



COVID-19 CORONAVIRUS POLICY

1. Introduction

The COVID-19 pandemic has affected people all over the world. This pandemic has resulted in various Lockdown stages for certain time periods in South Africa for everyone excluding Essential Services employees. As Lockdown is gradually being relaxed, **we must all be prepared to go back to work safely and to remain safe whilst we are at work.**

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 sector's response to the pandemic.

This standard operating procedure (SOP) for the prevention, 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.

The safety of our staff, learners and parents is the most important facet of our business as a school and we cannot allow the pursuit of academics as priority to prevent this from happening. This document will address two major areas, and these are:

- What needs to be implemented when going back to work, **AND**
- What needs to happen going forward on a continual basis after we have commenced work to ensure that everyone remains safe.

2. Return to Work

Prior to the return to work the management must ensure that the following items are available on the premises:

- Sufficient Hand and Surface Sanitiser
- Disposable Gloves
- Face Masks
- Infrared Thermometer
- Any other PPE aligned to the Risk

- A Glass or Perspex Shield to cover the receptionist from any direct contact with a visitor

Management must also ensure the following:

- Employees responsible for the tasks mentioned below have been **appointed and trained** as per the task responsibilities.
- A safety induction programme dealing with COVID-19 has been developed and is available for implementation.
- All work surfaces have been sanitised and will be consistently sanitised on a regular basis.
- A COVID-19 Policy and procedures is in place to ensure the ongoing well-being of the employees.
- Employees coming to work must be encouraged to use their own transport wherever possible. If this is not possible the employees must be informed of the dangers of using public transport and what the legal requirements are that apply to using public transport.
- All meetings should be conducted via electronic media e.g. Skype. If this is not possible then the meetings must be limited to key personnel, or as per Government guidelines. The chairs and desks must be sanitised before and after the meeting.

On arrival at work the first day, a person appointed by management will be responsible for, and carry out the following tasks:

- The appointed person will thoroughly sanitise his/her hands: this will include the front, back, sides, fingernails, between the fingers, knuckles, and wrist.
- The appointed person will then put on their PPE (disposable gloves and facemask).
- The starting times of employees must be staggered to prevent them congregating in masses at the entrance.
- The employees must line up and be checked by the responsible person, whilst maintaining the distance between employees of a minimum of 1.5 metres. A person appointed by the company must check that this distance is always maintained.
- If a biometric finger printing system is in place then this should be discontinued for the period of the pandemic and another system that does not require physical touch, should be implemented, even if this becomes a paper based system for a short while.
- Employees entering the school building must sanitise their hands using the same process that was used by the appointed person.
- Thereafter they will move to the area where their temperature will be checked using an Infrared Thermometer.
- The appointed person will document each employee's temperature and if an employee's temperature exceeds 38 degrees that employee will be asked to step aside, he/she will be rechecked after 10 minutes and if the temperature is still above 38 degrees that person must be kept isolated. The appointed person must report to management, who will implement the necessary procedures.

- The appointed person will then question the employee to ensure that he/she does not display any other symptoms of the virus.
- Once a person has passed the temperature and question check then that person will be issued with his/her PPE i.e. a set of disposable gloves and a face mask and any other PPE that may be required.
- The person then moves to the designated area where the safety induction will take place, a person in the induction area must be given the responsibility to ensure that all people always remain at least 1.5 metres apart.
- This person can then go through to his/her work area.
- The process is then repeated until all the employees have entered the workplace.
- This process needs to be repeated every morning when work starts.

3. After the commencement of work

Once the work has started and all the induction processes have been implemented it will be important to ensure that the workplace remains safe for all employees during their time at the workplace. All employees must adhere to the following procedures:

- The entry process above needs to be conducted daily ensuring safe social distancing and the temperature check needs to be conducted.
- The induction once completed does not need to be repeated on a regular basis but can be replaced with Toolbox Talks. This will deal with items such as correct wearing of PPE, methodology of washing hands, the need for sanitising, social distancing, etc.
- The employees must avoid working face to face, rather work side by side or back to back and must remain at least 1.5 metres apart.
- The work surfaces of each employee must be sanitised at least twice a day, the employee will be responsible to sanitise his/her own work area.
- The communal areas e.g. handrails, meeting rooms, etc. will be kept sanitised by the appointed cleaner.
- People must be encouraged to eat their meals outside if possible; if this is not possible then people must always remain at a distance of at least 1.5 metres away from the nearest person.
- No sharing of food is allowed.
- Cleaning staff must ensure that all areas are properly sanitised e.g. eating areas and ablution areas. All employees should be encouraged not to shower at work and rather go home to shower. If this is not possible then the showers need to be properly sanitised, both the floors and the walls.
- Employees must be encouraged to wash their hands on a regular basis using soap and running water. The washing process must continue for at least 20 seconds and must thoroughly cover the whole hand and the wrist area.
- Hand sanitisers must be available at every entrance and exit to the premises and everyone must be required to sanitise on entry and exit.

- Visitors to the premises must be discouraged but where this is not possible then the visitors need to comply with the regulations that apply to the employees.
- No employee will be allowed to bring a child to work, alternative arrangements must be made by the employee to care for their children.

4. HYGIENE POLICY

4.1 Introduction

Coronavirus is HIGHLY CONTAGIOUS - more contagious than normal flu.

The good news is that **we can prepare positively** for this by implementing **extra deep-cleaning** measures and continual hygiene routines within our classrooms, offices, passages, bathrooms and outside perimeter **AT ALL TIMES** to ensure our staff, learners', parents and visitors safety. Welgemoed Primary School will implement strict guidelines and policies to reduce the risk of contamination. The school and **every** staff member, learner, parent and visitor is by law, forced to follow the guidelines that the WCED stipulates.

