

Primrose High School

PROTOCOL FOR COVID-19 Management

General:

- Nobody will be allowed onto the school premises without wearing a clean, intact face mask. (All staff, learners, parents and visitors)
 - Face masks must be washed and ironed every day or replaced unless disposable masks are used.
 - It is recommended that Face masks must consist of 3 layers. The Mask must cover both mouth and nose.
 - No assemblies or large gatherings, will take place.
 - During Break s social distancing will be enforced
 - Entry to the classrooms/offices:
 - Learners are to follow recommended routes to move around the school.
 - Queuing outside of class rooms will be controlled by the educators.
 - Maintaining the correct social distance (at least an arm's length, without being able to touch the person in front of you), learners are to enter the classroom, sanitize their hands, and immediately go to their desks.
 - No desks may be moved, as all desks will be correctly placed according to social distancing guidelines.
 - Clean cloths and cleaning materials will be available to clean desks before use. (Mr Swart).
 - Learners may bring their own wipes to clean desks, should they wish to.
 - No balls (e.g. rugby, soccer, tennis) may be brought onto the property.
 - Social distance markings must be adhered to at all times.
 - Finances will be controlled from the window in the quad at the finance office by Ms Botha and Ms Holden –Smith.
- Nobody will be allowed to sit in the foyer of the school. Chairs will be placed at the correct social distance outside the front of the main doors of the hall. (Mr Swart)
- Parents will be called to enter the office from the safety gate / window by the relevant administrator.
- Any parent/guardian/visitor or technician will be sprayed and sanitized upon entering the office block or before visiting the finance office.

Gates Protocol:

- Nobody will be allowed onto the property without a face mask or face shield.
- Sanitizer to be available for all at the gate. (Mr Swart)
- In the morning, assistance will be provided at the gate by the health and safety team (Mr Bester ,

Mr Neveling , Mr Ramputla). They will monitor:

- Sanitizing
- Issuing face masks pack and checking students' masks.
- The access time of the main gate is as follows: Mornings: 07h00 – 08.00.
 - Gates will be locked after 08h00 for security reasons.

LATECOMERS

- When latecomers arrive, they will queue outside the school along the fence outside the workshops, with the required two meter distance between them. Mr Ramputla will be in charge of the latecomers and the latecomers register. Mr Butler will assist.
- Any learner that arrives later than 08:30 must report to the office to collect a late note. This must be controlled by the security guard at the main gate and the office staff.

Admin:

- Finances will be controlled from the finance office by Ms Holden – Smith and Ms Botha.
- It will be controlled by Mr Schenkte and Mr Fouche from the IT office. Registers will be controlled by Ms De Menezes, Ms Robbertse , Mr Gouws and register teachers. Mr Du Plessis will control the staff absenteeism. SAT and SMT will be in charge of the academic program and progress of learners. . The SBST lead by Ms Vosloo will support staff and students if and when necessary.
- Each administrator is to ensure that they maintain the correct social distance in the office.
- At no time may any administrator or educator be without a mask.
- If/when administering first aid a new pair of gloves must be used for each learner. The incident register must be completed for each first aid situation by Ms De Menezes. All gloves must be disposed of in a bin with a lid
- Nobody may use someone else's computer or device.

Parents/Visitors:

- Parents/ visitors must adhere to social distancing regulations.
- Nobody will be granted access to the property without an appointment.
- All visitors must show their identification to the guard (Do not hand it over).
- All visitors must have a facial mask on.
- All visitors will be screened.
- Parents are to ensure that face masks are clean
- Parents must ensure that the school uniform is washed regularly Including ▪ Tie ▪ Jacket/blazer ▪ School bag ▪ Pencil bag
- The learners may have wipes etc. to clean their desks
- Parents have the responsibility to inform the school should their child be ill or if their child should be found to have symptoms of the corona virus
- Parents are to ensure that their child is not sent to school when running a high temperature .

RCL Duties

Members will do duty during break. A roster to be drawn up by Mr Gouws .

. Areas demarcated for breaks are as follows: *Grade 12: A Rugby field * Grade 11: B Rugby field *Grade 10: C Rugby field *Grade 9: A Block *Grade 8 B Block . Learners must stay within the demarcated areas.

This will only be implemented when learners for the other grades phase in.

RCL must at all times practice self-distancing and wash and sanitize their hands whenever they feel the need to. RCL members will always adhere to the School Code of Conduct and act as true leaders. All issues are to be reported to Mr Gouws or the nearest educator.

