



FRAME OF REFERENCE

This policy document outlines all the required information, policies, planning, operation and implementation of the school and aftercare health and safety measures whilst operating under the novel coronavirus Covid-19 environment. This document will serve as the Covid-19 Health and Safety Policy for Pinefields Pre-primary School and Aftercare.

SITES AND DOCUMENTS

The following sites and documents have been used in the drafting of this policy document:

- National Department of Health: <http://www.health.gov.za>
- National Institute for Communicable Diseases: <https://www.nicd.ac.za>
- National Institute for Occupational Health: <http://www.nioh.ac.za>
- World Health Organization: <https://www.who.int>
- Department of Basic Education: <https://www.education.gov.za>
- National Health Laboratory Service: <https://www.nhls.ac.za>
- COVID-19 Online Resource & News Portal: www.sacoronavirus.co.za
- Department of social development: standard operating procedures for the prevention, containment management of covid-19 in independent schools and early childhood development centres
- Government Gazette Number 11098 – 29 April 2020: Disaster Management Act of 2002 Regulations
- The Colleges of Medicine of South Africa NPC: Guidance Document 4 – Reducing the transmission of Covid-19 in the school environment. 30 April 2020
- Government Gazette Number 43257 – 29 April 2020: Covid-19 Occupational Health & Safety Measures in Workplaces (C19 OHS) 2020
- NICD: Clinical Management of Suspected or Confirmed Covid-19 – Version #3 27 March
- NICD: Practical Manual for Implementation for the National Infection Prevention and Control: March 2020
- Department of Basic Education Document: Guideline for schools on maintaining hygiene during the Covid-19 pandemic – 8 May 2020
- Department of Basic Education Department: Criteria for re-opening of schools based on deconcentrating and social distancing in schools and offices guidelines

- KZN Department of Education Circular 29/2020: Sourcing of services for the deep cleaning and sanitisation of schools before re-opening
- SAOU Newsflash 23/2020: Frequently asked questions around Covid-19 and schools
- National Department of Education: Guidelines for opening schools
- National Department of Education: Coronavirus orientation for schools
- National Department of Education: Standard operating procedure for the prevention, containment and management of Covid-19 in schools and school communities. <https://www.cdc.gov/coronavirus/2019-ncov>

PURPOSE

Hygiene interventions play an important role in reducing and preventing the spread of the Covid-19 virus, and in developing the necessary knowledge to positively impact attitudes of personal and community hygiene practices. These guidelines provide recommendations on hygiene measures to be implemented in the school environment, in order to prevent and reduce the spread of Covid-19. These measures include the use of Personal Protective Equipment (PPE), physical distancing and hand hygiene practices. School hygiene measures should include education and awareness of educators, learners and school support on Covid-19, the spread of the virus, symptoms thereof and personal protective measures. Importantly, these hygiene practices should continue outside of the home in households and in learner transport in order to keep the school and aftercare community safe.

KEY TERMS

Acronyms

BCEA - Basic Conditions of Employment Act

COVID-19 - Coronavirus disease 2019/2020

CBST(s) - Centre (ECD)-Based Support Team(s)

CMT(s) - Centre Management Team(s)

DBE Department of Basic Education

DEL - Department of Employment and Labour

DOH - Department of Health

DEL - Department of Employment and Labour

DPSA - Department of Public Service and Administration

DSD - Department of Social Development

EOC - Emergency Operations Centre

HOD - Head of Department

LSEN - Learner with Special Educational Needs

NDOH - National Department of Health

NICD - National Institute for Communicable Diseases

NSNP - National School Nutrition Programme

OHSA - Occupational Health and Safety Act

PED(s) - Provincial Education Department(s)

PHEIC - Public Health Emergency of International Concern

PUI - Person Under Investigation

SOP(s) - Standard Operating Procedure(s)

WHO - World Health Organization

DEFINITIONS

✓ 'COVID-19' means a communicable disease caused by the Novel Coronavirus, which began during 2019 and was acknowledged as a global pandemic by the World Health Organisation (WHO) in 2020.

✓ 'Isolation' Means separating a sick individual with an infectious disease from healthy individuals that are not infected with such disease in a manner that aims to avoid the spreading of infection or contamination.

✓ 'National state of disaster' means the national state of disaster declared by Government Notice No. R. 313 of 15 March 2020.

✓ 'Quarantine' means the limitation of activities or separation of a person, who was or may have potentially been exposed, to COVID-19 and who could potentially spread the disease to other non-exposed persons, to prevent the possible spread of infection or contamination to healthy individuals.

✓ 'Days' means a sequential number of days, inclusive of Saturdays, Sundays and public holidays as defined in the Public Holidays Act, Act No. 36 of 1994.

-Sanitising: Washing/sterilising/cleaning of hands with appropriate soaps/sanitiser in multiple methods of delivery.

-Physical Distancing (PD) (to replace term 'social distancing'): The act of remaining 1,5m-2m away from another person.

-PD Measures: Provision or installing of devices/objects/means to promote and create physical distance in set instances/circumstances.

-Screening: The process of asking Covid-19 symptom history questions coupled with a temperature check to assess the profile of the individual.

-PPE (Personal Protective Equipment): Includes all personal and communal barriers to prevent cross-infection. (e.g. masks, gloves, screens, visors, special clothing, etc.)

-Covid-19 health and safety committee: Refers to all staff at Pinefields as there are only a few of us.

-Health and Safety officer: Refers to Celine(Owner/Principal) who will make sure all regulations, protocols and procedures are adhered to during the course of each day.

FUNDAMENTALS OF COVID-19

What is Covid-19?

Covid-19 is a disease caused by a new strain of coronavirus. 'CO' stands for corona, 'VI' for virus, and 'D' for disease. Covid-19, short for 'coronavirus disease 2019', is the official name given by the World Health Organization to the disease caused by this newly identified coronavirus. The Covid-19 virus is a new virus linked to the same family of viruses as Severe Acute Respiratory Syndrome (SARS) and some types of common cold.

What are the symptoms of Covid-19?

- Some people infected with the virus have no symptoms.
- When the virus does cause symptoms, common ones include fever, body ache, dry cough, fatigue, chills, headache, sore throat, loss of appetite and loss of smell.
- In some people, Covid-19 causes more severe symptoms like high fever, severe cough, and shortness of breath, which often indicates pneumonia.
- More rarely, the disease can be fatal.
- These symptoms are similar to the flu (influenza) or the common cold, which are a lot more common than Covid-19.
- Testing is required to confirm if someone has Covid-19.

How does Covid-19 spread?

