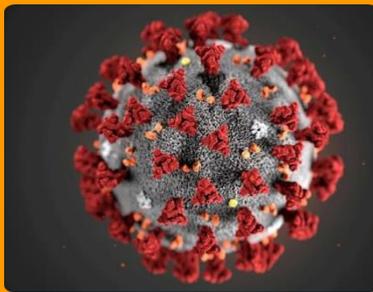


COVID -19 – ORIENTATION MANUAL FOR SMT

**COVID -19
- A CRITICAL PANDEMIC TO
MANAGE AT SCHOOL!**



© Copyright

This work is protected by the Copyright Act 98 of 1978. No part of this work may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording or by any information storage and retrieval system, without permission in writing from Matthew Goniwe School of Leadership and Governance.

Whilst every effort has been made to ensure that the information published in this work is accurate, Matthew Goniwe School of Leadership and Governance takes no responsibility for any loss or damage suffered by any person as a result of the reliance upon the information contained therein.

First Edition. First Impression. 2020

Contents

1. INTRODUCTION	5
2. PURPOSE OF THE GUIDE.....	5
3. THE ROLE OF THE SMT.....	6
4. PROCEDURES	6
5. SCREENING PREPARATIONS AND CHECKLISTS.....	7-8
6. WEARING A MASK.....	8
7. PREPARING FOR THE RETURN OF STAFF.....	8
8. PLANNING PHASE.....	9
9. GUIDELINES.....	10
10. FOOD HANDLING.....	10
11. TRANSPORT AND SCHOLAR PATROL.....	11
12. GENERAL WORKERS.....	12-13
13. SOPS's AT HOSTELS.....	13-14
14. DAY 1 –RETURN OF STAFF.....	14
15. REPORTING PROTOCOLS AND PROCEDURES.....	14-16
16. REPORTING TEMPLATE.....	16
17. WHO IS VULNERABLE?.....	16
18. BREAK TIMES AND SOCIAL DISTANCING.....	17
19. SAFETY.....	18
20. ACTIONS FOR SUSPECTED CASES.....	18
21. ACTIONS FOR CONFIRMED CASE ACTIONS.....	19-20
22. SUPPORT MEASURES.....	20-23
23. GOING FORWARD.....	24
24. EMERGENCY CONTACT NUMBERS AND SUPPORT.....	24-25
25. ANNEXURES.....	26-29

SMT ORIENTATION MANUAL

ICONS USED IN THIS GUIDE

ICON	MEANING
	Take special note of...

1. INTRODUCTION

Schools should be safe zones that limit and prevent the spread of the Corona Pandemic and as such it is imperative that SMT members prepare adequately for the return of teachers, learners, PS staff, EPWP and NSNP employees through proper advocacy, orientation and training with regard to preventative measures to be taken to ensure that the highest standards of precaution are implemented and sustained.

With the imminent return of learners and staff, SMT, in their roles as leaders, are required to return first to ensure that schools are made safe zones and are prepared to support the staff for curriculum delivery.

The aim of this manual is:

- To capacitate SMT on COVID-19 containment and prevention measures at schools
- Prepare schools for re-opening in a phased in approach in line with the National Command Council strategy.
- Inculcate a culture of OHS Compliance and adapt to the new normal

1.1 PURPOSE OF THE MANUAL

This manual aims to offer SMT information and guidelines in order to manage schools against the background of the COVID-19 pandemic so as to work towards the efficacious functioning of schools.

This pandemic has posed quite a challenge to the functionality of our education system and its rapid progression will have to be managed under the circumstances at hand in order to safeguard learners and staff at school.

Essential information about the psycho- social effects of this virus are also covered in the manual as it is of importance to note that the magnitude of the effects of this virus are not only physical but also emotional, and as such, leaders will need to support their staff and learners to gain confidence to do their best under the current circumstances.

1.2 The ROLE OF SMT IN RESPONDING TO COVID-19



The school principal is at the centre of all operations and accountability and his/her role entails amongst others:

- Ensuring that classroom and school infrastructure promotes social distancing
- Planning nutrition measures and communicating safe transportation
- Re-drafting timetables and implementing effective curriculum measures in line with policy so as to maintain or enhance the quality of teaching and learning
- Collection of PPE's and overseeing deep cleaning and disinfection of school
- Ensuring social distancing in school offices, staffrooms as well as school entrances by marking off 1.5m distance breaks leading up to the entrance.
- Ensuring standards of hygiene and health protocols in compliance with Occupational Health and Safety Regulations

2. PROCEDURES FOR SCHOOLS ON THE PREVENTION OF THE SPREAD OF COVID-19

Schools play an important role in the efforts to control the spread of COVID-19, hence steps need to be taken to circulate information about the disease and its potential transmission within the school community.

It is therefore key that SMT should prepare to take the steps necessary to prevent the spread of COVID-19 among their learners and staff, should health officials identify the need.

School plans should be designed to minimise the disruption of teaching and learning, and protect learners and staff from social stigma and discrimination.

Plans towards this can build on the recommended everyday practices (the Golden Rules):

- Encouraging conscientious hand hygiene (frequent and thorough handwashing and avoidance of touching of the face and eyes),
- Promoting appropriate cough etiquette,
- Allowing staff and learners to stay at home when sick,
- Monitoring absenteeism and communicating routinely.

