



BERGVLIET PRIMARY SCHOOL:

Standard Operating Procedures for the detection and response to the Coronavirus (Covid-19)

January 2021

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Standard Operating Procedures for the detection and response to the Coronavirus (Covid-19)

1. PURPOSE OF THIS DOCUMENT:

This document serves to outline the standard operating procedures for implementation during the Covid-19 pandemic in South Africa.

2. GUIDELINES AND POLICIES:

- The South African Government – Department of Basic Education: Guidelines for Schools on Maintaining Hygiene during the COVID-19 Pandemic (Date: 8 May 2020).
- Western Cape Education Department - Guidelines for the Management of Covid-19 in Public Schools.

3. BACKGROUND:

On 31 December 2019, the World Health Organisation (WHO) reported a cluster of pneumonia cases in Wuhan City, Hubei Province of China. A severe acute respiratory syndrome associated with a novel coronavirus was confirmed. The virus has been named “SARS-CoV-2” and the disease caused “Coronavirus disease 2019” or COVID-19. On the 16 March 2020, State President Cyril Ramaphosa declared a State of Disaster and South Africa was placed under lockdown. On the 18 March, the Minister of Basic Education announced the closure of schools.

3.1 How the Coronavirus spreads:

The coronavirus can be passed on from fluid droplets when coughing, sneezing, shouting and talking. When people cough and sneeze, fluid droplets get onto their hands and the objects or surfaces around them. The coronavirus is then spread by their hands touching the hands of others and touching objects such as equipment, money, door handles and

counters. When someone touches their eyes, nose and/or mouth after they have touched other people's hands and objects with the coronavirus on it, they can then get infected. Researchers estimate that around 44% of infections are passed on by people who are not showing any symptoms. The coronavirus is a new virus and there is currently no vaccine available. However, many of the symptoms can be treated.

3.2 What are the symptoms of COVID-19?

Some people infected with the virus have no symptoms. When the virus does cause symptoms, common ones include dry cough, fatigue, low-grade fever, body or headaches, nasal congestion, and sore throat. However, COVID-19 can occasionally cause more severe symptoms like high fever, severe cough, and shortness of breath, which often indicates pneumonia.

4 BERGVLIET PRIMARY SCHOOL COVID-19 SAFETY COMMITTEE:

The School Safety Officer together with the School Safety Committee constitute the Covid-19 Safety Committee for the school.

The BPS Covid-19 Safety Committee consists of the following Staff Members; Mrs J. Junor (C), Mr. B. Paulse, Mr. E. Kruger, Mr. B. Hill, Mrs. T. Noor, Mrs. A. Reay, Mrs. B. Shaban, Mrs. U. Vermeulen, Ms J. Ashton, Mrs M. Tester and Ms. M. Fouten.

4.1 The functions of the School Covid 19 Safety Committee include:

Monitoring all aspects of the Covid-19 in the school and to serve as a communication body for the SGB, management, staff, students and to the parents. The committee will ensure the orientation and regular reminders of the Covid-19 SOP procedures and protocols of all staff, learners and parents.

- The Principal chairs the committee and is ultimately responsible for the decisions taken at the school.
- HoD's and Phase representatives are responsible for the implementation of all decisions taken, in their phases.
- Administrative staff are responsible for various administrative functions, including the monitoring of hygiene and social distancing in the reception area and the monitoring of school attendance.
- The Estate Manager is responsible for:
 - Monitoring the health and safety practices of the maintenance, cleaning and security staff.

- Overseeing the distribution of sanitising supplies and personal protective equipment.
- Managing the **security and access to the school**.

5 STANDARD OPERATING PROCEDURES:

Returning to school after lockdown:

The Standard Operating Procedures are the measures and the procedures to be followed to ensure that the health and safety protocols are in place to safeguard the health and safety of everyone on the school campus.

5.1 Cleaning of school building:

- Prior to the return of learners and staff to school, as directed by the Western Cape Education Department, the school buildings will be deep-cleaned and disinfected. This cleaning includes the classrooms, passages, ablution facilities, including surfaces such as railings, lunch tables, sports equipment, door and window handles, toys, teaching and learning aids, etc.).
- The school will also establish detailed plans to ensure that daily routines are maintained after learners leave the campus.
- In order to ensure compliance with these procedures, a duty checklist must be in place and the estate manager must assume full responsibility for the process to ensure it is completed effectively and timeously.
- A plan (including signage) must be available to enforce the sanitisation of hands and the wearing of personal protection equipment.

