

# **Bosmansdam High School *draft* policy to manage start of schooling for staff and Grade 12 Covid-19**

## **INTRODUCTION**

In light of the current COVID-19 pandemic, this policy will serve to inform of the precautionary measures that will be put in place at Bosmansdam High School when our staff and Grade 12 learners return to school. It will also indicate which steps will be taken should the school suspect that any individual may be infected with any contagious medical condition. Please note that this is a draft document which was circulated to the SMT and SGB for comment. As the measures that were recently announced by the Minister of Education, Angie Motshekga, have not yet been gazetted, there may be a few minor changes to this protocol once that has been done. The staff will return on the 25th May 2020 and the Grade 12's on the 1st of June.

## **Required:**

1. Face shields and masks for all staff.
2. Masks for all learners.
3. X 1 dispensing station inside the foyer.
4. Screening and sanitising station for learners.
5. X 6 temperature guns
6. Sanitiser

## **NON NEGOTIABLES (PRE-CONDITIONS) FOR THE REOPENING OF SCHOOL**

1. COVID -19 essentials (Basic Sanitation & Hygiene Package).
2. Additional substitute posts to replace staff due to long illness (COMORBIDITIES).

## **The following are the guidelines on social distancing:**

- No hugging, kissing or handshaking; direct contact must be avoided.
- Cloth masks must be worn by learners at all times.
- No mass public events; all sports matches, practices and festivals are not permitted.
- Extra classes should be arranged in small groups that maintain social distancing.

## **The following are the 5 Rules to prevent the spread of the coronavirus:**

1. Separate yourself physically from other people:
  - Stay away from people as much as possible.
  - Stay home if unwell.
2. 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 hug, or fist bump, or elbow bump. Keep your distance.
3. Hand washing/sanitising:
  - Wash hands regularly with soap and water for 20 seconds.
  - Rub hands with alcohol-based hand sanitiser.
  - Wash hands after touching people, surfaces and objects.
4. 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.

#### 5. Using cloth face masks:

- Use a cloth face mask to cover your nose and mouth.
- Don't 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 is not available, use an alcohol-based hand sanitiser.

### **Infrastructure and Furniture**

- Sanitize classroom prior to start of school day
- Sanitize hands on entering classroom
- Limit movement of learners between classes
- No clustering of desks in classrooms
- Learners and educators will be screened when schools reopen, starting with Grade 12 (temperature check).
- Learners or staff members that present with raised temperature will then be considered for isolation and testing.

### **RULES FOR OPERATION:**

- Staff with comorbidities to be identified and reported to WCED.
- There should be workplace protocols in place that would include disease surveillance and prevention of the spread of infection.
- All offices and institutions must screen employees and learners on a daily basis for symptoms of COVID-19, including a symptom check as well as temperature assessment.
- All learners and employees must use a cloth mask.
- Offices and institutions must have sanitizers available or hand washing facilities with soap.
- Stringent social distancing measures should be implemented in the offices and institutions.

#### **Daily duties of cleaners include:**

- Clean all surfaces (e.g. floors, bathrooms, desks) thoroughly daily with disinfectant cleaner (recommend sodium hypochlorite 0.5% (biocide sachets) or bleach mixture of 250ml of bleach to 5 litres of water).
- Surfaces that are frequently touched such as taps, door knobs at classrooms and toilets, gate handles, locks and toilet handles must be cleaned. Other frequently touched areas are in staff rooms. Items such as microwaves, kettles, fridges and photocopy machines must be cleaned frequently with 20 ml bleach per litre of water.
- Collect all the bags with possible contaminated waste in bins in classrooms and offices. Tie the bags and dispose of properly in big refuse bags. Tie the refuse bags again.
- Wear protective gear at all times as discussed below.

#### **Personal Protective Equipment (PPE) for cleaning:**

All cleaners must adhere to the 5 rules as discussed above.

Cleaners must also ensure that:

- Face masks must be worn all the time.
- They must protect their hands by washing or disinfecting frequently, or by wearing gloves (which must also be thoroughly cleaned or disposed of.)
- They must wear closed shoes.

## **Mitigating measures:**

The following measures will be put in place by the school.