- The coronavirus is thought to spread mainly from person to person. This can happen between people who are in close contact with one another.
- The virus is transmitted through direct contact with respiratory droplets of an infected person (generated through coughing and sneezing).
- Individuals can also be infected from, and touching, surfaces contaminated with the virus and then touching their face (eyes, nose and mouth).
- The Covid-19 virus may survive on surfaces for several hours, but simple disinfectants can kill it.
- Droplets that are produced when an infected person coughs or sneezes may land in the mouths or noses of people who are nearby, or possibly be inhaled into their lungs.

How can the spread of Covid-19 be slowed down or prevented?

As with other respiratory infections like the flu or the common cold, public health measures are critical to slow the spread of illnesses. Public health measures are everyday preventive actions that include:

- ✓ staying home when sick,

- ✓ covering the mouth and nose with a flexed elbow or tissue when coughing or sneezing, and then disposing of the used tissue immediately,
- ✓ washing hands often with soap and water, and
- ✓ cleaning frequently touched surfaces and objects.

What is the treatment for Covid-19?

There is currently no available vaccine for Covid-19. However, many of the symptoms can be treated and getting early care from a healthcare provider can make the disease less severe. There are several clinical trials that are being conducted to evaluate potential therapeutics for Covid-19.

KEY FOCUS PRINCIPLES

A. To promote a work and educational environment that prioritises:

- Sanitisation
- Physical Distancing
- Use of PPE

B. To control and operate the above principles in the following circumstances:

- Arrival to Work/School
- At Work/School
- Leaving/Departing Work/School

C. To guide these principles and circumstances in how they relate to:

- Personal Responsibility
- Employer/School Responsibility

D. Other key focus principles:

- Avoiding & reducing Stigmatisation

- Providing facility appropriate management and measures for staff and learners who are ill or suspected to have Covid-19.
- Provide communication to staff, learners and parents around Covid-19 school/work environment and preparation to exist within it.
- To provide mental health support to staff and learners who require it.

RISK ASSESSMENT

An updated risk assessment was conducted by the Covid-19 Health and Safety Committee (in line with the requirements of the Covid-19 additions to the Occupational Health & Safety Act).

The following specific (new) risk areas in the school environment for workers were identified:

1. Toilets / Ablutions

These are high risk areas for cross infection and a specific Covid-19 protocol development under the 'cleaning' section of the policy.

2. Staff over 60 Years

Staff over 60 years need to be catered for by the provisions of the policy.

3. Staff with Co-Morbidities

Staff with co-morbidities need to be catered for by the provisions of the policy.

4. Cleaning Protocols

A key element in reducing potential Covid-19 transmission is effective and regular cleaning of workspaces and equipment.

5. Evacuation Procedure (To be updated according to covid-19 regulations)

APPLICATION OF MEASURES AND IMPLEMENTATION OF REGULATIONS

1. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Every staff member of Pinefields will receive 2 (two) face masks and 2 face shields. All staff must ensure that:

- Masks will be properly fitted on the face completely, covering the face from the bridge of the nose to the chin. There must be no gaps between the face and the mask.
- Hands must be cleaned properly (with alcohol-based hand sanitiser, or soap and water) before putting the face mask on or taking it off.
- Masks must be consistently and properly worn at all times. Teachers may remove masks at the time of teaching and replace it with a shield.
- They do not touch the mask while using it; if they do, they need to clean their hands with alcohol-based sanitiser, or soap and water.
- Masks are replaced with a new one as soon as the masks become damp. Single-use masks must not be reused.

- When taking off the mask, it is removed from behind (so as not to touch the front of the mask), placed in a sealed plastic bag, and hands are then cleaned and sanitised again.

Cleaning of Face Masks

There are various methods available for cleaning face masks. The methods are as follows:

- 1) Detergents with bleach-like compounds or other active ingredients should be used when washing masks. Those kill microbes more effectively than standard detergents.
- 2) Machine washing is optimal, and the material of the face mask will determine the temperature of the water. Fabric masks can be washed in the warmest possible water that the fabric can tolerate.
- 3) If hand washing is the only option, lather the masks with soap and scrub them for at least 20 seconds with warm to hot water. Washing should be followed by hot air drying. Dry the mask on the highest possible heat the fabric will allow.

All staff are encouraged to wear their face mask from the time they leave their home premises for work, and vice versa.

2. ACCESS CONTROL FOR PARENTS AND THIRD PARTIES

- Entry by visitors, parents, and suppliers is prohibited unless it is essential.
- All visitors, except government officials, to make an appointment and state the nature of their visit.
- Strict access control measures have been established and must be adhered to, including the signing of a register by all visitors.
- At the entry point, all visitors must wear a face mask and have their temperature checked. They must provide certain details that may be needed for subsequent tracing purposes. They must also sanitise their hands, and get their shoes sanitised to disinfect them.
- All visitors who have been approved to enter the school premises have to be screened first and then report to the office area. Visitors will be accompanied at all times.

Communications Policy:

-All communications will be and should be sent and received preferably over social media this includes but is not limited to - whatsapp message or video calling, email, zoom, sms, phone calls etc.

-Notebooks for communication will no longer be sent home, but rather online platforms such as whatsapp or email will be used to write down daily habits and communications to parents.

-Besides for work needing to be done at school, where possible we will send worksheets and work that needs to be done at home via whatsapp or email and ask that parents please rather scan in certain work where possible to keep from cross contamination. We will send these on a weekly or monthly basis so that parents may have time to print and scan. If you are really not able to print or scan then other arrangements will be made to assist in this matter.

