

THE GROVE PRIMARY SCHOOL



COVID-19 POLICY

ADOPTED BY THE SCHOOL GOVERNING BODY ON:

PRINCIPAL: SALLY SHIELD

CHAIRPERSON: DYLAN WRAY

DATE: 30 JUNE 2020

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1) DEFINITIONS

COVID-19: COVID-19 is an illness caused by a new strain of coronavirus that can spread from person to person. COVID-19 symptoms can range from mild (or no symptoms) to severe illness.

DBE: Department of Basic Education

OHSA: Occupational Health and Safety Act, Act 85 of 1993.

Close Contact: Direct physical contact with another person .e.g hugging, shaking hands or within 1,5m without protective measures.

Casual Contact: COVID measures in place, sharing a venue with 1,5m social distancing.

Compliance Officer: Senior manager responsible for OHS¹

SGB: School Governing Body

The Grove: The Grove Primary School

WCED: Western Cape Education Department

Central Comms Team: Communication team established especially for all Covid related information

The COVID team: A team comprising the Senior Management Team and Facilities Manager tasked with dealing with all COVID-19 related matters.

2) INTRODUCTION

This SGB constituted policy in the belief that its provisions are consistent with and should be read in conjunction with DBE and WCED guidelines, criteria, compliance and monitoring tools and regulations and the 2020 Disaster Management Acts, the Occupational Health and Safety Act, Act 85 of 1993 as well as the ELRC (Education Labour Relations Council - Collective Agreement 1 of 2020).

This policy applies to all who are physically present at The Grove, to ensure a collective and uniform response to the challenges that the COVID -19 pandemic brings.

There is currently² no vaccine to protect against COVID-19. The best course of action is to limit exposure as far as reasonably possible. This requires the implementation of suitable controls and safe operating procedures.

The measures detailed below follow the completion of a risk assessment at the school and are to be diligently adhered to in order to provide and maintain as far as is reasonably

¹ WCED Chief Directorate People Management Practices Circular 35 of 2020 S2.14.2

² As at the date of this policy

practicable a working environment that is safe and limits risk in order to sustain a healthy and safe school for staff and learners. Due to the unknown nature of COVID-19 this policy must be regarded as a living document that will change from time to time.

3) PURPOSE

Within this context The Grove has sought to ensure that the implementation of controls will minimise, as far as is reasonably practicable, disruption to teaching and learning; and protect against social stigma and discrimination and provide a safe working environment for all.

These guidelines and safety procedures outline the required actions that c, staff, learners, parents, contractors, and visitors should take to protect themselves and The Grove community from a potential Covid-19 infection. Similarly, this policy also imposes a duty on employees to take reasonable care of their own health and safety and that of the community.

4) AIMS

To minimise and prevent the contracting and spread of COVID-19 whilst at school.

In order to ensure that The Grove Primary School does all that is reasonably practicable to ensure the safety of all members of our community we have applied the following measures:

- Identified through a risk assessment the exposure hazards for staff, learners and visitors and put appropriate control measures in place
- Reviewed and updated our procedures, and emergency operation plans
- Encouraged both staff and learners to remain home when sick
- Put measures in place to ensure social distancing takes place
- Provided resources for hand washing and sanitising
- Compiled and offered orientation and education programmes and training.
- Tasked the Central Communication Team with ensuring The Grove community is kept updated and informed of all important matters, using the designated communication platforms.

5) RESPONSIBILITY AND AUTHORITY

The COVID Team and the School Governing Body will work closely and collaboratively and are responsible for the management of this pandemic.

The COVID Team, Managers, Supervisors, Heads of Department, Grade Heads and the Safety Committee Representatives will monitor compliance for their respective departments and ensure achievement of the objectives in their respective departments.

The Covid-19 Compliance Officers:

Compliance Officers have been appointed to ensure compliance with the extraordinary protocols and that they are implemented and monitored. The Compliance Officers will report directly to the principal and to the Covid Team at regular intervals.

The Compliance Officers are required to ensure a plan is developed for the phased return to school and that health protocols are in place.

The compliance officers are:

Marc Rösemann
Abe Louis
Claude Arendse
Trevor Arendse

The Covid-19 Team members:

Sally Shield
Abe Louis
Helen Unwin
Trish Trompeter
Naseema Parker
Claude Arendse
Marc Rösemann
Barbara Calothi
Mike Bennett
Colleen Firmani
Desere Lawrence
Helene Schoeman

6) OPENING OF SCHOOL STAGGERED TIMELINE

Based on the information supplied by the Department of Basic Education the following plan has been put in place.

