



# BERGVLIET PRIMARY SCHOOL

CHILDRENS WAY BERGVLIET 7945 TEL: (021) 715 1103 FAX: (021) 715 24 86  
EMAIL: [secretary@bergvlietprimary.co.za](mailto:secretary@bergvlietprimary.co.za) WEBSITE: [www.bergvlietprimary.co.za](http://www.bergvlietprimary.co.za)

## UPDATED BPS COVID19 PROTOCOLS AND PROCEDURES FOR PARENTS AND LEARNERS LEAVING HOME TO END OF THE SCHOOL DAY: 23 June 2021

### WE RECOMMEND THE FOLLOWING BEFORE LEAVING HOME IN THE MORNING:

- Wash your hands with soap and water for at least 20 seconds.
- If soap and water are not available, use an alcohol-based hand sanitiser with at least 70% alcohol content.
- Avoid touching your eyes, nose, and mouth with your hands or gloves.
- Avoid close contact with people who are showing signs of illness.
- Stay home if you are ill and try to maintain the appropriate distance from others who share your living space.
- Cover your cough or sneeze with a flexed elbow or a tissue, then throw the tissue in a bin with a lid.
- Clean and disinfect frequently touched objects and surfaces.
- Check your temperature if you have access to a thermometer at home.

### WHAT CAN YOU DO WHEN TRAVELLING TO SCHOOL?

- Staff, parents, guardians and learners must ensure that providers of commuter transport services, including bus/taxi services and private cars transporting learners to school, adhere to the relevant regulations issued in terms of the Disaster Management Act of 2002 (Act no 57 of 2002), as well as all directives addressing the containment of COVID-19.
- It is important to practise social distancing and good hygiene to prevent infection if walking to school.
- Maintain at least 1.5m distance between yourself and another person walking to school.
- Adhere to the measures to combat the spread of COVID-19 in public and private transport services.
- Public transport operators must put measures in place to adhere to social distancing. They must ensure that vehicles are sanitised before and after use, and must observe the new prescribed passenger capacity per vehicle.

### WHAT MUST LEARNERS DO WHEN THEY ARRIVE AT SCHOOL?

- Learners will not be allowed onto the school premises without a facemask. This must be worn correctly, covering the nose and mouth.
- Learners must bring a cleaning cloth and extra face mask daily (This must be kept in a ziplock bag)



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- Learners will enter through their designated gate allocated per Grade. Siblings can enter through the same gate.
- They will make their way to their Grade and Class where the following will happen:
  - The sanitising of hands
  - The taking of learners' temperatures, using a digital thermometer (does not touch skin)
  - The recording of temperatures, along with learners' answers to a set of questions asked by screening individual.

***Below are the questions they will be asked:***

- 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)?
- At this stage, parents are to drop learners at the gate while we control the screening process on the premises. Parents or the emergency contact will be contacted telephonically in the event that their child presents a temperature higher than 37.5 degrees Celsius or presents with any of the following symptoms associated with COVID-19:
    - Cough
    - Sore throat
    - Shortness of breath or difficulty breathing
    - Fever
    - Direct contact with someone diagnosed with COVID-19 in the past 10 days
  - ***The following additional symptoms must be reported to a member of the School Leadership Team:***
    - Body aches
    - Loss of smell
    - Loss of taste
    - Nausea

## WHAT ARE THE PROTOCOLS IN THE CLASSROOMS?

- Teachers and learners are to wear masks.
- Social distancing of 1m, with desks and seats arranged accordingly.
- Learners will be seated at desk with a perspex screen divider provided (450 x 550) as an extra precaution.
- Learners must sit at the same desk every day, and refrain from moving around the room or swopping seats.



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- Sanitising stations will be placed at the door of every classroom, and any person entering or leaving the classroom must sanitise their hands.
- No sharing or swapping of books will be allowed.
- Learners will eat inside the classroom before break, to avoid the sharing of food and utensils.
- No birthday treats are allowed to be sent to school from home

## **BREAK TIME AT SCHOOL:**

- Social distance of 1m to be maintained.
- Staff allocated on break duty roster daily will assist, to ensure that protocols are followed.
- Learners to sanitise their hands before leaving and on returning to the classroom.
- No games which involve physical contact will be allowed.
- Social distance of 1m to be maintained when using the bathrooms.
- Learners will eat inside the classroom before break, to avoid the sharing of food and utensils.
- The School Tuckshop will only be open for prepaid and preplaced orders using the school Karri App – No money handled at the Tuckshop

## **DISMISSAL TIME:**

- All available staff members will assist to ensure that social distancing and safety protocols are adhered to.
- Learners will be escorted from class to the designated grade, gate collection points.
- Children must be collected straight away at the end of the school day.
- Extra-mural Programme happens as per DBE and WCED Protocols and regulations. Learners must be collected as soon as extra-mural ends.

