



## Junior College | Covid Strategy Policy and Procedure

**LAST REVISED DATE 11 January 2021**

“IT IS NOT THE STRONGEST OF THE SPECIES THAT SURVIVE, NOR THE MOST INTELLIGENT, BUT THE ONE MOST RESPONSIVE TO CHANGE.” - Charles Darwin

### **PURPOSE**

The requirements of this document was triggered by the onset of the COVID-19 coronavirus pandemic, which occurred worldwide, in all industries and all communities. The effect of COVID has the potential to quickly spread and possibly cause death to those infected.

Therefore, the purpose of this policy and procedure gives guidance and establish preventative post lockdown control measures to Management to ensure the safety and health of all students, employees and visitors from the time they arrive at Woodlands campuses, until they leave the campuses.

One should be mindful that these procedures and guidelines may need to be changed from time to time and will continue to be in force until such time as the Directors, Principals and Deputy Principals decide to resume normal operations.

It is Woodlands intention to ensure that every reasonable possible infection is detected before entering the premises and to prevent any possible infection being contracted on our campuses.

### **SCOPE**

The standard applies to all WOODLANDS CAMPUSES, EMPLOYEES, STUDENTS AND VISITORS.

### **DEFINITIONS, REFERENCES AND ASSOCIATED DOCUMENTS**

THIS COVID policy and procedure gives effect to the following legal references

Occupational Health and Safety Act 85 OF 1993, Section 8(1) - “Every employer shall provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of his employees”

Disaster management Regulations issued in terms of Section 27(2) for public transport (7 April 2020)

Department of Employment and Labour Workplace Preparedness: Covid-19 guidelines.

Department of Basic Education Guidance for childcare facilities and schools on Covid-19 circular No. 1 of 2020

Regulations for Hazardous Biological Agents (Government Gazette 22956 - GN R1390 of 27 December 2001).

Regulations issued in terms of Section 27(2) of the Disaster Management Act, 2002 (17 March 2020) and amended by Government Gazette No. 43096 on 15th March 2020.

Disaster Management Act, Government Notice No 479, Covid-19 Occupational Health and Safety Measures in Workplace (C19 OHS) Gazette No. 43257 of 29 April 2020.

Department of Health / National Institute for Communicable Diseases (NICD) - Notifiable Medical Conditions web page.

Disaster management Regulations issued in terms of Section 27(2) for public transport (7 April 2020)

Department of Employment and Labour Workplace Preparedness: COVID-19 guidelines

Department of Basic Education Guidance for childcare facilities and schools on Covid-19 circular No. 1 of 2020

**Annexures (not included, due to volume)**

Annex 1	Pre-opening checklist.
Annex 2	Screening register.
Annex 3	Health Check form.
Annex 4	Training attendance register.
Annex 5	Equipment & Disinfectant procurement needs list.
Annex 6	Identify high-risk areas.
Annex 7	Cleaning, Disinfecting & Sanitising checklist.
Annex 8	PPE (Personal Protective Equipment) survey.
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Annex 12	Daily walk-around inspection checklist.
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Annex 15	# Timetable for Phased Return-to-Work, List of staff who can work from home, Staff rotational arrangements.
Annex 16	# Working arrangement to ensure social distancing and area-bound.
Annex 17	# Testing facilities arrangement and contractor
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Annex 19	Appointment of a Compliance Officer
Annex 20	Risk Review Checklist
Annex 21	Risk Review Log
Annex 22	Department of Labour OHS Covid-19 Safety Measures - GN 43257 – 29 April20
Annex 23	Disaster Management Plan – Annex E-Workplace Plans – GN 43258 – 29 April 20
Annex 24	# Contracted Disinfection Certificates

Annex 25	# Disposal Certificates of bio-hazard material
Annex 26	# Service Level Agreement of bio-hazard services
Annex 27	Covid-19 Risk Assessment
Annex 28	Isolation Policy and Procedure
Annex 29	Employee Covid-19 Workplace Rules
Annex 30	Special Measures and Suitability to Return to Work
Annex 31	Incident Report Form
Annex 32	Close Contact Identification Form
Annex 33	Management of Coronavirus at Woodlands
Annex 34	Infection Control Protocol

**Definitions**

**Cleaning** removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

**Disinfecting** kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

**Sanitizing** lowers the number of germs on surfaces or objects to a safe level, as judged by Public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

**Deep Clean** is a “code red” disinfection of a building in line with required Biological Hazard Regulations requirements for viral containment.

