



NORTHERN PARK PRIMARY



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Policy on Standard Operating Procedures and Hygiene Practices for COVID-19

1. Purpose of the Policy

The Standard Operating Procedures and Hygiene Practices for the prevention, containment and management of COVID-19 provides guidelines for the employees, learners, parents, visitors and School Governing Body.

2. The Department of Education Guidelines

The DBE has developed guidelines for childcare facilities and schools, based on what is currently known about the transmission and severity of COVID-19. The guidelines are available on the DBE website (www.education.gov.za), and will be updated as new information emerges, as well as the NICD website (www.nicd.ac.za) for updates on the approved guidelines.

3. The role of the school in responding to COVID-19

COVID-19 is a respiratory disease caused by a novel (new) virus. There is no vaccine available to protect against COVID-19 at present. Thus, the best way to prevent infection is to avoid exposure to the virus that causes COVID-19. Preventing transmission (spread) of the virus through everyday practices is the best way to keep people healthy. Schools, working together with local health departments, play an important role in slowing the spread of diseases, to ensure that learners and educators have safe and healthy learning and working environments. More detailed information on COVID-19 is available on the following websites and sources:

- National Department of Health: <http://www.health.gov.za>
- National Institute for Communicable Diseases: <https://www.nicd.ac.za>
- National Institute for Occupational Health: <http://www.nioh.ac.za>
- World Health Organization: <https://www.who.int>
- Department of Basic Education: <https://www.education.gov.za>
- National Health Laboratory Service: <https://www.nhls.ac.za>
- COVID-19 Online Resource & News Portal: www.sacoronavirus.co.za
- NICD Toll-Free Emergency Hotline for COVID-19: 0800 029 999
- WhatsApp Support Line for COVID-19: Send HI to 0600 123 456

4. What are the symptoms?

Symptoms can include fever (temperature of 38 degrees or higher), chills, muscle pain, headache, sore throat, loss of taste or smell, cough, shortness of breath and diarrhoea. Symptoms may appear in as few as two days or as long as fourteen days after exposure. Some people may carry the virus and be asymptomatic (without symptoms), however they are still able to transmit the virus.

5. How is it spread?

Human Coronaviruses are most commonly spread by fluid droplets from an infected person to others through:

- The air by coughing and sneezing
- Close personal contact such as touching or shaking hands

- Touching an object or surface with the virus on it then touching your mouth, nose or eyes
- It can be spread by a person who has been infected before they have symptoms, during illness and for a short period of time after they feel better
- Researchers estimate that around 44% of infections are passed-on by people who are not showing any symptoms
- Virus particles can survive in the air for a short period of time and can remain on hard surfaces such as plastic or steel for a few days

6. Viability of the Virus

Research shows that the coronavirus is viable on certain surfaces for the following periods of time:

- 3 hours in the air
- 24 hours for cardboard
- 48 hours for textiles (clothing)
- 3-5 days for metals, paper and glass
- 4-5 days for wood
- 3 days for plastics

1. All surfaces touched need to be cleaned with disinfectant that is approved to kill the virus.
2. All items of clothing should be washed on a daily basis.
3. Cloth masks must be washed daily. Disposable masks must be thrown away daily. No mask must be worn for more than one day before washing.
4. Clothing items, such as coats, which are difficult to wash, can be quarantined for at least 4 days before re-wearing.

7. COVID-19 Committee

The COVID-19 Committee is a sub-committee of the school's Health and Safety Committee. This committee oversees the assessment, implementation, compliance and operation of all COVID-19 related regulations, requirements and issues. The committee comprises of the following members:

- School Management Team (SMT): Mrs Sarah Lemasson, Mrs Lizelle Brophy, Ms Ansie Nortje and Mrs Anusha Rajpaul. Members of the Covid-19 Committee responsible for functioning of the daily operations of the Committee.
- Medical Officer: Mrs Kavitha Padyachee. Member of the Covid-19 Committee who is in charge of all medical and health related matters.
- Point Person: Ms Ansie Nortje. Staff member delegated to be the contact person for all Covid-19 related cases or suspected cases.
- Compliance Officer: Mrs Sarah Lemasson / Mrs Anusha Rajpaul. Staff members assigned to oversee Committee regulations in a specific setting.
- Cleaning and Hygiene Officer: Mr Conrad King
- Health Department Representative: Sister Singh
- Police Safety Representative: Warrant Officer King from Townhill Police Station
- School Governing Body: Mr B Mpanza (Chairman); Mrs P Bok (Vice-Chairman); Ms A Adams (Treasurer); Mrs A Younie (Secretary); Mrs S Lemasson (ex-officio); Mr C Mpundu, Mr M Phoswa, Ms L Britz and Ms P Zulu.

