



PRIDWIN  
Preparatory School

# COVID-19 Workplace Plan

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## SECTION 1: BACKGROUND

This policy will be updated regularly in line with Government policy, especially the advice and regulations from the Department of Basic Education, the Department of Social Development and the Health Department. This is a rapidly evolving situation and this policy will be reviewed regularly and updated by the Pridwin COVID-19 Task team.

### THE CONTEXT OF THIS POLICY

The human and economic impacts of COVID-19 have been and continue to be, profound. The pandemic has changed teaching and learning forever and Pridwin needs to adapt to the 'new normal' as soon as possible. We are having to do this in a situation which is extremely complex and uncertain and in which the end point is as yet unknown.

Despite the uncertainty, two guiding strategic imperatives remain:

1. To protect Pridwin so that it survives and thrives in line with its Constitution, and
2. To protect the people who work for Pridwin and the boys who attend it.

Both of these imperatives are threatened:

- The survival of the Pridwin is threatened by the economic impact of the virus as the economy contracts and parents struggle to pay fees, and
- People who work and attend Pridwin are threatened by personal concerns for their health.

While our government and medical science will inevitably impact the shape of the 'new normal', the following phases at this stage seem inevitable:

1. Phase one: Slow the spread of the virus. This has to an extent been achieved by the levels of lockdown between 18 March and the present. For economic, socio-political and medical reasons, the 4<sup>th</sup> level will end on 1 June 2020.
2. Phase two: Phase out the lockdown. This has begun, with the country going to level 4 on 1 May and to level 3 on 1 June, but the details and timeline for the next levels for the country and its economy remain to be determined. Schools will start a phased approach from 1 June.
3. Phase three: Return to full movement. While all the elements of the lockdown will be lifted at some point, it is possible that waves of disruption through further outbreaks, even resulting in further lockdowns, will continue until 'herd immunity' or a vaccine/drug has been secured. Herd immunity may only be achieved by 2024 and while progress is being made with regard to a vaccine/drug, this is unlikely to be procured within 18 months.

A pragmatic approach is therefore needed to balance the twin imperatives of protecting Pridwin and its people as phases two and three unfold. This document aims to do this and will be regularly updated in line with Government policy, especially the advice and Regulations from the Department of Basic Education, the Department of Social Development and the Department of Health.

## GUIDING PRINCIPLES

1. CONTINUITY - Pridwin is committed to delivering a quality academic programme for the whole year.
2. FLEXIBILITY - Given the uncertain and changing global and national environment and the need to adjust to the new realities in our community, personal and professional lives, Pridwin is committed to creating a robust and flexible educational programme that is adaptive, evolves with time and the changing circumstances, and embraces new possibilities.
3. COMMUNITY – Relationships have always been and remain a central component of Pridwin and we commit to incorporate intentional community building programmes at every level. Online and phased schooling will continue to be built on our foundational values and ethos that honours community, relationship, communication, connection and support for all.

## KEY PRIORITIES

- Priority 1. Keeping our school and wider community safe
- Priority 2. Ensuring that staff, boys and parents feel supported
- Priority 3. Teaching our boys' skills to cope in an uncertain, evolving world
- Priority 4. Preparing all boys academically for the year

## SECTION 2: INTRODUCTION

COVID-19 INFORMATION	
What are Coronaviruses?	<ul style="list-style-type: none"> <li>● Coronaviruses are a large family of viruses that cause respiratory illnesses ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS).</li> </ul>
What Is Covid-19?	<ul style="list-style-type: none"> <li>● SARS-CoV-2 is a new strain of Coronaviruses that has not been previously identified in humans.</li> <li>● Covid-19 was identified as the cause of an outbreak of respiratory illness first detected in Wuhan, China.</li> </ul>
What are the Symptoms?	<ul style="list-style-type: none"> <li>● Symptoms can include fever, cough and shortness of breath.</li> <li>● Symptoms may appear in as few as two days or as long as fourteen days after exposure.</li> </ul>
How Is It Spread?	<ul style="list-style-type: none"> <li>● Human Coronaviruses are most commonly spread from an infected person to others through:               <ul style="list-style-type: none"> <li>○ The air by coughing and sneezing</li> <li>○ Close personal contact such as touching or shaking hands</li> <li>○ Touching an object or surface with the virus on it then touching your mouth, nose or eyes.</li> </ul> </li> </ul>
What are The Prevention Measures?	<ul style="list-style-type: none"> <li>● There is currently no vaccine to prevent Covid-19 disease.</li> <li>● Wash your hands with soap and water for at least 20 seconds.</li> <li>● Use alcohol-based hand sanitiser if soap and water is not available.</li> <li>● When coughing or sneezing, cover your nose and mouth with a flexed elbow or tissue.</li> <li>● Avoid touching your eyes, nose and mouth with unwashed hands and social distance.</li> <li>● Clean and disinfect objects and surfaces that are frequently touched.</li> </ul>
Current Situation	<ul style="list-style-type: none"> <li>● Schools were closed under Government Legislation from 18 March 2020.</li> <li>● The country then went into lockdown from 27 March 2020 until the present.</li> <li>● This has been extended to 5 levels of lockdown.</li> <li>● Schools have received a directive to return to school using a phased approach from 1 June 2020.</li> </ul>