- A clean school with a visible sanitation system in place will promote confidence.
- Staff training and awareness is vital to promote excellent hygiene habits

4.2 Welgemoed Primary School will implement the following:

1. Emergency procedures, posters and numbers will be displayed, including the COVID-19 hotline number at designated **eating areas**.
2. Soap, water and alcohol-based hand sanitisers available in **multiple locations** (including the entry and exit points) and in common areas to encourage hygiene.
3. ALL staff members are **instructed** to clean their hands frequently, using soap and water for at least 20 seconds or with an alcohol-based hand sanitiser that contains at least 70% alcohol.
4. **Adequate toilets available**, cleaned and disinfected as required.
5. Tissues, disposable hand drying towels and **waste bins available to all employees**. All bins are **lined with a plastic bag** so that they can be emptied without touching the contents.
6. All **common areas to be cleaned prior to work commencing or at the end of each shift**. This includes areas such as, workstations, countertops, and door handles. Use the cleaning agents that are usually used in these areas. Appoint a **CHAMPION** from each grade to check the checklist (rotate the champion weekly)
7. Check if washing facilities are in good working order.
8. Monitor soap and hand sanitiser dispensers for **adequate supply**.
9. **Avoid** putting personal items such as phones on metal surfaces.
10. **Empty and clean equipment** such as buckets with a fresh solution of disinfectant and completely dry before reuse.
11. Are all areas sufficiently **ventilated and sunlit** where possible?
12. **Dedicated eating areas** to be sanitised and equipped with a hand wash/sanitise station. Employees to eat at different intervals sitting at least 1.5m apart.

13. Are tables cleaned and disinfected **between each interval**?
14. Are **all** hand and portable electrical tools cleaned and **disinfected after each use**?
15. Ensure that PPE is **not shared** to minimise the possibility of spreading the virus.
16. Have a **facility** to disinfect PPE equipment/workers clothes etc.
17. **Will have a daily hygiene routine check record.**
18. **Will have a daily waste disposal record keeping**

We will continue implement these hygiene procedures even after the danger period is over.

4.3 Procedures

1. Staff are required to **wipe down** the areas indicated at the end of the school day (after learners have left). Aftercare staff must **wipe down** the areas indicated at the end of the day if you are the last to use the venue.
2. Staff will sanitise learners' hands before they enter the school (ISP = rows outside / FP = outside their classes)
3. Learners are required to **sanitise** hands **before entering a classroom.**
4. Staff/learners are instructed to **sanitise** hands between tasks.
5. Staff/learners are instructed to **wash and sanitise** hands after going to the toilet.
6. Staff/learners are instructed to use **nothing else** other than paper towels or disposable wipes.

ADDENDUMS

HG – Addendum 1 – Hygiene POLICY – CHECKLIST - classrooms

HG – Addendum 2 – Hygiene POLICY – CHECKLIST – kitchen – copy room - staffroom

HG – Addendum 2b – Hygiene POLICY – CHECKLIST - offices

HG – Addendum 3 – Hygiene POLICY – REGISTER – daily hygiene control list

HG – Addendum 4 – Hygiene POLICY – REGISTER – daily waste disposal record

HG – Addendum 5 – Hygiene POLICY – REGISTER – ASSET – Covid 19 material

5.1 SOCIAL DISTANCING POLICY

5.1 What is social distancing?

Social distancing, also called physical distancing, is a set of non-pharmaceutical interventions or measures taken to prevent the spread of a contagious disease by maintaining a physical distance between people and reducing the number of times people come into close contact with each other. Where possible the principles of good ventilation will be applied throughout the school building and where small groups of people are congregating.

5.2 How will Welgemoed Primary implement this?

The school will endeavour to adhere to the suggested safe social distancing distance of 1,5m between parties on the premises at all times where practically possible. This will be enforced on a regular basis with staff and learners.

a) **Access and entry points**

- Posters to inform.
- Demarcation markers on ground to indicate safe social distancing.

b) **Offices**

- Posters to inform.
- Demarcation markers on ground to indicate safe social distancing.
- Safety screens in offices.
- One visitor at a time in office.

c) **Staffroom**

- Posters to inform.
- Chairs arranged in such a way that they will always be 1,5m apart.
- Entry will be regulated to adhere to 1,5m social distance.
- Exit will be regulated to adhere to 1,5m social distance.

d) **Kitchens**

- Posters to inform.
- Entry will be regulated to adhere to 1,5m social distance.
- Demarcation markers on ground to indicate safe social distancing.

e) **Hall**

- Posters to inform.
- Chairs arrange in such a way that they will always be 1,5m apart.
- Entry will be regulated to adhere to 1,5m social distance.
- Exit will be regulated to adhere to 1,5m social distance.
- Demarcation markers on ground to indicate safe social distancing.

f) **Copy room**

- Posters to inform.
- Entry will be regulated to adhere to 1,5m social distance.
- Three people at a time in copy room, of which one person will be permanently allocated to do bulk copying.
- Demarcation markers on ground to indicate safe social distancing.



g) **Bathrooms (staff)**

- Posters to inform.
- May use bathrooms in admin. passage, as well as hall bathrooms.
- Entry will be regulated to adhere to 1,5m social distance – placing of name tag outside bathroom.
- Amount of cubicles will determine the amount of people at a time in bathroom.
- Demarcation markers on ground (outside of bathroom) to indicate safe social distancing.

h) **Bathrooms (learners)**

- Posters to inform.
- Grades to use specific bathrooms. Hall bathrooms = Grade 7.
- Entry will be regulated to adhere to 1,5m social distance - placing of name tag outside bathroom.
- Amount of cubicles will determine the amount of learners at a time in bathroom.
- Demarcation markers on ground to indicate safe social distancing

i) **Play area**

- Play area is out of bounds.
- Play area will be cordoned off.
- NO learner will be allowed to play on any equipment or climb on or over any fences, poles etc.

j) **Breaks (learners)**

- Teacher supervision during breaks.
- Learners must adhere to 1,5m social distance.
- No playing of any games.
- We promote social interaction within a safe social distance.
- Learners must wear their masks and only remove it to eat their food.
- Specific playing areas will be determined:
 - ✓ Grade 7's: Grade 7 quad, aftercare grass + court C and B
 - ✓ Grade 1 – 6: *to be determined*

k) **Breaks (Staff)**

- All staff on duty – discuss within each grade when coffee/tea will be made.
- During the phasing in period, staff whom are not teaching will be asked to do break duty.

l) **Breaks (General cleaning staff.)**

- Posters to inform.
- Chairs arrange in such a way that it will always be 1,5m apart.
- Staggered breaks
- No sharing of food

m) **Learners in the morning**

- Dropped off at access points from 07:30 – 08:00.
- Wear mask before entering school premises.
- Move to Control point for screening, either in the hall or Blessie Nest.

