



**KOMMETJIE
PRIMARY SCHOOL**

Standard Operating Procedures Covid-19 May, 2020

REF:	Standard Operating Procedures (SOP)
DEPARTMENT	Operational Management
CONTACT	MR G.GUEORGUIEV
DATE	28 May 2020

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Preamble

The global pandemic of coronavirus disease 2019 (COVID-19) was first reported on 31 December 2019 by the World Health Organization country office following a cluster of pneumonia cases in Wuhan City, Hubei Province of China.

Severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2) has been confirmed as the causative virus of COVID-19. To date, COVID-19 has become a global pandemic and it is continuing to spread across the globe.

The virus is mainly spread by respiratory droplets. The virus can only enter your body through your airways or mucous membrane of your eyes, nose or mouth. The virus can also be spread if you touch any surfaces that has been contaminated and touch your eyes, nose or mouth.

As yet there is no vaccine for the virus and prevention is our only form of defense. The following known methods are advocated to help stop the spread of the virus:

- Washing your hands for at least 20 seconds with soap;
- Staying between 1,5m and 2m away from another person; and
- Wearing a facemask

In an attempt to stop the spread of the virus, a National State of Disaster was declared in terms of Section 3 of the Disaster Management Act, 2002 (Act No. 57 of 2002).

Schools are dynamic places and plays host to a myriad of activities. As such, schools have been identified as high-risk areas in terms of transmission due to the close contact of large numbers of people. This increases the risk factor substantially and measures must be put into place to mitigate the risk.

The Department of Basic Education along with the Western Cape Education Department has provided guidelines for the development of Standard Operating Procedures for the prevention, containment and management of Covid-19.

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This document outlines the Standard Operating Procedures (SOP's) for all staff, learners, parents and other stakeholders at School x Primary School and the steps that must be taken to prevent the spread of- and manage cases of Covid-19 within the school.

1. Covid-19 Committee

Members: Mr. GUEORGUIEV
Mrs. ELSWORTH
MRS. SIVEWRIGHT
Mrs. BOTHA
Mrs. ORGILL
Mr. SWINDALE
Mr. KESNER, ANDREW
Mr KESNER, ZAHEER
MRS DU BOIS
MRS DE WITT

Focus Area	Curriculum	Infrastructure	SGB	Communication	Psycho-Social Support	Basic Hygiene	Learner & Staff Orientation
Committee Members	MRS BOTHA MR G.	MR G MRS ELSWORTH	MR G	MRS SIVEWRIGHT MR GUEORGUIEV	MRS DU BOIS MRS DE WITT	Mrs. ORGILL Mr. KESNER	Mr. SWINDALE Mrs. ELSWORTH MR G

2. Preparation of the site

The following tasks have been performed to ensure the school is ready for the arrival of staff and learners:

Cleaning and Disinfection – The following venues were cleaned and disinfected:

- All bathrooms (Deep-cleaned by an external service provider)
- Every classroom (dusting and washing of floors, boards, skirting boards, desks, chairs, tables, doors, handles, security gates, bins and cupboards)
- All passages
- All offices

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- Grade R to 7 Windows
- During the past two weeks our Terrain Staff, with the help of the Aftercare Staff have been following a process of deep cleaning, inside and outside the school. After completion, a process of sanitizing was done to ensure that a safe environment has been created, especially inside the school, classrooms, and bathrooms.
- On Saturday, 30 May 2020 the school was sanitized by an external company in preparation for the arrival of the Gr 7 learners on 1 June 2020.
- The School Management Team (SMT) ensured that we comply with the Department of Basic Education's health and safety protocols.
- The SMT ensured that our COVID-19 policy and operational systems are in place.
- All staff members (teaching and non-teaching) were orientated on our COVID-19 Standard Operating Procedures.

