

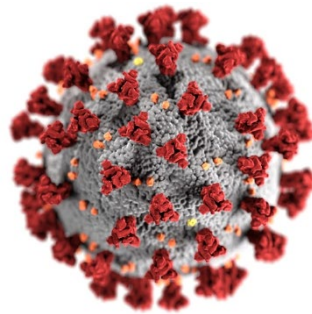
345

NURSERY SCHOOL

ESTABLISHED 1979

TEACHING IS OUR PASSION

Readiness, Return, Resumption!



Policy and Procedural Guidelines for Staff

Carlswald Campus

COVID-19

22nd of June 2020

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1. Preamble

This document has been compiled in order to prioritize the safety of 345 Nursery School Carlswald Campus, once national lock down orders have been rescinded and staff and learners return to school. This will be done with a rigorous screening procedure as well as careful, considered monitoring of learners, staff, parents and visitors. This document will formalise any and all policy and procedural guidelines pursuant to the COVID-19 Novel Virus.

This document has been compiled within the guidelines of the following:

- **Department of Basic Education:** CRITERIA FOR RE-OPENING OF SCHOOLS BASED ON DECONCENTRATING AND SOCIAL DISTANCING IN SCHOOLS AND OFFICES GUIDELINES
- **Gauteng Province:** STANDARD OPERATING PROCEDURES FOR THE CONTAINMENT/MANAGEMENT OF COVID 19 FOR CHILDCARE FACILITIES, SCHOOLS AND SCHOOL COMMUNITIES
- GUIDELINES AS RECOMMENDED BY ISASA

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2. Important

- COVID-19 is spread by fluid droplets when coughing, sneezing or shouting
- It can be spread by a person who has been infected even before symptoms occur

- Virus particles can remain in the air for a short period of time and can remain on hard surfaces for a few days
- COVID-19 is spread by contaminated hands touching the hands of others and touching things such as money, schoolbooks, stationery, door handles and desks



3. Staff Training and Awareness



- All staff on campus will undergo training in the understanding of Covid-19, its spread and its control
- Understand of all procedures required on arrival, during the school day and on departure
- Understanding of processes regarding possible infections and contacts both direct and indirect and how to handle them

4. Personal Protective Equipment

- All staff and learners on campus will be required to wear a face mask/hat shield with the exception of learners below the age of 2 years
- All learners will be supplied with the required Personal Protective Equipment
- Hat shields must be clearly labelled
- Hat Shields must be washed every day
- If a child does not have a face mask (left at home/lost etc) they will be provided with a new one and invoiced accordingly
- Face masks or face shields will **NOT** be shared. Even amongst siblings

5. Access and Monitoring/Sanitizing Procedure

Access Point	Location	Procedure
Main Entrance		Checkpoint 1 <ul style="list-style-type: none"> • All staff are to submit to a temperature check upon arrival at the school. If temperature is above 37.5 degrees centigrade, that staff member must go home immediately • No parents are permitted into the school building during drop-off • All children will submit to a temperature check • If temperature is above 37.5 degrees centigrade, the child will not be permitted into the school • Once temperature is verified, they will then move into the walkway to get sanitized • Once sanitized, they will then be taken into the school by a teacher or assistant • Foot-pump sanitizers will be available • Staff to ensure physical distancing whilst children are awaiting entry into the school
Side Gate		Checkpoint 2 <ul style="list-style-type: none"> • This gate will only remain open during peak drop-off times. 06h30-08h30 • No parents are permitted into the school during drop-off • All children will submit to a temperature check • If temperature is above 37.5 degrees centigrade, the child will not be permitted into the school • Once temperature is verified, they will then move through the gate to get sanitized • Once sanitized, they will then be taken into the school by a teacher or assistant

		<ul style="list-style-type: none"> • Staff to ensure physical distancing whilst children are awaiting entry into the school
Reception Entrance		Checkpoint 3 <ul style="list-style-type: none"> • Once a child has submitted to a temperature check, they will be allowed onto campus • No parents allowed through the gate. Assistant staff will take children to their respective classes • Foot pump sanitizers will be available at the entrance • Children must sanitize once temperature has been assessed. • This gate to be used by Owl and Busy Bee Class
Astro Gate		Closed during Drop-Off/Collection