- Entry will be regulated to adhere to 1,5m social distance.
- Demarcation markers on ground to indicate safe social distancing.
- Learner must have questionnaire with them, already ticked off.
- Screening process to follow.
- After screening, they move to dedicated play/waiting areas.

n) **Learners in the afternoon**

Pick up of learners:

- Three exit points: - Jip de Jager pedestrian gate (small)
- Sport entrance at the back (pedestrian gate)
- Multipurpose field gate
- Gates will be manned by staff members after school ends.
- Parents to arrange specific pick- up point with children.
- No parent may enter the school premises.

o) **Movement of learners when exiting the building**

- Limited – always use nearest exit.
- Where possible, doors that are not used, will be closed.

p) **Movement of learners in passages**

- Learners to always keep left, social distancing applies.
- Not to be promoted.
- Teacher to move to classes.

q) **End of school day tasks** (staff)

- Teacher orderly dismisses the class.
- Social distancing applies.
- Learners adhere to movement in passages policy
- Teacher accompanies learners to the door they have to use as exit.
- Teacher must follow up with the day cleaning procedure in their classes.

r) **Classes** (staff)

- Staff to move to classes. In the case of choice subjects for Gr 7 learners, classes will be split to keep the number of learners as low as possible, limited movement will be allowed and social distancing will be applied.

s) **Classes** (learners/ staff)

- Gr 7 learners hosted in five big venues, where the principles of social distancing will be applied.
 - Grade 1 – 6: *to be determined*

ADDENDUMS

X – Addendum – Site plan

6. ACCESS CONTROL

6.1 Background

Due to the current Covid-19 pandemic, it is of the utmost importance that we attempt to limit person-to-person spread of the virus. These access control principles are intended **to manage the movement of all parties and guide them to the control point where individuals can be assessed and granted entrance. This is to ensure the safety of our learners, staff and visitors in our facilities at all times.** The principle of access control is in line with the National Institute of Communicable Diseases guidance. The health and safety of all employees, learners and parents at WELGEMOED PRIMARY SCHOOL is a shared responsibility amongst all of us. To meet this obligation, the school will be implementing the measures as stipulated in the guidelines received from WCED that will include:

- gate/access monitoring
- timeslots
- assessment
- distancing
- masks
- sanitising
- temperature screening
- personal questionnaire
- visitors
- deliveries

at the **access points** and **control points** as determined by the school, during the COVID 19 pandemic. Access control is a risk based process. For visitors (parents, contractors, service providers and others), staff and learners – any risk factors, either clinical symptoms or contact risk are considered high and those people will be denied access to the school building.

(X - Addendum – SITE PLAN

6.2 General principles

1. These access control principles apply to **every single person** who visits, works at or attends the school.
2. Access control at the school is to be **implemented during all school hours, (as determined by the Governing Body/SMT and communicated to all parties) and every day that the school is accessible for any learner, staff member or visitor, until further notice.**
3. The decision to permit someone entering our facility is a **risk based clinical decision.** The person/s manning the access points and control points must be a person that is well versed in the criteria for Covid-19.
4. **Access point/s and Control point/s** will be determined by the *Governing Body/SMT* and will be adapted as stages of re-opening progress. Ideally **ONE permanent** access point/control point to the premises will be the best to manage and **ensure the safety of our learners, staff and visitors to our facilities at all times.**
5. In order to **gain access** to the school, **everyone** will be required to enter via an **access point** and **report** to the **control point** before they will be granted access to the facility.

6. **Control point/s to be manned** by security and supported by personnel (staff member(s) / volunteer(s) and has the capability **to immediately request school management support** in case there is a referral of non-compliance and **entry is denied**.

(Addendum 1 - Access control - referral protocol - non-compliance)

7. A **waiting area** at the **control point** will be in place if a staff member/visitor or learner is non-compliant and is denied entry. The school will have a protocol in place to support any such cases.

(Addendum 2 - Access control - support protocol - cases of non-compliance)

8. **Signage:** Directional signage needs to be in place, posters in the access points and control points and should reflect the process that needs to be followed in that area.
9. Access will be **restricted** for any visitors to the school and you will need to make an appointment if necessary.
10. Access will only be allowed via the **foyer** where the teaching/admin staff will consult the visitor/s and in extreme circumstances the visitor/s will be allowed to accompany the designated person to a classroom/ office or grounds. Such a person should be signed in with a **visitor's ID** (at front desk) prior further entry into the school.
11. All appointments will be confirmed with the secretary (front office). The security guard will inform the secretary if the person is at the entrance and such a person will be met in the foyer, where the appropriate action will take place. This is to lessen traffic and risk of infection to our staff and learners as far as possible.

6.3 External Suppliers – deliveries of stock and equipment

1. **A specific process for access control will be followed for external suppliers delivering goods and equipment at the service entrance** of the school (this includes but is not limited to stationary suppliers, cleaning etc.). Welgemoed will implement **a hand-over process for any deliveries to keep suppliers outside of the school building** i.e. the suppliers place the delivery at the door and stand back.
2. Suppliers will have to be **screened** and then fill in a **register**: *Name, date and time of the delivery* in presence of the security guard.