Social Distancing – the following venues have been prepared to enable the principle of social distancing:

- Grade 7 classes – Desks and chairs moved at least 1,5m apart (Other classes to follow soon)
- The Staffroom – Chairs moved 1,5m apart
- The Library - Chairs moved 1,5m apart
- Social distancing decals were put up inside and painted outside the building

Purchases and Acquisitions – Apart from the materials supplied by the Department of Basic Education, we purchased the following items:

- 1 x Infra-red thermometer
- 1 x Disinfectant Backpack Sprayer
- 6 x Hands-free sanitiser dispensers
- Face Shields for Staff
- Additional face masks for learners (In case they forget theirs at home)
- Extra wheelie bins to reduce overflowing on bins

The WCED supplied us with the following items:

- 5 x Infra-red thermometers
- 13 pairs of heavy duty gloves
- Bleach – 2 x 25l

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- Sanitiser – 14 x 25l
- Liquid Soap
- Face masks for learners and staff

Isolation Rooms – The following venues have been prepared as isolation rooms and have been cleaned and disinfected:

- The old 2nd Hand clothing room in the Grade 6 Corridor
- The Library
- The Science Lab

Water and Sanitation – Building and Ground Staff checked that the following:

- All toilets working
- No leaks or broken pipes
- Water supply sufficient
- In addition, two water points were added to the outside of the building to increase availability of water supply

Pre-communication

Letters have been sent to the following parties:

- Tuckshop – To suspend the service until further notice
- Aftercare – To suspend the service
- Music – To suspend the after-school programme
- Dance – To suspend the after-school programme
- Parents – A letter of undertaking

3. Personal Protective Equipment

Learners: Each learner must have the following PPE's:

- Between 2 and 4 face masks, clearly marked with their name on the inside of the mask. The school will provide two masks (supplied by the WCED), but will not hand both out at the same time. The other one will be kept in class in case a learner loses his/her mask or it breaks during the course of the day.
- Cloth or wet-wipes to wipe desk in chair (Optional)
- Face shield
- Disposable gloves

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- Staff, including Admin staff: Each staff member must have the following PPE's
 - Between 2 and 5 face masks. The school will provide 2 masks
 - Pocket size hand sanitiser
 - Face shield. The school will supply one face shield
- Staff: Buildings and Ground
 - Protective clothing (overalls and working shoes)
 - Heavy Duty gloves
 - Face mask. The school will provide 2
 - Face Shields. The school will provide 1
 - Pocket size hand sanitiser

4. Access Control

- Parents will be required to complete an online questionnaire APP at home, where questions need to be answered.
- No parents/caregivers will be allowed to enter the school building. Staff will meet learners at the school entrance at the start of the day and escort them to the exit at pick-up times.
- The main entrance will be used for intermediate phase.
- The entrance at the Teubes road will be used by foundation phase.
- The Aftercare gate will be used by Gr 4 & 5.
- The small sport entrance can also be used by Gr. 2 & 3.
- The access control point will consist of 2 stations for screening.

5. Screening of teachers and support staff

- All teachers and support staff will complete the online questionnaire before entering the school.
- All teachers and support staff will be screened for symptoms of Corona Virus infection upon arrival at the school daily.
- Teachers report to the screening room, the Oink.
- A non-contact thermometer will be used for temperature checks.
- Any employee with any of the symptoms consistent with COVID-19 will not be allowed to commence work.

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6. School Daily Programme

Operating Hours

The school will have different operating hours for learners, teaching and non-teaching staff. We will also adopt a staggered start and end time for grades to alleviate bottlenecks in traffic and screening areas. The times are as follows (TBC):

Category of Staff	Start time	End time
Learners		
• Grade 7	07h40	14h00
• Grade 6	07h40	14h10
• Grade 5	07h50	14h20
• Grade 4	08h00	14h30
Staff on Duty (Screening)	07h30	14h40
Rest of Educator-staff	07h30	14h45
Admin Staff	07h30	14h45
Buildings & Ground Staff	07h00	16h00

Timetables

In order to adhere to social distancing, the school will adopt a Split-Class Alternate Days (SCAD) approach. This will entail the following: **Gr R,1,2,3 and 6: 6 July**
Gr 4 and 5: 3 August

Foundation Phase timetable from 6 July

- Classes will be split into two groups at the teachers' discretion.
- The groups will attend school on alternate days over a 10 day cycle.
- A calendar for your child will be provided closer to the time of return.
- Hours:
 - Grades R and 1: 8:30 – 12:30
 - Grades 2 and 3: 8:45 – 12: 45

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Grades	Group	Days
Grade R	Ra	Days 1, 3, 5, 7, 9
	Rb	Days 2,4,6,8,10
Grade 1	1a	Days 1, 3, 5, 7, 9
	1b	Days 2,4,6,8,10
Grade 2	2a	Days 1, 3, 5, 7, 9
	2b	Days 2,4,6,8,10
Grade 3	3a	Days 1, 3, 5, 7, 9
	3b	Days 2,4,6,8,10