8. Key Principles Addressed

1. Regulations to ensure that sanitisation, social distancing and use of personal protective equipment is implemented.
2. To control entry and exit to and from the school for learners, staff members, parents, visitors and service providers.
3. Regulations with regards to suspected or confirmed COVID-19 cases of any persons on the school premises.

4. The daily functioning of the school and measures put in place to ensure that all regulations are adhered to as issued by the Department of Health and Department of Education.
5. To avoid and reduce stigmatisation.
6. To provide mental health support to staff and learners that are suffering with fear, anxiety etc.
7. Communication to the Northern Park community on revised protocols.

9. Use of Personal Protective Equipment (PPE)

Staff Members

All staff members are required to adhere to the following PPE guidelines:

Masks

- All staff members are to ensure that their masks are covering their mouth and nose upon exiting their vehicle or entry to the school premises.
- All staff members are to wear their masks at all times during the school day.
- An educator may wear his or her visor whilst behind the line, whilst teaching in the classroom (and only the classroom). However, the mask must be pulled up over the mouth and nose when approaching any learner or other member of staff within 2m.
- It is imperative that masks are worn in any contact situations with other staff members, learners and visitors to the school. This includes during break duties, in the staffroom, on the corridors, in the administration block or any other venue in the school.
- The school will keep a stock of disposable masks in case a staff member's mask breaks or becomes contaminated.
- It is advisable that all staff members keep a second, clean mask at school in case of an emergency.

Gloves / Aprons

- It is advised that gloves are not worn as an item of PPE generally.
- Gloves are only valuable for a single-use purpose after which they are immediately removed and discarded. (i.e. not to be worn for extended periods performing multiple activities/functions)
- Gloves used for cleaning must be worn by the General Service Assistants (GSAs) whenever cleaning and hygiene activities are conducted. These must be worn in conjunction with an apron in order to protect clothing from harmful chemicals.

Hand washing / Sanitising

- Pedal hand sanitising stations have been placed at strategic points, with high traffic areas and outside all bathroom facilities.
- An elbow hand sanitiser dispenser has been put in every classroom.
- Every teacher has been provided with disinfectant spray and paper towel to clean and wipe desks and high-touch areas after EVERY lesson.
- Each bathroom facility has been equipped with liquid soap, disinfectant spray, paper towels and pedal bins.
- All staff members have been requested to supply their own hand sanitiser for use in their vehicles or public transport.

Learners

All learners are required to adhere to the following PPE guidelines:

Masks

- All learners are to ensure that their masks are covering their mouth and nose upon exiting their transport, or whilst walking to school. Their mask must remain on after entry to or exit from the school premises.

- All learners are to wear their masks at all times during the school day. The only time that a mask may be removed is when a learner is eating / drinking. This will be conducted under strict conditions and the learner will be seated at his or her desk, maintaining social distancing regulations. Learner hands and desks will be sanitised beforehand.
- The school will keep a stock of disposable masks in case a learner's mask breaks or becomes contaminated.
- It will be compulsory for learners to purchase a school mask with the school badge on. These are made to size, triple-layered, comfortable, adjustable and are made with an additional strap around the neck to ensure that the mask is never taken off during the school day.

Gloves

- It is advised that gloves are not worn as an item of PPE generally.
- Gloves are only valuable for a single-use purpose after which they are immediately removed and discarded. (i.e. not to be worn for extended periods performing multiple activities/functions)

Hand washing / Sanitising

- Pedal hand sanitising stations have been placed at strategic points, with high traffic areas and outside all bathroom facilities.
- An elbow hand sanitiser dispenser has been put in every classroom.
- Every teacher has been provided with disinfectant spray and paper towel to clean and wipe desks and high-touch areas after EVERY lesson.
- Each bathroom facility has been equipped with liquid soap, disinfectant spray, paper towels and pedal bins.
- All learners have been requested to supply their own hand sanitiser for personal use in their transport vehicles.

10. Alternate days for learning and teaching

As per COVID-19 regulations, the capacity of the school may not exceed 50% of the enrolment. The School Governing Body and School Management Team, in conjunction with educators, have made the following decision:

1. All learners Grade R – 7 will be put into two colour groups, the yellow group and the orange group.
2. One group will attend school on Monday, Wednesday and Friday of the first week, and Tuesday and Thursday of the second week. The other group will attend school on Tuesday and Thursday of the first week and Monday, Wednesday and Friday of the second week.
3. Therefore, all learners will only attend school on alternate days and only for five days within a two-week period.
4. The learners will be grouped in such a way that siblings will attend school on the same day.
5. Learners in the LSEN class will attend school Monday to Friday for both weeks.

