



## **COVID-19 SAFETY POLICY:**

### **Health and Safety committee:**

- |                       |                      |
|-----------------------|----------------------|
| ✓ Mr Pienaar (i/c)    | - Mrs Anderson       |
| ✓ Mrs Arendse (2 i/c) | - Mrs Cooper         |
| ✓ Mrs Niemand         | - Ms. Kemp           |
| ✓ Mrs Wolff           | - Mrs van Niekerk    |
| ✓ Mr Gamiet           | - Mrs van Giesbergen |
| ✓ Mr Rowe             |                      |

### **Introduction:**

Westering High School aims to ensure the safety of the staff, learners and general schooling community by empowering staff with knowledge and skills surrounding the Corona virus/Covid 19 epidemic. Westering High School understands and supports the challenges looming in the reopening of schools, and the school has thus made provision for the training of staff in order to constitute a Health and Safety committee so that measures can be put in place to ensure the wellbeing of all.

### **Objectives:**

- To ensure the safe reopening of Westering High School and maintain the Health and safety of the whole schooling community.
- To provide the necessary equipment/information/policy to best protect staff and learners on a daily basis, in line with the Covid-19 regulations.
- Minimise the contact between the schooling community, service providers and members of the general public on school premises, controlling the entrance of outside members from accessing the school premises.
- To best identify symptomatic individuals before accessing the school, this will be achieved by screening of each individual prior to entry by the trained Health and Safety committee.
- Only allowing symptomatic individuals to enter the school once the 14 day quarantine period has been applied and furnish the Health and Safety officer with a negative Covid-19 test result.
- Ensure the academic calendar is implemented as prescribed by the DOE, in order to achieve academic excellence.
- Provide a platform to deal with the emotional and psychological effects of the reopening of schools on learners through having PE Mental Health professionals expertise on site.

## **CONTENTS:**

1. Protection of staff and learners
2. Safety of Buildings and Facilities
3. Academics
4. Emotional & Psychological support
5. Changes to this policy

### **1.1 PPE REQUIREMENTS FOR STAFF & LEARNERS:**

- a) Minimum of TWO cotton face masks with THREE layers that cover nose and mouth as per Covid 19 regulations. Face masks will be provided by the DOE, in the event of the DOE renegeing on the obligation, parents are required to provide the masks for their child.
- b) Hand sanitizer – parents are encouraged to equip their children with a small carry bottle of 70% Alcohol based hand sanitiser.
- c) Sanitiser has been made available throughout the school, every classroom has sanitiser available.
- d) Rubber/latex surgical gloves – optional (Parents to provide their children if they feel the need)
- e) Visor – optional (Clear plastic)

### **1.2 IDENTIFICATION:**

#### **1.2.1 IDENTIFICATION OF COVID-19 SYMPTOMS:**

- a) **Fever above 37,4 degrees Celsius**
- b) Tiredness
- c) Dry cough
- d) Sore throat
- e) Shortness of breath
- f) Chest pain or pressure
- g) Headache
- h) Non-contact infrared digital thermometer will be used in screening at entry points.
- i) Questions will be asked to all whom enter the school premises as per Covid-19 protocol recommendations.

#### **1.2.2 IDENTIFICATION OF ASSYMPTOMATIC CARRIERS:**

- a) Everyone is viewed as a potential carrier, thus measures have been put in place to minimise the threat for staff & learners.
- b) All are to be truthful and swift in reporting to Mr Pienaar/Mrs Arendse/the Principal, Mr Hayward, in the event of ANY learner or staff member that has been in contact with a confirmed Covid-19 case in the last 14 days and must subsequently self-isolate with immediate effect.

### 1.3 **PROTOCOL:**

#### 1.3.1 **STAFF ENTRY PROTOCOL:**

- a) Enter school through veranda door of staffroom.
- b) Temperature will be taken via a non-contact infrared digital thermometer and recorded on stafflist.
  - i. Temperature 37,4 degrees Celsius and higher will have to be reported and your entry to the school will be prohibited.
  - ii. If your temperature is 37,4 degrees or higher, you will be isolated and collected from the quarantined facility at school.
  - iii. Covid-19 Test will be required if symptoms are ongoing/worsening.
- c) Verbal screening will take place – questionnaire attached.
- d) Hands **MUST** be sanitised before entering the school building.
- e) Wear mask & screen **AT ALL TIMES**.
- f) Staff must report to their classes directly after entering the premises.
- g) **NO** congregating in the staffroom is allowed.
- h) **NO** coffee & tea will be made available in the school, staff to bring their own.
- i) Secretaries offices are **OUT OF BOUNDS**. You may not enter the front office, use the hatches and maintain 1m distancing between one another.
- j) **DO NOT SHAKE HANDS OR MAKE ANY CONTACT WITH STAFF, LEARNERS or VISITORS.**
- k) Avoid touching your face. ie. Eyes, ears, nose & mouth.
- l) Sneeze or cough into the crook of your elbow.
- m) **Any signs or symptoms of illness must be reported to Mr Pienaar/Mrs Arendse immediately.**