5.2 General Infection Control:

The items listed below should be made available in each classroom / office / room / kitchen / school hall, as far as possible:

- Alcohol based hand sanitiser at designated points.
- A litter bin with lid, lined with a bin liner (or black refuse bag) in which all tissues, paper towels and possible contaminated waste must be discarded.
- Paper towels, tissues or toilet paper to dry hands or wipe surfaces. Used paper towels must be discarded safely in the litter bin which must have a lid.
- Notices and posters to be displayed at strategic points promoting hand-washing.
- After the school has been cleaned, it is important to ensure that the safety of the environment is maintained. This is the responsibility of all users of the school (teachers, non-teaching staff and learners).
- Below follow some risk reduction methods to be observed by all:

- Each person (parent, teacher, learner or visitor) who enters or leaves the school, must undergo the temperature screening process, and sanitise their hands at the entrance using hand hygiene stations (70% alcohol base).
- All persons on campus must wear face masks covering the nose and mouth at all times, as per regulation.
- For now, parents and visitors will not be allowed into the school premises as far as possible, without a prior confirmed appointment.
- Volunteers for classroom activities, readers, and other activities must be kept to a minimum.
- There will be no extra-mural activities until approved by DBE and WCED.
- There will be no Physical contact during Physical Education.
- A reading of 37.5° C and above indicates possible fever.
- Visitors and staff with a fever are not allowed on the school grounds.
- Parents must be notified in writing to collect their children immediately after school to ensure that they are transported home immediately to avoid the risk of social grouping.
- All persons entering the campus will be required to apply alcohol-based hand sanitiser and - sanitize the entire hand and wrist area.
- If person-to-person contact is required, surgical gloves will be worn and then be disposed immediately.



- Hand sanitiser will be available in all venues on campus.
- Social distancing measures will be implemented and monitored. Minimum distance of 1,5m between people at all times.
- Greetings at BPS will remain polite but handshakes, hugs etc. will not be allowed.

- Daily sanitising of all venues on campus with particular attention being given to desk surfaces, keyboards, door handles, window openings, light and plug switches, arm rests, dustbins must be done.
- Daily hand hygiene and health etiquette must be exercised by all.
- Sanitisation of hands must take place on entering or leaving a venue.
- Frequent handwashing for at least 20 seconds must be practised. Hands must be dried on disposable paper towels.
- Practise coughing etiquette (maintain distance, cover coughs and sneezes with elbow approach or disposable tissues and wash or sanitise hands).
- Used tissues must be immediately disposed of, by being placed in waste bins.



- **What staff and learners should do before leaving home**
 - Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitiser.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
 - Avoid close contact with people who are sick.
 - Stay at home when you are sick and try and keep a distance from others at home. Inform the school of your absence.
 - If you suspect your child is unwell, it is advisable to take their temperature and keep them at home to avoid risks and spreading of infections.
 - Cover your cough or sneeze with a flexed elbow or a tissue, then throw the tissue into the bin.

- Clean and disinfect frequently touched objects and surfaces.
- Wear your mask.

5.3 What staff and learners should do on their way to and from school

- Wear your mask.
- It is important to practise social distancing and good hygiene to prevent becoming infected if you are walking to school. Try to keep at least a 1.5 metre distance between you and another person walking to school.
- It is equally important to practise social distancing and good hygiene to prevent becoming infected if you are using public transport to school or sharing transport (lift club). The wearing of a mask is mandatory when using public transport.
- According to the Regulation, all public transport operators must ensure that transport is sanitised before and after use and observe the new prescribed passenger capacity to curb the spread of the Coronavirus (2019-NCOV).
- Sanitise your hands before entering and after disembarking from the public transport.

5.4 What to do when staff or learners arrive at school

- All staff and learners must go directly to the designated screening area at the entrances to the school building to be screened.
- Social distancing must be maintained while waiting to be screened.
- The Designated screeners will screen the staff at the hall foyer. Read Annexure D regarding screening.
- Designated screeners must screen learners on arrival.
- Everybody must be screened every morning as they arrive at school.
- Wash your hands with soap and water OR hand sanitiser.
- Make sure that you wear a mask when entering the school premises.
- It is recommended that you keep at least a 1.5 metre distance between yourself and another person.

5.5 Drop Off at School:

- Parents are only allowed to drop children off outside the school.