2.1 STANDARD OPERATING PROCEDURES

It is critical that schools plan and prepare to mitigate community transmission. Decisions regarding appropriate public health interventions should always be made in consultation with public health officials who have access to all of the relevant and latest information. These decisions include:

- Whether learners and teachers should stay at home for a period of time.
- Whether learners in sections of a school or the entire school should be dismissed from attendance.

Principals therefore are advised to take measures to:

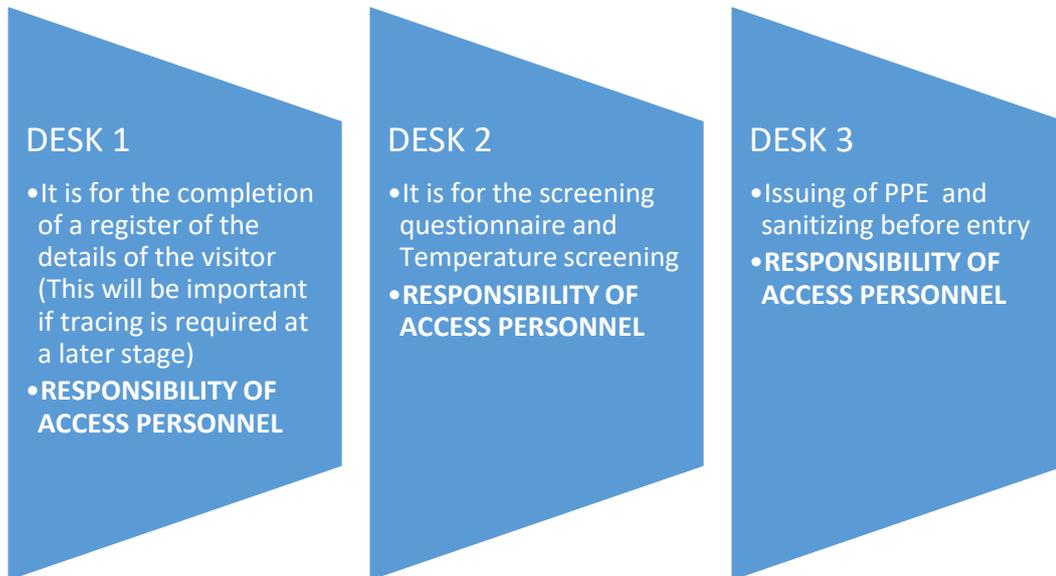
SMT ORIENTATION MANUAL

- a) Ensure that learners and employees are screened when the schools reopen using the NDOH and COVID-19 procedure and questionnaire.

SCREENING PREPARATIONS

Should you have more than one entrance, attempt to limit access to one entrance and one exit only.

These desks serve the following function:



Below is an example of a screening questionnaire from the DOH, depicting the type of questions that may be asked:

Checklist for Screening	YES/NO
Record temperature using infra-red thermometer	
Screening questions	
Do you have a high temperature?	
Do you have a cough?	
Do you have a sore throat?	
Do you have difficulty breathing (shortness of breath)	
Can you taste food and drinks normally?	
Can you smell normally?	
Record in school register	
Temperature reading	
√ for all answers NO	
X for >1 answer YES	

Use the following information as indicators to determine if they present a High Risk or not.

Have they travelled outside the country in the past 14 days or have been in the company of anyone who has travelled to a country with high infection rates?
Have they been to any other province or city that has been declared a Hotspot?
Have they or any of their family members been declared as comorbidities?

Have they received medical assistance at a facility that has been treating cases of COVID-19?

Should their answer to any of the above be yes, take note that they may be susceptible to the virus and spread thereof.

(We will look at the measures you will have to take based on the responses received when we deal with the section on when learners and educators actually return to school or when visitors present themselves at school)

- b) Learners and employees should report any of the following additional symptoms: body aches, loss of smell or loss of taste, nausea, vomiting, diarrhoea, fatigue, weakness or tiredness; (Refer to Annexure A for Health Assessment Form to be issued to staff and learners)
- c)
- d) Ensure that learners and employees are informed, trained and instructed as to the correct use of cloth masks; and ensure that a risk assessment is conducted to identify categories of employees requiring Personal Protective Equipment (PPE). Those employees should be provided with the accredited PPE in accordance with Department of Health guidelines

WEARING A MASK



- DO NOT use defective masks.
- Make sure the exterior (usually yellow or blue) side of the mask is facing out, away from your face.
- Place the mask on your face with the blue side facing out and the stiff, bendable edge at the top by your nose.
- If the mask has ear loops, put one loop around each ear.
- Once the mask is in place, use your index finger and thumb to pinch the bendable top edge of the mask around the bridge of your nose.
- Make sure the mask is completely secure. Make sure it covers your nose and mouth so that the bottom edge is under your chin.

2.2 PREPARING FOR THE RETURN OF STAFF AND LEARNERS

It is the responsibility of the SMT to ensure that key functionality of the school, based on the Nine Areas of Evaluation are adapted by tailor making operations to suit the current circumstances posed by COVID-19. This requires a lot of planning prior to Day 1 of staff and learner return.

2.2.1 PRIOR TO DAY 1 – PLANNING PHASE

It is advisable to decide on the allocation of oversight functions, in consultation with your SMT and allocate duties accordingly:

- Availability of Water and Sanitation
- Access control
- Social distancing
- Logistics for meetings
- Screening
- Managing learners who are unwell
- Cross teaching across grades or subjects
- Re-drafting of timetables
- Preparing duty lists and communicating it to General Workers
- Communication with parents, learners, PS Staff, EPWP, patrollers and transport providers

Remember that it is necessary for you to also set up measures to establish a safety committee that will oversee the enforcement of all safety protocols at school.

Make sure that you stay informed about COVID-19 through reputable sources and share this information with all stakeholders;

- Establish a COVID-19 committee in the school;
- Place signs or posters encouraging good hand and respiratory hygiene practices;
- Prepare and maintain handwashing stations with soap and water within 5 meters of toilets and bathrooms;



REMEMBER:



GUIDELINES TO GET STARTED

ASPECT OF SCHOOL FUNCTIONALITY	PROPOSED MEASURES
STAFFING	Send out communication to educators to determine who will not be returning to school due to co-morbidities, pre-existing conditions etc. Ensure that specific SMT members or the principal train PS staff, nutrition workers and patrollers on safety and hygiene measures. Draw up a duty list for additional duties to be performed BY GA's like more frequent cleaning of bathrooms etc.
CLASSES	Divide classes into groups of 20 at most and ensure that classrooms are set up in a manner conducive to that.
TIME-TABLE RE-DRAFTING	Make a shortlist of staff that are available to return and re-structure timetables to redistribute teachers appropriately so as to maintain the quality of teaching and learning.
SPORT AND OTHER AFTER SCHOOL PROGRAMMES	School Sport and other mass-based gathering events such as the South African Schools Choral Eisteddfod should remain suspended in schools. This is in line with the directive given by the Minister on 16 March 2020. The directive will remain in force until further guidance is received from the Department of Health and Covid-19 Command Council.

Refer to **Annexure B** for a checklist that can be used as a guide to assist you in ensuring school readiness for staff and learners.

School readiness also entails preparing other aspects like food handling, hostel readiness, communication with transport providers etc.

FOOD HANDLING PRECAUTIONS

Food preparation and serving

Transmission of COVID -19 through food can occur if a person infected with the virus prepares or handles food with dirty hands and contaminates it. Cooking food thoroughly and observing good hygiene practices when handling and preparing food are effective at preventing contamination.

It is your responsibility as SMT to communicate with food handlers to ensure that they:

- Wash their hands with soap and water before and after touching any food during preparation;
- Wash their hands with soap and water before serving food to learners;
- Clean and sanitise all work surfaces (i.e. tables, stoves and other resources) sinks and floors regularly;

SMT ORIENTATION MANUAL

- Keep all appliances clean;
- Wear clean kitchen attire at all times;
- Wear head gear and masks to cover their mouths and noses;
- Wear closed shoes to protect feet;
- Ensure proper food storage practices;
- Rinse all foodstuffs thoroughly before cooking; and also fruit before serving to learners;
- Cook food thoroughly; and
- Ensure that learners do not share utensils, food or drinks
- Serving times should be staggered to limit the number of learners
- Eating arrangements should observe social distancing protocols or learners could be allowed to eat in their classrooms.

TRANSPORT PROVIDERS

Although you many have limited control over transport providers that your learners use, it is advisable that you possibly draw up communique that advises them of the precautions they should take to ensure the safety of your learners as they travel to and from school each day. Some of these that can be included are:

They should ensure:

- That their vehicles are cleaned and disinfected before picking up and after dropping off learners.
- That door and window handles, armrests and handrails are cleaned/wiped with a disinfectant before picking up and after dropping off learners.
- That their vehicles are clean and tidy
- That drivers wear a mask
- Hand sanitizers are available in the vehicle for learners
- That learners sanitize before entering their vehicles.

SCHOLAR PATROL AND THE YOUTH BRIGADE

Due to the fact that scholar patrol vehicles are appointed to transport learners by the Department, there is a level of control that can be put in place to limit the transmission of the virus when learners are travelling to school. The SMT should ensure the following:

- That the youth brigade is at the collection point in time to do temperature checks
- That parents who drop off their children at the collection point do not leave until their child embarks onto the bus
- That the driver and youth brigade have their temperatures checked each morning

SMT ORIENTATION MANUAL

- Learners whose temperatures are above 38 degrees are sent back with their parents or issued with a letter to go back home
- That there is a separate entrance at school for learners who use scholar transport to enter the school as they have already had their temperatures checked.
- That an SMT member is present to collect learners at this entrance from the conductor.
- The SMT should also take into consideration that due to the different drop off points and temperature checking, there might be delays in learners arriving at school – this should be figured in when planning the timetable.

PREPARING GENERAL WORKERS

In preparing for learners to return, it is key that ground staff also be kept informed and in the loop about what is required of them.



REMEMBER: The school grounds will have to constantly be kept clean and sanitized. General workers' roles and responsibilities will increase but will be balanced off by the fact that their key focus will be on areas utilised by the Grade 7 and 12 learners currently. They will also have to be addressed about their own health precautions and it will be necessary for the facts around COVID -19 to be shared with them.

