

Young Ambassadors Primary School

9 Square Hill Street
Delville Park
George



Tel: (044) 873 3097
Principal: 084 303 7129
yapsevents@gmail.com

COVID-19 POLICY

1. OBJECTIVE

- 1.1 The aim of this policy is to ensure a safe working environment for all educators, office- and support staff, parents, and learners, and to stop the spread of the Coronavirus Disease 2019 “COVID-19” virus. Section 8 of the Occupational Health and Safety Act, 1993 “OHSA” requires every employer to provide and maintain, as far as reasonably practicable, a working environment that is safe and without risks to the health of its employees. Similarly, the OHSA also imposes a duty on all stakeholders to take reasonable care of their own health and safety and that of their fellow employees.
- 1.2 This policy is susceptible to changes with the introduction of additional governmental guidelines and accordingly will be updated if, and when, required.

2. APPLICATION

This policy includes measures being taken to mitigate the spread of COVID-19, and to sustain a healthy and safe workplace for all stakeholders and learners at Young Ambassadors Primary School. It is important that we all respond responsibly and transparently to these health precautions.

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3. CONTENT

3.1 Practical steps to preparation of the school, teachers, and learners.

3.1.1 Risk assessment of learners and school staff.

Enlist the support of parents and caregivers to identify learners and school staff who are at increased risk of severe disease (e.g. immunocompromised, chronic illness) and work with them to make arrangements for remote learners where possible.

3.1.2 Orientate teachers and support staff.

All staff members need to be orientated on Covid-19 hygiene and safety protocol at schools.

- The principal must orientate the SMT before teacher return to school.
- The principal must designate a member of the SMT to orientate teachers and non-teaching staff when they return.
- Learners must be orientated as the grades are phased in on:
 - How COVID-19 is spread or what the symptoms of COVID-19 are.
 - The Coronavirus can be passed on from fluid droplets when coughing, sneezing, shouting, and talking. When people cough and sneeze then fluid droplets get onto their hands touching the hands of others and touching objects such as equipment, money, door handles and counters.
 - When some people touch their eyes, nose and/or mouth after they have touched other people's hands and objects with the coronavirus on it, then they can get infected.
 - Infection can be spread to people who are nearby as droplets are inhaled into the lungs.

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- It is also possible that someone may become infected by touching a surface, object or the hand of an infected person who has been contaminated and then touching their own mouth, nose, or eyes.
 - **Five “golden” rules to prevent the spread of the Coronavirus.**
 - Separate yourself physically from other people”
 - By staying away from people as much as possible.
 - By staying home if unwell.
 - Physical distancing when around other people:
 - Keep a distance of at least 1.5 metres (2 arm lengths) from others.
 - Do NOT shake hands, or hug, or fist bump, or elbow bump. Keep your distance.
 - Hand washing/sanitising:
 - Regular hand washing with soap and water for 20 seconds.
 - Or rub hands with alcohol-based hand sanitiser.
 - Wash hands after touching people, surfaces, and objects.
 - Practising good hygiene measures:
 - Cough or sneeze into your elbow or a tissue and then put the tissue in a bin and wash your hands immediately.
 - Do not touch your face with unwashed hands.
 - Using cloth face masks or face shields:
 - Use a cloth face mask or face shield to cover your nose and mouth.
 - Do not touch the mask or face shield after you put it on.
 - Leave the mask or face shield on all the time except when you need to eat/drink. For eating/drinking, take it off carefully by the strings and place it in a clean paper or plastic bag.
 - Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitiser.

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- The following symptoms of COVID-19 may develop in the 14 days after exposure to someone who has COVID-19 infection.
 - Dry cough
 - Sore throat
 - Shortness of breath/difficulty in breathing
 - Redness of eyes
 - Body aches
 - Loss of smell
 - Loss of taste
 - Nausea
 - Vomiting
 - Diarrhoea
 - Fatigue
 - Weakness
 - Tiredness

Infections can cause more severe symptoms in people with weakened immune systems, older people, and those with long-term conditions like diabetes, cancer, and chronic lung disease.
 - What measures they must put in place to prevent the spread of COVID-19.
 - **What staff and learners should do before leaving home.**
 - Wash hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitiser.
 - Avoid touching your eyes, nose, and mouth with unwashed hands.
 - Avoid close contact with people who are sick.
 - Stay at home when you are sick and try and keep a distance from others at home. Inform the school of your absence.
 - Cover your cough or sneeze with a flexed elbow or a tissue, then throw the tissue into the bin.
 - Clean and disinfect frequently touched objects and surfaces.