## SECTION 3: RELAXATION OF LOCKDOWN AND REOPENING

### What can be done to prepare?

Tasks	Notes	Check
Involve teachers in discussion as to how they can prepare for each option with a focus on flexibility.	Staff meetings and communication.	
Teachers need to review the various curricula in order to focus on that which is essential in each grade and learning area.	This is ongoing.	
All boys' books and stationery must be consolidated into sets for easy distribution.	This is being done, but will be different for JP and SP.	
Update contact lists, telephone numbers and email addresses immediately so that every boy and parent/guardian can be contacted in future.	Parents asked to check their details on Engage.	
Teachers must have the details of all the children they teach.	All details on Engage.	
Packs of work need to be produced for school use, if it resumes, or for home use, if schools do not open or if they close again after a short time.	This will be done for JP. SP will remain online.	
A parent information letter outlining the process within a grade/subject in the event of each of these scenarios needs prepared and circulated.	Various communication sent to parents.	
A newsletter/memo per phase needs to be prepared and circulated with a summary of the information contained in the letter referred to above. Social media needs to be used to alert parents to any letters/newsletters/contracts to be signed.	This will be done as each grade is phased in and for the whole school.	
School websites need to be updated with this information by grade and/or by subject.	Information on the website.	
Medi Response sign off on all protocols and procedures put in place	Medi Response will sign off as well as do a weekly check.	
Professional Medical Training of staff on cleaning and screening procedures	All staff trained by Medi Response.	
Detailed briefing of security staff	All security briefed.	

## SECTION 4: INTERVENTIONS NEEDED PRIOR TO OPENING

Core elements to the successful opening of schools:

Tasks	Notes	Check
1. <b>Set up a COVID-19 (C-19) Task Team</b> immediately to plan, prepare, train and communicate. The school's Health and Safety Team could be re-configured to fulfil this function.	See COVID-19 Task Team composition.	
2. <b>Elicit staff buy-in</b> and restructuring to cater for face-to-face, as well as remote teaching and learning facilitated by older or compromised teachers. Cleanliness and strict hygiene measures will have to be enforced and modelled by staff members.	Headmaster has met with older and compromised staff. All staff have undergone training regarding cleanliness and hygiene measures.	
3. <b>Elicit parent buy-in</b> , support and active participation. A Memorandum of Understanding (contract) needs to be signed by parents and the school.	MOA to be sent to parents via Engage Platform.	
4. <b>Create learner awareness and training</b> prior to returning to school. A Memorandum of Understanding needs to be signed by the parent.	Assemblies and chapel. MOA sent to parents via Engage.	
5. <b>Develop appropriate documentation</b> covering all aspects of school life under COVID19 e.g. COVID-19/special diseases policy, posters (drop-off), handwashing/sanitization, social distancing, meet and greet line-up, break practices, cleaning checklists	Posters printed and ready.	

## Composition of C-19 Task Team:

The Pridwin C-19 Task Team was formed to oversee and deal with the COVID-19 crisis. The composition is as follows:

Executive Headmaster (chair)	Patrick Lees
Designated Compliance Officer	Chiquita Candy
Head of Operations and H&S	Eswee Prinsloo
Secretary/s responsible for the health of children	Simmy Mostert and Avuye Ngqaleni
Phase teacher representatives- these could be Phase HODs	Ross Grimley (SP) / Joanne Glendinning (JP)
Admin staff representative	Terine Moodley
Support staff / maintenance manager representative	Chiquita Candy
Chair of Parent Association	Lisa Jarvis
School nurse/parent doctor – if available otherwise there must be a designated person with a medical or scientific background who can fulfil this role	Medi Response Unit on standby: 0873303911. They can be reached by either making a phone call or by pressing the emergency panic button.

## Functions of the COVID-19 Task Team:

Tasks	Notes	Check
To monitor all aspects of C-19 in the school and be the <b>communication body</b> for the board, management, staff, boys and to the parents.	Task team will meet briefly every day. The appointed Covid-19 Compliance Officer will ensure all safety compliances are met and will provide feedback to the COVID-19 Task Team on a daily basis. The team will meet on a weekly basis. The chairperson of this Task Team may request an emergency ad-hoc meeting should he see the need.	

