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## SECTION 1: CURRENT CONTEXT








### Facts about 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. Formerly, this disease was referred to as '2019 novel coronavirus.' The outbreak of COVID-19 has been declared a pandemic by the World Health Organization (WHO) because the disease is present in all continents and in 212 countries with 4,434,653 confirmed cases around the world (16 May 2020).

### What are the symptoms of COVID-19?

What are the common symptoms of COVID-19?

			
A dry and continuous cough.	Fever, where your chest or back feels hot.	Tiredness.	Other flu-like symptoms (sore throat, aches, runny nose).

 If you have difficulty breathing or chest pain call for urgent medical care.

 Remember, not everyone who has coronavirus gets symptoms. Follow your government's advice to stop the spread of the virus.

Avert) [www.avert.org/coronavirus](http://www.avert.org/coronavirus)

Symptoms can also include **chills, muscle pain, headache, shortness of breath and a loss of taste and smell**. Less common symptoms have been reported including gastrointestinal symptoms like nausea, vomiting, or diarrhoea.

In more severe cases, infection can cause pneumonia or breathing difficulties. More rarely, the disease can be fatal.

New research is showing alarmingly that children are getting infected with COVID 19 but the symptoms shown by children generally differ to those exhibited in adults. They can get very sick and have serious symptoms including severe inflammation of various parts of the body.

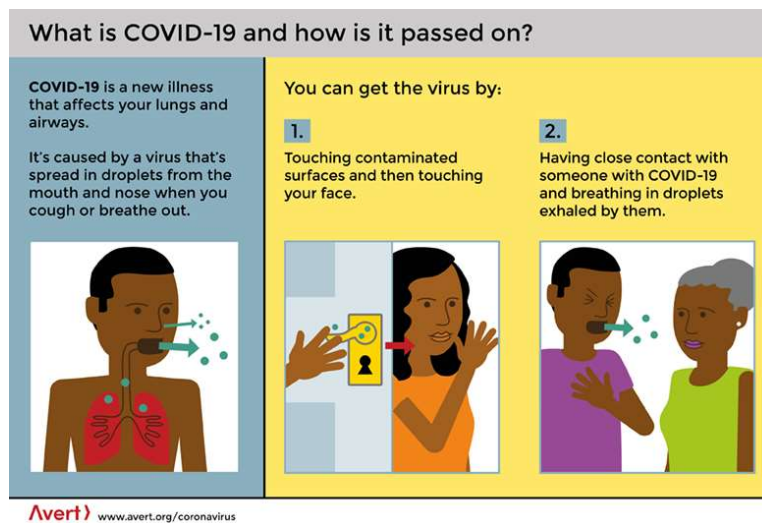
People may be infected with COVID-19 but show **NO SYMPTOMS**. This is very dangerous as these people can very easily infect other people

**It is for these reasons that ALL PEOPLE must be treated as potentially being infected with COVID-19.**

<https://www.immunopaedia.org.za/breaking-news/why-is-COVID-19-so-mild-in-children/>

### How people can get infected with the corona virus:

- Through droplets from an infected person, speaking, sneezing or coughing
- Individuals can also be infected from, and by, **touching surfaces** contaminated with the virus and touching their face e.g. eyes, nose and mouth.



[https://www.avert.org/coronavirus/infographics?gclid=EAIaIQobChMI55HH2Y-26QIVQbTtCh0HoQsQEAAAYASAAEgIWcPD\\_BwE](https://www.avert.org/coronavirus/infographics?gclid=EAIaIQobChMI55HH2Y-26QIVQbTtCh0HoQsQEAAAYASAAEgIWcPD_BwE)

### Myths and fake news about COVID-19

1. People believe they do not need to get tested because they don't think they have the virus.

2. Testing is not affordable.


### Facts behind the myths

1. When approached by Department of Health officials, people could be screened and tested, especially if they have symptoms. Community transmission poses a serious threat to the vulnerable in our communities and it is the responsibility of every citizen to be tested. NCID test labs are readily available across all provinces and are safe to use.
2. There are numerous public testing centres where testing is free.

### Others:

While several drug trials are ongoing, there is currently no proof that hydroxychloroquine or any other drug can cure or prevent COVID-19. The misuse of hydroxychloroquine can cause serious side effects and illness and even lead to death. WHO is coordinating efforts to develop and evaluate medicines to treat COVID-19.

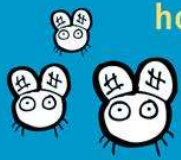
**FACT:**  
There are currently no drugs licensed for the treatment or prevention of COVID-19



World Health Organization #Coronavirus #COVID19 27 April 2020

To date, there is no evidence or information to suggest that the COVID-19 virus is transmitted through houseflies. The virus that causes COVID-19 spreads primarily through droplets generated when an infected person coughs, sneezes or speaks. You can also become infected by touching a contaminated surface and then touching your eyes, nose or mouth before washing your hands. To protect yourself, keep at least 1-metre distance from others and disinfect frequently-touched surfaces. Clean your hands thoroughly and often and avoid touching your eyes, mouth and nose.

