



PREPARATORY & PRIMARY SCHOOL
COVID - 19 SAFETY POLICY

2020

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Introduction

The purpose of this document is to outline the guidelines that will be taken to prevent the spread and manage cases of Covid-19 within Camps Bay Primary School, Junior and Senior campuses. All the protocols and procedures contained in the document have been guided by the Department of Basic Education. Camps Bay Primary school cannot guarantee that any staff member or learner will be 100% safe from the coronavirus while at school, we do however guarantee that that we will practice the hygienic standards and protocols as outlined by the WHO as well as our National Government.

From 25 May until a date yet to be decided, parents and visitors are not to be allowed onto the school premises or congregate at entrances.

Understanding how the coronavirus is spread

The coronavirus can be passed on from fluid droplets when coughing, sneezing, shouting and talking. When people cough and sneeze fluid droplets get onto their hands and objects or surfaces around them. The virus is then spread by their hands touching the hands of others or touching objects such as equipment, money, door handles and counters which other people then touch. When someone touches their eyes, nose and/or mouth after they have touched someone else's contaminated hands or contaminated objects they can get infected.

Vulnerable learners/members of staff

Before re-opening, vulnerable employees, learners or vulnerable families should be identified and "shielded". Vulnerable learners will need to be taught on current on-line platforms where they will receive continued support through work and learning material supplied by their respective teachers.

Cleaning of school and maintaining hygiene

Our school buildings have been standing vacant for almost eight weeks. Due to the fairly short life span of the coronavirus, the school does not have to be deep cleaned. Our school has had a thorough clean using disinfectants before the return of teaching staff and learners. Our support staff will thoroughly clean all venues daily, including the mopping of floors.

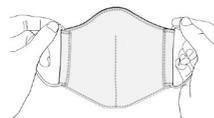
During the orientation programmes of the members of staff and our learners, the principles of infection prevention and control will be discussed. Elimination of infectious particles in the air and on surfaces contributes to a safe school environment. Hand sanitiser will be available in each class as well as common areas that learners and staff will use. Staff and pupils can also stop the spread of the coronavirus by always adhering to the **5 Golden Rules**:

- Separate yourself physically from other people by staying away from people as much as possible especially when you are feeling ill.
- Physical distancing when around other people of at least 1.5m.
- Regular hand washing/sanitising.
- Practising good hygiene measures like coughing or sneezing into your elbow or a tissue.
- Use cloth face masks. See diagrams below:

Putting on a mask



1. Ensure you are using a clean mask.
2. Wash hands with soap



3. Pick up mask by touching ear loops (or ties) only.
4. Avoid touching mask itself.



5. Hold both ear loops and place a loop around each ear.

Why are masks necessary?

You do not wear a facemask to protect yourself. You wear a facemask to protect others.

Wearing a mask prevents transmission to others. You may not be aware of your infection with Covid-19 or you may be Asymptomatic. By wearing a mask, you can protect everyone else around you by not releasing tiny droplets of your saliva into the air. If we lower the likelihood of one person infecting another, the impact is exponential.

Wearing a mask says to everyone around you - I respect your health, I respect your well-being, I respect your space and I RESPECT YOU.

Looking after yourself and your mask

- When at home, remove your face mask only using the elastic loops, straps or straps.
- Do not touch the actual mask itself when you are taking it off, treat your mask as contaminated.
- Wash your hands thoroughly with soap and water for at least 20 seconds.
- Used face masks must be washed, dried and ironed before reusing them.
- Discourage anyone from prolonged or close contact with the elderly and vulnerable.



IMPORTANT: NO MASK NO ENTRY

Health Screening

Screening measures are necessary to protect members of staff and learners and to avoid the spread of infection with the COVID-19 virus. Screening is a simple process that does not require health officials or specialist training. Screeners at both the Prep and Primary school campus have been upskilled to carry out the screening process as per WCED guidelines.

Responsibilities of staff and learners

- Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitiser.
- Staff and learners should perform a self-check at home, this involves evaluating yourself for any Covid-19 symptoms.
- Avoid close contact with people who are sick.
- Have a small bottle of alcohol-based hand-sanitiser and your own pack of tissues.
- Wear your mask.
- Practice social distancing especially when travelling.
- When leaving the school premises, do not remove your face mask.

- If possible, arrange private transport instead of taking public transport.
- If travelling by public transport, the wearing of a mask is mandatory.
- If travelling by public transport, sanitise hands before entering and after disembarking from the public transport vehicle.

