

STANDARD OPERATING PROCEDURES
FOR PREPAREDNESS FOR,
DETECTION OF AND RESPONSE TO THE
CORONAVIRUS (COVID-19) OUTBREAK IN
SOUTH AFRICA

LORETO CONVENT SCHOOL



24 August 2020

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DEFINITIONS

Suspected COVID-19: When staff or learners appear ill or display symptoms compatible with COVID-19 based on symptom screen/NICD case definition but either not tested or awaiting SARS-CoV-2 test result.

Confirmed COVID-19: When staff or learners test positive for SARS-CoV-2 with or without symptoms.

Cluster: A pattern of cases that are suggestive of a common source of the infection and/or lapses in the infection control practices in the school; or

Cluster of Cases: >2 individuals with confirmed or suspected COVID-19 within seven days in the same classroom or between individuals working in the same area in a school.

Direct/Close Contact: Staff or learners who have been in contact with an individual with confirmed COVID-19 for >15 minutes within 1 meters without a mask or face shield.

Casual/Distant Contact: Staff or learners who have been in contact with an individual with confirmed COVID-19 for a short duration (<15 minutes) and maintained physical distancing (>1.5m) with a confirmed case/s or who was wearing a mask or face shield.

Period of Infectivity: Time the individual with confirmed COVID-19 was present in the school while in the infectious period as determined by:

- In an individual with confirmed COVID-19 who has symptoms, the infectious period begins 48 hours prior to symptom onset and lasts until eight (8) days after symptom onset.
- In an individual with confirmed COVID-19 with no symptoms:
 - o Where the source of infection is unknown, the infectious period may be regarded as commencing 48 hours before the date of the sample, to eight (8) days after the sample was taken.
 - o Where the source of infection is known, the infectious period can be estimated based on a minimum incubation period of 2 days following exposure.

Quarantine: A period during which someone who has been exposed to someone who is confirmed to have COVID-19, is separated from healthy people and observed for the development of symptoms of COVID-19. This is usually for eight (10) days in the case of COVID-19. Quarantine can be involuntary if demanded by the State.

Isolation: A period during which someone who is confirmed to have COVID-19 is separated from healthy people. The period stops after 10 days or they have no more symptoms. Isolation can be involuntary if demanded by the State.

Self-isolation: An individual who either has COVID-19 or has been exposed to someone with COVID-19 voluntarily selects to separate themselves from other healthy people. During this period, the individual should not go out, wear a mask in the home, and have separate living and ablution facilities where possible.

De-isolation: An individual with confirmed COVID-19 can stop isolation precautions and return to school or work once there is no fever or other COVID-19 symptoms.

Environmental decontamination: All equipment and rooms where individuals who have confirmed COVID-19 have been within the last seven (7) days should be identified for appropriate cleaning. Following a thorough cleaning, surfaces are wiped, not sprayed, with disinfectants with 70% alcohol, as recommended.

COVID-19 related Non-pharmaceutical interventions (NPIs): NPIs are non-drug interventions to prevent the spread of the SARS-CoV-2 from staff or learner with COVID-19 to other learners or staff in schools. NPIs are categorised as

- 1) engineering controls – what we can do to the environment to reduce transmission, such as ensuring ventilation and sufficient space;
- 2) administrative controls – what we can arrange to reduce transmission, such as staggered time-tabling, screening, hand hygiene, cough etiquette and regular environmental cleaning; and
- 3) personal protective equipment – such as face masks and eye protection visors.

1 Purpose of the Document

This document outlines the standard operating procedures (SOPs) for the detection of and response to suspected case/s of the novel coronavirus disease (COVID-19) in South Africa. The content of this document informs procedures to be implemented at Loreto Convent School, 135 Nana Sita Street, Pretoria.

2 References and links:

Principals must make sure that everyone in the school has up-to-date information on how to prevent the spread of COVID-19. For updates and the latest information, refer to the following resources:

- National Department of Health: <http://www.health.gov.za/>
- National Institute for Communicable Diseases: <https://www.nicd.ac.za>
- National Institute for Occupational Health: <http://www.nioh.ac.za/>
- World Health Organization: <https://www.who.int>
- Department of Basic Education: <https://www.education.gov.za/>
- National Health Laboratory Service: <https://www.nhls.ac.za>
- COVID-19 Online Resource & News Portal: www.sacoronavirus.co.za
- NICD Toll-Free Emergency Hotline for COVID-19: 0800 029 999
- WhatsApp Support Line for COVID-19: Send HI to 0600 123 456

3 Background

On 7 January 2020, Chinese scientists confirmed a cluster of pneumonia cases that been identified in the city of Wuhan, in Hubei Province, China in December, 2019, were associated with a novel coronavirus. The virus has been named SARS-CoV-2 and the disease it causes has been named coronavirus disease 2019 or COVID-19.

The World Health Organization's (WHO) International Health Regulations Emergency Committee declared the outbreak a public health emergency of international concern (PHEIC) on 30 January, 2020 and South Africa activated its Emergency Operations Centre (EOC) on 31 January, 2020.

South Africa's first case of COVID-19 was confirmed on 5 March, 2020 by the Minister of Health, Dr Zwelini Mkhize. On 15 March, the first internal transmission of COVID-19 was announced by President Cyril Ramaphosa, who declared a national state of disaster and a partial travel ban. President Ramaphosa announced travel advisories and discouraged the use public transport. School closures were mandated, and gatherings of more than 100 people were prohibited. By 21 March, there were 240 confirmed cases, with 0 deaths.

Following this declaration, the various organs of state, including the Department of Basic Education (DBE), instituted drastic measures to curb the spread of the virus. Schools closed on Wednesday, 18 March 2020, in accordance with the pronouncement by the President on 15 March, 2020. This decision was informed by the warnings issued by the National Institute of Communicable Diseases (NICD) and WHO, highlighting the increased number of infections in South Africa, particularly among people without a travel history, thus indicating local transmission of the virus. Schools have been identified high-risk areas, in terms of ease of transmission, due to the close contact of large numbers of people.

The DBE issued circulars providing containment/management guidelines for ordinary, public and independent schools to all provincial education departments (PEDs), unions and school governing bodies (Circulars No 1 and 3 of 2020: Containment/management of COVID-19 for schools and school communities). After briefings with education stakeholders, Minister of Basic Education, Mrs Angie Motshekga, MP, delivered media statements regarding the response to the pandemic.

This standard operating procedure (SOP) for the containment and management of COVID-19 must be adhered to by all the administrators of schools in the basic education sector. This SOP must be read in conjunction with the key and relevant legislation, policies, guidelines and frameworks.

