

# COVID-19

POLICY, STANDARD /OPERATING PROCEDURES & WORKPLACE PLAN

(Revised February 2022)



**ST PETER'S  
PREP SCHOOLS**

# POLICY OUTLINE





## 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 requirements of 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?



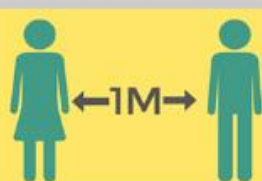



 <p>A dry and continuous cough.</p>	 <p>Fever, where your chest or back feels hot.</p>	 <p>Tiredness.</p>	 <p>Other flu-like symptoms (sore throat, aches, runny nose).</p>
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 If you have difficulty breathing or chest pain call for urgent medical care.

 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?

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



## IN ADDITION TO THE ABOVE:

1. ALL PUPILS AND STAFF MEMBERS TO WEAR MASKS – COMPULSORY
2. SOCIAL DISTANCING (Classrooms, Staff Rooms, Meetings /Chapel /Assemblies /Playgrounds /Offices /Bathroom use) – The regulatory provision for social distancing of 1 meter for pupils in schools has been removed. (*Line Managers, Staff to Monitor*)
3. SANITISING, TEMPERATURE CHECKS AND REGISTERS AT VARIOUS ENTRY POINTS DETERMINED BY THE WORKING COMMITTEE (*Staff (Teaching and Admin) will assist*)
4. DEEP-CLEANING/DISINFECTING OF AREAS determined by the working committee
5. VISITOR AND DELIVERY SERVICES LIMITED, TEMPERATURE CHECK AND SANITIZING AT SECURITY (*Security/Compliance Management*)
6. PUPILS AND STAFF FEELING UNWELL – remain at home and inform the school. Return once feeling well
7. PUPILS OR STAFF SHOWING SYMPTOMS AT SCHOOL (*Refer to School Nurses, isolate and contact Parents*)
8. LOG OF VISITORS (in case of contact- tracing) - (*Security – Security Manager to implement and monitor*)
9. CONTINUED EDUCATION ON HANDWASHING AND OTHER HYGIENE MEASURES (*Staff and School Nurses*)
10. Avoid direct contact with others e.g. shaking hands or hugging
11. Each school to have a designated isolation area – the nurse will accompany a child or staff member to a car park for pick-up
12. Drop-and-go/Pick up zones – parents encouraged to remain in their vehicles
13. Ample ventilation in all indoor venues
14. All visitors to report to Reception
15. Class-based parent meetings may proceed subject to strict adherence to non-pharmaceutical interventions such as hand hygiene, regular sanitation of commonly touched surfaces, wearing of non-surgical face masks and maintenance of good ventilation
16. Pupils and staff to take a “face mask break” (5-15 minutes) every two hours during the school day where they can safely remove their masks outdoors where pupils can spread out
17. Spectators are allowed at school matches subject to 1.5 m social distancing and not exceeding 50% of the capacity of indoor or outdoor venues; currently 1000 indoors and 2000 outdoors. [Ensure safety measures are adhered to when undertaking all sport, co-curricular activities, matches, and enrichment programmes]



18. To ensure normal functioning and safety in schools; teachers, school support staff and eligible pupils (12-17) are encouraged to get the COVID-19 vaccines

### COMMUNICATION WITH PARENTS AND STAFF REGARDING THE RE-OPENING OF SCHOOL

EXCO to give clear communication to parents and the Council regarding all the measures that would be put in place to ensure that their children would be safe. All children are expected to attend school