#### 1.3.2 **LEARNER ENTRY PROTOCOL:**

- a) Entry point at GATE 3
- b) Temperature will be measured via non-contact infrared digital Thermometer and recorded on a classlist, **Verbal screening will occur**, learners to answer truthfully.
  - i. Temperature above 37.4 degrees Celsius will require the learner to be quarantined and collected from school.
  - ii. Any symptoms displayed/disclosed by any learner will result in quarantine.
  - iii. Isolation will be required and if symptoms continue/worsen. A Covid 19 test will have to be done. Results **MUST** be made known to the school a.s.a.p.
- c) **Verbal screening questionnaire attached.**
- d) Learners are to maintain a social distancing of 1m at **ALL TIMES**.
- e) Masks **MUST** be worn at **ALL TIMES**.
- f) Sanitising must occur before entering the school conducted by the Health & Safety Committee.
- g) **DO NOT** borrow anything from teachers or fellow learners.
- h) Avoid touching handrails, door handles as far as possible.
- i) Maintain general hygiene at all times.
- j) Avoid touching your face. ie. Eyes, ears, nose & mouth.
- k) Sneeze or cough into the crook of your elbow.
- l) **Any signs or symptoms of illness must be reported to Mr Pienaar/Mrs Arendse immediately.**

- m) **PLEASE NOTE: NO TUCKSHOP FACILITIES WILL BE AVAILABLE, LEARNERS TO BRING OWN FOOD AND BEVERAGES.**

### **1.3.3 TEACHER & LEARNER PROTOCOL IN CLASSROOMS:**

- a) **DO NOT SHAKE HANDS OR MAKE ANY CONTACT WITH LEARNERS!**
- b) **No lining up outside of classrooms, enter classroom directly, sanitise and take your seat.**
- c) **All windows must be open at all times.**
- d) 1m distancing should be maintained at all times between learners and staff.
- e) **No borrowing of stationary, lunch, cooldrink, etc.**
- f) During breaks the classrooms WILL be wiped down by the sanitising unit.
- g) Maintain a calm collective approach in class.
- h) Do not allow ANY compromise of the expected conduct and safety measures. (The safety of all lies in your hands, a collective effort is NOT NEGOTIABLE)
- i) Eradicate any form of stigma and discrimination.
- j) **ANY TRANSGRESSION OF THE INSTRUCTED CONDUCT MUST BE REPORTED TO MR PIENAAR/MRS ARENDSE. THIS IS VIEWED AS SERIOUS MISCONDUCT AND DISCIPLINARY ACTION WILL BE TAKEN.**

### **1.3.4 PROTOCOL FOR LEAVING SCHOOL:**

- a) Gate 3 will be unlocked for 30min after school.
- b) Once the 30min has lapsed learners are to be collected at the front gate of the school. Security guards will be on duty, the school building will be completely locked.

### **1.4 SCHOOL UNIFORM:**

- a) Learners are to wear the following on the given days:

<b>Monday</b>	<b>-</b>	<b>School uniform</b>
<b>Tuesday</b>	<b>-</b>	<b>Civvies</b>
<b>Wednesday</b>	<b>-</b>	<b>School tracksuits with house shirts</b>
<b>Thursday</b>	<b>-</b>	<b>Civvies</b>
<b>Friday</b>	<b>-</b>	<b>School uniform</b>

- b) **PLEASE ENSURE CLOTHES ARE WASHED AND AIRED DAILY.**

### **1.5 SANITISING:**

- a) Wash hands with soap and water regularly using the 20sec rule.
- b) Sanitise your hands before entering any classroom.
- c) Classrooms, including desks, will be wiped down using a chlorine based – Sintoc/Chemchlor solution during every break and after every school day.
- d) Bathrooms will be cleaned and sanitised regularly during the course of each day and after school.
- e) Ensure there is enough sanitiser each day and some in reserve.

## **1.6 INFORMATION FOR PARENTS:**

- a) **Verbally screen your child daily before sending him/her to school and after every school day.**
- b) Report any concerns regarding potential contamination/ contact with Covid-19 cases to the school as soon as possible.
- c) If your child does not feel well, displays any symptoms, please do not send him/her to school, rather isolate at home and monitor the situation. If symptoms worsen visit your General Practitioner as soon as possible and notify the school of the outcome, especially in the event of positive Covid-19 case.
- d) Wash and air clothes and masks after every use.
- e) Provide your child with food and beverages for the school day, the Tuckshop will not be available.
- f) Ensure that your child understands the importance of adhering to the safety practice in public and at school.
- g) Please equip your child with a handheld, 70% alcohol-based hand sanitiser to carry on their person throughout the day.