- School management team, general administration staff and support staff return to work 13 May
- Teachers return 25 May
- Grade 12 and Grade 7 pupils to return to school on 1 June.
- With the permission of the HOD, the following grades will return as follows:
 - Grades 2, 3 & 6: 29 June 2020
 - Grades 1, 4 & 5: 6 July 2020
 - Grade R: 13 July 2020
- Opening times will be staggered based on numbers entering the school.
 - Support Staff will start at their specifically designated times
 - Administrative and Academic staff will start at 07h30
 - Learner arrivals will be staggered starting from 07h30

7) REQUIRED INFORMATION & TRAINING FOR STAFF & LEARNERS

Thorough training and orientation, all staff and learners must be familiarised with the following upon returning to The Grove and must ensure that they adhere to these protocols for the foreseeable future:

- Procedures for physical social distancing between two people at all times during the school day. (1,5m)
- Minimising the number of people that are permitted to enter the school or a venue at any one time
- Sanitising protocols and requirements.
- Handwashing requirements and protocols.
- Screening procedure.
- Use of PPE, in particular with regard to the wearing of face masks.
- Cleaning regimes
- Hygiene measures
- Prevention, identification and management of COVID cases or suspected cases.
- Preparation and use of venues.

On an ongoing basis, learners, teachers, support staff, parents and communities should do the following:

- Avoid public gatherings of over 50 people.
- Avoid direct contact; e.g shaking hands, hugging .
- Wash hands frequently with water and soap. Where water is not available, use an alcohol-based hand sanitiser (70% alcohol) to disinfect hands;
- Minimise touching the face (i.e. eyes, nose, mouth) with your hands.
- Keep all surfaces clean using disinfecting agents.

8) SOCIAL DISTANCING PROTOCOLS

- A social distancing minimum (1,5m) will be instituted at all times.
- Classroom/office layouts have been set accordingly.
- The number of people allowed in communal areas has been limited using staggered access.
- If 1,5 m distancing can't be met, all meetings will be held remotely (online) .
- Drop off, pick up, breaks, class times and lunchtimes will be staggered to ensure social distancing and must be adhered to.
- No assemblies or group/club/co-curricular meetings will be allowed.

9) IDENTIFICATION OF HIGH-RISK AREAS

To limit the potential of transmission the COVID team have:

- Identified high transmission risk areas (excluding classrooms or offices).
- Identified suitable controls to manage the flow of traffic to maintain suitable social distancing.
- Put in place a cleaning roster.
- Put up signage to indicate high risk areas as such and remind of protocols and measures.
- Limited access to areas such as the halls; staffroom and foyer.
- Determined that, if needed, some areas of campus may be declared out of bounds.

10) VULNERABLE STAFF

- Staff questionnaires need to be completed online and all staff identified as vulnerable will meet with the Principal to discuss how best to manage their vulnerability
- Staff who identify themselves as vulnerable will need to supply a doctor's certificate. They do not need to indicate what the comorbidity is.
- Staff unable to work from home will:
 - Sign a declaration note indicating that they understand the cause and spread of COVID-19 and will take measures to self-screen regularly and to protect themselves as far as is reasonably practicable.
 - Request their doctor to review their diagnosis and recommend suitable work practices to minimize their risk.
 - Be assigned work areas which comply with the Covid measures.
 - Will be advised to keep to restricted areas so as to limit unnecessary interaction with other staff members.
 - If practicable they will be assigned additional PPE.
 - They are requested to report immediately to the Principal should they display any of the known symptoms.
 - A register will be kept of vulnerable employees.

11) SANITATION PROTOCOLS

Routine cleaning and disinfecting regimes must be in place and adhered to.

Facilities:

- Bathrooms and wash stations to be monitored and checked for:
 - Sufficient soap, sanitiser and paper towels
 - Bins for all hazardous waste
 - Removal of refuse daily
- Bathrooms and washstations to be sanitised regularly and as per the cleaning schedule
- Learners and staff to use facilities as indicated by signage in each facility
- Ensure that the provided spray-sanitiser is used to sanitise door handles, toilet flush mechanism, toilet seat when using the facilities.

Classrooms:

- Sanitisers need to be available at the entrance to each classroom.
- Staff to ensure that the sanitisers remain full.
- Each learner must provide their own 70% alcohol sanitiser for their individual use.
- Doors and windows must remain open for ventilation.
- Learners to be allocated specific seats, facing in the same direction and 1,5m apart - these may not be changed.
- Staff to allocate time at end of session for sanitisation and pack up.
- High contact areas to be sanitised before and after use:
 - Doors, handles, desks, chairs, countertops, light switches, shared teaching equipment
- Floors to be cleaned daily.