11. Times of the school day

Grade R – 3 & LSEN: 07h40 – 12h30

Grade 4 – 7: 07h40 – 14h15

- Special permission, for Grade R – 3 and LSEN learners with siblings in the Senior Primary, may be granted for these learners to remain at school until 14h15. This form can be downloaded from the school's website (www.npps.co.za).

12. Entry to the school premises

Learners

The following information outlines the procedure to be followed by all Learners upon reporting to school daily:

Arrival at School

- All learners are to arrive at school, using the gate below the KMC in Allan Hirst Drive.
- All learners must arrive at school between 07:00 – 07:40.
- Should learners arrive with their parents / guardian in a vehicle, the vehicle must enter the gate below the KMC and drive onto the school field and stop at the screening station.
- All learners will be screened by an official screener before exiting the vehicle. The screener will be assisted by a staff member, who will place a sticker on the learner's collar.
- The vehicle will then proceed to the drop off point. Learners must keep their personal belongings with them in the vehicle. The learners will exit the vehicle and move to a designated point for each grade to be recorded. Foundation Phase and LSEN learners will enter up the stairs closest to the swimming pool and the Senior Primary Phase will enter up the stairs closest to the KMC.
- Learners will then make their way to a designated waiting area, sitting on socially distanced markers.
 - Grade R will go directly to their classrooms
 - Grade 1 and 2 will proceed to the JP quad
 - Grade 3 and LSEN will proceed to the grassy area outside classroom number 52.
 - Grade 4 and 5 will proceed to the tar area outside the SP quad (below the tree)
 - Grade 6 and 7 will proceed to the SP quad
- Should a learner arrive by foot, they must enter the gate below the KMC and go directly to the 2nd screener, which will be situated at a table close to the gate. Thereafter, they will proceed to the designated point for each grade to be recorded.
- Should learners arrive by transport, they will not be screened in the vehicle, but will alight the vehicle in Allan Hirst Drive and proceed to the 2nd screener to be scanned before making their way to the designated grade point for recording.
- Staff will be on duty from 06h45 to monitor this process.

Screening Process

The following screening process will be conducted:

- Temperature taken by infra-red / laser non-contact thermometer by trained person (screener)
Any temperature above 38 degrees will be 'flagged' and the learner will not be allowed further access onto the school premises. All suspected cases of COVID-19 will be reported to the Health Department.
- The following questions will be asked if the temperature is below 38°C:
 - Do you have any of the following symptoms: Cough/sore throat/shortness of breath/body ache?
 - Is anyone in your household currently ill or exhibiting the asked symptoms?
- If the learner answered 'yes' to two or more of the questions asked, the learner will not be allowed further access onto the school premises.
- Parents with learners that do not satisfy the requirements for entry onto the school property, will be asked to take their child to the nearest Health Screening and Testing facility. All suspected cases of COVID-19 will be reported to the Health Department.
- Should the parent / guardian not have brought a child to school, the parent / guardian will be contacted and requested to collect their child immediately. The child will be escorted to the isolation area and will remain there until collected.
- Upon arrival, parents will be met by a designated staff member to discuss the procedures required.
- A register will be completed for all learners indicating their recorded temperature and whether or not they were referred to a Health Screening and Testing Facility.

- The learner must sanitise his or her hands using the pedal hand sanitiser available at designated points before proceeding to the line-up area.
- It is compulsory for ALL learners to follow the above-documented process.

All these procedures will be conducted by specially trained staff and overseen by the COVID-19 Committee.

Late Arrivals

- Learners arriving after 08h10 will need to report to the white pedestrian gate and will be escorted by a security guard to the screening area. Thereafter, they will be escorted to their classroom by a member of staff.

Members of Staff

The following information outlines the procedure to be followed by all members of staff upon reporting for duty daily:

Screening Process

Before the staff member is screened, he or she must sanitise his or her hands using the pedal hand sanitiser available at a designated point.

The following screening process will be conducted:

- Temperature taken by infra-red / laser non-contact thermometer by trained person
Any temperature above 38 degrees will be 'flagged' and the staff member will not be allowed entry into the school premises and will be asked to visit their nearest Health Screening and Testing Facility. All suspected cases of COVID-19 will be reported to the Health Department.
- The following questions will be asked if temperature is below 38°C:
 - Do you have any of the following symptoms: Cough/sore throat/shortness of breath/body ache
 - Is anyone in your household currently ill or exhibiting the asked symptoms
- Should a staff member answer 'yes' to two or more of the questions, he or she will not be allowed entry into the school premises and will be asked to visit their nearest Health Screening and Testing Facility. All suspected cases of COVID-19 will be reported to the Health Department.
- All staff members will be required to complete a register.
- It is compulsory for ALL staff to follow the above-documented process.