## **1.7 MEMBERS OF THE GENERAL PUBLIC VISITING THE SCHOOL:**

- a) Visiting the school is strongly discouraged, however in essential acts needing to be performed this may be permitted.
- b) All visitors to enter the school via the Main entrance gate.
- c) The security guard will verbally screen the visitor as per Covid-19 regulations and their temperature will be taken using a non-contact infrared digital thermometer.
- d) Each visitor entering the school **MUST** wear the required face mask and sanitise their hands before entering the school premises.
- e) The visitor will complete a entry into the log book whereby they disclose:
  - i. Full name & surname
  - ii. Cellphone number
  - iii. Residential/Company address
  - iv. Reason for visit
  - v. Time of ARRIVAL & DEPARTURE
  - vi. Recorded temperature – filled in by security guard conducting test.
- f) Anyone who refuses, for whatsoever reason, to comply will be refused entrance to the school premises.

## **1.8 PROCEDURE TO BE FOLLOWED IF LEARNER FALLS ILL DURING THE COURSE OF THE SCHOOL DAY:**

- a) Learner must be escorted to the isolation venue **IMMEDIATELY**.
- b) Mr Pienaar/ Mrs Arendse must be notified immediately.
- c) Staff dealing with the potential infection must ensure the necessary PPE is worn before consulting the ill learner. These PPE wear must be disposed of directly after consultation. PPE wear will be provided by the school and consists of: Face visor, N95 mask, Plastic apron & latex surgical gloves.
- d) The ill learners mask will be removed and placed and secured in a plastic bag. A N95 face mask will be provided to the ill learner in place of their previous mask.

- e) Parents/Guardians of the ill learner will be contacted for the collection of the ill learner at school in order for tests to be done.
- f) In the event of a positive test, the school MUST be notified immediately.
- g) NO ill learner, irrespective of testing positive or negative, will be permitted to return to school without a cleared medical certificate.
- h) All other necessary officials as well as the Department of Health and the Department of Education will be notified immediately.
- i) Once the ill learner has left the isolation venue, the venue must be cleaned and sanitised immediately.
- j) If the infection has happened at school, the necessary investigations must take place into the possible cause or the failure of controlling the contamination must be launched.

## 2. **SAFETY OF BUILDINGS & FACILITIES:**

- a) The school has been deep cleaned, sanitised and wiped down prior to the arrival of staff and learners.
- b) Sanitiser is available throughout the school, including in each classroom.
- c) Posters have been put up strategically throughout the school to create awareness about Covid-19 and how to prevent contamination.
- d) **Teaching venues and bathrooms to be wiped down during breaks and after school.**
- e) The admin block, particularly the finance department and school shop has been fitted with Perspex screens.
- f) NO air conditioners or fans are permitted to be in use, except for the server room, whom ONLY Mr P. Robinson and Mr Nelmapius may have access to.

## 3. **ACADEMICS:**

- a) Westering High School is an E-Learning institution and is able to provide tuition online.
- b) Teachers have received training in teaching via MS Teams platform in conjunction with ITSI for instances of lockdown or teachers with comorbidities post lockdown.
- c) Westering High School is fully covered with WiFi for teachers and learners.
- d) In the event of a staff member not being fit for school due to illness or a comorbidity, provision will be made for the learners to gain access to online teaching during that staff members lesson. The staff member will continue teaching from home.
- e) **ACADEMICS IS AND WILL REMAIN OUR CORE FOCUS.**

## 4. **EMOTIONAL & PSYCHOLOGICAL SUPPORT STRUCTURES:**

- a) Westering High School has recognised the need for support of staff, learners during these uncertain times, hence the school has developed a relationship with PE Mental Health.
- b) PE Mental Health professionals will have representatives at school from day 1.
- c) The health care workers will be available to guide and support staff & learners.
- d) Staff are encouraged to field questions and deal with uncertainties of learners.
- e) Staff MUST eradicate any labelling and stigma development and protect the dignity of all learners at all costs.

- f) The school will be open and honest regarding all cases affecting it, whilst ensuring that confidentiality is honoured.
- g) The school undertakes to ensure that all its staff and learners operate in a safe and clean environment.

**5. CHANGES TO POLICY:**

- a) Covid-19 pandemic is a fluid situation and can change drastically in a short period of time.
- b) This policy may have new information/procedures added, updated or retracted partly or fully without prior notification.
- c) New changes will be communicated to the schooling community as a matter of urgency.



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...25 May 2020.....

**S.G. Hayward**

**Date**

**PRINCIPAL**



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...25 May 2020.....

**M. Pienaar**

**Date**

**DEPUTY PRINCIPAL/HEALTH AND SAFETY OFFICER**



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.....25 May 2020.....

**T. Pikinini (Mrs)**

**Date**

**SGB CHAIRMAN**