(Addendum 3 - Access control - register - DELIVERIES)

3. The delivery will then be sanitised.
4. If this person in question needs to enter the school he/she should follow protocol and fill in the questionnaire and wait for the relevant party to come to the foyer and follow protocol again.
5. The **security guard** will then notify **the secretary** via two-way communication who will then call the person in question. Arrangement can then be made to carry the delivery to the area where it is needed. This is to lessen traffic and risk of infection to our staff and learners as far as possible.

6.4 General access control principles

- 1 The control point/s will **implement a self-directed queuing system** as people arrive, with social distance indicators close to control point.
2. A strict routine will then be followed **with signage as indicators** in the following order:
 - Welcome note
 - Distancing
 - Wearing of masks at all time
 - Explanation of steps to be followed
 - 1. Reading of questions
 - 2. Sanitising of the hands
 - 3. Temperature check
 - 4. Complete or hand in a questionnaire
 - 5. Place the questionnaire in a box
 - 6. Sign or Tick the register
3. All **visitors** will be provided with a printed questionnaire to complete at the control point.
(Addendum 4 - Access control - questionnaire - VISITORS)
(Addendum 4a - Access control - register - VISITORS)
4. **Staff** will be provided with a printed questionnaire that has been completed at home. The screened temperature for that day will have to be filled in at control point, prior to entry.
(Addendum 5 - Access control - questionnaire - STAFF)
5. **Evaluation of the questionnaire:** A control point member will do the evaluation of the completed questionnaire before access will be granted. The completed questionnaire will be placed in a designated box and a register is ticked off.
(Addendum 5a - Access control - register - STAFF)
6. A person may **ONLY** be allowed access if they answered **NO** to **ALL** questions and their temperature is < 38°C.
7. **IF** a **YES** was indicated on the questionnaire, or the temperature reading is **38°C or above** the norm, that person will be referred **for further assessment** to the designated waiting area assigned to that control point. The **control point manager** will decide on **final entry or not** and on what basis it was decided. This is also to give a form of counselling and give advice of the process that is to be followed by the person in question. *Refer to general principles no.7*
8. **All staff, learners and visitors** should wear their **own mask/or the provided mask** at **ALL times** and sanitise themselves while they are **in** and **on** the school premises regularly. Staff, learners and any visitors will **not be granted access** to the school premises if they are **not wearing a face mask**.
9. **Physical distancing** (indicated by markings on the floor), hand hygiene and cough etiquette principles have to be applied at all times on the premises.

6.5 Specific guidelines regarding access and control points of the school for the phases of re-opening

As the school opens each phase, so will the SOP (standard operating procedures) be adapted accordingly and changes by the Governing Body/ SMT will be communicated to all relevant parties.

Phase 1: (18 May)

- PH1: 1. **Only 1** access point (**main gate**) and 1 control point (**main entrance**) for people and vehicles
- PH1: 2. If you have to leave the premises during school hours (**which is not recommended**), you have to leave through the main entrance and main gate. If you return in school hours you have to enter via main gate and main entrance and follow protocol. (sanitising)
- PH1: 3. Just a friendly request and reminder.
If you are not screened YOU CANNOT ENTER the school building.
This is to ensure the safety of our learners, staff and visitors in our facilities at all times.
- PH1: 4. Social distancing should be adhered to **AT ALL TIMES**.
- PH1: 5. Social distancing in **offices** should be handled with protocol in mind.
- PH1: 6. The **staffroom** is prepared and organised in such a way to adhere to social distancing.
- PH1: 7. The use of the **kitchen** is prepared and organised in such a way to adhere to social distancing. Only **three** people allowed in the kitchen at once. You have to make your own coffee and tea. Warm water will be prepared ahead of breaks. Tables with warm water and tea pots will be placed on the tables in the staffroom.
- PH1; 8. The use of the **copy room**: one allocated person to do bulk copying on request. Two copy machines are available for the rest of the educators. Only **THREE** people allowed in at once. Hands to be sanitised before entry and machines are regularly wiped off by allocated person.
- PH1: 9. During phase 1 only the **staff bathrooms will be used** and therefore cleaned on a regular basis during this time.
- PH1: 10. The gates at Pick and Pay will be locked at all times.

Phase 2: (25 May) (Only changes from phase 1 is stipulated)

- PH1-2: 5 Social distancing in **offices and classrooms** should be handled with protocol in mind.
- PH1-2: 6 The **staffroom and hall** is prepared and organised in such a way to adhere to social distancing.
- PH1-2: 9 During phase 1-2 the **staff bathrooms and school hall bathrooms will be**

used to help with social distancing protocol and will therefore be cleaned on a regular basis during this time. The amount of cubicles determines the amount of people who may enter.

7. WCED GUIDELINE: MANAGING COVID-19 CASES IN SCHOOLS

7.1 Purpose

To advise principals and school management teams on how to manage confirmed or suspected cases of Covid-19 in schools.

7.2 Ongoing procedures and preparations

- 7.2.1 All learners, teachers and non-teaching staff must be screened every day as per the Western Cape Education Department (WCED) Guideline.
- 7.2.2 A sick bay is to be prepared to temporarily isolate learner(s) or staff members should a learner or staff member display symptoms of Covid-19.
- 7.2.3 Information on who to contact as next of kin, should a learner or staff member appear to have symptoms of Covid-19, must be readily available for all learners and staff members.
- 7.2.4 Information on what to do should someone have symptoms should be readily available and distributed to the learner, their parents or staff member (please see pamphlet: Treatment on <https://wcedonline.westerncape.gov.za/backschool-covid-19-resources-schools>).
- 7.2.5 In the event of a class, section of a school, or school requiring decontamination, the school must liaise with the district which will confirm the need to do so and ensure the procurement of the service.

