

COVID-19

POLICY, STANDARD /OPERATING PROCEDURES & WORKPLACE PLAN

(Revised October 2020)



**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?



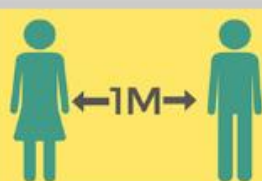



 <p>A dry and continuous cough.</p>	 <p>Fever, where your chest or back feels hot.</p>	 <p>Tiredness.</p>	 <p>Other flu-like symptoms (sore throat, aches, runny nose).</p>
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 If you have difficulty breathing or chest pain call for urgent medical care.

 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. VISORS / FACE SHIELDS ARE OPTIONAL
2. SOCIAL DISTANCING (Classrooms, Staff Rooms, Meetings /Chapel /Assemblies /Play grounds /Offices /Bathroom use) - New recommendation of 1 metre between desks, workstations and other (*Line Managers, Staff to Monitor and Timetabling to reduce class sizes; Rosters by Deputy Heads or Dept. Heads of Administration/Pastoral Care*)
3. SANITISING, TEMPERATURE CHECKS AND REGISTERS AT VARIOUS ENTRY POINTS DETERMINED BY THE WORKING COMMITTEE (*Staff (Teaching and Admin) will assist – Rosters by Deputy Heads or Dept. Heads of 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 SANITIZING AT SECURITY (*Security/Compliance Management*)
6. MOVEMENT OF PUPILS FROM CARPARK TO SANITATION DOCKS, INCLUDING JP/PRE-PREP (*Staff Roster designed by Deputy Heads or Heads of Administration/Pastoral Care*)
7. PUPILS OR STAFF SHOWING SYMPTOMS (*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. 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. 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 to remain in their vehicles
13. 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
14. Teachers/staff receiving pupils in car parks to wear added protective gear (provided by the school)



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. It is also essential to reassure those families with health issues in the high-risk category that it is fine to keep their children at home and keep in contact with teachers for access to work done in class and limited contact with the pupil; but all other children are expected to attend school.

1. Staff are limited to working with certain classes and restricted to certain buildings/zones
2. Grades will operate in either 3 or 4 clusters/pods depending on decisions by the Heads of School
3. Support and subject teachers may help class teachers or continue in their disciplines
4. Classes take turns to go out to play in restricted areas as the children play only with those in the same class
5. All children need to be self-sufficient for the whole day bringing their packed lunch and drink unless as arranged with the catering department.
6. Staff adhere to and reinforce all rules of the school, Health Department and Ministry of Education and advice by ISASA
7. Academic Heads will liaise with parents regarding arrangements of the academic programme

IMPORTANT CONTACT DETAILS:

COVID-19
Online Resource & News Portal
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 082 330 1490

Caroline Kesebilwe caroline.kesebilwe@gauteng.gov.za 083 490 8165



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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

All staff members and pupils must be screened for symptoms every day. Screening for symptoms should be based on the current NICD case definition of COVID-19 (including fever, cough, sore throat, difficulty breathing).

1. **If a member of staff screens positive:**
 - (a) stay away from work and inform the Head of School as soon as possible
 - (b) seek medical assessment and seek testing for COVID-19
 - (c) follow the isolation guidelines
 - (d) return to work 10 days after the positive test and once there is no fever or other COVID-19 symptoms
 - (e) contact the HR department

2. **If a pupil screens positive:**

If at home, they must not come to school and the parent/guardian must inform the head of school

If at school, the teacher/school nurse must

 - (a) ensure the pupil is wearing a mask
 - (b) isolate the pupil in a designated isolation room
 - (c) contact the parents to collect the pupil
 - (d) provide the parent/guardian with information of what to do
 - (e) inform the parent that the pupil can return to school 10 days after the positive test and once there is no fever or other COVID-19 symptoms
 - (f) Closure of a class or section of a school may be effected on the advice and authorisation of the Department of Health (DOH)
 - (g) Decontamination or disinfection must be conducted in the work area/classroom that the person with a confirmed COVID-19 diagnosis (pupil or staff member) has been in, during the preceding 3 days

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

- (a) If a staff member, contact the Head of School and HR department
- (b) If a pupil, parent to contact the Head of School
- (c) Staff or pupil in direct/close contact with the individual with confirmed COVID-19 diagnosis, should quarantine for 10 days
- (d) Individuals with confirmed COVID-19 diagnosis should return to school 10 days from the day their symptoms started or from testing positive. If admission to hospital is required, they can return to school at least 8 days from the day of discharge and when well enough to return to school



