



COVID-19 STANDARD OPERATING PROCEDURE

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1. Background

Based on the COVID-19 pandemic and the resulting declaration of a state of disaster by the South African government, the undermentioned measures will be implemented to ensure a safe and sustainable environment for all learners, teachers, management staff, support staff and visitors to the premises of Afrikaanse Hoërskool Sasolburg.

As it is a known fact that very little is actually known about the virus and the whole world is grappling with learning and understanding the dynamics thereof as well as its effects on the lives of all mankind. The objective with the implementation of the undermentioned control measures are to prevent the uncontrolled spread of the virus in a most practical, effective, sustainable and cost-effective manner.

As we have learned over the past 40+ days, the new normal will differ significantly from the way we have experienced life prior to the current pandemic. Although this pandemic caused fear and uncertainty, it also taught us to adapt and tackle this unseen enemy with dedication and a positive mindset in order to prevent it from destroying all we have worked for to better our communities and livelihood.

2. Implementation of the control measures

A phased in approach will be followed, to enable a safe and secure environment for all staff, learners and visitors. The following phases will be implemented in the preparation and opening of the school facility.

- i. Compiling of a deep cleaning and disinfecting protocol and procedure for the school facility;
- ii. Training of all support staff tasked with the cleaning and disinfecting of the school facility;
- iii. Zoning and demarcation of the school facility to ensure effective control measures when teachers and learners return to school;
- iv. Appointment and training of all core personnel in specific functional responsibilities related to the control and execution of the procedures/control measures to be implemented;
- v. Inspection and repairs, where required, of all existing hygiene facilities and the establishment of additional hand wash facilities at the identified entry point to the premises and at strategic points within the premises, to enable compliance with the recommended hand wash protocols;
- vi. Establishment of quarantine facilities should any staff or learner need to be isolated, before referral to a health facility or medical practitioner;
- vii. Development of a comprehensive and detailed awareness and compliance manual and program to ensure all parties are familiar and alerted to the new policies and procedures while attending the school. This includes a poster program which will not only create awareness about the virus but also to enhance and promote a positive and healthy mind-set;
- viii. Development of a policy/procedure to be followed once the school facility is ready and safe to receive teachers and learners;
- ix. Training of all teachers and support staff in this procedure and the allocation of all teaching staff to specific roles and responsibilities to ensure all learners and visitors adhere to the said protocols and procedures;
- x. Development of a communication pack for all parties involved, ensuring all parties can familiarise themselves with the procedures and protocols to be followed when entering the school facility as well as their specific roles and responsibilities;
- xi. Development and implementation of an effective and timely communication protocol with all parents, specific formulated to update parents and all concerned parties on a regular basis of any changes and risks.

For ease of reference, the above mentioned will be divided into various modules within the framework of this document.

3. Module 1 – Zoning, demarcation, deep cleaning and disinfecting

This module will address the zoning, demarcation, deep cleaning and disinfection of the school facility in preparation for the return of all staff members and learners.

3.1. Zoning and demarcation of the school facility.

To ensure that continuous and effective control can be maintained at all times it is necessary to eliminate all areas that will make this task difficult or pose a risk that personnel or learners can socialize in an uncontrolled manner.

All areas declared as “no-go” areas will be recognizably and clearly demarcated with fencing or traffic netting with a minimum height of 1.2 meters and proper signage that prohibit entry into such areas. Accessible areas will be limited to enable controllable access to class rooms, hygiene facilities and the sport fields, such as the rugby and hockey fields.

A dedicated and zoned vehicle parking area will be made available for all personnel and learners. This area will be accessible only to enable the safe parking of the vehicles and not to gain access to the school facility. All personnel and learners will only be able to gain access to the school facility via the dedicated and controlled entry point where scanning and sanitizing will take place.

All isles, stairs, walkways will be marked with directional signage, where appropriate, to indicate direction of movement by personnel and learners, to ensure the most effective implementation of social distancing.

Three enclosed facilities will be established inside the school facility, each equipped with a chair, table and fresh bottled water as isolation facilities. Access to these facilities will be made possible via a specific route to reduce the risk of exposure to any other personnel or learners. These facilities will each be identified with clear signage as indication that it is a medical isolation room and not to be used for any other purpose or reason. These rooms must all be fitted with a lockable door and sufficient windows to enable a reasonable flow of fresh air.