7.3 Action to be taken when a learner appears ill or displays symptoms associated with Covid-19

The following applies when a learner is suspected to be ill or displays symptoms such as persistent dry cough, high fever, respiratory distress or shortness of breath, sore throat etc. at school:

- 7.3.1 All learners must be screened every day.
- 7.3.2 The sick bay is to be prepared to temporarily isolate learner(s).
- 7.3.3 Should a learner show symptoms associated with Covid-19, isolate the learner and keep him/her separate from other learners or staff until they can be collected or taken home.
- 7.3.4 The parents/guardian of the learner should be informed immediately and requested to collect the learner.
- 7.3.5 On collection of the learner, the parent/guardian should be provided with information on what to do and who to contact when a learner displays symptoms of Covid-19.

Addendum2: Access control – support - cases of non - compliance

7.4 Action to be taken when a case of Covid-19 is confirmed in a learner

- 7.4.1 The principal must report all confirmed cases to the circuit manager/district director immediately, as well as information pertaining to the case such as:
- when last the learner was at school;
 - with whom they were in direct contact; and
 - with whom they were in casual contact.
- 7.4.2 The principal and district officials will do an assessment of the case and the district official will confirm the actions to be taken.
- 7.4.3 The Department of Health will be responsible for identifying people with whom the learner has been in contact with and will advise the WCED on any further actions or precautions to be taken.
- 7.4.4 In most cases, closure of the facility or school will be unnecessary.
- 7.4.5 Remember that only the Head of Department can authorise the closure of an educational institution. The Head of Department will be informed by the district and will act on the advice of the Department of Health.

7.5 Actions to be taken when a learner has been exposed to a possible case of Covid-19.

- 7.5.1 If a learner has been in contact with a suspected case, no restrictions or special control measures are required while laboratory test results for Covid-19 are awaited.
- 7.5.2 There is no need to close the school or send other learners or staff home.
- 7.5.3 The school must continue to observe all Covid-19 requirements.
- 7.5.4 Therefore, until the outcome of test results is known, there is no action that staff members need to take.

7.6 Actions to be taken when a learner has been exposed to a confirmed case of Covid-19.

- 7.6.1 Anyone with close contact with a confirmed Covid-19 case must be identified and requested to stay at home for a period not exceeding 14 days from the date of exposure while being monitored for symptoms. They may not attend school. (Close or direct contact e.g. a handshake or hug. Just being in the room with no direct contact is regarded as casual contact with no risk.)
- 7.6.2 Anyone who has had casual contact (no direct physical contact) should continue to attend school.

- 7.6.3 Should the learner who came into close contact show any symptomatic signs whilst at home, the Western Cape Government or National Institute for Communicable Diseases hotline numbers can be called for medical assistance and further testing.
- 7.6.4 Learners who are not close contacts of a confirmed case should attend school.
- 7.6.5 Learners who have interacted with a healthy contact of a confirmed case must attend school.

7.7 Action to be taken if a staff member is tested positive for Covid-19

- 7.7.1 The Covid-19 positive staff member must apply for sick leave.
- 7.7.2 All staff members and learners who were in close contact with the affected person are to self-isolate for a maximum of 14 days since the last contact.
- 7.7.3 All staff members required to self-isolate must apply for special leave.
- 7.7.4 A list of such staff members must be kept and submitted to the relevant district office.
- 7.7.5 The district office must keep records and submit these to Head Office's People Management Practices (PMP) section.
- 7.7.6 The cleaning/disinfecting of the affected space must be facilitated as described in (7.2.5).
- 7.7.7 Contact must be maintained with such staff member or learner as a means of monitoring and evaluation.

7.8 A staff member was exposed to a possible (unconfirmed) case of COVID-19

- 7.8.1 If a staff member has been in contact with an unconfirmed case, no restrictions or special control measures are required while laboratory test results for Covid19 are awaited.
- 7.8.2 The staff member must continue to work.
- 7.8.3 The school must continue to observe all Covid-19 requirements.
- 7.8.4 Therefore, until the outcome of test results is known, there is no action that staff members need to take.
- 7.8.5 If the results are positive, apply measures as described in point 9.

7.9 A staff member who was in contact with a confirmed case of Covid-19

- 7.9.1 All those staff members who were in close contact with the infected person are required to self-isolate at home for a maximum of 14 days from last contact.

(Direct contact e.g. a handshake or hug. Just being in the room with no direct contact is regarded as casual contact with no risk.)

- 7.9.2 Staff members required to self-isolate must apply for special leave.
- 7.9.3 The principal must ensure that the work space of people required to self-isolate is thoroughly cleaned.
- 7.9.4 Contact must be maintained with such a staff member as a means of monitoring and evaluation.
- 7.9.5 The names of the staff are to be recorded by the school and a copy submitted to the district office.
- 7.9.6 The district office must submit this information to Head Office.

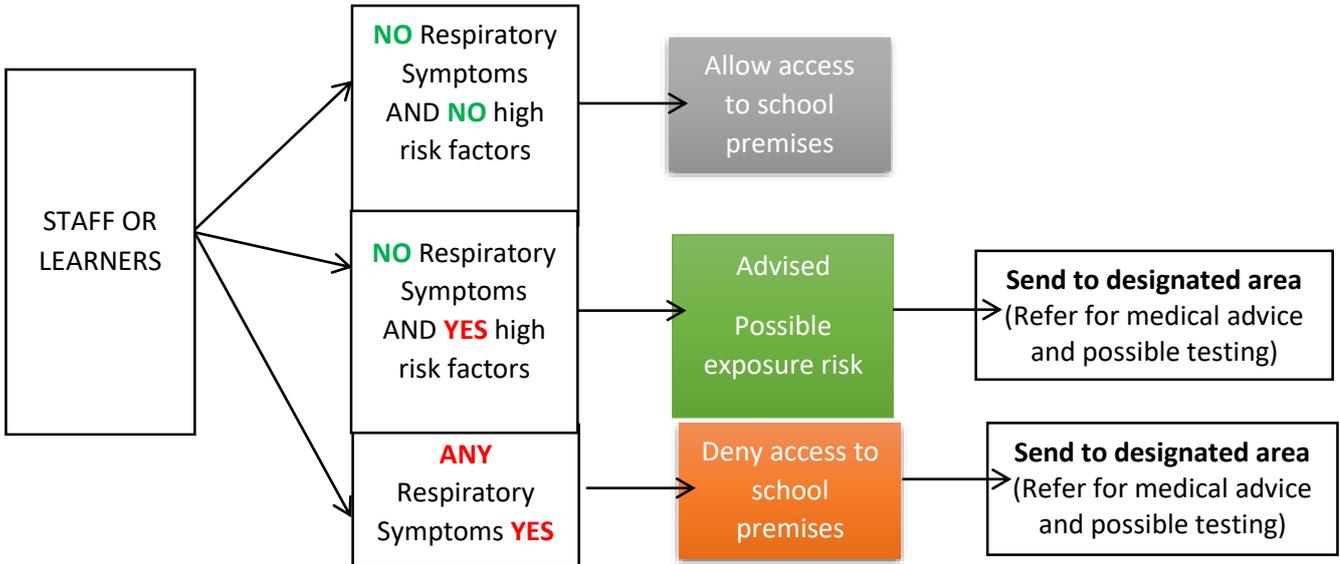
7.10 A staff member or a learner displays symptoms associated with Covid-19 while at school.