Communicate regularly via email/newsletters/social media.	PL / TM / DL to ensure communication takes place.	
Patrick Lees is the appointed chairperson of the COVID-19 Task Team. He will be the liaison person with the DBE, SGB, ISASA, CSO, CIE, Naptosa, Sadtu etc.	Patrick Lees	
Patrick Lees' main functions on this Committee is to:	Patrick Lees	
a. create a safe, caring, stress-free culture		
b. oversee and communicate with the Board, SMT, staff, parents and boys		
Simmy Mostert is the designated person on the Committee who will , explore the latest information about the spread, containment and impact of COVID19 and communicate this information regularly to the Task Team.	Avuye Ngqaleni will assist Simmy Mostert in this regard.	
Simmy Mostert will be the designated person who will circulate information:	Simmy Mostert	
The Headmaster will be responsible for information to parents.	Patrick Lees	
Phase representatives/HODs need to liaise with the school counsellor re psycho-social needs of students within grades or the phase.	We have contacts of psychologists / counsellors to refer to.	
Terine Moodley will be responsible for:		
c. the office and reception area protocols to be adhered to around hygiene and distancing	Terine Moodley	
d. the monitoring of attendance registers and follow-up on absenteeism of staff and students	The process will be recorded using the school administration system - Engage. Regular print outs will be filed by the Compliance Officer	
Staff and students must receive orientation on the correct and recommended use of face masks, social distancing and hand washing	7 designated staff have been trained by the Medi Response Task Team and then all staff - cleaning staff, Ground staff, Kitchen Staff, Office personnel and academic staff trained.	

## Elicit staff buy-in

Tasks	Notes	Check
Elicit staff buy-in and restructuring to cater for face-to-face, as well as remote teaching and learning facilitated by older or compromised teachers. Prepare a <b>memorandum of understanding</b> (contract) to be signed with staff over the age of 60, or those with compromised health conditions, which gives them a choice as to whether or not they come to school and alternatives if working at home i.e.	Patrick Lees has been liaising with our 2 teachers who are over 60 and they will not come in to school.  Staff with compromised health will send an email to confirm that it is at their own risk. To date only one staff member.	
The Headmaster will be sending out a weekly update As part of this communication, he will also be focussing on what's happening at the school, how the teachers and children are managing etc. to uplift the community.	We will send out regular communication.	
The Headmaster prepares the input for all boys within the school which could focus on a weekly value to be taught to ensure that moral development continues.	This will be done in assemblies on a Monday.	
There will be required extra help from staff in various areas - classrooms, breaks, screening tables etc..	We will use other non-core teachers / sport teachers, gaps, interns etc.	
Admin staff not at school could work from home. The school would need to make sure that access to the school's network for all at home personnel.	All admin staff will be at school.	
Decisions would have to be made by individual schools on how to handle parallel teaching, i.e. in class and at home. It is possible that some schools will not be able to expect their overstretched teachers to manage both these scenarios.	We will do this - see Phased in Approach document.	
Areas used by staff members must have controlled access to ensure social distancing	CC and TM to ensure this in the staffroom and admin block.	
All staff members need to understand that it would be very wrong for a child or a colleague to be stigmatised should they contract COVID 19. Within the context of our country this is something which has already happened. No person is unclean, amoral etc. if they are unfortunate enough to contract this virus.	This will be emphasised when eliciting parent, staff and boy buy in.	

## Elicit parent buy-in, support and active participation

A parent memorandum of understanding (contract) / Indemnity Form must be signed by all parents whether or not they will be sending children back to school. Should parents choose not to send a child to school, they are still obliged to pay school fees and adhere to all COVID-19 procedures.

### 1. Nature of agreement when a child returns to school:

Tasks	Notes	Check
Parents agree that they take the risk when sending their children back to school and understand that the school will do its best to keep children safe.		
They understand that the school cannot be held responsible for an outbreak given how the virus spreads with the movement of people.		
They agree that children will be kept at home if they show any symptoms of a cold etc. or are sick.		
They will inform the school if their child is sick or if anyone else in the household has been infected with COVID 19.		
In this event, the family must undertake to quarantine the entire family for 14 days.		
Parents are requested to have a clean mask for children each day.	The school will provide a mask if necessary.	
Parents need to teach children how to put masks on and take them off and how to wear them properly.		
Children must be proficient in the use of their masks before coming to school.	Teachers will help.	
Parents need to educate children about <b>social distancing</b> and its importance.	Teachers will help.	
Parents need to abide by the rules and regulations of the lockdown while at home, so as to not compromise the school when boys return.	Eg no play dates, social gatherings etc.	
All parents and children need to understand that it would be very wrong for a child or a colleague to be stigmatised should they contract COVID 19. Within the context of our country this is something which has already happened. No person is unclean, amoral etc. if they are unfortunate enough to contract this virus.		