All administrative offices will have strict access control only allowing personnel dedicated to these areas access. All other personnel will only be allowed into these areas based on a critical need to visit the facilities. Strict access control will be maintained at all times with a clear record of all movement inside these facilities.

The rugby and hockey fields will be zoned with clear location markings five meters apart in all directions as a gathering area to be used by learners and staff during breaks. This will be the only area where learners and personnel will be allowed to remove their masks in order to consume/enjoy their food/snacks. Due to the fact that personnel and learners are not protected by face masks whilst eating, the social distancing area is increased to five meters.

All permitted points of entry into the school facility will be indicated and signage stipulating the minimum requirements to be adhered to before entering the facilities will be placed at each of these entry points. The entry points will be kept closed / locked if not manned by dedicated personnel that can monitor and screen any person entering the school premises.

All outside areas that enable entry into the premises will be zoned and clear markings will be made on the walkway ensuring proper social distancing measures are followed by any person that plan to enter the premises.

3.2. Deep cleaning and disinfecting of the school facility, prior to the arrival of personnel and learners.

The following procedure is only for the initial preparedness of the facility.

All personnel taking part in the execution of cleaning and disinfecting of the facilities in preparation of the return of personnel and learners, will be issued with appropriate personal protection equipment (PPE). The PPE will be compliant with the standards set by the Department of Labour and the Department of Health and will include:

- 3.2.1. a face mask; and
- 3.2.2. face shields; and
- 3.2.3. PVC gloves; and
- 3.2.4. PVC gumboots; and
- 3.2.5. a PVC rain coat.

A proper record will be compiled of all PPE issued and received by the personnel.

All contractors assisting with the process of cleaning and disinfecting of the facilities will be required to provide their staff with the required PPE.

Proper training will be given to each support staff member that will be part of the cleaning and disinfecting process to ensure there is a clear understanding of the process and procedures. A proper record will be kept of such training of each personnel member.

All areas accessible by personnel and learners will be inspected and all items, waste and equipment not deemed to be necessary to ensure the sound continuation of schooling, must be removed to a secure and safe area.

All computer keyboards and equal sensitive items must be protected with appropriate PVC material to enable cleaning and disinfecting of working surfaces. Should this not be possible such items must be withdrawn from use during the period this procedure/control measures are effective.

All items inside class rooms that may make the cleaning and disinfecting of these facilities difficult and/or may be damaged during such processes, must be removed. These include unnecessary items placed on tables or desks, posters or placards against walls, or any other items that are not necessary for teaching.

All communal items such as food utensils, must be removed from the premises or securely locked away. All communal items such as fridges, kettles etc. will be decommissioned during this period to eliminate the risk of cross contamination.

All hygiene facilities must be inspected to ensure all such facilities are in working order and safe for use by the personnel and learners. All toilets must be fitted with toilette roll holders and provision must be made for the installation of paper towel rolls in each facility. All hygiene facilities will also be equipped with a proper waste bin with a lid for the discarding of any items used by persons during their visit to such facilities.

All tables, chairs, shelves, etc. will be washed with water and soap to remove all dirt. This includes all areas that will be used during the period for schooling and is not limited to the class room. These areas also include all administrative areas.

All class rooms, offices and any area inside of a building which has been cleaned and disinfected will be kept locked until such time that the area is operationally required. This will prevent the possible contamination of these facilities due to unauthorised entry.

All doors, door posts, door handles, window handles, hand rails and any other areas that are frequently touched during normal school activities must be washed with water and soap.

After these items and areas are washed, all these items and areas will be wiped with a diluted hypo chloride solution to ensure these items and areas are properly disinfected. A proper record will be kept of each class, room, office or specific area that was cleaned and disinfected, indicating the time, date and responsible person overseeing this process.

All hygiene facilities, outside walls of all class rooms and offices, walk ways outside class rooms, handrails, etc. will be cleaned with a water and soap solution using high pressure pumps. These areas and facilities will be sprayed with a hydrochloric solution to ensure such areas and facilities are properly disinfected after these facilities and areas were washed with high pressure water and soap solution.

