

TAFELBERG SCHOOL



COVID-19 POLICY

Date accepted : 25/05/2020

ABBREVIATIONS / DEFINITIONS

CM	Circuit Manager at the District Office
Covid-19	Refers to the Corona virus
DBE	Department of Basic Education
ICU	Intensive Care Unit
MNED	Metro North Education District
PPE	Personal Protective Equipment
Screening	Taking of temperature, completing a questionnaire and checking for the wearing of a face mask.
SGB	School Governing Body
SMT	Senior Management Team
Testing	A full medical examination / test by qualified medical personnel
WCED	Western Cape Education Department

INTRODUCTION

This policy has been necessitated because of the Covid-19 pandemic, but can be applied to related disease outbreaks of a similar nature, in future.

This policy takes cognisance of the SA Constitution, SA Schools Act and regulations of the state of emergency.

COVID-19 is caused by the SARS-CoV-2 virus and spreads from person-to-person through respiratory droplets produced when an infected person coughs or sneezes, and from touching contaminated surfaces. Thus social distancing and sanitizing workspaces is the main means to prevent the spread, at this time.

Predominant symptoms include those of the respiratory tract such as cough, fever, sore throat and shortness of breath. Current data indicates that 80% of COVID-19 infections will be mild while 20% will be more severe with some requiring ICU treatment, while most people will recover. In general, the severity of COVID-19 infection is associated with older age groups and vulnerable populations with comorbidities. Children and adolescents usually exhibit mild or no symptoms.

When schools re-open, it is important that certain sustainable measures be put in place to ensure that all our staff and learners remain safe, and that we reduce the chances of the school environment becoming a source of Covid-19 transmission. We need to ensure the safety of all in order that we can continue to perform our core function of delivering a quality education to all our learners, in an environment that is conducive to teaching and learning.

Until we have a vaccine, we recognise that a combination of hygiene/sanitization and physical distancing measures will be crucial when schools re-open, therefore, training and advocacy with staff, learners and parents will be important.

Furthermore, it must be noted that the school staff and SGB are not solely responsible for ensuring proper hygiene/sanitization and social distancing measures, but that responsibility and liability also extends to all our parents / guardians and learners. We are all responsible to ensure a safe school environment and to reduce any possible school-based transmission.

This policy will in the main deal with the following areas:

- Identifying high risk staff and learners
- Managing safety at school: before, during and after school
- Safety measures
- Safety equipment
- Training / advocacy
- Day structure changes and Curriculum delivery

In the interest of the health and safety of the school community, certain discipline measures contained herein, will supercede those in the Code of Conduct while schools must operate according to lockdown legislation.

1. HIGH RISK INDIVIDUALS

- a) Solid organ transplant recipients.
- b) People with specific cancers or receiving immunosuppressive treatment, chemotherapy or radical radiotherapy for their cancer.
- c) People who have had bone marrow or stem cell transplants in the last 6 months.
- d) People with severe respiratory conditions including cystic fibrosis, severe and unstable asthma, or current active tuberculosis of the lung.
- e) People with rare diseases that significantly increase the risk of infections (such as Severe Combined Immunodeficiency (SCID), homozygous sickle cell).
- f) People on immunosuppressive therapies sufficient to significantly increase risk of infection.
- g) Women who are more than 28 weeks pregnant, or with significant heart disease
- h) Persons age 60 and over.
- i) Serious heart conditions.
- j) Underlying medical conditions not well controlled, such as diabetes, renal failure, hypertension or liver disease.

Staff and learners with comorbidities / pre-existing medical conditions will be identified and placed on a data base, to be dealt with according to legislation and DBE and WCED regulations.

Parents may choose to keep their child at home for medical/safety reasons, for a period of time.

2. MANAGING SAFETY AT SCHOOL

All persons entering the school grounds must agree to undergo a screening test. It is the responsibility of all our school community, and visitors to Tafelberg School, to abide by this policy.

Any person not complying with these measures will be denied access.

All School staff, learners, parents and visitors on school premises must abide by the following:

- Stay home if you are sick – do not come to the school.
- Wear a regulation face mask, in the proper manner, at all times.
- Sneeze and cough into a tissue or your bent elbow.
- Discard tissues into a bin immediately after use.
- Wash your hands regularly and thoroughly with soap, especially before and after visiting the toilet, and the staffroom and kitchen areas.
- Sanitize work surfaces and educational equipment regularly.
- Practise social distancing at all times
- Learners to adhere to the rules regarding demarcated areas

The incorrect use of masks (such as mask not covering nose, worn inside-out, worn when wet or moist, repeated touching of the mask) would not only reduce the potential benefits, but may be a source of infection.

The most effective means of prevention is still proper hand-washing and physical distancing according to medical experts.

Staff and learners to regularly sanitise personal devices.
Isolation area and other identified areas (eg classrooms, toilets, staffrooms etc) to be regularly sanitized.
Cleaning and sanitizing schedule must be implemented by the General Assistants.
All events resulting in crowds such as sport events, fundraisers etc are cancelled until further notice by the SGB, as is the opening of the tuckshop.

3. SCREENING

- As per WCED instruction, screening will be carried out by school staff appointed by the Principal.
- All persons (adults and children) will be screened before being allowed into the school.
- Persons refusing to undergo the screening will not be allowed to enter the school.
- Screening of staff and learners may also take place during the day and or at the end of each school day, should it be warranted.

4. PROCEDURES BEFORE SCHOOL HOURS

School times as given to all staff, parents and learners are as follows :

A. Grades 1 - 11

i) Monday – Thursday

- 08:00 – 13:15 Gr1-2
- 08:00 – 14:30 Gr3-6
- 08:00 – 14:40 Gr7-11

ii) Friday

- 08:00 – 13:10 Gr1-2
- 08:00 – 14:00 Gr3-11

B. Grade 12

i) Monday, Wednesday, Thursday

- 08:00 – 15:40

ii) Tuesday

- 08:00 – 14:40

iii) Friday

- 08:00 – 14:00

- Gates will ONLY be opened at 07:30 (phase 1)
- Gates will be locked at 08:00 sharp, and no entry allowed thereafter.
- Gates will be unlocked as from 13:00 /14:30 for 30 minutes.

A) School Staff

- Staff doing learner screening to report at 7:20 and are screened in hall.
- Staff (register teachers) not on screening duty report at 7:30, are screened in hall and go to their classrooms to receive and monitor learners.
- If a staff member display symptoms, they are to remain at home and arrange for a test at a medical centre, and inform school.
- Staff reporting for duty, to enter the school grounds and proceed to the hall to be screened, and then sign in at the school secretary.
- Thereafter, proceed to their respective meeting places for morning briefings, or proceed to their classes to receive learners.
- Staff on playground duty to proceed to grade areas as allocated.
- Cleaning staff report for screening at the Estate Manager's office at 7:50

B) Learners

- Learners who are ill (eg flu etc) or show symptoms of Covid must not come to school.
- Learners enter via learner gate and keep social distancing.
- Grade 12's coming in own vehicles must enter at main gate, park their vehicle in allocated parking area, and proceed to the covered area at the main gate to be screened.
- All learners to be screened on entry to the school.
- After screening and sanitizing of hands, they proceed to allocated Grade areas / class areas.

5. PROCEDURE : SCHOOL HOURS

A) School staff

- When receiving learners for a lesson or therapy, the staff member is to meet learners at classroom door and disinfect each learners' hands, before they enter the classroom.
- Ensure all learners are following safety measures (eg distancing, wearing masks etc) during lessons.
- Learners are in their allocated seats to limit movement.
- During lesson changes, monitor that learners keep to the left in corridors and keep a safe distance.

B) Learners

- Comply with safety measures:
 - wear a mask / shield at all times
 - maintain social distancing
 - walk on the left in the corridors, one-behind-the-other
 - sanitize and wash hands as directed (class / toilets etc)
 - no borrowing/lending of equipment, stationery etc
 - no sharing of food etc
 - no playing of ball games
- Learners must assist in creating a safe teaching and learning environment, and preventing the spread of the virus.
- Learners are to focus on learning (Enter to Learn) and not disrupt lessons.

During breaks the Prefects / RCL will be on duty to sanitize learner hands before entering toilets, and ensure social distancing. Learners to wash hands with soap before leaving toilet areas.

On rainy days, learners will remain in the class they are in at the time. Teachers will rotate to go to toilet and fetch coffee/tea etc. Learners move to next class after break.

6. PROCEDURE AFTER SCHOOL HOURS

A) School staff

- Teachers will accompany their classes to the school gate.
- Teachers to sanitize their own workspace, classrooms and offices.
- Support staff to clean classrooms, venues, admin areas, staffrooms/kitchens and therapy rooms, and to sanitize identified venues/areas.

B) Learners

- Learners will sanitize their hands before being dismissed.
- Learners will be dismissed class by class.
- Learners need to be fetched by parents / shuttle services etc on time.
- Learners are not to congregate in groups outside the school, but must go straight home.

7. PARENTS / VISITORS / DELIVERIES

- Until further notice meetings with parents are suspended, unless sanctioned by the SMT, and then all the safety protocols must be implemented.
- Access will be by appointment only, and only after 10am.
- Enter the premises and report to the foyer area immediately.
- Secretary will screen each parent / visitor.
- Annexure A: Management procedure.

