



# BEDFORD COUNTRY SCHOOL

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*Where every child has every chance, every day to learn with love and laughter*



## INTERNAL SCHOOL POLICY FOR THE MANAGEMENT OF COVID-19 PRE- AND POST REOPENING

### AMENDMENT AND APPROVAL RECORD

Amendment number	Amendment Description	Originated	Approved by	Date

#### FORMS AND NOTICES:

Addendum A: COVID-19 AUDIT CHECKLIST

Addendum B: Checklist for teachers before and during school opening

Addendum C: Checklist FEDSAS

Addendum D: Health Questionnaire (Staff and Support Staff)

Addendum E: Permit to Perform Essential Service (Staff and Support Staff)

Addendum F: COVID-19 Staff Declaration form

Addendum G: Staff Attendance Log

Addendum H: Indemnity Form for Learners

Addendum I: Health Questionnaire (Learners)

Addendum J: Learner attendance and symptoms checklist

Addendum K: Permit to travel with learners (Parents)

Addendum L: Protocol checklist for suspected/confirmed case of COVID-19

Addendum M: Remote Teaching undertaking by parents

This policy is guided by a **HEALTH AND SAFETY FIRST** approach and applies to all employees and learners and other role players of **BEDFORD COUNTRY SCHOOL**.

## **PURPOSE**

To set clear guidelines in how to manage the COVID-19 virus in the workplace and school **pre- and post-reopening**. This policy will also deal with protocols and procedures to ensure all safety precautions are taken into consideration to reduce the risk to staff and learners of being infected by COVID-19. The following documents have guided this policy:

- \* Standard Operating Procedures for teachers, non-teaching staff and learners (DBE)
- \* DBE Guidelines for schools on maintaining hygiene during Covid-19 pandemic
- \* Coronavirus orientation guidelines for school (DBE)
- \* Various documents from ISASA
- \* Colleges of Medicine of South Africa (CMSA) Guidance Document 4: Reducing transmission of Covid-19 in the school environment
- \* Covid-19 and the opening of schools and businesses: “The Devil is in the Detail” (by Prof Claudia Gray, MBChB, FRCPCH, MSc, PhD, DipAllergy, DipPaedNutrition, FAAAAI)
- \* Department of Labour directions on workplace policy

## **TERMINOLOGY:**

### ***Quarantine:***

*The separation and restriction of movement of people who have potentially been exposed to COVID-19, but who are currently healthy and do not show symptoms. In general, quarantine is mandatory and is mainly at home, duration is a minimum of 14 days, but in specific situations can be done in a hospital or in dedicated facilities.*

### ***Isolation:***

*For persons who have tested positive for COVID-19 (also recommended for people while showing symptoms or for a certain period of time whilst awaiting test results), isolation entails remaining in a designated setting, in a single, dedicated, adequately ventilated room and preferably using a dedicated bathroom facility (if possible). See protocol (Addendum J)*

### ***Physical distancing:***

*A minimum of 1.5 m is to be maintained between persons wherever feasible. Close contact within 1m of a COVID-19 confirmed case for more than 15 minutes without PPE (no face/eye cover) or with failure of PPE and /or direct contact with respiratory secretions of confirmed COVID-19 case, is classified as High Risk Exposure.*

### ***PPE:***

*Personal Protective Equipment which acts as a barrier between an individual’s skin, mouth, nose, or eyes and viral and bacterial infections. PPE include protective eye wear, aprons, gloves, masks.*

## A) PREPARATION FOR RE-OPENING

- 1) The Head must designate a COVID-19 Compliance Officer who, together with the Head, is required to oversee the implementation of the **COVID-19 Plan** and adherence to the standard of the hygiene and health protocols relating to the school space.
- 2) The COVID-19 Plan must also contain **WORKPLACE PROTOCOLS FOR STAFF** which must be clearly communicated and discussed with all employees of BEDFORD COUNTRY SCHOOL before school opening.

The **COVID-19 SCHOOL AUDIT CHECKLIST** should be used and updated regularly to ensure all regulations are being followed (see ADDENDUM A)

An **OFFICIAL INDEMNITY FORM** should be signed by all parents before re-admitting their children to school. This form should be attached as an addendum at the back of the Parent Contract (see ADDENDUM H).