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- Wear your mask or face shield.
 - **What staff and learners should do on their way to and from school.**
 - Wear your mask or face shield.
 - It is important to practise social distancing and good hygiene to prevent becoming infected if you are walking to school. Try to keep at least a 1.5-metre distance between you and another person walking to school.
 - It is equally important to practise social distancing and good hygiene to prevent becoming infected if you are using public transport to school or sharing transport (lift club). The wearing of a mask or face shield is mandatory when using public transport.
 - According to the Regulation, all public transport operators must ensure that transport is sanitised before and after use and observe the new prescribed passenger capacity to curb the spread of the Coronavirus (2019-NCOV).
 - Sanitise your hands before entering and after disembarking from the public transport.
 - **What to do when staff or learners arrive at school.**
 - All staff and learners must go directly to the designated screening area to be screened.
 - SMT could screen one another on arrival at school if the screening team is not yet in place.
 - Social distancing must be maintained while waiting to be screened.
 - The SMT or designated screeners can screen the non-teaching staff.
 - Designated screeners must screen learners on arrival.
 - Control of entrances
 - ❖ The number of entrances used must be limited depending on the availability of screeners.
 - ❖ Teachers must assist at the designated area where screening can take place to ensure proper control.

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- ❖ The Principal must ensure that screeners receive the necessary orientation.
- ❖ Screeners must wear a mask or face shield and sanitise their hands frequently.
- ❖ No person should be allowed onto the school premises without a mask or face shield. Extra masks will be available at the school.
- ❖ If learners queue to be screened for admission to the school – social distancing must apply.
- ❖ Digital thermometer scanners will be used to measure the body temperature of entrants.
- ❖ Any person who refuses to be screened, cannot be allowed onto the school premises.
- Procedural aspects
 - The following should occur at the identified entrance points to the school:
 - ❖ Screening staff must report on time for the screening process.
 - ❖ Ensure that all the screening materials are ready and in working condition.
 - ❖ Learners/teachers must be asked to queue for screening, observing the 1.5 m social distancing requirement.
 - ❖ Markers on the ground/floor/wall can be used to assist with social distancing.
 - ❖ Ensure that individuals wear masks or face shields. No one must be allowed onto the premises without a mask or face shield.
 - ❖ The temperature of every learner must be taken and recorded.
 - ❖ The person must then answer five questions namely:

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No	Question	Yes	No
1	Do you have a cough?		
2	Do you have a fever?		
3	Do you have a shortness of breath?		
4	Do you have a sore throat?		
5	Within the last 14 days, did you have direct contact with someone known to have contracted Coronavirus (COVID-19)?		

- ❖ 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 Disease 0800 029 999).
- ❖ After this process, the individual must proceed to the next point where he/she must wash hands or use hand sanitiser before proceeding to the administrative building or classrooms.
- ❖ The information of all teachers and learners screened must be recorded. The daily recording of screening is a requirement and must be complied with.
- ❖ The school must prepare the sick bay/isolation room to temporarily keep teachers/learners who did not pass screening (38° or over). Teachers must be requested to isolate for 14 days and take the necessary precautionary measure to prevent the further spread of the virus. A learner's parents must be contacted so that they can collect and take care of the learners. Such learners must isolate for 14 days and if necessary, consult a medical practitioner or call the hotline numbers.
- ❖ If possible, data will be captured directly to the WCED app.