All learners, educators, support staff, officials, parents and communities should:

- heed the directives issued by the President and the guidance provided by the Ministry of Health;
- avoid public gatherings of over 50 people as the disease is spread through direct contact with the respiratory droplets of an infected person, which are generated through coughing and sneezing;
- maintain a social distance of at least 1.5m with others, at all times;
- avoid direct contact with others e.g. shaking hands or hugging;
- frequently wash hands with water and soap. (If water is not available, use a 60% alcohol-based hand sanitiser to disinfect hands.);
- avoid touching the face (i.e. eyes, nose, mouth) with unwashed hands;
- consult a healthcare facility if there is a suspected COVID-19 infection;
- inform the education authorities immediately if a learner, educator, support staff or parent/caregiver has been in direct contact with an infected person, or if they are diagnosed with COVID-19; and
- eradicate all forms of stigma and discrimination in the education sector, including in schools and childcare facilities.

STANDARD OPERATING PROCEDURES: BACK TO SCHOOL AFTER LOCKDOWN

In light of the COVID-19 pandemic, Loreto Convent School (hereafter referred to as ‘the school’) has put certain regulations in place to safeguard the school community. The health and safety of our staff and learners is paramount, and it is important to us that all stakeholders feel assured that the school will be taking every measure possible to ensure that all persons stay safe and healthy, and also that the school will be doing everything in their power to ensure that the transition back into the academic year is as safe and as seamless as possible under these unprecedented circumstances. The school is critically dependent on everyone’s co-operation, positivity and teamwork to make this possible

Just as the public service has the legal obligation in accordance with Section 8, of the Occupational Health and Safety Act (OHSA) 1993, as amended to, where reasonably practicable, provide and maintain a safe, healthy work environment that is without risk to employees, so this obligation extends to the private sector.

Regulation 53 provides that the Head shall establish and maintain a safe and healthy work environment for employees and service providers of the school and a safe and healthy service delivery environment for its staff, parents and pupils.

The virus that causes COVID-19 is mainly spread by respiratory droplets. When someone infected with COVID-19 coughs or sneezes, respiratory droplets that contain the virus are expelled and can be breathed in by someone nearby. Although the virus cannot enter the body through the skin, the respiratory droplets carrying the virus can get into your airways or mucous membranes of your eyes, nose, or mouth to infect you. The virus can also be spread if you touch a surface contaminated with virus and then touch your eyes, nose or mouth, although this is not the primary way the virus spreads.

Schools will therefore need to ensure that they apply strict health and safety protocols to ensure that the school remains open once a return to school has been approved by the government. This will include regular feedback sessions as well school signage to remind staff, pupils, parents and visitors of the basic protocols required to limit the risk of contracting COVID-19.

Loreto Convent School has appointed a special COVID-19 Health and Safety officer at the school and in addition, has a functioning Health and Safety Committee. If any COVID-19 cases arise once school is back in session, this will be reported to NICD and the affected group of students and staff will be required to go into self-isolation immediately and all primary contacts will be required to do the same. The affected venues will be out of bounds until a deep clean has been implemented. The procedures below are therefore essential and the commitment from both staff and pupils will be pivotal to ensure that we eliminate risk as far as possible.

1 PREPARATION OF FACILITIES

- Prior to the return of learners and staff to school when directed by the Department of Basic Education, all school buildings are to be deep-cleaned and disinfected including classrooms and especially water and sanitation facilities, particularly surfaces that are touched by many people (railings, lunch tables, sports equipment, door and window handles, toys, teaching and learning aids, etc.). (This has been done – refer to Appendix A)
- The School may need to negotiate the increased cleaning requirements with their current contracted provider (Rentokil). This will depend on the evolving requirements and will be dealt with by SMT and the Board of Governors.
- Additional staff should not be appointed for this cleaning process, rather support staff should be divided into groups and given cleaning and sanitizing schedules as per the evolving school requirements. The maintenance manager will play a key role in the development and maintenance of the schedules and support staff.

- The School should ensure that their water, sanitation and waste management facilities are all functioning efficiently.
- The School must put specific, detailed plans in place to ensure that daily routines are maintained after learners leave the premises.
- In order to ensure compliance with these procedures, a duty checklist must be in place and the maintenance manager must assume full responsibility for the process to ensure it is completed effectively and timeously.
- A plan (including signage) must be available to enforce the sanitisation of hands and the wearing of a mask at the gate for staff, learners and visitors entering the school premises.
- All schools must prepare and place alcohol-based hand rub (hand sanitisers) in:
 - Every classroom
 - At entrances and exits
 - In the staffroom
 - In bathrooms
 - In admin and office areas
 - In all other designated areas, as the need arises

2 HIGH-RISK STAFF

High Risk staff are categorised as follows:

- Any person over the age of 60
- Current existing medical conditions, such as Diabetes
- Current respiratory conditions, such as Asthma or COPD
- High Blood Pressure
- Heart Disease
- Liver Disease
- Cancer and any related immunity related conditions
- HIV or AIDS
- Obesity
- Any person currently receiving immunosuppressant medication

Due to the sensitivity and confidentiality of these conditions, staff and parents are required to contact Mrs Truter to discuss these risks and make alternative arrangements where necessary. Parents are urged to contact the School as a matter of urgency to inform the School of any high risk factors relating to a particular learner.

3 GENERAL INFECTION CONTROL

- Stringent social distancing measures will be implemented at the School during lessons and at any time in between lessons, including during breaks.
- Learners' seating in all classrooms or teaching venues will be spaced to maintain social distancing. In cases in which the size of the classroom does not physically allow this, larger venues will be utilised or the learners in the class will be divided into smaller groups.

- Regular hand-washing and positive hygiene behaviours must be promoted and demonstrated and SMT must monitor their implementation. Explain and practice these hand-washing and sanitising routines with learners until they become a habitual routine:
 - Wet hands with clean, running water.
 - Apply enough soap to cover wet hands.
 - Scrub all surfaces of the hands – including backs of hands, between fingers and under nails – for at least 20 seconds.
 - Rinse thoroughly with running water.
 - Dry hands with a single-use towel as available.
- SMT must ensure that adequate soap supplies (preferably from dispensers) and safe water are available at age-appropriate hand-washing stations, especially in toilets and bathrooms. Sanitiser should be used only at specified stations.
- Learners and staff must wash and/or sanitise their hands routinely as follows:
 - Upon entering the school at designated temperature-screening stations.
 - At the commencement of the school day in the first teaching venue.
 - After breaks or any outdoor activity or before entering the next teaching venue.
 - Upon exiting the final teaching venue of the day to go home.
- SMT must ensure adequate, clean and separate toilet facilities for girls and boys.
- Support staff are to clean and disinfect school buildings, classrooms and especially water and sanitation facilities daily, particularly surfaces that are touched by many people (railings, lunch tables, door and window handles, toys, teaching and learning aids, etc.).
- Use a sodium hypochlorite solution at 0,5% (equivalent 5 000 ppm) for disinfecting surfaces and a solution of 70% ethyl alcohol for disinfecting small items, and ensure appropriate equipment for cleaning staff. (Bleach mixture of 250ml of bleach to 5 litres of water).
- Increase air flow and ventilation where the climate allows (open windows, use air conditioning if available), avoid heaters, closed windows, overdressing, etc.
- Post signs in all utilised venues encouraging good hand and respiratory hygiene practices.
- Do not use biometric identification readers – these will be temporarily disabled for support staff, who will sign in on a paper register prepared for that purpose.
- Ensure waste is removed daily from venues and disposed of safely – especially taking note of PPE and procedures when disposing of such waste.
- The initial consignment of supplies has already been ordered and has been delivered before staff or learners return after lockdown. SMT will co-ordinate the replenishment of supplies on a regular basis.
- Any contracts with external parties for the hire and use of school facilities must be suspended until further notice. (e.g. by the Cathedral, LOG, etc.)

