottieg@webmail.co.za</a>	072 391 3345 / 053 830 0529
Western Cape	Charlene Jacobs	<a href="mailto:Charlene.Jacobs@westerncape.gov.za">Charlene.Jacobs@westerncape.gov.za</a>	072 356 5146 / 021 483 9964
<b>Port Health and Environmental Health</b>			
Central Region (Gauteng, Free State, Northern Cape)	Funeka Bongweni	<a href="mailto:Funeka.Bongweni@health.gov.za">Funeka.Bongweni@health.gov.za</a>	012 395 9728 060 993 0107
Northern Region (Limpopo, Mpumalanga, North West)	Ockert Jacobs	Ockert.Jacobs@health.gov.za	012 395 9417 082 372 0556
Coastal Region (KwaZulu-Natal, Northern Cape, Western Cape)	Antoinette Hargreaves	<a href="mailto:Antoinette.Hargreaves@health.gov.za">Antoinette.Hargreaves@health.gov.za</a>	031 301 0381 083 460 0935

- It is imperative that school communities are aware of the basic health and safety precautions as mentioned throughout the Standard Operating Procedures. These Standard Operating procedures must be implemented immediately within all South African schools and applies to all entities and individuals that may come within the school premises.
- Provincial Education Departments are obliged to ensure compliance as well as secure resources to protect the health of school communities.
- Posters promoting frequent hand washing and social distancing will be displayed all over the school (entrance, corridors, restrooms, classrooms) for information purposes.
- Parents/caregivers should alert the school and health care authorities if someone in their home has been diagnosed with COVID-19 and keep their child at home.
- Learners/staff/immediate family members who have recently travelled to a high- or medium risk province will be obliged to inform the school.

- Display posters all over the school promoting frequent handwashing and social distancing.
- Provide information in an honest and age-appropriate manner.

## **21. Absenteeism**

- The school will be flexible regarding attendance and sick leave policies. Learners and staff may stay at home when they are sick or when caring for a sick family member. It might be difficult to see a medical doctor during this time to obtain a doctor's note.
- Monitor school absenteeism of staff and learners and compare against usual absenteeism patterns at school. Alert local health authorities about large increases in learner and staff absenteeism due to respiratory illnesses.

## **22. Continuity of learning (Planning)**

- Plans to be directed by the Minister of Education.
- Should the school be forced to close for a period of time, contingency plans will be put in place per phase and communicated to the parents and staff. The different phases have different requirements. Manage grade by grade; subject by subject. Continued access to quality education will still be provided. This can include:
  - Use of online learning strategies/podcasts/Google classroom - tutorials
  - Assigning reading and exercises for home study
  - June exams will not take place as scheduled. Each phase will have a contingency plan of how to do assessments and how to catch up. Assessment plans will have to be revised. Focus on the skills learners have acquired, like sending an email, returning a document, completing a survey.

## **23. Checklist for school administrators, teachers, maintenance and other staff**

The Occupational Safety and Health Act states that safe and healthy environments must be created for working people. We have to comply with Health and Safety standards and ensure an environment free from recognized hazards. For COVID-19 we have to focus on infection prevention and hygienic practices.

- Promote and demonstrate regular hand washing and positive hygiene behaviours and monitor their uptake. Ensure adequate, clean and separate toilets for boys and girls.
  - Ensure soap and safe water is available at age appropriate hand washing stations
  - Encourage frequent and thorough washing (20 seconds)
  - Place hand sanitizers in classrooms
  - Encourage all to dab when they sneeze or cough.
  - Two masks will be provided by the school to all staff and learners. Learners will have to be taught not to touch their masks and how to safely remove their masks if they want to eat; how to wash their hands again before they put them back; and how to wash the masks regularly.
  - There must be enough tissue paper/towel paper in bathrooms. These tissues/paper towel must be thrown in a bin with a plastic lining and discarded regularly.
  - Learners must bring their own tissues to school to avoid the communal tissue box touched by everybody. When they blow their noses, they leave the class and blow their noses outside and place the used tissues in a lined bin outside the class. Use hand sanitizer before they enter the class again.
- Maintenance staff will clean and disinfect school buildings and classrooms at the end of each school day.
- Maintenance staff will receive their own cleaning protocol of how to clean and how often.
- Maintenance staff will also receive protective masks and gloves. Security and cleaning staff will receive PPE. The Health and Safety Manager will be in charge of this.
- It is recommended that class doors and windows remain open to increase ventilation. Learners may bring lap blankets that will stay in class and may only be taken home on a Friday to be washed.
- **Doors will be opened and closed by the teacher only.** Doors will only be closed during break and at the end of the day. **The teacher should also be the only one to open and close windows, to avoid contamination.** The water and sanitation facilities will be cleaned and disinfected after every child has used the facilities. Staff will also spray disinfectant on door handles, toilet seats, toilet levers, taps etc. and fill

in a register, once they visit the facilities. In the afternoons, all bathroom facilities will be thoroughly cleaned and disinfected. Only one set of bathrooms (one per phase) will be open between 14:00 and 14:30. Surfaces that are touched by many people (railings, desks, door and window handles, toys, teaching aids, telephones, keyboards will be disinfected regularly. Computer classes – wipe down the keyboard before teaching starts and then when the lesson ends as well. No Marimbas, recorders, drumming, chess or ukulele lessons until further notice.