The following will be useful in preparing General Workers:

- What is COVID-19?
- Facts about how it is transmitted and precautions that must be taken. (These are the same as indicated for other staff members, with the addition that they should be very aware of regular sanitizing and disposal methods mentioned below)
- They should ensure that the classrooms, toilets, offices, school yard, all surfaces, all the spaces that might be a risk to the learners or staff.
- Encourage them to pay attention to and take care of their health. They are entitled to the same rights and responsibilities as all other staff.
- Explain the process of screening every day
- Take them through the correct way to wear a mask as indicated in this manual.
- Divide duties and explain the importance of frequent cleaning, such as sanitising tables and chairs every day and all other surfaces inside and outside the classrooms being used by learners.
- They should ensure that their mode of transport is sanitized and that they wear their masks at all times.
- They should pay particular attention to social distance regulations.
- Bathrooms and areas outside classrooms should be checked at regular intervals for sufficient sanitizers.
- Ensure trash is removed daily and disposed of safely all waste that has been in contact with the individual, including used tissues, and masks if used, should be placed in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It can thereafter be placed in the waste bin.
- Demonstrate how classroom layouts should be done as per social distancing regulations.

SMT ORIENTATION MANUAL

- The SMT should also ensure that cleaners:
 - clean and disinfect school buildings, classrooms and especially water and sanitation facilities at least, once a day;
 - clean and disinfect surfaces that are touched frequently by many people (railings, lunch tables, sports equipment, door and window handles, toys, teaching and learning aids, etc.) must be cleaned more frequently; and
 - dispose of ordinary waste materials and contaminated waste material regularly.
 - The cleaning and disinfecting of facilities and disposal of waste material should be done in accordance with Circular 6 of 2020 relating to Directives regarding the COVID-19 procedures for cleaning and disinfecting of Education facilities.

ORDERING OF DISINFECTANTS AND FREQUENCY OF CLEANING (Refer to Annexure C for Circular 6/2020 for clear guidelines pertaining to the order of disinfectants and frequency of cleaning)

SOP's AT HOSTELS

Schools with hostels have a further responsibility to ensure that accommodation facilities are compliant with safety and hygiene regulations as well as their dining areas and food preparations.

- School hostels must apply all the rules and regulations concerning COVID 19 applicable to schools as stipulated under 5 above.
- 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.
- Schools must have infra-red thermometers for easy screening of all hostel learners and staff; Hostel staff including house fathers and mothers must be trained on COVID19;
- Sanitizers or/and running water with soap must be available in all hostel entrances and exits, dining halls and study rooms for hand washing;
- Learners and teachers must observe physical distancing of 1.5 – 2 metres where possible, including between their beds;
- Learners must bath daily with warm water and soap and wear shoes to bathrooms;
- Cleaning staff must regularly disinfect and sanitize surfaces in all areas: hostel rooms, doors, walls, bathrooms, passages, dining halls, kitchens and study rooms;
- Libraries can only be used under strict supervision, with wearing of masks and a limited number of persons, to allow the recommended physical distancing;
- All visits to other boarders' rooms are prohibited;
- No sharing of beds, utensils inclusive of plates, cups, squeeze bottles, etc. is allowed;
- All support staff members must wear personal protective equipment (PPE) when on duty;

SMT ORIENTATION MANUAL

- Preparation of meals should be under strict adherence to health and hygiene rules; Meat and eggs must be well cooked;
- Dining should be conducted under supervision to ensure that the recommended physical distancing is observed;
- A learner, teacher or hostel staff not feeling well should immediately be isolated and health services immediately informed; and Everyone in the hostel must wear a mask



REMEMBER: The above also needs to be communicated to all involved so that there is compliance.

3. THE RETURN OF STAFF

After having set down proper procedures and protocols in line with the OHS policy (ANNEXURE A), it is time to ensure that your staff follow the below steps when returning on the first day.

Step1 : Employee leaving their home/residence	All employees leaving their residence are compelled to travel to the Office with a cloth face mask on, This includes all modes of transport (Public and Private)
Step 2: Employee enters demarcated entrance to office building	Present themselves to security in a single file, as per the floor marking to adhere to social distancing, (1.5 to 2 meters apart from one another)
Step 3: Sanitisation	Get their Hands sanitized with at least 70% of alcohol-based sanitizer by security personnel.
Step 4: Screening	Once sanitized, proceed to the screening table, wherein they are screened through questionnaire and complete a daily register, Temperature readings are also taken and if the temperature is normal (below 38 degrees Celsius), If any response is positive or the temperature is $\geq 38^{\circ}$ Celsius, the official is requested to seek medical advice from his or her Medical Practitioner or Health Care Centre. Then the official proceeds to enter the building whilst adhering to social distancing for at least 1 to 2 meters distance apart. All staff should sign in daily as the SMT will have to report this to the district COVID – 19 official on a daily basis

3.1. REPORTING PROCEDURES IN THE EVENT OF STAFF EXHIBITING SIGNS

Step 1: Officials/Staff report suspected or Confirmed COVID-19	<ul style="list-style-type: none"> • Staff with suspected or confirmed COVID-19 should report to their immediate supervisor or Authorised person with immediate effect. • Staff member follow the NDoH and NICD guidelines on self-isolation and where self-
---	--

SMT ORIENTATION MANUAL

	isolation is not possible should be on supervised isolation in a health facility provided by DoH for 14 days or a period required as determined by their medical practitioner.
Step 2: Immediate supervisor/Authorised Person report to EHW	<ul style="list-style-type: none"> • Coordinator or OHS specialist. • Immediate supervisor to report the confirmed COVID-19 case to EHW Coordinator at a district level or OHS specialist at Head Office Level, who are both in the PMD Directorate. • Immediate supervisor to ensure that the staff member is given authorised leave in terms of leave determination policy.
Step 3: EHW Coordinator/OHS Specialist report to Director PMD	<ul style="list-style-type: none"> • Upon receipt of confirmed cases of COVID-19, the EHW Coordinators or OHS specialist will report to the director PMD with immediate effect. • Ensure that the affected staff member, family and colleagues receive psychosocial support services to help them cope with the effect of COVID-19. • Ensure that offices and workstation are being disinfected. • All contacts are traced, screened and tested in line with NDoH or NICD guidelines.
Step 4: Director PMD	<ul style="list-style-type: none"> • Director PMD will consolidate the report and report to GDE provincial steering committee through the dedicated COVID-19 email facility (GDCCovid19Enquiries@gauteng.gov.za)
Step 5: Steering Committee Report	<ul style="list-style-type: none"> • To HOD and Provincial Command Centre GDE provincial chairperson will report all confirmed COVID-19 cases to the HoD, who will report consolidated confirmed cases to the provincial command centre, DBE and DPSA.

REPORTING SHOULD BE DONE TWICE A DAY – AT 10AM AND THEN AGAIN AT 12 EVERY DAY.



PLEASE NOTE: All staff confirmed COVID-19 cases should include the following information:

- Name and Surname,
- Age,
- Gender,
- Physical address,
- Contact details,

SMT ORIENTATION MANUAL

- Occupation,
- Persal Number/ID number in case of SGB employed/contract workers without Persal number,
- Health treating or Isolation facility and confirmed date.

The following template can be used for reporting:

Name of School			EMIS	District			
List of Employees with Underlying Conditions (Comorbidities)							
PERSAL	POSITION	SURNAME	INITIALS	Medical Certificate Submitted	Working Remotely	Applied For Special Leave	Special Leave Approved

WHO IS VULNERABLE?

The World Health Organisation Research and NDOH guidelines suggest the following:

- People aged 60 and above,
- Staff with underlying medical conditions and may be at risk of contracting novel corona virus (COVID19).

Supervisor and Managers should ensure that this category of staff get priority when identifying staff who should either work remotely or on rotation to protect them from workplace exposure for COVID19.

- Staff members who meet fall in this category should submit their completed declaration and Medical certificate as proof of their underlying medical condition
- This forms will be made available through GDE NEWS and EH&W unit both at Head Office and District Office.

Confidentiality should be guaranteed and anyone who violates the confidentiality clause will be dealt with in line with code of professional ethics and public service code of conduct.

4. THE RETURN OF LEARNERS

It is imperative that all measures and procedures are in place for the return of learners as they will be many in number. All of these should be communicated to parents prior to learners arriving on Day 1.

- Adhere to all access control and screening measures mentioned previously in this guide when learners arrive at school. ie. Use the screening questionnaire and have the Health Risk form ready for issuing or already complete beforehand.
- Ensure that all learners are wearing a mask.
- Classrooms should be set up so as to observe social distancing.
- Hand sanitizers should be available outside bathrooms and classrooms. Limit the number of learners that go to the bathroom at one time.
- Teachers should collect learners in groups of not more than 20 at the gate or at designated areas and take them to class. Register should be taken daily.
- Teachers should first spend the morning taking learners through the learner guide on safety and hygiene precautions to be exercised by them all the time. This talk should emphasize the following for learners to do:
 - Wash their hands frequently, always with soap and water for at least 20 seconds;
 - Keep their nails and teeth clean;
 - Refrain from touching their eyes, mouth and face;
 - Not share cups, eating utensils, food or drinks with others;
 - 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;
 - Refrain from teasing anyone about being sick;
 - Share what they learn about preventing disease with their family, friends, and siblings; and tell their teacher or parents, if they feel sick, and to stay at home.

BREAK TIMES AND DEPARTURE

- Stagger the break times and divide grades so as to have different play areas at different times.
- Those learners who are on the nutrition programme could have staggered serving times as well.
- Learners could also be allowed to eat their lunches in classrooms as these have already been set out in line with social distancing regulations.
- Departure from school should follow the same procedure as arrival at school.
- Ensure that posters about COVID and safety measures are visible and present at all times throughout the school.
- Ensure that teachers speak to learners about safety precautions every morning and afternoon.
- SMT should enforce set times for breaks so that they have a minimal impact on teaching time.

SOCIAL DISTANCING

Look at how you can practically implement social distancing at your school by focussing on the following:

The 1.5m social distance norm, wherever practicable. Consequently, the number of learners per classroom must be reduced, where possible.