**FACT:**  
COVID-19 IS NOT transmitted through houseflies



World Health Organization #COVID19 #coronavirus 5 April 2020

Do not under any circumstance spray or introduce bleach or any other disinfectant into your body. These substances can be poisonous if ingested and cause irritation and damage to your skin and eyes. Bleach and disinfectant should be used carefully to disinfect surfaces only. Remember to keep chlorine (bleach) and other disinfectants out of the reach of children.

**FACT:**  
Spraying or introducing bleach or another disinfectant into your body WILL NOT protect you against COVID-19 and can be dangerous



World Health Organization #COVID19 #coronavirus 27 April 2020



## How to avoid infection:

Social distancing-avoid all physical contact with one another



aljazeera.com



Buroappold.com



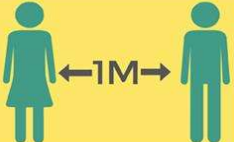



Wash hands regularly with soap for 20 seconds. Wear a properly fitting face mask at all times when not at home.



<https://youtu.be/yLuEwwGhBxl>- How to put on and take off a cloth face mask

## Other ways to avoid getting or passing on COVID-19


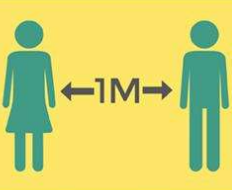



How can I prevent COVID-19?

		
<p>Wash your hands regularly or use an alcohol-based hand sanitizer.</p>	<p>Avoid touching your face, especially your eyes, nose and mouth.</p>	<p>Stay at least 1 metre away from people especially if they're unwell.</p>
		
<p>Cough or sneeze into a tissue, then throw away the tissue and wash your hands.</p>	<p>If you don't have a tissue use the inside of your elbow to cover your mouth.</p>	<p>Stay at home and call your health worker if you're unwell.</p>

Avert) [www.avert.org/coronavirus](http://www.avert.org/coronavirus)

## What should I do if I have symptoms?

What should I do if I have COVID-19 symptoms?

		
<p>Stay at home and call your local health service. <b>Don't</b> visit a clinic.</p>	<p>Ask your friends or neighbours to leave supplies outside your house.</p>	<p>Avoid close contact with others. Try to stay <b>at least</b> one metre away.</p>
		
<p>If you live with someone more vulnerable try to arrange for them to stay elsewhere.</p>	<p>Mild symptoms can be managed with resting, drinking liquids and paracetamol.</p>	<p>If your symptoms don't improve after <b>7 days</b> or if you have difficulty breathing call your local health service.</p>

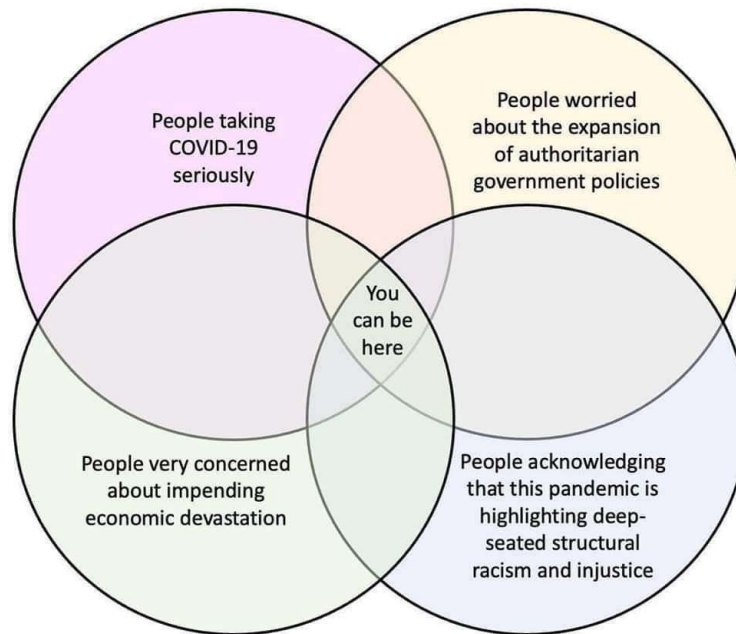
Avert) [www.avert.org/coronavirus](http://www.avert.org/coronavirus)

<https://www.youtube.com/watch?v=qPoptbtBjkg>

[https://www.youtube.com/watch?v=BtN-goy9VOY&feature=emb\\_rel\\_end](https://www.youtube.com/watch?v=BtN-goy9VOY&feature=emb_rel_end)

## SECTION 2: RELAXATION OF LOCKDOWN AND REOPENING

### Where people stand with regards to the pandemic



### Why should schools re-open?



According to the UNESCO/Unicef/World Bank/World Food Programme's, *Framework for Reopening Schools*, "...prolonged closures disrupt essential school-based services such as immunization, school feeding, and mental health and psychosocial support, and can cause stress and anxiety due to the loss of peer interaction and disrupted routines... "

Some parents are concerned about the safety of their children and do not want schools to reopen. While others believe that South Africa needs to reopen schools in a phased manner, with procedures in place to keep people safe as far as is possible, because the economy needs to be restarted, parents need to get back to work, and students need to continue with their education.