6. Protocols for Checkpoints and Access

- Every staff member and child will be screened on arrival at school at a checkpoint
- Staff will have their own personal Temperature Record. This **MUST** be kept up to date at all times
- Access to the school will be through one of the three designated checkpoints **ONLY**
- Every person on campus will wear a cloth face mask and/or a face shield
- Refusal to screen temperature will result in non-admittance
- Refusal to sanitize will result in non-admittance
- If elevated temperatures are noted, that staff member/child must leave the school premises immediately
- No visitors will be permitted onto the school premises without an appointment and will be screened on arrival
- Strict access control measures have been put in place, including the signing of register by all visitors
- All visitors must sanitize their hands and have their temperature tested either at the gate or one of the checkpoints (Depending on the time of their arrival)
- All visitors must report to the reception area and be welcomed by an admin member.
- Parents **MAY NOT** go straight to a class for any reason, all parents collecting children during the day before 1:30pm must report to reception.
- There must be regular communication with parents through newsletters, telephone, bulk SMS messages, emails, etc. to minimise parent meetings/ gatherings
- No class-based or face to face parent meetings – Meetings of this nature must be completed using a digital meeting platform such as Zoom etc.

7. Steps to prevent the spread of COVID-19 on school campus

The Education sector supports the national efforts to fight the spread of COVID-19 by providing knowledge towards prevention, treatment, care and support of those who are infected amongst learners, educators, school support staff, parents and school communities. School administrators can take steps to help stop or slow the spread of respiratory infectious diseases, including COVID-19. Childcare Facilities and Schools must be COVID-19 free zones.

Since COVID-19 is a new virus, there is currently no vaccine available (May 2020). However, many of the symptoms can be treated. Receiving early care from a healthcare provider can make the disease less dangerous.

Learners, educators, support staff, officials, parents and communities should observe the following:

- Heed the directives by the President and the guidance provided by the Ministry of Health;

- Avoid public gatherings of over **50** people as the disease is spread through direct contact with respiratory droplets of an infected person which are generated through coughing and sneezing;
- Maintain a distance of at least one meter between yourself and others;
- Avoid shaking hands;
- Wash hands frequently with water and soap or an alcohol-based hand sanitiser to disinfect hands;
- Minimise touching the face (i.e. eyes, nose, mouth) with your hands. The COVID-19 virus may survive on surfaces for several hours. However, simple disinfectants can kill the virus;
- Adjustments will be made to snack time, where the children play, how they may play, where they will have lunch, how they will sit in the classroom, various classroom procedures etc to maintain social distancing.
- School assemblies etc will be done to each classroom via Zoom
- Consult a health care facility if you suspect an infection of COVID-19;
- Inform your Head of Department and Headmaster immediately if you have been in direct contact with an infected person, or if they are diagnosed with COVID-19;
- Eradicate all forms of stigma and discrimination in schools.

8. Roles and Responsibility of Management and Staff

Management and Staff are to remain informed about COVID -19 through reputable sources such as NICD, the Department of Basic Education and the Department of Health and share information with all stakeholders;

- All school buildings will be sanitized and cleaned before the go-ahead is given to return to school. The schools will be provided with certification of this process. This will be completed once a month or as directed or needed
- Teaching staff must put in place an advocacy programme for learners to explain to them about COVID 19 (what it is, symptoms, how it is spread and prevention, as well as to emphasise the importance of when, why and how to wash hands, for example after bathroom, before meals, as frequently as possible, after touching nose, mouth, eyes, after playing, and having touched surfaces, including books and other learning resources and discourage all forms of stigma and discrimination
- Place signs/posters (which the school will supply) encouraging good hand and respiratory hygiene practices, social distancing measures and other requirements to maintain good health.
- The school has procured sanitizers for all classrooms, toilets, offices and staffrooms
- Ensure that ablution facilities and washbasins are functional
- Reinforce frequent handwashing and sanitation. Prepare and maintain sanitizing stations with hand sanitizer in each classroom, entrance, exit, office and lunch venue.
- Cleaning staff must clean and disinfect school buildings at least twice per day. Classrooms must be cleaned at least once a day and water and sanitation facilities a minimum of 4 times per day, particularly surfaces that are touched by many people (railings, lunch tables, sports equipment, door and window handles, toys, teaching and learning aids etc.)
- Ensure that trash is removed daily and disposed of safely
- Teaching Staff should have integrated health promotion and disease prevention and management in daily activities and lessons. Health promotion content should be age-appropriate and disability responsive
- Teaching Staff must ensure that there is an increase in airflow and ventilation in classrooms. This may prove rather difficult in winter but a flow of air through the classroom must be the priority
- Learners desks will be physically distanced through the use of green dots placed in and around classrooms