4 TEMPERATURE SCREENING

- Access to the school property must be through a single access point for staff (Visagie Street small gate entrance) and another single access point for High School learners (Nana Sita Street gate entrance at reception or Cathedral entrance) plus an additional single access point for Primary School learners (Visagie Street gate after 07h15) to ensure that all persons entering can be screened. Unfortunately, parents will not be able to access the school grounds through the Nana

Sita gate and drive through as previously done. Learners will need to be dropped off outside that particular gate please.

- The Cathedral Gate at Bosman Street will be opened strictly from 07h00 to 07h30 for parents to access the property as a drive through option, should they prefer. No parent may park their car and no parent may exit their vehicle please. This is strictly to drop off learners early in the morning. Learners may then proceed through the interlinking gate to line up in front of the school as marked out.
- The Nana Sita Street gate will open at 06h30 for access to the school premises by learners. The Visagie Street gate will be opened for parent access at 07h15 to allow sufficient time for teachers to park their cars before screening of learners commences. Learners are to observe social distancing by standing in an orderly queue on the markers that have been painted in front of the School for this purpose until screening commences.
- Learner screening will commence at 07h00 in the mornings and continue until 08h30 (Nana Sita Str gate) and 07h15 to 08h00 (Visagie Street Gate). Learners will then move to their designated areas. Foundation phase learners are to be taken to class under supervision by designated teachers.
- On arrival, all staff and learners must be screened on a daily basis at the various designated screening points, for symptoms of COVID-19, including a symptom check and temperature assessment.
- Key staff who will conduct the screening as mentioned above are: Mrs Renee Swanepoel, Mrs Natalé Prinsloo, Ms Catherine Westra, Mrs Lezanne Grové, Mrs Lee-Anne Goosen, Mrs Boitumelo Mateka and Mr Johannes Mahlangu.
- SMT should ensure that sufficient staff are on hand at all times to conduct the screening process.
- Staff and learners will have their temperature read with the aid of non-touch handheld devices.
- Temperature reading stations must be set up at all main entrances to the school. The number of entrance points to the school may have to be limited for a period of time as required.
- The temperature reading of every individual must be recorded on the sheet provided for this purpose and must be retained for future reference.
- Learners or staff registering an elevated temperature of 37,5 °C or above must not be permitted access to school property and must move to the isolation area. (Grade 3V Classroom)
- Any learner who is awaiting COVID test results, has a parent or caregiver that is either positive or awaiting COVID test results, or has flu like symptoms or other health symptoms that may indicate any illness, will not be allowed to attend school, and will be sent home immediately.
- All learners will be screened additionally, as necessary, during the day.

5 PERSONAL PROTECTIVE EQUIPMENT (PPE)

5.1 PPE for learners

- All learners will be provided with TWO washable masks, which has to be worn at all times. Masks have been ordered in small sizes for Grade 1 to 5 learners (It is suggested that the following routine be followed: royal blue for all primary school learners to wear on Tuesdays and Thursdays and charcoal to be worn Mondays, Wednesdays and Fridays) and adult sizes for Grade 6 to 12 learners (It is suggested that the following routine be followed: navy blue for all high school learners to wear on Tuesdays and Thursdays and grey to be worn Mondays, Wednesdays and Fridays). This will facilitate the regular washing of masks at home.
- It is advisable that parents buy at least one additional mask which should be in the learner's school bag, sealed in a Ziploc bag (should something happen to the mask which the child is wearing at school), so that it can be washed daily, ironed and therefore be clean, to be worn the next day.

- It is vital that masks are washed daily and be worn as follows: the elastics or loops should be used to put the mask on and take it off. Never touch the material part of the mask. Please make sure that your child knows the correct way to put it on and to not remove it unnecessarily. ALL MASKS SHOULD BE CLEARLY MARKED WITH THE LEARNER'S NAME PLEASE.
- Should parents wish their child/children to wear face shields, they are most welcome to provide them with it, as long as the child/children does not remove it and it becomes a hazard. Please note that a mask must still be worn at all times, even with a shield.
- The school will not allow the wearing of disposable gloves during the day and certainly no winter gloves. This is in order to maintain effective hand sanitization and to facilitate regular washing and sanitising of hands by staff and learners.
- Although we will do our best to prevent this, THE SCHOOL TAKES NO RESPONSIBILITY FOR DAMAGE, THEFT OR LOSS OF ANY LEARNER'S PPE.
- Learners may wear either full winter school uniform or the school tracksuit. Learners and parents are encouraged to wash their uniform/tracksuit daily to limit contamination with COVID-19. Parents are encouraged to supplement their child's uniform where necessary, for example by purchasing extra sets from the various outfitters.

Wearing Reusable Face Masks



Removing Reusable Face Masks



5.2 PPE for staff

- All staff will be issued with two washable masks by the School. Masks must be worn at all times.
- Face visors to serve as a double layer of PPE in addition to masks, may be used, but will be for the staff member's own cost and procurement.
- Support staff will be provided with the required PPE pertaining to their daily cleaning and sanitising duties. This will be supervised and maintained by the maintenance manager.

5.3 Face masks

- All learners and staff must wear face masks correctly at school at all times.
- All visitors to the School must wear a face mask correctly at all times.
- Refusal to wear a mask or continuously wearing a face mask incorrectly will be viewed in a very serious light and will be dealt with as a disciplinary offence.

5.4 Hand sanitiser

- It is highly recommended that learners should carry their own small bottle of hand sanitiser that is supplied by their parents
- It is highly recommended that staff members should carry their own small bottle of hand sanitiser on their person at all times, which is supplied by themselves.

5.5 Ordering system

- It is the responsibility of SMT to ensure that adequate supplies of sanitation products and PPE equipment are available at school.
- A reporting/ordering system should be put into place by the maintenance manager so that shortages and additional requirements can be communicated to SMT in a timeous and efficient manner.
- While it remains top priority that adequate sanitation measures should be implemented to mitigate transmission as part of the daily routine, the use of sanitiser should be carefully monitored to prevent unnecessary wastage, theft or vandalism. Optimise usage at specific intervals:
 - At the start of the school day at stations for temperature screening.
 - Before and after removing a face mask for whatever reason.
 - Before and after eating at break.
 - After lessons involving the use of practical equipment in laboratories, studios, workshops, etc.
 - After using the bathroom and between any classroom changes.
 - Learners should be encouraged to carry their own clearly labelled small bottle of sanitiser with them so that they can use hand sanitiser at any given moment should they require it.