- 7.10.1 Isolate the staff member or learner temporarily in a sick bay or room identified for temporary isolation.
- 7.10.2 Advise the staff member to go home or contact the learner's parents/guardian.
- 7.10.3 Advise the staff member or the learner's parent/guardian to call the hotline numbers.

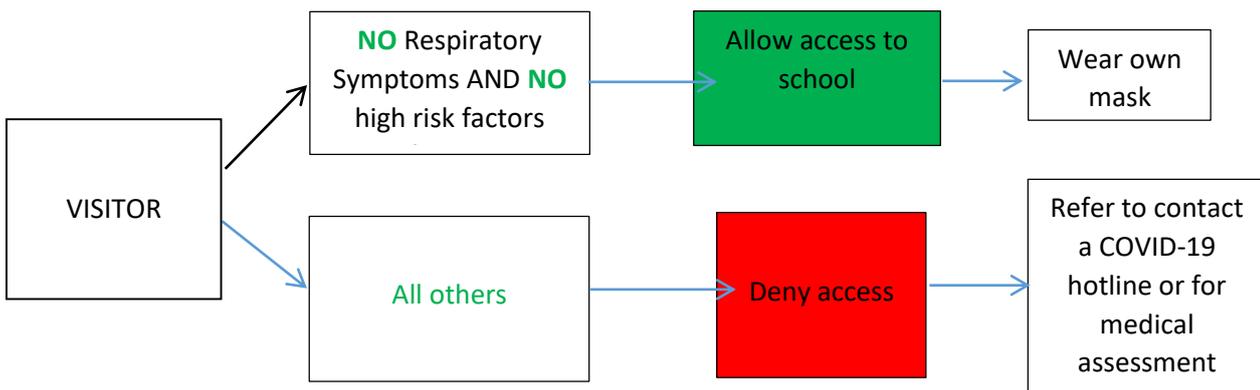
DO NOT PRINT

AC – Addendum 1 – Access control – referral protocol – non – compliance

Staff and learners outcomes at access control



Visitors outcomes at access control



DO NOT PRINT

AC – Addendum 2 – Access control – support protocol – non – compliance



SECOND SCREENING OF STAFF AND LEARNERS
ON ENTRY TO WELGEMOED PRIMARY SCHOOL

(after 10 min. wait from first screening)

Name and surname:
Temperature: _____ ° C

Signature of Screener: _____

Your temperature reading is for the second time still above 38 °C, you answered yes to some of the questions and therefore you will not be allowed onto the premises and further necessary protocols will need to be followed.

Declaration

I, the above mentioned person was informed of the reason for my non-compliance and was given the necessary support, information and instructions to follow:

- 1.) I was given a fair chance for a second screening.
- 2.) That this assessment doesn't replace professional medical consultations with a practicing nurse or doctor.
- 3.) I should seek medical advice and assistance and get a second opinion from a professional medical practitioner.
- 4.) I should contact the provincial hotline on **021 928 4102** for advice on what to do next or the National Institute for Communicable Diseases 0800 029 999).
- 5.) That I should bring **proof of my actions** as stipulated above before I will be allowed and granted access to the facility in question.

Signature: _____
(Staff / Parent of learner in question)

Signature: _____
(Manager of Covid 19 Task Team)

DO NOT PRINT

AC – Addendum 4 – Access control – questionnaire – VISITORS

VISITORS

SCREENING ON ENTRY TO WELGEMOED PRIMARY SCHOOL

Name and surname:		
Cell:	Date:	
Appointment : YES / NO	Name of person:	
If NO: Reason for visit:		
Clinical Criteria (Place a cross over your response)		
1. Do you have a cough?	YES	NO
2. Do you have shortness of breath?	YES	NO
3. Do you have a high fever?	YES	NO
4. Do you have a sore throat?	YES	NO
5. Within the last 14 days, did you have direct contact with someone known to have contracted the Coronavirus disease (Covid-19)?	YES	NO

Temperature: _____ °C

Signature: _____

Signature of Screener: _____

If these questions indicate that an individual is a risk or the scanner reading is above 38°C, then that person must be requested to consult the COVID-19 hotline number (Western Cape Government 021 928 4102 or National Institute for Communicable Diseases 0800 029 999).

D - WCED Guideline: Screening of Staff and Learners

Welgemoed Primary School will always endeavour to handle such individual cases with the greatest care and sensitivity. A clear plan of action for such individuals will be given to them in written form.