- Parents may not enter the school grounds unless prior permission has been granted by the principal.
- Parents must wear masks covering the nose and mouth.
- Social distancing (1.5 metres apart) must be practised.
- Staff members must be present to ensure that the correct safety and social distancing protocols are followed.
- Parents and their children will not be allowed to gather in groups outside the school grounds.

5.6 Dismissal from School:

- All available staff members can assist to ensure social distancing and safety protocols at dismissal from school.
- Teachers to line up their classes in passage ensuring appropriate distancing protocol, according to the specific dismissal times for the grades.
- Learners sanitise at the door at 1.5m distances and proceed to the pick-up point.
- One class to dismiss at a time
- Teachers are to escort classes to their collection points where the children stand on markers to ensure social distancing.
- Teachers supervise all learners at the collection points to ensure safe collection takes place.
- ASC learners must be taken to ASC by ASC staff.
- If any learners are not collected within fifteen minutes of the end of school, the office must be asked to contact the parents.

5.7 General Office:

- Access to the office must be restricted and only essential controlled access will be allowed - no visitors/parents/students.
- Masks covering the nose and mouth should be worn at all times.
- Social distancing must be observed.
- Office seating and workstations to be arranged with social distancing in mind.
- Social distancing can be indicated by using Chevron tape to cordon off areas allowing for a safe distance between people.
- Perspex screens could be erected preventing contamination of staff.
- Telephones, equipment, remotes, buttons, door and window handles to be sanitized a number of times a day.

5.8 Staffroom:

- Staff room access must be restricted due to social distancing requirements.
- Strict social distancing to be observed.
- Ensure physical distancing when having meetings.
- Tea breaks are to be staggered so that employees do not congregate.

- All surfaces are potentially “virus rich” and chairs, tables etc. need to be cleaned regularly throughout the day.
- Staff are expected to wipe down all surfaces/ items handled after each use.

5.9 Kitchen:

- Reduce the number of persons using the kitchen at any given time.
- Strict social distancing to be observed.
- Wipe items (kettle, micro-wave oven etc.) and surfaces in the kitchen with diluted bleach after use.
- Diluted bleach must be kept in kitchens.
- Staff should use their own cutlery/glasses and mugs

5.10 Playgrounds:

- All portable playground and sport equipment must be removed.
- Fixed playground equipment needs to be cordoned off with chevron tape.
- Posters, signs and floor decals promoting physical distancing and hygiene habits must be posted.
- Benches and fixed tables must be washed with soapy, hot water twice a day, in the morning before school and after each school break where students might use them.

5.11 Computer Room and Printing Room:

- School computers will be used with strict adherence to sanitising protocols.
- Before and after using a computer or laptop, the staff member needs to wash their hands properly.
- The entire computer - keyboard, screen, wires etc. need to be wiped down with sanitising cloths after a person has finished using the computer. This process must be repeated by the next person to use the computer before using it.
- Tables and desks supporting computers must be washed down/sanitized between different users and at the end of every day.
- Printers and printing machines must also be wiped down before and after use.
- Notices containing the above information must be placed above each computer.

5.12 After School Care:

- All sanitising protocols are to be adhered to.

- An Isolation Room has been set up to accommodate any suspected or actual covid-19 infection.
- Upon dismissal, learners are collected at a designated classroom, to be escorted to the ASC.
- Learners are screened prior to entry using a thermometer and are asked the five screening questions.
- A record of the screening must be forwarded to the General Office at the end of each day.
- Parents are to collect their children at the designated ASC gate and photo of person collecting is to be taken for ASC security records.
- All surfaces are to be wiped using the designated cleaning solution after use.

6 PERSONAL PROTECTIVE EQUIPMENT (PPE):

The following must be available at schools:

- At least two cloth face masks per staff member and learner.
- Sufficient supply of hand sanitiser, soap, paper towels, wastepaper bins and other cleaning materials.
- Alcohol-based hand sanitiser for each employee if they have to move around within the workplace.

Standard work clothes must be worn from home

6.1 Personal Protective Equipment for staff:

- Staff members must wear face masks at school.
- Each staff member must be provided with two cloth face masks. This allows one to be available for use while the other is being washed and ironed.
- Face visors will be supplied to all staff at BPS to serve as a double layer of PPE in addition to masks.
- Positive face mask practices to be followed.

MASKS

What you need to know

Well made cloth masks do not replace the **5 Golden Rules of Good Hygiene**. They may offer some extra protection if well made and used correctly.