9. Learner Hygiene

Learners should be encouraged to:

- Sanitize/wash their hands hourly, always with soap and water or hand sanitizer for at least 20 seconds
- Keep their nails and teeth clean
- Refrain from touching their eyes, mouth and face
- NO SHARING of facemasks or face shields

- Not share cups, eating utensils, food or drinks with others
- Sneeze or cough into a bent elbow or tissue, discard the tissue and wash their hands
- Refrain from teasing anyone about being sick
- Share what they learn about preventing disease with their family and friends, and younger children
- Tell their teacher or parents immediately if they feel sick

10. Food Preparation and Serving

Transmission of COVID -19 through food could occur if a person infected with the virus prepares or handles food with dirty hands and contaminates it. Cooking food and observing good hygiene practices when handling and preparing food are effective at preventing contamination. Food handlers must observe the following:

- Wash/sanitize hands with soap and water before and after touching the food during preparation
- Wash/sanitize hands with soap before serving learners with food
- Sanitization of work surface, including tables, stoves and other resources after every half-hour lunch shift
- Keep all appliances clean
- Wear clean kitchen attire at all times
- Wear head gear and masks to cover their mouths
- Wear disposable, plastic aprons which will be disposed of after every lunch service
- Wear rubber gloves which will be disposed of after every service
- Wear closed shoes to protect feet
- Ensure the proper food storage in refrigerators and lockable cupboards
- Rinse food stuff before cooking and fruit before serving to the learners
- Cook food thoroughly
- Clean the counters, sinks and floors regularly
- Avoid cross contamination of food

11. Deliveries to the School Campus

- Drivers will be asked to submit to a temperature check and sanitize before entering the school premises. Failure to adhere to either of these requests will result in non-admittance to the premises
- All deliveries will be placed outside the Reception Gate Checkpoint. Packages must be sanitized before they are allowed into the reception walkway. This will be done by kitchen staff
- Staff receiving orders must wear PPE at all times
- Staff must sanitize their hands once delivery has been signed for
- No delivery drivers will be permitted in to any of the “safe areas” or beyond a checkpoint
- These deliveries also include personal food deliveries for staff (Mr Delivery/Uber Eats etc)

12. A learner appears ill or displays symptoms associated with COVID-19

Parents may not to send even mildly ill children to school but take them to their nearest health facility or medical practitioner. The procedures below must be followed when learners arrive at school and appears ill or displays symptoms associated with COVID-19. When a child/learner is suspected to be sick or displays symptoms; being high fever, respiratory distress, dry cough etc. at school:

- Isolate the learner in the isolation bay (repurposed sick bay in the Reception block) and keep him or her separate from other learners and staff until they can be assessed by a health professional
- In serious cases, learners may be referred directly, with the consent of parents, to the nearest clinic or health practitioner for assessment, depending on the situation/context, or sent home or collected by the parents. Procedures will be shared with parents ahead of time.
- The GDE District School Health coordinator and/or Cluster leader (IDSO) will be informed of any suspected infectious disease outbreak

- Remember that schools are not expected to diagnose learners or to identify cases of COVID-19 and most respiratory illnesses are not COVID-19, therefore the school shall call the nearest health facility or NICD toll free number (0800 029 999)
- The health professional will advise on further action to be taken once diagnosis is confirmed

13. Action to be taken once a COVID-19 case has been confirmed

- Once established that a child or staff member has been diagnosed with COVID-19 the school will immediately contact the DBE and the NDoH.
- The school will identify people (contact tracing) who have been in direct contact with the person and be advised by authorities on what actions or precautions should be taken
- An assessment of the Childcare Facility or School will be undertaken by the Management team and public health officials with relevant staff. Advice on the management of learners and staff will be based on this assessment
- In most cases, closure of the facility or school may be unnecessary. This decision will be based on the exposure within a classroom, block, facility or school and will be specific, based on various factors such as person to person contact risk, exposure etc.

