



# NORTHERN PARK PRIMARY

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## SCHOOL HEALTH COVID-19 DISASTER MANAGEMENT PLAN-RESURGENCE FOR THE 3<sup>rd</sup> WAVE

### 1. ENTRY TO THE SCHOOL PREMISES AND THE SCREENING PROCEDURE:

Process to be adhered to:

#### 1.1 Screening:

- All persons entering the school must be screened.
- Policies and procedures to govern this process are outlined in the following School Policy: Policy on Standard Operating Procedures and Hygiene Practices for Covid-19 (amended on 15 January 2021).
- All staff and learners are to be constantly updated and workshopped on these policies and procedures and the expectations of each person must be outlined.
- All educators, visitors to the school and learners are directed by the security to the screening table; the trained screener must screen each person entering the school.
- Each learner, staff must be screened at least once a day.
- Detailed records of all screening done must be kept.
- The Principal or Health Representative in the school must conduct spot checks to ensure compliance to policies.
- Screening must include relevant questions and must be done in a detailed manner.
- If the screening is not done properly then no other Covid-19 regulation will matter as the possibility may exist that an infected person may have been allowed into the school.
- Screening must include 2 most important questions:
  1. Have you or anyone in your family been tested for Covid-19?
  2. Have you come in contact with a positive person?
- Failure for any person to divulge any of the above must be addressed and disciplinary action may be taken.
- Screening must be recorded on the proper documents.
- Any problems found in the screening must be cascaded to the School Health Representative; the Principal; Circuit Manager.
- Regular meetings with The Covid-19 Committee must be held to upgrade the screening process.

#### 1.2 Entry to the school premises:

**Information outlining the procedures to be followed by all learners, members of staff and visitors reporting to school daily is contained in the following School Policy: Policy on Standard Operating Procedures and Hygiene Practices for Covid-19 (amended on 15 January 2021).**

- All learners, members of staff and visitors entering and leaving the school are to be monitored by the School Security Personnel.
- The School Security Personnel determine who is given access to the school premises and who is not.
- Procedures for people entering and leaving the school must be in line with the Covid-19 regulations.
- The above policy outlines in detail the protocols that must be followed by all who are allowed access to the school.
- Numbers accessible in the school is to be limited to fifty percent capacity in the classrooms and school halls and not more than 250 in the covered quadrangles.
- The School Security Personnel are to actively monitor the numbers of people allowed access to the school.
- This dynamic process will continue throughout the school day, until the close of school for the day.

## 2. AFTER-CARE FACILITY

The After-Care facility's protocols are contained in the following School Policy – **Procedures for the Use of the After-Care Facility during the Covid-19 Pandemic**. This is available on the D6 Communicator, as well as on the school's website: [www.npps.co.za](http://www.npps.co.za)

## 3. TUCK SHOP

- 3.1 The tuck shop will be open during break times.
- 3.2 A second JP tuckshop has been opened to avoid cross-contamination of JP and SP learners.
- 3.3 Social distancing measures must be adhered to by learners and staff at all times.
- 3.4 The ladies working in the tuckshop must wear the necessary PPEs and follow all cleaning and hygiene regulations.

## 4. THRIFT SHOP

- 4.1 Should a parent require to make a purchase from the Thrift Shop, an appointment must be made by telephoning or e-mailing the school.
- 4.2 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.
- 4.3 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.

## 5. LIBRARY

- 5.1 The School Governing Body has taken a decision that the Library will remain closed during breaks and after school.
- 5.2 However, learners will still be able to accession books during a designated library time. Strict control of the learners will be carried out by the class teacher and library co-ordinator. The Library Operating Procedures can be found on the D6 Communicator or on the school's website. The School Policy-**Procedures for the use of the Library and Media Centre during the Covid-19 Pandemic** has reference.
- 5.3 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.

## 6. SWIMMING POOL

- 6.1 Due to the change rooms needing to be utilised and the cleaning and disinfecting thereof, swimming will be limited to after school and the swimming pool will not be utilised for Physical Education lessons.
- 6.2 Strict protocols are implemented both in the change rooms and at the swimming pool. These are outlined in the School Policy – **Procedures for the use of the Swimming Pool during the Covid-19 Pandemic**. This policy can be viewed on the D6 Communicator or on the school's website: [www.npps.co.za](http://www.npps.co.za)

## **7. ACCESS OF WATER WHEN THERE IS NO RUNNING WATER**

- Northern Park Primary School is committed to providing a safe environment for all staff, learners and any visitor to the school.
- Strict procedures are in place when there is no water at the school.
- This applies to all members of staff, learners and visitors to the school and is intended to provide guidance to a safe and hygienic environment.