Do not use N95 respirators and medical masks. There is a shortage and we must keep them to protect health workers caring for those with COVID-19.

Follow the 5 Golden Rules of Good Hygiene to stop the spread of coronavirus:

- 1** Wash your hands often for at least 20 seconds with soap and water.
- 2** Do not touch your face with unwashed hands.
- 3** Cough or sneeze into a tissue or your elbow. Safely throw away the tissue.
- 4** Keep 1,5 metres apart from others.
- 5** Stay home if unwell. Contact a hotline or your health worker.

Use a cloth mask safely:

- Remember cloth masks do not replace the **5 Golden Rules** of Golden Hygiene.
- Well made cloth masks used correctly may offer some extra protection.

1 When putting on the mask:

- Wash your hands first.
- Place the inside of a clean mask against your face.
- Cover your nose and mouth.
- Make sure it fits well, don't touch the cloth part.

2 While wearing the mask:

- Do **NOT TOUCH YOUR FACE** or fiddle with the mask.
- Remove the mask if it is wet.

3 When taking off the mask:

- Touch only the straps.
- Keep it in a container until you wash it.
- Wash your hands after taking it off.

4 Caring for your masks:

- Have 2 masks so that you have a clean one ready.
- Do not share masks with other people.
- Wash the mask with soap and hot water.
- Dry the mask in the sun and iron it to disinfect it.

Use a cloth mask if you come into contact with people

- Using public transport
- Shopping
- Attending essential services

A good cloth mask:

- Has at least 3 layers:
 - Outer two layers are made from thick weave cotton like denim, calico, upholstery fabric or shweshwe.
 - Inner layer made from soft cotton.
- Avoid T-shirt material.
- Use fabrics that can be washed in hot water and ironed.
- Is square with 3 pleats to fit well.
- Covers from above the nose to below the chin and up to the ears.
- Has straps that tie behind the head.

If you are sick with coronavirus or caring for someone who has it, speak to your health worker or hotline about what masks and protection to use.

24 National Hotline : 0800 029 999
 24 Provincial Hotline : 021 928 4102
 24 National WhatsApp : 0600 123 456

Western Cape Government

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www.westerncape.gov.za

6.2 Personal Protection Equipment for Learners:

- All learners and staff must wear face masks at school.
- Safe face mask practices to be followed.
- It is highly recommended that learners should carry their own small bottle of hand sanitiser.
- All learners are to bring a clean cloth that can be used to sanitise their own surfaces prior to eating and at the end of the day.

6.3 Social Distancing:

- Despite wearing a mask, the principles of social distancing – maintaining a 1.5 metre distance from other people and washing of hands must be practised in order to prevent the spread of the virus.

6.4 Ventilation:

- Natural ventilation at the school must be maximised. Doors and windows must be open while the venue is occupied to allow for maximum ventilation.

7. TEMPERATURE SCREENING:

The following should occur at the identified entrance points to the school:

- The number of entrances used must be limited depending on the availability of screeners.
- Ensure that individuals wear masks. No one must be allowed onto the premises without a mask.
- Screening staff must report on time for the screening process. The teams must wear face masks and regularly sanitise their hands while observing social distancing.
- Ensure that all the screening materials are ready and in working condition.
- Learners and teachers must be asked to queue for screening, observing the 1,5m social distancing requirement.
- Markers on the ground/floor can be used to assist with social distancing.
- The temperature of every member of staff and learner must be taken and recorded.
- The person must then answer five questions. This information is recorded.
- The template will contain the following questions:
 - Do you have a cough?
 - Do you have a fever?
 - Do you have shortness of breath?
 - Do you have a sore throat?
 - Within the last 14 days, did you have direct contact with someone known to have contracted Coronavirus (COVID-19)?
- After this process, the individual must proceed to the next point where he/she must wash hands or use hand sanitiser before proceeding to the administrative building or classrooms.
- The information of all teachers and learners screened must be recorded. The daily recording of screening is a requirement with which there must be compliance.
- If the WCED app is available, the data will be captured directly to the app.
- If the app is not available, a WCED template (Annexure A1) is provided below with the screening questions to be completed by the screener during screening. This can be adapted to class lists using the same questions.

If these questions indicate that an individual is a risk or the scanner reading is above 37,5°C, then that person, if an adult, must be requested to consult the COVID-19 hotline number (Western Cape Government 021 928 4102 or National Institute for Communicable Diseases 0800 029 999). In the case of children, they are to be isolated in the Sick Bay, and their guardian will be contacted to fetch them.