Daily Screening at School

Screening Process

Before entering the school, every single person must be screened. The screening process involves:

i) ensuring that everyone entering school buildings has an approved mask (preferably a washable, three ply) and not a buff, ii) a questionnaire (see screening questionnaire below), iii) temperature screening, iv) sanitising hands and shoes and v) data recording. We have trained screening officers to ensure screening protocols are followed and are the same for everyone. ANY PERSON WHO REFUSES TO BE SCREENED WILL NOT BE ALLOWED ENTRY ONTO SCHOOL PREMISES OR INTO SCHOOL BUILDINGS.

Screening times

GROUP	TIME	SENIOR CAMPUS	JUNIOR CAMPUS
Teaching Staff	7:30 - 07:50 am	Main entrance	Grade R vehicle entrance
Support Staff	7:30 - 8:00 am	Kitchen entrance	Grade R vehicle entrance
Learners (Grade 7)	07:50 - 8:15am	Main entrance	n/a

* All different groups must stick to screening times to ensure no delays and efficient movement of staff *

Screening Questionnaire

The screening questionnaire allows staff and learners to check for symptoms before reporting to school each day. The questionnaire should be filled in at home and brought to school. If a member of staff/learner answers yes to any of the questions numbered 3 to 6 below, they may be at risk and will be required to stay home as a precautionary measure and rest. A temperature of 37,5° celsius or above is considered to be serious and the member of staff/learner is requested to consult the COVID-19 hotline number (Western Cape Government 021 928 4102 or National Institute for Communicable Diseases 0800 029 999). It is also necessary to contact the school office to advise the school management team if staying home.

The daily recording of screening is a requirement that must be complied with. Members of staff will be required to isolate for 14 days and take the necessary precautionary measures to prevent the further spread of COVID-19. Learners will also be required to isolate as they cannot be allowed onto the school premises. Siblings of learners who are required to isolate, whether the sibling is on the Junior or Senior campus, will also be required to isolate because they would have been in contact with the patient.

Question	Yes	No
1. DO YOU HAVE A PERSISTENT COUGH?		
2. DO YOU HAVE A SORE THROAT?		
3. DO YOU HAVE A FEVER, IE A TEMPERATURE OF 37,5° CELCIUS?		

4. DO YOU HAVE SHORTNESS OF BREATH?		
5. WITHIN THE LAST 14 DAYS HAVE YOU COME INTO CONTACT WITH SOMEONE KNOWN TO HAVE CONTRACTED COVID-19?		
6. ARE YOU FEELING EXTREME WEAKNESS AND TIREDNESS?		

Temperature Screening

Before entering the school gates, every person will be required to have their temperature taken by a health screener using a contactless thermometer. If the temperature taken is 37,5° celsius or higher, the learner/employee will become “someone under investigation” and must be isolated and referred for testing (see contact details above).

Health screening data recorded

The questionnaire and the temperature that is taken each day, will be kept on record electronically. This data will be kept on record so that the school can monitor learners/members of staff. The daily recording of screening is a requirement and must be complied with.

Duty list for screening

In order for the health screening process to be successful and safe a screening team will be trained on the screening procedures. A roster will be drawn up where staff will work as screeners on a rotational basis. These are the duties identified:

- 3 - 4 staff on temperature duty
- 3 staff on queue duty and sanitizing (check PPE)
- 2 staff on computer duty
- 1 staff member on shoe sanitizer duty

Staff involved in the screening process need to rotate every two to three days to lower the risk of contracting the coronavirus. As an extra precaution, screening staff will wear visors as well as their cloth face mask.

Identifying and isolating those with COVID-19

If a learner/employee becomes unwell during the day, they will immediately be distanced from others and sent home. If there is any suspicion or concern about COVID-19, THE HOD (PREP CAMPUS) OR PRINCIPAL (PRIMARY CAMPUS) needs to be informed immediately as well as seeking immediate medical advice. Isolation and testing should be encouraged. If a learner or teacher has been found to test positive, the school must be informed as soon as possible to decide who needs to be tested or isolated. If there are two or more cases in a class/certain area, that particular class/group will be closed off, self-isolation advised for a predetermined period, and the area will undergo deep cleaning. Very rarely, the entire school or workplace may need to be closed for a period of time.

Orientation Programme

All staff members and learners will be orientated on the Covid-19 hygiene and safety protocols.

Non-teaching staff: Friday, 15 May 2020

Principal and SMT orientation: Tuesday, 19 May 2020

Teaching staff: Monday, 25 May 2020

Teacher assistants at Preparatory School: Tuesday, 26 May 2020

Learners will be orientated per grade as they are phased in starting with Grade 7 on 1 June 2020. A child-friendly video is prepared for learners that includes all necessary information regarding their safe return to school as well as safety protocol before, during and after school.