### **7.1 Normal bathroom COVID-19 protocols must be followed:**

- Hands must be sanitised utilising the pedal hand sanitising station before entry into the bathroom.
- The toilet seat, toilet handle and cubicle door handle must be sprayed with disinfectant spray, before and after use. These must then be wiped down with toilet paper and disposed of in the pedal dustbin.
- Hands must be washed for at least 20 seconds, using the liquid soap provided. Please do not allow the water to continue running down the drain for the duration of washing of hands.
- Hands must be dried on the paper towel provided in the dispenser provided. The used paper towel must be disposed of in the large pedal bin found in each bathroom.

### **7.2 Learner Bathrooms**

- 2 x 20lt containers of fresh water will be set up in all learner bathrooms for the washing of hands. These will have a tap on and will be placed on the basin, so that used water goes down the drain.
- 2 x 25lt containers of swimming pool water will be set up in all bathrooms for the flushing of toilets. These are to be set up with a jug and bucket for the flushing of toilets. Only the cleaning staff are to flush learner toilets using the manual system.

### **7.3 Learner Drinking Water**

- 2 x 20lt Containers of fresh water will be set up in both the Senior and Junior Primary Quads together with polystyrene cups for learners to use. Learners must not re-use the polystyrene cups and they must be disposed of, immediately after use, in the bin provided.

### **7.4 Staff Bathroom**

- 2 x 10lt containers of fresh water will be set up in the staff ladies' bathroom and 1 x 10lt container in each visitor bathroom, for the washing of hands. These will have a tap on and will be placed on the basin, so that used water goes down the drain.
- 1 x 25lt container of swimming pool water will be set up in the staff ladies' bathroom and in both visitors' bathrooms for the flushing of toilets. These are to be set up with a jug and bucket for the collection of water to flush toilets. No staff member should lift the 25lt container to flush toilets.

### **7.5 Compound**

- 1 x 20lt containers of fresh water will be set up in the compound kitchen, for the washing of hands. This will have a tap on and will be placed on the basin, so that used water goes down the drain. This water will also be utilised for drinking or making of tea/coffee.
- 1 x 25lt container of swimming pool water will be set up in compound bathroom for the flushing of the toilet. This is to be set up with a jug and bucket for the collection of water to flush toilets. No staff member should lift the 25lt container to flush toilets.

## 7.6 Staff Room

- 2 x 10lt containers of fresh water will be set up for drinking or making of tea/coffee.

## 7.7 Cleaning of school venues

- Water to be collected from the rain water jojo tanks for the cleaning of the school.
- The school's cleaning regime will continue as normal should there be no running water.

## 7.8 General Information

- Fresh water is stored in containers prior to the school not having water. Thereafter, water for washing hands will be collected from the jojo tanks.
- Two jojo tanks are filled using municipal water: this is to be used for drinking water.
- Another two jojo tanks are filled using rain water, this is to be used for washing hands.
- Water is collected from the swimming pool for the flushing of toilets.
- All containers for drinking, hand washing and for flushing of toilets are to be clearly labelled accordingly.

This procedure will allow all hygiene protocols and requirements to be met for COVID-19, therefore it is not necessary to close the school if the school does not have running water due to any reason whatsoever.

Only the KZN Head of Department, Dr Nzama, has the authority to close the school and this will only be done under extreme circumstances.

## 8. PHYSICAL EDUCATION AND EXTRA-CURRICULAR ACTIVITIES

- 8.1 Strict protocols and procedures are implemented and adhered to by the Sport Coordinator, Assistant Sport Coordinator, coaches and educators, during Physical Education lessons and extra-curricular activities. This ensures the safe participation of learners in the various activities planned, thereby minimising the risks of transmission of the virus.
- 8.2 The above protocols and procedures are stipulated in the School Policy – **Standard Operating Procedures for Physical Education Lessons and Extra-Curricular Activities during the Covid-19 Pandemic.**
- 8.3 This policy is available on the D6 Communicator or on the school's website: [www.npps.co.za](http://www.npps.co.za)

## 9. ISOLATION ROOM

- The designated area is to assess ALL patients with COVID-19 symptoms and those that are suspected cases, identified via screening.
- It is also an area for further assessment to occur when positive signs and symptoms have been identified during the screening process.
- The room must function for the entire duration of the school day.
- Any person that has been classified as a person under investigation (PUI) will then be referred to and managed in the isolation room.
- The room must have a bed, sanitiser and register to record persons in the room.
- Stabilisation and management of a person classified as a PUI must occur in the isolation room.