## **South African Schools face three scenarios as at mid-May 2020:**

### **1. Staggered school opening**

As declared by Minister Motshekga, Grade 7 and Grade 12 are scheduled to re-open on 1 June 2020. This decision was made after extensive discussions with all stake holders. Thereafter, other grades will be allowed to open depending on the situation in the schools and the country. Ideally, schools will be adequately prepared for opening and the Departments of Education will provide the schools with adequate PPE to allow all schools to open timeously and in a structured and organised fashion. In the interim, schools need to continue to provide all their students with the best education, in the most suitable manner that they possibly can.

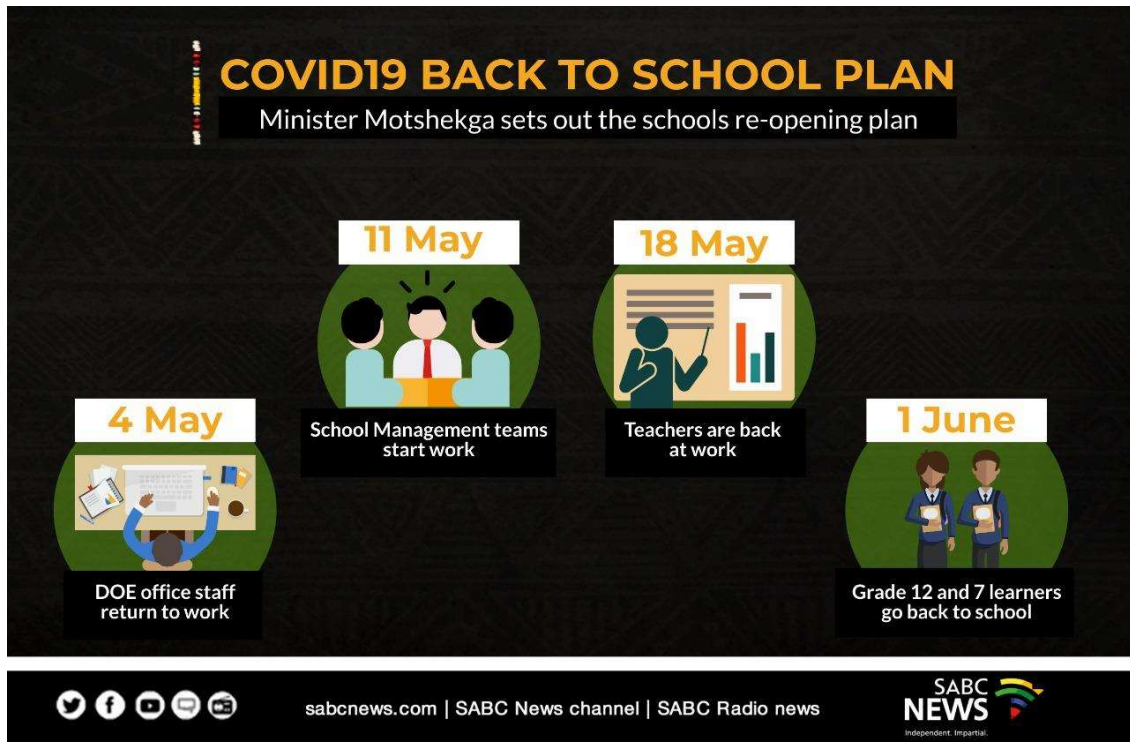
### **2. Schools don't open for at least six months or before the beginning of 2021**

SADTU has produced a list of demands including reduced class sizes, disinfection, proper toilet facilities, social distancing, screening, and soap. SADTU has stated that “no school will open before all schools in the country are equipped and ready to open”. It is the view of SADTU that to do so would further increase the disparity between the better-resourced schools and the poor schools. Napfosa has insisted on a full risk assessment before reopening.

It is predicted that the number of COVID 19 infections is going to continue increasing exponentially over the coming weeks, especially with the lifting of some of the “lockdown” regulations. It is possible that schools might not re-open as planned. Should this happen, schools need to be fully prepared to deal with this on-going situation. The time spent back at school during May must be used by teachers to prepare for this eventuality.

### **3. Schools open and then close again**

It is possible that schools do begin to re-open and then, because of escalating numbers of infected people, they are closed again perhaps with little notice. This would be extremely disruptive to schooling in general and for the teachers and students. Teachers need to be prepared to ensure that materials are developed and systems are put in place so that students are not sent home empty handed.

