



**STANDARD OPERATING PROCEDURE FOR THE PROVENTION,  
CONTAINMENT AND THE MANAGEMENT OF COVID-19 – 29/06/2020**

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## **1. PURPOSE**

To provide a Standard Operating Procedure for the Prevention, Containment and Management of COVID-19 (SOP) in Bryanston Primary School and the school's Community. The policy provides guidelines for all educators, parents and learners on the approved steps that must be taken to prevent the spread of and manage cases of COVID-19 within the basic education sector.

## **2. OBJECTIVES**

1. To provide a clear definition of Covid-19.
2. To help prevent the spread of COVID-19 among learners, educators, support staff and officials.
3. To establish how Covid-19 will be dealt with and how we will ensure safety across the school, including providing considerations for the isolation of suspected cases of COVID-19 and to understand the protocol to be followed should a case of COVID-19 be suspected or identified
4. Detail the procedures for the closure of schools due to COVID-19
5. To identify the roles and responsibilities of those involved.

## **3. COVID-19 SOP STATEMENT OF INTENT**

Bryanston Primary School is committed to providing a caring, friendly, and safe environment for all our learners and staff. We will strive to maintain a high level of safety and will follow procedures set out in order to minimise the risk of the spread of Covid-19 while educating our learners at school and online until an all clear level has been given.

## **4. RESOURCES ON WHICH SOP IS SET AND MAINTAINED**

This SOP has been generated in consultation with;

- The Department of Education
- National Institute for Communicable Diseases
- The South African Department of Health Standard Operating Procedures relating to 2019NCOV
- World Health Organisation (WHO)
- The South African Labour Law Reports (SALLR)
- National and provincial Department of Social Development
- Any other partner involved in the provision of health, and other essential services in schools.

This SOP **will be reviewed on a regular basis** and updated in line with the South African Health Department and the Department of Education advice as this is a rapidly evolving situation.

## **5. DEFINITION OF THE COVID-19 VIRUS**

As a group, coronaviruses are common across the world. COVID-19 is a new strain of coronavirus first identified in Wuhan City, China in January 2020.

Currently, the incubation period of COVID-19 is assessed to be between 2 and 14 days. This means that if a person remains well 14 days after contact with someone with confirmed coronavirus, they have not been infected.



### **Signs and symptoms of COVID-19**

The following symptoms may develop in the 14 days after exposure to someone who has COVID-19 infection:

- dry cough
- sore throat
- difficulty in breathing
- tiredness
- fever

Generally, these 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.

### **The spread of COVID-19 virus**

From what we know about other coronaviruses, spread of COVID-19 is most likely to happen when there is close contact (1.5 metres or less) with an infected person. It is likely that the risk increases the longer someone has close contact with an infected person.

Droplets produced when an infected person coughs or sneezes containing the virus are the main means of transmission.

There are two main routes by which people can spread COVID-19:

- infection can be spread to people who are nearby (within 2 metres) such that droplets could be inhaled into the lungs.
- it is also possible that someone may become infected by touching a surface, object or the hand of an infected person that has been contaminated with respiratory secretions and then touching their own mouth, nose, or eyes (such as touching doorknob or shaking hands then touching own face)

### **Lifespan of the virus**

How long any respiratory virus survives will depend on a number of factors, for example:

- what surface the virus is on
- whether it is exposed to sunlight
- differences in temperature and humidity
- exposure to cleaning products

Under most circumstances, the amount of infectious virus on any contaminated surfaces is likely to decrease significantly over 72 hours.

We know that similar viruses are transferred to and by people's hands. Therefore, regular hand hygiene and cleaning of frequently touched surfaces will help to reduce the risk of infection.

## **6. PURPOSE OF THE POLICY**

To plan and prepare to mitigate community transmission. As the global outbreak evolves, Bryanston Primary needs to prepare for the possibility of sporadic community-level outbreaks, as well as the possibility of stay-at-home or lockdown orders for learners, staff, whole classes or grades, or the entire school, if recommended by health officials.

Decisions regarding appropriate public health interventions should always be made in consultation with public health officials who have access to all the relevant latest information.

These decisions include:

- whether learners or educators should stay at home for a period of time; and
- whether learners in sections of a school or the entire school should be dismissed from attendance. This policy outlines the school's position on COVID-19 and establishes the procedures and processes for responding to infections and the prevention of the spread of COVID-19.

The specific objectives of the policy include:

**Getting the school ready for learners to return to school in a COVID-19 community**

- Develop a contingency and education continuity plan for an outbreak at school or a second wave of infection in the community.
- The plan will address how to keep our school running even if a significant number of teachers and or suppliers cannot come to our school – either due to local restrictions on travel or because they are ill.
- The plan will also address the procedure to follow if the school does not have electricity or running water
- Training all staff (Academic, Administrative and Ground Staff) on how to disinfect areas, how to maintain the safety of the learners and the procedure to follow if a learner or staff member is identified as being a Covid-19 risk.