All school buses or any other vehicles not to be used during this period must be safely stored and all keys to be locked away to prevent the unintended use of such vehicles. No school vehicles will be used for the transportation of personnel or learners during this period in order to minimise the risk of exposure. Where any vehicle that is the property of the school is to be used in execution of tasks, such vehicle will be cleaned and sanitized before and after each trip. Such vehicles will only be used for authorised trips, proper authorization

will be recorded for each trip, and will be returned to a secure parking area after completion of the task. No school owned vehicle will be utilised for private trips or be kept at staff residences in order to reduce the liability of the school. One vehicle will be authorised for use by the school principal and one for the groundsman.

All records of the cleaning and disinfecting of all facilities must be handed over for safekeeping to the school principal. After the SGB satisfied themselves with the records and compliance, notice of compliance will be given to the Department of Education. This will enable all parties the fair and reasonable opportunity to satisfy themselves with the compliance requirements.

The school premises will be fit for use only after the Department of Education express their satisfaction in writing and will be made accessible for commencement of any activities, on the dates and timeframes approved by the Department of Education.

3.3. Establishment of additional hand wash facilities at the point of entry as well as at strategic points within the school premises

As personal hygiene is one of the key preventative and control measures to prevent the uncontrolled spread of the COVID-19 virus, additional hand wash facilities will be made available. These facilities are in addition to the existing hygiene facilities and will be made available at the following areas:

3.3.1. At all controlled entry points that enable access to the school premises; and

3.3.2. At the area closest to the rugby and hockey fields; and

This hand wash facilities will be fitted with uninterrupted water supply and liquid hand wash soap will also be made available.

4. Module 2 - Measures to take effect, to control and record access of persons entering the school premises

These control measures will be in effect irrespective of the phase/stage of permitted access granted by the Department of Education. No person or persons will be granted access to the school premises without following the control measures in order to prevent the uncontrolled spread of the virus. These measures will also enable the tracking and tracing of all persons should any person who entered these premises be found to have contracted the virus.

No person will be exempted from any of the undermentioned conditions or control measures. All persons that may enter the school premises on a regular basis will be expected to sign the “Declaration of consent” that will express his/her willingness to subject him/her to the policies, procedures and control measures applicable, to combat the uncontrolled spread of the COVID-19 virus. All parents of learners are required to co-sign the “Declaration of consent” as to agree to the said policies, procedures and control measures while their children attend the school.

Any learner with any medical condition that place him/her into a high-risk category and who needs to receive additional protection against the possible exposure to the COVID-19 virus may apply to the school principal to be exempted from attending school and to receive remote educational support. This will only be permitted on the presentation of a valid medical report, compiled by a registered medical practitioner that recommend such form of protection. All additional facilities to enable the learner to execute their studies such as data, computers, etc, will be for the cost of the parent. Time and communication with educators will be determined on a case by case basis. Should it become clear during such time the learner does not maintain the study program diligently, the school reserves the right to revoke this access from the learner. This will only be done after consultation between the school principal and the learner’s parents and the learner himself/herself.

Guidelines published by the following state departments under the current state of emergency, as well as the OSH-act, will be applicable to ensure compliance to legislation:

- DEPARTMENT OF EDUCATION
- DEPARTMENT OF LABOUR
- DEPARTMENT OF TRADE AND INDUSTRY
- DEPARTMENT OF HEALTH

A policy of zero tolerance will be enforced at all times and no exemptions will be made.

Any person that answers “YES” on any of the following will not be granted access to the school premises:

- a. Have any known symptoms associated with COVID-19; or
- b. Have any flu-like symptoms; or
- c. Was, accordingly to their knowledge, exposed to any other person known to have been diagnosed with COVID-19 and have not been declared virus free by the health authorities; or
- d. Have been diagnosed for any ailment that may place such person at a high risk should he/she contract COVID-19 and has been advised by a health practitioner to isolate himself or herself.

Any person that refuses to subject him/her to any of the following will also not be granted access to the school premises:

- a. Refuse to subject to temperature screening when entering the premises; or
- b. Refuse to maintain good and healthy hand wash practices; or
- c. Refuse to wearing a prescribed face mask while on the premises; or
- d. Refuse to maintain social distancing practices; or
- e. Refuse to make available personal details; or
- f. Refuse to adhere to any additional control measures put in place by the school which was explained by the official that intends granting access to the premises.