6 HUMAN RESOURCE MANAGEMENT (STAFF)

- All members of staff have received orientation and information relating to COVID-19 and the measures in place to prevent its spread at school. It is vital that staff follow social distancing and correct protocol from the start. All staff are expected to cooperate and adhere to National Regulations as well as those implemented by Loreto Convent School.
- Loreto Convent School will adopt a work-from-home strategy if possible, for teachers who are not required at the School to teach a lesson. This implies that a strictly controlled agreement must be reached when such a staff member will perform their duties remotely.
- Teachers are to come in to the School to teach their classes, then leave immediately when finished teaching.
- Unfortunately, staff may not bring their children (or any other person) with them to work.
- Workers above the age of 60, as well as workers with comorbidities identified by the Department of Health, should be offered a work-from-home option. Should this not be possible, leave will be applied as per the normal sick leave policy (incapacitated by lockdown).
- SMT must identify the individuals on their staff who fall into one or more of the aforementioned categories and make the necessary arrangements with these individuals.
- Loreto Convent School may well exercise its discretion to require an employee over the age of 60 to work from home if, despite any voluntary disclaimer on the part of the employee, it is deemed that the employee's presence at the school/work may create (or is creating) a risk.
- The school reserves the right, over and above, to request from an employee who claims to have said comorbidity/ies, provide verified medical/clinical evidence attesting to the diagnosis of the

comorbidity/ies.

- SMT must implement suitable contingency plans to ensure that staff working remotely have the means to operate efficiently and are included in all operational considerations.
- Workplace protocols should be in place to include disease surveillance and prevention of the spread of infection.
- SMT members must screen staff on a daily basis for symptoms of COVID-19, including a symptom check and a temperature assessment.
- All staff must use a cloth mask correctly whilst on the School premises.
- The work environment must have sanitisers or hand-washing facilities with soap available.
- Stringent social distancing measures should be implemented in the workplace.
- The staff room urn for boiling water, as well as coffee, tea, sugar and milk will be provided, but no crockery and cutlery. All staff will have to provide their own crockery and eating utensils, and there will be no sharing of any cutlery or crockery.
- No more than 6 staff members (1 each at a table) may be in the staff room at any given time. All announcements and notices for the day will be communicated via WhatsApp groups, as far as possible the evening before, and then repeated if any changes occurred during the night.
- All urgent announcements during the school day will be done over the intercom system
- Breaks will be at different times for the various sections of the school, HS will stay the same, PS will make some changes.
- Designated areas will be allocated for the different grades during breaks IF they go out and many more staff will be required to be on duty to supervise learners, but at least one teacher per class.
- No gatherings, such as assembly, line-up, staff meetings in the mornings, retreats, other school functions and so forth will take place, until further notice. Very urgent meetings will only be scheduled as needed and will adhere to strict health and safety protocols.
- Classrooms will be sanitized once a day and hand sanitiser will be available in all classrooms for teachers, to ensure that learners use it on entering the venue.
- No extra-curricular activities, whether sport, cultural and so forth, will take place until further notice.
- All staff may be called on to assist in other duties and areas beyond their existing positions.
- SMT must identify critical job functions and positions, and plan for alternative coverage by cross-training staff. This should include access to a database of teachers available to fill vacancies.
- SMT must work with the school social worker and psychologist, to identify and support learners and staff who exhibit signs of distress or other possible mental health problems caused by the COVID-19 epidemic and its consequences.
- SMT must consider the specific needs of staff and learners with disabilities, and how marginalised populations may be more acutely affected by the illness or its secondary effects, i.e. learners being kept home to look after sick elders/parents/guardians.
- Measures must be in place to protect staff, teachers and learners from stigmatisation should they test positive for COVID-19.
- The SMT must ensure that there is a school-based support team function within the school for staff, teachers and learners to access psychosocial services.

7 CURRICULUM

DELIVERY

A combination of approaches should be applied by subject heads as far as is practically possible, to ensure the smooth continuation of learning from the remote/virtual teaching methodology that was applied during the lockdown period to the resumption of limited on-site/face-to-face learning facilitated by the introduction of various measures enforced by the Department of Basic Education and the South African President. Assessments information has been provided to parents and is readily available on the School website. All assessments take place at the school, and parents of learners who are not able to attend these sessions, must make arrangements with the School. A staggered return to School has already taken place under the DBE-approved diversion plan. A rotational learning program has been established – following a Week A and Week B roster.

Specific changes to the curriculum will be implemented by the DBE, and communication thereof will be made to the greater Loreto Convent School Body as and when it is made known to the School in an official capacity. The DBE is yet to finalise assessment and subject specific changes for the various grades. The School will implement these changes as and when they are received and made official.

NOTE: Learners with existing comorbidities or elevated health risks may elect to continue with online/remote learning and not return to school until further medical information in this regard has been issued by the national health authorities. Some parents may elect not to send their children back to school for a time. These learners will need access to online learning and/or assistance by the School. Communication between parents and the School is vital and must be prioritised so that arrangements can be adjusted and tailored to each individual situation.

8 CLASSROOM AND LEARNER PROTOCOLS

- Each classroom will have its own supply of hand sanitiser in a pump action bottle, for application upon entry into classrooms. Parents are encouraged to supply their child/children with personal sanitising sprays or gels for personal use. (NOT to be shared please)
- Classrooms have been marked to ensure social distancing and no desks or chairs may be moved from these markers. Areas throughout the school have been marked for the adequate maintenance of social distancing. All learners are to make use of these markers when required.
- Classrooms which are in use will be sanitised daily after school. All unused classrooms and areas will be locked.
- Surfaces which are communally utilised will be regularly sanitised such as furniture, door handles, taps, toilet handles, balustrades, etc. All equipment including computer equipment used by staff and learners will be routinely disinfected prior to use, and for this purpose disinfectants and relevant cleaning materials will be provided.
- The media centre and computer rooms (other than official subject use) will not be available to learners until further notice.
- Our toilet areas will, as usual, be cleaned and sanitised regularly. A member of staff will be stationed at each bathroom at all times, to supervise correct procedure and safety practices.
- Med-Bac soap will be available at the basins in toilet areas and paper towel rolls will be available to dry hands. Pedal sanitising dispensers have been installed outside each toilet area, so as to minimise contact.

- Learners may NOT share textbooks or any other stationery. Each learner should make sure that he/she has his/her own textbook and necessary stationery at school. Lockers will NOT be used at all.
- Classroom doors will HAVE to be opened in the morning and not closed until the end of the day to secure proper ventilation. Lights switches should also be avoided. The lights will be switched on early morning by the designated staff member and switched off at the end of the day.
- The largest classrooms will be used for the larger groups in a class, so as to maximise social distancing.
- The hall, chapel, boardroom and music room will be used for larger groups which cannot be accommodated in classrooms.
- No Physical Education classes will be hosted during the school day until further notice. This will be replaced with academic lessons. The time allocated to a subject which might be removed from the curriculum, will be allocated to core subjects as indicated by the DBE.
- No extracurricular activities will take place after school. This will be replaced with afternoon classes, in order to have more time available to complete the adjusted curriculum. Exact times will be communicated, as we are aware of transport challenges.
- A timetable will be communicated so that parents know if and when their child/children will have to remain at school later than 14h00.
- It is extremely important that transport is arranged to collect learners as soon as possible after school, so as to prevent unnecessary contact while they are waiting to be collected.
- No assemblies or meetings will be allowed, so as to adhere to the minimum number of people at any given time.
- Break times will be staggered for the three phases in the school. Grades will have different areas allocated to them and more teachers will be on duty to ensure that social distancing is adhered to. Masks may NOT be removed during break times unless it is for eating or drinking, and then it should be strictly according to the social distancing regulations and safety procedures.
- Parents are urged to send a packed lunch for break time and lunch time until the tuckshop is allowed as per regulations to operate again. NO sharing of food will be permitted.
- ALL non-daycare learners MUST be off the premises immediately after 14h00, unless they are attending compulsory classes which will end at 15h15 and should, by 15h30, be off the premises. Nana Sita Street gate will be locked at 15h30.