**Preventing spread of infection**

There is currently no vaccine to prevent COVID-19. The best way to prevent infection is to avoid being exposed to the virus. Prevention measures such as those described below should be taken.

The school should:

- Place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to the school and in other areas where they will be seen.
- Learners and employees must bring their own plastic bag to school to throw their rubbish in. These bags must be thrown away at home.
- Instruct learners and employees 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 70-95% alcohol.
- Provide soap and water and or alcohol-based hand rubs provided for by the GDE in the school in multiple locations and in common areas to encourage hand hygiene.
- Continue routine environmental cleaning as described later in this document.
- Brief the parents, learners, and educators that anyone with even a mild cough or low-grade fever (37.3 °C or more) needs to stay at home. They should also stay home (or work from home) if they have had to take simple medications, such as paracetamol/acetaminophen, ibuprofen, or aspirin, which may mask symptoms of infection.
- Any learners or educators who develops flu-like symptoms (i.e. cough, shortness of breath, fever) at school will need to follow the measures described later in the document.

### **Routine school cleaning**

The school will endeavour to;

- Routinely clean all frequently touched surfaces in the school, such as tables, chairs, countertops, and door handles. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
- Sanitising of classrooms being used is to be done after the close of school and classrooms, stairs, and bathrooms to be sprayed with approved detergents provided by the GDE before the start of day.
- High risk areas such as bathrooms should be cleaned hourly.
- Provide disinfectant towels or disposable wipes so that commonly used surfaces can be wiped down by staff and learners.

### **Guidance on facemasks**

The use of face masks is compulsory at all times except for when eating or drinking at break as per break procedure which is stipulated later in the document.

Face masks should only be considered as a complementary measure and not a replacement for established preventive practices, such as physical distancing, cough and sneeze etiquette, hand hygiene and avoiding face touching.

It is essential that learners and employees use face masks properly so that they are effective and safe. The school will provide lessons and instructions for the use of masks, but the proper use of the face masks shall be the responsibility of the employees and the learners or their parents/guardians. Appropriate masks will be provided by the GDE.

- It should fit properly, completely covering the face from bridge of nose to chin.
- Material masks must have a minimum of two layers.
- Clean hands properly before putting the face mask on or taking it off.
- Only touch the cord or elastic at the back of the face mask when removing it, not the front.
- If the face mask is disposable, be sure to do so safely in a proper container.
- If reusable, wash the face mask as soon as possible after use with detergent at 60°C and replace the gauze.

The best way to reduce any risk of infection is good hygiene and avoiding direct or close contact (closer than 2 metres) with any potentially infected person.

**It would be wise** to put your child's name onto their mask so that it is not swapped with another learner, sibling, or family member.

### **Management of COVID-19 cases in a school**

Extra precautions should be taken with learners and staff with pre-existing medical conditions, or staff over the age of 60 years with one or more chronic illnesses, as they are at higher risk for a serious COVID-19 illness. It is advisable that such learners and staff should be allowed to work from home, where possible.

### ***Action to be taken when a learner appears ill or displays symptoms associated with COVID-19***

When a child/learner appears to be sick or displays symptoms of COVID-19, such as dry cough, high fever, respiratory distress, or shortness of breath, or report a sore throat, the procedure below must be followed:

- a. Isolate the learner and keep them separate from other learners and staff until they can be assessed by a health professional, this will be done in Tech Room 1. This room will contain all medical equipment needed to deal with the emergency (Masks, thermometers, sanitisers etc.)
- b. The parents or guardians of the child/learner must be informed immediately, and they will be asked to pick up their child.
- c. If a child is suspected of having COVID-19, parents will be requested to get their child tested and will the learner will not be able to return to the school without a clearance certificate.
- d. The Principal will inform the IDSO of Johannesburg East District of the Department of Education and the School Governing Body (SGB) of any concerns.
- e. Any person who has had direct contact with a learner suspected of having COVID-19 will be advised and requested to self-isolate until results have been returned.
- f. The school will wait for test results before any further actions are taken.

Whilst waiting for advice from the designated public health or emergency service, the affected person should;

- I. remain at least two metres from other people.
- II. They should avoid touching people, surfaces and objects and should cover their mouth and nose with a disposable tissue, even if they have a mask on, when they cough or sneeze and put the tissue in a bag or pocket then throw the tissue in the bin. If they do not have any tissues available, they should cough and sneeze into the crook of their elbow.
- III. If they need to go to the bathroom whilst waiting in the isolation room, they should use the Grade 7 bathrooms next to the music room only.