- BCEA            Basic Conditions of Employment Act
- Covid-19        Coronavirus Disease 2019
- DMA            Disaster Management Act, 2002 (Act No.57 of 2002)
- OHSA           Occupational Health and Safety Act, 1993 (Act No.85 of 1993)
- PPE            Personal Protective Equipment
- Virus            means SARS-CoV-2 virus
- EHS            Environmental Health and Safety
- WHO            World Health Organisation
- NICD            National Institute of Communicable Diseases
- Covid            Coronavirus

**RESPONSIBILITIES AND AUTHORITY**

The Directors together with the Principal and Deputy Principals of each phase of the College is responsible for ensuring that this procedure is implemented at their respective campuses. The Directors together with the Principal and Deputy Principals of each phase of the College is responsible for ensuring the necessary security and cleaning resources are available on each campus with the re-open after the lockdown.

## **PROCEDURE**

### **General Requirements applicable to JUNIOR COLLEGE campus.**

#### **Access Control for students and visitors to site**

##### Junior College Campus Access Control and Visitors to Sites

For morning arrivals, access to the drive-through of the Matthews Hall will be open from 7:00 a.m. Parents are to follow the drive-through to the corridor side of the Matthews Hall to the 'Hug-and- Go'. All Junior College students are to arrive via the Matthews Hall, this will include siblings in the Senior College.

On the corridor, students will have their hands sanitised, as well as soles of shoes and school bags/iPad bags, etc. All students are to then proceed directly to their homeroom classes, where on arrival homeroom teachers will record temperatures. All students are to be in attendance at the College by 7:40 a.m., for a prompt start to the academic day at 7:45 a.m.

Departure times will be staggered. Please note, where there are siblings that travel together, they are to be collected when the oldest sibling is finished the academic day. Should a Senior College student have siblings in the Junior College they are to be collected from the Netball Court and exit via Senior College procedures.

#### **STAGGERED END TIME: GRADE 1-3 @ 13H25, GRADE 4-6 @ 13H40**

All non-academic staff (aftercare and sport) will be involved in the arrival process at the 'Hug and Go' to ensure student safety and the sanitation procedure at the **Matthews Hall**. All non-academic staff involved will all be at their respective stations ready to start receiving students from 7:00 a.m. No child may be dropped off before 7h00 unless it is by special arrangement with the College. Students will be sent to homeroom classes at 7h15 when teachers have arrived. A digital thermal thermometer is issued to each set of teachers. The aftercare staff and sports department staff will manage the access control point at the Matthews Hall; they will be adequately trained in the procedure of the access control process. The support staff under the management of Linda Smith will attend to the cleaning of such equipment prior to being issued for use daily. The thermal thermometers will be sanitised and may only be handled by the staff to whom they have been issued.

All additional entrance points (Dr Vosloo gate and SC gate) other than Matthews Hall entrance must be closed off to Junior College students to reduce risk of infection. By only having one access point to JC and SC access control will be more effective. Please note that designated emergency exit points (Dr Vosloo gate and SC gate) may not be locked but need only be accessible from the inside of the building/premises (i.e. to be able to exit safely in the event of an emergency but not serve as an access point). A new emergency fire plan to be practiced by all students and employees on all campuses.

SC turnstile unit must be disconnected and discontinued until further notice - absolutely no use.