Before entering the school grounds:

- Any learner or staff member who suspects they may be sick (with any contagious medical condition), has a fever or has recently been exposed to a sick person should stay home.
- All persons entering the school premises must wear a mask at all times (bandanas etc will not be allowed). These may be single-use or reusable / washable masks. Masks may only be removed when eating.
- Anyone entering the school premises must wear a mask.
- No-one will be allowed into the school without a mask. Each learner and staff member will be supplied with additional masks and sanitizer on their arrival.
- **Only the electric sliding gate is to be used for entry by the learners.** All learners must enter through this point only. Parents will not be allowed beyond the designated entry points. Each learner and staff member's temperature will be taken and noted, and their hands will be sanitized. Approved visitors will use the small gate in front of the entrance of the school.
- Any learner or staff member with a **temperature of 38°C or over will be moved to a quarantine area. If the scanner's reading result is within the normal range of body temperature (equal to or less than 37.9°C) then it is considered safe to allow access to the school.**
- These entry points will be open from 6:45 to 8:00 in the mornings.
- No hugging, kissing or handshaking is allowed; direct contact must be avoided.
- Learners who make use of outside taxi transport must have their hands sanitized in the mornings and again in the afternoons before stepping on board. The sanitizer for transport purposes must be provided by the taxi operators. Buses should also carry a reduced number of learners. We ask parents to contact their transport companies and ensure that these procedures are in place.
- We encourage parents to buy face shields for their children as an added measure of protection.
- Parents must ensure that learners have the correct stationery and books as no sharing will be allowed.
- Learners must make sure they have their own water bottles to minimise touching of taps etc.
- The cleaning staff will use the clubhouse for meetings as their venue does not allow adequate social-distancing.
- In the case of rain, students will enter through the metalwork gate and queue in single file, 1.5 m apart in the E-passage from room E6 to room E3. Once screened, they will go to designated passages to ensure social-distancing is maintained. They will also be in separate passages should it rain.

## **After the start of the school day:**

- A single entry point will be available for all visitors. All visitors must enter through this entry point, and report to the reception where they must complete a screening questionnaire.
- Visitors' temperature will be scanned and noted, and their hands will be sanitized before further access is granted.
- All visitors must also wear a face mask.
- Parents may only enter the school on invitation, for instance to collect sick children.
- Only deliveries to school will be allowed.
- There will be no assembly points for the learners in the mornings or after breaks. All learners and educators will go directly to their classes.
- **Any learner or person entering a classroom must sanitize their hands first. The teacher will do this.**
- Desks will be arranged so that learners sit as far as possible from each other in the classes. Large classes will be split where necessary to make this feasible. An alternative timetable will be drawn up.
- To ensure social distancing at change of class, the 'keep left' rule will apply with a 1.5 m distance between each learner.
- At break, learners will be kept apart from each other as much as possible.
- No groups larger than 5 will be allowed and masks must be worn at all times.

- No physical games of any sort will be allowed for the duration of this pandemic.
- Staff and the Matric Council will be on duty as usual to monitor the social distancing of learners.
- After breaks, learners' and staff's hands will be sanitized again before entering the classrooms.
- No gatherings or functions where the total number of attendees might exceed 40 will be hosted; the 1.5m social distancing rule must be adhered to.

#### **After school:**

- No extra-murals will take place. Extra classes will be managed according to existing protocols for lessons.
- Parents are encouraged to pick up their children as soon as possible after school.
- Learners cannot congregate in groups in front of the school.
- Parents will not be allowed to wait on the school playground or to enter the buildings.
- Learners will have to be collected at the same entry point that is open in the morning.
- Classrooms and equipment will be disinfected daily and classes will be deep cleaned weekly.

#### **Movement of learners.**

1. **Only the electric sliding gate is to be used for screening and entry of learners to the premises. Staff will be screened in front of the main entrance.**
2. Staff will be on duty from 6:45 to 8:00 at the front gate.
  - a. School will close at 15:00.
3. Hands will be sanitised when entering the school.
4. Anyone entering the school premises must wear a mask.
5. Staff will take the temperature of learners first. Any learner with a **temperature of 38°C or over will be moved to H1 for quarantine. If the scanner's reading result is within the normal range of body temperature (equal to or less than 37.9°C) then it is considered safe to allow access to the location.**
6. After being screened, learners must move to the back of the school building and wait for the bell to ring before moving to their respective classes.
7. A sanitizing station is to be placed outside the front door. Any person who leaves the school building must sanitise before re-entry. All visitors during school hours must use the front/main entrance, sanitize and complete the screening questionnaire. They MUST indicate contact number upon entering the premises.
8. All other entrances/exits to be locked at all times.
9. To ensure social distancing, learners must walk 1.5m away from one another on the left hand side of the passage.