Visitors / Service Providers

The following information outlines the procedure to be followed by all visitors or service providers upon arrival at the school (this includes officials from the Department of Education, Department of Health and School Governing Body):

Screening Process

Before the visitor or service provider is screened, he or she must sanitise his or her hands using the pedal hand sanitiser available at a designated point.

The following screening process will be conducted:

- Temperature taken by infra-red / laser non-contact thermometer by trained person (screener)
Any temperature above 38 degrees will be 'flagged' and the visitor or service provider will not be allowed entry into the school premises and will be asked to visit their nearest Health Screening and Testing Facility. All suspected cases of COVID-19 will be reported to the Health Department.
- The following questions will be asked if temperature is below 38°C:
 - Do you have any of the following symptoms: Cough/sore throat/shortness of breath/body ache
 - Is anyone in your household currently ill or exhibiting the asked symptoms

- Should a visitor or service provider answer 'yes' to two or more of the questions, he or she will not be allowed entry into the school premises and will be asked to visit their nearest Health Screening and Testing Facility. All suspected cases of COVID-19 will be reported to the Health Department.
- All visitors or service providers will be required to complete a register.
- It is compulsory for ALL visitors and service providers to follow the above-documented process.

13. Exit procedure from the school premises for learners

1. All learners will exit the school premises into Allan Hirst Drive.
2. Grade R – 3 will leave school at 12h30 and Grade 4 – 7 at 14h15.
 - Grade R and 1; and Grade 4 - 5 will utilise the white pedestrian gate
 - Grade 2 and 3; and Grade 6 and 7 will utilise the green gate above the KMC
3. Teachers will bring their classes to the gate in an orderly fashion, whilst maintaining social distancing. The learners whose parents are waiting for them, or those that take public transport will vacate the school premises immediately. Those that remain will be seated on a social distanced marker. The learners will remain here until collected.
4. All Grade R – 3 learners MUST be collected by 13h15 the latest and Grade 4 – 7 learners MUST be collected by 15h00 the latest.
5. Special permission may be granted to Grade R – 3 and LSEN learners, who have siblings in the Senior Primary, to be looked after until 14h15. This form will be available on the school's website.

14. After-Care Facility

1. A decision has been taken by the School Governing Body that the After-Care Facility will be closed until social distancing regulations have been relaxed.

15. Tuck Shop

1. The tuck shop will not be open during break times.
2. Orders for Lucky Packets, toasted sandwiches or sausage rolls can be made at the gate upon entry.
3. Any orders made will be delivered to the learner's classroom.
4. The ladies working in the tuckshop wear the necessary PPEs and follow all cleaning and hygiene regulations.

16. Thrift Shop

1. Should a parent require to make a purchase from the Thrift Shop, an appointment must be made by telephoning or e-mailing the school.
2. Learners will be allowed to come to make purchases from the Thrift Shop, however they must inform their class teacher who will make an appointment with the administration. No learner will be allowed to make purchases during break times, before school or after school.
3. Social distancing stickers have been placed on the floor outside the Thrift Shop (toward the Grade 7 classroom). It is imperative that these distancing regulations be adhered to whilst waiting to be attended to.

17. Bathroom Procedures

1. Any person requiring to make use of the bathroom facilities MUST sanitise their hands before entry into the bathroom.
2. The toilet seat, toilet handle and door handle must be sprayed with the disinfectant spray (as labelled) that remains in each toilet cubicle.
3. Wipe down the sprayed areas with toilet paper and discard the toilet paper in the pedal dustbin provided.
4. Once finished utilising the toilet, flush as normal. Disinfect the toilet seat and toilet handle with spray, once again wiping down with toilet paper and discarding in the pedal bin provided.
5. Spray the tap with disinfectant spray before and after use.
6. Use elbow soap dispenser and wash hands for at least 20s. Do not leave the water running during this time.
7. Dry hands with paper towel and discard in the large pedal bin provided.
8. Bathrooms that have a number of toilets facilities may not be exceeded by a capacity of three persons at any given time.

9. Social distancing stickers have been placed on the floor outside the learner bathrooms. It is imperative that these distancing regulations be adhered to whilst waiting to enter.