8. PROCEDURES ON ENCOUNTERING SUSPECTED OR ACTUAL COVID-19

INFECTION:

- Staff or learners identified to be at risk, must be supported, without inviting stigma and discrimination into the school.
- The isolation room is to be thoroughly sanitised, once the individual suspected of having an infection, has vacated the isolation room.

In the following situations, these protocols, as provided in: L - WCED Guideline: Managing Covid-19 cases in schools, are to be followed:

8.1.1 Action to be taken when a learner or staff member appears ill or displays symptoms associated with Covid-19:

The following applies when a learner or staff member is suspected to be ill or displays symptoms such as a temperature of 37.5° C or more, a persistent dry cough, high fever, respiratory distress or shortness of breath, sore throat etc. at school:

- All learners and staff members must be screened every day.
- The sick bay is to be prepared to temporarily isolate learner(s).
- Should a learner show symptoms associated with Covid-19, isolate the learner and keep him/her separate from other learners or staff in the Sick Bay until they can be collected or taken home.
- The parents/guardian of the learner should be informed immediately and requested to collect the learner.
- On collection of the learner, the parent/guardian should be provided with information on what to do and who to contact when a learner displays symptoms of Covid-19.
- Advise the staff member to go home.
- Advise the staff member or the learner's parent/guardian to call the hotline numbers. (Western Cape Government 021 928 4102 or National Institute for Communicable Diseases 0800 029 999).

8.1.2. Action to be taken when a case of Covid-19 is confirmed in a learner:

- The principal must report all confirmed cases to the circuit manager/district director immediately, as well as information pertaining to the case such as:
 - when last the learner was at school;
 - with whom they were in **direct** contact; and
 - with whom they were in **casual** contact.
- The principal and district officials will do an assessment of the case and the district official will confirm the actions to be taken. The Department of Health will

be responsible for identifying people with whom the learner has been in contact with and will advise the WCED on any further actions or precautions to be taken.

- In most cases, closure of the facility or school will be unnecessary.
- Only the Head of Department can authorise the closure of an educational institution. The Head of Department will be informed by the district and will act on the advice of the Department of Health.
- The Principal must communicate to staff, SGB and parents about the case and the steps taken to ensure safety.

8.1.3. Action to be taken when a learner has been exposed to a possible case of Covid-19:

- If a learner has been in contact with a suspected case, no restrictions or special control measures are required while laboratory test results for Covid-19 are awaited.
- There is no need to close the school or send other learners or staff home.
- The school must continue to observe all Covid-19 requirements.
- Therefore, until the outcome of test results is known, there is no action that staff members need to take.

8.1.4. Action to be taken when a learner has been exposed to a confirmed case of Covid-19:

- Anyone with **close** contact with a confirmed Covid-19 case must be identified and requested to stay at home for a period not exceeding 14 days from the date of exposure while being monitored for symptoms. They may not attend school. (Close or direct contact e.g. a handshake or hug. Just being in the room with no direct contact is regarded as casual contact with no risk.)
- All **casual** contacts (no direct physical contact) should continue to attend school.
- Should the learner who came into close contact show any symptomatic signs whilst at home, the Western Cape Government or National Institute for Communicable Diseases hotline numbers can be called for medical assistance and further testing.
- Learners who are not close contacts of a confirmed case should attend school.
- Learners who have interacted with a healthy contact of a confirmed case must attend school.

8.1.5. Action to be taken if a staff member is tested positive for Covid-19:

- All staff members required to self-isolate must apply for special leave.
- A list of such staff members must be kept and submitted to the relevant district office.

- All staff members and learners who were in **close** contact with the affected person are to self-isolate for a maximum of 14 days since the last contact.
- Identify whom the employee might in turn have infected, i.e. the employees who had direct/close contact (close or direct contact e.g. a handshake or hug. Just being in the room with no direct contact is regarded as casual contact with no risk) with the infected person.
- Assist with gathering/recording the information of all people in order to help with tracing and possibly with isolation.
- Take steps to prevent any further infections.
- Consider possible temporary closure of the work site for cleaning / decontamination.
- The cleaning/disinfecting of the affected space must be facilitated.
- Contact must be maintained with such staff member or learner as a means of monitoring and evaluation.
- Provide support to other employees and inform them of the counselling services available through our Health and Wellness programme.
- Inform the compliance officer who must make contact with the Health Department to inform them that you have an employee with coronavirus infection 2019 (COVID-19) [WCG Hotline 021 928 4102/NICD Hotline @ 0800 029 99)
- The Principal must communicate to staff, SGB and parents about the case and the steps taken to ensure safety.