3. BEFORE SCHOOL AND AFTERCARE:

- Please start encouraging regular hand washing and sanitizing at home so the children know what to expect when they return to school and aftercare.
- Proper coughing etiquette such as coughing like superman(into your elbow) even when they are wearing a mask.
- Unfortunately the school cannot afford to buy every student masks and visors to wear at school and aftercare. The school and aftercare will require parents to please purchase 2 cloth masks and 2 visors that will be kept and worn at school and aftercare, please keep a third mask in the car when arriving and departing from school/aftercare as the other 2 masks will be kept safely and washed at Pinefields. (We are able to get visors at a discounted rate if parents would like us to purchase those for you).
- Ages 4 years and up are required to wear masks. Under 4 years do not have to wear masks according to covid-19 guidelines but if parents are concerned about them not wearing a mask we suggest letting the younger kids wear a visor or a hat with an attached visor at school to protect them.
- Please make sure your child's mask fits them appropriately and is comfortable for them to wear the whole day. Parents will also be required to wear a face mask at all times when in their car, in the parking lot, on our premises and during the assistance of answering your child's screening questionnaire.
- No bags will be allowed at school(except for aftercare kids and smaller children)only lunch bags and homework bags where possible(please don't send food that needs to be made or prepared at the school we will not be able to make and handle food, we may only keep food in the fridge and warm it up in the microwave if completely necessary, so please prepare food at home as necessary and please pack easy to open lunch boxes so it is easy for your child to open their lunch boxes on their own so teachers don't have a need to touch their belongings.) Only bags for the smaller children that might need a clothes change and babies that are still on bottles and nappies. For nappies please provide those small plastic nappy bags for us to immediately throw away their nappies into straight after a nappy change which will enable us to discard them easier and so that there is less chance of contamination.
- For aftercare children coming from other schools please pack an extra lunch box just for aftercare snacks so they do not bring out their lunch box they have used at school in case of cross contamination.
- Please ensure comfortable and warm enough clothes(please ensure a jacket is with your child specially through this cold winter season) and comfortable shoes are worn to school and aftercare. NO open shoes allowed, and we will not allow children to take off shoes at school and aftercare so please ensure your child is wearing comfortable shoes they can keep on the whole day.
- For girls, hair needs to be tied up and out of their face at all times.
- Please make sure that every single item is labelled on your child's possessions.
- Please ensure parents and their children and whoever may be sharing transport with you has performed proper washing and sanitizing of hands and goods brought to school or in the car with you before you leave home and enter into the parking lot. So in case of any viruses at home you do not bring them along with you.
- If your child is being transported with someone else or with public transportation please inform us and give us their details. Please make sure they know the procedure on arrival and that they will be required to wait during the screening and to make sure they wash and Sanitize their vehicle and hands before entering into the parking lot.
- Celine will Sanitize her car and herself before and after fetching aftercare children and will not take more than 3 aftercare children in her car at a time so that there is distance between all individuals in the car in saying this, there is a limited amount of space for the returning of aftercare. Aftercare children will be required to sanitize hands, shoes and bags before entering the car and aftercare. They will be required to wear their face mask at all times during transportation and at aftercare.

Food handling policy:

If it is absolutely necessary where staff have to touch a child's food for example: babies and small children that need assistance. They will adhere to the strict protocols of sanitisation of hands and utensils used before and after handling food, sterilization of bottles and lunch boxes after a child has finished with it and it is put straight back into the child's bag after sterilization, wearing appropriate ppe while doing so and thoroughly cleaning and disinfecting everything before and after use. Microwaves, kettles, and the fridge will be cleaned

before and after use. Please pack food and drinks in an appropriate cooler bag as we would prefer to not have to store anything in the kitchen where cross contamination may be possible, although we will adhere to storing food at a distance from other stored foods and drinks if necessary and again adhere to all the cleaning protocols when handling food and drinks.

4. START OF DAY- ROUTINE AND SCREENING

The following information outlines the daily procedure to be followed by all learners upon reporting to school and aftercare:

Arrival at School:

1. Learners must arrive at school between 06h30 and 07h45. No learner may arrive earlier than 06h30. If a learner arrives early, they need to wait with the parent/guardian in the car until screening is carried out.
2. Parents need to please send in their most appropriate time of arrival for school, to the Principal so the school may stagger out the arrivals of all pupils. Upon arrival, parents and learners are to please wait patiently in their cars until called out for the screening process by a staff member. If there is no staff member already waiting by the screening area to greet you, please hoot twice to get attention and wait patiently in your car for that staff member to call you out for the screening process.
3. Stand next to the floor marking during screening. These markers will be placed 1.5 metres apart to ensure physical distancing.
4. Staff who have received specific training will perform the screening process.
5. Aftercare will go through this same process once arriving at aftercare from school.

5. SCREENING PROCESS

The following screening process will be conducted:

1. All staff and learners are to wear their face masks upon arrival at the school gate.
2. While waiting to enter the school or aftercare, ALL staff and learners are asked to adhere to physical distancing rules and leave 1.5-2 metres distance between themselves and the closest person to them.

The following questions will then be asked by trained staff members:

- 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?
- Do you have a problem tasting food and drinks as normal?
- Do you have a problem smelling as normal?

If the answer to all the questions is 'no', the staff or learner will have their temperature taken by infrared non-contact thermometers. If the temperature taken is higher than 37.3 degrees Celsius, or any one of the questions has been answered in the affirmative, then the learner/staff will become a 'person under investigation' (PUI) and must be isolated and referred for testing. It is extremely important to also establish whether the learner/employee is using any medication that contains the following, as these chemicals can mask the symptoms of Covid-19 (Parents/Guardians are requested to inform staff in this regard):

- Paracetamol
- Acetaminophen
- Ibuprofen
- Aspirin

3. Parents are not allowed on the school premises. Parents must drop off their child and then wait in their car while their child is being screened (Parents to accompany children younger than 12 years old to assist with answering screening questions, excluding aftercare children). If the child's temperature is greater than 37.3 degrees Celsius or they answer the screening questions with the affirmative, the child will not be allowed to enter the school. Parents will be requested to take the child back home or seek medical advice.

4. If the screening process is a success according to the above criteria, then the following will occur. Attendance of the child will be recorded. Hands sanitised and masks worn from home will be taken off and given to parents to keep in the car for end of day departure. Hands will then be sanitised making use of the wash station at the entrance. A new school mask will be given to the child to wear at school and there will be an extra mask available safely kept away for emergencies. (All masks are safely kept in labelled zip locked bags for each child). – Same applies to aftercare and staff. Aftercare and staff will be required to put their mask away in their bag and wear a new one given at Pinefields. (An extra one is also kept away.)

5. All learners/staff will then get their shoes sprayed to disinfect the soles of the shoes. They can then proceed to the next gate where there will be another wash station and sanitising will take place again before entering onto the school property.

6. The screening station will have pre-populated registers which will contain the name, surname, age, physical address, parents' names and next of kin contact details for each learner/employee. It will also record the temperature and responses to the screening questions. It is compulsory for ALL learners and staff to follow the above-documented process. All these procedures will be conducted by specially trained staff and overseen by management, with all answers being considered for reasonableness – given the child's age/maturity.

6. LATE ARRIVALS

Unfortunately, no late arrivals will be allowed on the premises after 7:45am. Please do not be late as we will strictly be starting our class routines from 7:50am and there will be no one outside to do the screening process. NO ONE is allowed on the premises without having the screening done.

7. END OF DAY ROUTINE

Pinefields closing time has changed to 17:15pm sharp for full day pupils, as staff need time to deep clean after everyone has left to go home.

- Parents are to please wait in the parking lot in their cars at home time, hoot twice for attention. A staff member will assist your child with screening, sanitising and swapping of masks before assisting them to the car.

- Learners will be dismissed one at a time, if you arrive at the same time as another parent please wait patiently.

- Staff will be assigned duties to monitor the waiting area until learners have been collected. Please ensure arrangements have been made to collect learners by 13:00pm latest for half day learners and 17:15pm latest for full day learners.
- Learners waiting must follow the required key principles of physical distancing and wearing of masks.