## COVID-19 PLAN

The Head, together with the Compliance Officer, must develop a Plan for the return of staff members and learners to school. Once the Plan has been formulated, it will be presented to the Trustees, Governing Body, Heads of Departments, Permanent teachers and Admin staff for approval.

**The Plan** will contain the following:

1. The date the school will reopen and operating hours;
2. The timetable setting out the phased return to school for teachers and learners to enable appropriate measures to be taken to avoid and reduce the spread of COVID-19 in the school;
3. The steps taken to get the workplace COVID-19 ready;
4. The steps taken to handle break times and possible use of the tuck shop;
5. The steps taken to determine what playground areas will be used by different grades/groups;
6. A list of staff members who can work from home. *The information will be obtained via a Health Questionnaire which will be sent out to all staff and will be voluntary. All information will be kept strictly confidential by the Head and Compliance Officer;*
7. Arrangements for staff and learners in the school (including sanitary and physical distancing infrastructure, the designated area where the public is served, bathroom facilities, screening facilities, etc.);
8. A comprehensive list of all role players and places contact numbers of support network/health care workers/relevant authorities. This list must also be put up in visible and easily accessible places;
9. A list of suppliers used to supply cloth masks, hand sanitizers, thermometers, etc.;
10. The process that will be followed if a teacher/learner shows symptoms of the COVID-19 virus: quarantine sections at school, supervision, contact with parents (in the case of a learner); as well as the school's policy and further steps to be taken and communicated if there is an outbreak of COVID-19 at the school;
11. The recommended spokesperson who will handle any/all communication on behalf of the school, including social media and other communication systems, i.e. WhatsApp Groups;
12. Designated persons who will sanitize spaces within the school and grounds; staff's role/share in sanitizing their classrooms;

**13. The Workplace Protocols for Staff**

**14. A clear and simple COVID-19 Guide/School Contingency Plan** which will be communicated to parents as soon as possible. It will include the following:

- that they will be kept up to date with the school’s catch-up program and the handling of learners, parents and staff;
- what the school’s sanitation program entails, how and what spaces will be sanitized;
- which learners should return to school and when;
- who is the school’s contact person if sick learners need to be reported ;
- that NO learners with any flu like symptoms or gastrointestinal problems may attend school;
- that sick learners cannot be accommodated at school, and will be kept in isolation in a designated area;
- that parents will be contacted and that learners will be sent home immediately;
- schools are not COVID-19 testing centres and it is not the responsibility of the school to identify the virus;
- which entrance/exit gates will be used by whom;
- that different grades will report to the school at different times;
- that for the safety of EVERYONE, parents will be requested not to enter the school grounds but to greet/dispense their children outside the school gates;
- how visitors to the school will be received;
- where the disinfections of learners’ hands and temperature checks will be done: at the school gates or possibly at the classroom door (also determining the responsible persons);
- where safe areas on the school premises are and confirm with parents where learners who may have to wait after school will be accommodated and what the arrangements will be;
- areas where learners can wait for parents/ transport opportunities must be identified and communicated to all parents and learners. Physical distancing and responsibilities with regard to supervision should also be addressed;
- information and arrangements regarding transport, boarding house and aftercare.

**BEDFORD COUNTRY SCHOOL COVID-19 ACTION PLAN**

**1) School opening date and operating hours: Monday, the 29<sup>th</sup> of June 2020**

8:30	Compliance Officer and teachers on site to test learners on arrival and to ensure that social distancing is being observed
8:45 – 9:00	Learners arrive and are tested (Gr 1 – 7)
9:00	School starts
10:00-10:30	Staggered breaks
10:30	Classes resume
12:00	Grade R leave and teachers/cleaners clean spaces
13:00	Grade 1 - 3 leave/Cleaning staff to carry on until finished

## 2) Timetable setting for return of learners:

- Monday, the 29<sup>th</sup> of June: Grade 7's return
  - Monday, the 6<sup>th</sup> of July: Grade R, 1, 2, 3, 6 & 7 return (and Gr 4 & 5 if permission is granted)
- According to the Dept of Basic Education ECD Centres can return on the 6<sup>th</sup> of July. As there are questions surrounding wearing of masks, etc., no decision has been made.