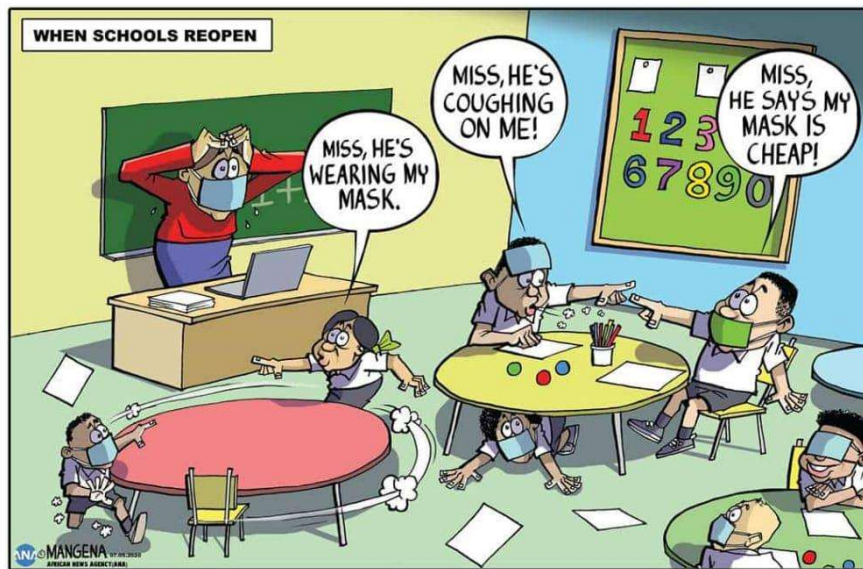


### What can be done to prepare for these scenarios?

- Involve teachers in discussion as to how they can prepare for each option with a focus on flexibility.
- Teachers need to review the various curricula in order to focus on that which is essential in each grade and learning area.
- Update contact lists, telephone numbers and email addresses immediately so that every student and parent/guardian can be contacted in future.
- Teachers must have the details of all the children they teach.
- All students' textbooks and stationery books must be consolidated into sets for easy distribution to students.
- Packs of work need to be produced for school use, if it resumes, or for home use, if schools do not open or if they close again after a short time.
- A parent information letter outlining the process within a grade/subject in the event of each of these scenarios needs prepared and circulated.
- A newsletter/memo per phase needs to be prepared and circulated with a summary of the information contained in the letter referred to above. Social media needs to be used to alert parents to any letters/newsletters/contracts to be signed.
- School websites need to be updated with this information by grade and/or by subject.

**It is very important that the less-resourced schools, whose teachers and students do not have easy access to computers, data etc. plan very carefully for all these eventualities.**

**Unplanned opening:**



**Planned opening:**

Schools must **plan, prepare, train and communicate** extensively before opening to ensure schools are happy, calm, safe, professional environments such as in Taiwan and Japan.



Unesco website



Social junkie on Facebook

## SECTION 3: INTERVENTIONS NEEDED PRIOR TO OPENING

### Core elements to the successful opening of schools:

1. **Set up a COVID-19 (C-19) Task Team** immediately to plan, prepare, train and communicate. The school's Health and Safety Team could be re-configured to fulfil this function.
2. **Elicit staff buy-in** and restructuring to cater for face-to-face, as well as remote teaching and learning facilitated by older or compromised teachers. Cleanliness and strict hygiene measures will have to be enforced and modelled by staff members.
3. **Elicit parent buy-in**, support and active participation. A Memorandum of Understanding (contract) needs to be signed by parents and the school.
4. **Create learner awareness and training** prior to returning to school. A Memorandum of Understanding needs to be signed by the parent and child and the class/register teacher/Principal/HOD.
5. **Develop appropriate documentation** covering all aspects of school life under COVID-19 e.g. COVID-19/special diseases policy, posters (drop-off), hand-washing/sanitization, social distancing, meet and greet line-up, break practices, cleaning checklists

### Composition of C-19 Task Team:

It is necessary to form a Task Team to oversee and deal with the COVID-19 crisis. This could be the Health and Safety Committee of the School. Obviously for safety reasons this team should not be too big as social distancing between team members at a meeting is very important.

- Principal/s (chair)
- Secretary/s responsible for the health of children
- Phase teacher representatives- these could be Phase HODs
- Admin staff representative
- Support staff / maintenance manager representative
- Chair of Parent Association/ Board Representative- if available
- School nurse/parent doctor – if available otherwise there must be a designated person with a medical or scientific background who can fulfil this role

### Functions of the COVID-19 Task Team

- To monitor all aspects of C-19 in the school and be the **communication body** for the SGB/BOG, management, staff, students and to the parents.
- Communicate regularly via email/newsletters/social media..