CURRICULUM CATCH UP POLICY

Academic Catch-Up lessons will take place for learners until 13:00PM if required.

Although we have caught up our curriculum online during lock down, if a learner was unable to do the work for any reason, they will need to stay until 13:00pm for catch-up lessons and may also be sent home with the catch up work as homework. If your child attends aftercare the catch up work may be done at aftercare.

Weekend homework may possibly also be given out to catch up.

The academic calendar year has been extended and the new dates for the curriculum will be sent out with this document.

In an instance where the levels are tightened up again we have created activity packs for learners to receive online or manually to help carry on with the curriculum at home.

8. REGISTERS AND ABSENTEE REPORTING PROCEDURES AND RECORDING

The daily reporting process will take place:

Staff (all)

- Celine will collect the employee register at 08h00 from the office after the screening period.
- Absent staff will be contacted and, with discretion, the reasons for their absence from work will be discussed.

Learners (all)

- Celine will process learner absentees immediately after school registration is complete.
- Celine will contact all parents of absent learners to ascertain the reason for absence.

9. CONSOLIDATED REPORTING

- Once all the necessary calls and checks have been made, the details are to be logged and recorded in the Covid-19 spreadsheet daily.

Staff are to note the following regarding the use of the staffroom and associated common areas:

10. KITCHEN AND STAFFROOM

It is particularly important to reduce the spread of infection in the kitchen and the staffroom.

- The current staffroom cannot facilitate all staff whilst practising physical distancing.
- Staff will need to spend more time in their classrooms.
- The current staffroom may be used for sitting in – however, there must be ONE chair left open between persons. In other words, there is to be an empty chair on each side of that person.
- If there is no space to sit in the staffroom, staff must not congregate in standing spaces.
- Staff are encouraged to go to their classrooms, offices, or to stand outside and observe physical distancing.
- Hand sanitiser has to be used before entering the kitchen and the staffroom area at all times.
- If staff need to eat or drink, face masks can be removed and placed in a plastic packet (which the employee will have with them).
- Only 2 (two) people at a time are allowed to use the kitchen area during any given time.
- Tea and coffee will be served in the staff room.
- After the break and before the staff member leaves the staffroom, he/she must ensure that the table he/she was using is cleared of any leftover food and/or cutlery and crockery. Staff must then sanitise the area in which they used and wash their hands with soap for a minimum period of 20 seconds.
- When using microwaves, kettles, coffee jars and the like, be mindful and sanitise those items and hands before and after use.
- After the use of any communal equipment, the person who used it must wipe it down. There will be sanitising spray placed around these items to do so.
- On entering and exiting the staffroom, staff must use the hand sanitiser situated at the entrance/exit area of the room.
- The staffroom(s) and kitchen must be sanitised three times a day before each break and at the end of the day.
- Weather permitting, windows will be open for ventilation in all communal areas.

TEA AND COFFEE PROCEDURES

- Tea and coffee will only be available before school, lunch time and immediately after school.
- No tea and coffee supplies will be out in between these times.
- Staff are to collect their cups and keep them with them.
- Staff members are to use their own cups and not leave any cups/mugs for washing.
- Staff may make use the fridge/kettle/microwave but this equipment must be thoroughly wiped after each use - sanitiser spray will be provided in the kitchen for this.
- When using microwaves, kettles, coffee jars and the like, be mindful and wash hands with soap and water before touching the face.
- After the use of any communal equipment, the person who used it must wipe it down. There will be sanitising wipes placed around these items to do so.

11. STAFF DUTIES

While Covid-19 restrictions are in place, staff members may be expected to perform duties other than those for which they were originally employed. Their work hours may also temporarily be adjusted.

Over and above the standard staff duties, the following is to be noted:

- Staff on duty and the number of staff duties will be increased due to the demands of monitoring the Covid-19 regulations.
- It must be noted that learners will need to be monitored in ALL circumstances.
- Staff on duty need to be present for the full duration of the duty and may not leave their 'post'. This is not a rotational duty.
- Staff duties will be assigned as follows:
 - Before school to coordinate and oversee screening and/or the sanitation of areas (from 06h20)
 - Before school duty in the learner common areas
 - Break duty
 - Designated areas in classrooms
 - Designated areas on playground
 - Other specified common areas
 - After school at various areas and the exit point

Staff are to ensure that physical distancing is observed, constant sanitisation of the environment occurs, as well as that 'line-up' protocols are followed.

12. SPECIFIC AREAS

On the playground

- Learners are to wash their hands before eating their food.
- Breaks will be staggered to accommodate both the school and aftercare groups.
- Learners are not to sit and face one another at breaks or during outside play time. They should maintain physical distancing and sit/play on the specified markers provided.
- No sharing of food and drinks.
- Learners are instructed not to assist other learners with face mask adjustments.
- On lining up, learners should be 1.5-2m apart.
- Learners need to wash their hands before entering their classroom.
- After children are finished eating the area is cleared of any leftover food and/or other items left behind from break time. Staff must then wash their hands with soap for a minimum period of 20 seconds.
- All outside equipment, resources and toys are cleaned and sanitised before and after use.

- Toys will not be shared and after each use they will be put away into a sanitation bucket ready to be deep cleaned after home time.
- Sand is regularly salted to kill germs.
- Markers will be placed on the playground to ensure social distancing.

Playground and pathways

- Signs encouraging good hand and respiratory hygiene practices will be displayed around the school.
- The railings, lunch tables, door and window handles, and boards will be cleaned and disinfected on many occasions during the day.
- The pathways will be marked to show the direction of traffic and how to maintain safe physical distancing.

Quarantine room

This area of the school needs to be treated with extra care as it can become a high-risk area when learners and/or staff get injured or sick.

- All equipment and beds inside the room need to be cleaned down thoroughly.

It is suggested that:

1. Every afternoon the equipment, floors, handles, light switches get sprayed with disinfectant spray.
2. Every time a pupil or employee requires assistance in the quarantine room, once left, the above needs to be re-cleaned.
3. Before and after attending to every patient, hands need to be washed with soap and water for a minimum period of time of 20 seconds.
4. Surgical gloves are to be used for dressing wounds and grazes.
5. Deep cleaning is to be done on a weekly basis in this area.

Classrooms

It is important to follow through the hygiene programme into these areas as this is where most teachers and learners spend a lot of their time at school.

- Hand sanitisers and wash stations will be made available in classrooms, pathways, and near exits.
- Windows will be opened to increase airflow and ventilation where the climate allows.
- Cleaners will clean and disinfect classrooms frequently, and in particular those surfaces that are touched by many people (desks, teachers' working stations, door and window handles, toys, stationary and teaching aids.)
- Teachers will ensure that the rubbish is removed daily and disposed of safely
- There will be no sharing of stationery and textbooks in the classes
- There will be no exchanging of masks by learners

Returning and sending of work and workbooks:

-Homework bags and plastic book covers will be sanitised thoroughly before being sent home.