## 2. Safe ways of behaving need to be adopted:

The following people will be asked to stay at home:

Tasks	Notes	Check
Anyone who has symptoms compatible with COVID-19, such as fever, cough, trouble breathing or loss of sense of smell without a stuffy nose.		
Anyone who has had close contact with a confirmed case of COVID-19.		
Anyone who has returned from travelling until their period of self-isolation is over.		
Boys and staff must follow the <u>health recommendations during this pandemic</u> at all times.		
People must avoid greetings that involve physical contact, such as shaking hands, hugging or touching in any way. Use alternative ways to greet people such as waving or bowing with hands together.		
Groups must take their breaks and move about the school at different times.		
People must avoid sharing items (pencils, toys, books, dishes, utensils, etc.). Disposable cups to be used by staff.	By educating the boys in assemblies, form classes and chapel.	
Boys and staff must limit the items they carry with them between school and home.		
Students and staff must bring their own lunch.		
Boys and staff who have a condition that increases their risk for <u>serious complications of COVID-19</u> are advised to stay home until September 2020.	This is being continuously done.	

### 3. Transport of students to and from school:

Tasks	Notes	Check
Parents are responsible for ensuring their children are transported safely to and from school.	All bursary boys taken care of, so only parents / private drivers will be transporting boys.	
It is the parents' responsibility to insist on their children wearing masks at all times when they are out of their homes and in private cars or transport vehicles.		
It is the responsibility of the parents to ensure that transport drivers sanitise their vehicles at least twice a day i.e. before they collect children.		
It is the responsibility of parents to ensure that they teach their child to sanitise their hands before and after travelling in any vehicle.		
It is important that parents make sure that their children do not travel in crowded buses, taxis or transport vehicles.	No boys on public transport.	
Parents need to ensure that their children do not eat whilst in a vehicle as this would mean that they would have to take their face masks off.		
Parents and transport drivers might have to wait until screening has been done by the school before they leave.	This cannot happen due to traffic and time. They will be contacted if necessary.	
Parents are responsible for ensuring their children are transported safely to and from school.		

### 4. Drop off and Pick up procedures

Tasks	Notes	Check
Parents need to be given clear guidelines as to the <b>first day procedures</b> when schools reopen, including:	This will be done in the Expectations Document.	
how the drop-off will be managed i.e. inside/outside using a drop-off zone, different parts of the school could be used by different phases managed by security	This will be done in the Expectations Document.	
how the children will proceed to class i.e. Foundation Phase (Grades 1,2,3) to follow blue path, Intermediate/Intersen Phase-red path and HS Green etc	We will use extra staff - Gaps, Interns etc. to help as well as signage.	

Parents will only be allowed to drop children off, without getting out of the vehicle, parents must be wearing a mask	Staff on duty need to monitor this.	
Parents may not enter the school grounds/buildings to minimize the number of people on the school campus other than driving in at drop-off and pick-up.		
Clear instructions need to be given to parents regarding the time and place to pick up their children at the end of the day (for simplicity sake, it may be better to use the same place for the drop-off and pick-up)	Expectations Document.	
Parents need to understand that they and their children will not be allowed to gather in groups at any time or place, whether inside the school grounds or on the verges outside the school. Social distancing needs to apply at all times.	Guards and staff to monitor this.	

### Create learner awareness and training prior to returning to school

Tasks	Notes	Check
Boys need to understand that they have a role to play in stopping the spread of the virus and need to be actively engaged in minimizing the spread.	Teachers need to talk and teach boys in this regard all the time. Videos will also be shown to boys.	
Students need to understand and be able to practise social distancing without constant reminding to stay apart.	This will take continued practice and education from staff and parents.	
Students need to understand basically about COVID-19 and why they have to wash their hands properly at various times: before they eat, after they go to the toilet, after they have touched a handrail, bin, if they have touched their face or mask etc.	This will take continued practice and education from staff and parents.	
Protocols need to be explained to boys by parents and boys need to understand the consequences of transgressions.	School discipline policy to be applied here.	
Schools could prepare videos teaching children how to put on masks and why <b>social distancing</b> will be so important. If this cannot be done prior to a school opening then it should be done as soon as children return to school.	This will be done by DL.	
On-going, daily training on COVID-19 needs to be given to children in a way that does not create fear or panic, but rather creates understanding about how to stay healthy.	Teachers will do this in class and it will happen in assemblies and chapel.	

**School readiness for opening to include:**

Tasks	Notes	Check
Schools to follow Government regulations of a phased approach.	We will follow ISASA regulations based on the government regulations as long as every precaution necessary is taken into account.	
Curricula to be trimmed down to core aspects/concepts to be taught in exam/test subjects	This has been done already.	
Classrooms to be correctly prepared.	The strict health guidelines will be followed.	
Libraries and student computer centres in primary schools need to be closed. Physical education lessons need to have a health component to them as well as an exercise component.	Only Physical Education Classes will take place on the field, ensuring all regulations are followed.	
Cancelling of all extra-curricular activities.	No extra-curricular activities will happen.	