- Practising thorough hygiene, the continuous use of cloth masks, symptomatic screening and enforcing practical social distancing for all learners and teachers will be the most effective way of curbing transmission of COVID-19 at schools.
- Schools or school halls should not be utilised for funerals or any other public gatherings to minimise contamination of school facilities and to observe the social gathering restrictions.
- Schools must identify an isolation room for suspected cases and persons under investigation by the local health authorities

5. SAFETY PRECAUTIONS

- Cancel assemblies, sports games, extra mural activities and other events that entail gatherings
- Create sufficient space between learners' desks as prescribed in the OHS.
- Share known information with staff, caregivers and learners, providing updated information on the disease situation, including prevention
- Ensure that the school adheres to the DBE policies in regard to flexible attendance and sick leave
- Also encourage learners and staff to stay home when sick or when caring for sick family members. Discourage the use of perfect attendance awards and incentives.
- Adapt to the changes in school calendar as per GDE communique.
- Identify critical job functions and positions, and plan for alternative coverage by cross training staff.
- Consider the specific needs of children with disabilities and examine any specific implications for learners that may increase their risk, such as responsibility for taking care of the sick at home, or exploitation when out of school.
- Work with school health workers/social workers (Psychosocial Support Services) to identify and support learners and staff who exhibit signs of distress.
- Ensure teachers are aware of local resources for their own well-being.
- Increase air flow and ventilation where climate allows (open windows, use air-conditioning where available, etc.)
- Post signs encouraging advocated coughing and sneezing practices as well as good hygiene.

5.1 MANAGEMENT OF CO-VID CASES IN A SCHOOL

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.

5.1.1 ACTION TO BE TAKEN WHEN A CHILD OR LEARNER APPEARS ILL OR DISPLAYS SYMPTOMS ASSOCIATED WITH COVID-19

When a child/learner appears to be sick or displays symptoms of COVID-19, such as dry cough, high fever, respiratory distress or shortness of breath, or report a sore throat, the procedure below must be followed:

- a) Isolate the learner and keep them separate from other learners and staff until they can be assessed by a health professional.
- b) Provide the learner with a face mask if they don'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, the NICD toll-free emergency hotline for COVID-19 (0800 029 999) or the provincial officials whose details are listed in the DBE Circular 1 of 2020.
- e) The school will be advised on any further actions to be taken.

5.1.2. 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 whose details are listed in the DBE Circular 1 of 2020 or the NICD toll-free emergency hotline for COVID-19 on 0800 029 999 for referral to the relevant contact.
- 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.

5.1.3. ACTIONS TO BE TAKEN WHEN A CHILD/LEARNER MAY HAVE BEEN EXPOSED TO A SUSPECTED/PROBABLE CASE OF COVID-19, OR A SUSPECTED CASE FOR WHOM TESTING FOR COVID- 19 IS INCONCLUSIVE AS REPORTED BY THE LABORATORY.

- 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.

5.1.4 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
- e) for COVID-19 and if they test positive for COVID-19, active contact tracing and self-quarantine of all contacts will be implemented.



NB. Keeping learners at home or closing schools is a serious decision which may restrict the learners' ability to acquire education, amongst other considerations. The decision to direct learners to stay at home, because of possible exposure to, or infection with COVID-19 should be justified by the available scientific evidence and must be directed by the accountable health authorities.

6. SUPPORT MEASURES

6.1 STAFF

- Provide accurate and timely information as situation unfolds.
- Be mindful of not using fatalistic, threatening or commanding language in verbal and written communication.
- Provide rest spaces and enforce mandatory rest periods for workers.
- Implement mandatory time for formally regrouping, reconnecting with colleagues at the start of the workday or at least 3 times a week in times of crisis, noting social distancing.
- Ensure a formal method for regrouping and reconnecting is implemented. This may be suggested, or guidelines provided (short group meditation, song, prayer, check –in with other team members)
- Provide basic training on how staff can support each other.
- Recognise that mental health professionals should be consulted when there is evidence of pathology, and to provide overall guidance.
- Encourage and promote an environment where health workers are visibly and regularly recognized for their effort.
- Introduce a buddy system, where staff members have a designated colleague to decompress with when faced with a challenging moment. The school SBST can be of assistance here.

6.2 CURRICULUM

Keep abreast of the changes to the curriculum and the trimming of content and then:

- Oversee the implementation of adjusted timetables and re-distributed duties for cross teaching
- Ensure adherence to the provincial Grade 12 recovery plan
- Commence with collection of Grade 1 - 12 March results for analysis
- Collate information on the number on progressed learners per subject.
- Track absenteeism and take note of learners who will be home-schooled
- Note staff shortages and request for additional educators
- Educate learners about school vandalism and the practicing of safety measures and hygiene as part of assemblies if the need arises, or in class every day.

6.3 LEARNERS

In the event of learners exhibiting the following upon returning to school:

- Persistent fear, worry and anxiety;
- Persistent sadness, hopelessness and other overwhelming emotions;
- Withdrawal from others (This is not to be confused with the *social distancing* prescribed by the DoH.);
- Loss of interest in personal appearance and unusual lack of energy;
- Expression of rage or anger;
- Missing work or classes; and
- Use of, or increased use of drugs or alcohol.