- All paperwork (books, worksheets, etc) must remain untouched for 24 hours when being passed between teacher and learner.
- Resources may not be shared.
- No personal belongings may be left at school.

12) ACCESS TO FOOD AND DRINK

- Staff and learners need to bring their own food and drink and may not share contents.
- All food containers, cutlery and cups are to be taken home for washing.
- Drinking water stations must be closed; but access to water needs to be organised.
- The Grove's outsourced tuckshop supplier will provide food available to children and staff on a pre-order and delivery basis only. The service provider needs to be made aware of and adhere to all safety and hygiene protocols.

13) SHARED EQUIPMENT

- Learners may not share books, resources or stationery under any circumstances.
- Administrative staff to sanitise shared equipment (telephone, files etc) before and after use.
- Computer department needs to have strict device distribution and sanitation procedures in place.
- Children may request books from the Library via email and these will be issued by name and delivered to the relevant classrooms. These books are for children's individual use and not that of the class.
- Returned books must be placed in the returns box at the screening station on arrival at school. These books will be quarantined for 7 days and then cleaned with sanitiser before being placed back into circulation.
- Playground climbing equipment may not be used.

14) ACCEPTANCE OF PACKAGES/PARCELS and/or GOODS

- Protocol for decontamination of delivery parcels and equipment needs to be established
- Deliveries will be held at either the guard house or at the back quad gate where they will be collected by the recipient after they have been sanitised.
- There will be a log-book maintained to control the arrival of parcels.

15) ACCESS TO CAMPUS

Visitors & contractors

- Access to the school to be monitored at the front gate.
- Essential visitors may only enter by appointment.
- Essential visitors to be signed in, screened, sanitised and met by the person with whom they have the appointment.
- Access only allowed with a form of identification (South African Identity document, driver's license, or a valid Passport).
- All entrants must wear their own face masks.
- No parents are allowed on campus.
- Facilities manager to set strict access controls for essential services.
- Front gate and reception to be informed of expected visitors.

Staff

- Only Grove staff will be allowed on property.
- Sanitising and screening to be done with each entry.
- Staff may only enter if wearing masks.

Learners

- Only Grove learners are allowed on the property.
- Only specified entrances and exits to be used based on Grade at staggered times.
- Entrance sanitising and screening will be done daily.
- Learners may only enter if wearing masks.
- If learners forget their mask, disposable masks will be made available to them.
- Learners will report to their classroom where a hand sanitiser will be available at entrance.
- Learners will supply 70% alcohol sanitiser for their own use.

16) SPECIFIC PROCESS PROTOCOLS

Transport

Children and staff need to be advised of the following:

- Before they leave home make sure children wash their hands thoroughly and put on a clean, cloth mask that they must keep over their nose and mouth all the time. They must not remove their mask at all.
- Parents should explain to their children that they must try not to touch their face at all.
- Wearing a plastic shield type face mask as well as the cloth mask limits children touching their faces. Children are encouraged to wear these as well if possible.
- A plastic rain poncho or raincoat that they can wear over their clothes on the transport adds another layer of protection. This is waterproof and so can be sprayed with sanitiser when children get to school and hung up ready for them to wear over their clothes to protect them on their way home.
This can be washed and hung up to dry when they get home ready for the next day.
- Children should wear a clean set of clothes every day or clothes should be aired for at least 24 hours before they are worn again in order to avoid cross contamination.
- Material masks must be washed every day and once they are dry they should be ironed to ensure all viruses are destroyed. If this isn't possible then masks should be dried in direct sunlight. Plastic shields must be disinfected with sanitizer on both sides.
- If possible, transport costs should be pre-paid so that children do not have to handle money every day. If this isn't possible the exact amount of money should be placed in a money bag every day so that children can just hand this to the driver.

- Children need to bring as little as possible to school so that they do not have bulky bags with them. Children should try to sit near a window if possible and if at all possible to keep the window open for ventilation.
- Children should sanitise their hands midway through the trip.
- Children must not eat or drink when they are on the transport.