8.1.6. Action to be taken when a staff member was exposed to a possible (unconfirmed) case of COVID-19:

- If a staff member has been in contact with an unconfirmed case, no restrictions or special control measures are required while laboratory test results for Covid-19 are awaited.
- The staff member must continue to work.
- The school must continue to observe all Covid-19 requirements.
- Therefore, until the outcome of test results is known, there is no action that staff members need to take.
- If the results are positive, apply measures as described in point 9.

8.1.7. Action to be taken when a staff member who was in contact with a confirmed case of Covid-19:

- All those staff members and learners who were in **close** contact with the infected person are required to self-isolate at home for a maximum of 14 days from last contact. (Direct contact e.g. a handshake or hug. Just being in the room with no direct contact is regarded as casual contact with no risk.)
- Staff members required to self-isolate must apply for special leave.

- The principal must ensure that the work space of people required to self-isolate is thoroughly cleaned.
- Contact must be maintained with such a staff member as a means of monitoring and evaluation.
- The names of the staff are to be recorded by the school and a copy submitted to the district office.
- The district office must submit this information to Head Office.
- The Principal must communicate to staff, SGB and parents about the case and the steps taken to ensure safety.

8.2 Managing learners with comorbidities:

- The school must identify all learners with comorbidities (Annexure I (A)).
- Principals must offer parents the option of deciding to oversee the learning of their children at home until the pandemic recedes. (Annexure I (B)).
- If parents do not agree to that responsibility, the learners must return to school.
- If parents accept the offer to oversee the learning from home, they must sign the attached acceptance form (Annexure I (C)) and return it to the school for record-keeping.
- Parents must ensure a conducive environment and resources and oversee the daily learning for the learner to learn at home.
- Parents must ensure that all work and assignments are collected and delivered at school, as required by the school.
- Teachers must prepare work for such learners on a weekly basis and make it available to the parents – learner.
- Parents must receive the work or assignments, mark it and return it to the learner.
- Teachers must engage with the parents in relation to making arrangements for the necessary assessments.

A1: Screening Template

Name of learner/Teacher/Other	Grade/Class	Date

Temperature reading:

No	Question	Yes	No
1.	Do you have a cough?		
2.	Do you have a fever?		

3.	Do you have shortness of breath?		
4.	Do you have a sore throat?		
5.	Within the last 14 days, did you have direct contact with someone known to have contracted the Coronavirus disease (Covid-19)?		

Signature of Screener:

9. HUMAN RESOURCE MANAGEMENT:

- The Principal must identify staff members who fall into one or more categories of the staff members with comorbidities identified by the Department of Health.
- All staff members must undergo a daily screening for symptoms of COVID-19, including a symptom check and a temperature assessment.
- The School must prepare the sick bay or any other room to temporarily keep teachers or learners who did not pass screening.
- All staff must wear a face mask at all times.
- All staff must maintain social distancing of one and a half metres from others.
- The work environment must have sanitisers or hand-washing facilities with soap available.
- Stringent social distancing measures should be implemented in the workplace.
- Staff meetings may not include more than 10 people and staffrooms must be arranged in accordance with prescribed social distancing practices.
- The school must apply for a substitute teacher if a teacher is absent due to the 14 days isolation or is ill due to Covid-19
- The WCED has capacity to provide psycho-social services and an employee health and wellness service to support schools (teachers/learners) affected by the COVID-19 pandemic.

10. DAILY CLEANING ROUTINES AND WASTE MANAGEMENT:

- Frequently interacted-with and touched surfaces and objects should be cleaned and disinfected hourly.
- Any equipment which is shared by employees should be cleaned before and after use.

- All surface tops (tables and cupboards) , especially those areas frequently touched, must be cleaned with diluted bleach disinfectant (20ml bleach per litre of water) and paper towels.
- All learner desks must be cleaned with diluted bleach disinfectant (20ml bleach per litre of water).
- The classroom door handle must be cleaned before the teacher or subject class learners or register class learners enter and leave the room. (To minimise risk, it would be advantageous if classroom doors were left open.)
- Floor surfaces must be mopped with diluted bleach disinfectant or a disinfectant floor cleaner after it has been swept.
- Bins must be kept closed.
- Paper towels to dry hands and wipe surfaces must be discarded in the waste containers immediately.
- Waste from waste containers should be disposed of into plastic bags and sealed before being discarded into the general waste for refuse collection.
- Employees handling waste must wear protective gloves and closed shoes when emptying the waste containers.
- The waste storage area must be cleaned daily.

