



**ST PETER'S  
PREP SCHOOLS**

<b>Policy Title</b>	<b>COVID-19 POLICY</b>
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<b>Approved by</b>	EXCO
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<b>Review/Modified date</b>	
<b>Rescinded</b>	
<b>Relevant Legislation</b>	Basic Conditions of Employment Act (BCEA) 75 of 1997  Occupational Health and Safety Act (OHSA) 85 of 1993  Disaster Management Act (Act 57 of 2002)
<b>Related Documents</b>	St Peter's Post-lockdown Standard Operating Procedure
<b>Date on Server</b>	May 2020

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### 1 PURPOSE

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- 1.1 The aim of the COVID-19 policy is to ensure a safe working environment for all employees and to stop the spread of COVID-19 virus.

Section 8 of the Occupational Health and Safety Act, 1993 “OHSA” requires every employer to provide and maintain, as far as reasonably practicable, a working environment that is safe and without risk to the health of its employees. Similarly, the OHSA also imposes a duty on employees to take reasonable care for their own health and safety and that of their fellow employees.

- 1.2 This policy is to be read in conjunction with the Standard Operating Procedure for the Post-Lockdown Management of St Peter’s Prep Schools.
- 1.3 The School will continue to monitor the situation in South Africa and this policy may be updated depending on the ongoing spread of the virus.
- 1.4 This Policy will apply to all employees of St Peter’s Prep Schools.

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### 2 COVID-19 INFORMATION

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**2.1 What is COVID-19?**

COVID-19 is part of the Coronavirus family. Coronaviruses are a large family of viruses which may cause respiratory infections ranging from the common cold to more severe diseases. The most recent Coronavirus disease is COVID-19 (SARS-CoV-2-virus). ‘CO’ stands for corona, ‘VI’ for virus, and ‘D’ for disease and 19 is for the year in which the virus was discovered.

**2.2 How does COVID-19 spread?**

- Coughing or sneezing – one can contract COVID-19 if one is standing within one and a half meters of an infected person by breathing in droplets coughed out or exhaled by the ill person.
- Close personal contact, such as when shaking hands or touching others.
- Touching an object or surface on which the virus is found (after an ill person coughs or exhales close to these objects or surfaces such as desks, tables or telephones), then - before washing hands – touching the mouth, nose, or eyes.

### 2.3 Primary symptoms of COVID-19

- Fever (above 37.5 degrees Celsius)
- Dry Cough
- Shortness of breath or difficulty breathing
- Loss of smell
- Loss of taste
- Nausea
- Vomiting
- Diarrhoea
- Fatigue
- Weakness

Infections can cause more severe symptoms in people who are over the age of 60 and those with underlying conditions resulting in compromised immune systems (these include diabetes, cancer and chronic lung disease).

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## 3 GENERAL PROTOCOL

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### 3.1 What to do if you develop symptoms

People who contract COVID-19 may take anywhere from one to 14 days to develop symptoms. Even if you do not have a history of travel to a COVID-19 affected region or contact with an individual who has contracted the illness, you must still inform the relevant school nurse as well as your immediate supervisor followed by your healthcare provider if you present with symptoms of COVID-19.

Employees who have symptoms of acute respiratory illness are advised to inform the School nurse and to seek medical treatment and diagnosis as soon as possible.

The Hotline for the COVID-19 as per the Department of Health website: 0800 029 999

**South African  
COVID 19 HOTLINE  
08000 29999**

If you present with symptoms of Corona Virus, please call the official COVID 19 HOTLINE before going to your doctor, pharmacist or nurse. By calling the hotline, someone will be sent to test you where you are, which will limit the spread of the virus.



### 3.2 What to do if you contract COVID-19

If the school has reason to suspect that an employee has been infected with COVID-19 or an employee becomes ill at work during the day, the school will request that the employee leaves the workplace and seek medical treatment and or testing immediately.

Should a diagnosis of COVID-19 be confirmed by a medical practitioner, the employee will be entitled to sick leave.

In keeping with patient/medical confidentiality ethics, the identity of the staff member who has tested positive for COVID-19 may not be revealed to the general community without that person's express written consent. Employees diagnosed with COVID-19 are to immediately inform the school nurse and their immediate supervisor. Contact tracing will take place whilst maintaining confidentiality.