On arrival

In order to ensure COVID-19 prevention measures are met on the school grounds the following procedures have been put in place:

Staff - Administrative and Academic

- All staff will enter through the designated gates
- Daily screening will take place.
- Staff register will be taken.
- Staff will move to their classroom areas to receive learners and ensure distancing and sanitising protocols are adhered to.
- Staff to ensure all classroom arrangements to ensure social distancing.
- Class timetables will allow for staggered use of the school facilities.
- Staff will not have access to tea and coffee making facilities in the staffroom.
- Staff to bring their own meals and utensils.
- Access to common areas will be strictly limited to ensure adequate social distancing can be maintained.

Learners

- Parents are requested to pre-screen learners before coming to school.
- Learners will enter through their designated gates and will be directed to areas manned by staff for sanitising, screening and daily register.
- Learners will immediately go to their allocated sanitised class area where they will be met by the teacher.
- Hand sanitiser will be available at the door.
- Break times will be staggered depending on the number of learners and based on levels, and learners will be informed of their break area and protocols of social distancing during break periods.

Screening

Isolation Areas

- On-site isolation facilities have been made available in the hall.
- Individuals who present with Covid-19 symptoms will be taken to the isolation area.
- Parents will be contacted to fetch the learner.
- Individuals must be requested to leave site as soon as possible, seek medical advice and self-quarantine
- Isolation area will be sanitised thoroughly after use.

Screening Protocols

The initial screen protocol will be based on those supplied by the NICD: our 4 questions:

1. Do you have a fever?
2. Do you have a sore throat?
3. Have you experienced any shortness of breath?
4. Do you feel weak or fatigued?
5. Have come into contact with a confirmed case of COVID-19 in the last 14 days?

Temperatures will be taken.

Learner attendance and temperature will be digitally recorded daily - as per the WCED directive.

Attendance and self declaration responses for staff will be stored on file.

Duties of Nominated Screeners

- To screen staff members and learners at the time that they report for school in order to ascertain whether they have any of the observable symptoms associated with COVID-19, as listed on the screening form.
- Require staff members and learners to immediately inform the employer if they experience any of the symptoms as per the screening form while at work.
- The staff member or learner's name and temperature must be recorded by the screener.
- Screening staff will be required to sanitise their hands at regular intervals.
- Screening staff are to ensure that masks are worn.
- The School will provide each staff member and learner with two masks .

Potential Infection Protocol

According to WCED guidelines, should a staff member or learner show signs of potential infection they will be:

- Taken to the isolation area.
- Parents will be immediately informed to pick up their child for the purposes of isolation and checking of symptoms and referred to COVID-19 Hotline on 0800 029 999 or WhatsApp safety line 0600-123456 or their medical doctor.
- Staff who do not have their own means of transport will be transported home.
- Should a staff member or learner test positive, this must be reported to the WCED for further directive; the area sanitised and if possible learners should be moved to the spare class.
- Only under the direction of the WCED will the school be closed and learners sent home in order to enable sanitation procedures to be employed
- Contact with staff members or learners will be maintained to ensure they can return to duty when signs have abated or they have medical clearance to do so.
- Employees should notify their line manager / supervisor and stay at home if they are sick and have been booked off. All employees should follow the company's sick leave policy

in such situations. If the company has reason to suspect that an employee has been infected with COVID-19 or an employee becomes ill at work, the employer will request the employee to leave the workplace and seek medical treatment and/or testing immediately.

COVID-19 requirements in the event of staff testing positive

All learners and staff who test positive must be reported to the WCED District Office, by the Principal. These individuals must comply with the regulated quarantine requirements, and may report back to school once they have been cleared to do so by a medical practitioner.

The Grove will follow all WCED directives and instructions in this regard.

17) SCHOOL OUTINGS, SPORT, EVENTS

All outings have been cancelled until further notice.

18) CONCLUSION

The Principal and SGB chair will complete all WCED documentation required confirming that the necessary risk assessments have been completed and that the school is compliant with applicable regulations and directives to allow for the return of staff and pupils to the school.

All staff who are permitted to return to work will be provided with a travel permit³, which is to be kept on their person at all times so that it can be shown to the necessary authorities, should it be requested.

ALL employees will also be requested to complete an employee declaration and information form on their return to work.

Failure to comply with the above procedures will be considered to be a serious misconduct and could lead to disciplinary procedures against staff or learners.

The policy will be updated regularly, and the changes will be immediately communicated to staff, learners and/or parents as required.

³ Permit to perform an essential or permitted service Regulations 16(2)(b) and 28(4)

LEGISLATION

Acceptance of policy

Adopted at _____ on this _____ day of _____ 20

Signed: _____

Principal

SGB Chairperson

Review dates:

- 1.
- 2.
- 3.

School Stamp:
