

How we will stay safe & healthy at school during the Covid-19 pandemic

El Marine Primary Staff Covid-19 safety protocols & procedures training
session

How does the virus spread?

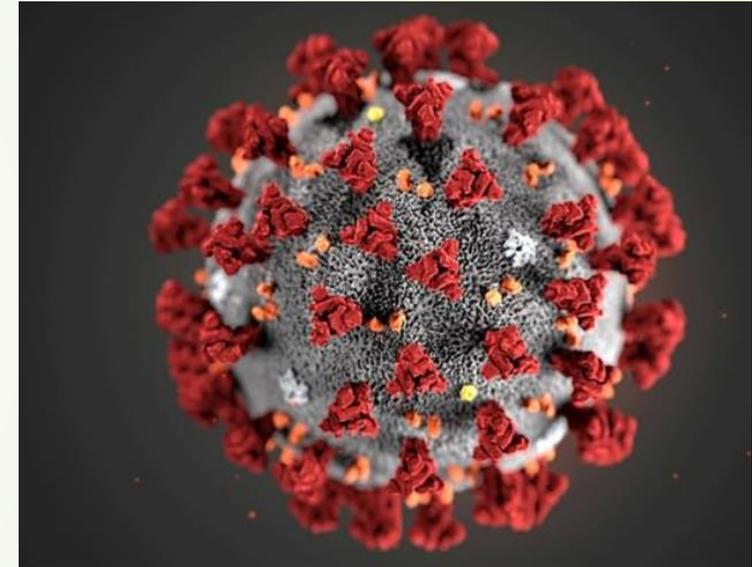
- ▶ COVID-19 is spread by **fluid droplets when coughing, sneezing or speaking** and can be spread by a person who has been infected before symptoms occur, during illness and for a short period of time after they feel better
- ▶ Researchers estimate that around **44% of infections** are passed on by people who are **not showing any symptoms**
- ▶ Virus particles can **survive in the air for a short period of time** and can remain on **hard surfaces such as plastic or steel for a few days**, if not removed with regular cleaning
- ▶ COVID-19 is spread by contaminated **hands touching the hands** of others and touching things such as **money, books, stationary, door handles and counters**
- ▶ When you then touch your **eyes, nose and mouth** after you have touched other people's hands and things with COVID-19 on it, then you can get infected
- ▶ Because Coronavirus is a new virus, there is currently **no vaccine available**. However, many of the symptoms can be treated

Staff protocol

- ▶ All educators are to ensure that learners keep to social distancing regulations.
- ▶ Staff members must ensure that no more than 1 learner use the bathroom at a time and that hands are washed. Emphasize the importance!
- ▶ Before entering any room any learner's, staff member's or domestic worker's hands needs to be sanitized.
- ▶ No more than 2 staff members allowed in the Kitchen.
- ▶ Only secretary, principal and 1 other person allowed in the office at any given time.
- ▶ Should a learner be absent from school, teachers need to notify the office by 10:00 so the secretary can phone the parents for a reason (if parents have not already notified the office or register educator).
- ▶ It remains the educator's responsibility to ensure that learners who are absent receives remote learning material on the same day and guidance/ Video call/ WhatsApp message, or Zoom call ensuring that work can be caught up.
- ▶ Do not come to school if you are sick.

Learner protocol

- 1) Learners must at all time have a **Social distance** of 1,5m apart.
- 2) One learner may be in the bathroom at a time. Washing of hands are essential!
- 3) Learners need to sanitize their hand on entry into classroom regardless.
- 4) Learners must not attend school when they are sick.
- 5) Must wear their mask at all times – and not touch/use a friend's mask.
- 6) Learners may not touch/hug other learners.



What are the symptoms of Covid-19?

Most common symptoms:

- fever
- dry cough
- tiredness

Less common symptoms:

- aches and pains
- sore throat
- diarrhoea
- conjunctivitis
- headache
- loss of taste or smell
- a rash on skin, or discolouration of fingers or toes

Serious symptoms:

- difficulty breathing or shortness of breath
- chest pain or pressure
- loss of speech or movement

Basic safety measures

- ▶ 1) Wash your hands often for at least 20 seconds. If soap and water is not available, use an alcohol based hand sanitizer.
- ▶ 2) Avoid touching your eyes, nose, and mouth with unwashed hands.
- ▶ 3) Avoid close contact with people who are sick.
- ▶ 4) Stay at home when you are sick!
- ▶ 5) Keep a distance of 1.5m from other people at all times.
- ▶ 6) Cover your cough or sneeze with a flexed elbow or tissue and discard in a bin straight away.
- ▶ 7) Sanitize frequently touched surfaces and objects regularly.
- ▶ 8) Wear a cloth face mask.



The correct way to put on and take off PPE

The procedure to put on protective gear:

- 1. Wash hands with soap and water
- 2. Put on the plastic apron
- 3. Put on the face mask
- 4. Put on the eye protection
- 5. Put on the gloves

The procedure to take off protective gear:

- 1. Wash the gloves with disinfectant and dry with a paper towel. Place the paper towel in a bin.
- 2. Remove the gloves and put it on a disinfected surface.
- 3. Remove the eye protection.
- 4. Remove the plastic apron and place it in a bin with a liner. Remove the face mask and place it in a bin with a lid and bin liner (plastic bags).
- 5. Wash your hands with soap and water.