In the exceptionally rare instance when a **visitor** has by prior written approval been granted permission to access the College campus for an **essential meeting (i.e. all meetings must take place on-line unless absolutely essential) with a Principal or Deputy Principal**. The visitor will be fever screened at the entrance point at the Pedestrian Gate prior to entering the premises. The visitor will be screened by the security guard utilising a handheld temperature scanner, the

visitor will be denied access should temperature be elevated i.e. (higher than 37.5 C). Every visitor that is allowed access will be recorded on a Screened Register. The screening will be accompanied by a "Health Check" form. (Annexure 2 - Screening Register and Annexure 3 - Health Check Form).

**JC Parents** and **students** will arrive at their communicated start time and end time to drop off or collect their child at the entrance gate of the **Matthews Hall**. The parent and students must stay in the vehicle when entering the Matthews Hall parking lot and drive along the car lane they are assigned too - there are **two car lanes** see diagram (**blue or brown**). When the vehicle arrives at **Hug-and-Go** next to the corridor along the Leith Road side of the Matthews Hall - there will be **staff members in yellow traffic vests** to assist students to safely exit the vehicle and cross to the corridor of Matthews Hall. The drop off point is along the corridor on the Leith Road side of the Matthews Hall, do not let your child out of the vehicle at any other point.

Parents exiting their vehicle to assist their child from the vehicle must wear a mask.

The child will exit the vehicle at the **Hug-and-Go zone** where they will be **ushered** by (aftercare/sport/support staff) into the **designated foot lane**. The student will then follow the designated foot lane along the side of the hall (**Leith Road/northern side of the hall**). The student will walk down the designated foot lane by standing on the 2m **social distancing hazard tape / social distancing cones** on the floor. No students may be dropped off outside the College or on the pavement, Senior College gate or Dr Vosloo entrance. **Only** students **walking** to College, may walk through the Matthews Hall entrance gate. Parents must register all students who are "**walk to/from College students**" with the College secretaries.

On arrival in the morning, should a student have an elevated temperature of **over 37.5°C** they will be taken aside, and temperature will be **retested after 5 minutes and will wait outside of the classroom**. Should the student's temperature remain elevated (s)he will be taken to the isolation room by the Principal/HOD. The parent will be telephoned to come back and collect their child. The **isolation rooms** are situated at the back of the **Matthews Hall stage**. Access to these isolation rooms will be via the ramp at the back of the stage - see diagram.

Student temperatures will be taken once during the academic day.

Similarly, should a student develop an **elevated temperature 37.5°C**, **during** the course of the **day**, the student will be sent to the isolation rooms and their parents will immediately be called to collect the student. One member of the aftercare or sports staff will be in charge of the isolation rooms (see Annexure 28 - Isolation Policy and Procedure)

### **Access Control | Traffic Control and parking allocation diagram**

See diagram Matthews Hall parking option for Junior College Campus

Diagrams to indicate flow of vehicles and 2m social distancing hazard tape.

### **Access Control and Visitors to Sites | General**

**No visitors** are allowed to any campus, unless by prior written agreement. **Essential visitors** may in **rare instances** come to site and will only be allowed access with a pre-arranged appointment and must wear a mask, go through the temperature testing station, complete health-check form and undergo sanitisation. Where possible deliveries are to be taken at the gate and no delivery vehicles or delivery people must come onto the premises to prevent risk of infection.

eg should a delivery of ink cartridges come, the box is to be taken from the delivery man, only once his temperature has been taken. The delivery must be sanitised.

### **Exit Control for students**

End of academic day times must be staggered to reduce the number of students and employees exiting the campus at once and thereby reduce the risk of infection. Suggested staggered times should be 15 minutes apart per phase to cope with the exit strategy. Students hands will be sanitised prior to entering the pick-up vehicle.

At the end of the day, teachers will accompany their classes safely to the Matthews Hall, where students will wait in the pick-up area to be collected. No student may wait on the pavement to be collected, they must all wait in the pick-up area.