9 TUCKSHOP AND DAYCARE CENTRE

- The selling of food by the external supplier at the tuckshop has been resumed under strict health control measures and COVID-19 prevention protocols.
- Daycare will remain open for learners; however, no food will be served in the afternoons. Learners are requested to bring a packed lunch for afternoon study.
- As different grades are phased in, DAYCARE learners will be supervised in study venues, but no lunch will be provided, until further notice. (An adjusted fee will be communicated in due course.)
- DAYCARE learners MUST be fetched by 17h25. NO parents will be allowed to walk into the school building to fetch any child. ALL parents will be expected to drive through and stop at the learner gate, so that the relevant child can be called. No parent may exit his/her vehicle.

10 PARENTS AND VISITORS TO THE SCHOOL

- All persons entering the reception area will be subject to screening, including temperature scanning and hand sanitisation and MUST wear a mask. Should any person have a temperature of over 37,5°C or show any symptoms or signs of being ill, entry to the premises will be refused.
- All visitors must be signed in as usual. Security must have measures in place to ensure that everything touched or used on entry to the school is sanitised.
- Any visitor who is granted access to school premises must have their hands sanitised and must wear a face mask.
- Social distancing will be essential for any visitor. Only two people will be allowed in the reception area at any given time.
- Any appointments with specific staff members have to be made at least 24 hours in advance and the necessary social distancing and other regulations will be enforced. The number of visitors moving in and out of the school premises must be limited. We would urge parents to rather use alternative communication channels such as Emails and phone calls to the school if at all possible.
- Parents will be accommodated in order to purchase from the clothing shop.
- No person may enter the premises, except through the reception area during the school day and are requested not to roam through the premises at any time.
- No CASH will be accepted at all at the cashier's office. Parents are requested to deposit cash at the bank or make EFT payments for school fees or pay by using cards at the cashier's office. All the required health practices will be enforced.
- Parents/guardians must be informed about the symptoms of COVID-19 and must acknowledge in writing that they will monitor their children for symptoms daily before arriving at school.
- Parents must collect their children immediately after school to ensure that they are transported home immediately to avoid the risk of social grouping. No adults will be allowed to enter the premises before or after school to collect children

11 LEARNER TRANSPORT

Many learners at Loreto Convent School are reliant on public or school transport to get to and from School. The School recommends that parents rather transport their own children as far as possible during this time. The following recommendations are to assist those using transport. The following section is primarily for parent's information but can also apply to staff making use of public transport.

11.1 General

- All providers of private school transport services must sanitise their facilities at regular intervals. They must also provide adequate sanitisers as well as disinfection equipment for users of school transport services for the duration of the travel.
- Providers of school transport facilities must put measures in place to adhere to physical distancing to curb the spread of the virus.
- All commuter transport services including passenger bus services, taxi services, and private cars transporting learners to school may carry 100% of the licensed capacity.

11.2 Embarkation of passengers in school transport vehicles

- All operators must ensure that their transport vehicles are sanitised before picking up and after dropping off passengers.
- Operators must ensure that all school transport vehicles' doors and window handles, arm rests and handrails are sanitised after every load.
- Passengers must be encouraged to sanitise after they enter the vehicle and after getting off the vehicle.
- Operators must ensure that all school transport vehicles are clean and tidy.
- All school transport operators must provide disinfection information materials and procedures.
- A temperature screening test using an approved device must be conducted on every passenger boarding the vehicle. Any person whose temperature exceeds 37,5 °C must not be permitted to board the vehicle.
- All drivers must wear a face mask at all times when transporting learners.

12 LINES OF REPORTING

12.1 In case of illness

- Ahead of time, i.e. in informative communication from the school, ensure that staff, parents and learners know what to do/will happen if they or the learners get sick at school.
- Ensure that all contact details for next of kin and parents are up to date at the school. (parents, we cannot stress this enough!)
- Separate sick learners and staff from those who are well – without creating drama or stigma. A separate isolation room (Grade 3V classroom) will be used, where a learner or staff member can wait on their own until such time as they are fetched or leave the school.
- The School should be notified immediately, in the event of a positive case of COVID-19 being confirmed either in terms of a learner or a member of staff. The school will be closed within 24 hours and deep cleaned and decontaminated before anyone is permitted re-entry. The relevant authorities will be notified by the Principal immediately. (e.g. NICD, DBE, etc.)

12.2 Should a learner show COVID-19 symptoms:

- The parents must be advised to seek immediate medical advice telephonically and then proceed to the medical centre to which their general practitioner directs them.
- If the learner is confirmed to be ill with COVID-19, they are then advised to self-quarantine at home for a minimum period of 8 days.
- Parents must be advised to keep their children home from school if they display symptoms of an illness and to seek medical advice – telephonically in the first instance.
- These measures automatically extend to the parents and siblings or other persons in that residence.
- Schools must make the necessary arrangements with the learner and parents as to the manner in which schoolwork will be dealt with during this time, including formal and informal assessment.

12.3 A staff member who shows symptoms of the disease or who has come into contact with someone who tested positive

- Any staff member presenting with COVID-19 symptoms must be advised to seek immediate medical advice telephonically and then proceed to the medical centre to which their general practitioner directs them.
- If the staff member is confirmed to be ill with COVID-19, they are then advised to self- quarantine at home for a minimum period of 8 days.
- In keeping with patient/medical confidentiality ethics, the identity of a staff member who has tested positive for COVID-19 may not be revealed to the general community without that person's express written consent.
- The staff member must inform the Principal of their status.
- It is strongly recommended that the staff member advise their immediate circle of contacts.
- A form used by pathology labs will be issued to the staff member to write down the details of as many people as they can with whom they recently came into close and regular contact.
- If the staff member tests positive, the people with whom direct contact has been identified will be informed immediately.
- The relevant authorities will be notified (Department of Health, NICD, etc.) so that advice can be given and protocols followed.

