

Standard Operational Procedure Checklist	
Before schools reopen	
Employees who show symptoms associated with COVID-19 should not attend work – apply for paid sick leave.	
Children should stay at home if they are unwell.	
Schools must identify organisations, stakeholders and partners in the community or district that can provide additional social, emotional and psychological support.	
Establish a COVID-19 committee.	
Make use of FEDSAS COVID-19 documents on web.	
When schools reopen	
Brief the school-based support teams (SBSTs) and educators on the psychosocial impact of COVID-19 on learners and adults. Provide information (as below) about how to identify when someone needs help. This process must be followed each time a new grade of learners returns to school.	
How to identify when someone needs help	
One or more of the following signs may be present:	
a) Persistent fear, worry and anxiety;	
b) persistent sadness, hopelessness and other overwhelming emotions;	
c) withdrawal from others (This is not to be confused with the social distancing prescribed by the DoH);	
d) loss of interest in personal appearance and unusual lack of energy;	
e) expression of rage or anger;	
f) missing work or classes; and	
g) use of, or increased use of drugs or alcohol.	
Process to follow if a learner or staff member is identified with one or more of the above signs?	
a) A learner is identified: The class teacher can speak to the learner to determine whether he/she (the teacher) is able to provide emotional or other support. The teacher can refer the learner to the SBST for basic counselling or to specialised services.	
b) An educator or non-teaching staff is identified: The SMT can determine what kind of support is required and either provide the support, or a referral to specialised services.	
What are the whole-school activities to use?	
a) Talk to each class about the emotional effects of COVID-19.	

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b) Teach each class about identifying and interpreting emotions: how to handle or react to fear or anxiety; how to identify the signs of depression; and to inform a teacher when they identify a classmate or friend that is experiencing any of the above.	
c) Teach and encourage positive self-talk.	
d) Provide counselling for the school and at-risk groups.	
e) Refer those that need specialised services.	
RISK REDUCTION METHODS FOR SCHOOLS	
Before entering:	
a) The Principal, SMT and SGB must ensure that: <ul style="list-style-type: none"> a. entry by visitors, parents, and vendors is prohibited unless it is essential; b. strict access control measures are established and adhered to, including the signing of a register by all visitors. 	
b) Every person (parent, teacher, learner or visitor) that enters or leaves a school must wash their hands or sanitise them at the entrance/gate utilising hand hygiene stations equipped with soap (bar or liquid) and water or sanitise with a hand sanitiser with at least a 60% alcohol base.	
c) All visitors must wear a face mask.	
d) All visitors must report to the reception area.	
e) Social distancing must be adhered to at all times.	
f) Every person that enters a school should have his/her temperature assessed with a digital thermometer scanner.	
g) Visitors and staff with a fever are not permitted on the school grounds.	
h) All visitors, except government officials, to make an appointment and state the nature of their visit.	
i) Every person that enters should complete the NDOH COVID-19 questionnaire.	
j) Learners and employees should report any of the following additional symptoms: <ul style="list-style-type: none"> a. body aches, b. loss of smell or loss of taste, c. nausea, d. vomiting, e. diarrhea, f. fatigue, g. weakness or tiredness. 	
In school:	
a) Pens and pencils must not be shared amongst learners or teachers.	
b) There should be no sharing of food or eating utensils.	

c) Social distancing must be adhered to at all times.	
d) Classrooms must be well ventilated.	
e) Classrooms must be cleaned at least twice a day with a disinfectant.	
f) Learners with a temperature of more than 38 degrees:	
a. Must be kept separate from others and isolated.	
b. Equipped with a mask.	
c. The parents/caregivers notified to collect the child for further investigation by a health professional.	
d. The principal or his/her designate must contact the school health contact person or the nearest public primary healthcare facility.	
Management of COVID-19 cases in a school	
a) Extra precautions should be taken with learners and staff with pre-existing medical conditions , or staff over the age of 60 years with one or more chronic illnesses , as they are at higher risk for a serious COVID-19 illness. It is advisable that such learners and staff should be allowed to work from home, where possible.	
Action to be taken when a child or learner appears ill or displays symptoms associated with COVID-19	
a) Isolate the learner and keep him/her separate from other learners and staff until he/she can be assessed by a health professional.	
b) Provide the learner with a face mask if he/she doesn't already have one on.	
c) The parents or guardians of the child/learner must be informed immediately.	
d) Call the school nurse or the facility manager of the nearest health facility.	
Action to be taken when a case of COVID-19 is confirmed	
a) The school will be contacted by the relevant public health officials to discuss the case, to identify people who have been in contact with the infected person and advise on any further actions or precautions that should be taken.	
b) If a school has not been contacted regarding a possible case of COVID-19 in the school, the administrators must contact the relevant provincial official.	
c) 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.	
d) In most cases, closure of the school will not be necessary. The decision to close will be school- and context-specific and the procedures as set out in the SOP's must be followed.	