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- ❖ If the app is not available, a WCED template (Annexure D1) is provided with the screening questions to be completed by the screener during screening. This can be adapted to class lists using the same questions.
 - How to put on, take off, store, and clean a cloth face mask or face shield.
 - Wash your hands before putting on the mask or face shield.
 - Place the mask with the correct side facing your nose and mouth. Make sure both are covered well. Tie the strings behind your head or if the mask has elastic bands, make sure they are tight.
 - Once you have put on the cloth face mask or face shield and you are comfortable with the fit of the mask or face shield, **DO NOT TOUCH YOUR FACE, THE MASK or face shield** until you take it off.
 - Leave the mask or face shield on all the time except when you need to eat or drink. For eating and drinking, take it off carefully by the strings and place it in a clean paper or plastic bag.
 - Do not touch the actual mask or face shield itself when you are taking it off.
 - Do not store the mask around your neck when not in use.
 - Wash your hands after taking off the mask or face shield with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitiser.
 - If anyone needs to take off their mask or face shield during the work day (e.g. during tea/lunch break) and is then required to put it on again, care must be taken to only handle the mask by the strings of the mask.
 - What to do if they have any symptoms consistent with COVID-19.
 - **Stay at home when you are sick** and try and **keep a distance from others at home. Inform the school** of your absence.
 - What to do if they have been diagnosed with COVID-19.
 - They must be requested to isolate for 14 days and take the necessary precautionary measure to prevent the further spread of the virus.

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- If necessary, consult a medical practitioner.
 - What to do if they have come into close contact with someone who has been diagnosed with COVID-19.
 - Isolate for 14 days and take the necessary precautionary measure to prevent the further spread of the virus.
 - How to wash and sanitise their hands correctly.
 - Frequent hand hygiene must be part of the routine of everyday life in schools.
 - Every person that enters a classroom must wash their hands with soap (liquid) and water (that is clean and was not used before, i.e. no grey water) or sanitise with at least a 60% alcohol base) their hands and again when leaving the classroom.
 - Avoid touching eyes, nose, and mouth.
 - Always wear a mask or face shield, especially when you communicate with others.
 - Follow good respiratory hygiene: cover you mouth and nose with your bent elbow or tissue when coughing or sneezing, then dispose of the used tissue in a bin with a lid.
 - Maintain at least a distance of 1.5 m between yourself and others, i.e. there must be no physical contact between you and any other person during school hours and/or before and/or after school and/or on your way from home to school or school to home or any other destination for that matter.
 - Do not talk into the face of others if you do not wear a mask that covers your mouth.

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- How to communicate with learners about COVID-19 in an age-appropriate and sensitive manner.

3.1.3 Educating learners

All learners must be orientated and educated as the grades are phased in on the items listed above.

- Try to incorporate Coronavirus/infection prevention/healthy habits into the learning material to reiterate the messaging.

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- Use videos, games, and songs to best communicate the message to learners.
- Process to be followed when learners return.
 - Upon the return to school of a particular grade the principal and teacher conduct the orientation of learners on the management of the Coronavirus (2019-NCOV) at school.
 - Explain the screening process.
 - Conduct an orientation for learners which should include the “Golden Rules.”
 - Orientate learners on the changed curriculum plan.
 - Introduce the reviewed school time table.
 - Brief learners on social distancing at school, travelling to and from school.
 - Explain that learners must wash hands before school-meals which should be served in classrooms – observing social distancing.
 - Motivate learners on their return to school
- Engaging with learners in the classroom.
 - Learners must wear a mask or face shield before allowed into the class.
 - Check the desk arrangement in the class. Desks should be set so that learners are at least 1/1.5 metre apart.
 - Spend the first 5 minutes of each day to remind learners of the importance to exercise the “golden rules” of preventing the spread of the virus and respond to questions that learners might have.
 - Learner discipline in the class is of utmost importance, so identify what is required of them to ensure their safety.
 - Teachers to observe the 1.5-metre distance between themselves and learners and other teachers.
 - Request learners to prevent crowding in toilets or when outside during intervals.

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3.1.4 Communication with parents/caregivers to:

- Strengthen communication channels with parents/caregivers.
- Ensure that the school has updated contact information (contact numbers and home addresses) for every parent/caregiver. This will be very important if cases are identified at the school and the quarantining of learners is necessary.
- Ensure that the school has updated information on who is authorised to collect learners from school.
- Ensure that parents/caregivers are aware of the school's policies and protocols relating to COVID-19.
- Engage with parents/caregivers who have concerns about the safety of their child.