18. Staff Room / Tea and Coffee making stations

1. Sanitise hands before entry into the staff room by utilising the pedal hand sanitiser conveniently located outside the staff room.
2. Two coffee/tea stations have been set up. Only one staff member may utilise a coffee/tea station at a time.
3. Paper towel and disinfectant spray have been supplied at each station in order to wipe down the kettle handle / fridge / toaster / milk carton / containers before and after use.
4. All cups and utensils must be left on the tea trolley provided.
5. The work tables may have no more than two staff members working at each table, at any given time. Staff members must abide by social distancing regulations.
6. Only ten chairs remain in the general seating area of the staff room.
7. The capacity of the staff room is ten and may never be exceeded in number.
8. Should a staff member wish to bring their own kettle and tea/coffee supplies, they may do so. However, all kettles must be kept in a safe area and must not endanger the learners in any way whatsoever. Educators may not make tea or coffee during teaching time. The onus to bring their cup down to the kitchen or wash items used will rest on the educator. Under NO circumstances may a learner be sent with cups etc. to the kitchen on behalf of a staff member.

19. Staff Duties

Over and above the standard staff duties, the following is to be noted:

- Staff on duty and the number of staff duties will be increased due to the demands of monitoring the Covid-19 regulations.
- It must be noted that learners will need to be monitored in ALL circumstances.
- Staff on duty need to be present for the full duration of the duty and may not leave their 'post'.
- Staff duties will be assigned as follows:
 - Before school to assist screening areas (from 07h00)
 - Before school to assist with tuckshop orders.
 - Before school to assist in learner designated waiting areas and outside learner bathrooms
 - Break duty:
 - ❖ Outside learner bathrooms
 - ❖ Designated areas for learners
 - After school in the areas where learners are collected
- Staff are to ensure that learners wear their mask, maintain social distancing and obey non-physical contact regulations at all times.
- Grade R – 3 educators will be required to be at school at 06h45 until 13h45, Monday to Thursday.
- Grade 4 – 7 educators will be required to be at school at 07h30 until 14h45, Monday to Thursday.
- The SMT will be required to be at school at 06h45 until 14h30, Monday to Thursday.
- Screeners will be required to be at school at 06h45 until 15h00.
- Administrative Staff and GSAs' working hours will remain the same, unless special arrangements are made.
- All educators may leave at 13h30 on a Friday, unless a scheduled meeting is called for, then educators may leave at 14h30 the latest.

20. Library

1. The School Governing Body has taken a decision that the Library will remain closed until further notice. Therefore, no books may be accessioned until the Library is re-opened.
2. The Library Co-ordinator will find suitable reading titles that can be found online for each grade and a weekly submission will be published.
3. The Librarian will visit the classes during their normal library time and read to the learners.

4. Parents / Guardians are encouraged to purchase reading material for their children, in all three languages taught at school. This can be done via hard copy from a book shop or online using websites such as Amazon etc. that can be read on a device.

21. Cleaning / Disinfecting school facilities

1. Pre cleaning of facilities

All pre-cleaning has taken place as well as further sanitising before reopening. All these facilities have been DEEP CLEANED and will be pre-cleaned prior to opening.

- Classrooms
 - All offices
 - All communal indoor rooms/areas
 - Media Centre
 - Kitchen
 - Schools halls
 - All school ablutions
 - Quadrangles
 - Corridors / railings / stairs
 - Teacher's computer room
 - Sick Bays
2. An additional three General Service Assistants (GSAs) have been employed by the Department of Education and School Governing Body, in order to assist the four GSAs already in the employ of the school.
 3. Cleaning rosters have been developed and are signed by the relevant GSA after each time the venue has been cleaned and sanitised. These are displayed in visible locations in every venue in the school.
 4. All the GSAs received training, which was translated into the necessary home language.
 5. The General Service Assistants each received 2 x cloth masks, a visor, gloves, aprons and additional fleece jackets.
 6. High-traffic areas are cleaned two to three times per day by the GSAs: bathrooms; staffroom; foyer; kitchens
 7. Areas such as classrooms and offices are cleaned by the GSAs once per day, however, each classroom and office has been supplied with cleaning materials so that staff members can clean these areas throughout the day.
 8. Hand-sanitisers, disinfectant sprays and soap dispensers are refilled throughout the day and is found on the relevant rosters.
 9. The type of chemical to be used is sufficient for Covid-19 conditions. All products are SAB and SANS compliant.
10. Additional Cleaning:
- a. **Classrooms**
 - i. Each classroom has a hand sanitiser dispenser for the learners upon entering.
 - ii. Teacher has their own bottle of sanitiser for general use.
 - iii. Classrooms will be cleaned and disinfected daily.
 - iv. Desks and chairs will be wiped with paper towel and disinfectant spray between lessons. (teacher controlled)
 - v. Bulk hand-roll (industrial) to be placed in every teaching venue.
 - vi. Every classroom has been equipped with a pedal dustbin, with the required bin liner.
 - b. **Sick Bays**
 - i. An additional venue has been converted into a second Sick Bay room.
 - ii. There will be chairs in both Sick Bay rooms and the bed will only be utilised if necessary.
 - iii. The pillows and mattresses have mattress protectors on them, in case of fluid seeping into the material.
 - iv. Cleaning of the Sick Bays is conducted at least once per day, AND after each use.
 - c. **Isolation Area – for suspected COVID-19 cases**
 - i. To be cleaned immediately by a trained cleaning team after each use.