## 3) Steps taken to get the school ready for reopening

### a) Preparations before reopening:

Before re-opening, deep cleaning, disinfection and surface protection should occur. *The Department of Health recommends 20ml bleach disinfectant per litre of clean water.*

This will occur in a 3-step procedure on all commonly touched and communal surfaces:

- Cleaning of all debris, dirt and oils with water and detergent/soap, which will need to be rinsed off and dried;
- Disinfection with a recommended surface disinfection spray (at least 0.5% hypochlorite or 60% alcohol, or other proven micro-biocidal product), which needs contact with surfaces for at least 10 minutes before drying/wiping;
- If available, application of a product which provides a long-lasting mechanical shield against viruses and bacteria to all commonly used surfaces before re-opening.

#### The following should be included:

- worktops
  - chairs, tables and desks
  - handrails
  - door handles
  - light switches
  - bathrooms, taps, sinks and toilets
  - keyboards and computers
  - toys and gadgets used at school
  - playground equipment where possible
- A handy checklist should be given to each teacher and cleaner at every building
  - Heavy duty cleaning gloves, aprons and visors should be provided for cleaning staff

### b) Face masks

Before re-opening, the school should ensure that each learner/staff member has at least 2 washable 3 ply cloth facemasks, which they have learned to use with comfort and minimal face touching. Face shields can be considered for teachers as an alternative so learners can see his/her lips.

Masks should be:

- 3 ply
- comfortable
- easily put on and taken off using just the elastic/straps
- of different colour/style/markings on the inner and outer surfaces to avoid placing the contaminated surface inwards
- ideally able to be stored "around the neck" to avoid mask loss and inadvertent sharing

**c) Hand Hygiene**

Before re-opening, the school should ensure that each learner/teacher has ready access to hand hygiene procedures, with:

- clean, running water
- soap
- paper towel, instead of hand towels
- several, accessible no-touch bins (such as foot-pedal bins) to throw away paper towels and tissues
- hand sanitizer in readily accessible places (each classroom space, office, kitchen, bathrooms, entrance halls)
- tissues to encourage good cough etiquette
- laminated posters encouraging good hand and respiratory hygiene practices should be put up in visible places all over school

**d) Classroom preparation**

Teachers, overseen by the Compliance Officer, must ensure that their classrooms adhere to strict health and safety regulations:

- desks must be spaced at least 1.5 metres apart
- classrooms must be well ventilated
- books should be kept with the learners and not in a central space
- posters encouraging good hand and respiratory hygiene should be in clearly visible places in each classroom
- if learners are queuing, clearly marked spots 1.5 metres apart should be painted on ground
- teachers should have an orientation programme in place to guide learners and address possible fears they might have
- each classroom must have at least one hand sanitizer with at least 60% alcohol base
- a litter bin with lid, lined with a bin liner in which all tissues, paper towels and possible contaminated waste must be discarded
- each teachers should be issued with 5 extra regulatory cloth masks in case a learner soils his/her mask

**4 & 5) Break times/Playground**

- Break times will be staggered at each building in order to avoid too many learners in one space.
- Playground equipment will be cleaned once a day
- Physical distancing of at least 1.5 metres should be observed as far as is humanly possible.
- The class teacher is responsible for managing his/her class and will be on playground duty.
- Snack will be eaten at each learner's desk before going outside for break.
- Hand sanitizing/washing should happen before and after having snack and after coming in from break.
- Masks should be worn at all times
- No contact sport or ball games to be played for now – our sport programme will focus on fitness and strength
- No extra-mural activities or extras like Art, Music or Computers until it is safe to share a space less than 1.5m

**6) High risk staff (see Workplace Protocols for Staff)**

- The results of the Health Questionnaire will determine which staff members are considered high risk.
- Where staff are high risk and are not allowed to come to school, support staff will be asked to step into classrooms.
- Where staff are high risk and insist on coming to school, they will be expected to sign a waiver exonerating BCS of any responsibility should they or any of their family members fall ill.