## SECTION 5: PRACTICALITIES IN PREPARATION FOR OPENING

### Entrance gate safety managed by maintenance/security manager and staff

Tasks	Notes	Check
All Security guards to be properly trained about correct procedures and protocols	Training has been done.	
Regular proper handwashing, hand sanitizing after each interaction where contact been made directly or indirectly with a person.	There is sanitizer at the gate.	
Pens sanitized after each use	We won't use pens - all electronic.	
Restriction of visitors to school grounds	Only emergency visitors at this stage.	
Guard writes in register not visitor	Compliance Officer will be called to the gate.	
Security guard/s to be equipped with both normal cloth masks and a Perspex shield.	They will also have 2-way radios to contact Compliance Officer if necessary.	
Good supply of sanitizing liquid, Hand-held thermometers	Guards will not do the temperature checks.	

### Classroom safety managed by school cleaning team

The following are suggestions which could be implemented in an attempt to create safe spaces for students in class:

Tasks	Notes	Check
All classrooms are to be cleaned thoroughly daily. All desks, surfaces and chairs must be wiped down with hot, soapy water.		
Windows open in classroom to ensure good ventilation even if it is cold.	Teachers will do this as they arrive at school.	
Light switches, doors, bins, boards, handles, taps must also be cleaned.	Cleaning staff will do this continually.	

Excess furniture needs to be moved out of classrooms	This will be done in classrooms being used.	
All clutter around the classroom needs to be removed	Teachers to check this.	
Loose carpets must be lifted and stored	No loose carpets.	
Reading corners must be closed down and books stored away	Teachers to check this.	
Desks/tables must be arranged in the best possible way in-order to ensure that students are spaced as far as possible from each other.	This will be done and desks labelled.	
No general/shared equipment can be used during this period of time. E.g. class pencil sharpener, book shelves etc.	Boys to have all their own stationery and books.	
Each student must have to have their own supply of stationery at school and at home.	JP boys' stationery will remain in their chairbag and SP boys will keep their stationery in their school bags.	
Tissues should be provided for students and staff in order to comply with the cough and sneeze etiquette	Tissues must be easily accessible.	
Hand hygiene must be performed before and after going to the toilet, before and after breaks and eating food, after blowing of the nose	Teachers may need to help boys, especially JP boys.	
Children might have to be re-assigned to classrooms. This might be necessary if un-equal numbers of students in different classes return to school.	We will monitor this daily.	
Each child should have a "safe zone "created for them.	Desks will be labelled.	
The child's school bag should be placed under the child's chair with all their books etc. in the bag.	JP boys will only bring lunch to school - no bags.	
The child's lunch should be brought to school in a disposable paper bag.	Pridwin lunchbox.	
Children to stay in their classrooms and teachers move from class to class.	The Grade 6 and 7 boys will only move for SAL.	
Teachers leaving a class would need to sanitise the desk etc	Been trained.	
Teachers arriving would have to sanitize themselves and bring their own stationery	All precautions taken.	

### Office safety managed by secretarial representative on COVID-19 Team

Tasks	Notes	Check
Offices to be set up with social distancing in mind	Lines on the floor.	
Chevron tape could be used to cordon off areas allowing for a safe distance between people		
Perspex screens could be erected preventing “aerosol spraying” of secretaries/etc.	Perspex screen in front of reception.	
Office staff to be properly trained about correct procedures and protocols:		
Telephones, equipment, remotes, buttons, door and window handles to be sanitized a number of times a day		
Access to offices to be controlled- no visitors/parents/students ☒ Restricted and only essential access by teachers to office space		
Parents to communicate via phone or email with school personnel		
Applications for admission for 2021 to be done on-line	No school tours.	

### Staffroom safety managed by staff representative on COVID-19 Team

Tasks	Notes	Check
Schools need to develop their own policy regarding the staff room.		
Staff room use must be restricted because of social distancing requirements.		
Teachers need to socially distance themselves and if this is not possible in the staff room then it should not be used.		
If space allows, chairs could be allocated/labelled for teachers who then refrain from sitting in any other position.		
<b>All surfaces are potentially “virus rich”</b> e.g. chairs/ tables etc. could be cleaned regularly throughout the day.		
A suggestion is that tea/coffee be served outside the staffroom on a trolley using: <ul style="list-style-type: none"> <li>• Disposable Cups</li> <li>• Stirring Sticks</li> </ul>		

<ul style="list-style-type: none"> <li>● Sugar Packets</li> <li>● A dedicated person pouring / dispensing boiling water and milk</li> </ul>		
No appliance like a microwave should be used as potentially it is a surface which could harbour viruses.	Microwave removed.	