**Action to be taken when a case of COVID-19 is confirmed**

- a. Bryanston Primary will be contacted by the relevant public health officials to discuss the case, to identify people who have been in contact with the infected person and advise on any further actions or precautions that should be taken.
- b. If Bryanston Primary has not been contacted regarding a possible case of COVID-19 in the school, the COVID-19 command team must contact the relevant provincial official whose details are listed in the DBE Circular 1 of 2020 or the NICD toll-free emergency hotline for COVID-19 on 0800 029 999 for referral to the relevant contact.
- c. Public health officials, with the assistance of relevant staff and SMT, will conduct a risk-assessment and give recommendations on the management of children/learners and staff.
- d. In most cases, closure of the school **will not be necessary**. The decision to close will be school- and context-specific, and must follow the procedure listed below

**Action to be taken when a learner may have been exposed to a suspected/probable case of COVID-19, or a suspected case for whom testing for COVID19 is inconclusive as reported by the laboratory**

- a. If a child/learner has been in contact with a suspected case of COVID-19 in a school, no restrictions or special control measures are required until the laboratory test results for COVID-19 have been received.
- b. There is no need to close the institution or send other children/learners or staff home.

**Action to be taken when a learner may have been exposed to a confirmed case of COVID-19**

- a. All close contacts of a confirmed COVID-19 case are required to quarantine in their homes for 14 days while being monitored for symptoms. They may not attend school.
- b. Learners who are not contacts of a confirmed case should attend school. Family and friends who have not had close contact with the confirmed case do not need to take any precautions or make any changes to their own activities such as reporting to school or work, unless they begin to develop symptoms.
- c. Learners who have interacted with a healthy contact of a confirmed case, specifically, should not be excluded from school. A person who comes into contact with the healthy contact of a confirmed case, is unlikely to result in transmission.
- d. All case contacts who become symptomatic will be immediately tested by health authorities for COVID-19 and if they test positive for COVID-19, active contact tracing and self-quarantine of all contacts will be implemented. NB. Keeping learners at home or closing schools is a serious decision which may restrict the learners' ability to acquire education, amongst other considerations. The decision to direct learners to stay at home, because of possible exposure to, or infection with COVID-19 should be justified by the available scientific evidence and must be directed by the accountable health authorities.

### **Procedures for heads of department and supervisors on COVID-19 procedure regarding employees**

The public service is the largest employer in the country and 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. Regulation 53 of the OHSA provides that a Head of Department (HOD) shall establish and maintain a safe and healthy work environment for employees of the department and a safe and healthy service delivery environment for members of the public.

Given its ability to spread rapidly, the management of confirmed and suspected COVID-19 cases is of paramount importance. In this regard, guidance is provided to HODs for the following scenarios. The following steps must be observed as the minimum in any case.

#### **An employee tested positive for COVID-19**

- a. The relevant public health officials will discuss the case, identify people who have been in contact with the patient, and advise on any action or precautions that should be taken.
- b. The HOD should formally grant approval for sick leave, in accordance with the Determination and Directive on Leave of Absence in the Public Service, or incapacity leave and ill-health retirement processes, if the employee has exhausted their normal sick leave.
- c. An assessment will be undertaken by the public health officials and advice on the management of pupils or learners and staff will be based on this assessment.
- d. A risk assessment will be undertaken by the educational establishment, advised by the public health officials.
- e. The HOD should formally grant approval for all employees who worked closely with the infected employee to self-quarantine for a period of 14 days, in accordance with Public Service Regulation 51 of the Public Service Regulations, 2016, to ensure that the infection does not spread. This must be done in consultation with the relevant DoH authority.
- f. A list of these employees must be kept and submitted to the Department of Public Service and Administration (DPSA) and contact must be maintained with such employees as a means of monitoring and support.
- g. Reports of cases of COVID-19 and those who are in quarantine must be submitted to the DPSA, in the required format, via the dedicated email address: COVID-19@dpsa.gov.za
- h. Thorough cleaning and disinfection of the infected person's workspace must be conducted.
  - a. If an employee has been diagnosed with COVID-19 and isolated in accordance with the Department of Health Guidelines, an employer may only allow an employee to return to work on the condition that they have undergone a

medical evaluation confirming that the employee has been tested negative for COVID-19.