Designated Isolation zone and sick bay

The school hall has been identified as the isolation area at the Senior Campus and the new therapy room at the Junior Campus.

Classroom safety protocol

- If possible, decrease class sizes by having an extra class per grade to increase social distancing.
- While we understand learners have not seen their friends for about two months, even minimal mingling may assist the spread and increase contact tracing should coronavirus cases occur.
- Entry onto the school property, Junior and Senior campus, breaks as well as dismissal times will be staggered to allow for social distancing and smooth entry and exit on campuses.
- Learner's and teacher's hands must be sanitised when entering a classroom and when leaving a classroom.
- Masks need to remain on all the time.
- Utensils and stationery like pens, erasers, books, rulers, pencils, etc. must not be shared amongst learners and/or members of staff and definitely not placed in the mouth.
- No sharing food or drinks during snack breaks.
- Classrooms must be well ventilated.
- Coughing with mask on (in the bent elbow) and sneezing etiquette (in a tissue with mask on) must be adhered to at all times.
- Use hand sanitiser after coughing, sneezing or blowing your nose.
- Social distancing must be observed.
- In the event that teachers move between classrooms the teacher currently in the classroom needs to wipe down the table, white board remote, plug point where laptop is plugged into, white board markers with wipes provided and discard the used wipes

Learner toilet safety protocol

- Toilet breaks will be staggered to ensure social distancing and proper cleaning before the next group of learners can use the facilities.
- Learners need to use the loo and leave immediately.
- Taps will need to be opened and closed using paper towels. Alternatively, when a class of learners use the loo, have taps running slowly, opened by a support staff member (SSM). After the group has left, the SSM closes the taps with tissue paper and cleans taps and basins. Learners do not open and close taps.
- No loitering or playing games while in the loo.
- Learners will need to as best they can, not use the loo during class time. Class time will be used by the support staff to thoroughly clean before the next loo break.
- Posters for steps to effective hand washing will be placed above wash basins for learners to read and familiarise themselves with.

Rules for Learners/Employees

- Each learner and staff member needs to have an extra clean and unused fabric mask at school sealed in a plastic Ziploc bag, clearly marked with their name.
- Learners' extra masks will be kept by the teacher and be given to the learner if the original mask is compromised in any way.
- If the second mask is used, the learner will need to bring another from home the following day.
- Do not lower your mask when speaking, coughing and sneezing.
- Avoiding gatherings and mingling.
- Maintaining a social distance of at least 1.5 metres to others, where possible.
- Every learner, staff member and visitor (when allowed) must wear a cloth mask at all times, except when eating, drinking or blowing their nose. Use the straps or elastic loops of masks when removing masks and putting them back on. Sanitise hands before putting face mask back on.
- Avoiding direct contact with others e.g. shaking hands, 'high-fiving' or hugging.
- Wash hands frequently with water and soap for at least 20 seconds.
- Avoid touching your mask and/or face (i.e. eyes, nose, mouth) with unwashed hands.
- Eradicate all forms of stigma and discrimination as a result of Covid-19.
- Fake coughing, spluttering and/or sneezing to get a reaction will be seriously dealt with.
- Teachers/learners are NOT to post anything on Social Media regarding statistics or 'news' that does not comply with the ethos of CBPS.
- All areas that are 'No go zones' (see below), must be strictly adhered to - no exceptions. Failing to do so could potentially increase the risk of the virus being spread.
- Teachers will need to bring their own food and refreshments. See 'no go zones' below.
- All class keys need to be handed in to the office before leaving school on 25 May 2020.
- All learners, administrative and teaching staff must vacate the Prep and Primary campus each day at a time decided by the principal so that the support staff can thoroughly clean the school buildings.

No go zones

1. Office area (Staff, learners and parents)
2. Staff room
3. Library
4. Computer Room
5. Kitchen (except Ms Dorothy)
6. Quad, unless under adult supervision.

School uniforms or Civvies?

Learners at CBPS will NOT be required to wear school uniform until Lockdown Level 1 for the purpose of avoiding the risk of wearing contaminated clothing. Learners need to wear neat and sensible civvies: jeans, track pants, track tops, hoodies and closed trainers. Learners cannot have any exposed skin, except for heads and hands.

Duties that need to be rostered:

Screening roster

Printing room roster

Break time roster (with designated areas)

References

COVID-19 and opening of schools and businesses: "The devil is in the Detail", Gray, C.,2020)

WCED Guideline: Cleaning of schools and maintaining hygiene, May, 2020

WCED Guideline: Orientation of Staff and Learners, May, 2020

WCED Guideline: Roles and Responsibilities, May, 2020

WCED Guideline: Screening of Staff and Learners, May, 2020