Action to be taken when a child/learner may have been exposed to a suspected/probable case of COVID-19	
a) If a child/learner has been in contact with a suspected case of COVID-19 in a school, no restrictions or special control measures are required until the laboratory test results for COVID-19 have been received.	
b) There is no need to close the institution or send other children/learners or staff home.	
Action to be taken when a child/learner may have been exposed to a confirmed case of COVID-19	
a) All close contacts of a confirmed COVID-19 case are required to quarantine in their homes for 14 days while being monitored for symptoms. They may not attend school.	
b) Learners who are not contacts of a confirmed case should attend school. Family and friends who have not had close contact with the confirmed case do not need to take any precautions or make any changes to their own activities such as reporting to school or work, unless they begin to develop symptoms.	
c) Learners who have interacted with a healthy contact of a confirmed case, specifically, should not be excluded from school. A person who comes into contact with the healthy contact of a confirmed case, is unlikely to result in transmission.	
d) All case contacts who become symptomatic will be immediately tested by health authorities for COVID-19 and if they test positive for COVID-19, active contact tracing and self-quarantine of all contacts will be implemented.	
An employee tested positive for COVID-19	
a) The relevant public health officials will discuss the case, identify people who have been in contact with the patient, and advise on any action or precautions that should be taken.	
b) The HOD should formally grant approval for sick leave, in accordance with the Determination and Directive on Leave of Absence in the Public Service, or incapacity leave and ill-health retirement processes, if the employee has exhausted his/her normal sick leave.	
c) An assessment will be undertaken by the public health officials and advice on the management of pupils or learners and staff will be based on this assessment.	
d) A risk assessment will be undertaken by the educational establishment, advised by the public health officials.	

e) The HOD should formally grant approval for all employees who worked closely with the infected employee to self-quarantine for a period of 14 days, in accordance with Public Service Regulation 51 of the Public Service Regulations, 2016, to ensure that the infection does not spread. This must be done in consultation with the relevant DoH authority.	
f) A list of these employees must be kept and submitted to the Department of Public Service and Administration (DPSA) and contact must be maintained with such employees as a means of monitoring and support.	
g) Reports of cases of COVID-19 and those who are in quarantine must be submitted to the DPSA, in the required format, via the dedicated email address: COVID-19@dpsa.gov.za	
h) Thorough cleaning and disinfection of the infected person's workspace must be conducted.	
i) 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 he/she has undergone a medical evaluation confirming that the employee has been tested negative for COVID-19.	
An employee exposed to a confirmed case of COVID-19	
a) In terms of the NDoH's guidelines, all employees who were in contact with the infected person are required to self-quarantine at home for a period of 14 days or for a duration as prescribed by the DoH while being monitored for symptoms.	
b) The HOD should formally grant approval for all employees who worked closely with the infected employee to self-quarantine for a period of 14 days, or as prescribed by the DoH, to ensure that the infection does not spread. This must be done in consultation with the relevant authorities. Such employees can be requested to work remotely.	
c) The HOD must ensure that all the workspace(s) of those exposed are cleaned and disinfected thoroughly.	
d) Contact must be maintained with employees in quarantine as a means of monitoring and support.	
e) All cases of those exposed must be reported to the DPSA.	
An employee exposed to an unconfirmed case of COVID-19	
a) If an employee has been in contact with a person who is a suspected case but has not yet received a positive result for the COVID-19 test, the HOD will decide whether restrictions or special control measures are necessary.	