DO NOT PRINT

AC – Addendum 5 – Access control – questionnaire – STAFF

STAFF

SCREENING ON ENTRY TO WELGEMOED PRIMARY SCHOOL

Name and surname:	Grade:	
Date:		
Clinical Criteria (Place a cross over your response)		
1. Do you have a cough?	YES	NO
2. Do you have shortness of breath?	YES	NO
3. Do you have a high fever?	YES	NO
4. Do you have a sore throat?	YES	NO
5. Within the last 14 days, did you have direct contact with someone known to have contracted the Coronavirus disease (Covid-19)?	YES	NO
Temperature: _____ °C		

Signature of Teacher: _____ Signature of Screener: _____

If these questions indicate that an individual is a risk or the scanner reading is above 38°C, then that person must be requested to consult the COVID-19 hotline number (Western Cape Government 021 928 4102 or National Institute for Communicable Diseases 0800 029 999).

D - WCED Guideline: Screening of Staff and Learners

Welgemoed Primary School will always endeavour to handle such individual cases with the greatest care and sensitivity. A clear plan of action will be given to them in written form.

AC – Addendum 5 - Access control – questionnaire - STAFF

WELGEMOED PRIMARY SCHOOL

COVID 19 Staff Register (Date: 25 May - 31 May)

I acknowledge that I have read the notice outside carefully regarding the questions that refer to my Respiratory Symptoms and Exposure and answer NO to all the questions put to me.

Area	Name and Surname	Contact Details Personal	Contact Details Emergency	25	26	27	28	29	30	31
				May						
Grade 1	Adalene Bezuidenhout									
	Alicia Gagiano									
	Marzanne Guse									
	Mia Rocher									
	Suretha Luise									
Grade 2	Rouvé Viljoen									
	Chantel van Zyl									
	Janine Potgieter									
	Stephanie Erwee									
	Wendy Solomon									
Grade 3	Zonika Wessels									
	Deonelle Jooste									
	Diana Oosthuizen									
	Elmarie Vorster									

AC – Addendum 5a – Access control – register - STAFF

LEARNER

SCREENING ON ENTRY TO WELGEMOED PRIMARY SCHOOL

Name and surname:	Grade:	
Date:	Teacher's Surname:	
Clinical Criteria (Place a cross over your response)		
1. Do you have a cough?	YES	NO
2. Do you have shortness of breath?	YES	NO
3. Do you have a high fever?	YES	NO
4. Do you have a sore throat?	YES	NO
5. Within the last 14 days, did you have direct contact with someone known to have contracted the Coronavirus disease (Covid-19)?	YES	NO
Temperature: _____ °C		

Signature of Parent: _____ Signature of Screener: _____

If these questions indicate that an individual is a risk or the scanner reading is above 38°C, then that person must be requested to consult the COVID-19 hotline number (Western Cape Government 021 928 4102 or National Institute for Communicable Diseases 0800 029 999).

D - WCED Guideline: Screening of Staff and Learners

Welgemoed Primary School will always endeavour to handle such individual cases with the greatest care and sensitivity. A clear plan of action will be given to them in written form.

DO NOT PRINT

AC – Addendum 6a – Access control – register – LEARNERS

KLASLYS 2020 : GRAAD 7

MEV. ANNALIE CONRADIE



	Week: 1 Junie - 7 Junie		Ma	Tue	Wed	Thu	Fri	Sa	So
1	BARNARD	Katrien							
2	BOTHA	Inalize							
3	CONRADIE	Tian							
4	CRAVEN	Lisa							
5	DE JAGER	Michelle							
6	DEVENISH	Ruben							
7	GOOSEN	Lana							
8	LAUBSCHER	Eugene							
9	LE ROUX	Tiaan							
10	NELL	Anne							
11	OOSTHUIZEN	Zané							
12	RICH	Amy							
13	ROSSOUW	Wyatt							
14	ROUX	Herman							
15	STORM	Daniella							
16	SWIFT	Kian							
17	THERON	Lara							
18	THERON	Mila							
19	WIGGINS	Jimmy							
20	ZWIEGERS	Louise							
Signature of Teacher									

WELGEMOED PRIMARY SCHOOL

SANITATION CHECKLIST

CLASSROOMS

(Teachers)

What? Use a sterile solution and **wipe down**: Touch points include door handles, light switches, desks, white board markers, board erasers, computer keypad, mouse etc. *All equipment that you think learners and staff could come into contact with.*

BE VISIBLE! DEEP-CLEAN OUR SCHOOL AND TAKING HYGIENE SERIOUSLY

		Month						
		Day						
Time slots	Description	Mon	Tue	Wed	Thurs	Fri	Sa	So
Staff sanitise learners' hands before they enter the school	Blessie spray	Sign	Sign	Sign	Sign	Sign	Sign	Sign
Learners are required to sanitise hands before entering a classroom	Blessie spray	Sign	Sign	Sign	Sign	Sign	Sign	Sign
Staff/learners are instructed to sanitise hands between tasks.	Blessie spray	Sign	Sign	Sign	Sign	Sign	Sign	Sign
Staff/learners are instructed to wash and sanitise hands after going to the toilet.	Blessie spray	Sign	Sign	Sign	Sign	Sign	Sign	Sign
Staff/learners are instructed to use nothing else other than paper towels or disposable wipes	Paper towels	Sign	Sign	Sign	Sign	Sign	Sign	Sign
Staff end of the school day after learners have left	Wipe down as per above list	Sign	Sign	Sign	Sign	Sign	Sign	Sign
Aftercare staff end of the school day after learners have left	Wipe down as per above list	Sign	Sign	Sign	Sign	Sign	Sign	Sign

HG - Addendum 1 - Hygiene Policy – Checklist – classrooms

DO NOT PRINT

HG – Addendum 2 – Hygiene POLICY – checklist – kitchen – copy room - staffroom

SANITATION CHECKLIST

KITCHENS, BATHROOMS, HALL and COPY ROOM
(general staff)

What? Use a sterile solution **deep clean** and **wipe down**:

Touch points include door handles, light switches, toilets, urinals, washbasins, chairs, tables, mirrors etc.

All areas that you think learners and staff could come into contact with.