Intermediate Phase Timetable

Grade 6 only: From 6 July – 31 July

- Every learner will attend school every day.
- The class will be split into two and the second half accommodated in the Grade 4 classroom. Hours: 8:00 – 14:00

Grades 6, 5, 4 after 3 August:

- Classes will be split into two groups at the teacher's discretion.
- Each learner will attend school on 7 days out of a 10 day cycle
- The art room will be used as an extra classroom
- Hours:
 - Grade 6: 8:00 – 14:00
 - Grades 4 and 5: 8:15 – 12:45

Timetable from 3 August:

Venue	Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
6	6a	6b	6a	6a	6b	6b	6a	6b	6a	6b
4	4a	4b	4a	4b	4a	4b	4a	4b	4a	4b
5	5a	5b	5a	5b	5a	5b	5a	5b	5a	5b
Art Room	4b	5a	6b	4a	4b	6a	5b	5a	6b	4a
Hall					5b					6a

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Grade 6	6a	Day 1, 3, 4, 6, 7, 9, 10
	6b	Day 2, 3, 5, 6, 8, 9, 10
Grade 4	4a	Day 1, 3, 4, 5, 7, 9, 10
	4b	Day 1, 2, 4, 5, 6, 8, 10
Grade 5	5a	Day 1, 2, 3, 5, 7, 8, 9
	5b	Day 2, 4, 5, 6, 7, 8, 10

Senior Phase timetable

- Grade 7 learners attend school every day as required by the department.
- The numbers are few enough that social distancing can be maintained in one classroom.
- Hours: 8:00 – 14:30

7. General Infection Control

All stakeholders will endeavor to keep the school site as infection free as is humanly possible by doing the following:

Social Distancing:

- Ensuring Social Distancing is maintained in every classroom and venue by moving furniture at least 1,5m apart.
- Minimising the movement of learners, through monitoring, inside classrooms, the building and outside.
- Putting up Social Distancing decals and markers in all passages and at all queuing areas outside the building.

Signage and Orientation

- Displaying educational and informative posters about the Covid-19 virus.
- Displaying posters in all passages, bathrooms, classrooms, office and other venues to inform and remind staff and learners of hand washing, coughing, greeting, etc. protocols

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Cleaning, Disinfecting and Sanitising

- Hands-free sanitisers will be placed at all demarcated access points i.e.
 - Main foyer
 - Foundation & intercent phase corridor and the foyer
 - Grade 4, 5, 6, & 7 entry points after breaks
 - Grade r, 1, 2, & 3 entry points after breaks
 -
- Hands will be sanitised in class on an hourly basis by the teacher and/or learner using his/her own pocket sanitiser
- Learners will sanitise and disinfect their own work area (chairs and desks) after returning to class from break or using the toilet
- Routine, daily cleaning and disinfection by Buildings & Ground staff using Addendum A as checklist.
- Cleaning and Disinfection of all classrooms, offices and other venues after school using the Disinfectant Backpack Sprayer and wiping off all desks, chairs and other surfaces.
- Isolation Rooms will be disinfected using the Disinfectant Backpack Sprayer immediately after someone was isolated in it for suspected Covid-19 symptoms.

Classroom Keys

- Teachers must take their classroom keys with them. Keys must not be hanged in the key room until further notice.
- Teachers must sign out for classroom keys.
- The Foreman must ensure there is an extra key for every venue on-site at all times.

Ventilation & Waste Removal

- Air flow will be increased by opening windows and doors, using fans and avoiding the use of heaters.
- Waste will be removed from classrooms by Buildings & Ground Staff at least twice times a day.

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8. Human Resource Management

For as far as is possible, the school does not want to use staff not already employed at school to alleviate an increase in expenditure.

Staff with comorbidities

Staff with underlying medical conditions or comorbidities, as listed below, will be given the option to work from home.

- Cardiovascular Disease including Hypertension; Congestive cardiac failure; Cerebrovascular disease (stroke and transient ischaemic attacks)
- Respiratory Disease including Pulmonary Tuberculosis; Asthma; Chronic Obstructive Pulmonary Disease (COPD); Cystic Fibrosis; Bronchitis
- Kidney Disease
- Immunosuppression including Type II Diabetes Mellitus; Cancer or undergoing treatment; Advanced HIV; Chronic use of >20mg Prednisone, methotrexate or any other immunosuppressants

However, such staff members must complete the form (Addendum B) provided by the WCED and must provide a medical report on the nature and duration of the illness. Appropriate work arrangements and/or potential leave, in terms of the Directions issued by the Minister of Basic Education in respect of Leave for employees under the Employment of Educators Act (EEA) affected by Covid-19, will be implemented.