3.1.5 Practical measures to prevent Coronavirus infections of schools.

- Staying home when unwell.
 - Anyone (teachers, support staff or learners) must stay at home if unwell and contact the provincial COVID-19 hotline on 021 928 4102 for guidance on testing if their symptoms are consistent with COVID-19.
 - The school will strictly enforce rules about learners staying home when they are unwell and communicate this to parents/caregivers.
- Screening teachers and support staff.
 - All teachers and support staff will be screened for symptoms of Coronavirus infection daily upon arrival at the school. Where available, a non-contact thermometer (thermal scanner) will be used for temperature checks. A temperature above 38°C could indicate possible Coronavirus infection.
 - Any employee with any of the symptoms consistent with COVID-19 should not be allowed to commence work. They should wash hands and be transported to a Coronavirus testing centre.

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- Screening learners
 - Learners will be screened for symptoms of Coronavirus infection daily upon arrival at the school.
 - Screening will be done at the entrance to the school by a designated teacher/staff member and recorded on a symptom screening sheet.
 - As with all objects, handling of the sheet/book will be minimised and hands will be sanitised after handling.
 - Teachers, parents/caregivers, and learners must be aware of the procedures that will follow in the event of a learners screening positive i.e. having one of the symptoms suggestive of Coronavirus infection.
 - If a learner has any of the symptoms suggestive of Coronavirus infection:
 - The learners will not be allowed to enter the school. The learners will be isolated in a designated section of the school/area within the staffroom and provided with a face mask if he/she does not already has one. The parent/caregiver will be contacted and asked to collect the learner immediately. Only a single teacher/staff member will have contact with the learner while waiting for the parent/caretaker.
 - The learner may return to school once he/she has been assessed by a healthcare professional either in the private sector or at public sector Coronavirus testing centres, if it is determined that they are unlikely to be infected with Coronavirus (proof of assessment may be required).
 - If he/she are likely to be infected with the Coronavirus and has been tested, then he/she will need to be isolated at home or at an isolation facility. Should this occur then a mechanism for ongoing learning for the learner will be implemented by the school.
 - If a learner becomes unwell during the course of the school day:
 - Immediately isolate the learner from others in a designated area (e.g. staffroom) and follow the advice provided above in the case of a learner with a positive symptom screen.
 - In the case of a learner that has a positive symptom screen or becomes ill during the course of the day, there is no requirement for people who

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came in close contact with the learners to quarantine whilst the learners is awaiting their test results.

- Quarantine will only become necessary for close contacts if COVID-19 is confirmed by a positive test.
- Pick-up and drop-off.
 - The staggering pick-up and drop-off times to limit the number of people (parents and learners) at the school during these times will be promoted under the parents and drivers.
 - Instead of allowing parents/caregivers to come into the school building, two teachers on duty will meet learners at the school entrance at the start of the day and the aftercare staff will escort them to the exit at pick-up times.
 - YAPS will ensure that teachers/aftercare staff are fully aware of who is authorised to collect learners.
 - Where possible, grandparents and elderly caregivers should not pick-up or drop-off learners at school because they would be at increased risk for contracting severe disease.
- School transport services
 - School transport vehicles and taxis must follow the guidance for public transport services i.e. the number of learners/passengers should not exceed 70% of the vehicle occupancy, passengers must sit as far from each other as possible, all windows must be opened and the vehicle must be cleaned regularly. All learners/passengers must wear cloth face masks for the duration of the trip.
 - As far as possible, the driver should remain in the vehicle during drop-off and pick-up.
 - Should the school become aware of a driver not adhering to these guidelines, the parents will be informed so that they can follow up on the situation.

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- School schedule
 - Teachers will move from class to class for lessons rather than requiring learners to move around the school to different classrooms.
- In the classroom
 - There will be a hand sanitiser station at the door of every classroom to ensure that any person entering or leaving the classroom sanitises their hands.
 - Desks will be arranged in rows with the desks facing forwards to minimise learners being in face-to-face contact with each other.
 - There should only be one learner at each desk as far as possible.
 - Learners should sit at the same desk very day.
 - Space desks as far as possible from each other as the room will allow.
 - Open all windows and keep the doors open as far as possible to allow for maximum ventilation.
 - Lesson plans and activities will be arranged to minimise the sharing of books/materials and passing items back and forth.
 - Learners should not share items such as pens, rulers, calculators etc.
- School bathroom facilities
 - Hand wash/sanitiser will be administered and controlled by every class teacher to every learner who would like to make use of the school bathroom.
 - The number of people in the bathroom at any time will be limited and monitored that the number allowed is not being exceeded.
 - Teachers will ensure that all bathroom facilities are in working condition and will expedite repairs.
 - Hands must be washed with soap and water after using the bathroom.
 - Do not use shared towels in the bathroom, use paper towels that can be disposed of in a sealed bin after use.
- Break times
 - Break times will be staggered so that fewer learners are on break at a time and to limit the mixing of learners from different classes.