#### **Breaks:**

1. Masks must be worn at all times.
2. No touching, hugging or the playing of any games allowed.
3. No groups of more than 5; maintain 1.5 m social distancing guidelines.
4. Teachers will sanitise learner's hands on re-entry to class.

#### **Classrooms:**

1. Any learner or person entering a classroom must sanitize their hands.
2. All classes must be sanitised at the end of the school day.
3. Desks must be spaced out like it would be for exams (as far as possible).
4. NO SHARING OF DESKS.
5. Movement of learners in class to be strictly limited.

### **Bathrooms:**

1. All bathrooms must be equipped with soap and sanitizer.
2. All bathrooms must be open at all times to facilitate hand washing.
3. Social distancing rules apply.
4. No more than 5 learners in a bathroom at any given time.

### **Teachers:**

1. Enter the school building through the front/main entrance.
2. Temperatures will be taken. A staff member with a **temperature of 38°C or over will be moved to Time-out for quarantine. If the scanner's reading result is within the normal range of body temperature (equal to or less than 37.9°C) then it is considered safe to allow access to the location.**
3. Staff must have a mask/face shield on at all times.
4. Teachers who have difficulty projecting their voice through the mask may remove the mask when speaking, but should wear a face shield/visor and must keep a physical distance from learners.
5. Sanitise hands when entering any other venue in the school.
6. Sanitise learners' hands when they enter their class.
7. Sanitise the classroom.

### **Responsibilities:**

This shall apply to all persons and anyone visiting an operating site and/or building. No staff shall be exempt from testing procedures.

- Every employee, contractor and visitor must report any case of suspected COVID-19 if they have had close contact with a suspected or confirmed COVID-19 case.
- Close contact is defined as: being within approximately 1.5 metres of a person confirmed as having a positive case of COVID-19.
  - Close contact can occur while:
    - Caring for, living with, visiting, or sharing a room/health care waiting area
    - Having direct contact with infectious secretions of a COVID-19 positive case e.g. being coughed on, etc. staff that have any symptoms related to the virus, **a temperature of 38°C or over**, fever, dry cough, sore throat or respiratory issues shall self-isolate and not come to the workplace
  - A person can be contagious before the symptoms show up as well as after symptoms are present.
- They shall inform the headmaster and Department of Health for advice.
- All learners and staff shall follow fundamental controls e.g. regular handwashing, no physical contact and follow the 1.5m physical distance (social distancing) rule to minimize close contact.
- If any symptoms develop, staff must self-isolate.

### **Steps to be taken if an individual has a fever.**

- Any learner or staff member with a temperature of 38°C or over will be moved to a quarantine area. If the scanner's reading result is within the normal range of body temperature (equal to or less than 37.9°C) then it is considered safe to allow access to the school. Parents as well as the relevant authorities will be informed and the child will need to be collected as soon as possible.
- If a learner develops a fever during the school day, the learner will be escorted to the quarantine area. If a staff member develops a fever, they will be quarantined and will be sent home after the relevant authorities have been contacted.

- **Any learner / staff member who had a fever will not be allowed to return to school until a medical certificate can be provided that states that the individual is not infected with the Coronavirus or any other communicable / contagious medical condition.**
- If a learner/staff member should test positive for the Coronavirus, the situation will be handled in the correct and responsible manner. All parents, staff and other stakeholders will be informed, and the necessary steps will be taken to protect the learners, staff and parent community.
- Parents must please apply similar measures at home to safeguard the school community.

### **General Health & Hygiene**

- Clean lockers, screens, keyboards, mouse, phone, chairs and arm rests before use.
- Clean and disinfect frequently touched objects and surfaces (i.e. lockers, screens, keyboards, mouse, chair arms, common areas) by using detergents or disinfectant cleaning sprays or wipes .
- Provision and regular use of alcohol-based hand sanitizer dispensers.
- Maintain at least 1.5m distance between yourself and anyone who is coughing or sneezing.
- Open windows if possible.
- Avoid organising gatherings in the office unless it is critical business.
- Students and staff must not come to school if they show any of the following symptoms:
  - Cough
  - Fever
  - Shortness of breath
  - Sore throat
  - OR if they came into contact with someone who has Covid 19 within the last 14 days
- A learner who is unable to attend school due to a WCED approved comorbidity will be allowed to do remote learning via e-learning. We are awaiting the DBE and WCED to provide clarification on this matter.
- Students without an approved comorbidity who are absent for more than 10 school days will be automatically deregistered. We are awaiting the DBE and WCED to provide clarification on this matter.