**7) Arrangements for staff, learners and visitors within the school**

**a) Screening and drop-off**

1. All staff and learners will be screened every day prior to entering the school grounds and class. Screening will be done by the Compliance Officer or teacher on duty via an infrared temperature gauge and checklist to ascertain whether they have any of the observable symptoms associated with COVID-19 i.e:
  - Temperature or fever
  - Cough
  - Sore throat
  - Redness of eyes
  - Shortness of breath
  - Difficulty in breathing
2. Every staff member and learner will be required to report whether they suffer from any of the following additional symptoms:
  - Body aches
  - Loss of smell and or sense of taste
  - Nausea
  - Vomiting
  - Diarrhoea
  - Fatigue
  - Weakness
  - Tiredness
3. All staff members and parents of learners MUST immediately inform the Head if they experience any of the symptoms.

**b) Serving the public**

Entry by visitors, parents and couriers is prohibited unless it is absolutely essential. The following strict access control measures must be followed and adhered to:

- All visitors (including parents) to report to the reception area at the main building
- Temperature checking by the admin staff
- Visitors with a temperature, or any prescribed symptoms, will not be permitted onto the school grounds
- Signing of a register
- Wearing of a face mask
- Sanitizing of hands at reception

- All visitors, where necessary, should make an appointment and state the nature of their visit
- Visitors must observe the physical distancing measures as set out by the school

**c) Cleaning of classrooms during the school day**

Each classroom and office must be equipped with the following:

- A bottle of hand sanitizer with at least 60% alcohol base
- A litter bin, lined with a bin liner in which tissues, paper towels and possible contaminated waste must be discarded.
- All waste must be burned in the designated 200 litre drum at the end of the school day
- Paper towels to dry hands or wipe surfaces. Used paper towels must be discarded safely in the litter bin with a lid
- Protective face masks must be worn at all times in classrooms
- Daily cleaning of all surfaces at least twice a day with a disinfectant cleaner. Recommended bleach mixture of 250ml to 5 litres of water
- Cleaning the classroom is the responsibility of the teacher as well as the cleaner
- All parties should be issued with heavy duty gloves and disposable aprons
- The cleaning of the classroom and other relevant spaces is the shared responsibility of the class teacher and the cleaner

**d) Cleaning of bathrooms during the school day**

Each bathroom must have the following:

- A handwashing station and handwashing soap (preferably liquid) close to the toilet for handwashing after using the toilet
- Paper towels to dry hands. Used paper towels must be discarded safely in the litter bin with a lid. No common hand towel is allowed.
- A litter bin with a lid must be provided
- All waste must be burned in the designated 200 litre drum at the end of the day
- Surfaces that are regularly touched, eg taps, doorknobs and toilet handles must be wiped down hourly with 20ml bleach per litre water or disinfectant wipes
- Daily cleaning of all surfaces at least twice a day with a disinfectant cleaner.
- A checklist should be filled in by the cleaner to confirm cleaning at regular intervals

**8) Role players & Contact numbers**

<b>ORGANISATION</b>	<b>CONTACT PERSON</b>	<b>CONTACT DETAILS</b>
BCS Headmistress	Ammie Pringle	076 708 5585 schoolhead.bcs@r63.co.za
Covid-19 Compliance Officer	Simonè White	071 365 2064 simwhitesa@gmail.com
Doctor Surgery	Dr Haggis Black	046 6840 162
Doctors	Dr Haggis Black Dr Anna Griebenouw	082 571 3813 082 562 8255
Ambulance	Abie	082 847 2486 073 099 9929
Adelaide Hospital		046 6840 066
Bedford Hospital		046 6850 043/0361
Bedford Pharmacy	Isabelle Mauer	046 6850 005



National Institute for Communicable Diseases (NICD)		www.nicd.ac.za
Coronavirus 24-hour hotline		0800 029 999
Coronavirus WhatsApp		060 012 3456
School Psychologist	Sherry Watkiss	084 994 3808