DONNING YOUR PPE



DOFFING YOUR PPE





Safety equipment:

- ▶ All learners must arrive at school with a mask on.
- ▶ If their mask gets broken or lost, a new one will be issued but this will be billed to the parent's account at R20 per mask.
- ▶ The school will provide each learner with the necessary soap, hand paper towels and hand sanitizer throughout the day.
- ▶ Surface sanitizer will also be supplied by the school.



Screening process for learners and staff ARRIVAL

Only school staff, learners and emergency personnel and on occasion maintenance personnel will be allowed inside the school building during the Corona virus pandemic. Parents will be served on the outside of the building, through the office window but must wear a mask. School fees are encouraged to be paid via EFT.

- Procedure for learners and staff:
- Temperatures will be recorded.
- Temperatures of 37-37.5 will be sent to quarantine



Screening

- ▶ Temperatures will be recorded once the bell rings for learners to start school.
- ▶ Temperatures of 37.6 and above will be watched and taken again at first break to see if it changed. If the temp goes up, learner needs to go to quarantine immediately until they can go home. Should parents not collect their child within an hour, health officials will be contacted and all expenses will be charged to the parent's account.
- ▶ Health officials will be notified if a learner tests positive for Covid-19.
- ▶ The screening of term 3 will be altered as follows FOR TERM 4:
- ▶ Learners still get dropped at the back. They will keep masks on their faces and will return home with the same mask.
- ▶ Two teachers will be allocated for duty from 7:00-7:30

Quarantine

QUARANTINE ROOM

- 1) Learners arriving at Quarantine must be processed for quarantine.
- 2) The learner's parents must be phoned immediately to come and fetch their child.
- 3) The learner's temperature must be recorded on the recording sheet and the form carefully filled out.
- 4) The learner is then let inside the room and must sit on a chair.
- 5) If more than one learner is quarantined at a given time, they must be kept at least 2m apart. Chairs must be put out for this reason so learners must stay seated in quarantine at all times.
- 6) Should a parents take longer than required, the learner will be permitted to make use of the quarantine toilet only. The toilet, door handle and wash basin tap handles will be sanitized after a learner made use of it.
- 7) Once a learner's parents arrive they will be met at the door. No parents will be allowed inside.
- 8) A form will have to be signed by the parents to inform them that a medical certificate, declaring that the learner is not positive for COVID-19, will be required for the learner to return to school.
- 9) Once the learner has left, the seat, the table and everything they touched will be washed and sanitized (for this reason, furniture must be kept to a minimum)



Screening process for learners and staff DURING THE DAY

- ▶ Learners may play outside within view of teachers on duty, keeping social distance from each other except for going to the bathroom. Learners still do not leave their classrooms to attend lessons in another class except for computer lessons which will take place with the necessary protocol in place, and going out for break. No learners must be sent on errands or to take messages – Teachers to WhatsApp messages to Secretary/colleagues instead.
- ▶ Sanitizing throughout the day: each time a learner comes into the class their hands must be sanitised. After each hour inside the class all learners' hands must be sanitized.

Screening process DURING THE DAY

- ▶ Learners/staff who feel or look unwell:
- ▶ Learner is sent to the Secretary to have their temperature taken. Temp to be recorded if above 37.
- ▶ Parents phoned regardless of temp to be collected immediately.
- ▶ A form will have to be signed by the parents to inform them that a medical certificate, declaring that the learner is not positive for COVID-19, will be required for the learner to return to school.



Going home:

- Sanitize hands
- Pack up books into book bags
- Learner move to pedestrian gate immediately

Going home:



What if a learner's mask gets lost/breaks during class time?

- Teacher must send a WhatsApp message to the secretary to bring a new mask. This will be added to the parent's account.



What if my sanitizer or other cleaning products are finished?

- ▶ Teacher sends a WhatsApp message to the secretary to bring a refill of what they require.



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What if a learner won't listen?



- ▶ Learners get only ONE warning to comply with the safety rules.
- ▶ If the offence recurs the teacher sends a whatsapp message to the secretary informing her about the disobedient learner.
- ▶ The secretary must then immediately phone the parents to come collect their child and inform them of a 3 day suspension because of their child's failure to comply with safety regulations/putting others in harm's way. The learner will stay in the office until collected.
- ▶ Make an example of results of disobediance



DAILY PROGRAM

- ▶ Learners must stay in their classrooms except for going to the bathroom and going out for break. No learners must be sent on errands or to take messages – teachers to WhatsApp messages to Secretary/colleagues instead.
- ▶ Sanitizing throughout the day: each time a learner comes into the class their hands must be sanitised. After each hour inside the class all learners' hands must be sanitized