## 10. CLEANING OF THE SCHOOL AND GENERAL PRECAUTIONS

- Frequent handwashing and sanitisation of hands are recommended in all areas.
- Cleaning of frequently touched surfaces and damp dusting in line with infection, prevention and control (IPC) guidelines will take place 2 hourly during breaks and after school.
- ALL areas must be decontaminated daily after school (Monday to Friday).
- Have a checklist for cleaners in the different areas of the school.
- This must be monitored by the Principal or the Health Representative of the school.
- Educators are to have a checklist for sanitisation behind the classroom door/or in any appropriate place in the classroom.
- Learners must be involved in the sanitisation of their own desk and chairs.
- Cleaning, sanitisation, decontamination of the school must be monitored daily and have policies to guide this process.
- Administration areas, the foyer and frequently used areas must be decontaminated thrice a day, as they are frequently used departments. Decontamination process will take place in the mornings, at midday and at the end of the school day.
- In the event of a positive case being identified (staff or learner), decontamination, alerting of the School Health Team, as well as the Circuit Manager and the respective departments must be in line with the guiding IPC policy and Policy 57 of DoE and DoH.
- All staff are encouraged to set up tea stations in their classrooms to avoid overcrowding in the staffroom.
- When signing the attendance registers – staff must sanitise and or wash their hands thereafter.
- Pens utilised are to be disinfected/sanitised after each usage or should utilize their own pen.
- When using the toilet, staff must take extra precautions to ensure that they do not facilitate the spread of COVID-19. This includes wiping of the toilet seat, toilet handle and cubicle door handle with disinfectant spray and washing of hands after using the toilet.
- All managers and supervisors are required to analyse their department's processes and identify risk factors that would most likely contribute to the acquisition of COVID-19.
- All managers and supervisors are to submit a working risk assessment plan for their respective department along with mitigating strategies after each positive case.
- The Principal must ensure that staff and learners moving around unnecessarily is prohibited.
- The Principal must ensure that staff and learners are actively monitored throughout the day. The Deputy Principal and Departmental Heads are to assist with this monitoring process.
- The Principal must ensure that staff and learners that are not adhering to COVID-19 regulations are disciplined accordingly. This must be reported to the Circuit Manager by the Principal of the school and sanctions must be applied.
- The Principal must ensure that there is appropriate signage posted in applicable areas.

## 11. SCHOOL RESPONSE TO POSITIVE CASES

- Contact the School Health Services, Circuit Manager, the Chairperson and Members of the SGB, as well as the SMT of the school immediately.
- Any learner and staff that has signs and symptoms of COVID-19 or is a direct contact of a known COVID-19 person must test for COVID-19 after 5 days and must not be allowed in school. This must be divulged to the Principal. Failure to do so must result in disciplinary action against the offender.
- The following questions are found on the screening tool so that all persons attempting to enter will be identified beforehand, thus ensuring safety at the school at large:
  1. Did you come in contact with anyone who is positive?
  2. Did anyone in your family or household test for Covid-19?

- This information must be cascaded to the Principal before entering the school and the person must not be allowed back until they are tested and obtain a negative result or if positive remain in isolation for 10 days.
- All employees who have tested for Covid-19 must self-isolate at home until their results become available.
- A negative result will imply that the staff or learner returns to school.
- A positive result will imply that the staff or learner continues to isolate at home for a period of 10 days (count from the day the test was taken and not when the result was obtained).
- If the employee's result is not available on day 10, the employee is to return to work provided there are no symptoms.
- During the testing of an employee, a contact list is generated in the event that an employee tests positive. This list is to be made available to the respective departments, which is the School Health Representative, Circuit Manager, SGB and SMT.
- All staff, learners must adhere to the Covid-19 regulations.
- When the Principal becomes aware of a staff or learner's result, an immediate risk assessment is to be conducted. By virtue of the fact that all personnel have the appropriate PPEs, the risk assessment should yield a low to moderate risk. Any deviation from this requires an investigation and the non-adhering personnel need to be disciplined accordingly.
- The case report from School Health must be filed in the positive case file.
- Meetings with the Covid-19 Committee in school must follow after each case.
- All information must be obtained from the person before reporting i.e. date of test, result of test, contact line list, isolation period etc.
- Cleaning of the respective area will take place and the services will be re-routed to an alternative area pre-determined by the supervisor.
- School must be back to normal the next day after the decontamination process.
- Contacts identified during the risk assessment will be monitored daily for symptoms and on day 5 can be tested for Covid-19. Staff subjected to an immediate test will result in a false negative result and can be deleterious as this process could perpetuate Covid-19 infection within the school.
- Only the KZN Education Head of Department may close a school in agreement with the Department of Health.