-Please ensure thorough sanitisation has taken place each time before sending back workbooks, homework books and bags sent back to school by wiping the plastic covers down thoroughly with sanitising wipes.

-Where possible, work done at school will be kept at school.

-When sending homework and weekend work home with a child, where possible please rather scan through work that has been completed at home instead of sending it back to school.

Baby Classroom:

- 1) Wiping down and cleaning of cots, equipment and toys with some sanitiser or disinfectant. Before, after and during the course of the day. Cots, blankets, mattresses, toys and bedding will not be shared and be washed regularly. Each child will have their own separate space to play in.
- 2) Carpets and floors regularly vacuumed and washed.
- 3) Wipe tables, waste bins and cupboards cleaned with disinfectant or sanitiser throughout the day.
- 4) Waste bins will contain a plastic packet which will be emptied on a daily basis.
- 5) Staff will wear disposable gloves and appropriate PPE when changing nappies and discard of the nappies right away.
- 6) Cots are placed 1.5m away from each other to ensure physical distancing.

Aftercare

● Before leaving to fetch aftercare and upon a child entering aftercare transport, the car will be sanitised. Learners hands, shoes and bags will be sanitised before getting inside of the car. Masks (Provided by parents) must be worn at all times during the course of transportation. No learners will sit in the middle seat at the back ensuring there is enough distance between themselves. (This unfortunately means more trips will be required, so please let their schools know that Pinefields transport might be a few minutes late due to needing to do 3-4 trips according to how many learners come back for aftercare.)

● On entering Aftercare, everyone must be wearing a cloth mask from school that will then be packed away , hands sanitised and swapped to their aftercare mask (a spare mask will also be stored away in case of emergencies). They will have their temperature taken and necessary screening procedures done.

● Temperatures and answers will be noted on arrival in a register.

● If an aftercare learner does not pass the screening process they will be taken to the quarantine room where they will be isolated and wait to be fetched, parents will be notified and advised to seek medical assistance immediately.

● Parents wait in the parking lot in their cars for a staff member to escort their children out of aftercare, sanitising will take place and swapping of masks going home.

● No parents allowed in the Aftercare building.

● Not too much traffic at home time (parents to possibly let Celine know to have their child/children ready) and hoot twice for attention when waiting in the parking lot.

● All masks must be clearly labelled with the child's name.

● NO physical contact is permitted (no hugging, handshakes or lap-sitting).

- Bathrooms and bathroom entrances must be cleaned regularly and must be equipped with soap and paper towels.
- All children and staff must use hand sanitiser before entering the bathroom. On exit, all learners and staff need to wash their hands with soap and clean water.
- Staff to regularly check that all soap, paper towels and sanitisers are replenished and available.
- There will be no cloth towels in the bathrooms. Aftercare will be provided with paper towels.
- Hand sanitiser will be placed at the entrances and exits to Aftercare.
- Where possible, doors will remain open to avoid touching handles.
- All surfaces and shared equipment will be disinfected at regular times during the afternoons - at least every 30 minutes, if possible.
- All rooms will be well ventilated and windows must remain open where possible.
- During homework times, children should be placed at single desks if possible with a distance of 1-1.5m apart or there will be dividers between all the students, and limited to 4 learners per desk.
- No bags will be allowed inside of the classroom or the bathroom. Please pack changing clothes in a tightly packed plastic packet that may be taken with you to the bathroom when changing and make sure all school clothes are packed back inside the tightly packed packet and put straight into their school bag. The bathroom will be sanitised after every single use.

Toilet/bathroom areas

- Staff and learners must use the hand sanitiser at the entrance of the toilet areas.
- Staff and learners should avoid physical contact with colleagues or other learners.
- Toilets must be maintained in a clean and sanitary condition. The frequency of cleaning and disinfection will take place after every use.
- A 'wipe-twice' method will be used to clean and disinfect high-touch surfaces such as taps, door handles, soap and shampoo dispensers and towel bars. These kinds of surfaces must be wiped with a cleaning agent to clean off dirt, and then wiped again with a disinfectant.
- When using the toilet facilities, the hand sanitiser must be used before entering the toilet. After leaving the toilet facilities, staff and learners must wash their hands with water and soap for a minimum of 20 seconds.
- Staff toilets will have sanitiser and paper towels available in them which they will need to use to clean the toilet and basins after each time they have finished using the facility.

The following hand washing technique should be followed:

- Wet hands with water and apply soap.
- Rub palms and hand together. Pay attention to underneath the nails.
- Rub in between the fingers, similarly on the back of both hands.
- Clean the thumbs and wrists, as well as the sides of the hands.

- Dry hands with a paper towel or by shaking them dry.
- Used paper towels should be disposed of in the bins provided next to the washing station.

- Toilets will be cleaned at regular intervals.
- A spreadsheet/checklist of each area will be placed in a plastic sleeve on the wall. The date, time and name of the cleaning staff member will be indicated on the sheet.
- Bathroom entrance doors will be kept open to reduce contact.
- Places to be cleaned regularly and with more attention are:
 - Basins
 - Taps
 - Door handles
 - Light switch
 - Toilet seats
 - Around the toilets
 - Toilet flush handles
 - Floors daily
- Hand washing signs will be put up in wash areas encouraging frequent and thorough washing of hands for at least 20 seconds.

Office Areas

While the spread of the virus might seem unavoidable, the fact is that good cleaning and disinfection routines can greatly reduce or eliminate the viral count of Covid-19 on surfaces and objects in the office.

The following steps will be taken to ensure the work space is safe to work in:

- 1) Wipe the keyboard, mouse and telephone clean with some sanitiser or disinfectant before and after work.
- 2) Wipe tables clean with disinfectant or sanitiser before and after work.
- 3) Waste bins will contain a plastic packet which will be emptied on a daily basis.

Paper policy:

- For the receipt of paper, books and other media a quarantine of four days (with boxes opened) in the store room must be completed before handling the materials.
- Staff must wash their hands before and after they work with resources for any purpose.
- Where possible documents and worksheets will be sent and received via email/watsapp and preferably scanned through.

Office and cash policy:

- No cash payments will be accepted going forward to reduce cross contamination, all payments must be done via eft, debit order or cash deposits into the Pinefields bank account.
- No cash will be kept in the office.

13. CLEANING/HYGIENE/SANITISING

The following items are included in the checklist and must be officially recorded:

- Confirmation of use of employed staff
- Cleaning staff are aware of personal standard PPE and physical distancing – especially in respect of learners and school staff.
- The requisite training of cleaners on Covid-19 has taken place.
- Employer will provide all PPE required for Covid-19 cleaning operations
- All staff are PPE compliant.