Staff who insist on coming to work/school despite suffering from the conditions mentioned above, must sign a waiver form in which they indemnify the School Governing Body and the WCED from any recourse or litigation in case their health is affected by the Covid-19 virus whilst on duty at school. (Addendum C)

Remote Teaching

Teachers, teaching who have been granted permission to teach from home, will be expected to deliver a full range of duties, including developing lesson plans and material, worksheets, activities as well as be available, online, to provide support, if required.

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As such, teachers will be expected to have access to internet connectivity. The school will subsidise such staff in the following way:

- Staff with uncapped internet connectivity will be given a once-off monthly reimbursement of R250. A claim for this must be submitted on the provided data claim form (Addendum D). The claim must be submitted by no later than the 20th of each month and will be paid via payroll on the last working day of every month. No late or back-dated claims will be accepted.
- Staff with capped or mobile data must:
 - Provide proof of how the data was used. For example, listing the size of the data prior to downloading a document or video and then listing the balance once the download is completed. The same can be done for video conferencing, video calls or online learner support.
 - Provide proof of purchase of Data
 - Must complete a claim using the provided data claim form (Addendum D). The claim must be submitted by no later than the 20th of each month and will be paid via payroll on the last working day of every month. No late or back-dated claims will be accepted.
 - The claim must be submitted to the Principal for approval. The Principal may delegate this authority to a member of the School Management Team.

List of Duties to be performed, other than teaching

Duty	No. of People required	Brief Description	Frequency
Traffic Control & Pre-scanning	2	Marshalling traffic in Medway Road and pre-scanning of learner body temperature	Every morning and afternoon
Screening (Learners)	2	Complete screening process in Grade 6 Corridor Foyer	Every morning
Screening (Staff + Visitors)	1	Complete screening process in Main Foyer	Every morning
Corridor Marshall	2	Control movement of learners from screening area to class / hall, enforcing social distance	Every morning
Hall supervision	1	Supervising learners in hall who arrive at school early	Every morning and afternoon
Infection Control	1	Checking that cleaning staff clean toilets, door handles, etc. (according to checklist) throughout the day	3 times per day
Structured Breaks	1	Taking learners to do structured activities to release energy, for	Once per class, daily

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		example dancing in the hall, running, etc.	
Isolation rooms	2	On duty at isolation rooms to supervise learners who are unwell and to keep records of "admission" to the room and collection times by parents	As is required

9. Suspected cases of Covid-19

Learners:

- Parent must keep learners at home if they display any signs of illness and must seek medical advice. Learners should be deemed 100% well by a medical professional before returning to school. Evidence of this must be provided.
- Learners with a body temperature exceeding 37,5° or who answers "yes" to any of the questions at screening in the morning will be sent home with the parents or transport service providers. The parent must immediately seek medical advice. The learner must be deemed 100% well by a medical practitioner before returning to school. Evidence must be provided.
- Learners who start to feel unwell, especially displaying Covid-19 related symptoms, during the course of the day will be removed from class and taken to one of the isolation rooms. The learner must be given a mask if he/she is not wearing one already.
- Their parents must be called to collect them and they must be "signed" out from the isolation room, using Addendum E. Parents must immediately seek medical advice and proceed to the Covid-19 Medical Testing Centre which their General Practitioner directs them to. In the interim, the school can call the emergency hotline number 0800 029 999) to seek more advice.
- The parent must inform the school immediately of the results.
- A learner who test negative may return to school provided the parent produces evidence of such a result.
- If a learner tests positive for the Covid-19 virus, he/she must be self-isolated for at least 14 days and the parent must inform the school of his/her status. The learner may only return to school upon the provision of a Medical Clearance Certificate.
- These measures automatically apply to parents and siblings or other persons living in that residence.

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- In keeping with the patient/medical confidentiality ethics, the identity of a learner who tested positive for the Covid-19 virus may not be revealed to the general community without the express written consent of the parent.