- The air con may not be used until it has been serviced and a new certificate has been issued.
- Group work is not encouraged during this time.

## **24. Providing emotional support to learners, teachers and non-teaching staff**

The WHO indicates that a major pandemic entails a psychosocial disturbance that may exceed the affected population's capacity to manage. The most common reactions include anxiety, distress and depression. These reactions may result from fear of contracting the illness, the ability to recover from the illness or even experiencing the death of family members, colleagues or classmates. Learners, educators and school management have a responsibility to care for themselves and each other.

### **24.1 What to do before schools open**

Schools must identify organisations, stakeholders and partners in the community that can provide additional social, emotional and psychological support.

Riana Lourens – 060 982 0437

Frauke Wood – 013 656 4197

Dr Tshabalala - 013 656 1535

### **24.2 What to do when schools open**

Brief the school based support teams and educators on the psychosocial impact of COVID-19 on learners and adults. Provide information about how to identify when someone needs help. This process must be followed each time a new grade of learners returns to school.

### **24.3. How to identify when someone needs help**

One or more of the following signs may be present:

- Persistent fear, worry, anxiety
- Persistent sadness, hopelessness and other overwhelming emotions
- Withdrawal from others
- Loss of interest in personal appearance and unusual lack of energy
- Expression of rage or anger
- Missing work or classes
- Use of, or increased use of drugs or alcohol

### **24.4. What is the process to follow if a learner or staff member is identified with one or more of the above signs?**

#### **A learner is identified:**

The class teacher can speak with the learner to provide emotional or other support. They may refer the learner to the SBST (Colleen Deiner, Riana Lourens) for basic counselling or refer the learner to specialized services.

#### **An educator or non-teaching staff member is identified:**

The SMT can determine what kind of support is required and either provide the necessary support or refer the staff member to specialized services.

### **24.5: What whole school abilities are to be used?**

- Talk to each class about the emotional effects of COVID-19
- Teach each class about identifying and interpreting emotion: how to handle or react to fear or anxiety; how to identify the signs of depression; and to inform a teacher when they identify a class mate or friend that is experiencing any of the above.
- Teach and encourage positive self-talk. Provide counselling for the school and at-risk groups.
- Refer those that need specialized services.

#### **24.6. Sources of psychological support**

- Health professionals
- South African Depression and Anxiety Group – 0800567567 or sms 31393
- Childline hotline: 0800055555
- Lovelife Free PLZ cal me 0833231023
- Lifeline toll free: 086 1322322
- Suicide crisis line – 0800567567/080021222

#### **25. Functions, workshops, meetings**

- All functions, masses, workshops, gatherings, assemblies, extra-mural activities (like choir and afternoon sport) will be cancelled until further notice.
- All **staffrooms** will be locked to avoid the gathering of people and keeping a social distance

Staffroom meetings will be conducted via email or zoom meetings. Keep at least a two-meter distance between you and a colleague when having a break. Staff members are not allowed to leave the premises during the day to buy food. A central urn will be placed in the reception area of the admin building for boiling water. Staff should sanitise before and after touching the lever. No kettles in classes because of safety hazards! Maintain social distancing.

Smoking corner – not allowed. No smoking on the premises – social distancing

Not more than two staff members are allowed in the change rooms.

#### **26. Cross over staff**

- If a staff member is infected, a cross over will take place and another member of staff will take over that duty if possible.
- Should a staff member not be qualified to do a cross over, the affected teacher could stream the lesson and the cross over teacher could facilitate the process. Projectors could also be put up to stream lessons if necessary.

#### **27. Maintenance staff**

- Maintenance staff will clean and disinfect school buildings and classrooms as indicated by the Health and Safety Manager.

- Maintenance staff will receive their own cleaning protocol of how to clean and how often.
- Maintenance staff will also receive protective masks and gloves. Security and cleaning staff will receive PPE. The Health and Safety Manager will be in charge of this.
- Staggered work shifts for maintenance staff is a possibility – job must still get done. The maintenance manager is responsible for this. Health comes first.
- All classes used must be disinfected at the end of each school day, in order for teaching to take place the next morning. Disinfection of classes will take precedence
- Toilets for learners will be disinfected and sanitised after each use and a record will be kept.