11. Office Equipment in Common Areas

Computer Room/photocopiers/phones etc.

- At all these 'common' use items of equipment – device wipes available for use by staff and GSAs.

- All common devices must be wiped down after each use.
- Allocated GSAs will also clean these items regularly.

22. Management of COVID-19 cases in a school

1. Procedures for COVID-19 cases for learners

A. Action to be taken when a child or learner appears ill or displays symptoms associated with COVID-19

When a child/learner appears to be sick or displays symptoms of COVID-19, such as dry cough, high fever, respiratory distress or shortness of breath, or report a sore throat, the procedure below must be followed:

- Isolate the learner and keep them separate from other learners and staff until they can be assessed by a health professional.
- Provide the learner with a face mask if they don't already have one on.
- The parents or guardians of the child/learner must be informed immediately.
- Call the the facility manager of the nearest health facility, the NICD toll- free emergency hotline for COVID-19 (0800 029 999) or the provincial officials whose details are listed in the DBE Circular 1 of 2020.
- The school will be advised on any further actions to be taken.

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

- 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 advise on any further actions or precautions that should be taken.
- If a school has not been contacted regarding a possible case of COVID-19 in the school, the administrators must contact the relevant provincial official whose details are listed in the DBE Circular 1 of 2020 or the NICD toll-free emergency hotline for COVID-19 on 0800 029 999 for referral to the relevant contact.
- Public health officials, with the assistance of relevant staff, will conduct a risk-assessment and give recommendations on the management of children/learners and staff.
- In most cases, closure of the school will not be necessary. The decision to close will be school- and context-specific, and must follow the procedure as stipulated below.

C. Action to be taken when a child/learner may have been exposed to a suspected/probable case of COVID-19, or a suspected case for whom testing for COVID19 is inconclusive as reported by the laboratory

- If a child/learner has been in contact with a suspected case of COVID-19 in a school, no restrictions or special control measures are required until the laboratory test results for COVID-19 have been received.
- There is no need to close the institution or send other learners or staff home.

D. Action to be taken when a child/learner may have been exposed to a confirmed case of COVID-19

- All primary contacts of a confirmed COVID-19 case are required to quarantine in their homes for 14 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 confirmed case do not need to take any precautions or make any changes to their own activities such as reporting to school or work, unless they begin to develop symptoms.
- Learners who have interacted with a healthy primary contact of a confirmed case, specifically, should not be excluded from school. A person who comes into contact with the healthy primary contact of a confirmed case, is unlikely to result in transmission.
- All case contacts who become symptomatic will be immediately tested by health authorities for COVID-19 and if they test positive for COVID-19, active contact tracing and self-quarantine of all contacts will be implemented.

NB. Keeping learners at home or closing schools is a serious decision which may restrict the learners' ability to acquire education, amongst other considerations. The decision to direct learners to stay at home, because of

possible exposure to, or infection with COVID-19 should be justified by the available scientific evidence and must be directed by the accountable health authorities.

2. Procedures for heads of department and supervisors on COVID-19 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 of the OHSA provides that a head of department (HOD) shall establish and maintain a safe and healthy work environment for employees of the department and a safe and healthy service delivery environment for members of the public. Given its ability to spread rapidly, the management of confirmed and suspected COVID-19 cases is of paramount importance. In this regard, guidance is provided to HODs for the following scenarios. The following steps must be observed as the minimum in any case.