- The Principal will chair the committee and be the person ultimately responsible for the decisions taken at the school. He/she is the liaison person with the DBE, SGB, ISASA, CSO, CIE, Naptosa, Sadtu etc.
- The Principal's main functions on this Committee are to:
  - a. create a safe, caring, stress-free culture
  - b. oversee and communicate with the SGB/BOG, management team (SMT), staff, parents and students
- The School Nurse/parent doctor OR a designated person on the Committee, will explore the latest information about the spread, containment and impact of COVID-19 and communicate this information regularly to the Task Team.
- The School Nurse OR designated person will circulate information:
  - a. around hygiene practices
  - b. health and safety measures
  - c. the taking of daily temperatures, only use a **Non-contact infrared thermometer**  
They will also:
    - d. monitor any staff or students with symptoms
    - e. manage a safe isolation zone for anyone presenting with symptoms until they can be sent home
    - f. liaise with the local health officials about people with symptoms
- The support staff representative /maintenance manager will:
  - a. oversee the distribution of sanitizers to bathrooms, classrooms, offices, kitchens, meeting rooms etc
  - b. monitor health and hygiene practices of maintenance , cleaning and security personnel
  - c. see that support personnel have protective clothing
  - d. manage security and access to school
- Teacher phase representatives or HODs will be responsible for monitoring the safety and well-being of teachers and students in their phases.
- They will be responsible for any phase-specific information to parents.
- Any notification must be checked by the Principal.
- Phase representatives/HODs need to liaise with the school counsellor re psycho-social needs of students within grades or the phase.
- Secretaries will be responsible for:
  - a. the office and reception area protocols to be adhered to around hygiene and distancing
  - b. the monitoring of attendance registers and follow-up on absenteeism of staff and students
- A nominated representative could monitor the staff room, as well as staff bathrooms for adherence to safety and hygiene protocols.



- Staff and students must receive orientation on the correct and recommended use of face masks, social distancing and hand washing

## Elicit staff buy-in

- Elicit staff buy-in and restructuring to cater for face-to-face, as well as remote teaching and learning facilitated by older or compromised teachers. Prepare a **memorandum of understanding** (contract) to be signed with staff over the age of 60, or those with compromised health conditions, which gives them a choice as to whether or not they come to school and alternatives if working at home i.e.
- 'Home teachers' can have sanitized books delivered to them for marking and can do prep for other teachers working at school.
- They could prepare the weekly newsletter focussing on what's happening at the school, how the teachers and children are managing etc. to uplift the community.
- They could prepare the morning input for all students within the grade which could focus on a weekly value to be taught to ensure that moral development continues.
- They could also take over administrative tasks for the teachers in their grade or phase.
- Admin staff not at school could work from home. The school would need to make sure that access to the school's network for all at home personnel.
- Decisions would have to be made by individual schools on how to handle parallel teaching, i.e. in class and at home. It is possible that some schools will not be able to expect their overstretched teachers to manage both these scenarios.
- Areas used by staff members must have controlled access to ensure social distancing
- All staff members need to understand that it would be very wrong for a child or a colleague to be stigmatized should they contract COVID 19. Within the context of our country this is something which has already happened. No person is unclean, amoral etc. if they are unfortunate enough to contract this virus.



## **Elicit parent buy-in, support and active participation**

**A parent memorandum of understanding** (contract) could be signed by all parents whether or not they will be sending children back to school. Should parents choose not to send a child to school, they are still obliged to pay school fees and adhere to all COVID-19 procedures. (See template under Resources) Memorandum to include 1-5 below:

### **1. Nature of agreement when a child returns to school:**

- Parents agree that they take the risk when sending their children back to school and understand that the school will do its best to keep children safe.
- They understand that the school cannot be held responsible for an outbreak given how the virus spreads with the movement of people.
- They agree that children will be kept at home if they show any symptoms of a cold etc. or are sick.
- They will inform the school if their child is sick or if anyone else in the household has been infected with COVID 19.
- In this event, the family must undertake to quarantine the entire family for 14 days.
- Parents are requested to have 4 **masks** for children: 2 worn daily and washed at night.
- Parents need to teach children how to put masks on and take them off and how to wear them properly,
- Children must be proficient in the use of their masks before coming to school.
- Parents need to educate children about **social distancing** and its importance.
- All parents and children need to understand that it would be very wrong for a child or a colleague to be stigmatized should they contract COVID 19. Within the context of our country this is something which has already happened. No person is unclean, amoral etc. if they are unfortunate enough to contract this virus.
- Parents need to screen their children for symptoms before they leave for school

### **2. Safe ways of behaving need to be adopted**

The following people must stay at home:

- Anyone who has symptoms compatible with COVID-19, such as fever, cough, trouble breathing or loss of sense of smell without a stuffy nose.
- Anyone who has been told to self-isolate by medical personnel
- Anyone who has been diagnosed with COVID-19.
- Anyone who has had close contact with a confirmed case of COVID-19.
- Anyone who has returned from travelling until their period of self-isolation is over.
  