10.1 Maintaining clean and safe toilet facilities:

- A handwashing station, handwashing soap (liquid) and paper towels must be in all toilet facilities for handwashing.
- Toilet door handles and all other surfaces should be cleaned with diluted bleach disinfectant (20 ml bleach per litre of water) hourly, or at least before and after intervals and after the learners have been dismissed for the day.

11. IN THE CLASSROOM AND ALL OTHER SCHOOL VENUES

- Everyone must wear a mask.
- Learners must be arranged at least one and a half metre apart.
- Classrooms and venues must be well ventilated.
- Social distancing must be observed.
- A portable hand sanitiser station must be placed at the door of every classroom and venue. Any person entering or leaving the classroom must sanitise their hands.
- Desks should be arranged in rows with the desks facing forwards to minimise learners being in face-to-face contact with each other. Workstations should be arranged in such a way to ensure social distancing is observed.
- There should only be one learner at each desk.
- Learners should sit at the same desk every day.
- Windows and doors must be kept open to allow for maximum ventilation.
- Teachers must plan lessons and activities in such a way that no sharing of books or materials occurs.
- Learners must not share items such as pens, rulers, calculators etc.

- Desks and chairs must be cleaned by cleaners at the end of the day, after the classroom has been vacated or is occupied the next morning.
- Teachers must conduct the orientation of learners on the management of the Coronavirus (2019-NCOV) at school.
- **This orientation must include:**
 - The distribution of two cloth masks per learner.
 - Explaining the screening process.
 - Conduct an orientation for learners which should include the following:

“Golden Rules”:

i. **Separate yourself physically from other people:**

- By staying away from people as much as possible.
- By staying home if unwell.

ii. **Physical distancing when around other people:**

- Keep a distance of at least 1.5 metres (2 arm lengths) from others.
- Do NOT shake hands, or fist bump, or elbow bump. Keep your distance.

iii. **Hand washing/sanitising:**

- Regular handwashing with soap and water for 20 seconds.
- Or rub hands with alcohol-based hand sanitiser.
- Wash hands after touching people, surfaces and objects.

iv. **Practising good hygiene measures:**

- Cough or sneeze into your elbow or a tissue and then put the tissue in a bin and wash your hands immediately.
- Do not touch your face with unwashed hands.

v. **Using cloth face masks:**

- Use a cloth face mask to cover your nose and mouth.
- Do not touch the mask after you put it on.
- Leave the mask on all the time except when you need to eat/drink. For eating/drinking, take it off carefully by the strings and place it in a clean paper or plastic bag.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitiser.
- Orientate learners on the changed curriculum plan.
- Introduce the reviewed school timetable, new class lists and the subdivision of classes, if needed.
- Brief learners on social distancing at school, travelling to and from school.
- Explain that learners must sanitise hands before eating which will happen in classrooms or in a controlled environment outside – observing social distancing at all times.

11.1 Engaging with learners in the classroom:

- Learners must wear a mask at all times.
- The first 5 minutes of each day must be used to remind learners of the importance to exercise the “golden rules” of preventing the spread of the virus and respond to questions that learners might have.
- Learner discipline in the class is of utmost importance, so identify what is required of them to ensure their safety.
- Teachers to observe the 1.5 metre distance between themselves, learners and other teachers.
- Request learners to prevent crowding in toilets or when outside during intervals and access to toilets must be monitored to prevent too many learners using the toilets simultaneously.

12. BREAK TIME:

- Break times should be staggered so that fewer learners are on break at a time and to limit the mixing of learners from different classes.
- Learners should sanitise their hands before leaving the classroom and again upon returning to the classroom.
- No sharing of food or eating utensils.
- Learners are not to be permitted to play games that require physical contact during the break times.
- The number of learners in the bathroom will be monitored.
- Learners must maintain social distancing, 1.5 meters apart, during break times.