A. An employee tested positive for COVID-19

- a. The relevant public health officials will discuss the case, identify people who have been in contact with the patient, and advise on any action or precautions that should be taken.
- b. The HOD 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 their normal sick leave.
- c. An assessment will be undertaken by the public health officials and advise on the management of learners and staff will be based on this assessment.
- d. A risk assessment will be undertaken by the educational establishment, advised by the public health officials.
- e. The HOD should formally grant approval for all employees who worked closely with the infected case to self-quarantine for a period of 14 days, in accordance with *Public Service Regulation 51 of the Public Service Regulations, 2016*, to ensure that the infection does not spread. This must be done in consultation with the relevant DoH authority.
- f. A list of these employees must be kept and submitted to the Department of Public Service and Administration (DPSA) and contact must be maintained with such employees as a means of monitoring and support.
- g. Reports of cases of COVID-19 and those who are in quarantine must be submitted to the DPSA, in the required format, via the dedicated email address: COVID-19@dpsa.gov.za
- h. Thorough cleaning and disinfection of the infected person's workspace must be conducted.
- i. If an employee has been diagnosed with COVID-19 and isolated in accordance with the Department of Health Guidelines, an employer may only allow an employee to return to work on the condition that they have undergone a medical evaluation confirming that the employee has tested negative for COVID-19.

B. An employee exposed to a confirmed case of COVID-19

- a. In terms of the NDoH's guidelines, all employees who were in contact with the infected person are required to self-quarantine at home for a period of 14 days or for a duration as prescribed by the DoH while being monitored for symptoms.
- b. The HOD should formally grant approval for all employees who worked closely with the infected case to self-quarantine for a period of 14 days, or as prescribed by the DoH, in accordance with *Public Service Regulation 51 of the Public Service Regulations, 2016*, to ensure that the infection does not spread. This must be done in consultation with the relevant authorities. Such employees can be requested to work remotely.
- c. The HOD must ensure that all the workspace(s) of those exposed are cleaned and disinfected thoroughly.
- d. Contact must be maintained with employees in quarantine as a means of monitoring and support.
- e. All cases of those exposed must be reported to the DPSA, in the required format, via the dedicated email address: COVID-19@dpsa.gov.za.

C. An employee exposed to an unconfirmed case of COVID-19

- a. If an employee has been in contact with a person who is a suspected case but has not yet received a positive result for the COVID-19 test, the HOD will decide whether restrictions or special control measures are necessary. The HOD's decision will be guided by NDoH, Legal Services and Human Resources.
- b. Once the results are known, NDoH protocols must be implemented, if applicable.
- c. All cases must be reported to the DPSA, in the required format, via the dedicated email address: COVID-19@dpsa.gov.za

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

- a. If an employee presents with symptoms consistent with COVID-19 such as a fever, respiratory distress and a dry cough, they must be advised to contact the NICD toll-free emergency hotline for COVID-19 on 0800 029 999, consult a medical professional and follow the NDoH protocol for COVID-19.
- b. The employee should be temporarily isolated in the school sickbay or a room identified for temporary isolation, while arrangements are made for them to be transported to a medical facility. They should be provided a face mask to wear. If possible, they must leave the school property immediately, using their own personal vehicle. Employees must visit a Health Professional immediately or go directly home whilst awaiting an appointment with a Health Professional.
- c. Any further action must be taken once there is a diagnosis confirmed by a medical professional.
- d. All cases must be reported to the DPSA, in the required format, via the dedicated email address: COVID-19@dpsa.gov.za
- e. Employees must be encouraged to seek medical attention if they display flu-like symptoms and to not report for duty.

23. Managing Staff Members and Learners with Co-Morbidities

Staff Members

- Staff who are over 60 have to provide HR with a doctor's certificate clearing themselves for duty, as well as a letter to the SGB stating that they are aware of the risks and choose to be on duty.
- Staff with diagnosed co-morbidities will be required to present a doctor's certificate indicating the co-morbidity and recommendations from their doctor relating to work.
- Staff Members may be able to work from home during Lockdown Level 3 and 2.
- Necessary Risk Assessment forms will need to be completed by the staff member.

Learners

- Learners with diagnosed co-morbidities will be required to present a doctor's certificate indicating the co-morbidity and recommendations from their doctor.
- A parent of a learner with co-morbidity must apply to the KZN Head of Department, Dr Nzama. Please email the school and we will assist with this application.
- No parent may keep their child at home without valid reason.
- Should a parent want to keep their child at home, they are to register for home-schooling.

24. Learner Uniform

Grade R – 7: Monday – Friday: Learners to wear normal school uniform
(bearing in mind that learners will not be at school every day)
*A School face mask and name badge are part of the school uniform and must be worn daily.
A full school tracksuit (top and bottom) should be worn on PE days.