- (e) Closure of a class or section of a school may only be effected on the advice or the authorisation of the Department of Health (DOH)
- (f) Decontamination and disinfection must be conducted in the work area/classroom that the person with a confirmed COVID-19 diagnosis has been in, during the preceding 3 days

C. SCENARIO 3 (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 and 2
- (c) The DOH will conduct an assessment and advise on appropriate action

D. SCENARIO 4 (SECONDARY CONTACT – LOW RISK): Member of staff or pupil who has been exposed to an individual suspected to have COVID-19 (symptoms compatible with COVID-19 but has not tested or is awaiting test results) or a contact of an individual with a confirmed case of COVID-19 (secondary contact)

- (a) No restrictions or special control measures are required
- (b) Maintain COVID-19 related non-pharmaceutical interventions (sanitising, mask, physical distancing) and symptom screening
- (c) If the person appears ill or displays symptoms compatible with COVID-19 based on symptom screening, manage as prescribed in Scenario 1
- (d) There is no action that the school needs to take, until the test results of a suspected individual are known

E. SCENARIO 5 (CONTACT: Member of staff or pupil has been exposed to an individual with a confirmed COVID-19 diagnosis during the period of infectivity. This may be a direct/close contact or a casual/distant contact)

- (a) Staff members or pupils in direct/close contact with an individual with confirmed COVID-19, during the period of infectivity, should quarantine for 10 days while being monitored for symptoms and must not attend school
- (b) Should the member of staff or pupil who is a direct/close contact show any symptoms with COVID-19 while in quarantine, they are required to test for COVID-19
- (c) Inform the Head of school and HR department (staff) and the Head of School (pupil)
- (d) All casual/distant secondary contacts should continue to attend school
- (e) Testing of direct/close contacts of an individual with confirmed COVID-19 should be based on the current NICD guidelines.



CONSIDERATIONS FOR THE CLOSURE OF SCHOOLS

Closure presents a disruption to the delivery of education and is not warranted if:

- a single individual with suspected or confirmed COVID-19 has been in the same classroom for less than 2 days; or
- a single individual with confirmed COVID-19 has been at school for two days or less while infectious
 - (a) In these cases, direct/close contacts need to be identified and managed appropriately. Cleaning and disinfection of the area can be done while school activities continue
 - (b) Following the recognition of a cluster of cases (when over 25% of the class is suspected or confirmed to have COVID-19), it may be appropriate to temporarily close a class, grade, or a section of the school to quarantine and/or isolate. Two days are sufficient for environmental cleaning. Careful consideration should be made to determine if the aims of containment can be achieved without closure
 - (c) Closure of an entire school should be carefully considered and should only be made by a DOH representative

Considerations for keeping the School open after dismissal of pupils

During school dismissals, schools may stay open for staff (unless they are ill) while pupils stay at home. Keeping facilities open will allow teachers to develop and deliver lessons and have access to teaching resources and materials remotely, thus maintaining the continuity of teaching and learning. Furthermore, it will allow other staff members to continue to provide services and help with additional response efforts.

If schools are dismissed, school administrators should discourage pupils and staff from gathering or socialising anywhere e.g. meeting at a friend's house or a local shopping mall. An important consideration is how to ensure the continuity of education. During school dismissals, schools should:

- review continuity plans, including plans for the continuity of teaching and learning
- implement e-learning plans, including digital and distance learning options, if feasible and appropriate;
- consolidate a list of suitable resources available via other media platforms where pupils and parents can access education content to help facilitate remote learning
- design strategies to avoid transmission in settings where people might gather in a group or crowd, if there is a community spread of COVID-19, e.g. 'grab-and-go' packed lunches

COMMUNICATION: SUMMARY

COMMUNICATION

Part 1: Four different conditions and summary of actions

Part 2: Non-teaching faculty staff Communication Plan

Considerations and assumptions:

- Pre-screening and the temperature check is used for decision-making as it is the only universal point of reference: has to be accurate and coordinated daily. Suspected = any positive answers to the questions Positive = laboratory test confirmation
- Records of cluster groups and their movements must be accurate, no cross pollination: social distancing, appropriate sanitizing and washing of hands have been observed