**An employee exposed to a confirmed case of COVID-19**

- a. In terms of the NDoH's guidelines, all employees who were in contact with the infected person are required to self-quarantine at home for a period of 14 days or for a duration as prescribed by the DoH while being monitored for symptoms.
- b. The HOD should formally grant approval for all employees who worked closely with the infected employee to self-quarantine for a period of 14 days, or as prescribed by the DoH, in accordance with Public Service Regulation 51 of the Public Service Regulations, 2016, to ensure that the infection does not spread. This must be done in consultation with the relevant authorities. Such employees can be requested to work remotely.
- c. The HOD must ensure that all the workspace(s) of those exposed are cleaned and disinfected thoroughly.
- d. Contact must be maintained with employees in quarantine as a means of monitoring and support.
- e. All cases of those exposed must be reported to the DPSA, in the required format, via the dedicated email address: COVID-19@dpsa.gov.za. 5.5.3. An employee exposed to an unconfirmed case of COVID-19
- f. If an employee has been in contact with a person who is a suspected case but has not yet received a positive result for the COVID-19 test, the HOD will decide whether restrictions or special control measures are necessary. The HOD's decision will be guided by NDoH, Legal Services and Human Resources.
- g. Once the results are known, NDoH protocols must be implemented, if applicable.
- h. All cases must be reported to the DPSA, in the required format, via the dedicated email address: COVID-19@dpsa.gov.za 5.5.4. An employee appears ill and reports for duty displaying symptoms associated with COVID-19
- i. If an employee presents with symptoms consistent with COVID-19 such as a fever, respiratory distress and a dry cough, they must be advised to contact the NICD toll-free emergency hotline for COVID-19 on 0800 029 999, consult a medical professional and follow the NDoH protocol for COVID-19.
- j. The employee should be temporarily isolated in the school sickbay or a room (Tech room 1) identified for temporary isolation, while arrangements are made for them to be transported to a medical facility.
- k. They should be provided a face mask to wear.
- l. Any further action must be taken once there is a diagnosis confirmed by a medical professional.

- m. All cases must be reported to the DPSA, in the required format, via the dedicated email address: COVID-19@dpsa.gov.za
- n. Employees must be encouraged to seek medical attention if they display flu-like symptoms and to not report for duty.

### **Procedure for practical running of the school**

#### **Extra-murals, meetings, or events**

All meetings, extra-murals or events have been cancelled until permission is given for public meetings by the President. All meetings that need to take place must be on an online platform.

#### **Staff meetings and workshop training**

Meetings that need to involve all staff or more than 10 staff members will be conducted online via Teams.

All staff meetings or workshops that have 10 staff members or less must be conducted in open spaces such as a classroom or staffroom. Staff members must be 1,5 meters apart and follow all safety protocols.

#### **Management and monitoring of absenteeism**

School administrators must manage and monitor absenteeism by:

- a. reviewing attendance and sick leave policies;
- b. encouraging learners and all staff (educators and support staff) to stay at home when they are sick;
- c. remaining flexible, when possible, to allow staff to stay at home to care for sick family members;
- d. discouraging the use of perfect attendance awards and incentives as these may encourage learners and staff to come to school while sick;
- e. identifying critical job functions and positions, and planning for cross-training staff to stand in; and
- f. determining what level of absenteeism will disrupt continuity of teaching and learning, and make the necessary plans to mitigate this

#### **An employee refuses to report for duty citing fear of being infected with COVID-19**

- a. The employment relationship is the legal link between employers and employees and stipulates that a person will perform work or a service under certain conditions in return for remuneration.

- b. The onus is on the employee to demonstrate that the workplace poses a risk and is an unsafe space where transmission of the virus is possible and likely.
- c. Refusal to report for duty, contrary to the instructions of the supervisor or HOD, amounts to an unlawful absence which must be dealt with in terms of the Disciplinary Code

#### **Number of learners in a classroom**

Social distancing will strictly be adhered to and classrooms will be marked so that all learners are a minimum of 1,5m apart. The number of learners in a classroom will depend on the size of the classroom and the amount of tables that can fit in the classroom while maintaining social distancing. The school hall will also be used as an educational venue, but it will not exceed a capacity of 50 people at any given time.

#### **Transportation of learners to school:**

##### **Loading capacity of learner transport:**

Regulation 11C as amended The Department of Transport is responsible for all legislation, regulations, licensing, and enforcement thereof, of all matters of transport including vehicles transporting learners to school and back. All commuter transport services including passenger bus services, taxi services, and private cars transporting learners to school must adhere to the regulations issued in terms of the Disaster Management Act, 2002 (Act no 57 of 2002), and the amendments thereto, as well as all the directives set out in the schedule to address and contain the spread of COVID-19 according to the lock-down level provided that:

- a. bus services, taxi services and e-hailing services and private vehicles shall not carry more than the licensed capacity; and
- b. all directives regarding hygienic conditions and the limitation of exposure to COVID -19 are adhered to.

#### **Provision of improved access and hygiene, disinfection control in learner transport**

In terms of the Measures to Prevent and Combat the Spread of COVID-19 in the Public Transport Services, published through General Notice No. 412 of 26 March, 2020 in Government Gazette No 43157, all operators of learner transport facilities must, at regular intervals, provide adequate sanitisers or other hygiene dispenser for handwashing and disinfection equipment for learners and drivers.