### Computer Room/ School computers safety managed by IT teacher/cleaning team

Tasks	Notes	Check
No school computers should be used by students during the entire period of the COVID 19 crisis.	Only their own device will be used.	
Computers are potentially very likely to cross contaminate people.		
In some schools it will be necessary for teachers to share computers- this is a big problem.	All teachers have their own laptop.	
In this instance, <b>intense sanitizing is needed.</b>		
Masks should be worn at all times		
Before using a computer the staff member needs to wash their hands properly		
Tables/desks on which computers sit must be washed down/sanitized between different users and at the end of every day		
<b>The entire computer-</b> keyboard, screen, wires etc. need to be wiped down with sanitizing 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.		
Printers must also be wiped down before and after using them		

### Playground safety

**All portable playground and sport equipment** must be removed and stored away. Fixed playground equipment needs to be cordoned off with chevron tape. Posters showing a cross through someone playing on the equipment needs to be posted at various points around the jungle gym.

Tasks	Notes	Check
Posters, signs and floor decals promoting physical distancing and hygiene habits must be posted	Lollipop signage.	

Benches and fixed tables must be washed with soapy, hot water twice a day and after each school break where students might use them.		
It is suggested that courtyards, concrete seating areas be marked off with duct tape “patches” to indicate where students can stand or sit whilst socially distanced.		
Boys will be allowed to go outside for breaks and will entail walking outside safely distanced from one another and be allowed to sit in a pre-arranged pattern outside.	More staff on duty.	
There must be no contact between students or playground equipment.		
Absolutely no contact sport or games can be allowed and no games involving balls or any other equipment.	Monitored by staff.	

### Toilet facility safety managed by school cleaner/cleaning team

#### Essential requirements:

Tasks	Notes	Check
alcohol-based hand rub		
soap, preferably liquid		
disposable paper towels		
bins for disposing of paper towels are to be provided for students and staff to encourage very frequent handwashing during the day		
hand hygiene must be performed before and after going to the toilet		
signs/posters need to be above all wash basins reminding students of washing practices		
doors, handles, taps, basins, toilet bowls, basins and bins to be cleaned regularly during the day		
if possible, allocate a dedicated person/s to be on duty throughout the day to ensure the highest hygiene levels in toilets		
floors need to be washed twice a day		
social distancing signs/posters need to be at the entrance to the bathroom/toilet area		
no food, drink or any other personal items can be brought into the toilet (signage to this effect needs to be on the door to the toilet area.		

## SECTION 6: OPERATIONAL PROTOCOLS

### 1. Boy Drop Off and Pick Up Protocol

#### Drop Off

- The driver and pupil must be wearing their mask on entry;
- On arrival the driver must produce the signed questionnaire either in hard copy or on the phone;
- The pupil must be dropped off and the driver is to leave, without getting out of the car;
- Staff will be available to escort the pupil to the checking station for their temperature check and hand sanitization;
- The pupil will then go directly to his classroom.

#### Pick Up

- The driver is permitted to enter the School, but must stay in the car;
- The driver must be wearing a mask;
- Before leaving the class each pupil is to sanitise his hands;
- The pupil will be escorted out of class and go directly to his car.

### 2. Academic and Admin Staff Protocol

- Temperature to be taken on arrival at School;
- Temperature to be taken before leaving School;
- Masks to be worn at all times;
- Hand sanitizer to be used frequently;
- Social distance of 2-metre distance to be kept;
- No gathering of Staff and Pupils in groups;
- Staff room to be used by one staff member at a time (if we open at all)

### 3. Ground Staff Protocol

- Temperatures to be taken every morning on arrival at work;
- Temperature to be taken every afternoon before leaving work;
- Staff to use gloves and mask on all public transport to and from work;
- Ground Staff to wear mask/shield and gloves at all times;
- All machinery is to be cleaned after use;
- Hands to be washed with soap and water or sanitizer regularly;
- No sharing of food;
- No sharing of utensils or crockery;
- Social distancing of 2 metres to be upheld at all times;
- Safe disposal of refuse in the workshop to be upheld at all times;

The following must be done on a daily basis:

- The change room to be cleaned and sanitized every day. The showers especially need attention;
- The workshop kitchen area to be cleaned throughout the day and a deep clean at the end of each day;
- Each staff member to ensure that their crockery and utensils are washed and cleaned every day. It is the responsibility of each staff member to ensure that no one uses it.
- Staff to ensure that they come to work in clean overalls every day.
- Staff to ensure that their shoes are cleaned every day.
- The staff eating area to be cleaned every day especially the tables.