Implement the following measures:

The class teacher can speak with the learner to determine whether they (the teacher) is able to provide emotional or other support. They may refer the learner to the SBST for basic counselling or referral to specialised services.

Constantly remind learners to:

- Wear a mask at all times, even when travelling



- Stay at least 1.5m away from people
- Make sure that you are not close to the next person, to keep yourself and them safe.



- Wash their hands regularly, including on arrival to the school and before and after meals. This should be either through washing hands with soap and water or using hand sanitiser.



- Not to touch their faces



- To practice sneezing or coughing into their bent elbow or into a tissue and dispose of it immediately. Wash their hands or use a sanitizer.



Be on the lookout for instances of Stigmatisation that may occur amongst learners:

Stigma is a mark of disgrace that sets a person apart from others. When a person is labelled by their illness they are no longer seen as an individual but as part of a stereotyped group. Negative attitudes and beliefs toward this group create prejudice which leads to negative actions and discrimination.



Stigma brings experiences and feelings of:

- o shame
- o blame
- o distress
- o secrecy
- o loneliness,
- o isolation and
- o social exclusion
- o misrepresentation in the media
- o being treated differently than the rest of society

Educate learners to:

- o Learn and share the facts about the illness.
- o Get to know people with personal experiences of Covid-19.
- o Speak up when friends, family, colleagues or the media use language and/or misinformation that perpetuates false beliefs and negative stereotypes.
- o Offer the same support to people when they are unwell whether they have a physical or mental health problem.
- o Not label or judge people by their illness.
- o Talk openly of your own experience if you had the virus.
- o Be cautious about the images that are shared. Make sure they do not reinforce stereotypes.

HINTS THAT CAN BE SHARED WITH LEARNERS INCLUDE:

Establishing a routine

- o Be inspired to do as many regular activities as possible
- o Work with your family and your teachers to structure a routine and stick to it.

Making time for learning

- o Keep connected to school life through listening, reading and completing tasks whether at school or at home.

Making effective usage of technology

- o Take advantage of television, radio or any other on-line programs
- o Discussion with your peers on social media on what you have learnt

Creating and following an exercise routine

- o It is very important for children to exercise every day.
- o Exercise makes everyone feel better.
- o Think of exercises and activities that can be done in your lockdown space. These can be simple activities, like running on the spot, jumping jacks, squats and push-ups.

7. GOING FORWARD

- Once you, as the school SMT, have made it through Day 1 –share feedback (ideally via email or WhatsApp) around challenges encountered and discuss measures that can overcome such. Communicate your findings and decisions to teachers, PS staff, parents and learners.
- Set up a meeting with your SGB (via WhatsApp or other facilities like Zoom) so as to ensure that your policies are updated to incorporate safety measures and to guide them on their role with regard to managing the situation. (Refer to SGB guidelines for further information)
- Now proceed to ensure that you use aspects of the checklist featured in the previous three slides to plan further control measures to deal with the pandemic.
- Make a concerted effort to keep communication channels open by:
 - Keeping your direct senior in the loop about all measures taken and request for assistance should you encounter challenges.
 - Setting up a means of communicating with parents so that they are also kept in the loop of what the school is doing.
 - Guiding and supporting your SGB in terms of what their role is in ensuring safety of learners and staff.
 - Informing staff of measures taken by the school to promote teaching and learning whilst ensuring safety of all parties concerned.

8. SUPPORT AND CONTACT NUMBERS

FOR SUPPORT, YOU CAN CALL:

- Emergency hotline: 0800 029 999
- WhatsApp support line: 0600-123456
- Childline 08000 55555
- Teddy Bear Clinic 011 484 4554

FOR PSYCHOSOCIAL SUPPORT CALL:

- Gender based violence: 0800 428 428
- Command centre *120* 7867*
- Command centre for deaf and disabled sms "help "To 31531
- South African depression, anxiety, depression and Suicide (SADAG) 0800 456 789/Suicide hotline: 0800 567 567

SMT ORIENTATION MANUAL

- CIPLA 24-hour mental health hotline. Helpline for Anxiety, depression & suicide 0800 456 789/WhatsApp 076 882 2775
- National crisis line- 24-hour service for all forms of abuse, HIV/AIDS, suicide, bereavement, eating disorders and other problems 0861 322 322
- South African Police Services 08600 10111
- SADAG South African depression and anxiety
- Group - AHDH - helpline 0800 55 44 33
- Child welfare South Africa - report child
- Abuse or neglect 0861 452 4110
- Family and marriage association of south
- Africa (FAMSA) 011 975 7106/7
- Food parcels services (011) 241 8324/Gauteng government
- Food parcel helpline 0800 428 8364 or support@Gauteng.gov.za

9. REFERENCES

DBE, (2020). Access control guidelines to be implemented in schools

DBE, 2020, Standard Operating Procedure for Screening of Learners and School Personnel in South African Schools

DBE, Health, Social Development (2020). Learner Health questionnaire

ANNEXURE A



Basic Education
Health
Social Development

HEALTH RISK QUESTIONNAIRE

Dear Sir/ Madam

Please complete the form below for the Department to be aware of any underlying MEDICAL CONDITION your child may have. Your child's health information will be kept confidential and will only be used by the Department of Education and Department of Health in providing and assisting your child in cases of a medical emergency.