Toy disinfection and distribution policy:

- No toys will be shared between learners.
- Each child will get their own zip locked bag of new toys each day.
- Toys are cleaned and sanitised before and after use and stored away safely.
- Toys are thoroughly washed and sanitised throughout the day, every day and air dried in the sun where possible.

Pre-cleaning of facilities

- All pre-cleaning has taken place as well as further sanitizing before reopening.
- All these facilities have already been cleaned and will be pre-cleaned prior to opening.
 - Classrooms
 - All offices/departments
 - All communal indoor rooms/areas
 - Kitchen/staffroom
 - Schools pathways
 - School resources/toys

→ Playground/equipment

→ All school ablutions

HAND SANITISING

Hand cleaning (sanitising)

- A hand sanitiser spray bottle will be supplied to each classroom.
- A hand sanitiser spray bottle will also be used at all screening stations.
- Sanitisers will also be placed around other areas such as every entry, exit and ablutions.
- Learners and staff may bring their own hand sanitisers but they need to contain 70 percent alcohol (look for words Ethanol, Isopropyl alcohol, Ethyl alcohol. DO NOT buy the products that contains Methanol or Methyl alcohol, as they are toxic for the body). The school also has sanitising products distributed around the school (over and above the existing measures noted immediately above)

The following areas have hand sanitising stations:

- ❖ Gates admitting people
- ❖ Screening stations
- ❖ Entrance to all buildings/facilities
- ❖ All classrooms
- ❖ Staffroom
- ❖ Toilets/ablutions

Responsibility to oversee re-filling in place

- All staff will be responsible for daily monitoring and refilling on a specific schedule.

Facility/ Room/ Building Cleaning

- Type of chemical to be used is sufficient for Covid-19 conditions. All products are SAB and SANS compliant.
- Cleaning schedule: allocation of staff.
- Each classroom will have a wash station for the learners upon entering.
- Teachers will have their own bottle for the board/personal space and desks.
- Classrooms will be cleaned and disinfected daily.
- Desks and chairs will be wiped with paper towels and sanitiser between lessons. This will be supervised by the teachers.
- Bulk hand paper towels will be purchased. Each teacher will receive one box per for wiping desks and chairs between lessons, and can request more if needed.

- Office areas will be cleaned twice daily and have its own sanitiser
- Bathrooms and toilets will be cleaned as per normal schedule and in between every use.
- The quarantine room will be sanitised and fogged daily.
- All staff will be assigned to clean throughout the day.
- There will be a quarantine/isolation room for suspected cases.
- To be cleaned immediately by a trained cleaner when necessary.
- Staff Toilets: additional rotations will be put in place for more frequent cleaning. Hand Washing Stations (soap and water)
- The provisions state that hand washing stations need to be in place to allow learners to wash with soap and water at least twice during the school day.
- Special hand washing stations will be installed in designated areas.
- These stations will have soap, water and paper towels.
- All school toilets will contain basins and will be equipped with anti-bacterial soap.

Office Equipment in Common Areas

- Laptops/photocopiers/phones/desks/stationary
- At all 'common' use items of equipment, such as telephones and photocopiers, wipes will be available for use by staff.
- It will be a use and wipe policy.
- Allocated staff will also clean these items regularly

14. MEDICAL PROCEDURES FOR PERSONS WITH SYMPTOMS DURING THE DAY

Who is most at risk?

We are still learning about how Covid-19 affects people every day. Older people, and people with chronic medical conditions, such as diabetes and heart disease, appear to be more at risk of developing severe symptoms. As this is a new virus, we are still learning about how it affects children. We know it is possible for people of any age to be infected with the virus, but so far there are relatively few serious cases of Covid-19 reported amongst children. The symptoms of Covid-19 are similar in children and adults. However, children with confirmed Covid-19 have generally shown mild symptoms. Reported symptoms in children include cold-like symptoms, such as fever, runny nose, and coughing. Vomiting and diarrhoea have also been reported.

Procedure to be followed when someone presents as ill:

Should any staff member or learner present with any illness or symptom, particularly any Covid-19 related symptom, they are to adhere to the following protocol:

14.1 Action to be taken when a child or 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:

- ✓ Isolate the learner and keep them separate from other learners and staff until they can be assessed by a health professional, a well-marked child friendly quarantine room is advised.
- ✓ Provide the learner with a face mask if they don't already have one on.
- ✓ The parents or guardians of the child/learner must be informed immediately.
- ✓ Call the school nurse or the facility manager of the nearest health facility, the NICD Toll-free emergency hotline for COVID-19 (0800 029 999) or the provincial health officials whose details are listed at the end of this document.
- ✓ The ECD and partial care Centre will be advised on any further actions to be taken.

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

- ✓ The ECD and partial care Centre 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 advice on any further actions or precautions that should be taken.
- ✓ If a ECD Centre has not been contacted regarding a possible case of COVID-19 in the centre, the administrators must contact the NICD toll-free emergency hotline for COVID-19 on 0800 029 999 for referral to the relevant contact.
- ✓ Public health officials, with the assistance of relevant staff, will conduct a risk-assessment and give recommendations on the management of children/learners and staff.
- ✓ In most cases, closure of the ECD Centre will not be necessary. The decision to close will be centre- and context-specific and must follow the procedure in Section 5.9 below.

14.3 Action to be taken when a child/learner may have been exposed to a

suspected/probable case of COVID-19, or a suspected case for whom testing for COVID-19 is inconclusive as reported by the laboratory:

If a child/learner has been in contact with a suspected case of COVID-19 in an ECD and partial care Centre as a preventative measure parents are required, until the laboratory test results for COVID-19 has been received to keep the child at home. Until the case is confirmed there is no need to close the centre but parents can be contacted and informed awaiting the outcome of the tests.

14.4 Action to be taken when a child/learner may have been exposed to a confirmed case

of COVID-19:

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 the ECD Centre. Learners who are not contacts of a

confirmed case may attend. 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. Learners who have interacted with a healthy contact of a confirmed case, specifically, should not be excluded from attending. A person who comes into contact with the healthy contact of a confirmed case, unlikely to result in transmission. 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 ECD Centres 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.

14.5. Procedures for principals and supervisors on COVID-19

Procedure regarding employees:

Regulation 53 of the OHS Act provides that a head of department (principal) 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 principals for the following scenarios. The following steps must be observed as the minimum in any case.