- Students and staff must follow the health recommendations during this pandemic at all times.

- People must avoid greetings that involve physical contact, such as shaking hands, hugging or touching in any way. Use alternative ways to greet people such as waving or bowing with hands together.
- Groups must take their breaks and move about the school at different times.
- People must avoid sharing items (pencils, toys, books, dishes, utensils, etc.). Disposable cups to be used by staff.
- Students and staff must limit the items they carry with them between school and home.
- Students and staff must bring their own lunch.
- Students and staff who have a condition that increases their risk for serious complications of COVID-19 are advised to stay home until September 2020.
  - Face Masks must be worn throughout the day by all

### **3. Transport of students to and from school**

- Parents are responsible for ensuring their children are transported safely to and from school.
- It is the parents' responsibility to insist on their children wearing masks at all times when they are out of their homes and in private cars or transport vehicles.
- It is the responsibility of the parents to ensure that transport drivers sanitise their vehicles at least twice a day i.e. before they collect children.
- It is the responsibility of parents to ensure that they teach their child to sanitise their hands before and after travelling in any vehicle.
- It is important that parents make sure that their children do not travel in crowded buses, taxis or transport vehicles.
- At all times, the child should endeavour to socially distance themselves in such vehicles. Whilst queuing to get on such a vehicle, they need to know to socially distance themselves from other people.
- Parents need to ensure that their children do not eat whilst in a vehicle as this would mean that they would have to take their face masks off.
- Parents and transport drivers might have to wait until screening has been done by the school before they leave.

### **4. Drop off and Pick up procedures**

- Parents need to be given clear guidelines as to the **first day procedures** when schools re-open, including:
  - how the drop-off will be managed i.e. inside/outside using a drop-off zone, different parts of the school could be used by different phases managed by security
  - how the children will proceed to class i.e. Foundation Phase (Grades 1,2,3) to follow blue path, Intermediate/Intersen Phase-red path and HS Green etc

- that parents will only be allowed to drop children off, without getting out of the vehicle, parents must be wearing a mask
- parents may not enter the school grounds/buildings to minimize the number of people on the school campus
- clear instructions need to be given to parents regarding the time and place to pick up their children at the end of the day (for simplicity sake, it may be better to use the same place for the drop-off and pick-up)
- Parents need to understand that they and their children will not be allowed to gather in groups at any time or place, whether inside the school grounds or on the verges outside the school. Social distancing needs to apply at all times.

### **Create learner awareness and training prior to returning to school**

- Learner contracts must be signed by all students from Grade 1 to Grade 12 whether returning to school or not. The contract needs to include the same information as in the parent contract. (See template under Resources)
- Children need to understand that they have a role to play in stopping the spread of the virus and need to be actively engaged in minimizing the spread.
- Students need to be able to wear a mask for at least 3 hours at a time.
- Students need to understand and be able to practise social distancing without constant reminding to stay apart.
- Students need to understand basically about COVID-19 and why they have to wash their hands properly at various times: before they eat, after they go to the toilet, after they have touched a handrail, bin, if they have touched their face or mask etc.
- A memorandum of understanding about line-up, classroom, and break time etc. protocols needs to be explained to children by parents and children need to sign the memorandum of understanding which includes a statement about the consequences of transgressions.
- Schools could prepare videos teaching children how to put on masks and why **social distancing** will be so important. If this cannot be done prior to a school opening then it should be done as soon as children return to school.
- On-going, daily training on COVID-19 needs to be given to children in a way that does not create fear or panic, but rather creates understanding about how to stay healthy.
- [https://www.youtube.com/watch?v=8c\\_UJwLq8PI&list=PL9S6xGsoqIBU2V6AZYGIJwZRAFJ3YDreb&index=14&t=0s](https://www.youtube.com/watch?v=8c_UJwLq8PI&list=PL9S6xGsoqIBU2V6AZYGIJwZRAFJ3YDreb&index=14&t=0s)

## School readiness for opening to include:

- Schools to follow Government regulations of a phased approach.
- Curricula to be trimmed down to core aspects/concepts to be taught in exam/test subjects
- Classrooms to be correctly prepared (see
- Libraries and student computer centres in primary schools need to be closed. Physical education lessons are lessons need to have a health component to them as well as an exercise component.
- Where schools have extra space and specialist teachers or interns, classes could be split in two, timetable to have an A/B component so half the class can be inside and the other outside/in another space. Teacher teaches A the Maths concept while B (specialist) is doing an English written task. Swop takes place once concept has been taught and understood by A. A completes written Maths task. The groups can be swapped around the next day with B in first and A is outside/in another space completing the English task which will mean over two days both groups would have covered the same work.
- In the case of high schools with subject specialist rooms for art, computers, food technology, Science labs the library etc. classes could be split in two and make use of these rooms.
- High schools could also use platooning and split the day into two sessions with Session 1 being from 08:00-11:00 and Session 2 from 11:00-15:00.
- Cancelling of all extra-curricular activities.