**COVID - 19 PANDEMIC**

**CALL CENTRES AND HOTLINES**



Coronavirus Hotline: <b>0800 029 999</b>	National Crisis Line: <b>0861 322 322</b>	South African Police Service: <b>08600 10111</b>	Reporting undue price increases: <b>0800 141 880</b>	Child Line: <b>0800 055 555</b>	Department of Home Affairs: <b>0800 601 190</b>
Persons with Disabilities: SMS 'help' to <b>31531</b>	Support to SMMEs in distress: <b>0860 663 7867</b>	AIDS Helpline: <b>0800 012 322</b>	Department of Trade and Industry: <b>080 000 6543</b>	Suicide Helpline: <b>0800 567 567</b> OR <b>0800 456 789</b>	Department of Water and Sanitation: <b>0800 200 200</b>
GB VF - Related service complaints: <b>0800 333 177</b>	PostBank Call Centre: <b>0800 53 54 55</b>	Gender-based Violence Command centre: <b>0800 428 428</b> OR <b>*120*7867# (free)</b>	UIF Call Centre: <b>0800 030 007</b>	Family Violence, Child Protection and Sexual Offences Unit: <b>0800 150 150</b>	Department of Tourism: <b>0860 868 747</b>
National Institute for Communicable Diseases: <b>0800 029 999</b>	Women Abuse Helpline: <b>0800 150 150</b>	National Human Trafficking Helpline: <b>0800 222 777</b>	SASSA Call Centre: <b>0800 60 10 11</b>	Presidential Hotline: <b>17737</b>	WE ARE HERE TO HELP

**WHATSAPP SUPPORT**  
0600 123 456  
**EMERGENCY NUMBER**  
0800 029 999  
sacoronavirus.co.za

  
REPUBLIC OF SOUTH AFRICA



## 9) List of Suppliers of PPE

ORGANISATION/CONTACT PERSON	PRODUCT	CONTACT DETAILS
Ezelle Marais	Cloth masks @ R30 each	082 552 2309 ezelle@r63.co.za
Werner Rautenbach	Hand and surface sanitizer, heavy duty aprons, Temp gauges	079 215 1316
Megan Lindner Latchkey 3Pin	Paper towel dispenser and paper towel	T: 012 653 6369 / 012 653 2545 - Out-of-Order   M: 082 315 4513 E: <a href="mailto:reception@3pin.co.za">reception@3pin.co.za</a>   <a href="http://www.3pin.co.za">www.3pin.co.za</a> Unit 4, The Corner, 106 Theuns Street   Hennopspark, Centurion, South Africa
Dors Freese	Visors	083 232 3735
Bedford Pharmacy	Medical mask (quarantine room) Surgical gloves	046 6850 005
Bedford Spar	Heavy duty cleaning gloves & additional cleaning supplies and equipment	046 685 0507

**10) If a staff member/learner presents with COVID-19 symptoms  
SEE PROTOCOLS**

If a staff member or learner presents with any of the symptoms the following actions and procedures will be followed:

- \* **Action to be taken should a staff member/learner present with symptoms at home:**
  - The staff member or parent of the learner should notify the Head immediately
  - The affected person will not be permitted to enter the school.
  - The school will do everything in its power to assist a staff member and/or learner.
  
- \* **Action to be taken should a staff member/learner present with symptoms while being at school:**
  - The staff member or learner will immediately be isolated in the designated quarantine area (in this case the Music Room).
  - The Head should be notified immediately.
  - The Compliance Officer or Admin staff will supervise the affected person.
  - The Compliance Officer or Admin staff will provide the staff member or learner with a face mask if they don't have one on already.
  - The Compliance Officer or Admin staff must inform the next of kin of the staff member or parents or guardians of the learner immediately.
  - Arrangements will be made for the patient be transported in a manner that does not place other staff member/learners or members of the public at risk to be either self-isolated or for a medical examination or testing;
  - Assess the risk of transmission, disinfect the area and the worker's workstation. Staff members who may be at risk will be referred for screening and any other appropriate measure to prevent possible transmission will be taken.
  - Ensure that the staff member or learner is tested or referred to an identified testing site.
  - Assess whether the closure of the whole school is necessary.
  