14. Action to be taken on a learner who may have been exposed to a SUSPECTED case of COVID-19

- If a learner has been in contact with a suspected case in school or at home, a minimum 2-day quarantine will be required while laboratory test results for COVID-19 of the possible infected person are awaited
- There is no need to close the institution or send other children/learners or staff home
- The class or immediate work area that the staff member or child occupied will be sanitized immediately
- Until the outcome of test results is known there is no other action that staff members need to take

15. Action to be taken on a learner who may have been exposed to a CONFIRMED case of COVID-19

- All close contacts (fellow learners, educators, and general staff) of a confirmed COVID-19 case are required to stay at home for 14 days while being monitored for symptoms. They may not attend school
- Learners, educators and general staff who had no contact with a confirmed case should attend school. Family and friends who have not had close contact with the original confirmed case do not need to take any precautions or make any changes to their own activities such as attending childcare or educational settings or work, unless they become unwell
- All case contacts who become symptomatic will be immediately screened for COVID-19 and if found to be a case, active contact tracing and self-quarantine of all contacts will be implemented

NB. Keeping learners at home, away from school or closing schools is a serious decision which may restrict the learners' ability to acquire education and will have knock-on effects in terms of the need for home childcare. All decisions for learners to stay home from school, based on possible exposure to or infection with COVID-19 should be justified by available scientific evidence and always be in discussion with the Headmaster as well as Health officials

16. An employee tests positive for COVID-19

- The Headmaster must be informed immediately.
- Through Contact Tracing, all persons who were in direct contact with the infected person, with approval by the Headmaster, will be formally granted in accordance with Public Service Regulation 51, self-quarantine for a period of 14 days to ensure the infection does not spread. This must be done within the protocols of the relevant authorities and National Department of Health (NDoH).
- A list of such employees will be kept and submitted to the DPSA by the Headmaster
- The cleaning/disinfection/sanitization of the affected workspace must be facilitated. Communication contact must be maintained with such employees as a means of monitoring and evaluation

17. An employee was exposed to a confirmed case of COVID-19

- In terms of the NDoH's guidelines, all those employees who were in direct contact with an infected person are required to self-quarantine at home for a period of 14 days or for a duration as prescribed by the NDoH while being monitored for symptoms
- The Headmaster should formally grant approval in accordance with Public Service Regulation 51 for the employee to self-quarantine for a period of 14 days or as prescribed by NDoH to ensure the infection does not spread. This must be done in consultation with the relevant authorities. Such employees can be requested to work remotely
- The Headmaster must ensure that the affected workplace/s are cleaned/disinfected
- Contact must be maintained with such employee as a means of monitoring and evaluation
- The Headmaster must report the cases in the required format to the DPSA via the dedicated email address COVID19@dpsa.gov.za.

18. An employee was exposed to an unconfirmed case of COVID-19

- If an employee has been in contact with a person who has not yet been confirmed as infected by COVID-19 while laboratory test results for COVID-19 are awaited and until the outcome of test results are known, the Headmaster can decide, guided by NDoH, Legal Services and Human Resources, if restrictions or special control measures need to be applied until the results are known
- Report the cases in the required format to the DPSA via the dedicated email address COVID19@dpsa.gov.za

19. An employee appears ill and reports for duty displaying symptoms associated with COVID-19

- If an employee presents themselves at work with similar symptoms consistent with COVID-19; being high fever, respiratory distress, dry cough etc. they must be advised to contact the hotline, consult a medical professional and follow the NDoH protocol for COVID-19
- The employee should be temporarily isolated in the repurposed sick bay in the Reception Block while arrangements are made for them to be transported to a medical facility. Employees must be encouraged to seek medical attention if they display flu like symptoms and to not report for duty
- Further actions should be taken once confirmation of diagnosis of a medical professional has been confirmed
- The Headmaster to report the cases in the required format to the DPSA via the dedicated email address COVID19@dpsa.gov.za.

20. An employee refuses to report for duty based on the fear of being infected by COVID-19

- The employment relationship is the legal link between employers and employees and stipulate that a person (employee) will perform work or a service under certain conditions in return for remuneration (employer)
- The onus is on the employee/s to demonstrate that the workplace is a risk and unsafe in relationship to the virus
- Refusal to report for duty, contrary to the instructions of the Headmaster or HoD means that such absence is unpaid and should be dealt with in terms of the Contract of Employment

21. Closure of a classroom/office/department if an employee tests positive for COVID-19

- A risk assessment will be conducted by the Management team to determine the possible extent of exposure by a staff member/child to others around them.
- As far as possible only the classroom, or teaching block where the possible exposure was located will be closed and then sanitized.
- Preparing for possible closure of an education institution should only be considered following recommendations from a **public health official** and in consultation with the **School Management Team**
- Temporarily closing an institution or schools is a possible strategy to stop or slow the further spread of COVID-19 in communities.