Staff:

- Staff who do not feel well and who are displaying sign of illness related to the Covid-19 virus, must stay at home. The normal protocol relating to informing the school must be followed, but the staff member must inform the school that he/she is displaying the symptoms mentioned above. Such a member must immediately seek medical advice. The staff member should be deemed 100% well by a medical professional before returning to school. Evidence of this must be provided.
- Staff members with a body temperature exceeding 37,5° or who answers "yes" to any of the questions at screening in the morning will be sent home immediately. The member must get into his/her vehicle immediately and proceed to seek medical advice. The staff member must be deemed 100% well by a medical practitioner before returning to school. Evidence must be provided. If a staff member must wait on someone to collect him/her, they must wait in the isolation room. A form, Addendum F, must be completed by the Isolation Room Attendant.
- Staff members who start to feel unwell, especially displaying Covid-19 related symptoms, during the course of the day will be asked to go home and must sign out, using Addendum G. They must immediately seek medical advice and proceed to the Covid-19 Medical Testing Centre which their General Practitioner directs them to. The staff member must inform the school immediately of the results.
- A staff member who tests negative may return to school provided the he/she produces evidence of such a result.
- If a staff member tests positive for the Covid-19 virus, he/she must be self-isolated for at least 14 days and he/she must inform the school of his/her status. The staff member may only return to school upon the provision of a Medical Clearance Certificate.
- These measures automatically apply to parents, spouses, partners, siblings or other persons living in that residence.
- In keeping with the patient/medical confidentiality ethics, the identity of a staff member who tested positive for the Covid-19 virus may not be revealed to the general community without that person's express written consent.

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10. Confirmed cases of Covid-19

The school will be contacted by the relevant public health officials to discuss the case, to identify people who have been in contact with the infected person and to advise on any further actions or precautions that should be taken.

If the school has not been contacted regarding a possible case of Covid-19, the Principal or Deputy-Principal must contact the relevant provincial health official using the contact details below:

Charlene Jacobs

Charlene.Jacobs@westerncape.gov.za

072 356 5146 **or** 021 483 9964

Public health officials will conduct a risk-assessment and give recommendations on the management of the learners and staff. The decision to close the school will be made by the Head of Education for the Western Cape.

11. Learner Enrichment, Aftercare and Tuckshop

All services and after school activities have been suspended until further notice

12. Communication

- The school's official method of communication with parents will be via the D6 communicator system. Parents must ensure they are au fait with using this system.
- Staff and Learners will be orientated regarding Covid-19 upon arrival at school as per the phased return programme.
- Information pertaining to all children regarding Covid-19 related tests or medical results must be sent to the following WhatsApp number. This must include the name of the learner, grade and class as well as details of the parent(s)
- Information pertaining to all staff regarding Covid-19 related tests or medical results must be communicated to the Principal via direct telephone call, private WhatsApp message or e-mail.
- The school will alert the WCED of an increase in absenteeism due to Covid-19 related symptoms.
- Parents will be kept informed of any developments via the weekly communication which is distributed via the D6 system.

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- The school will endeavour to provide relevant and related material to answer learners' questions and concerns regarding Covid-19.

13. Guidelines for learners and parents:

Travel to and from school.

Parents who drop off and collect their children personally must:

- Maintain a high level of personal hygiene in the vehicle.
- Ensure their child wears a facemask when exiting the vehicle.

Parents of learners who make use of Transport Service Providers must insist the drivers adhere to the following:

- A clean and sanitised vehicle when collecting learners in the mornings and afternoons;
- Social distancing regulations related to transporting of people / learners;
- Limit the movement of learners from seat to seat in the vehicle;
- Insist learners wear a mask before entering the vehicle and keep it on whilst driving;
- Check that learners are wearing a mask when exiting the vehicle.
- Replicate this process in the afternoons when collecting learners.

Arrival

- All learners must be dropped off as close to the start of the school day as possible i.e. within a 15 to 20-minute window of their indicated starting time, so as to minimise the risk of physical contact in the morning.
- Learners must be dropped off in Medway Road and must enter the school through the pedestrian gate. An initial temperature scan will be conducted.
- Learners must line up, adhering to social distancing, outside the Grade 6 corridor foyer (The double-door closest to the green shaded waiting area)

Screening (Also refer to Clause 6)

- Learners will be screened and tested in the Grade 6 foyer facing the pedestrian gate in Medway Road. Screening involves the following:
 - Adhering to social distancing whilst waiting in the line (Gazebos will be put up to extend the Grade 6 foyer canopy. This should extend the covered area all the way to the shaded waiting area close to the gate.