13 COMMUNICATION PROTOCOLS

- Prevent stigma relating to COVID-19 by using facts and reminding learners to be considerate of one another. Encourage adherence to healthy practices from the national health and education authorities.
- Schools must provide regular and relevant information and material to address learners' questions and concerns about the disease appropriately. The primary method for communication is the School website (www.loreto.co.za) as well as sms and email messages.
- Information pertaining to all children or staff who are suspected of having or have confirmed, after testing, the coronavirus, must be reported to the Principal. Once test results have been received, please inform the Principal, in order for the School to keep a record of cases in its environment. The following information should be included:
 - Name of learner/staff member/parent or guardian
 - Unconfirmed or confirmed diagnosis
 - Family code or staff number
 - When quarantine started
 - Any other relevant medical or quarantine information that may be supplied
- The School will alert local health authorities about large increases in learner and staff absenteeism due to respiratory illnesses.
- Reinforce in communication that staff, parents and guardians should alert the Principal and healthcare authorities if someone in their home has been diagnosed with COVID- 19 and stay at home.
- Keep parents informed about possible further academic calendar changes, particularly in relation to school events and examinations.

14 PUBLIC SECTOR CONTACT DETAILS – NICD and some useful hotline numbers

Call Centres and Hotlines	Number
National Institute for Communicable Diseases (NICD)	0800 029 999
Gender-based violence command centre	0800 428 428 or dial: *120*7867# (free for mobile devices)
Support to SMME's in distress	0860 663 7867
National crisis line	0861 322 322

HAZARD IDENTIFICATION & RISK ASSESSMENT – LORETO CONVENT SCHOOL – COVID 19

HAZARD - Viral infection caused by COVID-19 pathogen

Task /Activity	Risk	S	F	P	C	Rating	Mitigation Action	By Whom	Documentation	Follow-up Procedure
Attendance at school, play activities, sharing of play equipment. Close interaction with other learners in classrooms and play areas.	Transfer of virus and infection through interaction touch and restricted space activities within schools.	4	4	3	11	High risk	<p>Induction training and awareness to staff and learners. Enforce social distancing rule.</p> <p>Intensified cleaning and disinfecting of classrooms, play areas, equipment, apparatus and facilities allowing the required wet contact time Personal hygiene Washing and sanitizing of hands.</p>	<p>Educators, learners, parents and cleaning staff</p> <p>All staff</p>	<p>Risk assessment of environment. Warning signage and information signage.</p> <p>Rules and regulation pertaining to cleaning protocols in common areas of school.</p>	<p>Standard policies and operating procedures to be prepared and reviewed.</p> <p>Training and monitoring</p>
Staff attending to sick learners, coughing sneezing, runny noses, vomit and bodily fluids.	Contact with bodily fluids, sputum, vomit by staff.	4	4	3	11	High risk	All staff to wear personal protective equipment (PPE) - gloves and face masks /shields at all times paying close attention to hazard warnings and instructions for using personal protective.	All staff and learners	PPE Policy, stock control and issue of PPE	Check list for usage of equipment and cleaning programs.
Handling of materials, towels, bedding and clothing.	Transfer of pathogens on materials, towels, bed linen, face cloths and other shared materials.	4	4	3	11	High risk	Re-washable hand towels should be replaced with disposable hand towels. PPE and gloves Use the correct concentration of disinfectants.	Management, Cleaning staff	Standard Operating Procedure (SOP)	Communications meetings with staff and appropriate training.

Management and supervision of learners in the classrooms and play areas.	Learner or staff member developing symptoms during school time	4	4	3	11	High risk	Educate staff and learners on every day hygiene activities. Monitor signs of illness amongst learners and immediately isolate and send home if any signs are visible. Compulsory wearing of face masks and regular handwashing and sanitisation.	All staff and learners	SOP and curriculum activities.	Procurement and availability of PPE equipment
Food preparation, handling ,delivery ,storage and serving.	Food contamination by persons preparing or handling foods.	4	4	3	11	High risk	Hand cleaning and sanitation and washing protocols for areas handling food should be strictly controlled.	Kitchen staff and Management	SOP	Certificate of acceptability of food premises
Communication within school between parents and educators	Reputational risk publicity and communication.	2	3	0	5	Medium	Manage perceptions, rumors and social media information flow. Communication to parents mitigate perceptions and expectations. Communication on policy to not bring child to school if showing any symptoms of illness.	Management	Newsletters and SOP	Regular communications and emergency communications plan. Parent education and information sharing.
Travel to and from workplace using public transport by staff , learners and parents.	Staff /parents /learners making use of public transport may be at higher risk of exposure to pathogens	4	4	3	11	High	Regular testing and screening of staff, hygiene protocols. Any staff member /learners showing signs of illness should isolate in terms of SOP	Management Staff	Records of testing	SOP
Security and Access control	Access to school environment and premises by person carrying virus.	4	4	0	8	Medium	Screening at entrance, temperature monitoring restriction of access to person showing symptoms. Consider restricting full access of parents to school. Restrict access and control 3 rd parties and deliveries. Enforce isolation of learners that have contact with infected persons.	School and guards	SOP and procedures to all persons using the premises	Regular communication

							Consideration of issue of PPE to all person visiting the schools.			
Social interaction between learners	Interaction in play areas and classrooms	4	2	0	6	Medium	Enforce social distancing rules, face masks and hand sanitising. Limit activities involving touching and social contact where possible. Reduce size of classes.	Educators	Standard operating protocols and procedures	Revised play schedules and activity planning
Waste Disposal	Disposal of waste tissues and materials in contact with bodily fluids, sputum and vomit	4	4	-3	5	Medium	Increased waste removal and disposal regimes. Separation of high risk items in sealed bags for incineration. Sanitisation regimes	Cleaning and Hygiene	SOP	Review disposal procedures
Contact with multi use surfaces that may be contaminated viruses due to multiple touching.	Transfer of virus or infection on commonly used devices.	4	4	3	11	High	Deactivate Biometric devices. Door handles, light switches, keyboards and commonly touched surfaces require additional cleaning regimes. Supply hand sanitiser s at entrances and common areas	Cleaning and Hygiene staff Management	SOP	Review of cleaning programs
Infected person on premises	Member of staff or learners tests positive for virus or communicable disease.	4	4	0	8	Medium	Consider school closure. Initiate deep clean procedures. Notify Authorities	School Management	Notification of Authorities Communication to parents .	Emergency Communications plan
Coughing , sneezing and spitting	Airborne transmission	4	4	3	11	High	Compulsory wearing of face masks. Remove sick children. from school environment and do not allow sick children to attend school	Parents	School policy	Policy document

RISK MATRIX

(S) Severity (Impact and consequences)

No injury / No Impact or consequence		0
Minor / Mild injury or illness / Minor or moderate impact		2
Serious injury /illness – Significant impact	No permanent disability / Consequences.	4
Permanent disability or fatality – Major impact		6

F) Frequency

4	Daily or weekly
3	Monthly
2	Annually
1	Once in 5 years

(P) Probability

- 3	Less than average probability
0	Average probability
3	Greater than average probability

(S+F+P=C) Criticality

>10	High risk
> 7	Medium risk
> 3	Low risk
< 3	Tolerable risk

ADDENDUM A
CERTIFICATE OF DISINFECTION



DISINFECTION SERVICE

Precautionary Treatment

HAS BEEN COMPLETED ON THESE PREMISES FOR
THE PROTECTION OF PEOPLE AND PROPERTY

This is to certify that a disinfection treatment has been carried out at

Loreto Convent School

by Rentokil Initial on:

DATE: 2020 / 05 / 05

A combination of different procedures and techniques have been utilised in order to disinfect those touchpoints that pose the greatest risk of transmitting pathogens through contact.