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- Learners should sanitise their hands before leaving the classroom and again upon returning to the classroom.
 - Learners should not sit too close to each other in groups. Designated areas will be made available for learners to sit and cleaned regularly and between uses.
 - Learners will not be allowed to play games that require physical contact during the break times.
 - Learners will not be allowed to play on the Jungle Gym.
 - School feeding scheme
 - Food preparation must adhere to strict hygiene standards.
 - Staff involved in food preparation will also be screened daily.
 - These staff members must make use of the appropriate safety wear (i.e. gloves, apron) when preparing food and adhere to strict handwashing practices.
 - Consider food that can be eaten from disposable containers.
 - All eating utensils and food containers must be washed thoroughly before and after every use.
 - Learners must wash their hands with soap and water at the entrance to the dining area.
 - Rather than handing the food to the learner, consider minimising the touching of hands by placing the food on a table from which the learner can collect it.
 - The dining area in class must be cleaned before and after every use. This includes all tables, chairs, and other surfaces.
 - As far as possible, learners must be seated away from each other (e.g. only occupy alternate seats.)
 - Learners must wash their hands with soap and water when exiting the dining area.
 - School tuck shop
 - The tuck shop teacher will move from class to class and place the tuck shop purchases on a table from where a learner can collect it.

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- Extra-curricular activities including sports
 - Extra-curricular activities and sports as well as any group gathering will be cancelled.
- Cleaning routines
 - The guidance related to cleaning routines, materials, and the use of personal protective equipment for cleaning will be followed.
 - Teachers/school staff will ensure that they store cleaning materials e.g. bleach solution out of reach of children. Store it in clearly labelled bottles and do not re-use beverage bottles/containers for storage.
- Staff room
 - Teachers' break times will be staggered (as with those of the learners) and the number of people in the staff room at any time will be limited.
 - Anyone entering the room should first sanitise their hands.
 - Seating in the staff room will be arranged to allow for physical distancing as far as possible.
 - Staff should, as far as possible, carry a packed lunch in labelled bags/containers and take these container home daily to be cleaned.
 - Kitchen appliances which are handled by multiple people e.g. microwaves and kettles should be avoided as far as possible. Where they are used, these appliances must be sanitised after every use.
 - All tables, chairs, counters, and other surfaces that come into contact with people should be cleaned regularly.
 - Staff meetings should be kept to a minimum and only key staff member should be present at the meetings.
 - Staff should explore other ways of communicating with each other e.g. mobile chats, emails and tele- or video conferencing.
- Face masks
 - Teachers, support staff and learners must wear cloth face masks or face shields.

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- Teachers who have difficulty projecting their voice through the mask may remove the mask when speaking but should wear a face shield/visor and must keep a physical distance from the student.
- Aftercare facilities
 - Aftercare facilities remain the responsibility of the SMT and after care staff.
 - The SMT must put measures in place to ensure that learners using aftercare facilities are appropriately protected from the spread of the virus.
 - Ensure that learners wear their masks or face shields and observe social distancing.
 - Split aftercare students into smaller classes if required.
 - Observe the protocol for feeding if learners are fed at the aftercare facility.
- Contact information of Coronavirus 24-hour public hotline

The contact information of the Coronavirus 24-hour public hotline is 0800 029 999.

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D1: Screening Template

Name of learner/Teacher/Other	Grade/Class	Date

Temperature Reading:

No	Question	Yes	No
1	Do you have a cough?		
2	Do you have a fever?		
3	Do you have shortness of breath?		
4	Do you have a sore throat?		
5	Within the last 14 days, did you have direct contact with someone known to have contracted the Coronavirus disease (Covid-19)?		

Signature of Screener:

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EFFECTIVE DATE	June 2020
REVIEW FREQUENCY	To be reviewed as and when necessary
TITLE OF STAFF RESPONSIBLE FOR DRAFTING	SMT
RESPONSIBLE FOR APPROVAL	SMT

.....
PRINCIPAL

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DATE