BE VISIBLE! DEEP-CLEAN OUR SCHOOL AND TAKING HYGIENE SERIOUSLY

Date: _____

Time slots	Description	Mon	Tue	Wed	Thur	Fri	Sa	So
07:00 - 08:00 (before school)	Deep clean as per above list	Sign						
09:00	Wipe down as per above list	Sign						
10:20 (after 1st break)	Deep clean as per above list	Sign						
11:00	Wipe down as per above list	Sign						
12:20 (after 2nd break)	Deep clean as per above list	Sign						
14:20 (Blessie focus)	Wipe down as per above list	Sign						
After Hours (staff members)	Wipe down as per above list	Sign						

HG - Addendum 2-Hygiene Policy – Checklist – kitchen – copy room – hall - staffroom

DO NOT PRINT

HG – Addendum 2b – Hygiene POLICY – checklist – offices

SANITATION CHECKLIST

OFFICES
(general staff)

What? Use a sterile solution **deep clean** and **wipe down**:

Touch points include door handles, light switches, toilets, urinals, washbasins, mirrors etc. *All areas that you think learners and staff could come into contact with.*

BE VISIBLE! DEEP-CLEAN OUR SCHOOL AND TAKING HYGIENE SERIOUSLY

Time slots	Description	Mon	Tue	Wed	Thur	Fri	Sa	So
07:00 - 08:00 (before school)	Deep clean as per above list	Sign						
10:20 (after 1st break)	Wipe down as per above list (ask if needed)	Sign						
12:20 (after 2nd break)	Wipe down as per above list (ask if needed)	Sign						
14:20 (End of day)	Wipe down as per above list (ask if needed)	Sign						

HG - Addendum 2b -Hygiene Policy – Checklist – offices

DO NOT PRINT

WELGEMOED PRIMARY SCHOOL

AREA: _____ **Daily Hygiene Register** **DATE:** _____

The following items must be inspected on a daily basis and the findings recorded; items to be marked **YES** or **NO**. Items marked as “No” must be addressed before work may start in the area. Draw a line through the block if the item is not applicable or write N/A.

	ITEM	Mon	Tues	Wed	Thur	Fri	Sat	Sun
1	Are Emergency Procedures, posters and Numbers displayed, including the COVID-19 hotline number at designated eating areas ?							
2	Are soap, water and alcohol-based hand cleaners available in multiple locations (including the entry and exit points) and in common areas to encourage hygiene?							
3	Were workers instructed to clean their hands frequently, using soap and water for at least 20 seconds or with an alcohol-based hand sanitiser that contains at least 70% alcohol?							
4	Are adequate toilets available , cleaned and disinfected as required?							
5	Are tissues, disposable hand drying towels and waste bins available to all employees . Are the bins lined with a plastic bag so that they can be emptied without touching the contents?							
6	Were all common areas cleaned prior to work starting or at the end of each shift ? This includes areas such as site offices, workstations, countertops, and door handles. Use the cleaning agents that are usually used in these areas and follow the directions on the label.							
7	Check if washing facilities are in good working order.							
8	Monitor soap and hand sanitiser dispensers for sufficient contents .							
9	Avoid putting personal items such as phones on metal surfaces.							
10	Empty and re-clean equipment such as buckets with a fresh solution of disinfectant and completely dry before reuse.							
11	Are all areas sufficiently ventilated and sunlit where possible?							
12	Dedicated eating areas to be sanitised and equipped with a hand wash station. Employees to eat at different intervals sitting at least 1.5m apart.							
13	Are tables cleaned and disinfected between each interval ?							
13	Are all hand and portable electrical tools cleaned and disinfected after each use ?							
15	Ensure that PPE is not shared to minimise the possibility of spreading the virus. (inform employees)							
16	Are facilities available to disinfect PPE equipment/workers clothes etc.?							
	SIGNATURE: LINE / AREA MANAGER ► Name and Surname							

HG - Addendum 3 - Hygiene Policy – REGISTER - Daily Hygiene control list

DO NOT PRINT

HG – Addendum 4 – Hygiene POLICY – REGISTER – Daily Waste disposal record

WELGEMOED PRIMARY SCHOOL

AREA: _____

WASTE DISPOSAL RECORD KEEPING
SCHOOL CLEANING STAFF

DATE: _____

The following must be done on a daily basis and recorded.
If register is NOT filled in or removed, it **must be addressed before work/sanitising may start in that area.**

Day	Description of Waste	Removed by	Quantity	Time	Signature
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
Responsible Person:		Signature:			

HG - Addendum 4 - Hygiene Policy – REGISTER - Daily Waste Disposal Record

DO NOT PRINT

WELGEMOED PRIMARY SCHOOL

ASSET Register COVID 19 – Materials

Please indicate **ALL Covid 19 related items** delivered/purchased for Welgemoed Primary.

DATE	NAME OF COMPANY	DESCRIPTION OF ITEM	SCHOOL OR WCED	INVOICE NO.	AMOUNT	PERSON receive goods

HG - Addendum 5 - Hygiene Policy – Asset Register Covid 19 - materials

DO NOT PRINT

WELGEMOED PRIMARY SCHOOL

CONTACT LINE TRACKER

Name and Surname: _____ Cell: _____

Since you have had direct **contact with a person who tested positively** for the Coronavirus, we need to trace people you have subsequently been in close contact with for a prolonged period of time. This is part of Welgemoed’s commitment to prevent the virus from spreading. All details will be treated with utmost confidentiality.

Contact details of the individual

Please provide the details of all the individuals that you had contact with.

Name and Surname or GROUP	Relation to the person/group	Last contact date	Contact details of person (cell)

Ad an addendum on folio, if provided space is not sufficient.

2.

Groups / Meetings attended

Please provide the details of all the individuals that you met with as well as the venue of your meeting so that the school can arrange for the venue to be deep cleaned

Meeting date	Meeting venue	Relation to the person	Name and Surname	Contact details of person

Ad an addendum on folio, if provided space is not sufficient