Parents will enter the Matthews Hall parking area and follow the dedicated vehicle lanes (ie blue or brown). Parents to stay in the vehicles at all times and drive slowly towards the final stop sign of the Hug-and-Go area. Parents are to have the students name and grade clearly visible in their windscreens, to reduce unnecessary contamination between staff and parents. The patroller will radio the teachers in the waiting area, to move the child to the Hug-and-Go corridor. Students will then be directed to vehicle.

Please do not enter the Matthews Hall parking lot before your allocated pick-up time as this will result in congestion. Where there are siblings that travel together, they may be collected together at the latest pickup time slot.

Should your child be collected by taxi, uber or other please notify the secretaries so that we can keep a strict control of the pick-up. Please ensure that you notify the taxi, uber or other of the pick-up procedure to avoid confusion and a break in protocol.

### **Aftercare**

The Aftercare facilities are available in the afternoons from 13:20 to 17:30. Students attending aftercare will be collected by the allocated aftercare staff member and taken to the Veranda side of the Matthews Hall for lunch. Any student who has not been collected by 14:15 will be booked into Aftercare.

### **Personal Protective Equipment (PPE) - Students**

Cloth Masks - minimum 2PLY

The main benefit of everyone wearing a cloth mask that covers the **nose and mouth** is to reduce the amount of virus droplets being coughed up by those with the infection and transmitted to others and to surfaces that others may touch. Since some persons with the virus may not have symptoms or may not know they have it, the Department of Health requires that all persons wear a cloth 2 ply mask when in a public place.

**Staff and Students** are to **supply their own 2 ply face masks which meet with the Department of Health's standards**. Students and staff are to have a minimum of **three** face masks with them at all times, one mask on the face and two spare masks in the event of accidents (please provide a packet to place the used/broken mask in, when alternating between masks). Student's masks must be 2 ply, masks may not be vulgar/scary in any way e.g. no Halloween masks. Masks are to adhere to basic government requirements. Students' masks

must have their names on them, students may not share masks and must report to the College secretary should they forget or have an accident with the mask, they will be able to buy a mask from the College. Students are encouraged to **wear shields** as well. Note: a student still has to wear a mask if they wear a shield. Student's may remove their masks to eat and drink and preferably should eat behind a shield and must maintain a distance of 2m while eating.

Language teachers are to use the shield while showing mouth movement and shape for sounds/phonics, but must only remove their mask while making the sound and then return it to their face.

Students' uniforms must be washed at home every day. **No student may return to school in the uniform they wore the previous day.** To assist with the washing intensity, students may alternate between wearing Blazers, College tracksuit top and navy-blue anorak (No alternative jackets are to be worn). On PE days the Woodlands full tracksuit and PE kit must be worn.

### **Personal Protective Equipment (PPE) - Employees**

Woodlands will supply all employees with **two masks** and **one shield**, these masks are to be **washed and ironed daily by staff at their home.** **Both masks** are to be with staff at **all times** in the event of an accident e.g. elastic breaks or blood nose etc. Staff are to provide the College with an indemnity form, releasing Woodlands from any responsibility of washing and ironing their mask and sanitising their shields on a daily basis, responsibility becomes employees daily.

Woodlands will wash and iron the support staff's masks and PPE clothing on a daily basis on site and sanitise their shields.

Woodlands will supply the support staff with the necessary protective clothing including coverall **chemical hazmat isolation suit** when working with chemicals for disinfecting.

All **cleaning staff** are to **wear industrial gloves** whilst cleaning and emptying hazard waste bins (tissues, paper towels). **Gloves** will be worn by all employees **scanning temperatures** or carrying out specific tasks requiring gloves. When wearing gloves, same hands protocol is followed i.e., wash hands/gloves 20 seconds every hour and sanitise regularly (minimum of once every 60 minutes)

Employees are encouraged to wear their own gloves should they find the hand sanitizer irritating to the skin but, should be cautious to wash and sanitise the gloves and as regularly as the protocol dictates i.e., wash hands/gloves for 20 seconds every hour.