#### **Embarkation of learners in the vehicles**

- a. All operators must ensure that public transport vehicles are cleaned and disinfected before picking up and after dropping off learners.

- b. Operators must ensure that all learner transport vehicles' door and window handles, armrests and handrails are cleaned/wiped with a disinfectant before picking up and after dropping off learners.
- c. Operators must ensure that all learner transport vehicles are clean and tidy.
- d. All drivers and passengers (learners) must wear a mask.
- e. Hand sanitisers with a minimum of 70% alcohol content must be available in the vehicle at all times.
- f. Transport coordinators must ensure that learners sanitise their hands before getting into the vehicle.
- g. Transport coordinators will take on loco parentis until the learners have entered the school, which means that they must wait outside the school until their passenger has been screened and has entered the school.
- h. Vehicles should be monitored for compliance by departmental officials

#### **Arrival at school:**

It is imperative that learners arrive at school on time. The school will open their gates at 06H40 and will be closed at 07H40. After that time gates will be locked, and no one will be allowed into the school.

#### **Procedure to follow to enter the school**

##### **Intersen Phase**

Screeners will be set up in the front of the school for Grade 4 to Grade 7 and will follow the procedure as set out by Department of Education and this procedure will strictly be adhered to in order to ensure the safety of all learners and staff;

1. Learners must exit their parent's vehicle with their mask on, and their screening form(tag) filled in and join the line along the fence
2. When standing along the fence, the learner must stay on the lines marked on the floor/ground. They must try not touch anything and may not move off their line unless directed to by an educator.

##### **Foundation Phase**

Screeners will be set up on the Hedding Field for Grade 1 to Grade 7 and will follow the procedure as set out by Department of Education and this procedure will strictly be adhered to in order to ensure the safety of all learners and staff;

3. Learners must exit their parent's vehicle with their mask on, and their screening form(tag) filled in and join the line on walkway.

4. When standing along the walkway, the learner must stay on the lines marked on the floor/ground. They must try not touch anything and may not move off their line unless directed to by an educator.

**Intersen and Foundation Phase**

5. All parents and transport coordinators must wait in their vehicle's while this is being done, until their child is led into the school in case the child has to be sent home.
6. Screening for COVID-19 will be done by assigned screeners and will be done as follows;
  - a. Learner screening questions(tags) will be checked. If it is not filled in the learner will be sent back to the car for the parent to fill in.

SCREENING PROCEDURE		
Questions	Yes	No
Do you have a high temperature?		
Do you have a cough?		
Do you have a sore throat?		
Do you have difficulty breathing (shortness of breath)		
Do you feel weak and tired today?		
Can you taste food and drinks normally?		
Can you smell normally?		

- b. If the answer to all the questions is "No", except the last two questions then the learner will move on to the second screening. If the screeners are feel the learner may be a cause for concern then the learner will be **returned to their parents' car**.
- c. Then the learner's temperature will be checked. If the learner's temperature is higher than 37,6°C they will not be allowed onto the school premises and will be **asked to return to their parent's car**.
- d. NB. If the temperature taken is higher than 38°C the learner will become a "person under investigation" (PUI) and asked to isolate and be referred for testing.
- e. If their temperature is acceptable, learners will be checked for nails (short, clean nails) and they will sanitise their hands with a sanitation agent provided by the GDE. They will then be allowed to enter the school gates.
- f. All learners returning to school for the first time will be asked for Annexure A (Acknowledgement and Travel History) and Annexure B (Department of Education questionnaire) and will not be allowed to enter the school without these forms being returned.
- g. If an employee, learner or visitor answers "Yes" to one or more of the questions to Travel History over the past 14 days, they are at high risk of COVID-19 infection and the compliance officer and school nurse should be called immediately to assess the situation.

- h. Learners that have been allowed to enter the school will move to the tennis court near the staffroom (Grade 4 – 7) or to the netball courts near the Davidson field (Grade 1 – 3). A designated area has been marked for all classes and learners must strictly adhere to the area they have been allocated.
- i. School will start promptly at 07H25, learners will be led from the courts to their classroom. This will be their classroom until the third phase-in, where classes return to normal sizes and there is no pillaring.
- j. Teachers will move, not learners so that if a person is diagnosed with COVID-19, it will be easier to identify learners and staff who have been exposed and will make it easier to isolate the infection.

**Pick up from school:**

School will end at 13H05 for Grade 1, Grade 6 and Grade 7 and learners will be given till 13H35 to be picked up from their respected areas (Foundation Phase from the Hedding Field and Intersen from the front of the school). If learners are not picked up by 13H35 they will be lined up outside the school gates and will need to wait in their allocated spaces, this will include Foundation Phase learners not picked up on time.