An employee appears ill and reports for duty displaying symptoms associated with COVID-19	
a) If an employee presents with symptoms consistent with COVID-19 such as a fever, respiratory distress and a dry cough, he/she 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.	
b) The employee should be temporarily isolated in the school sickbay or a room identified for temporary isolation, while arrangements are made for him/her to be transported to a medical facility. He/she should be provided a face mask to wear.	
c) Any further action must be taken once there is a diagnosis confirmed by a medical professional.	
d) All cases must be reported to the DPSA.	
e) Employees must be encouraged to seek medical attention if they display flu-like symptoms and to not report for duty.	
An employee refuses to report for duty citing fear of being infected with COVID-19	
a) The employment relationship is the legal link between employers and employees and stipulates that a person will perform work or a service under certain conditions in return for remuneration.	
b) The onus is on the employee to demonstrate that the workplace poses a risk and is an unsafe space where transmission of the virus is possible and likely.	
c) Refusal to report for duty, contrary to the instructions of the supervisor or HOD, amounts to an unlawful absence which must be dealt with in terms of the Disciplinary Code.	
Management and monitoring of absenteeism	
School administrators must manage and monitor absenteeism by:	
a) Reviewing attendance and sick leave policies.	
b) Encouraging learners and all staff (educators and support staff) to stay at home when they are sick.	
c) Remaining flexible, when possible, to allow staff to stay at home to care for sick family members.	
d) Discouraging the use of perfect attendance awards and incentives as these may encourage learners and staff to come to school while sick.	
e) Identifying critical job functions and positions, and planning for cross-training staff to stand in.	
f) Determining what level of absenteeism will disrupt continuity of teaching and learning and make the necessary plans to mitigate this.	

RISK REDUCTION METHODS FOR TOILETS/BATHROOMS	
Each toilet/bathroom must have the following:	
a) A handwashing station and handwashing soap (bar or liquid) close to the toilet for handwashing after using the toilet.	
b) Paper towels to dry hands, or air dry the hands. Used paper towels must be discarded safely in the litter bin with a lid. <u>Do not use a common hand towel.</u>	
c) A litter bin with a lid, lined with a bin liner in which all tissues, paper towels and possible contaminated waste must be discarded.	
d) Surfaces that are regularly touched, e.g. taps, doorknobs and toilet handles must be wiped down hourly with 20 ml bleach per liter water or disinfectant wipes.	
e) Daily cleaning of all surfaces at least twice a day with a disinfectant cleaner. Recommend sodium hypochlorite 0.5% (biocide sachets) or Bleach mixture (250ml of bleach to 5 liters of water).	
Learner hygiene	
Learners should be encouraged to:	
a) Wash their hands frequently, always with soap and water for at least 20 seconds.	
b) Keep their nails and teeth clean.	
c) Refrain from touching their eyes, mouth and face.	
d) Not share cups, eating utensils, food or drinks with others.	
e) Sneeze or cough into a bent elbow or tissue, and to discard the tissue safely in a bin with a lid, then wash their hands immediately.	
f) Refrain from teasing anyone about being sick.	
g) Share what they learn about preventing disease with their family, friends, and siblings.	
h) Tell their teacher or parents, if they feel sick, and to stay at home.	
HAND HYGIENE PRACTICES	
a) When to wash hands: Wash your hands after visiting the toilet; Wash your hands before handling food or eating; Wash your hands after taking care of sick people; Wash your hands after touching surfaces; Wash your hands after sneezing or coughing.	
b) A Note on alcohol-based hand sanitisers: If you are not near a handwashing station and soap, use a hand sanitiser to clean your hands. Do not use a sanitiser after using the	

<p>toilet and if your hands are visibly soiled - wash hands with soap and water. Sanitisers should have alcohol content of at least 60% for maximum protection. No more than 60% is required. Use a hand sanitiser only on dry hands. If using gloves, sanitise hands before and after use (of the gloves). Do not use a sanitiser on gloves. Do not sanitise and use water at the same time – it is harsh for your skin.</p>	
FOOD PREPARATION AREAS (SCHOOLS WITH NSNP)	
a) Volunteer Food Handlers must wash their hands thoroughly before preparing food.	
b) Wear clean kitchen attire at all times.	
c) Head gear, face masks and disposable plastic aprons must be worn to prevent droplet transmission. Closed shoes should be worn.	
d) All surfaces must be cleaned daily with Disinfectant cleaner (recommend sodium hypochlorite 0.5% (biocide sachets) or Bleach mixture of 250ml of bleach to 5 liters of water).	
e) Surfaces must be cleaned with at least 70% ethyl alcohol cleaner for wiping down in-between daily cleaning.	
f) Keep all appliances clean.	
g) Ensure proper food storage practices.	
h) Rinse all foodstuffs thoroughly before cooking; and also fruit before serving to learners.	
i) Cooking food thoroughly and observing good hygiene practices when handling and preparing food are effective at preventing contamination.	
j) Staggered serving times should be considered to prevent queuing in the kitchen.	
k) Ensure that learners do not share utensils, food or drinks.	
LEARNER TRANSPORT	
a) All minibuses must reduce seating capacity to mitigate the spread of the virus.	
b) Bus services, taxi services and e- hailing services shall not carry more than 50% of the licensed capacity.	
c) Private vehicles shall not carry more than 60% of the licensed capacity, and that all directions in respect of hygienic conditions and the limitation of exposure of persons to COVID -19, are adhered to.	
Provision of improved access and hygiene, disinfection control in learner transport	

