



basic education

Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

BUSINESS PROCESS DOCUMENT: PREVENTION OF THE SPREAD OF COVID-19

BUSINESS PROCESS DOCUMENT: PREVENTION OF THE SPREAD OF COVID-19

INDEPENDENT SCHOOL PRINCIPALS

1. Principals of independent schools must, in compliance with the directives issued by the Minister of Employment and Labour in terms of Regulation 10(8) of the National Disaster Regulations, take amongst others the following measures:

- 1.1. Ensure that learners and employees are screened when the schools re-open using the NDOH COVID-19 procedure and questionnaire;
- 1.2. Notify learners and employees that they must report any of the following additional symptoms: body aches, loss of smell or loss of taste, nausea, vomiting, diarrhoea, fatigue, weakness or tiredness and any symptoms that might risk the health of the person or persons related to COVID-19;
- 1.3. Ensure that learners and employees are informed, trained and instructed as to the correct use of cloth masks and other hygiene measures related to curbing the spread of COVID-19;
- 1.4. Continuously monitor compliance by learners and employees and anyone authorised to enter the school;
- 1.5. Ensure that a risk assessment is conducted to identify categories of employees requiring specialised Personal Protective Equipment (PPE). Those employees should be provided with the PPE in accordance with their risk as per the Department of Health guidelines.
- 1.6 Provide each employee with a process guide in terms of dealing with a possible positive case of COVID-19;
- 1.7. Ensure that learners and all staff members are provided with face masks which must be worn throughout the school day.
- 1.8. Ensure that anyone authorised to enter the school to perform essential services complies with COVID-19 procedures. Visitors should be discouraged unless essential.

2. Process for re-opening of independent schools and early childhood development centres:

- 2.1. To ensure a smooth transitioning into the re-opening of independent schools and ECD Centres the following measures should be observed:
 - 2.1.1. All independent schools and ECD centres will re-open on 01 June 2020 as determined by the Minister of Basic Education only if they comply with all the health and safety requirements.
 - 2.1.2. To facilitate access to schools while complying with the conditions of the relevant lockdown level, permits will be secured as follows:

- 2.1.2.1. Heads of schools / Principals will issue permits to their staff using the prescribed Form 2 in line with Government Gazette 480.
- 2.1.2.2. Heads of schools / Principals will secure permits for themselves from any of the following:
 - ✓ the Chief Executive Officer (CEO) of the school campus,
 - ✓ the Chairperson of the School Board,
 - ✓ Associations that have capacity to issue permits or
 - ✓ the Provincial Education Department (PED) District Director.
- 2.2. No independent school or ECD centre will re-open unless it has a clear plan that will address the following basic COVID-19 essentials:
 - 2.2.1. screening of learners, educators and staff when they enter the school premises;
 - 2.2.2. use of hand sanitisers at all entry points;
 - 2.2.3. use of cloth masks by learners, educators, staff and visitors at all times while on the school premises; and
 - 2.2.4. compliance with the recommended social distancing of 1.5 metres between learners in and outside of classrooms.
- 2.3. Independent schools and ECD centres will ensure that they have plans for the phased re-opening of the school and ensure that it is made available for inspection by the PED or any other relevant authorities.
- 2.4. To ensure that teaching and learning is not affected, independent schools and ECD centres will be notified ahead of time of any inspection or monitoring that will be undertaken by the PED or any other relevant authorities.

3. Provincial Education Departments, District and circuits:

- 3.1. The education sector will continue to support the national efforts to fight the spread of COVID-19 by sharing information received from the Department of Health regarding the prevention, treatment, management, care and support of those who are infected among learners, educators, school support staff, parents and school communities.
- 3.2. Provincial Education Departments (PEDs) will advise employees who show symptoms associated with COVID-19 not to come to work and to seek medical care. If they are booked off by their practitioner, employees should take paid sick leave in terms of section 22 of the Basic Conditions of Employment Act (BCEA) and the leave provisions as set out in the Personnel Administrative Measures (PAM).
- 3.3. Independent schools and ECD centres must advise parents to keep their children at home if they are unwell. It is advisable for independent schools to develop Standard Operating Procedure (SOPS) for this purpose and to adhere strictly to these SOPS.

- 3.4. The Independent school must inform the District in writing about the re-opening of the school.
- 3.5. District officials delegated, in consultation with local health offices, must conduct monitoring of compliance at the school ensuring all COVID-19 requirements including social distancing are being consistently met.
- 3.6. The District office will develop a report to the Head of the Department that confirms the number of independent schools that have complied with all the basic requirements before opening of the schools.
- 3.7. The report must be submitted and signed by the Head of the Provincial Education Department.
- 3.8. Provincial Education Departments must provide a list of all opened independent schools that complied with all COVID-19 requirements to the DBE within three months after the re-opening of the independent schools.