School will end at 13H40 for Grade 2, Grade 3, Grade 4 and Grade 5 and learners will be given till 14H30 to be picked up from their respected areas (Foundation Phase from the Hedding Field and Intersen from the front of the school). If learners are not picked up by 14H30 they will be lined up outside the school gates and will need to wait in their allocated spaces, this will include Foundation Phase learners not picked up on time.

**There will be no staff or security guards on duty and the gates will be locked. For the safety of your child, please make sure that you pick up your child promptly at the specific time allocated for your child's grade.**

1. The register teacher will take her learners outside the gate following the same sanitising protocol, learners will line up on their line outside the gate.
2. Learners must try not touch anything and must stay on their line.
3. No parent is to climb out their car, learners will be sent to the parent's car by the educator in charge of the group.
4. All learners must be picked up by 14H30.

**Classroom practice:**

All classes will receive a new timetable. All lessons will resume as per regulation from the Department of Education except for Library, and Computers. A trimmed curriculum will be presented to the learners and all learners will also attend group counselling sessions or individual counselling sessions as needed.

The rules below must be adhered to in the classroom;



1. All learners must wear their masks, provided by the GDE alternatively their own masks that meet the criteria specified in this document, at all times
2. All learners have to remain seated at their desks at all times unless given permission to go to the bathroom. Learners will be given 2 minutes to stretch legs (while remaining at their desks) before the start of each lesson.
3. Learners may not hand out books, put litter in the dustbin or share any stationary etc.  
**No learner may borrow anything!**
4. Teachers will move about the classroom assisting learners but ensuring to maintain safe operating procedures.
5. Teachers must wear masks all the time unless teaching from their block with a shield and they must maintain and sanitise their working area.
6. The learner must leave all their books at school next to their desk. Once work is completed, it will be put into a box for the relevant teacher to collect and mark.
7. Since no books or stationery will be carried in and out the school, learners should only bring a shoulder bag into the classroom.

The following items should be in the learner's shoulder bags;

- a. An extra mask in a sealed plastic bag in case of an emergency
- b. A plastic bag to throw rubbish into (tissues, pencil sharpening's, paper that has been cut out etc.)
- c. A minimum of 500ml of water for drinking
- d. Adequate amount of lunch
- e. Personal hand sanitiser (alcohol based)
- f. Personal tissues
- g. Sanitising wipes (alcohol based) to clean off their own working area
- h. No latex gloves may be worn.

Every class will have a designated block where teachers can stand in and teach their classes with a shield and the teacher will lower their masks. During this time no learner may stand, and no desk may be closer than 2 meters to the teacher.

Learners will be responsible for the cleaning of their workspace during school time, but the classrooms will be sanitised after school by the ground staff.

**Break:**

Learners will be given designated areas for break; no learner may move out of their designated area.

1. The entire break learners will sit in their quads, a minimum of 1,5 metres apart where they may take off their masks (according to safety procedures for masks) and eat.
2. After eating the learners must sanitise their hands and put their masks back on.
3. Learners may never take off their masks off until they are instructed by an educator to do so.
4. There will be no tuckshop until further notice and parents are advised to pack in extra water for learners as learners will not be allowed to drink from communal taps.

5. Before re-entering the classroom after break, the learner's hands will be sanitised again.
6. Learners who need assistance in regard to food will be identified and they will be fed from the feeding scheme.
7. Sunhats are compulsory for all Foundation Phase learners.

### **Toilet break:**

There may not be more than 3 learners in a bathroom at one time. Lines will be put outside the bathrooms for lining up if the bathrooms are full.

1. All learner's must sanitise their hands before and after entering the bathroom due to the sharing of toilet paper, touching of taps etc.
2. Learners must try not touch unnecessary surfaces in the bathroom
3. All learners must wash their hands according to the sanitation procedures as indicated on the posters displayed around the school and in the bathroom
4. Learners, when returning to the classroom, will be required to sanitise their hands again
5. Each group of learners will be allocated specific bathrooms and may only use those bathrooms.
6. The Grade 7 bathrooms next to the music room is out of bounds and will only be used by a person who are at risk of being exposed to Covid-19

### **Learner hygiene**

Learners will be encouraged to:

- a. wash their hands frequently, always with soap and water for at least 20 seconds or to use hand sanitiser
- b. keep their nails and teeth clean
- c. refrain from touching their eyes, mouth, and face
- d. not share cups, eating utensils, food, or drinks with others
- e. sneeze or cough into a bent elbow or tissue, and to discard the tissue into their own personal plastic bag which they can then safely discard in a bin with a lid, then wash their hands immediately;
- f. refrain from teasing anyone about being sick;
- g. share what they learn about preventing disease with their family, friends, and siblings; and
- h. tell their teacher or parents, if they feel sick, and to stay at home.

### **Social distancing**

Bryanston Primary endeavors to:

- a. Implement social distancing to the 1.5m social distance norm, wherever practicable.
- b. Reduce the number of learners per classroom, for as long as practical according to phasing in and availability of space and equipment such as tables.