d) All operators of learner transport facilities must, on regular intervals, provide adequate sanitisers or other hygiene dispenser for washing of hands for learners.	
e) Operators must ensure that all learner transport vehicles are clean and tidy.	
f) Operators must ensure that public transport vehicles are disinfected before picking up and after dropping off learners.	
g) Operators must ensure that all learner transport vehicle door and window handles, armrests and handrails are sanitised before picking up and dropping off learners.	
h) All drivers and learners must wear a mask.	
i) Hand sanitisers with a minimum of 60% alcohol content must be available in the vehicle at all times.	
j) Learners must sanitise their hands on embarking and disembarking from transport at all times.	
k) Vehicles should be monitored for compliance by departmental officials.	
CONSISTENT AVAILABILITY OF HYGIENE PRODUCTS	
a) The installation, supervision, and regular re-filling of hygiene products, stock and equipment is the responsibility of the school principal/head of the institution, as delegated to the factotum/cleaners, provided that the principal shall retain ultimate responsibility therefor.	
The School Principal must ensure:	
b) The procurement and delivery of adequate quantities of products in the Basic and Essential Hygiene and Sanitation Package for Each School by timely ordering and filling-up stock.	
c) Hand hygiene training and reminders to learners, including refreshers as is necessary.	
d) Communication to parents about the importance of hand hygiene at home in preventing the spread of the COVID-19 virus.	
e) Communication to operators of scholar transport on the necessary hygiene measures during transportation of learners.	
f) Training of cleaners and ground staff to prevent the spread of COVID-19.	
CLEANING AND DISINFECTION	
a) Cleaning of minimally touched surfaces: Minimally touched surfaces such as floors, walls, ceilings, blinds, etc. should be thoroughly cleaned and cleaned as follows: Detergent solution/wipes should be used as per manufacturer's instructions.	

Damp mopping is preferable to dry mopping. Walls and blinds should be cleaned when visibly dusty or soiled. Window curtains should be regularly changed in addition to being cleaned when soiled. Sinks and basins should be cleaned on a regular basis.	
<p>b) Cleaning and disinfection of high touch surfaces: Frequently touched surfaces are a high-risk for cross-transmission by pathogens that are transferred from people’s hands. Items such as door handles, light switches, lift buttons, working surfaces, tables, railings etc. are frequently touched in public places (shopping malls, public amenities, airports and other public places where people gather in numbers). High touch areas in public places should be cleaned and disinfected regularly and daily. Clean general surfaces and fittings when visibly soiled and immediately.</p>	
c) Routine cleaning and disinfection of high touch surfaces should be done with clean water and a neutral detergent.	
Daily Duties of Cleaners	
a) Clean all surfaces e.g. floors, bathrooms twice daily with a disinfectant cleaner.	
b) Surfaces that are frequently touched, e.g. taps, doorknobs, reception desks must be cleaned hourly or wiped down with disinfectant wipes.	
c) Collect all the bags with possible contaminated waste from classrooms and offices. Tie the bin liners and place in a big refuse bags. Tie the refuse bag again and dispose safely.	
d) Complete cleaning rosters and checklists, to be signed-off daily.	
USE OF INFORMATION, EDUCATION AND COMMUNICATION MATERIAL	
a) Advocacy material on handwashing must be available and displayed prominently in each classroom, hall, toilet facility and office building.	
Important information messages for schools should include the following:	
a) Wash hands and sanitize hands frequently.	
b) Avoid touching eyes, nose and mouth.	
c) Cover the mouth and nose with your bent elbow or tissue when coughing or sneezing, then dispose of the used tissue safely in a bin with a lid.	