### 4. Cleaning Staff Protocol

- Temperatures to be taken every morning on arrival at work;
- Temperature to be taken every afternoon before leaving work;

- Staff to use gloves and mask on all public transport to and from work;
- Cleaning Staff to stay 2 metres from all other Staff and boys at all times;
- All Cleaning Staff to wear gloves and a mask/shield at all times;
  
- All bathrooms to be cleaned every 30 minutes.
  - Toilets washed down
  - Taps and toilet handles to be cleaned
  - Door Handles wiped
  - Soap and hand towels refilled
- All door handles, rails, balustrades, light switches and windowsills to be wiped on an hourly basis with bleach solution.
- Classrooms must be wiped each time the boys leave the class e.g. breaktime.
- At the end of the school day all classrooms, offices and corridors must be cleaned down with bleach solution.
- **Once each area has been cleaned the door must be closed and no entry will be allowed until the following day.**

### 5. Classroom Cleaning Protocol

- Windows open in classroom to ensure good ventilation even if it is cold.
- Light switches, doors, bins, boards, handles, taps must also be cleaned.
- Excess furniture needs to be moved out of classrooms
- All clutter around the classroom needs to be removed
- Loose carpets must be lifted and stored
- Tissues should be provided for students and staff in order to comply with the cough and sneeze etiquette
- Teachers leaving a class would need to sanitise the desk etc.

## 6. Classroom Operation Protocol

- Boys will need to be led to their classrooms where desks will have been allocated to them and clearly marked;
- Boys will need to know and understand that they are not able to move around the classroom or swop seats;
- Desks/tables must be arranged in the best possible way in-order to ensure that students are spaced as far as possible from each other;
- No general/shared equipment can be used during this period of time. E.g. class pencil sharpener, book shelves etc.
- Each student must have to have their own supply of stationery at school and at home;
- Teachers arriving would have to sanitize themselves and bring their own stationery;
- Children might have to be re-assigned to classrooms. This might be necessary if un-equal numbers of students in different classes return to school;
- Reading corners must be closed down and books stored away
- Hand hygiene must be performed before and after going to the toilet, before and after breaks and eating food, after blowing of the nose
- Each child should have a “safe zone “created for them.
- The child’s school bag should be placed under the child’s chair with all their books etc. in the bag.
- The child’s lunch should be brought to school in a disposable paper bag.
- Children to stay in their classrooms and teachers move from class to class.

## 7. Bathroom Cleaning Protocol

- All bathrooms to be cleaned every 30 minutes.
  - Toilets washed down
  - Taps and toilet handles to be cleaned
  - Door Handles wiped
  - Soap and hand towels refilled
- All door handles, rails, balustrades, light switches and windowsills to be wiped on an hourly basis with bleach solution.

## 8. Kitchen Protocol

- There is no evidence that the virus can be transmitted through food.
- The risk is through food handling and surfaces.

Proposal: Kitchen can still be operational through this time with clear Health and Safety guidelines.

### **Pre-Opening Kitchen operations: (this will take two weeks to set up)**

- Disinfect Kitchen, Utensils and all Surfaces
- Disinfect Dining Room, Utensils and all Surfaces
- Disinfect Staff Room, Utensils and all Surfaces
- Health and Safety Training with Staff
- Health and Safety Equipment and PPE to be in place

### **Once kitchen is open:**

- NO unauthorised personnel allowed in kitchen
- Authorised personnel must wear gloves and face mask at all times
- All Surfaces to be cleaned and sanitised every morning before shift and before end of shift.
- Each station to contain 1 bucket with hot soapy water and 1 bucket of sanitiser
- Tea Time: (for all staff) Teachers & Admin in Staff Room. Grounds Staff, Cleaners, Security and Kitchen Staff in Dining Area.
- One staff member delegated to staff room with gloves and face mask.
- Staff member will hand out food in Paper cups or Prepackaged bags
- Constant cleaning and sanitising of all surfaces.
- Tea time Snacks: Porridge, Muesli, Yoghurt, Fruit, Sandwiches, Soup
- Paper Cups made available to staff for Hot and Cold Drinks (no mugs available)
- Only Sachets to be used. Clear Recycling bins to be set up.

Lunch Time:

- No Eating to be allowed in the Dining Room. All food to be provided on a grab 'n Go Basis.
- 2 stations to be set up. 1 on Janion Side for Senior Primary and 1 on the Astro turf side for Junior Primary
- Staff to be wearing full PPE (Gloves and Masks)

Suggestions for serving:

- Teachers to bring their class at specified times to ensure orderly behavior (monitors can be used during this time as well)
- Need the names for Children with dietary requirements. This will be available from a separate station with their names on it (if this can please be rerequested from Parents to ensure we haven't missed anyone)
- Food will be provided in takeaway containers (all purchased from Green Home so is recyclable)
- Clear recycling bins available
- Food options can be the following: Burgers, Wraps, Pizza, Stir Fry etc. (more detailed menu to follow)
- Whole fruit will be available (washed with food safe disinfectant)
- Boys can eat on the playing fields etc.
- Another possible suggestion is to open the Dining Hall out into the small hall with more tables and seating (in case of poor weather)

**Alternative plan if we are not able to open the Kitchen:**

- Full Cleaning and sanitising to continue.
- Full stock count to be conducted and documented
- Tally of unused kitchen equipment to be documented and set up for sale.
- Possible Freezer meals to be prepared for Staff and Pridwin Parents to be available for sale from the school

*Concerns: Staff with underlying Health Conditions should be tested beforehand and get professional advice on whether they are safe to be at work.*

### 5. Staffroom Protocol

- Only 4 people in the staffroom at one time
- Social distancing to apply
- No use of the microwave
- No food
- No meetings
- Only tea and coffee available in paper cups

### 6. Playground Protocol

- Only designated playgrounds and field will be used
- A limited number of boys will be allowed onto each playground area
- All equipment will be cordoned off.