Areas treated: The entire School

Start time: **12:30**

End time: **14:30**

Equipment used: **ULV misting and sprayers, wiping cloths, single use PPE, single use RPE.**

All treatments done in accordance with international standards and Rentokil Initial globally approved Standard Operating Procedures. Material Safety Data Sheets available on request.

For more information contact us on **0800 77 77 88**

Rentokil
Initial

Protecting People. Enhancing Lives.

Pieter Olivier
Branch Sales Manager
Pretoria Initial

www.rentokil-initial.co.za

CERTIFICATE OF SANITIZATION

This is to certify that

Jeric Administrators SA

PERFORMED A THERMAL FOGGING SERVICE USING:

Didecyldimethylammonium chloride, which is in line with the WHO – World Health Organizations "Laboratory biosafety guidance related to coronavirus disease 2019 (COVID-19), Interim Guidance 12 February 2020" Report.

The service was performed at:

LORETO CONVENT SCHOOL

Learning and Leading in Law and Justice



The undersigned confirms the service was performed with the utmost care to ensure the designated area as per the customers' requirements was decontaminated and sanitized, refer to Jeric Administrators (PTY) Ltd,

Signed by

**JOHN SUTHERLAND
DIRECTOR**

Date of thermal fogging: 2020/07/06

Certificate no: 105686-IN



CERTIFICATE OF SANITIZATION

This is to certify that

Jeric Administrators SA

PERFORMED A THERMAL FOGGING SERVICE USING:

*Didecyldimethylammonium chloride, which is in line with the WHO – World Health Organizations
“Laboratory biosafety guidance related to coronavirus disease 2019 (COVID-19), Interim Guidance 12
February 2020” Report.*

The service was performed at:

LORETO CONVENT SCHOOL

Learning and Leading in Love and Justice



The undersigned confirms the service was performed with the utmost care to ensure the designated area as per the customers' requirements was decontaminated and sanitized, refer to Jeric Administrators (PTY) Ltd,

Signed by

John Sutherland
DIRECTOR

Date of thermal fogging: 2020/07/11

Certificate no: 105725-IN





DECONTAMINATION CERTIFICATE

This Certifies that



Jeric Administrators SA

Has successfully carried out a sanitation and decontamination service with the following chemical and method:

Didecyldimethylammonium chloride, which is in line with the WHO – World Health Organizations "Laboratory biosafety guidance related to coronavirus disease 2019 (COVID-19), Interim Guidance 12 February 2020" Report.

THERMAL FOGGING

At

LORETO CONVENT SCHOOL

Learning and Teaching in Love and Justice



Signed for and on behalf of JERIC ADMINISTRATORS SA (PTY) LTD


Certified By: JOHN SUTHERLAND

Date of Service: 22/07/2020
Certificate no: 105773-1W

ADDENDUM B
CONDITIONS FOR RESUMING ACTIVITY - GENERAL



Risk-adjusted strategy for economic activity

Before any sector resumes activity, the following conditions must be in place:

- In addition to generally applicable health and safety protocols, each sector must agree upon a COVID-19 prevention and mitigation plan with the Minister of Employment and Labour, the Minister of Health and any other Minister relevant to the sector.
- Individual businesses or workplaces must have COVID-19 risk assessments and plans in place, and must conduct worker education on COVID-19 and protection measures:
 - Identification and protection of vulnerable employees
 - Safe transport of employees
 - Screening of employees on entering the workplace
 - Prevention of viral spread in the workplace:
 - Cleaning of surfaces and shared equipment
 - Good ventilation
 - Managing sick employees
- Monitoring systems must be in place to (1) ensure compliance with safety protocols and (2) identify infections among employees



ADDENDUM C
Memo 34 of 2020



GAUTENG PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

Enquiries: Ms Dorah Moko
Telephone: 011 643-4362
Email: Dorah.Moko@gauteng.gov.za

STAFF MEMORANDUM NO. 34 OF 2020

**TO: ALL PRINCIPALS AND STAFF OF SCHOOLS
SCHOOL GOVERNING BODIES
LABOUR UNIONS IN THE EDUCATION SECTOR**

**CC CHIEF DIRECTORS: DISTRICTS
CHIEF DIRECTORS
DISTRICT DIRECTORS**

**FROM: MR. EDWARD MOSUWE
HEAD OF DEPARTMENT**

DATE: 22 MAY 2020

**SUBJECT: GUIDE TO PRINCIPALS ON THE REOPENING OF
SCHOOLS**

1. The Minister for Basic Education made an announcement on the 19th May 2020 regarding the phase-in approach to the reopening of schools. According to the statement all schools are scheduled to reopen on 1st June 2020 for Grades 7 and 12 learners.
2. In line with the announcement and based on the state readiness for our schools, the Gauteng Department of Education (GDE) has committed to ensure the principle of **SAFETY FIRST** is adhered to in all its facilities including schools.
3. In Memorandum 29 of 2020, the Department indicated its position that no school will be allowed to reopen without meeting the basic requirements of hygiene standards and cleanliness in all facilities. This included the provision of essential Personal Protective Equipment (PPEs) intended to protect employees and learners from COVID-19 pandemic.

Tel: (011) 355 0000

17 Simmonds Street, Johannesburg, 2001 | P.O. Box 7710, Johannesburg, 2000

www.gautengonline.gov.za | Hotline: 08600 11 000

GUIDE TO PRINCIPALS ON THE REOPENING OF SCHOOLS AFTER THE LOCKDOWN

4. This memo provides progress that has been made in preparing the Gauteng public schools for reopening and gives directions to be followed in this regard:
 - PPEs for Principals and School Management Teams (SMTs) which formed part of **Phase 1** of distribution of PPEs, have been delivered to **2 352** public schools in the province.
 - Regrettably, there are **93** schools where deliveries were disrupted by criminal elements. Arrangements have been made to get the deliveries to these schools on Monday, 25 May 2020 and additional security shall be provided.
 - District Directors and Principals of schools are requested to alert the Head Office of any shortages at schools where they may have occurred and ensure that the principle of safety first is adhered to all the time.
 - **Phase 2** of the delivery of PPEs will commence on Monday, 25 May 2020. These deliveries will be for the remaining staff (teachers and PS staff) and **Grade 7 and 12 learners**, respectively, who were not covered in Phase 1 deliveries.
 - The cleaning and disinfection of **577** schools listed in **Annexure B of Circular 6 of 2020** commenced on 21st May and will continue in the week starting 25th May 2020.
 - The cleaning of all other schools listed in **Annexure A of Circular 6 of 2020** must be undertaken immediately by the schools and be concluded by Wednesday 27 May 2020 where it has not been concluded. To ensure that there is no delay in the cleaning of schools ahead of 1 June 2020, it is recommended that schools should utilise a portion of the subsidy payment that the GDE has already transferred to schools to carry out this function. The GDE will reimburse the cleaning costs incurred in the next tranche payment of subsidies.
5. Based on the above progress and protocols, the Department is hereby notifying all School Management Team (SMT) members of schools including special schools (2 352 schools) to commence reporting for duty from the **25th May 2020**. **The SMTs of the 93 schools will commence from 26 May 2020 after the delivery of the PPEs**. This is to allow school leadership to prepare for the subsequent return of teachers and Grade 7 and 12 learners to school as has been announced.
6. On arrival, the SMT led by the principal will follow the activity plan outlined below, including opening the school for cleaning and disinfection process as per GDE Circular 6 of 2020 and await delivery of PPEs for all staff and learners.