- \* **Action to be taken when a case of COVID-19 is confirmed:**
  - The school will be contacted by the relevant public health officials to discuss the case and to identify people who have been in contact with the infected person and advise on any further actions or precautions to be taken.
  - If the school has not been contacted, Compliance Officer should contact the COVID-19 hotline.
  - Public health officials, assisted by the Head, Compliance Officer and relevant staff members, will conduct a risk assessment and give recommendations on the management of staff members or children.
  - Determine whether the closure of school is necessary
  
- \* **Action to be taken if a staff member/learner 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 staff member/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.
- There is no need to close the institution or send other learners home

\* **Action to be taken should a staff member/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 do not need medical clearance if they were at home from the moment they were diagnosed
- They may not attend school.
- Staff member or 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, unless they begin to develop symptoms.
- Staff members or learners who have interacted with a healthy contact of a confirmed case, specifically, should not be excluded for school. Transmission to a person who comes into contact with the healthy contact of a confirmed case, is unlikely.
- All case contacts who become symptomatic will immediately be 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.
- Closing the whole school down shall be taken seriously and the decision to direct staff members and learners to stay 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.

**See also Workplace Protocols for Staff...**

### **11) Designated spokesperson**

The head will be sole spokesperson for BEDFORD COUNTRY SCHOOL in all matters relating to COVID-19. In matters of a serious nature, she will consult with the School Governing Body, as well as the Compliance Officer. In matters of a legal nature, the head will consult with the attorney, Mr Bruce Ross.

### **WORKPLACE PROTOCOLS FOR STAFF**

Bedford Country School employs more than 10 staff members and will thus comply with the Safety Directives for Medium to Large businesses.

The Head, together with the Compliance Officer, must make sure that measures are developed that will meet the standards of health protocols, adequate space for teaching and social distancing, as required.

The Workplace Protocols Plan must be clearly communicated to all employees of the school. The following steps must be taken before and during the opening of BEDFORD COUNTRY SCHOOL:

#### **a) ASSESSMENT**

All staff members are required to undertake a risk assessment. This must include:

- Identification of exposure levels;
- Identification of “high contact” activities

- Identification of vulnerable workers (those with pre-existing health conditions and/or over the age of 60 years);
- Where staff members are proven to be high risk and are adamant to return to school, a special letter should be drawn up and signed by him/her exonerating BEDFORD COUNTRY SCHOOL from any responsibility should the staff member and/or family members become infected;
- Plan of Action/Policy of how to ensure that adequate measures are taken to prevent the spread of the virus

#### **b) EMPLOYER RESPONSIBILITIES**

The Head must lead by example and must make sure that she adheres to all the rules and regulations as set out.

- The workplace must be sanitized and disinfected before the first day of school. Thorough sanitation and cleaning of the classrooms and other areas within the school buildings in advance (more than 72 hours) will be sufficient;
- All staff members should receive training on the following issues:
  - o Their Rights and Responsibilities
  - o Dangers and Symptoms of the Disease
  - o Manner of Transmission
  - o Measures to prevent (hygiene, social distancing, use of masks, cough etiquette)
  - o Steps to take when presenting with symptoms (at home/at school)
  - o Where to go for screening
- All staff members must be briefed on the manner in which they will be returning to school, i.e. phased in approach, alternate days, staggered, etc. These measures should be clearly communicated;
- Every staff members must be issued with 2 washable, cloth masks. The wearing of the face mask is mandatory during school hours;
- Staff who will be responsible for the daily cleaning of the school must also receive the necessary clothing and equipment to perform their duties;
- The school must provide enough liquid soap and paper towels for ablution at the school;
- Spray bottles with hand sanitizer should be provided for each classroom and at the reception area and areas used by school staff;
- All classroom surfaces, stairs, teachers' desks, school desks and seats, etc. should be thoroughly cleaned every day after school with sanitation supplies provided by the school;
- The school bus must be cleaned and sanitized daily before and after use;
- Enough temperature gauges must be provided so that each staff member can have their temperature tested each morning before the start of the work day;
- The school must have a "quarantine" room ready so that staff and/or learners who have a temperature higher than 38° Celsius or show other symptoms, can be quarantined if necessary;
- Clear regulations and posters must be placed in visible areas;

#### **c) EMPLOYEE'S RESPONSIBILITIES**

A staff member is not only responsible for the safety of him/herself but also for the safety of colleagues and learners.