### 7. Breaktime Protocol

- There will be staggered break times
- Extra staff will be on duty to enforce social distancing
- Games played at break will be monitored very closely so as to abide by the health regulations
- No equipment can be used during break
- All jungle gyms etc. will be cordoned off
- No sharing of food.

#### **8. Protocol should a staff member or boy fall ill during the day**

- The boy needs to inform a teacher
- He will be taken to reception and his parents will be contacted
- He will wait in an isolated area with a staff member until fetched
- It will then be the parent's responsibility to inform the school of the well-being of their son
- The whole process will be done under strict confidence.

#### **9. Protocol should a staff member or boy test positive for COVID-19**

- The school needs to be informed
- The school will inform the Department of Health
- We will endeavour to track the staff member or boy to ascertain the source
- The staff member or boy and their family will need to self-quarantine for 14 days
- This whole process will be done under strict confidence.

#### **10. Waste-Management Protocol**

- Waste-management is controlled by Becabee
- Becabee use 1 gentleman to split our dustbin bags into the required bins for recycling
- Becabee staff to be trained health and safety
- Becabee to produce a Health and Safety document

## SECTION 7: EQUIPMENT AND CHECKLIST

### Equipment which every school should have in stock before school opens

Tasks	Notes	Check
One time use masks – for use by front office personal, security guards etc.		
Rubber disposable gloves		
Hand sanitizer bottles		
Tissues		
Paper hand wipes		
Coloured duct tape for use in creating social distancing areas		
Posters for physical distancing , correct hand washing, face masks		
Wipes to clean photocopiers, computer equipment etc.		
Plastic aprons to be used by cleaners and when extra protection is required		
Rubbish bins for paper hand towels		
Goggles/safety glasses for emergency use if someone is ill		
Digital no-contact forehead thermometer		
Cleaning products and disinfectant spray		
Soap such as Handy Andy, foaming dishwashing liquid, Jik		
Buckets		
Cleaning cloths and mops		

## COVID-19 School Assessment Checklist

1. Documentation	Check
1.1. Health Certificate.	
1.2. Certificate of Acceptability.	
1.3. Proof of sanitation incl. MSDS (Materials Safety Data Sheet).	
1.4. Proof of COVID-19 Training	
<b>2. COVID-19 Readiness Measures</b>	
2.1. Are all the teachers and boys provided formal training on preventive measures of COVID-19?	
2.2. Are measures in place to conduct screening and are records kept for all the teachers, learners and visitors at the entrance?	
2.3. Are all the screening tools including thermometers and screening sheets available at the school?	
2.4. Is there an SOP in place for action to be taken for the teachers and learners who fail the screening test?	
2.5. Is there SOP in place for action to be taken for any person who tests positive for COVID-19 at the school?	
2.6. Is the person conducting screening adequately trained to conduct screening and interpret screening indicators/results?	
2.7. Are all the rooms in the school with human activities sanitised regularly?	
2.8. Are all teachers and learners sanitised at the entrance of each classroom?	
2.9. Is there provision made in the classroom and staffroom to maintain social distancing (1.5m) in the form of marking or other means?	
<b>3. Buildings and Facilities</b>	
3.1. Is there adequate ventilation in terms of the National Building Regulations	
3.2. Are cold and hot running water provided at all times	
3.3. Are personal protective equipment and clothing provided e.g Mask, Face Shield?	
3.4. Is a sick room or isolation room provided?	
3.5. Is there a temporary water storage tank/emergency water storage tank available in case of water cut?	
3.6. Are cleaning material and disinfectants to ensure a hygienic environment in the school is available and properly stored at all times.	
3.7. Is a sanitising schedule kept and maintained for cleaning of all areas in the school.	
3.8. Are the toilets monitored on a regular basis?	
3.9. Are measures in place to monitor and control learners during lunch breaks in order to ensure preventative measures are adhered to i.e. wearing of masks, social distancing etc?	
<b>4. Communication and education</b>	
4.1 Are educational posters/material on COVID-19 displayed within the school premises for continuous awareness of everyone at school?	

<b>5. Kitchen Tuckshop Feeding Scheme</b>	
5.1. Does all the above comply with R638?	
5.2. Does the kitchen setup and food preparation comply with COVID-19 preventative measures?	
<b>6. Waste Management</b>	
6.1. Are general waste management provisions in place?	