### IMPORTANT CONTACT DETAILS:

**COVID-19**  
Online Resource & News Portal  
[SAcoronavirus.co.za](http://SAcoronavirus.co.za)

**EMERGENCY HOTLINE**  
**0800 029 999**

**WHATSAPP SUPPORT LINE**  
**0600-123456**

 **health**  
Department:  
Health  
REPUBLIC OF SOUTH AFRICA



**VIEW THE SA RESOURCE PORTAL**

#### National Institute of Communicable Diseases (NICD) Hotline

0800 029 999/082 883 9920

Department of Health Gauteng 011 355 3867/082 335 3134

Provincial Communicable Disease Control Directorate

Chika Asomugha [chika.asomugha@gauteng.gov.za](mailto:chika.asomugha@gauteng.gov.za) 082 330 1490

Caroline Kesebilwe [caroline.kesebilwe@gauteng.gov.za](mailto:caroline.kesebilwe@gauteng.gov.za) 083 490 8165



### STEPS TO BE FOLLOWED TO MANAGE COVID-19 IN SCHOOLS

#### A. SCENARIO 1 (SUSPECTED COVID-19 CASE): Member of staff or pupil appears ill or displays symptoms compatible with COVID-19

Staff member or pupil to remain at home if unwell, inform the school and return to school once feeling well - *No isolation required*

#### B. SCENARIO 2 (CONFIRMED COVID-19): Member of staff or pupil tests positive for COVID-19 without symptoms

Staff member or pupil to remain at home if unwell, inform the school and return to school once feeling well - *No isolation required*



**C. SCENARIO 3 (CONFIRMED COVID-19): Member of staff or pupil tests positive for COVID-19 with symptoms**

Staff member or pupil to remain at home if unwell, inform the school - *isolation for a period of 7 days*  
\*(unless recommended otherwise by a medical practitioner)

**D. SCENARIO 4 (CLUSTER OF COVID-19 CASES): 3 or more individuals who are confirmed or suspected cases, within seven days, in the same classroom, friendship groups or between individuals working in the same area**

- (a) A cluster of cases will occur if preventative measures are not taken
- (b) Manage the suspected or confirmed cases as per Scenario 1, 2 and 3
- (c) The DOH will conduct an assessment and advise on appropriate action

**E. SCENARIO 5 (SECONDARY OR DIRECT CONTACT) Member of staff or pupil who has been exposed to an individual suspected to have COVID-19 or has tested positive**

No restrictions or special control measures are required - *No isolation required*

**NB.** If a contact develops symptoms and tests positive, they must *isolate for a period of 7 days*

**CONSIDERATIONS FOR THE CLOSURE OF SCHOOLS**

Closure presents a disruption to the delivery of education. Closure of an entire school should be carefully considered and should only be made by a DOH representative



## COMMUNICATION: SUMMARY



	Condition: Covid incident report to be completed by nurse	SOP	Who to be informed?	By whom?	Action
1.	Staff or pupil appears ill or displays symptoms compatible with COVID-19 (Suspected COVID-19 case)	1	Parent and Head	Nurse	Once confirmed, adopt steps in Scenario 1
2.	Staff or pupil tests positive for COVID-19, with or without symptoms (Confirmed COVID-19)	2	Parent and Head	Nurse	Once confirmed, adopt steps in Scenario 2 and 3
3.	3 or more individuals who are confirmed or suspected cases, within seven days, in the same classroom, friendship group or between individuals working in the same area (Cluster of COVID-19 cases)	3	<ul style="list-style-type: none"> <li>Cluster/Class group parents</li> <li>Staff associated with cluster/class group</li> </ul>	Head	Manage suspected or confirmed cases as per Scenario 1, 2 or 3
4.	Staff or pupil has been exposed to an individual suspected to have COVID-19 (Secondary contact)	4	<ul style="list-style-type: none"> <li>Cluster/Class group</li> <li>Staff associated with cluster group</li> </ul>	<ul style="list-style-type: none"> <li>Head</li> </ul>	See Scenario 5
5.	Staff or pupil has been exposed to an individual with a confirmed COVID-19 diagnosis during the period of infectivity.	5	Parent and Head	Nurse	See Scenario 5