As far as possible a staff member must alert the Head if he/she present with any of the following symptoms while at home and **NOT COME TO WORK** until given the all clear:

- Body aches
- Fever or the chills
- Sore throat
- Dry cough
- Loss of smell/taste
- Nausea
- Vomiting
- Diarrhea
- Fatigue/Weakness/Tiredness

### **This will be recorded**

Staff members will be screened every morning at school before the start of the school day. They will be checked for the following symptoms which **will be recorded** also:

- Fever
- Sore throat
- Redness of eyes
- Shortness of breath
- Cough

Staff members who present with any of these symptoms will be sent home immediately or be placed in a designated place of quarantine within the main school until he/she can go home.

If a teacher is too ill to present their classes via remote learning, the Head and HOD must assign another teacher in the same phase to be on stand-by. All academic staff must make sure that their Term Planner is handed in in the first week of the term to ensure minimum disruption should he/she fall ill.

Staff members are required to follow the Safety Protocols as set out by BEDFORD COUNTRY SCHOOL at all times and where necessary. These are:

- Keeping a distance of 1.5 metres between him/herself and other colleagues and learners;
- Staff members are not allowed to congregate in a communal space
- Staff meetings will be held under strict health and safety regulations
- Undertaking safety screening once or more per day;
- Wearing his/her mask at all times and ensuring her students do the same;
- Ensuring that he/she cleans her desk, stationery, desks of her learners and sanitizes them regularly;
- Washing his/her hands regularly;
- Taking responsibility for him/herself, his/her learners and the space around her.

### **WHAT TO DO IF AN EMPLOYEE TESTED POSITIVE FOR COVID-19**

- A staff member who tests positive for COVID-19 must alert the Head immediately. The Head will in turn be in touch with the relevant health officials and, together with the school's Compliance Officer, will help to identify people who have been in contact with the patient;
- Paid sick leave will be granted immediately upon confirmation;

- The Head will advise on the management of learners and other staff members upon the assessment by the relevant health official;
- A risk assessment will be undertaken by the school, advised by the health official;
- The Head can grant approval for all parties who worked closely with the infected staff member 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 will be done in consultation with the relevant authorities;
- Reports of cases of COVID-19 and those who are in quarantine must be submitted to the DPSA;
- Thorough cleaning and disinfection of the infected person's workspace must be conducted;
- If a staff member has been diagnosed with COVID-19 and isolated in accordance with the Dept of Health Guidelines, the Head may only allow said staff member to return to work on the condition that he/she has undergone a medical evaluation confirming that the staff member has been tested negative for COVID-19.

#### **WHAT TO DO IF AN EMPLOYEE HAS BEEN EXPOSED TO A CONFIRMED CASE OF COVID-19**

- 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;
- The Head should formally grant approval for all employees who worked closely with the infected staff member 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 will be requested to work remotely;
- The Head, together with the Compliance Officer, must ensure that all the workspaces of those exposed staff members are cleaned and disinfected thoroughly;
- Continuous contact will 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](mailto:COVID-19@dpsa.gov.za)

#### **WHAT TO DO IF AN EMPLOYEE HAS BEEN EXPOSED TO AN UNCONFIRMED CASE OF COVID-19**

- If a staff member has been in contact with a person who is a suspected case but has not yet received a positive results for the COVID-19 test, the Head, together with the Compliance Officer and in consultation with the relevant health officials, will decide whether restrictions or special control measures are necessary;
- 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](mailto:COVID-19@dpsa.gov.za)

#### **WHAT TO DO IN AN EMPLOYEE APPEARS ILL AND REPORTS FOR DUTY DISPLAYING SYMPTOMS ASSOCIATED WITH COVID-19**

- If a staff member presents with symptoms consistent with COVID-19 such as 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 staff member must go home immediately or self-quarantine in the designated room at school until he/she can go home.

### **STANDARD OPERATING PROCEDURES FOR THE PREVENTION, CONTAINMENT AND MANAGEMENT OF COVID-19 IN SCHOOLS AND SCHOOL COMMUNITIES**

- The staff member should go home immediately or be temporarily isolated in the designated quarantine room at school, while arrangements are made for them to be transported to a medical facility.
- They should be provided with a fresh 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;
- Staff members must be encouraged to seek medical attention if they display flu-like symptoms and to not report for duty.

### **IF AN EMPLOYEE REFUSES TO REPORT FOR DUTY CITING FEAR OF BEING INFECTED WITH COVID-19**

- The school's employment contract is the legal link between employer and employee and stipulates that a person will perform work or a service under certain conditions in return for remuneration;
- 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;
- Refusal to report for duty, contrary to the instructions of the Head, amounts to an unlawful absence which must be dealt with in terms of the Staff Contract and Code of Conduct for employees.