## **28. Taxi's/transport:**

Letters will also be issued to taxi drivers to promote hygienic conditions and limited loading capacity of taxi's

### **28.1. Loading capacity of learner transport: Regulation 11C as amended**

Only taxi services and private motor vehicles for dropping learners off at school and collecting them again at the end of the day are allowed, **provided that**

- a) Taxi services may carry 100% of the licensed capacity, but the windows should be open for ventilation;
- b) private vehicles shall not carry more than 70% of the licensed capacity; and that
- c) all directions in respect of hygienic conditions and the limitation of exposure of persons to COVID -19, are adhered to.

### **28.2. Provision of improved access and hygiene, disinfection control in learner transport**

All operators of learner transport facilities must, on regular intervals, provide adequate sanitizers or other hygiene dispenser for washing of hands and disinfection equipment for learners and drivers.

### **28.3. Embarkation of learners in the vehicles**

- All operators must ensure that public transport vehicles are sanitized before picking up and after dropping off learners.
- Operators must ensure that all learner transport vehicles door and window handles, armrests and handrails are sanitized before picking up and dropping off learners.
- Operators must ensure that all learner transport vehicles are clean and tidy.
- All learner transport operators must provide disinfection information materials and procedures.
- All drivers must wear a mask.
- The sanitizers used to sanitize all learner transport vehicles must have a minimum of 60% alcohol content.

### **29. Couriers/visitors/parents:**

- No outside visitors will be allowed on the school premises to avoid infection.
- In case of emergency or exceptional circumstances, all outside visitors will be screened by completing a questionnaire and their temperature being taken and being sanitized. They also have to fill in a register.
- Meetings with the principal or bursar will be conducted outside under a gazebo per appointment. It is preferable not to have any parents/visitors onto the premises to reduce the possibility of contamination. If the temperature taken is too high (37.5°C) that person will not be allowed on the premises.
- St Gabriel's parents:
  - In the morning it is preferable that the parent drops the child off at the front entrance in Foch Street. Temperature will be taken at the car..
  - At the end of the day, the Grade RRR to 3 parents will send an sms to the teacher requesting the teacher to release the child. The InterSen Phase learners will receive an sms from their parents, they will show the teacher the message and will then get permission to leave the class. High School learners leave at 14:00. Darlington will use the 2-way radio to communicate with the teacher in class where and if necessary.

### **30. Tuck shop:**

- The tuck shop will not be opened until further notice. Parents must pack a lunch box for their own children and enough water.
- Water for refill will be available from Christel's office.

### **31. After care:**

- No child will be allowed to stay after school unless they are waiting for their siblings in the Higher Grades. Each grade will have to appoint a teacher per day to look after these learners until they leave the premises at 14:15.

### **32. Closure of a unit/component/office/department if an employee tested positive for COVID-19**

- Preparing for possible closure of an education institution should only be considered following recommendations from a public health official.
- Temporarily closing an institution, childcare facility or schools is a possible strategy to stop or slow the further spread of COVID-19 in communities. School administrators should work in close collaboration and coordination with health officials to make dismissal and large event cancellation decisions. Education Departments and Schools are not expected to make decisions about dismissal or canceling events on their own. Schools can seek specific guidance from health officials to determine if, when, and for how long to take these steps.
- Large event cancellations or school dismissals may be recommended for 14 days, or possibly longer if advised by local health officials and the DBE. The nature of these actions (e.g., scope, duration) may change as the local situation evolves.

#### **32.1. Considerations for closing a Department**

- Report the exposure to the Department of Health.
- The Department must contact the relevant health official to discuss the case, identify people who have been exposed and advise on any occurrence based on this assessment.
- An assessment of the institution will be conducted by the public health official and advice on the management of the occurrence based on this assessment.

- The assessment decision to close a unit/component(s) in the institution is the prerogative of the Head of Department and will be based on the advice of the public health official.

### **33. How to clean educational establishments where there were learners, staff or others with suspected or confirmed cases of COVID-19**

- Coronavirus symptoms are similar to a flu-like illness and include cough, fever, or shortness of breath. Once symptomatic, all surfaces that the suspected case has come into contact with must be cleaned using disposable cloths and household detergents. These include:
  - all surfaces and objects which are visibly contaminated with body fluids; and
  - all potentially contaminated high-contact areas such as toilets, door handles, telephones.
- Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected. If a person becomes ill in a shared space, these should be cleaned as detailed above.

### **34. Waste removal within the institution with suspected COVID-19**

- All waste that has been in contact with the individual with a suspected or confirmed COVID-19, including used tissues and masks if used, should be disposed in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It can then be put in the normal waste.

### **35. Offences and Penalties**

- Any person who contravenes or fails to comply with any of these protocol and procedures including any provisions of regulation 3 to 17 (Reg for HBA) shall be guilty of an offence and liable to disciplinary action and further legal action as set out in regulation 18 (Regulation for HBA). Learners and staff need to adhere to the Code of Conduct.