## **WHAT HAPPENS IF COVID-19 IS SUSPECTED IN THE SCHOOL OR LEARNER?**

### **Actions to be taken when a learner appears ill or displays symptoms associated with Covid-19**

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

- The sick bay will be used to temporarily isolate learner(s).
- Should a learner show symptoms associated with Covid-19, that learner will be isolated from other learners and staff until they can be collected from school.
- The parent/guardian of the learner will be informed immediately, and must collect the learner as soon as possible.
- On collection of the learner, the parent/guardian will be provided with information regarding how to proceed if their child displays symptoms of COVID-19.



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## **ACTIONS 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, along with 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 then confirm the actions to be taken. The Department of Health will be responsible for identifying people with whom the learner has been in contact, 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 the Western Cape Education Department (Mr Brent Walters) can authorise the closure of an educational institution. The MEC will be informed by the district, and will act on the advice of the Department of Health.

## **ACTIONS 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 pending.
- There would be no need to close the school or send other learners or staff home.
- The school would continue to observe all COVID-19 regulations.
- Until we know the outcome of test results, no further action on the part of the school and staff would be required.

## **ACTIONS THAT MUST BE TAKEN WHEN A LEARNER HAS BEEN EXPOSED TO A *CONFIRMED* CASE OF COVID-19:**

Anyone in **close** contact with a confirmed COVID-19 case must be identified immediately. The learner will be required to stay at home for a period not exceeding 10 days from the date of exposure, while being monitored for symptoms. ***They may not attend school.*** (In this instance, close contact means direct contact e.g. being in direct contact with someone for at least 15 minutes and not wearing a mask, a handshake or hug).

- If a learner has made **casual** contact only, he/she must continue to attend school. (Casual contact would mean no direct physical contact with a confirmed case, e.g. just being in the same room with such a person. Casual contact carries no risk).
- Should the learner who came into close contact with a confirmed case show any symptoms whilst at home, the Western Cape Health Dept or National Institute for Communicable Diseases hotline numbers can be called for medical assistance and further testing.
- Learners who have not had close contact with a confirmed case should attend school.



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- Learners who have interacted with a healthy contact of a confirmed case must attend school.

## **ACTION TO BE TAKEN IF A STAFF MEMBER IS TESTED POSITIVE FOR COVID-19**

- The Covid-19 positive staff member must apply for special sick leave.
- All staff members and learners who were in **close** contact with the affected person are to self-isolate for a maximum of 10 days since the last contact.
- All staff members required to self-isolate will have the isolation period come out of their sick leave allocation until such time they possibly test positive. Then only does special sick leave apply.
- A list of such staff members must be kept and submitted to the relevant district office.
- The district office must keep records and submit these to Head Office's People Management Practices (PMP) section.
- 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.

## **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 Covid19 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 described above

## **A STAFF MEMBER WHO WAS IN CONTACT WITH A CONFIRMED CASE OF COVID-19**

All those staff members who were in **close** contact with the infected person are required to self-isolate at home for a maximum of 10 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 will have this taken from their sick leave, until they are confirmed positive. Positive Covid-19 cases are classified as special sick leave.



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- 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.

## LEARNERS WITH COMORBIDITIES:

**Definition of comorbidities** - For the purpose of this letter, a comorbidity is deemed to be any other chronic health condition or a concurrent illness, which could worsen the impact of the illness in co-occurrence with Covid-19.

### **Responsibilities for the parent of a child with comorbidities include the following:**

Parents of children with comorbidities must agree to oversee their children's daily learning at home, including the daily classwork. All Assessments, however, must be written at school.

Parents must ensure that their children have access to an environment conducive to learning. This would include the physical learning space, resources etc. Parents must ensure that all work and assignments are collected from school and check the Grade/Class Google Classroom platform. Completed work should then be uploaded or returned to the educator, as required by the school.

Anyone who requires any additional information must email Mrs. Shaban at [bshaban@bergvlietprimary.co.za](mailto:bshaban@bergvlietprimary.co.za) or Ms. Fouten at [secretary@bergvlietprimary.co.za](mailto:secretary@bergvlietprimary.co.za).