All persons entering a site must wear a **regulation 2 ply face mask**, if they wear a **shield** they still have to wear a mask plus shield. Only face masks as stipulated in Government Regulations or directives (2 ply face mask) may be worn by students, employees or visitors who come onto site.

### **Temperature and Symptom Screening (Health Check) and Isolation Procedures**

Woodlands will screen every employee, student and visitors at the time that they report to campus, to ascertain whether they have any of the observable symptoms associated with Covid, namely fever, cough, sore throat, redness of eyes or shortness of breath (or difficulty in breathing).

Woodlands requires every student, employee and visitor to report whether they suffer from any of the following additional symptoms: body aches, loss of smell or loss of taste, nausea, vomiting, diarrhoea, fatigue, weakness or tiredness; and

Woodlands requires all students, employees and visitor to immediately inform Woodlands if they experience any of the symptoms in sub-clauses (A) and (B) while on campus.

(A) Employers, students, visitors must comply with any guidelines issued by the National Department of Health in consultation with the Department in respect of:

- (1) Symptom screening; and
- (2) If in addition required to do so, medical surveillance and testing; and
- (3) If a person presents or reports symptoms of Covid.

(B) If an employee, student or visitor presents him/herself with those symptoms, or advises of these symptoms, Woodlands must:

- (1) Not permit the student, employee or visitor to enter the campus or report for work; or
- (2) If the worker is already at work, immediately:
  - a) Isolate the worker, provide the worker with a FFP1 surgical mask and arrange for the worker to be transported in a manner that does not place other workers or members of the Woodlands community at risk either to be self- isolated or for a medical examination or testing; or
  - b) Arrange to place the person in isolation facilities at back of Matthews Hall;
  - c) Arrange for a medical practitioner or nurse to attend to the worker;
  - d) Assess the risk of transmission, disinfect the areas affected, refer those who may be at risk for screening and take any other appropriate measure to prevent possible transmission.

(C) Ensure that the person is tested or referred to an identified testing site;

(D) If a person has been diagnosed with Covid and isolated in accordance with the Department of Health Guidelines, an employer or student may only allow a worker to return to work on the following conditions:

- (1) The student or employee has undergone a medical evaluation confirming that the worker has been tested negative for Covid;
- (2) The student or employee ensures that personal hygiene, wearing of masks, social distancing, and cough etiquette is strictly adhered to by the worker; and
- (3) Closely monitors the student or employee for symptoms on return to work.

(E) Fever screening and recording must be carried out on all persons that wish to enter the premises.

(F) Fever screening will be conducted **on arrival and recorded, and after 11:00 a.m.** To ensure that enter temperature spike is immediately detected in any person on the campus.

(G) The screening will be carried out by a trained person, with an approved temperature scanner.

(H) People with an elevated temperature (higher than 37.5°C) will be denied access to the premises.

(I) Identify persons with pre-existing conditions that will predispose them to Covid for closer monitoring.

(1) Persons who meet the NICD criteria of a person under investigation (PUI) must be referred to the designated isolation area for further testing. This may be off-site.

(2) Keep a register of people, presenting symptoms and persons referred as PUI's.

**It is essential to ensure absolute confidentiality of any personal details of employees, students and visitors.**

See Annex 2 for the Employee and Visitors Screened Register.

See Annex 3 for the Health Check form.

### **Cleaning and Sanitation**

**Hand sanitisers** will be available at all main entrances to the campuses as well as **high usage/traffic areas** e.g. entrance, reception, bathrooms, corridors etc. Sanitisers must contain at least **70% alcohol** and will be in compliance with a national or international standard (e.g. EN, SANS, ISO). **Students and Employees** must carry their own **hand sanitiser “mini” bottles** for frequent personal use.