Arrival	Screening process for Staff & Learners
Enter premises	Learners still get dropped at the back. They will keep masks on their faces and will return home with the same mask. Two teachers will be allocated for duty from 7:00-7:30.
Gr.4-7 Rotation	Learners will remain in one classroom for the whole day. Teachers will rotate to the relevant class instead. Computer lessons will commence under strict covid protocol
Break time	Screening to take place during break. Ensure social distancing of learners at all times. Foundation phase and Intermediate phase will not be outside at the same time.
Using the bathroom during break & class time	Learners must ASK before they go as only one is allowed at a given moment. Although learners must wash their hands after using the toilet, a hand sanitizer dispenser will be with the teacher on duty and he/she must make sure they come sanitize their hands after going to the bathroom.
Tuck shop & Food sales	Tuck is available on Fridays and ready made pies and muffins will be sold every day.

Staff coffee	<p>All staff to sanitise hands before entering the staff room to make coffee. Social distancing to take place in staff room, staff to sit in a line rather than across from each other. Cleaner to wipe down kettle, coffee container, tea container and all surfaces after each break time.</p> <p>NO COFFEE TO BE MADE AT OTHER TIMES!</p>
Sport/extra-curricular activities	Cancelled until further notice
Home time(Lists of learners per taxi/vehicle)	<p>Gr.1-3 = 13:00 Mon - Fridays Gr. 4-7 = 14:15 Mon – Thu Fridays 12:30</p> <p>At small gate, teachers on duty to ensure they stay in blocks (social distancing – learners to stay seated at all times(no running/playing games)</p> <p>Rainy days – children stay in class, Mr. Cornes & Teacher Aimee to collect those whose transport arrived.</p>



Copying of worksheets

Teachers to keep to a schedule so that only 1 teacher is in the copy room at a given moment.

Planning & General meetings

Planning meetings to take place in HOD classroom, all teachers to sit in line not across each other, 2m apart.
General meetings to resume under strict Covid protocol

Homework

Homework is sent home and must be completed by the learners as always. The homework must be presented to teacher on request.



Classroom Layout

- ▶ Classrooms must at all times be ventilated – doors and windows must stay open!
- ▶ Learners must all face in one direction. No group seating will be allowed.
- ▶ All learners must be spaced at least 1,5m apart.
- ▶ No cluttering – all unessential material to be stored away for non-pandemic times. (e.g.: book corner, carpets, accessories, communal stationary, teaching aids, cluttered book shelves, boxes etc..)
- ▶ Only teacher and learners tables and chairs will be allowed in the class.



Classroom layout

- No carpet time will be allowed.
- Learners to stay in one desk every day for the rest of the pandemic.
- No walking around must be permitted.
- School bags will be allowed.
- Pencil cases and stationery mat be taken home.
- All classroom bins must be lined with a black bag.

Cleaning equipment per classroom

- ▶ Cleaning requirements and schedules
- ▶ The school will be cleaned the same way it was previously.
- ▶ Added to this cleaning process is the following:
- ▶ Hourly: Sanitize taps and toilet handles in bathrooms(20ml bleach by 1l water). (cleaner), door handles (teachers)
- ▶ During break: classroom door handles will be sanitized as well as all the desks. Bins must be emptied and sprayed with sanitizer. A schedule will be on each classroom door which must be signed after cleaning.
- ▶ After break: staff room to be sanitized, especially the kettle & tables.
- ▶ After school: Classroom door handles, desks and floors will be sanitized.
- ▶ In the copy room: teachers to sanitize everywhere they touched before leaving (especially copy machine)



Mitigating stigma and fear about Covid-19

- ▶ It is important for teachers, non-teaching staff and learners to acknowledge that **words matter**.
- ▶ South Africa learned from the HIV and Ebola epidemics how catastrophic **fear, stigma and misinformation** can be - this is also very true for COVID-19. Stigma and fear **can isolate** people:
 - ▶ It can **prevent** them from seeking medical care or adopting healthy behaviors
 - ▶ Stigma and fear **rob people of necessary support** during a difficult time
- ▶ There is a great deal of easy things that teachers, non-teaching staff and learners can do to help **tackle stigma associated** with COVID-19.



SPORTS AND OTHER AFTER SCHOOL PROGRAMMES

- School Sport and other mass based gathering events such as the South African Schools Choral Eisteddfod **remain suspended in schools**
- Where sport equipment must be used during Life Orientation lessons, these must be **sanitised and social distancing** must be maintained at all times
- When the ban on sport events is lifted, promotion of **good hygiene and safe handling of sport equipment** and other related objects must be promoted
- **School based enrichment and other cultural activities** must be kept to a minimum to allow schools to recover the lost teaching and learning time
- In the Foundation Phase, where play and recreation activities are part of the teaching and learning process, **vigilant supervision** must be maintained at all times

Curriculum

MAY	JUNE	JULY	AUGUST
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
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Term 2: 1 June 2020 – 7 August 2020

Term 3: 12 August 2020 – 23 September 2020

Term 4: 07 October 2020 – 9 December (Learners)
11 December

Exams to start in the week of 9 November 2020