## COMMUNICATION PLAN

Only the following may communicate re: COVID-19

- Boys school (SP and JP) : Headmistress
- Girls School (SP and JP) : Headmaster
- Non-academic staff : Business Manager
- Pre-Prep : Head and Rector
- Whole school : Rector
- Quick alert : Crisis team WhatsApp group Rector's PA
- Crisis Team WhatsApp group : Rector's PA
- Media spokesperson : Rector



## SHARED SERVICES RESPONSIBILITIES/PROTOCOLS

### CATERING

1. Staff with symptoms should not be preparing food
2. Handwashing is vital; also regular sanitising
3. Regular cleaning of ovens, floors basins, dishes, etc.
4. Sterilizing of tables and work surfaces (sprayed with disinfectant)
5. Adequate disposal of wet waste/food – to be cleared regularly and collected more regularly
6. Clean uniforms to be worn daily
7. Social distancing observed
8. Use of other PPE, including the mask

### CLEANING SERVICES (Sanitising and disinfecting every afternoon)

#### CLASSROOMS AND WORK AREAS

1. Furniture (desks and chairs) to be wiped/sanitized twice a day
2. Doors/handles and finger areas to be cleaned twice a day
3. Tissues to be available in classrooms
4. Hand sanitizer to be available

#### BATHROOMS

1. Toilets to be cleaned twice a day
2. Bins to be emptied and washed of any wet waste

#### BEKABEE RECYCLING STATION

To be cleared more often by Municipal Services and Bekabee Recycling

#### STAFF

Regular hand-washing and clean uniforms and mask to be worn daily  
Social distancing and regular sanitizing of equipment  
Use of other PPE

#### Maintenance

1. Ensure staff are healthy e.g. no high temperature
2. Do not come to work if sick



3. Regular hand-washing and clean uniforms to be worn daily
4. Ensure priority maintenance of kitchens and bathrooms e.g. taps, flushing toilets
5. Social distancing and regular sanitizing of vehicles, tools and equipment
6. Use of PPE, including the mask

#### Garden Services

1. Adequate disposal of litter and waste
2. Ensure corridors/passageways are cleared daily e.g. no yoghurt containers
3. Regular hand-washing and clean uniforms to be worn daily
4. Social distancing and regular sanitizing of tools and equipment
5. Use of PPE, including the mask

### TEACHING AND ADMINISTRATION STAFF RESPONSIBILITIES (Summary)

1. Recognise symptoms
2. Correct use of masks
3. Regular handwashing
4. Ensure staff and pupils use sanitizing agent
5. Keep the School Nurse informed
6. Continue age-appropriate education on the virus, symptoms , precautions and vaccination for 12-17 (Talks, pamphlets, videos, etc.)
7. Computers/Computer Room – use anti-septic wipes to clean screens, keyboards and desks
8. Keyhole inserts by Heads and School Nurse
9. Observe social distancing



### PUPIL TRANSPORT PROTOCOLS

The Department of Transport is responsible for all legislation, regulations, licencing and enforcement thereof, of all matters of transport including vehicles transporting pupils to school and back. All commuter transport services including passenger bus services, taxi services, and private cars transporting pupils 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:





- 1.1 bus services, taxi services and e-hailing services and private vehicles shall not carry more than the licensed capacity; and
- 1.2 all directives regarding hygienic conditions and the limitation of exposure to COVID -19 are adhered to e.g. social distancing, sanitizing, use of masks



ST PETER'S  
PREP SCHOOLS

# Covid-19 PROTOCOL

**1** Pupils and Parents to enter school wearing face masks



**Be Honourable**  
Keep face masks on at ALL times

Temperature screening will be done as pupil arrives



**Be Collaborative**  
Parent remains in the car at ALL times

**3** Social distancing protocols will be observed



**Be Respectful**  
Keep 2 metres away from another person

Hygiene control and regular hand-washing will be encouraged



**Be Responsible**

**5** No shared lunches, books, drinks and/or stationery will be permitted



**Be Resilient**

**Be Compassionate – We are in this Together**