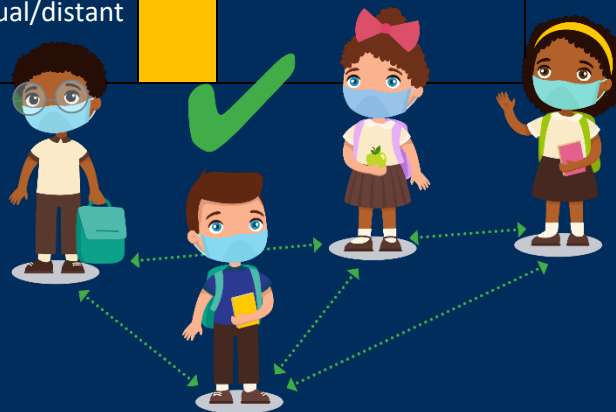
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Any variation can be allocated to one of the conditions below:

T 1: Teaching Faculty and Pupils

	Condition: Covid incident report to be completed by nurse	SOP	Who to be informed?	By whom?	Next 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
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"> Cluster group parents Staff associated with cluster group 	Head	Manage suspected or confirmed cases as per Scenario 1 or 2
4.	Staff or pupil has been exposed to an individual suspected to have COVID-19 (symptoms compatible with COVID-19 but has not tested or is awaiting test results) or a contact of an individual with a confirmed case of COVID-19 (Secondary contact – low risk)	4	<ul style="list-style-type: none"> Cluster group Staff associated with cluster group 	<ul style="list-style-type: none"> Head 	No restrictions or special control measures are required (see Scenario 4)
5.	Staff or pupil has been exposed to an individual with a confirmed COVID-19 diagnosis during the period of infectivity. This may be a direct/close contact or a casual/distant contact (Contact)	5	Parent and Head	Nurse	Once confirmed, adopt Steps in Scenario 5



PART 2: Non-teaching faculty staff

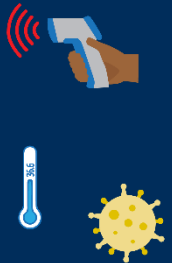
Should also form their own cluster groups and ensure no cross pollination occurs

Kitchen and Maintenance advised to have 2 cluster groups, the other can work should the one group need to isolate. IT Department to keep records of who they see daily

COMMUNICATION PLAN

Only the following may communicate re: COVID-19

- | | |
|------------------------------|--|
| • Boys school (SP and JP) | : Headmaster |
| • 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 (if in operation)

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 after every use
2. Bins to be emptied and washed of any wet waste
3. Distance markers outside toilets



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/passage ways 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 hand-washing
4. Ensure staff and pupils use sanitizing agent
5. Keep the School Nurse informed
6. Continue age-appropriate education on the virus, symptoms and precautions (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. Heads and Line Managers to communicate with pupils and staff that have travelled to affected areas, have been repatriated or may have been in contact with persons affected by the virus to stay at home for at least 14 days and receive medical treatment
10. Observe social distancing



PUPILS NOT RETURNING TO SCHOOL

The following categories of pupils may not return when schools reopen:

- (a) Pupils with comorbidities that pose a risk to severe COVID-19 as guided by the Department of Health: For these pupils, schools must ensure that they set up appropriate mechanisms for these pupils to continue with their education
- (b) Pupils whose parents have concerns about them returning to school in the context of COVID-19: Parents, guardians and caregivers must make necessary arrangements with schools to ensure that the education of their children continues
- (c) Pupils whose parents have opted to home-educate: Parents, guardians and caregivers of these learners must register their children in line with the *Policy on Home Education*, and need to provide evidence of how they will ensure full access to all learning and learning materials, with appropriate materials and pedagogy
- (d) For the above to happen, schools must set up appropriate mechanisms for parents, guardians and caregivers of the above categories of pupils to inform the school in respect of the reasons for not returning to school, and these pupils must be assisted to fully understand why they are not returning to school

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



2

Temperature screening will be done as pupil arrives



Be Collaborative

Parent remains in the car at ALL times



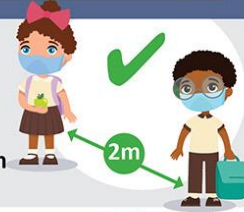
3

Social distancing protocols will be observed



Be Respectful

Keep 2 metres away from another person



4

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



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