8. PROCEDURES : DEALING WITH SUSPECTED CASES

- Follow procedure as per Annexure B: Staff or learner at school
- Annexure C: Employee in close contact with suspected case.
- Annexure D: Tracing procedure.

9. TRAINING / ADVOCACY

- School will promote appropriate hygiene safety measures among staff and learners when travelling to and from school, and while at school.
- All staff and learners to undergo orientation.
- SGB will also receive orientation.
- Posters and messages will be visible throughout the school.

- Teachers will re-inforce the safety measures in their classes / in lessons.
- Safety messages will be placed in the Newsletters.
- Incorrect use of masks (such as mask not covering nose, worn inside-out, worn when wet or moist, repeated touching of the mask) will be outlined
- Wearing of masks/shields, hand-washing and physical distancing to be promoted as the most effective means of prevention.
- Encourage families and staff with COVID-19 to disclose the illness to the school without fear of discrimination, in order to allow contact tracing.

10. PARENTAL/GUARDIAN RESPONSIBILITIES

It must be recognised and accepted that the parents/guardians are partners in keeping Tafelberg school a safe environment for learners, staff and visitors, and thus preventing the school environment becoming an area in which the virus can spread easily.

Therefore, parents accept they are part of the team, and take responsibility to ensure safety measures are advocated and implemented with regards to their children, and not expect the school staff to carry the responsibility alone.

The following are non-negotiable duties and responsibilities :

- Parents / guardians to check / “screen” their children for any symptoms every morning before sending them off to school.
- Should the child be ill or show symptoms, the child must not be sent to school – inform the school, and take the child to a doctor.
- If a child or parent/guardian is diagnosed with COVID-19, the school is to be informed immediately, in order to allow for contact tracing.
- If a child or parent/guardian has been in close contact with a person suspected of having, or is confirmed as having, COVID-19 infection, the school must be informed immediately.
- Parents/guardians must ensure their child wears a clean cloth mask in the proper manner every day the child goes to school.
- Parents/guardians to give total support the school’s safety measures.
- Parents/guardian to re-iterate the school’s safety measures such as wearing of masks, washing hands, no touching, distancing and coughing/sneezing into the elbow.
- Parents/guardians are to ensure they use appropriate transport for their children, and that the lift club/shuttle service complies with the public transport regulations.

11. SAFETY EQUIPMENT

- The school will provide basic sanitizer and soap in strategic places throughout the school eg toilets, classrooms, screening points, foyer etc
- A school-branded cloth mask (and face shield if possible) will be supplied to every staff member and learner.
- WCED will supply further PPEs as necessary and able.
- Should school not be able to supply the necessary PPEs and or sanitizing fluids, the CM at the District must be informed immediately.

12. SCHOOL CURRICULUM PLAN

- The school timetable will be adjusted, especially in respect of Grade 12s who will need extra help to ensure the curriculum is covered.
- This may result in a change to the length of the school day and day structure.
- Alternate attendance of Grades 1 – 11 may be implemented should social distancing become unmanageable.

13. GENERAL

- Learners failing the screening test, or showing symptoms during the school day, will be taken to the isolation area, and their parents contacted to fetch them immediately.
- Large gatherings (Assemblies, Prize Givings etc) are cancelled until further notice.
- An addendum to our Code of Conduct : Learners not complying with the safety measures and thus endangering others and or disrupting teaching and learning will be sent home immediately.
- The school will implement a plan for on-line distance learning/teaching which best suits the circumstances of the learners and teachers at Tafelberg School.
- Uniform rules will be amended (ie wearing of full school tracksuits will be allowed) by this policy, until further notice.



SCREENING TEST QUESTIONNAIRE

Dear Sir / Madam / learner

To prevent the spread of Coronavirus Disease 2019 (COVID-19) in our school community, and reduce the risk of exposure to our staff, learners and visitors, we are conducting a simple screening process. Your participation is mandatory in order for you to enter the premises, and to assist us to take precautionary measures to protect you and everyone else in this school. Thank you for your time and co-operation.

NAME + SURNAME		
ID/PERSAL		
QUESTIONS:		
<i>Which of the following symptoms do you have?</i>	<i>Yes</i>	<i>No</i>
Fever		
Cough		
Shortness of breath		
Sore throat		
Temperature check	Below 38 ⁰ C	Above 38 ⁰ C
Have you travelled abroad in past 14 days?		
Were you in close contact with a person testing positive for Covid-19?		

Remember :

- Wash your hands with soap and water for 20 seconds
- Do not touch face with unwashed hands
- Cough / sneeze in your elbow/tissue (do not touch elbows)
- Keep 1,5m apart
- Stay at home if feeling unwell

For advice : national hotline on 0800 029 999 or the provincial hotline on 021 928 4102 for advice.