The following rules will apply on a continuous basis and will be applicable to all persons while on the premises of the school:

- a. All persons will wear a face mask at all times except when enjoying a break at the designated areas such as the identified sport fields and only if he/she is static on one of the demarcated spots; and
- b. All persons will wash their hands with water and soap in the prescribed manner when entering the premises; and

- c. All persons will adhere to the prescribed social distancing guidelines at all times with a minimum following distance of 1.5 meters; and
- d. No personal items will be shared between any persons, this include but are not limited to stationery, hand sanitizer, foodstuff, bottles, cups, etc; and
- e. No foul play will be allowed and no uncontrolled gatherings of any nature are permitted; and
- f. All learners will, without delay, move directly to their classroom when entering the school premises and will take their seats immediately after entering the class room whilst adhering to the social distancing rules; and
- g. Hand sanitizer will be made available in each class room. The educator will be responsible for allowing each learner's hand to be sprayed with the hand sanitizer should they wish to do so. The control and monitoring of this activity is critical to ensure no foul play with the sanitizer and/or the misuse of the sanitizer. Only sanitizer supplied by the department of education, or the same sanitizer procured by the school, will be used. Caution must be taken that there may be learners that can develop a sensitivity for the use of sanitizer on a frequent basis; and
- h. All instructions given by educators monitoring the movement of learners must be adhered to; and
- i. All marshalling instructions given by educators during changing of class rooms must be followed without delay; and
- j. No person will be allowed inside "NO ENTRY" and barricaded zones; and
- k. It is expected of all persons to discard any waste into the supplied waste bins; and
- l. Any maintenance work will only be done after the end of the school day when all learners and other non-essential staff have left the premises.

Based on the above to following process will be followed when any person wishes to enter the school premises:

- a. Entry into the school premises will commence at specified times and all learners and educational staff will vacate the premises not more than 30 minutes after completion of the school day. This will enable the dedicated maintenance staff to commence with their task of cleaning and preparing of the school facilities for the following day.
- b. During the commencement and ending of the school day, teachers and marshals will be placed at strategic points inside and outside the school premises to ensure all persons will continue to their destination. All learners will without delay move to their classrooms and be seated, no person will be allowed to roam around inside or outside the premises, or gather in groups.
- c. On arrival at the school premises, it is expected of all persons wishing to enter the school premises to do so without delay. This is done to prevent uncontrolled group gatherings and to maintain social distancing. It will further prevent delays during the scanning and washing of hands inside the school premises.
- d. Any person wishing to enter the school premises will only be allowed to enter the premises through the designated entry points that will be controlled by educators and/or marshals.
- e. All persons visiting the school on a regular basis such as staff members, learners, support personnel and the like, must submit a "Declaration of Consent" document on the first day they enter the school premises.
- f. All visitors and contractor personnel will be required to complete the "Request to enter" application form for each individual. Only after this document is evaluated a decision will be made on permitting entrance or the denial of entrance. A detailed and comprehensive record will be kept of all visitors to the premises as well as a record of all school personnel that visitors had contact with during their visit. This is critical important to ensure that effective tracking and tracing can be done, should the need arise. NO visitor will be granted access to the premises WITHOUT an appointment, this will only be granted should it not be possible to have consultation via electronic media.
- g. It is expected of each person to declare any underlying health conditions related to possible COVID-19 symptoms or potential exposure to any person that was diagnosed with the COVID-19 virus.
- h. Any person who during the time that they are in attendance of the school who develop any conditions are associated with COVID-19 or any flu like symptoms, must report this to a school official without delay. Such person will be taken to the medical isolation facility without delay.
- i. All persons will wear a face mask at all times, compliant with the requirements stipulated by the Department of Health. No person will be granted entry without a face mask.
- j. All persons will be temperature scanned when entering the school premises and any person with a body temperature in excess of 37.5 degrees Centigrade will not be granted access to the premises and the

personal details of the person will be recorded. Such person will be advised to immediately seek medical advice about his/her condition.

