







STANDARD OPERATING PROCEDURE FOR THE POST-LOCKDOWN MANAGEMENT OF ST PETER'S PREP SCHOOLS


INTRODUCTION: OBJECTIVE AND SCOPE


The objective of this document is to highlight procedures and processes that need to be adhered to and reinforced for the safe and efficient management of the school on resumption of schooling after the lockdown. The policy and procedures are in line with the Departments of Basic Education, Social Development and Health. The situation is fluid and St Peter's will be flexible and will adapt to changing circumstances.

REMINDER OF CLINICAL PRESENTATION

What are the common symptoms of COVID-19?



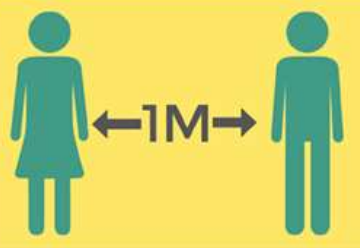



			
A dry and continuous cough.	Fever, where your chest or back feels hot.	Tiredness.	Other flu-like symptoms (sore throat, aches, runny nose).

 If you have difficulty breathing or chest pain call for urgent medical care.

 Remember, not everyone who has coronavirus gets symptoms. Follow your government's advice to stop the spread of the virus.

HOW CAN YOU AND THE PUPILS CONTINUE TO PROTECT YOURSELVES FROM INFECTION?

How can I prevent COVID-19?

		
Wash your hands regularly or use an alcohol-based hand sanitizer.	Avoid touching your face, especially your eyes, nose and mouth.	Stay at least 1 metre away from people especially if they're unwell.
		
Cough or sneeze into a tissue, then throw away the tissue and wash your hands.	If you don't have a tissue use the inside of your elbow to cover your mouth.	Stay at home and call your health worker if you're unwell.

Avert www.avert.org/coronavirus

IN ADDITION TO THE ABOVE:

1. ALL PUPILS AND STAFF MEMBERS TO WEAR MASKS. VISORS/FACE SHIELDS ARE OPTIONAL.
St Peter's will supply a mask per person but it is optional to wear your own mask from home.



2. SOCIAL DISTANCING (Classrooms, Staff Rooms, Meetings/Chapel/Assemblies/Playgrounds/Offices/Bathroom use) - New recommendation of 2 meters between desks, workstations and other (*Line Managers, Staff to Monitor and Timetabling to reduce class sizes; Rosters by Deputy Heads Administration/Pastoral Care*)
3. SANITISING AND TEMPERATURE CHECKS AT VARIOUS ENTRY POINTS DETERMINED BY THE WORKING COMMITTEE (*Staff (Teaching and Admin) will assist – Rosters by Deputy Heads Administration/Pastoral Care*)
4. DEEP-CLEANING/DISINFECTING OF HIGH-TRAFFIC AREAS/WORK STATIONS/BATHROOMS/MUTIPLE-USER EQUIPMENT LIKE TELEPHONES, KEYBOARDS, PRINTERS (*Housekeeping and Individual users + Receptionists*)
5. VISITOR AND DELIVERY SERVICES LIMITED, TEMPERATURE CHECK AND SANITISING AT SECURITY (*Security/Compliance Management*)

6. MOVEMENT OF PUPILS FROM CARPARK TO SANITATION DOCKS, INCLUDING JP/PRE-PREP (*Staff Roster designed by Deputy Heads Administration/Pastoral care*)
7. PUPILS OR STAFF SHOWING SYMPTOMS (*Referred to School Nurses who will isolate, contact Destination Medicine and Parents*)
8. LOG OF VISITORS (in case of contact- tracing) - (*Security – Security Manager to implement and monitor*)
9. LOG OF PUPILS/STAFF/PARENTS who were in affected or high-risk areas (*Heads of School and Line Managers*)
10. CONTINUED EDUCATION ON HANDWASHING AND OTHER HYGIENE MEASURES (*Staff and School Nurses*)
11. GET A FLU SHOT – not too late to protect against influenza
12. Each school to have a DESIGNATED ISOLATION AREA (less-used venue and easily accessible to parents when fetching an infected/affected pupil)
13. DROP AND GO/PICK UP ZONES – parents to remain in their vehicles
14. Teaching and other activities to be contained to certain areas while observing SOCIAL DISTANCING and ensuring AMPLE VENTILATION – in order to limit exposure to surface area

COMMUNICATION WITH PARENTS REGARDING THE RE-OPENING OF SCHOOL

The school will be in communication with parents regarding measures that would be put in place to ensure that children would be safe. Please be reassured that for those families with health issues in the high-risk category, it is fine to keep children at home; children would continue to have work sent home to them. Staff are limited to working with only one or two classes and restricted to certain buildings

- Each class is divided into two classrooms.
- Support and subject teachers are helping class teachers to cover the two rooms and outside areas
- Classes take turns to go out to play in restricted areas as the children play only with those in the same class
- All children need to be self-sufficient for the whole day bringing their packed lunch, drink and pencil case as they can't borrow anything from anyone else (if catering department remains closed). Reading Books cannot be shared so online reading platforms will remain in place
- Pupils are allowed to wear civvies in the knowledge that pupils do not have many sets of uniform. Clothing worn to school to be washed at the end of the day and clean civvies to be worn the following day.
- Staff adhere to and reinforce all rules of the School, Health Department and Ministry of Education and advice by ISASA
- Academic Heads will liaise with parents regarding arrangements of the academic programme
- No sports matches or extra murals to take place

STEPS TO BE TAKEN IN CASE A PUPIL IS SUSPECTED OF HAVING COVID-19

It is the parent's responsibility to inform the school if they suspect their child may have or has been confirmed of having the virus. If you suspect that your child **may have** the virus, then please keep him or her at home. In the case of a child displaying symptoms at school, staff members will contact the school nurse. Parents will be contacted and the child will be placed in a safe isolation zone. Parents will then pick up the child from the area specified by the school nurse. The school will work closely with Destination Medicine, our external health provider. Destination Medicine and the school continue to communicate with the National Institute of Disease Control and we take advice from the institute. The child may return to school on certification from a doctor.

A similar procedure is followed in the case of a staff member who is suspected of having Covid-19.

STEPS TO BE TAKEN IF THE SCHOOL IS "SHUT/LOCKED DOWN" by NICD (National Institute for Communicable Diseases)

1. Headmasters communicate with pupils
2. Rector/Board Chairman communicate with staff, parents, ISASA, GDE
3. Online programmes will continue

CONCLUSION

These are unsettling times and COVID-19 is clearly impacting our personal and professional lives, and those that we love. St Peter's wishes you, your loved ones and fellow colleagues safe passage through this difficult period.

It has been challenging for all of us, especially our parents. We are confident we will get through this, together. As our valued partners, you play a critical role in education in South Africa and can therefore help to make a significant difference during this time. We respect and salute your valuable support, patience and understanding. St Peter's remains committed to its mission of providing excellent education to our pupils and will continue maintaining the highest possible standards of quality.

Vijay Maharaj (Deputy Head: Campus Compliance on behalf of the Covid-19 Management Team)