13. IN THE SITUATION OF SCHOOLS BEING CLOSED:

- All learner and parent contact information, must be up to date.
 - Learning material should be prepared for a period of four weeks in advance.
 - Implement eLearning plans, including digital and distance learning options where feasible and appropriate.
 - Utilise lessons provided by the General Education and Training Curriculum Directorate.
 - Encourage online learning via the WCED ePortal.
 - Provide parents with information regarding lessons on radio, television and the telematics programme.
 - Continue to develop learning material for learners while the school is closed.
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ADDENDA:

DBE: Guidelines for Schools on Maintaining Hygiene during the COVID-19 Pandemic
8 May 2020

A - WCED Guideline: Important information from the Provincial Department of Health

B - WCED Guideline: Roles and Responsibilities

C - WCED Guideline: Orientation of Staff and Learners

D - WCED Guideline: Screening of Staff and Learners

E - WCED Guideline: Cleaning of Schools and maintaining hygiene

F - WCED Guideline: School Feeding

G - WCED Guideline: Psycho-social support

I - WCED Guideline: Managing learners with Comorbidities

J - WCED Guideline: Safety of learners on the Learner Transport Scheme

K - WCED Guideline: Managing hostel safety during Covid-19

L - WCED Guideline: Managing Covid-19 cases in schools

M - WCED Guideline: Roles and responsibilities of School Governing Bodies

Annexure I (A).

Annexure I (B).

Annexure I (C).

Annexure I (A)

LEARNER RISK FACTORS FOR SEVERE COVID-19: COMORBIDITIES
Interim indicators (pending DBE confirmation)

The list of Comorbidities, Risk Factors and Definitions are:

Risk Factor	Detail	Definition
Cardiovascular Disease	Moderate/ Severe Hypertension	Moderate hypertension: systolic BP 160-179mmHg and/or diastolic BP 100-109 mmHg. Severe hypertension: systolic BP \geq 180 mmHg and/or diastolic BP \geq 110 mmHg.
	Congestive cardiac failure or other serious cardiovascular disease	Confirmed clinical diagnosis of congestive cardiac failure or other serious cardiovascular disease
	Cerebrovascular disease, including stroke and transient ischaemic attack	Confirmed clinical diagnosis of cerebrovascular disease.
Respiratory Disease	Pulmonary Tuberculosis – untreated or in early treatment	People who have not completed the intensive phase or first two months of treatment in line with the National Department of Health Standard Treatment Guidelines.
	Moderate to severe asthma	Asthma which requires treatment with high dose inhaled corticosteroids plus a second controller (and/or systemic corticosteroids) to prevent it from becoming 'uncontrolled' or which remains 'uncontrolled' despite this therapy.
	Chronic Obstructive Pulmonary Disease (COPD)	Confirmed clinical diagnosis of COPD

Annexure I(B)

Dear _____ (Parent/Guardian)

MANAGING LEARNERS WITH COMORBIDITIES

There are many definitions of comorbidities. For our purposes, a comorbidity is deemed to be a chronic health condition or a concurrent illness which could have an impact of making the illness worse in co-occurrence with Covid-19.

We are aware that your child might be diagnosed with an existing comorbidity.

If this is correct, and in the interests of the safety of your child, this letter serves to offer you as a parent/guardian of a learner with a severe comorbidity, the option of keeping your child at home as a concession and overseeing his/her learning at home for the next while until the pandemic recedes.

If you wish to make use of this concession, you must please do the following:

1. Complete the attached form. (Annexure I (C))
2. Provide the school with a medical history report from the medical practitioner attending to their condition.

Besides supplying the documentation above, parents/guardians must agree to:

1. Create a conducive environment for their child to learn at home. This would include learning space, resources etc.
2. Accept the responsibility to oversee the daily learning of their children at home, including the daily work and assessments.
3. Accept the responsibility of ensuring that they are informed of what work must be learned and what work must be completed on a daily basis.
4. Ensure that all work and assignments are collected and delivered at school, as required by the school.

It is important that parents accept the responsibility for the daily learning of their child.

Annexure I (C)

Dear Principal

ACCEPTANCE FORM: LEARNERS WITH COMORBIDITIES

I, _____ (Name of parent/guardian),

parent/guardian of _____ (Name of learner)

from _____ (Name of school) hereby accept the concession offered to keep my child at home and oversee his/her learning while the Covid-19 restrictions are in place due to their current medical condition as outlined in the attached proof from their medical practitioner.

Comorbid condition: _____

I accept and agree that I will now take the responsibilities to oversee the learning of my child at home, as outlined in your letter.

I will also adhere to requests made regarding the completion of assessments and other requirements.

Signature: _____

Date: _____