14.6. An employee tested positive for COVID-19:

- ✓ The relevant public health officials will discuss the case, identify people who have been in contact with the patient, and advice on any action or precautions that should be taken.
- ✓ The principal 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.
- ✓ 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.
- ✓ A risk assessment will be undertaken by the educational establishment, advised by the public health officials.
- ✓ The Principal 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.
- ✓ 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.
- ✓ 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
- ✓ Thorough cleaning and disinfection of the infected person's workspace must be conducted.

✓ 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.

14.7 An employee exposed to a confirmed COVID-19 case:

✓ In terms of the NDOH's guidelines, all employees who were in contact with the infected person is 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.

✓ 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.

✓ The HOD must ensure that all the workspace(s) of those exposed are cleaned and disinfected thoroughly.

✓ Contact must be maintained with employees in quarantine as a means of monitoring and support.

✓ 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.

14.8 An employee exposed to an unconfirmed case of COVID-19:

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 Principal will decide whether restrictions or special control measures are necessary. The Principal's decision will be guided by NDOH, Legal Services and Human Resources. Once the results are known, NDOH protocols must be implemented, if applicable. All cases must be reported to the DPSA, in the required format, via the dedicated email address: COVID-19@dpsa.gov.za

14.9 An employee appears ill and reports for duty displaying symptoms associated with

COVID-19:

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. The employee should be temporarily isolated in the quarantine area or a room identified for temporary isolation, while arrangements are made for them to be transported to a medical facility. They should be provided a face mask to wear. Any further action must be taken once there is a diagnosis confirmed by a medical professional. All cases must be reported to the DPSA, in the required format, via the dedicated email address: COVID-19@dpsa.gov.za Employees must be encouraged to seek medical attention if they display flu-like symptoms and to not report for duty.

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

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. The responsibility 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. Refusal to report for duty, contrary to the instructions of the supervisor or Principal, amounts to an unlawful absence which must be dealt with in terms of the Disciplinary Code.

LEARNERS WHO PRESENT AS ILL

- Will be isolated and taken to the quarantine room with one staff member. They will be kept separate from other learners and staff until they can be collected.
- Physical distancing must be maintained during all interactions in this process.
- The parents or guardians of the learner must be informed immediately to collect their child and seek medical attention and be referred for testing.
- The staff member will inform the principal that they have an ill learner and request to have the 'Medical Protocol' enacted.
- The health department will be called. The NICD toll-free emergency hotline for Covid-19 is 0800 029 999.
- The school will be advised on any further actions to be taken.
- If the learner is very ill and immobile, then the nearest staff member is to be called.
- Another learner or staff member must be sent to the Principal with the instruction to call for an ambulance.
- The staff member in attendance must clear the immediate area of other learners or, if in class, have the learners leave the room and line up outside maintaining physical distance.
- The staff member must look after the learner's priority needs until assistance arrives.

STAFF WHO PRESENT AS ILL

- The staff member is to report to the Principal to request the 'Medical Protocol' to be enacted. If staff are able to leave and seek medical attention, they just need to inform Management in advance.
- The staff member will leave school to seek Medical Advice.
- Staff who are very ill or immobile – the above scenario (under learners) is to be followed.

Medical Procedure Protocol

The following process must be followed should a staff member or learner present ill during the school day:

ILL LEARNER (ACCOMPANIED BY STAFF)/STAFF MEMBER TO CONTACT PRINCIPAL

1. Learner/staff member to remain outside and be sent to quarantine area
2. Staff to call principal to enact LEARNER/STAFF MEDICAL PROTOCOL

STAFF → CALL PRINCIPAL → PRINCIPAL → TAKE LEARNER/STAFF TO ISOLATION ROOM - > CONTACT NECESSARY DEPARTMENTS - > AWAIT LEARNER/STAFF TO VACATE PREMISES -> PROCEED TO CLEANING PROTOCOL

- Principal to manage ill person wearing appropriate PPE and maintaining physical distancing
- Cleaning protocol after management of emergency medical protocol

EMERGENCY PROTOCOL: LEARNER/EMPLOYEE VERY ILL AND UNABLE TO MOVE

1. Person to report to Principal and request AMBULANCE to be called.
2. Principal to immediately call:
 - a. ER24 on 082 943 1838 or 084 124
 - b. MediTech on 071 518 3673
 - c. Netcare911 on 082 781 8451 or 082 911
3. Inform ambulance service that there is an emergency at Pinefields and could potentially be Covid-19 related AND to report to the quarantine room.
4. Contact health department and enact Emergency Medical Protocol.

STAFF RESPONSIBLE

Point Person

Principal

Isolation/ Quarantine Area:

The designated isolation area has been created in a secluded area on the playground. No person may go to the isolation area unattended as the protocol aforementioned needs to be observed.

15. MANAGING STAFF OVER 60 AND WITH CO-MORBIDITIES

- Staff who are over 60 have to provide HR with a doctor's certificate clearing themselves for duty.
- Staff with diagnosed co-morbidities will be required to present a doctor's certificate indicating the co-morbidity and recommendations from their doctor relating to work.
- Each case will be dealt with on merits in conjunction with the Principal.

16. MANAGING LEARNERS WITH CO-MORBIDITIES

Parents are required to declare to the school those children who have co-morbidities. Special arrangements will be put in place to accommodate them, eg seated near the window, physical distance of 2m. Monitoring that hands are washed and sanitised as and when necessary. Maintaining physical distancing during breaks

17. PREGNANT STAFF

Pregnant women are classed as being at greater risk from Covid-19. Government advice is that pregnant staff should stay at home and work from home if possible.

18. CO-CURRICULAR ACTIVITIES

- No formal organised inter-school sport, extra murals and practices are to take place.

- Outings and visits are cancelled for the year.
- Every effort will be made to make safe supervised physical activity or exercise available for the learners during their exercise lessons.

19. ADMINISTRATIVE CONTROLS

- Encouraging sick workers to stay at home.
- Minimizing contact among staff members, and parents by replacing face-to-face meetings with virtual communications
- Providing staff and learners with up-to-date education and training on Covid-19 risk factors and protective behaviours (cough etiquette and care of PPE).
- Training staff and learners who need to use protective clothing and equipment on how to put it on, use/wear it and take it off correctly, including, in the context of, their current and potential duties.

20. MANAGEMENT AND MONITORING OF ABSENTEEISM

School administrators must manage and monitor absenteeism by:

- Reviewing attendance and sick leave policies
- Encouraging learners and all staff (educators and support staff) to stay at home when they are sick
- Remaining flexible, when possible, to allow staff to stay at home to care for sick family members
- Discouraging the use of perfect attendance awards and incentives as this may encourage learners and staff to come to school while sick
- Identifying critical job functions and positions, and planning for cross-training staff to stand in
- Determining what level of absenteeism will disrupt continuity of teaching and learning, and make the necessary plans to mitigate this.