Learners:

- You must always wear a face mask or face shield.
- Your face mask or face shield must be cleaned or washed daily.
- With regards to your behaviour, if you do not comply with the COVID-19 safety rules you may be removed from the property immediately.
- If you do not have a face mask or face shield you will not be granted access to the school property.
- You may wear the face mask provided by the health department.
- The face masks must be 3 layered.
- **You may not touch anybody at any time.**
- **You may not lend or borrow anything to or from anybody.**
- You may not swap masks.

Safety committee:

Mr Bester and Mr Swart and their teams

- Sanitizer will be placed in every classroom, foyer, administration office and staffroom.
 - This must be topped up daily. (General assistants)
 - Sanitizer will be placed at the gate entrances.
 - Educator will provide sanitizer to each learner upon entry.
 - Mr Bester and Mr Neveling to distribute safety packages.(On first day) Best will be at the gate.
 - Demarcated social distance spacing: At Tuck shop. ➢ Finance. ➢ General administration. (Mr Swart) .
- Security staff is to be briefed on COVID-19 protocol. (Mr Bester)
- Posters / print outs to be made for the bathrooms: ➢ Wash your hands. ➢ Only two people are allowed to the urinals at a time. ➢ No more than five people may enter the bathroom at a time.

Feeding scheme preparation: Ms Nortje and Ms Botha

• No serving of hot food. Preparation of food will be done by Ms Brown, Mr Cilliers ,Ms Sayed .Ms Wagener,Mr Fourie , Ms Van Wyk and Ms Farrow .

- Duty roster will be compiled by Mr Fourie
 - In food preparation you must wear gloves, masks and face screens.
 - Food will be packed in paper bags.
- The area where the food is prepared must be hygienically clean as per regulations.
- Learners will collect food and move off to the areas demarcated for their respective grades.

Ground staff duties: Mr Swart and his team

- Bathrooms to be continuously cleaned during the day. (Gloria and one male ground staff member)
- End of the day bathrooms are cleaned again and locked.

- Bathrooms to be unlocked at 06h30 by ground staff.
- Soap dispensers must be filled every day.
- Paper towels must be refilled daily.
- Dustbins must be emptied each time the bathrooms are cleaned.
- Staffroom to be moved to the school hall: > Tables to be doubled > Extra tables to be placed in the hall. > Upper level of the hall will be used for a kitchen. • Cleaning of all kitchens and staffroom utensils must be done with boiling water and soap. Gloves are to be worn when washing utensils.
- School cups will be placed in the hall.
- Classrooms are to be sanitized daily. Each desk is to be sanitized daily.

Ground Staff:

- All staff must be issued with PPE: > Masks > Gloves > Face shield.
- Masks and shields must be washed and ironed or cleaned every day.
- Gloves may not be used if they have holes in them, new gloves must be issued immediately.
- Gloves must be washed every day

Tuck Shop

- No staff member or learners may enter the tuck shop. (Covid regulations)

Covid Protocol:

- Only the following staff members will be allowed to work with learners with a possible infection: - Mr Grobler, Ms Nortje, Mr Bester , Mr Cupido.

Before school:

- All staff and learners who enter the school property must be scanned with a Digital Thermometer. Will be done by Mr Bester and his team.
 - Any learner or staff member with an elevated body temperature exceeding 37.5 °C should not be allowed to enter the school property.
- In the case of learners we should contact his/her parents immediately to fetch him/her from school. The learner is to be isolated from all other people. This is to be done with dignity and compassion. Staff members will be requested to leave the property immediately.
- All suspected cases will be reported to the relevant authorities immediately.

• Should a learner or staff member show any symptoms of an increased temperature, during the school day they should immediately be removed from the classroom or office and placed in isolation (Mr Bester's class)

- No learner or staff member will receive any form of medication to bring temperature down as it is illegal to dispense medication to anyone.
- Learner's parents to be contacted immediately and learner must be fetched from school. The learner will be kept in isolation during the waiting period.
- A register must be completed for any learner or staff member sent to the isolation room with a possible infection to keep record.
- Learner or staff member to undergo a Covid-19 test at a laboratory before he or she will be allowed access to the school property again and only learners and staff members that have been sent home and has undergone a Covid-19 test that resulted in being negative will be allowed access

to the school.

- Incident registers to be completed in all cases.
 - **Classrooms:**
 - Desks must be placed 1.5 meters apart
 - No desks to be placed next to each other.
 - No desks may be moved by learners.
 - **Learners must sit at the same desk always.**
 - **No more than 20 learners in a class.**
- It is essential to limit movement of learners between classes
Reduction of class sizes will be done if possible.