## SECTION 4: PRACTICALITIES IN PREPARATION FOR OPENING

### **Entrance gate safety managed by maintenance/security manager and staff**

- All Security guards to be properly trained about correct procedures and protocols
- Regular proper handwashing, hand sanitizing after each interaction where contact been made directly or indirectly with a person.
- Pens sanitized after each use
- Restriction of visitors to school grounds
- Guard writes in register not visitor
- Security guard/s to be equipped with both normal cloth masks and a Perspex shield.
- Good supply of sanitizing liquid
- Hand-held thermometers

### **Classroom safety managed by school cleaning team**

The following are suggestions which could be implemented in an attempt to create safe spaces for students in class:

- All classrooms are to be cleaned thoroughly daily. All desks, surfaces and chairs must be wiped down with hot, soapy water.
- Windows open in classroom to ensure good ventilation even if it is cold.
- Light switches, doors, bins, boards, handles, taps must also be cleaned.
- Excess furniture needs to be moved out of classrooms
- All clutter around the classroom needs to be removed
- Loose carpets must be lifted and stored
- Reading corners must be closed down and books stored away
- Desks/tables must be arranged in the best possible way in-order to ensure that students are spaced as far as possible from each other.
- No general/shared equipment can be used during this period of time. E.g. class pencil sharpener, book shelves etc.
- Each student must have to have their own supply of stationery at school and at home.
- Tissues should be provided for students and staff in order to comply with the cough and sneeze etiquette
- Hand hygiene must be performed before and after going to the toilet, before and after breaks and eating food, after blowing of the nose
- Children might have to be re-assigned to classrooms. This might be necessary if un-equal numbers of students in different classes return to school.
- Each child should have a “safe zone “created for them.
- The child’s school bag should be placed under the child’s chair with all their books etc. in the bag.
- The child’s lunch should be brought to school in a disposable paper bag.
- Children to stay in their classrooms and teachers move from class to class.

- Teachers leaving a class would need to sanitize the desk etc.
- Teachers arriving would have to sanitize themselves and bring their own stationery



- <https://www.youtube.com/watch?v=LQ24EfM7sEw> how to wash hands for kids
- <https://www.youtube.com/watch?v=dDHJW4r3eIE&vl=en> wash your hands simple song for young children
- <https://www.youtube.com/watch?v=kfhajHlw5i0> Don't touch your face video

### **Office safety managed by secretarial representative on COVID-19 Team**

- Offices to be set up with social distancing in mind
- Chevron tape could be used to cordon off areas allowing for a safe distance between people
- Perspex screens could be erected preventing “aerosol spraying” of secretaries/etc.
- Office staff to be properly trained about correct procedures and protocols:
- Telephones, equipment, remotes, buttons, door and window handles to be sanitized a number of times a day
- Access to offices to be controlled- no visitors/parents/students
- Restricted and only essential access by teachers to office space
- Parents to communicate via phone or email with school personnel
- Applications for admission for 2021 to be done on-line

### **Staff room safety managed by staff representative on COVID-19 Team**

- Schools need to develop their own policy regarding the staff room.
- Staff room use must be restricted because of social distancing requirements.
- Teachers need to socially distance themselves and if this is not possible in the staff room then it should not be used.
- If space allows, chairs could be allocated/labelled for teachers who then refrain from sitting in any other position.
- **All surfaces are potentially “virus rich”** e.g. chairs/ tables etc. could be cleaned regularly throughout the day.
- A suggestion is that tea/coffee be served outside the staffroom on a trolley using:
  - Disposable cups
  - Stirring sticks

- Sugar packets
- A dedicated person pouring /dispensing boiling water and milk.
- No appliance like a micro-wave should be used as potentially it is a surface which could harbour viruses.

## **NB. Viruses cannot exist in hot liquids or foods.**

### **Computer Room/ School computers safety managed by IT teacher/cleaning team**

- No school computers should be used by students during the entire period of the COVID 19 crisis.
- Computers are potentially very likely to cross contaminate people.
- In some schools it will be necessary for teachers to share computers- this is a big problem.
- In this instance, **intense sanitizing is needed.**
- Masks should be worn at all times
- Before using a computer the staff member needs to wash their hands properly
- Tables/desks on which computers sit must be washed down/sanitized between different users and at the end of every day
- **The entire computer-** keyboard, screen, wires etc. need to be wiped down with sanitizing cloths after a person has finished using the computer. This process must be repeated by the next person to use the computer before using it.
- Printers must also be wiped down before and after using them
- Notices containing the above information could be placed above each computer terminal

### **Playground safety**

**All portable playground and sport equipment** must be removed and stored away. Fixed playground equipment needs to be cordoned off with chevron tape. Posters showing a cross through someone playing on the equipment needs to be posted at various points around the jungle gym.