- c. Practise thorough hygiene, the continuous use of cloth masks, symptomatic screening and enforcing practical social distancing for all learners and teachers.
- d. Stop all community use of the school or have any public gatherings at the school to minimise contamination of school facilities and to observe the social gathering restrictions.
- e. To provide an isolation room for suspected cases and persons under investigation by the local health authorities.

#### **Temperature:**

Any learner or staff member with a temperature of 38°C or more will be isolated and protocol for suspected Covid-19 at school will be followed.

- All learner's and staff members temperatures will be taken upon entering the school.
- All learner's and staff members temperatures will be taken at least one more time during the course of the day.

#### **Teaching, Assessments and Curriculum:**

Teaching, Assessments and Curriculum will be done as per regulations set out by the Department of Education. Bryanston Primary will endeavor to make sure that anything taught in the classroom is also put online for the learner who chooses to stay at home. The school will do pre-emptive planning for any unforeseen future closure of the school.

#### **No electricity or water**

Not having electricity or water at school is a health risk to all concerned.

- If there is no electricity or water before 06H30, parents will be contacted to not bring their children to school and all teaching for that day will be online.
- If electricity or water goes off while learners are at school, parents will be notified immediately. Two hours will be given for water and electricity to be turned back on, then parents will be required to pick up learners immediately.

#### **Staffroom and offices:**

No gathering in the boardroom and offices allowed, with no more than 3 people allowed in any of the offices or boardroom at the same time. No more than 10 people will be allowed in the staffroom at the same time.

- If making coffee or using equipment, ensure that you sanitise.
- Wash your own mugs and utensils and keep them with you, do not put them in the basin or leave them in the staffroom.
- Same protocol for the learners will apply to the staff bathrooms.

### **Visitors to the school (Parents, GDE officials, Emergency services and Suppliers):**

No visitors will be allowed into the school without prior permission from the headmaster except for Department of Education and Health Officials.

- On arrival at the school, an email from the Headmaster giving the visitor permission to enter the school must be given to security, who will escort the visitor to where they need to go.
- If it is an emergency and the visitor has been called in to the school, a member of the Covid-19 response team will meet them at the school gate.
- If it is an emergency and a parent needs to collect their child, they must phone the front office, who will put them through to the Headmaster. The Headmaster will make the necessary arrangements to remove their child from class and to bring them to the gate.
- The reception will be closed except for phone calls and emails.
- If you would like a meeting with any member of staff, please send them an email and the necessary arrangements will be made to have an online meeting.

### **Staff members, parents or learners not abiding by procedure**

Any staff member, parent or learner not abiding by procedure is putting all Bryanston Primary school members at risk. This person will be isolated, and the police will be phoned to follow protocol for non-compliance.

If a learner does not abide by procedure, the parent will be phoned as well as the police, who will then follow protocol for non-compliance.

### **Outcomes of breach of protocol by a learner**

The school's response to all reported incidents of Covid-19 breach of protocol (For example; taking off their mask in class) will be sensitive and the consequences will be determined by the severity of the incident, the age of the learners and the history of the incident. Possible consequences (in no particular order) include:

- Requiring the learner to be sent home
- Parent being requested to keep their child at home until the last phase
- The police being called for non-compliance protocol.
- Referral to a counsellor

Wherever possible, measures will have a rehabilitative component aimed at addressing the consequences of spreading the disease and its effect on the community.

## **7. PROVIDING EMOTIONAL SUPPORT TO LEARNERS, TEACHERS AND NON-**

### **TEACHING STAFF**

The World Health Organisation (WHO) indicates that a major pandemic entails a psychosocial disturbance that may exceed the affected population's capacity to manage. The COVID-19 pandemic is such a state. The most common reactions include anxiety, distress, and depression. These reactions may result from a fear of contracting the illness, the ability to recover from the illness or even experiencing the death of family members, colleagues, or classmates.

Learners, educators, and school management have a responsibility to care for themselves and each other. NB: In cases of extreme distress or emergency, the regular procedures detailed in the SIAS Policy are by-passed and an appropriate emergency protocol is followed.

### **Counselling and Learner support**

The school has contracted school counsellors and has identified educators who will provide additional social, emotional, and psychological support.

All learners will receive a minimum of two group counselling sessions where individual learners will be identified that may need additional support.

This additional support may be from a school counsellor or a referral to specialised services.

All educators will also undergo training on how to identify learners who need help and they will also do two workshops on

- a. teaching learners who have been affected by trauma and
- b. realistic thinking

The Department of Education will also assist educators with their Employee Health and Wellness Programme, and educators can contact them for additional psychological support.

The South African Depression and Anxiety Group (SADAG) offers free remote counselling (SADAG helpline 0800567567 or send a SMS to 31393) for learners, parents, and educators.