GUIDE TO PRINCIPALS ON THE REOPENING OF SCHOOLS AFTER THE LOCKDOWN

7. A guideline document will be distributed to all Gauteng Special Schools to assist in the management of COVID 19.
8. The return of teachers and PS Staff and teachers SMT, will be communicated once PPEs which are being delivered in **Phase2** have been concluded. Therefore, all teachers and PS staff should await an announcement in this regard.
9. It is advised that on arrival at school, the Principal and SMT member of the School Health and Safety Committee should, in the interim, administer the screening of staff until the COVID-19 Youth brigades assume duty.
10. The list of activities below provides guidance on some of the steps principals should follow on protocols and processes for the resumption of school activities.

ACTIVITIES	FOCUS/ TARGET	RESPONSIBILITY
Issuing of Travel Permits	Principals and SMT	District Director
Arrival, Sanitisation, Screening, temperature check and recording	Principal and SMT	Principal/Selected SMT member
Distribution of PPEs received in Phase 1	SMT	Principal
Preparation of the workplace for compliance with regulations	Principals and SMT	Principal and SMT
Development of a plan to receive teachers in adherence of GDE COVID- 19 Guidelines	PS Staff and teachers	Principal and SMT
Meeting with SGB: re-constitute Health and Safety Committee for the management of COVID 19 Appointment of the School Compliance Officer	Principal and SGB	Principal and SGB
Receipt and plan for distribution of PPEs for remaining staff and learners	PS Staff, Teachers and Learners	Principal and SMT

GUIDE TO PRINCIPALS ON THE REOPENING OF SCHOOLS AFTER THE LOCKDOWN

11. In line with the compulsory COVID-19 OHS compliance measures, the following health safety practices must always be adhered to:
 - Social distancing in offices, staff rooms and classrooms adhering to at least 1 to 1.5 metre seating arrangement;
 - No visitors allowed into schools except by invitation and subject to following OHS protocols;
 - Adherence to hygiene and health protocols – all staff and learners entering the school premises must be sanitised, screened and must wear masks; and
 - Regular washing of hands with soap for at least 20 seconds.
12. Please note that during the week starting on 25 May 2020 you will also receive the following documents regarding COVID-19 management:
 - a. DBE Orientation manual
 - b. GDE OHS Presentation
 - c. GDE COVID-19 Training manual
13. Kindly refer to memo 28 of 2020 on dealing with Comorbidities. For any enquiries and further clarity please contact your district office for guidance.
14. I herewith would like to appeal to all school managers to be supportive to all staff and learners during this period, including working closely with the district office in ensuring that we collectively implement and adhere to all protocols in protecting all of us from the COVID-19 pandemic.

Yours sincerely


MR EDWARD MOSUWE
HEAD OF DEPARTMENT
DATE: 24/05/2020

ADDENDUM D
Updated Protocol Policy August 2020



LORETO CONVENT SCHOOL

135 Nana Sita Street Pretoria Central • PO Box 11381 The Tramshed 0126 • School Office 012 326 6342
Fax 012 324 2780 • E-mail: principal@loreto.co.za

PROTOCOLS for the Procedure of a positive case identified at Loreto Convent School

1. Inform Department of Education Officials and email risk assessment report.
2. Submit risk assessment report to TS district office - to detail the following:
 - 2.1 Information pertaining to person infected (see points 3 and 4)
 - 2.2 What does the school have in place to minimise possible spread of virus?
 - 2.3 Link 2.1 to learner/teacher and her/his specific whereabouts.
3. If a learner tests positive:
 - 3.1 Parents must inform the Principal ASAP on the COVID direct phone number (064 0565 568)
 - 3.2 Contact the parent and learner to trace areas and contacts.
 - 3.3 Establish direct contacts for the learner
 - 3.4 Learner must isolate for 8 days after positive test result (If no symptoms are present at that time.) or after 8 days from discharge from hospital with no symptoms.
 - 3.5 Direct contacts must isolate for 8 days
4. If a teacher tests positive:
 - 4.1 Inform the Principal ASAP
 - 4.2 Disclose any direct contacts of either classes taught or teachers
 - 4.3 Either the teacher or the principal to contact teachers who were in direct contact with infected teacher
 - 4.4 Principal to inform the classes taught by said teacher whether there is any need for concern
 - 4.5 Teacher / staff member must isolate for 8 days after positive test result (If no symptoms are present at that time.) or after 8 days from discharge from hospital with no symptoms.
 - 4.6 Direct contacts must isolate for 8 days
5. Inform staff and continue with online teaching for the period of closure
 - 5.1 School will be closed only in extreme measures, in consultation with the DBE
 - 5.2 We will continue with our normal roster for WEEK A and WEEK B.
6. Contact Specialist company to de-fog all affected areas if required:
 - 6.1 Gr RR to Gr 9: only the one venue per grade and surrounding passages
 - 6.2 All venues used by the FET and surrounding passages

6.3 If a teacher: all venues and areas where the teacher has been including Boardroom (staffroom), teacher computer room and offices

6.4 All toilets must be de-fogged

7. Identification of a direct contact (high risk) means:

7.1 within personal space of someone for more than 15 minutes

7.2 less than 1 metre apart

7.3 wearing NO mask

7.4 sharing of anything

8. Department of Education Revised Policy for School Closure and Disinfection (Aug 2020):

Closure represents a disruption to the delivery of education and is not warranted if:

- A single individual with suspected or confirmed COVID-19 has been in the same classroom for **less than 2 days**.
- A single individual infected with confirmed COVID-19 has been at school **for two days or less** while infectious.

In these cases, direct/close contacts need to be identified and managed appropriately. Environmental cleaning and disinfection of the area can be done **while school activities continue**.

Following the recognition of a cluster of cases (when **over 25% of the class** are suspected or confirmed to have COVID-19), it may be appropriate to **temporarily** close a class, a grade, or a section of the school to facilitate environmental cleaning, quarantine and isolation for no longer than 2 days. Careful consideration should be made to determine if the aims of containment can be achieved without closure.

Closure of an entire school is an **extreme measure** that should be carefully considered and can only be made by the Head of Department in discussion with a department of health representative prior to implementation.