- The School Management Team will work in close collaboration and coordination with health officials to make dismissal and large event cancellation decisions.
- Schools are not expected to make decisions about closure of full facility on their own. Schools can must specific guidance from health officials to determine if, when, and for how long to take these steps. Large event cancellations or school dismissals may be recommended for 14 days, or possibly longer if advised by local health officials and the DBE. The nature of these actions (e.g., scope, duration) may change as the local situation evolves

22. How to clean educational establishments where there were learners, staff or others with suspected or confirmed cases of COVID-19

- All surfaces that the suspected case has come into contact with must be cleaned using disposable cloths and household detergents such as a bleach or alcohol based cleaner
- These include all surfaces and objects which are visibly contaminated with body fluids; and all potentially contaminated high-contact areas such as toilets, door handles and telephones etc
- Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids may need to be specially cleaned and disinfected. If a person becomes ill in a shared space, these spaces should be cleaned and sanitized as detailed above

23. Waste removal within the school with suspected COVID-19 cases

- All waste that has been in contact with the individual, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full
- The handler should ensure that gloves are worn. The plastic bag should then be placed in a second bin bag and tied
- It can then be put in the normal waste

24. Daily classroom cleaning procedure

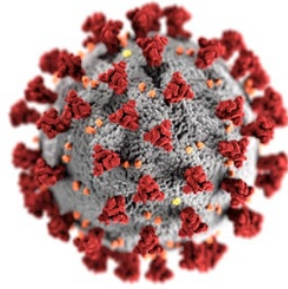
- Cleaners must clean all surfaces (floors/counters/desks/chairs/toilets/basins) daily with a disinfectant (Bleach/alcohol based) cleaner. 250ml of bleach to 5 litres of water
- Surfaces that are frequently touched such as taps/doorknobs must be cleaned hourly with a solution comprising 20ml of bleach with 1 litre of water
- Refuse bins must be lined and must be emptied at the conclusion of each day. Bags must be disposed of immediately
- Cleaners must wear masks, heavy duty gloves and disposable aprons

25. Staff Room and Printing

- The Staff Room is out of bounds until further notice. Coffee/Tea Stations will be set-up outside the pool area on a daily basis. Staff are more than welcome to have their breaks under the school gazebos
- Staff will only be permitted into the Staff Room to collect printing/laminating and to use the school microwave. Only four members of staff are permitted into the Staff Room at any one time whilst still practicing physical distancing and face mask protocols

**These Policy and Procedural Guidelines have been published by the
345/CHP COVID-Response Team
14th of May 2020**

Attached: COVID-19: An Educational Guide for Staff



COVID-19

An
educational
guide
for
Staff



1. What is COVID-19?

Human coronaviruses are common throughout the world. The name corona refers to a crown because these viruses have crown-like spikes on their surface when viewed under an electron microscope.

There are many different coronaviruses identified in animals but only a small number of these can cause disease in humans. Some coronaviruses such as 229E, NL63, OC43 and HKU1 are common causes of illness, including respiratory illness, in humans throughout the world.

Sometimes coronaviruses infecting animals can evolve to cause disease in humans and become a new (novel) coronavirus for humans. Examples of this are the Middle East Respiratory Syndrome Coronavirus (MERS-CoV), first reported from Saudi Arabia in 2012, and the Severe Acute Respiratory Syndrome Coronavirus (SARS-CoV), first recognized in China in 2002. On 7 January 2020, severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) was confirmed as the causative agent of coronavirus disease 2019 (COVID-19). The majority of the case-patients initially identified were dealers and vendors at a seafood, poultry and live wildlife market (Huanan Seafood Wholesale Market) in Jiangnan District of Hubei Province. This suggests that the novel coronavirus has a possible animal-based origin. The specific source of the virus is not yet known.