21. THE FOLLOWING PRACTISES SHALL BE FOLLOWED BY ALL STAFF

Spare masks will be made available for issue where masks need replacing. Maintain social distancing at all times – a minimum of 1.5 (one and a half) metres between all staff and learners.

- No handshakes or hugging.
- No visitors allowed even during lunch times – no person besides the permitted employee will be allowed on site.
- Masks to be worn at all times. Staff without masks will not be allowed at work.
- Regular sanitizing must be practised.
- Prompt reporting if any co-worker shows any Covid-19 symptoms.
- No communal gatherings at lunch times.
- Staff must not attend work if displaying any flu like symptoms.

22. LEARNER HYGIENE

Learners should be encouraged to:

- Always wear their material face mask. A shield mask is allowed to be worn together with the material face mask. Shields cannot be worn without the material face mask.
- Wash their hands frequently, always with soap and water for at least 20 seconds
- Keep their nails short
- Refrain from touching their eyes, mouth and face
- Not share cups, eating utensils, food or drinks with others
- Not to share stationary and books
- Sneeze or cough into a bent elbow or tissue, and to discard the tissue safely in a bin with a lid, then wash their hands immediately
- Refrain from teasing anyone about being sick
- Share what they learn about preventing disease with their family, friends, and siblings
- Tell their teacher or parents, if they feel sick, and to stay at home.

23. Awareness and Orientation

- Awareness and orientation booklets are informed by this Health and Safety policy. Children will receive a booklet at school. Parents will receive one via the Pinefields whatsapp group.
- Awareness and Orientation lessons have been assigned to assist learners, and staff on practicing safety measures.

PROVIDING EMOTIONAL SUPPORT TO LEARNERS, TEACHERS AND NONTEACHING 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 management have a responsibility to care for themselves and each other.

How to identify when someone needs help:

One or more of the following signs may be present:

- ✓ Persistent fear, worry and anxiety;
- ✓ Persistent sadness, hopelessness and other overwhelming emotions;
- ✓ Withdrawal from others (This is not to be confused with the social distancing prescribed by the DOH.);
- ✓ Loss of interest in personal appearance and unusual lack of energy;
- ✓ Expression of rage or anger;
- ✓ Missing work or classes; and
- ✓ Use of, or increased use of drugs or alcohol.

What is the process to follow if a learner or staff member is identified with one or more of the above signs?

✓ A learner is identified: The class teacher can speak with the learner to determine whether they (the teacher) is able to provide emotional or other support. They may refer the learner to the CBST for basic counselling or referral to specialised services.

✓ An educator or non-teaching staff is identified: The CMT can determine what kind of support is required and either provide the support, or a referral to specialised services.

What are the whole-centre (ECD) activities to use?

✓ Talk to each class about the emotional effects of COVID-19.

✓ Teach on a developmentally appropriate level about identifying and interpreting emotions: how to handle or react to fear or anxiety; how to identify the signs of depression.

✓ Provide counselling for the ECD Centre and at-risk groups.

✓ Refer those that need specialised services.

Sources of psychological support

In addition to health professionals, the Employee Health and Wellness Programme in Provincial Education Departments should be contacted for psychological support. The South African Depression and Anxiety Group (SADAG) offers free remote counselling (SADAG helpline 0800567567 or send a SMS to 31393). Other contact details for support services are listed below, and should be shared with all learners:

The websites of the national and provincial education and health departments, the National Institute for Communicable Diseases (NICD) (www.nicd.ac.za) and World Health Organization (WHO) (www.who.int) all have useful information, fact sheets and posters for download in various languages.

24. Financial Integration Policy:

We understand this time has been very hard for so many people out there, therefore we would still like to assist in some way, to those parents who have lost their jobs or who have had a pay cut. We are willing to charge lower amounts to those parents who have lost their jobs or who have had salary cuts, at a discounted rate until they are employed again or have received back full salaries. These discounted rates apply to school, aftercare or online learning/online homework help. Parents will be required to prove that they have lost their job or had a pay cut by getting a signed and stamped letter from their company to apply for a discounted rate.

No catch up of fees that were not paid during the course of lock down will be required, however as we reopen fees will be expected to be paid every month including November and December fees.

25. Indemnification Policy:

No indemnification form regarding Covid will be necessary for parents to sign, although parents are not forced to send their children back to school/aftercare and if they do send their child/ren back they must understand

that they are making this decision voluntarily and cannot hold the school/aftercare, the principal and the staff responsible for any Covid-19 related infections that may occur.

As a parent / guardian of a child that attends Pinefields School and Aftercare before you send your child back, you understand that:

1. You understand the risks associated with COVID 19 and understand the manner in which the virus spreads.
2. You are aware of, and understand, the policies that Pinefields has implemented in order to minimise the risk of transmission of COVID 19.
3. Given the nature of the COVID 19 virus you know and understand the risks associated with sending your child to Pinefields. You accept these risks and agree that you cannot hold Pinefields or its staff liable for the transmission of, or any outbreak of, the virus at Pinefields.
4. You agree and undertake that:
 - a. You and your child/ren, will adhere to all policies that Pinefields has put in place with regard to COVID 19.
 - b. Your child/ren needs to be kept at home if he/she/they show any symptoms of COVID 19, or are otherwise sick.

These symptoms include, but are not limited to, cough, fever, tiredness, sore throat, runny nose, shortness of breath, diarrhoea, headache, loss of taste or smell, rash or chest pain.

- c. You will inform Pinefields immediately if your child/ren are sick or if anyone else in the household has been infected with COVID 19. In this event, your family will undertake to quarantine the entire family for 14 days.
6. In order to ensure the safety of all children and staff at Pinefields, you will provide your child/ren with 2 masks and explain to them that the mask needs to be worn at all times when they are at school.
7. You confirm that before your child returns to Pinefields you will teach them how to put the masks on and take them off and how to wear them properly.

You acknowledge that:

- a. Your child/ren will be proficient in the use of their masks before coming to school.
 - b. Your child/rens clothing and masks will be washed daily.
8. You will educate your child/children about social distancing and its importance.
9. Your contact and emergency details are updated, correct and valid. If not, you will send the correct and updated details to Pinefields via whatsapp/email.

Provincial Communicable Disease Control Directorate

KwaZulu-Natal - Premi Govender, premi.govender@kznhealth.gov.za, 071 609 2505.

Coastal Region (KwaZulu Natal, Northern Cape, Western Cape) - Antoinette Hargreaves, antoinette.hargreaves@health.gov.za, 031 301 0381, 083 460 0935.

This coronavirus (Covid-19) school policy is subject to changes with the introduction of additional governmental guidelines.

All safety protocols, in this policy, will be adhered to as far as practically possible although this can't be seen to guarantee against the possibility of becoming infected with Covid-19.