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- Using the hands-free sanitiser to sanitise hands
- A temperature reading and recording performed by a member of staff
- Answering the following questions truthfully and moderately:
 - Do you have a cough?
 - Do you have a sore throat?
 - Do you have a high fever?
 - Do you have difficulty breathing?
 - Have you been in contact with anyone who has tested positive for Covid-19 in the last 14 days that?
- Once screened and cleared, learners will be given a sticker to indicate they have been screened. This must be worn on their shirt for the entire day.
- Learners must proceed to their class where their teacher will wait immediately after screening.
- The passages will be marked at 2m intervals to indicate social distancing. Learners must act responsibly in the passage as we cannot have staff everywhere.

Classroom

- Upon entering the class, the learner's hands will be sanitised by the teacher.
- The learner must take responsibility for his/her own work area. The desk and chairs will be cleaned and disinfected at the end of every school day and learners can expect to return to a disinfected work area in the morning. However, we encourage learners to bring their own cloth or wet-wipe to wipe the chair and desk as a precaution.
- Learners are not allowed to share any stationery or any other items at any time during the day
- This process must be completed after every break
- Throughout the day the teacher will sanitise hands and remind learners to wipe desks.
- Every class will be fitted with an additional bin, specifically for waste related to high risk Covid-19 items. This includes item such as tissues, wet-wipes, disposable masks, etc. This bin will be hands-free and will have a lid. The other bin will be for general waste such as paper, pencil shavings, etc.
- Learners will be given time in class to eat their lunch where they can be monitored by teacher so as to minimise the risk of sharing food.

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Toilets

- Learners who need to use the toilets must use it in a respectful manner.
- The first priority is to adhere to all corridor rules, especially the social distancing rule.
- Don't touch anything on your way to the bathroom
- Wipe the toilet seat before and after use.
- Wash your hands using the liquid soap as per the instructions on the posters that have been placed in every toilet
- Don't touch anything on your way back to class
- Upon your return to class, sanitise your hands, desk and chair

Breaks

- Breaks will be staggered throughout the day to minimise the risk of learners making physical contact.
- Break activities will be monitored and learners are not allowed to make physical contact with each other, play with a shared item such as a ball, share lunch or fluids, etc.
- More structured breaks will also take place and will involve energy-releasing activities such as dancing, Zumba, running, etc.
- Upon return to class learners must repeat the cycle of observance to social distancing in corridors, sanitising of hands and sanitising of desks and chairs.

Visits to school

- No visitors are allowed to enter the school site, unless by prior arrangement or under extreme circumstances such as a medical emergency.
- No delivery of lunches can be allowed.
- Items that have been forgotten at home, must remain at home and cannot be delivered or dropped off at the front office.
- All queries must be made electronically i.e. telephone or e-mail.
- Parents are urged to pay school fees electronically as no cash will be handled on site unless under extreme circumstances.
- It is extremely difficult to think of every possible scenario and we are asking parents to adopt the view that no one, other than staff and learners, can be allowed to enter the school premises.

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Schoolwork

- It will be extremely difficult for teachers to mark books as this will increase the risk of contracting the virus. Teachers will implement peer marking and use a stamp to verify that they have checked books.
- All books carry risk and learners must ensure they clean books regularly.
- Assessment will be altered and, as far as is possible, methods will be introduced to reduce the risk of teachers touching materials that have been handled by others.
- Remote Learning and Teaching: Learners with comorbidities will be allowed to remain at home, but parents must oversee their learning. A form will be sent to parents to sign indicating their intention to keep their children at home. The school will provide such learners, for as far as possible, with a range of work and activities covered in class. Weekly packs will be printed and ready for collection in the hall on Fridays between the hours of 12h30pm and 2pm. Some activities may require data or the printing of certain sheets!

Dismissal

- Dismissals will be staggered to alleviate the pressure at the gate.
- Please ensure someone is here waiting to pick up your child as there will be no aftercare facilities.
- There will also be no learner enrichment programmes offered after school.
- Teachers must also leave the site as soon as possible to allow the cleaning staff to clean and disinfect the building.

Absence from School

Parents of learners who are absent from school on days they are expected to attend, must inform the school of his/her absence and the reason for his/her absence. This communication must take place via WhatsApp message before 9am every morning. The WhatsApp number will be supplied in due course

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Learner's Code of Conduct

The Learner's Code of Conduct will include reference to possible Covid-19 transgressions. This will be captured in a special Covid-19 school policy that will include certain amendments, deviations and additions to ensure our policies align with Lockdown regulations.