2. How is COVID-19 spread?

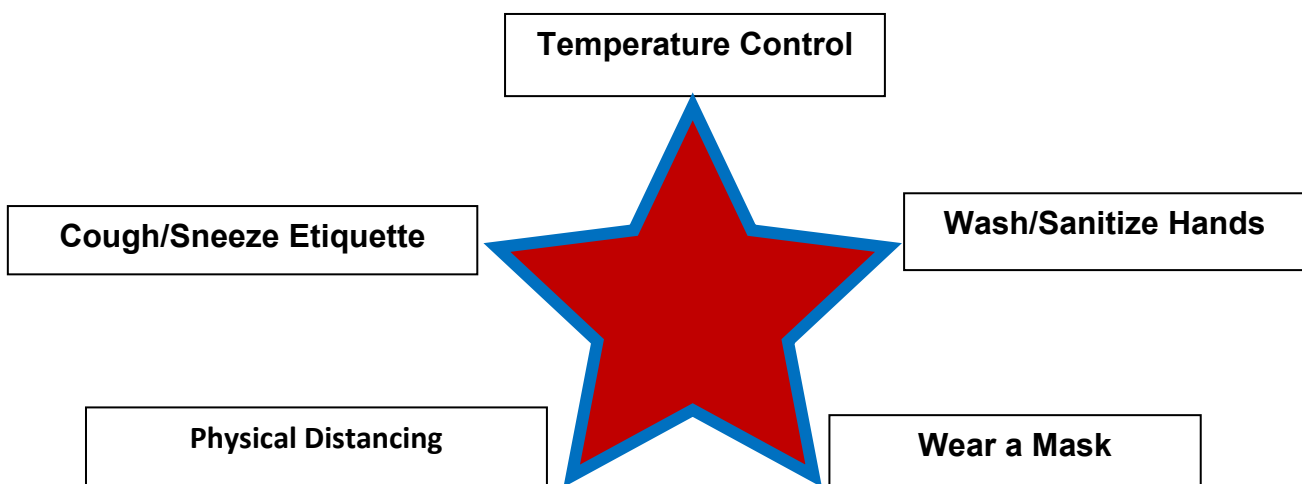
Transmission of the virus is via respiratory droplets (sneezing/coughing/spitting), similar to how the flu and other respiratory pathogens spread. When a person infected with COVID coughs or sneezes, they release droplets of infected fluid. Larger droplets fall on nearby surfaces for example tables, counters in shops, seats in cars/taxi etc. If you touch these surfaces the virus may transfer to your hands, then to mouth, nose or eyes when you touch your face. People may also be infected by breathing in droplets if standing with 1m of infected person. You cannot become infected through your skin.

3. What are the symptoms of COVID-19

Current symptoms reported for patients with COVID-19 have included mild to severe respiratory illness with any or all of the following: fever, cough, fatigue, shortness of breath, myalgia (muscle pain), arthralgia (sore joints), headache, chills or sore throat. Gastrointestinal symptoms such as nausea and vomiting are less common. Anosmia (loss of sense of smell) and dysgeusia (alteration of the sense of taste) have also emerged as relatively common and early symptoms. The severity of illness can range from people who are infected without any illness (asymptomatic infection) to mild respiratory illness, to severe illness requiring admission to hospital or death. The majority of patients (approximately 80%) will have mild respiratory illness.

4. How do we try and control the spread of COVID-19

Much has been said in the press and social media about containing the spread of the COVID-19 Virus. At CHP/345, we are going to follow the Five Star Sequence:



1. Temperature Control

All staff will have their temperature monitored throughout the day. Any temperature over 37.5 degrees suggests that your body is in the initial stages of distress. Your temperature, and that of our learners, will be taken with an infra-red thermometer which does not need physical contact to the head.



2. Hand Washing/Sanitizing

10 STEPS TO WASH YOUR HANDS



3. Wear a Mask

WEARING A MASK

✓ DO'S



Do: Pull the hair back



Do: Cover the mouth & nose



Do: Tie the straps behind the head & neck



Do: Remove the mask by grabbing it from the back

✗ DON'TS



Don't: Pull below the nose



Don't: Wear on the forehead



Don't: Pull below the chin



Don't: Cross the straps



Don't: Leave your hair down the face



Don't: Hang the mask from one ear



Don't: Leave the straps hanging



Don't: Wear a dirty or wet mask

Learn more to Be READY for #COVID19:
www.sacoronavirus.co.za

NICD Hotline: 0800 029 999
WhatsApp 'Hi' to 0600 123 456

4. Physical Distancing

Keep a distance of at least 2 metres from those people around you. At the shops, at school or at the bank. STAY APART!!!



5. Cough/Sneeze Etiquette