- k. Should any person found with an elevated temperature above 37.5 degrees Centigrade, be unable to safely return to his/her home and, or is unable to seek medical advice, such person will be offered the opportunity to be placed in isolation and the health authorities will be informed about his/her health condition. Denial of entry due to an elevated body temperature does not automatically mean a person has contracted the COVID-19 virus, but such person merely does not comply with one of the protocols that are set as a requirement to access the premises.
- l. All efforts must be taken at all times to protect the dignity and privacy of any person who has been denied access to the premises.
- m. Taking any person to the medical isolation facilities will be done in such a manner that it will prevent the least exposure to any other persons present on the premises.
- n. On arrival at the medical isolation room, the person will be requested to stay inside the room with the door closed. The person that accompanies this person will not enter the room, but will remain outside of the room. The school principal will immediately be informed about the situation.
- o. Only the principal (or designated person) will be authorised to act further by contacting the Department of Education, the Department of Health as well as any relatives. This will all be done in accordance with the prescribed protocols as stipulated by the Department of Education. Any communication regarding such event will only be done by the school principal in collaboration with all other authorities. Extreme caution must be taken to prevent the spread of false information or the creation of panic within the school environment and the community.
- p. All persons to which entry was granted will wash their hands with water and soap at the hand wash facility provided at the point of entry.
- q. All class rooms that will be occupied by learners will be manned by the educator prior to the arrival of the learners. This is to ensure compliance to all the social distancing requirements and to ensure a sound and safe environment.
- r. A record of attendance will be kept of all learners and educators for each period of school. To be included into such record will be the class room used during the specific period. These attendance registers will be submitted on a daily basis to the controlling official that will keep them in safe and controlled manner, should the need arise for future reference to such records.

5. MODULE 3 - Process to be followed should and staff member or learner be suspected of having contracted the COVID-19 virus

Although all reasonable steps will be taken to prevent the uncontrolled spread of the COVID-19 virus, the possibility remains that infections may happen. The following steps will be implemented without any delay should this situation occur.

On receiving confirmation that any staff member or learner has contracted the COVID-19 virus the school principal will, without delay, ensure the following steps are taken:

- a. Notify the following Government departments:
 - a. DEPARTMENT OF EDUCATION; and
 - b. DEPARTMENT OF HEALTH
- b. Should the staff member or learner be present on the premises during the time of confirmation, this person will be taken to the medical isolation facility without delay for isolation and to protect any other persons from possible contamination; and
- c. All other learners and staff members that may have had direct contact with the person will be removed from the school building and be taken to the rugby or hockey fields where proper social distancing protocols will be followed; and
- d. All records of attendance by the person of the school facility for the period of 14 days prior to the confirmation will be compiled and made available on request to the authorised authorities on request. This is a critical task that should be completed in the shortest possible time to enable tracking and tracing by the health authorities; and
- e. All class rooms or communal areas visited by such person will be evacuated and such class rooms and other facilities will be locked to prevent any other person from entering such room. All class rooms and other areas to be isolated will be kept closed and clear signage will be put in place to prevent any risk to further exposure; and
- f. Based on the advice and guidance from the Department of Education and the Department of Health, all further actions will be taken in strict coordination with these departments; and
- g. All official communication to parents or other affected parties will only be done with the consent and advice from the Department of Education. To eliminate the spread of false news and to prevent panic, communication must be done in the shortest possible time to all effected parties; and
- h. A "HOT LINE" will immediately established, to enable parents and other effected parties to be updated. This facility will be manned by a responsible person after consultation between the responsible government departments and the school management team; and
- i. Any decisions regarding the continuation or closure of the school or specific areas of the facility will be taken in consultation with the Department of Education and the Department of Health; and
- j. The cleaning and disinfecting of any such facilities will only take place under strict control and guidance of the responsible government departments. All such facilities will only be made available for further use after consent has been received from the Department of Education.

6. MODULE 4 - Appointment of certain functionaries to coordinate and ensure compliance

Although the school principal will be responsible for the implementation and execution of the policies and procedures, the following functionaries will be appointed to assist him in the execution and monitoring of the processes:

6.1. COVID 19 Coordinator

This person will be responsible to coordinate the process on a daily basis, and liaise with all other personnel to ensure compliance.

6.2. COVID 19 Safety officer

This person will be responsible to ensure compliance with all safety aspects related to this procedure, such as;

- a. Use of personal protective equipment; and
- b. Identification of any areas that might pose a risk to ensure illegal gatherings; and
- c. The inspection of barrier and signage to control staff and learner movement; and
- d. Safe handling of sanitizer and disinfectant

6.3. COVID 19 Administrative officer

This person will be responsible for the continuous safe keeping of all documents and records that are related to this procedure.

6.4. COVID 19 Health officer

This person will on a daily basis ensure compliance with the cleaning and readiness of the school facility.

All cleaning staff will report directly to this person, all staff allocated to the cleaning of the school facility will be relieved from all other normal housekeeping tasks, as this is the most important engineering control measure to ensure compliance.