## 12. LEAVE MANAGEMENT

Any staff member that is in isolation or quarantine must submit their leave forms to their supervisors, as identified by the respective human resource prescripts. The type of leave claimed will be managed by the Human Resource Department in line with their respective mandates and circulars.

- **Staff that call in sick must seek medical attention during this period and proof of this must be given on return to school; no person must be allowed to remain at home whilst being sick, without seeking medical attention or be allowed to return to school without seeking medical attention during this period.**
- **Medical attention can be obtained from a doctor, hospital or clinic facility.**

## 13. STAFF AND LEARNERS

- During the Covid-19 pandemic all efforts must be made to limit the mass movement of staff and learners. Principals, HoDs and the SMT are to develop strategies to reduce the influx of the above into the school. Some of these strategies include:
  1. Alternate days, for learners to attend school.
  2. Use of Google or online teaching.
  3. Work must be given in advance, to keep learners occupied, to prevent daily access to the school.
- Have plans in place within the school to ensure quick movement through the schools.
- Learners must remain in class and educators must move to them to limit movement and safeguard the school.

## 14. PERSONAL PROTECTIVE EQUIPMENT(PPEs)

- Staff are to ensure compliance in wearing PPEs, as outlined in the IPC guidelines.
- PPE levels must be checked daily by allocated persons.
- Non-compliance must be disciplined.

## 15. TRAINING

- In view of the dynamic nature of the pandemic- all levels of staff must be trained.
- Formal training is to be arranged by the Principal and Covid-19 Committee.
- Principals, Managers and supervisors are responsible for debriefing their staff regarding new circulars/new information pertaining to Covid-19.

### Training cadres are noted below:

- Staff – all categories
- Cleaners – private and state
- Security personnel
- Learners
- Parents
- Management Team
- SGB
- Educators
- HoDs
- Principal

## 16. REPORTING

- 1) Reporting must be done on a daily basis.
- 2) The following details must be given in this order to the School Health Representative on a daily basis before 10 am in the morning.
- 3) The Department of Health may take disciplinary action for those schools failing to comply.
- 4) This must be done early so any problems can be detected and assisted.
- 5) The following must be submitted daily:

- Name of school
- Learner enrolment
- Learners screened
- Educators screened
- Cleaners screened
- Security screened
- Visitors screened
- Total suspects
- All cases must be reported to School Health; Department of Education

## 17. MEETINGS

The following meetings will take place as per the terms of reference:

### 17.1 Covid-19 Committee JOC meetings (Joint Operations Committee)

All specific details, information, positive cases, suspected cases, policies pertaining to Covid-19 and updates will be shared on the School Covid-19 Committee WhatsApp group. Covid-19 reports on the weekly cleaning

of the school will also be shared on this platform. This group facilitates the sharing of vital information on a regular basis, without members having to meet face-to-face, thereby reducing the risks of transmission of the virus.

### **17.2 Health and Safety Meetings**

This meeting will take place once a month, as a spin off from the issues discussed by the Covid-19 Committee.

### **17.3 Environmental Health Person**

This cadre of staff will be invited to attend both JOC meetings and to support the Health and Safety Meetings.

## **18. MANAGEMENT OF THE HOTSPOTS WITHIN THE SUB-DISTRICT AND THE SCHOOL**

The Msunduzi sub-district has been identified as a hot spot. More specifically –wards 28,24,27,36,20 and 35 have been identified as areas with high infectivity rates. These areas encompass most of the Msunduzi central sub-district under East Boom CHC. Activities to curb the infectivity rate include:

- A. Distribution of education material to citizens at local stores, taxi/bus ranks, malls, via learners in the school, through handouts.
- B. Embark on the assistance of the area to facilitate methods of information sharing – promoting factors that reduce Covid-19 infection rates.
- C. Activate environmental health practitioners if there is non-compliance in areas within the sub-district.



**ACTING DEPUTY PRINCIPAL  
MRS ANUSHA RAJPAUL**



**PRINCIPAL  
MRS SARAH LEMASSON**