25. Co-Curricular Activities and Physical Education

- a. No formal inter-school sport, sport practices or any other afternoon sporting/cultural activity will be offered until further notice.
- b. As Physical Education (PE) is part of the Life Skills or Life Orientation subjects, it will still be required to be conducted. Learners will not change for PE, but will merely take off their shoes and socks and do their PE lesson in the clothes that they are wearing. Field PE is conducted in Term 2 and 3. Swimming in Term 4 will be reviewed later in the year.
- c. Learners should wear their PE kit to school on the day in which they have PE scheduled on the timetable. It will be compulsory for all learners to wear a full school tracksuit.

26. Learner Transport

The Department of Transport is responsible for all legislation, regulations, licencing and enforcement thereof, of all matters of transport including vehicles transporting learners to school and back. All commuter transport services including passenger bus services, taxi services, and private cars transporting learners to school must adhere to the regulations issued in terms of the Disaster Management Act, 2002 (Act no 57 of 2002), and the amendments thereto, as well as all the directives set out in the schedule to address and contain the spread of COVID-19 according to the lock-down level provided that:

- a) bus services, taxi services and e-hailing services and private vehicles shall not carry more than the licensed capacity; and
- b) all directives regarding hygienic conditions and the limitation of exposure to COVID -19 are adhered to.

In terms of the *Measures to Prevent and Combat the Spread of COVID-19 in the Public Transport Services*, published through General Notice No. 412 of 26 March 2020 in Government Gazette No 43157, all operators of learner transport facilities must, at regular intervals, provide adequate sanitisers or other hygiene dispenser for handwashing and disinfection equipment for learners and drivers.

Embarkation of learners in the vehicles

- All operators must ensure that public transport vehicles are cleaned and disinfected before picking up and after dropping off learners.
- Operators must ensure that all learner transport vehicles' door and window handles, armrests and handrails are cleaned/wiped with a disinfectant before picking up and after dropping off learners.
- Operators must ensure that all learner transport vehicles are clean and tidy.
- All drivers and passengers (learners) must wear a mask.
- Hand sanitisers with a minimum of 60% alcohol content must be available in the vehicle at all times.
- Transport coordinators must ensure that learners sanitise their hands before getting into the vehicle.
- Vehicles should be monitored for compliance by departmental officials.
- It is the responsibility of parents/guardians that these regulations are followed.

27. Anxiety, Fear and Stigmatisation for learners and staff members

a. How to identify when someone needs help:

- persistent fear, worry and anxiety
- persistent sadness, hopelessness and other overwhelming emotions
- withdrawal from others
- loss of interest in personal appearance and lack of energy
- expression of rage or anger
- missing work or classes
- use of, or increased use of drugs or alcohol.

b. The process to follow if a learner or staff member is identified with one or more of the signs as listed above:

- **A learner is identified:** The class teacher can speak with the learner and offer emotional support. Should further assistance be required, the learner must be referred, via the necessary Departmental Head, to the Learner Intervention and Learner Assessment Committee (LILAC). The committee could refer the child to the school's social worker or an externally qualified person, such as a psychologist.
- **A staff member is identified:** The LILAC committee can determine what kind of support is required and either provide the support, refer the staff member to the school's social worker or to external specialized services.

c. Responsibility of educators to learners:

The Educators should:

- Talk to the learners about the emotional effects of COVID-19.
- Teach the learners about identifying and interpreting emotions.
- Teach and encourage positive self-talk.
- Inform learners to immediately report other learners if they suspect that another learner is not coping and presenting with one or more of the signs as listed above.

d. Responsibility of parents:

Parents should:

- Speak to their children at the age-appropriate level about their emotions surrounding COVID-19.
- Inform the school if their child is struggling to cope.
- Reach out for psychological support.

e. Sources of psychological support:

South African Depression and Anxiety Group (SADAG)	0800 567 567 or SMS 31393
Childline Hotline	0800 55 555
LoveLife Free Plz Call Me	083 323 1023
LifeLine Toll Free	086 132 2322
Substance Abuse Line	0800 12 13 14 or SMS 32312

f. Stigmatism:

- Stigma and fear can isolate people. It can prevent them from seeking medical care or adopting healthy behaviours. Stigma and fear rob people of the necessary support during a difficult time.
- Fear of stigmatism can cause people not to be honest if they are suffering with any symptoms related to COVID-19.
- Educators and Parents are asked to speak to their children / learners about teasing other learners, about making false accusations about another child having COVID-19 and understanding the emotional impact that this kind of behaviour has on others. Any form of stigmatism or teasing will not be tolerated.

Signed on behalf of the COVID-19 Committee:
Designation:

Mr Bongani Mpanza
Chairman of the School Governing Body

Signature:
Date: 01 June 2020