All learners will receive additional information regarding Covid-19 as stipulated by the Department of Education in their Life Skills / Life Orientation classes.

## **8. FUTURE CLOSURE OF SCHOOL – DEPARTMENT OF EDUCATION**

### **Closure of a school if an employee has tested positive for COVID-19 according to Department of Education procedures**

Preparing for the possible closure of a school should only be considered following recommendations from the accountable public health official. Temporarily closing a school is a

possible strategy to prevent or slow the continued spread of COVID-19 in the school community. School administrators are not expected to make decisions about dismissals or closure of schools and must follow the Departmental procedures in this regard. Schools must seek guidance from local health officials to determine if, when, and for how long to take these steps. Large event cancellations or school dismissals may be recommended for 14 days, or possibly longer, if advised by local health officials, the Provincial Head of Department, and the DBE. The nature of these actions (i.e. the scope and duration) may change as the local situation evolves.

### **Considerations for keeping a school open after dismissal of learners according to Department of Education procedures**

During school dismissals, schools may stay open for staff members (unless they are ill) while learners stay home. Keeping facilities open will allow educators to develop and deliver lessons and have access to teaching resources and materials remotely, thus maintaining continuity of teaching and learning. Furthermore, it will allow other staff members to continue to provide services and help with additional response efforts. If schools are dismissed, school administrators should discourage learners and staff from gathering or socialising anywhere e.g. meeting at a friend's house, a restaurant, or a local shopping mall. An important consideration is how to ensure the continuity of education.

During school dismissal schools should:

1. review continuity plans, including plans for the continuity of teaching and learning;
2. implement e-learning plans, including digital and distance learning options, if feasible and appropriate;
3. determine, in consultation with district officials, if necessary:
  - a. how to convert face-to-face lessons into online lessons and how to train educators to do so;
  - b. how to triage technical issues if faced with limited IT support and staff;
  - c. how to encourage appropriate adult supervision while learners are using distance learning approaches; and
  - d. how to deal with the potential lack of learners' access to computers and the internet at home.
4. consolidate a list of suitable resources available via radio, television, and other media platforms where learners and parents can access education content to help facilitate remote learning.

### Home-Based Learning

Due to the existence of Covid-19 pandemic and its impact on the health and wellbeing of many people, the Gauteng Department of Education has considered the following home-based learning categories:

- a) **Home Education** - in accordance with Government Gazette 42037 of 2018 (**Grade 1-9**)
- b) **Lockdown Learning**- a partial or conditional measure of home-based learning, to accommodate learners with comorbidities, those who are sick or are affected by the pandemic in other ways, in accordance with Government Gazette 43372 of 29 May 2020 (**Grade R-12**). Parents who apply for this type of home-based learning are fully responsible for the education and safety of their children.


You can access the following website addresses for application and information:

**Home Education**-<https://www.education.gov.za/Informationfor/ParentsandGuardians.aspx>

**Lockdown Learning**-<https://education.gauteng.gov.za/pages/home-education.aspx>


Ensure that the application form is **completed in full** and all the required documents which are stated on the first page of the application form are submitted. This **excludes** the transfer card which can be forwarded to the office after the application has been approved. Lastly, attach a detailed motivation (on a separate page) including reasons why receiving education at home will be in the best interests of the learner.

Please cc your application to [Portia.Ringane@gauteng.gov.za](mailto:Portia.Ringane@gauteng.gov.za).

  
\_\_\_\_\_  
Mrs. J. T. Coertzen  
Deputy Principal  
COVID-19 Compliance officer

  
\_\_\_\_\_

Mr. M. Marx  
Acting Deputy

  
\_\_\_\_\_  
Mr. H. Samuels  
Chairman of Governing Body

\* All information within this document is subject to change

## GUIDELINES FOR EDUCATORS IN CASE OF EMERGENCY

Class teachers are responsible for the day to day following of procedure and will guide learners on good hygiene and safety procedures.

Any breach of protocol should be reported to the headmaster or Covid-19 response team for further action.

Once an incident is reported, the following should be done:

- Isolate the learner/s involved in Tech Room 1.
- COVID-19 response team to establish what happened.
- COVID-19 response team will inform learner's parents or caregivers of the incident.
- Public Health Officials will determine the appropriate intervention and sanctions
- The Principal will report the incident to the SGB, Department of Education, Police and National Health Institute as needed.
- All stakeholders will provide the child/children with the necessary help and support, including referrals to counselling or other services where necessary.
- The covid-19 command officer will monitor the learners involved to ensure that protocol is followed.
- All relevant stakeholder will make a record of the incident to support monitoring and any future intervention which may include a 14-day isolation.
- If sent home, a learner must get a clearance certificate from school in order to return to school.