### 36. Action plan template

#### ACTION PLAN FOR SCHOOLS ON THE CONTAINMENT AND MANAGEMENT OF COVID-19 IN SCHOOLS BASED ON THE STANDARD OPERATING PROCEDURES (SOPs)

NO.	FOCUS AREA	RESPONSIBILITY	TIME FRAME
1.	Dissemination of Standard Operating Procedures (SoPs) and related guidelines, circulars, directives etc.	Principal COVID-19 manager SMT	25 May to 29 May
2.	Staff trained on the Containment and Management of COVID-19.	COVID-19 manager	25/5 – SMT 26/5 – Admin and maintenance staff 27/5 – Educators 27/5 – Grade 7 and 12 parents via Zoom
3.	Conduct a risk assessment to identify the risks of a COVID — 19 threat, identify gaps and inadequacies and immediately correct these.	Covid-19 manager	First week of May
4.	Revise existing health and safety Provisions.	COVID-19 manager	First week of May and again when Grades are phased in 31/7
5.	Functionality of the SBST / Health Committee regarding COVID-19 Matters.	COVID -19 Manager Health and Safety committee	25 May

6.	Develop mechanisms of communication and reporting related to COVID-19 matters.	Principal SMT	28 May
7	Develop mechanisms and protocols of reporting cases.	COVID-19 manager	25 May
8	Partnership Initiatives on COVID-19 Matters.		Ongoing
9	Suspension or postponement of extra-curricular activities.	SMT	1 June until further notice
10.	Availability of hygiene packs and PPEs (hand sanitizers, soap, gloves, masks, tissues, and temperature scanners etc. .	COVID-19 manager	22 May, ongoing
11.	Availability of water and sanitation.	Maintenance manager	Available, ongoing
12.	Compliance to the school fumigation and cleaning schedule.	COVID-19 manager	7 May and ongoing
13.	Compliance to social distancing and crowd management strategies (scholar transport, breaks, class sizes etc.	Appointed staff	25 May
14.	Management of crowds in waiting areas and queues.	Appointed staff	27 May
15.	Monitoring of staggered break times.	COVID-19 manager And appointed staff	1 June
16.	Keep the number of participants in meetings within the minimum as per regulations.	COVID-19 manager	25 May
17.	Daily screening of staff, learners and visitors.	COVID-19 manager and Health and Safety reps and SMT	Ongoing
18.	Ensure frontline staff are conversant with the protocols pertaining to COVID-19.	COVID-19 manager	26 May

		Maintenance manager	
19.	Identification of a waiting area for visitors and cleaning it regularly.	SMT	1 June
20.	Ensure cleaning of hard surfaces regularly.	Maintenance manager	26 May, ongoing
21.	Provision of hand sanitizers for visitors at strategic places.	COVID-19 manager & Health and Safety reps	18 May, ongoing
22.	Support for learners at home.	Riana Lourens Colleen Deiner	1 June, ongoing
23.	Signing in of registered visitors.	Security	18 May, ongoing
24.	Demarcated, marked and equipped area for visitors.	COVID-19 manager	29 May
25.	Demarcated, marked and equipped facility as isolation/waiting area.	COVID-19 manager	29 May
26.	Demarcated, marked and equipped area for isolation.	COVID-19 manager	29 May
27.	Compliance to government travel restrictions by both staff and learners.	COVID-19 manager SMT	26 May
28.	Communication of relevant, helpful, child-friendly and age appropriate COVID-19 Messages.	COVID-19 manager SMT	Ongoing
29.	Management of COVID-19 staff and learner (symptomatic, suspected, confirmed and unconfirmed).	COVID-19 manager Health and safety reps	1 June ongoing
30.	Revised School Timetable.	SMT	28 May 24/7

31.	Keep proper daily registers containing the details of all teachers, support staff visitors, service providers and service recipients that enter the school (indicate date, time of entry and departure name, surname, identity number, residential address and cellular number .	COVID-19 manager SMT Staff Tjoptjop app	25 May, ongoing
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**37. References:**

1. Management of COVID-19 during lockdown. Glencore. 2020
2. SOPS for the containment/management of COVID-19 for childcare facilities, schools and school communities. 2020.
3. Guidelines for schools on the containment/management of COVID-19 Pandemic May 2020
4. Preconditions for the deviation of independent schools and ECD centres on COVID-19

**38. Addenda**

**Staff:**

- 38.1. List of staff that will work from home  
(Addendum A) – confidential in COVID-19 manager’s file**
  
- 38.2. List of staff that are 60 years and older  
(Addendum B) - confidential in COVID-19 manager’s file**
  
- 38.3. List of staff with comorbidities  
Addendum C - confidential in COVID-19 manager’s file**