- Posters, signs and floor decals promoting physical distancing and hygiene habits must be posted
- Benches and fixed tables must be washed with soapy, hot water twice a day and after each school break where students might use them.
- It is suggested that courtyards, concrete seating areas be marked off with duct tape “patches” to indicate where students can stand or sit whilst socially distanced.

- Students will be allowed to go outside for breaks and will entail walking outside safely distanced from one another and be allowed to sit in a pre-arranged pattern outside. There must be no contact between students or playground equipment.
- Absolutely no contact sport or games can be allowed and no games involving balls or any other equipment.
- No gatherings of students will be allowed.
- In order for children to exercise, schools need to think creatively and organise exercise routines/ dance routines for students to do for part of their break or Physical Education lessons.

## Toilet facility safety managed by school cleaner/cleaning team

### Essential requirements:

- alcohol-based hand rub
- soap, preferably liquid
- disposable paper towels
- bins for disposing of paper towels are to be provided for students and staff to encourage very frequent handwashing during the day
- hand hygiene must be performed before and after going to the toilet
- signs/posters need to be above all wash basins reminding students of washing practices
- doors, handles, taps, basins, toilet bowls, basins and bins to be cleaned regularly during the day
- if possible, allocate a dedicated person/s to be on duty throughout the day to ensure the highest hygiene levels in toilets
- floors need to be washed twice a day
- social distancing signs/posters need to be at the entrance to the bathroom/toilet area
- no food, drink or any other personal items can be brought into the toilet (signage to this effect needs to be on the door to the toilet area).



<https://www.who.int/phe/infographics/occupational-health/en/>

## SECTION 5: SUGGESTED WAYS OF OPERATION FOR STUDENTS

### Arrival at school

- Possibly stagger arrival times for different grades and perhaps use platooning in bigger schools with two 4-hour sessions (07:00-11:00; 11:00-15:00). Platooning can be used to create smaller classes.
- Have teachers on duty to direct students to demarcated areas where “physical distance marks” have been placed
- Students will need to receive “education” regarding all aspects of COVID 19 and how they will be required to behave on the first day back

### Arrival at classroom

- Students will then need to be led to their classrooms where desks will have been allocated to them and clearly marked
- Students will need to know and understand that they are not able to move around the classroom or swop seats

### Operating in classroom

- Each student will have to establish their own ‘station’ from which they will operate for the foreseeable future
- All the students’ books must be placed in their desk/ under their chair
- There will be no sharing or swopping of books
- Should books be marked by a teacher rubber gloves would need to be worn by the teacher when doing so.

### Protocol to be observed at breaks

- It is suggested that breaks be staggered for different grades/classes to ensure the least congestion possible
- Movement throughout the school is to be limited

### Protocol for dismissal from class and school

- Classes are dismissed at intervals of 10 minutes within a phase to accommodate social distancing.
- Students are released from a class at 30 second intervals and have to proceed to the pick-up point immediately.
- Support staff could be used to monitor social distancing at this time.



- Physical education/specialist staff to assist at the pick-up zone to ensure compliance with all safety protocols.

### **Procedures to follow when a staff member or student arrives at school unwell or becomes unwell whilst at school**

- Anyone who develops symptoms compatible with COVID-19 during the day must be isolated in a designated room until they leave the school.
- A family member will be phoned and arrangements must be made for this person to be taken directly to the nearest testing facility
- They will be given a surgical mask to wear.
- If it is a child, they will be supervised by a staff member wearing appropriate protective equipment (mask, face shield, plastic apron and gloves).
- The room will have to be aired and disinfected once the person has left

### **Equipment which every school should have in stock before school opens**

- One time use masks – for use by front office personal, security guards etc.
- Rubber disposable gloves
- Hand sanitizer bottles
- Tissues
- Paper hand wipes
- Coloured duct tape for use in creating social distancing areas
- Posters for physical distancing , correct hand washing, face masks
- Wipes to clean photocopiers, computer equipment etc.
- Plastic aprons to be used by cleaners and when extra protection is required
- Rubbish bins for paper hand towels
  - Goggles/safety glasses for emergency use if someone is ill
  - Digital no-contact forehead thermometer
  - Cleaning products and disinfectant spray
  - Soap such as Handy Andy, foaming dishwashing liquid, Jik
- Buckets
- Cleaning cloths and mops

### **Recipe for Sanitizing Liquid for wiping down or spraying furniture surfaces**

- 1/3 cup **bleach**
- 3.5 litres of hot water
- Squeeze of Handy Andy or dishwashing liquid
- Make sure to allow surfaces to fully air dry.