It is also strongly recommended that parents must not send their children to school if they are sick. Parents need to take their children to the nearest clinic if they are sick or not feeling well.

Full Names (Learner)		Full Names (Parent)	
Surname		Surname	
Gender	Male Female	Relationship (Mother, Father, Aunt, Grandmother etc.)	
Identity Number		Gender	Male Female
Home Address		Home Address	
		Cell Number	
Below is a list of conditions that might occur in childhood that it is important for the School to know about and keep in your child's records. To respond, please circle Yes if your child has the condition or No if he or she doesn't have it.			
Please indicate if your child is on chronic medication or is currently receiving treatment			Briefly describe what has been prescribed by your doctor
Asthma	Yes	No	
Tuberculosis	Yes	No	
Diabetes	Yes	No	
Other lung disease	Yes	No	
Chronic kidney	Yes	No	
Cancer	Yes	No	
Liver	Yes	No	
Other immune compromising disease	Yes	No	
Other (not covered above):	Yes	No	

The above responses have been completed to the best of my knowledge.

SMT ORIENTATION MANUAL

Parent/ Guardian Signature	Learner Signature 12 years/older	Date of signature

The attached form above will be completed and signed off by your parent, guardian or caregiver. The school will provide you with a copy.

ANNEXURE B

CHECKLIST FOR PRINCIPALS TO ENSURE READINESS FOR SCHOOL RE-OPENING AND EFFECTIVE SCHOOL FUNCTIONALITY	
WILL YOU HAVE THE FOLLOWING IN PLACE:	
CRITERIA	YES/NO
<p>1. A CLEAN AND FUNCTIONAL SCHOOL:</p> <ul style="list-style-type: none"> • Water supply • Deep cleaning and disinfection complete • Sufficient Sanitation • Procedures for routine cleaning and maintenance (ensure that you communicate these with your General Workers so that a common understanding is reached regarding what has to be done and how often this should be done. Allocate specific individuals or teams to particular duties for the sake of accountability and ensure that they are well informed about their own protective measures to be taken) 	
<p>2. ACCESS CONTROL GUIDELINES:</p> <ul style="list-style-type: none"> • Align to GDE offices • Only teachers and learners allowed • No parents and visitors • If visitors are allowed – PPE should be worn and they should be scanned prior to entry • Security guards, patrollers, NSNP employees and voluntary parents should be trained on safety measures, scanned daily and issued with PPE. • Perimeter fencing – minimum requirement for access control • Communicate school safety and access control measures to transport providers for the sake of adherence and ensure their compliance in regard to the wearing of PPE and number of learners being transported. 	
<p>3. UPDATE OCCUPATIONAL HEALTH AND SAFETY POLICY AND MEASURES:</p> <ul style="list-style-type: none"> • Involve and allocate responsibility of policy update to the school safety officer • Ensure that this committee draws up and implements plans for classroom layouts that promote social distancing • Minimise staff meetings and assemblies whilst ensuring that daily reminders around hygiene and social distancing are enforced. • Ensure that compliance is practiced in relation to learners and staff who may be infected, have co-morbidities or are susceptible to infection due to underlying illnesses. 	
<p>4. APPOINTMENT OF ADDITIONAL ADMIN AND CLEANING STAFF (WHERE NECESSARY):</p> <ul style="list-style-type: none"> • Training on COVID-19 and how to contain it through cleaning and compliance • Procedures for cleaning – frequency • Provision of guidelines for SMTs to inspect cleaning • Classroom cleanliness and hygiene protocols • PPE's 	
<p>5. PREPARE PROCESSES AND PROCEDURES FOR FEEDING:</p> <ul style="list-style-type: none"> • Revised procedures for the preparation, serving and feeding 	

SMT ORIENTATION MANUAL

<ul style="list-style-type: none"> • PPE's must be issued • Additional feeding stations and social distancing rules enforced • Utensils – cleaning and sterilisation more often • Disinfecting serving areas after meals – especially dining halls 	
<p>6. SCHOOL TRANSPORT:</p> <ul style="list-style-type: none"> • Guidelines for the management of learners on busses, taxis etc. including regulations and shuttling – punctuality • Procedures for pick-up points – social distancing – parent volunteers • Managing the arrival at schools at access gates • Communication with transport providers to accommodate changes in school day as well as ensuring they adhere to disinfecting their vehicles and use PPE 	
<p>7. IMPLEMENTING SOCIAL DISTANCING:</p> <ul style="list-style-type: none"> • Phase 1 plans to accommodate grade 7 and grade 12 • Class utilisation strategy to comply with social distancing norms • Using different furniture types for class configuration • PPE's for learners and teachers • Classroom practice guidelines • Plan for teachers to move around instead of learners • New timetables – using other teachers to co-teach under the supervision of the lead grade 7 or 12 teacher 	
<p>8. HEALTH AND PSYCHO-SOCIAL SUPPORT AND REFERRALS:</p> <ul style="list-style-type: none"> • List of clinics linked to schools • Procedure for isolating on suspicion of a case • Activate referral and transfer to health official • Information to parents, if learner, and family of referral for testing 	