### **3.3 What to do if you come into contact with someone who has COVID-19**

All close contacts of a confirmed COVID-19 case are required to inform the school nurse and their immediate supervisor. Close contacts will be required to self-quarantine at home for 14 days while being monitored for symptoms. Close contact means people who have been within 1.5 meters (face-to-face) of the person who has tested positive. We will also take guidance from the Department of Health and other relevant authorities.

Guidelines on how to self-quarantine can be found in the Standard Operating Procedure for the Post-Lockdown Management of St Peter's Prep Schools.

### **3.4 Employees at High Risk**

Employees who are at an increased risk for complications from COVID-19 due to age and/or underlying health conditions are urged to consult their physician regarding what steps can be taken to protect their health. Any recommended steps are to be shared with the relevant line manager and Human Resources.

The School will put in place reasonable and practical measures to ensure the workplace meets the requirements of the Occupational Health & Safety Act and COVID-19 Occupational Health Directive.

### **3.4 Meetings**

Employees are requested to limit the requirement for face-to-face meetings and to instead make use of online options.

Should a face-to-face meeting be unavoidable, employees are requested to minimize the number of meeting participants, ensure 1.5-meter distance between participants and practice the necessary hygiene protocols.

### **3.5 Hygiene in the Workplace**

- All visitors and employees entering the School's offices will be requested to wash /sanitize their hands on entering the premises.

- Cover your cough or sneeze with a tissue, dispose of the tissue in the relevant waste bin and wash / sanitize your hands immediately after this.
  - Waste will be disposed of as per health and safety regulations
- The School will ensure the routine cleaning and disinfection of frequently touched objects and surfaces, including workstations, and surfaces.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
- AVOID handshakes with any staff member or client - rather do the elbow bump or 'foot tap'.
- Avoid touching your face.
- All staff are to wear masks.

The use of face masks covering the mouth and nose is compulsory, when in public, entering any building, premises, work and when utilising public transport. Persons without a face mask will not be permitted to enter the worksite, as required by Chapter 5(1) and 5(2) of the Risk Adjustment Strategy Regulations (29 April 2020).

### **3.6 COVID-19 Manager**

A COVID-19 Manager will be appointed to ensure the implementation of and adherence to Standard Operating Procedures for the risk mitigation of COVID-19 in the workplace, as required by Government Notice NO. 479 29 APRIL 2020 - 479 Disaster Management Act (57/2002): Covid-19 Occupational Health and Safety Measures in Workplaces Covid-19 (C19 OHS), 2020 and the Risk Adjustment Strategy Regulations of 29 April 2020. It is recommended that a COVID-19 Response Team is also appointed to assist, where necessary, with the implementation of and adherence to Standard Operating Procedures for the risk mitigation of COVID-19 in the workplace.

### **3.7 COVID-19 Compliance Officer**

A COVID-19 Compliance Officer will be appointed, which may be the same appointee as the COVID-19 Manager. The Compliance Officer is required to develop a plan for the phased in return of employees to the workplace, prior to reopening the workplace for business. The plan will include the following:

- Which employees are permitted to work;
- What the plans for the phased-in return of their employees to the workplace are;
- What health protocols are in place to protect employees from COVID-19; and
- The details of the COVID-19 Compliance Officer;

## **4 STIGMA**

- 4.1 Stigma in the context of health is the negative association between a person or group of people who share certain characteristics and a specific disease. In an outbreak, this may mean people are labelled, stereotyped, discriminated against, treated separately, and/or experience loss of status because of a perceived link with a disease.

The School commits to preventing and combatting any stigma associated with COVID-19. This will be achieved by providing regular and relevant information and education relating to the virus.

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## 5 STANDARD OPERATING PROCEDURE

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### 5.1 RELATED DOCUMENT: STANDARD OPERATING PROCEDURE

Please refer to the St Peter's Post-lockdown Standard Operating Procedure for further information regarding the management of COVID-19.

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I acknowledge that I have received, read, and understand the St Peter's Prep Schools COVID-19 policy. I understand that failure to comply with the policy could result in disciplinary action.

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Employee Signature

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Date

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Employee Name (please print)

Please confirm whether you have the following underlying conditions (all information will remain confidential):

Diabetes

Hypertension / High Blood Pressure

Heart Disease / Cardiovascular Disease

Chronic Respiratory Disease

Chronic Kidney Disease undergoing dialysis

Chronic Liver Disease

Immunosuppression

Other (please give further detail) \_\_\_\_\_