In essence learners who willfully, intentionally or deliberately perform an action that unnecessarily exposes another learner or member of staff to contracting the virus will be sanctioned. These acts will include, but is not limited to throwing used tissues at other learners, grabbing face masks and coughing on it, touching other learners deliberately, etc. Please note the transgression lies in the spirit of the action and therefore we can't produce a complete list of all "punishable" actions.

Sanctions for such actions will be:

- First Offence – Counselling from member of staff to orientate the learner to the dangers of the virus + contact with parents to explain what happened + a written apology to the victim in order to restore the injustice
- Second Offence – Learner will be removed from class and parents asked to collect him/her. The learner may return to school on the next day he/she is supposed to attend.
- Third Office – Learner will be removed from class and parents will be asked to collect him/her + Learner will be subjected to a virtual disciplinary hearing

Uniform

Learners must wear casual clothes (civvies) when they return to school. This needs to happen because clothes are supposed to be washed every day to stop the spread of the virus. It is extremely difficult to foresee school uniforms being washed every day. The policy on "civvies" must be adhered to in this regard. Learners are reminded to not wear clothes with obscene or offensive prints, torn jeans, very short shorts, spaghetti strap tops, to mention a few things. The school's policy on hair and jewelry will also remain the same.

The allowance of a face mask has been added to the dress code to ensure alignment with Lockdown regulations. Once more, your discernment is asked for in choosing a face mask. We don't want masks that are offensive or promote any particular religious, political, etc. persuasions.

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Above all, the school's Code of Conduct still remains in force and must be adhered to at all times!

Parental Undertaking

We ask all parents to undertake to do the following:

- Perform a temperature reading before sending your child to school every morning
- Report suspected covid-19 symptoms to the school as soon as possible and keep your child at home
- Enforce good personal hygiene at home and imprint on your child that this is to be replicated at school
- Ensure proper transport arrangements are made, and that it is in line with transport lockdown regulations
- Imprint on your child the principle of physical / social distancing, and in particular, their adherence to it on the playground and in the classroom
- Discuss the dangers of sharing lunch, liquids, etc.
- Explain the importance of wearing face masks and other personal protective wear
- Ensure the timely collection of your child after dismissal as there will be no aftercare
- Explain how the virus is transmitted, the associated symptoms and general things to be on the look-out for
- As a principle, become a family who adheres to the general lockdown, safety and hygiene regulations

14. Guidelines for Staff

Arrival

- Staff must arrive at school with a mask.
- Some staff will have morning duty and must arrive on time to perform that particular duty
- Staff must enter the school building via the Front Foyer regardless of where they park.
- Staff must sanitise hands when entering the building, before signing in and then proceed to screening.

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Screening (Also refer to Clause 6)

- Screening for staff will take place in the Front Foyer.
- Screening involves the following:
 - Adhering to social distancing whilst waiting
 - Using the hands-free sanitiser to sanitise hands
 - A temperature reading and recording performed by a member of staff
 - Answering the following questions truthfully and moderately:
 - Do you have a cough?
 - Do you have a sore throat?
 - Do you have a high fever?
 - Do you have difficulty breathing?
 - Have you been in contact with anyone in the last 14 days that
- Once screened and cleared, staff will be given a sticker to indicate they have been screened. This must be worn on their clothing for the entire day.

Staffroom

- Breaks will be staggered to allow for social distancing of staff members in the staffroom.
- Staff members must take personal care and practise high levels of personal hygiene at all times when inside the staffroom.
- No sharing of kitchen utensils, cutlery, crockery and commodities is allowed. This includes the kettle and urn. Staff will have to supply their own tea, coffee, sugar, etc.
- Staff must use store their supplies and equipment in their classroom / office.
- The chairs in the staffroom has temporarily been replaced by plastic chairs to allow for daily sanitising and disinfection.
- Staff must work from the base that nothing is to be shared

Classroom

- Every teacher must practice good hygiene and personal care in the classroom wrt to their space as this will become the base from which they will operate and store personal items.
- Teachers must wait in their classrooms in the morning for learners. Learners will be sent there immediately after screening.
- Apart from their personal space, the teacher must also:

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- Sanitise hands and remind learners to wipe desks throughout the day.
- Monitor and control the stock of extra face masks or arrange with Grade Head for control measures.
- Monitor the adherence to social distancing and waste disposal.
- Monitor the snack time in class.
- Monitor clothing and enforce the school's dress code policy in respect of "civvies".

