

	<b>WESTCOTT PRIMARY SCHOOL</b>	DOCUMENT: WPS035
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	<b>SUBJECT: COVID-19 POLICY</b>	ISSUE DATE: 26.06.2020
		REVISION: 0

**REFERENCES:**(A)WCED Guidelines: Important Information from Provincial Department of Health; (B) WCED Guidelines: Roles and Responsibilities; (C) WCED Guidelines: Orientation of Staff and Learners; (D) WCED Guidelines: Screening of Staff and Learners; € WCED Guidelines: Cleaning of Schools and Maintaining Hygiene; (G) WCED Guidelines: Psycho-social Support; (L) WCED Guidelines: Managing COVID-19 cases in Schools; (M) WCED Guidelines: Roles and Responsibilities of School Governing Bodies; DBE Guidelines for Development School Timetables – Reopening of schools COVID-19; DOH Use of Face Masks; DBE State of Disaster Protocol for Principals of Public Schools in respect of leave for educators affected by COVID-19

This policy will govern the procedures relating to COVID-19 that need to be applied to ensure the safety of learners and staff while at school.

### **SCHOOL ATTENDANCE**

- With the phasing in of the return of grades, as a grade is opened at school, all learners in that grade will be expected to attend classes.
- Once the physical classes start, online classes for that grade will cease, unless the learner suffers from a chronic condition and medical documentation has been received by the school.
- Should a parent opt to keep their child / children at home, it will be that parent's responsibility to teach the lessons. Worksheets handed out in class will be made available to parents at the end of each week.
- Children who are unwell in any way **MUST** be kept at home until all symptoms have passed.
- Regular absenteeism will be dealt with as usual, with teachers assisting in catching up when needed.
- Should a child need to go into self-isolation or test positive for Covid-19, the school will do all they can to get lesson content to the child in the form of work booklets or digital content.
- Teachers will provide a work pack with textbooks and photocopied notes. These will be made available at a designated time for collection by parents in the grades which are not yet back at school. Strict hygiene protocols will be followed during the hand out process.

### **ENTRY TO THE SCHOOL**

- Upon arrival at school, children will need to queue on the marked dots to ensure physical distancing is observed while they wait to have their temperature taken.
- Children must wear a mask at all times. **NO MASK, NO ENTRY** will be strictly applied. Parents should monitor the condition of the mask. A buff or a visor alone is not considered an acceptable mask.
- The school will be providing two masks per person as per provision from the WCED. Once these masks have been issued, no spare masks will be available.
- Screening results will be recorded on a class list and kept as a daily register.

- After screening, children will be directed to their designated classroom to sit in their designated seat. Should a child fail the screening test, they will not be granted access to the school, but will be escorted by a teacher to the quarantine area until they are collected by their parents.
- An emergency contact must be provided to the school of the person who will fetch the child in the event that they do not pass the screening test.
- Your child should keep a clean mask in their bag as a spare in case of breakage or damage to their mask being worn.
- Parents should ensure that children are wearing clean clothes and a clean mask each day.
- No visitors or parents will be allowed on the school grounds without express permission from the principal in advance – this will need to be presented to security to gain entry. THERE WILL BE NO EXCEPTIONS.
- All queries from parents must be directed to the school office telephonically on 021 712 6600.
- All deliveries to adhere to strict hygiene protocols.
  - Delivery drivers need to wear a mask at all times and have their temperature scanned outside the hall foyer before entry.
  - All goods delivered will need to be sanitized before handover to the staff.

### **DAILY PROCEDURES**

- All learners authorised to be at school are expected to be at school by 8:15. Screening will take place between 07:30 and 08:15.
- When entering the school please do so in single file and adhere to physical distancing of 1.5 metres. There are dots painted and stuck on the ground. No hugging or shaking of hands should take place.
- Children will enter through the hall where they will be screened and have their hands sanitized.
- They will then proceed to their assigned classroom.
- Should a child fail the screening test, they will not be granted access to the school but will be escorted by a teacher to the quarantine area until they are collected by their parents.
- It is essential that only allocated seats are used by the learners as it will assist us in tracing in the event of a positive case of COVID-19.
- The school day will be from 08:15 to 13:00. (Grade R times will differ).
- During breaks the learners will be allocated certain areas and will be strictly monitored by staff to ensure social distancing. No playing on playground apparatus will be allowed. No ball games or running games will be allowed. The benches may not be used for seating.
- Children must have their own stationery, textbooks, workbooks, etc. Under no circumstances will sharing of anything be permitted as this would be a breach of hygiene protocols.
- The educators will move between classes while each group of learners remain in their classroom.

- Whilst in the classroom, all occupants must keep their mask on at all times. The teacher is permitted to wear a face shield during the exposition of their lesson but thereafter they will need to put their mask back on.
- The use of the ablution facilities, must be minimal and should only be when necessary. Only one child will be permitted at a time and they should leave immediately after doing what they need to do. Learners must remember to wash their hands with soap and water for at least 20 seconds.
- The learners will be dismissed at 1 p.m. when they will be escorted to the school gate.
- Parents must be punctual to collect their children and they must wait in their cars for their children. Westcott strongly discourages any social interaction between parents and between children in the parking lot.
- For this phase of the reopening, we will allow learners to wear civvies to school. School uniform must be worn on the first school day of the week, bearing in mind that children will attend school on alternate days of the week.

### QUARANTINE

- Parents must not send their child to school if they are sick. Please take their temperature and have a discussion every morning about their health before leaving home. Should they be suffering from any of these symptoms; cough, sore throat, fever (38° and above) or shortness of breath, please do not send them to school. Please contact the school office between 9 and 10am to report the absence.
- If a learner complains of or displays any of the above symptoms during the course of the day, they will be taken from the classroom to the foyer where their temperature and symptoms will be recorded.
- The child will wait in a designated quarantine room with supervision until the learner is collected.
- The office will notify the parents to fetch the child as a matter of urgency. The parent needs to monitor the child closely and take the child to the doctor if needed. The learner may not return to school until the symptoms have passed.
- All sanitising and social/physical distancing protocols will be strictly adhered to.
- A maximum of two children will be permitted in the quarantine room at any time. The regular sick bay will not be in operation. If a child is feeling unwell with non-COVID-19 symptoms, their parents will be called to collect them. They will need to remain in the class until the parent arrives at the gate.
- In the event of a positive case of COVID-19 being confirmed by a medical practitioner, the learner/teacher must remain quarantined at home and follow the advice of the World Health Organisation until they are deemed by a medical professional to no longer carry the virus, at which time they may return to school.
- Should there be a confirmed case of COVID-19 in the school, we shall refer to the latest NICD guidelines and ensure all necessary measures are followed before the school is reopened.
- The school will not be held liable for any medical expenses incurred by teachers, children or parents.

**GENERAL**

If a child or parent or staff member tests as COVID 19 positive or has had contact with a person who is positive, it is obligatory for the school to be informed. The child or staff member must remain at home until he/she has been cleared by health authorities (at least 14 days).

<b>SGB POLICY APPROVAL: (Has been ratified at a SGB meeting )</b>			
J Robertson - Principal		M Nicholson - Educator	
R Springler - Chairman		C Ross - Educator	
P Helder – Vice Chairman		K Lewis – Parent member	
H Merrington - Secretary		M Adams - N Educator	
J Myburgh - Treasurer		Date signed	