d) Maintain at least a one and a half meter distance between yourself and others.	
e) Use a cloth mask or visor at all times while at school, on the way home and in public.	
f) Change masks daily and wash them.	
g) Do not share pencils, pens, toys and other learning objects.	
h) No hugging, touching, kissing or shaking hand. Rather elbow greet or foot tap.	
i) Do not share food and school lunch amongst friends.	
j) Do not share eating utensils amongst learners.	
k) Change clothes daily and wash them.	
l) Wash daily- take a shower, bath or bathe every day.	
m) Do not share tooth brushes or face cloths with anyone	
n) Do not share utensils of sick people with others.	
BASIC AND ESSENTIAL HYGIENE AND SANITATION PACKAGE FOR EACH SCHOOL	
a) Cloth masks.	
b) Liquid soap Dispensers.	
c) Bracket (for hand sanitiser) - Medical grade stainless steel to fit hand sanitiser.	
d) Paper hand towels.	
e) Germ kill liquid soap.	
f) Hand sanitisers (minimum 60% alcohol) 500ml Pump action long nose pump.	
g) Gloves - Surgical & Examination - Natural Rubber Latex.	
h) Gloves - Heavy Duty, elbow length if possible.	
i) Plastic Aprons (disposable).	
j) Goggles / Face-Shields / Visors.	
k) Biohazard bin liners.	
l) Cleansing wipes.	
m) Disinfectant.	
n) Digital thermometer scanner.	
o) Biohazard bags.	
p) Deep cleansing kit (1 per school).	
GUIDELINES ON USE OF PERSONAL PROTECTIVE EQUIPMENT	
In addition, it is recommended that cleaners and disinfecting staff should have access to:	
a) Heavy duty gloves.	
b) Face masks.	
c) Disposable plastic aprons.	

d) Protective eye gear.	
e) Closed shoes.	
The procedure to put on protective gear	
a) Wash hands with soap and water.	
b) Put on the plastic apron.	
c) Put on the face mask.	
d) Put on the eye protection.	
e) Put on the gloves.	
The procedure to take off protective gear	
a) Wash the gloves with disinfectant and dry with a paper towel. Place the paper towel in a bin.	
b) Remove the gloves and put it on a disinfected surface.	
c) Remove the eye protection.	
d) Remove the plastic apron and place it in a bin with a liner.	
e) Remove the face mask and place it in a bin with a lid and bin liner (plastic bags).	
f) Wash your hands with soap and water.	
How to put on, use and take off of a mask	
a) Cloth masks need to be washed with warm soapy water and dried in the sunlight and ironed daily.	
b) Communication should be distributed to parents, learners, educators and all staff on taking care of the cloth masks.	
i. Before touching the mask, clean hands with an alcohol-based hand rub or soap and water.	
ii. Take the mask and inspect it for tears or holes.	
iii. Orient which side is the top side for the nose.	
iv. Ensure the proper side of the mask faces outwards (the coloured side).	
v. Place the mask to your face.	
vi. Pull down the mask's bottom so it covers your mouth and your chin.	
vii. Place the elastic loops behind the ears or tie at the back of the head so the mask is snug. Adjust as necessary so that the mask covers the nose and chin comfortably.	
viii. After use, take off the mask by removing the elastic loops from behind the ears or untie the mask while keeping the mask away from your face and clothes, to avoid touching potentially contaminated surfaces of the mask.	
ix. Place the mask in a safe area immediately after use.	

x.	Perform hand hygiene after touching or discarding the mask – Use alcohol-based hand rub or wash your hands with soap and water.	
xi.	Wash the mask with soapy warm water and dry in sunlight. Iron before use.	
All learners, educators, support staff, officials, parents and communities should:		
a)	Heed the directives issued by the President and the guidance provided by the Ministry of Health with regard to COVID-19.	
b)	Avoid gatherings.	
c)	Maintain a social distance of at least 1.5 to 2 meters with others.	
d)	Wear a cloth mask at all times.	
e)	Avoid direct contact with others e.g. shaking hands or hugging.	
f)	Frequently wash hands with water and soap. If water is not available, use a 60% alcohol-based hand sanitiser.	
g)	Avoid touching the face (i.e. eyes, nose and mouth) with unwashed hands.	
h)	Consult a healthcare facility if there is a suspected COVID-19 infection.	
i)	Inform the education authorities immediately if a learner, educator, support staff or parent/caregiver has been in direct contact with an infected person, or if they are diagnosed with COVID-19.	
Roles and responsibilities of the School Management Team (SMT), School Governing Body (SGB) and staff		
a)	Stay informed about COVID-19 through reputable sources and share this information with all stakeholders.	
b)	Establish a COVID-19 committee in the school.	
c)	Place signs or posters encouraging good hand and respiratory hygiene practices.	
d)	Prepare and maintain handwashing stations with soap and water within 5meters of toilets and bathrooms.	
e)	Place 60% alcohol-based hand sanitisers in each classroom, at entrances and exits, at the reception/front office and near lunchrooms.	
f)	Implement an education programme for learners and staff on COVID-19.	
g)	Ensure that cleaning staff clean and disinfect school buildings thoroughly and regularly.	
h)	Ensure that trash is removed daily and disposed of safely.	