Offices

- Offices will be sanitised and disinfected at least once a day.
- If someone was inside an office and it is discovered that he/she is a suspected or confirmed Covid-19 carrier, the office must immediately be vacated and disinfected before the staff member using it can return.
- The staff member using the office is responsible for ensuring every person who enters it sanitises their hands and wears a face mask.
- Offices must be ventilated for as much and as long as possible. Leave the door open for as much as possible to avoid No heating devices must be used.

Breaks

- Breaks will be staggered throughout the day to minimise the risk of learners making physical contact.
- The teacher on duty must monitor break activities and learners are not allowed to make physical contact with each other, play with a shared item such as a ball, share lunch or fluids, etc.
- More structured breaks will also take place and will involve energy-releasing activities such as dancing, Zumba, running, etc.
- Teachers must ensure learners repeat the cycle of observance to social distancing in corridors, sanitising of hands and sanitising of desks and chairs.

Schoolwork

- Teachers are advised to not mark books as this will increase the risk of contracting the virus. Teachers must implement peer marking and use a stamp to verify that they have checked books.

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- Assessment will be altered and teachers must find methods to administer assessment that will reduce the risk of touching papers handled by learners and others.
- Remote Learning and Teaching: Teachers must prepare work for learners with comorbidities whose parents have chosen to keep them at home. Work should include, for as far as is possible, a range of content and activities covered in class. Weekly work packs must be prepared for collection by parents before 11 am on Friday mornings. Activities that require data or the printing of certain sheets may be included, but must be limited as much as possible!
- Teachers must prepare and hand out lessons and work to be completed for the following day, on which the learner is expected to be at home, to all learners present.
- Teachers must try to make contact with parents of learners who are expected to be at school, but is absent.

Dismissal

- Dismissals will be staggered to alleviate the pressure at the gate and teachers must lead out their classes, adhering to social distancing.
- There will be no learner enrichment programmes and teachers must leave the site as soon as possible to allow the cleaning staff to clean and disinfect the building.

15. Risk Assessment Schedule

Task / Activity	Risk	Rate	Mitigation Actions	By Whom
Play activities, sharing of equipment, close interaction with other learners in classrooms and playgrounds	Transfer of virus through surfaces	High	Orientation - create awareness of the dangers. Enforce Social distancing. Clean and disinfect area (inside building)	Educators / All staff Cleaning staff
Staff attending to sick learners	Contact with bodily fluids	High	Wear PPE	All staff and learners
Handing of materials, paper, etc.	Transfer of virus via surface	High	Wear PPE. Limit exchange of	All staff
Management and supervision of learners in the classrooms and play areas	Staff developing symptoms during school time	High	Orientation. Social distancing Wearing PPE Monitor signs of illness	All staff
Communication	Reputational risk Stigmatization	Medium	Clear & regular communication to staff and parents	Management
Travel to and from school (private and public)	Transfer of virus from surfaces	High	Screening & Testing.	Parents All staff

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			Disinfection and sanitizing Wearing PPE	
Security and Access Control	Access to school premises by an infected person	Medium	Screening at entrance. Limit access points	Security Screening personnel
Waste disposal	Contact with waste tissues, items and other materials	Medium	Separate bin in class for waste. Wear PPE Regular waste removal Sanitising and Disinfecting	Cleaning and Maintenance staff Management
Coughing, sneezing and spitting	Airborne transmission	High	Wear PPE Social Distance Removing sick children from class. Sick children must not attend school	Parents All staff

Addendum A: Cleaning Checklist

Addendum B: Staff needing to work from home as a result of comorbidities

Addendum C: Indemnity Form for staff insisting to work despite comorbidities

Addendum D: Data Claim Form

Addendum E: Removal of learner from school (Suspected Covid-19)

Addendum F: Staff waiting in isolation room for collection (Suspected Covid-19)

Addendum G: Staff leaving after falling ill at school (Suspected Covid-19)

**MR GY GUEORGUIEV
KOMMETJIE PRIMARY SCHOOL
HEADMASTER**

SIGNED ELECTRONICALLY

**MR. RODNEY THEYS
CES: CIRCUIT MANAGER
CIRCUIT 6
METRO SOUTH EDUCATION DISTRICT**

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