### **MANAGEMENT AND MONITORING OF ABSENTEEISM**

The Head must manage and monitor absenteeism by:

- Reviewing attendance and sick leave policies;
- Encouraging learners and all 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;
- Identifying critical job functions and positions, and planning for cross-training staff to stand in (*BCS Buddy Care System*);
- Determining what level of absenteeism will disrupt continuity of teaching and learning, and make the necessary plans to mitigate this.

### **TRANSPORT OF LEARNERS TO AND FROM SCHOOL**

School transport is in the form of our 16-seater school bus. If distancing is observed, we will be able to transport 7 (about 50%) children from Adelaide. The overspill children will have to be transported in an alternative way.

- \* The bus driver must sanitize her hands before driving the bus
- \* All passengers to be screened and temperature tested by the bus driver upon pick-up
- \* All passengers to have their hands sanitized upon entering the bus
- \* The bus must be clean and free of any litter
- \* The bus must be disinfected after dropping children off at home

- \* Door, window handles, armrests, etc must be sanitized before picking up or dropping off learners
- \* All drivers and learners must wear a mask at all times

## **BOARDING HOUSE**

The BCS Boarding House must apply all the rules and regulations concerning COVID-19 applicable to the school.

- \* All boarding house staff will be trained on COVID-19 procedures and protocols
- \* An orientation programme will be presented to the boarders by the matron and Health and Safety Compliance Officer. This will be done in a nurturing and non-threatening way
- \* The Boarding house must be supplied with an Infrared Thermometer. Learners must be screened before and after school and after supper
- \* All learners should have 4 extra masks. These can be supplied by themselves as long as they are 3 ply cloth masks. Children won't sleep with their masks on!
- \* Learners and adults must go through the symptoms checklist before school
- \* Hand sanitizers must be available at the entrance to the boarding house, as well as in the prep room, dining hall and living room
- \* In cases where a distance of 1.5m cannot be maintained, all the parties must wear a mask
- \* Soap and water must be readily available in the bathrooms/toilets
- \* Paper towels in paper dispensers must be available. No sharing of a common hand towel is allowed
- \* Learners and adults must observe physical distancing of 1.5 metres
- \* Learners must bath/shower daily with hot water and soap and wear shoes to the bathrooms
- \* No sharing of beds and utensils, including squeeze bottles, plates, cups, etc
- \* As far as possible parents should be discouraged from visiting bedrooms
- \* Laundry will be done every day
- \* Bedding must go home every weekend to get washed
- \* Cleaning staff must be supplied with PPE
- \* Cleaning staff and matron must regularly disinfect and sanitize surfaces in all areas: Rooms, doors, walls, bathrooms, passage, dining hall, kitchen and prep room
- \* Preparation of meals should be under strict adherence to health and hygiene rules
- \* Meat and eggs must be cooked well
- \* Meals should be conducted under supervision and distancing must be adhered to
- \* A learner or adult not feeling well should immediately be isolated and the head should immediately be informed. The matron/head will contact the parents/caregivers to collect the child asap
- \* The quarantine room will be the prep room for now as there is no homework
- \* In the case of a parent/caregiver not being able to collect the child immediately, the matron/head may not take the child to see a health practitioner without the consent of the parent/caregiver
- \* Where a child tests negative he/she may return to the boarding house
- \* Where a child test positive, he/she must self-isolate at home for 14 days. A decision will be made whether to close down the whole boarding house or not
- \* Parents/Caregivers must inform the Head immediately should their child/ren have been in contact with a COVID-19 positive case or is showing symptoms
- \* Structured activities overseen by the matron will be given to the children to avoid boredom and feeling stressed



This policy was adopted by the School Management on \_\_\_\_11 June 2020

This policy has been made available to school personnel, as well as to parents and other role players.

This policy will be reviewed and updated every fortnight or as issues arise.

Signed \_\_\_\_\_  
School Management

Date: \_\_\_\_\_

Signed \_\_\_\_\_  
Principal

Date: \_\_\_\_\_