i) Ensure that the school principal procures and has available sufficient quantities of hand sanitisers, soap and disposable drying material for all classrooms, toilets, offices and staffrooms.	
j) There is regular communication with parents via newsletters, telephone, bulk SMS messages, emails, etc. to minimise meetings/gatherings with parents.	
k) Limited class-based parents meetings.	
l) Schools must identify an isolation room for suspected cases and persons under investigation by the local health authorities.	
Management of school hostels	
a) School hostels must apply all the rules and regulations concerning COVID 19 applicable to schools. Extra caution should be taken with regard to social distancing and hygiene practices in particular, as the hostel environment has a number of learners and employees living in an intimate setting.	
b) Schools must have infra-red thermometers for easy screening of all hostel learners and staff.	
c) Hostel staff including house fathers and mothers must be trained on COVID19.	
d) Sanitizers or/and running water with soap must be available in all hostel entrances and exits, dining halls and study rooms for hand washing.	
e) Learners and teachers must observe physical distancing of 1.5 – 2 meters where possible, including between their beds.	
f) Learners must bath daily with warm water and soap and wear shoes to bathrooms.	
g) Cleaning staff must regularly disinfect and sanitize surfaces in all areas: hostel rooms, doors, walls, bathrooms, passages, dining halls, kitchens and study rooms.	
h) Libraries can only be used under strict supervision, with wearing of masks and a limited number of persons, to allow the recommended physical distancing.	
i) All visits to other boarders' rooms are prohibited.	
j) No sharing of beds, utensils inclusive of plates, cups, squeeze bottles, etc. is allowed.	
k) All support staff members must wear personal protective equipment (PPE) when on duty.	
l) Preparation of meals should be under strict adherence to health and hygiene rules.	
m) Meat and eggs must be well cooked.	

n) Dining should be conducted under supervision to ensure that the recommended physical distancing is observed.	
o) A learner, teacher or hostel staff not feeling well should immediately be isolated and health services immediately informed.	
p) Everyone in the hostel must wear a mask.	
Closure of a school if an employee has tested positive for COVID-19	
a) Preparing for the possible closure of a school should only be considered following recommendations from the accountable public health official.	
b) School administrators are not expected to make decisions about dismissals or closure of schools and must follow the Departmental procedures in this regard.	
c) Large event cancellations or school dismissals may be recommended for 14 days, or possibly longer, if advised by local health officials, the Provincial Head of Department, and the DBE.	
Considerations for keeping a school open after dismissal of learners	
a) During school dismissals, schools may stay open for staff members.	
b) If schools are dismissed, school administrators should discourage learners and staff from gathering or socialising. During school dismissal schools should:	
i. Review continuity plans, including plans for the continuity of teaching and learning.	
ii. Implement e-learning plans, including digital and distance learning options, if feasible and appropriate.	
iii. Determine, in consultation with district officials, if necessary:	
• How to convert face-to-face lessons into online lessons and how to train educators to do so.	
• How to triage technical issues if faced with limited IT support and staff.	
• How to encourage appropriate adult supervision while learners are using distance learning approaches.	
• How to deal with the potential lack of learners' access to computers and the internet at home.	
iv. Consolidate a list of suitable resources available via radio, television and other media platforms where learners and parents can access education content to help facilitate remote learning.	
v. Consider ways to distribute food to learners that benefit from the National School Nutrition Programme (NSNP).	
vi. Design strategies to avoid transmission in settings where people might gather in a group or crowd, if there is community	

spread of COVID-19, e.g. “grab-and-go” packed lunches or grocery pack distribution.	
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