INCREASE AIR FLOW AND VENTILATION WHEN WEATHER ALLOWS BY OPENING WINDOWS AND CLASSROOM DOORS.

Educators: Permits to be issued to staff to go to school. Will be done when principal receive the permits from Head Office.

- Must have a mask or shield on at all times even when in the staffroom or bathroom.
- It is recommended that each educator bring their own sanitizer for own personal use if they so wish.
 - Staff must make use of their own mugs.
 - School cups will be available.
 - **No smoking is allowed.**

Behaviour:

- Non adherence to the COVID-19 school rules may lead to a learner being asked to leave the school premises.
- Safety of people always comes first.

Communal computers / photocopy machine:

- Every user is to ensure that they have cleaned the equipment for themselves.
- The communal area is to be kept clean at all times

All visitors must sign in at the main gate. After signing in the patroller must sanitize the pen and wash his hands. Roll towel must be disposed of in the dustbin. Brothers and sisters from neighbouring schools may not be permitted to enter the school property to use the waiting area. Should anyone refuse or not comply with the above regulations may not be allowed onto the property. Mr Bester, Mr Cupido, Mr Neveling or Mr Ramputla must be contacted immediately.

During the school day :

- When learners report that they are not feeling well, the designated First Aider (admin staff member, Ms De Menezes) should be called.. This should only happen if or when the teacher is sure that the learner is describing covid-19 related .No teacher may just leave a class unattended. The parent should be called and asked to collect the learner from the office.

In case of a teacher feeling sick, Mr Bester or Mr Ramputla must be called and the situation handled from there.

Symptoms.

- Screening and measuring of temperature should be done in the designated area. The sick room is not ideal, because should learner tests positive, the whole admin building is then contaminated.
- If learner show signs of high fever they should be placed in isolation (Mr Bester's classroom)
- Protocol set out by the Health department should then be followed, in terms of who should be contacted first and how to guide the learner and family in following protocol for possible infection set out by the WHO.

Counselling perspective: Me Vosloo and SBST.

- If learners were removed from school due to possible infection, telephonic counselling can be available a few days after leaving school, just to offer necessary support to the family and learner.
- All referrals will be private and confidential.
- All Counselling feedback to parents will be done telephonically.

Isolation room: • Key to be controlled by Mr Neveling, Mr Bester, Mr Cupido or Mr Ramputla.

- Staff member must always wear masks and gloves.
- Learner to have his/her mask on. Ms De Menezes will contact parent.
- Control sheet must be kept up to date with the name and temperature of each learner that was in the isolation room. Child and parent will leave via gate 1 and 2.
- Sanitizer must be available at the door, learner and staff member to sanitize going in and out of isolation room.
 - Bedding needs to be covered with plastic sheet and changed after each learner has been in sick room. Plastic sheet can be sanitized and re-used next day. Need to have at least 2 plastic sheets.
 - After every learner has been in the isolation room, it must be sanitized and otherwise it should be cleaned daily.

Signing learners out/ waiting area protocol:

- Before signing out learners by the parents for dentist, Dr, learner license, driver's license etc. parents must notify the principal in the morning by email or letter handed in, so that signing out can be organised in time, without the parents waiting for the learner.
- When a learner is in isolation with First aider, a control sheet is completed, Mr Bester contacted and the parent will be contacted.

Do not come to isolation room. Let First aider know that parent is waiting outside.

- Parents do not enter the building.

Dropping off and fetching of learners before and after school:

- Parents are to ensure that the learners are dropped off and fetched from the school gate on time.
- No learner may wait outside the school, on the pavement or in any public area (State of Disaster).

Extra-mural activity:

- No extra mural activities or matric farewell function will take place until further notice.

Executive School management:

Must always have two way radios available Mr Bester, Mr Neveling or Mr Cupido.

Main communication will occur via intercom system.

Control of learners leaving the classroom during contact time:

- Learners should be discouraged from leaving a classroom during contact time unless it is absolutely necessary .Only one learner may leave the class at a time.

Life-orientation/Physical education:

- No ball-games or sports will take place during a P.E lesson.
- Learners will stay dressed in their full school uniform with their face mask/shields at all times.

Suspicion of infection at home:

Anyone with Covid-19 symptoms must NOT come to school. They MUST report their symptoms to their GP. The doctor will advise them on the correct procedure to follow. If you have a family member at home that gets ill/is ill, please contact your doctor to discuss the context of the ill person so that they can decide whether you should attend school or not. School must be informed.

A Grobler

Principal

G Barcelos

SGB Chairperson