The **workplace** should be **cleaned and decontaminated** with disinfectant at regular intervals throughout the day. **Frequently touched** surfaces such as door handles, toilet seats, basins, desks and phones must be **disinfected** by cleaning staff. No equipment may be shared by individuals.

**Telephone handsets** must be frequently sanitised and reception staff are to remain on one handset for the duration of the pandemic. If a handset is to be shared, the handset is to be sanitised when passed between employees (sanitise when passing and again before passing back).

The World Health Organization (WHO) and Centres for Disease Control and Prevention (CDC) recommend that appropriate disinfectants with proven activity against enveloped viruses be used to minimize the risk of transmission for Covid:

- Hypochlorite (bleach or jik)
- Alcohol (~70%)
- Hydrogen peroxide
- Phenolic compounds
- Quaternary ammonium compounds (QAC)

*All disinfectant used at WOODLANDS campuses must be EPA approved for Covid.*

All **waste** that has been in contact with an individual (e.g. tissues, masks, gloves, food) should be disposed of in clearly marked **BIO-HAZARD BINS** and removed off site of in terms of the **Bio-**

**Hazard protocol.** Biohazard bins are to be kept outside of the classroom. See Annexure 10 (bio-hazard bins register) and Annexure 11 (safe disposal of bio-hazard register)

## **Covid Awareness**

**Awareness posters** and material are readily available and visible at all campuses as a constant reminder of desired behaviours e.g. hand washing, coughing etiquette, not touching your face, wearing your mask, temperature testing etc. Online training on hand washing as well as the correct use of face masks / shields must be done prior to the re-opening of any Woodlands phases. All Covid awareness and hygiene training will be provided and conducted by the College. Each homeroom teacher is to regularly remind and refresh protocol training. Protocol training refresher course must be undertaken at the beginning of each new term.

### **Social and Operational distancing**

**A social distance of at least one metres and where possible two meters between persons must be maintained at all times.** No physical contact will be allowed.

All personal meetings are to be **conducted under strict social distancing requirements.** Assemblies are cancelled.

Where **essential meetings** must be held, the attendance **must be a maximum of four** personnel and the meeting must be held in a room where a distance of at least two meter between participants can be easily achieved. The meeting areas must be well ventilated and disinfected after use.

### **Staffrooms, General Social Areas, Tuckshop and Aftercare kitchens**

**No food preparation** may take place on any site and employees and students are to bring their own food and drink to site. Students must bring their own water bottles and have their name clearly written on the bottle. No student may bring lunch to College which needs to be warmed up, all kitchens and staff rooms are closed and warming up of food is not permissible.

Employees may use the **staffroom** facility, sanitising on entry and maintaining required social distancing. Staff are to bring their own mug/glass to the staffroom and remove it.

**Tuckshop is closed at Level 4** - no preparation of food is allowed. When our tuckshop is eventually re-opened on a site, only pre-packed food may be sold. Tuckshop facility will have a maximum of four people in the tuckshop at any time, if the tuckshop is big enough to cope with four people in the tuckshop maintaining social distancing of 2m. A two-meter rule must be adhered to at all times. A two-meter distance must be demarcated with red tape at **queuing** (2m queuing points leading up to the tuckshop will have to be marked off on the fields). Alternatively, to assist with not breaking social distancing, food and drink will be pre-ordered.

It is mandatory for all personnel entering the tuckshop area to sanitise their hands, wear shields, gloves, hand sanitiser and hairnets. No food, eating utensils or drinks are allowed to be shared. Tuckshop personnel are to ensure that kitchens are cleaned, sanitised and disinfected twice per day. Tuckshop personnel must ensure that adequate hand washing is maintained at all times prior to entering and exiting the Tuckshop area. Hands are to be washed for 20 seconds at least every 30 minutes.

### **Training and audits**

Training of all members of WOODLANDS staff and student body must be trained electronically/online and face-to-face by the Principals, Deputy Principals and Compliance Officer before their return date to College. All staff will be trained face-to-face on their return to site.

All **employees** are to **receive training** and then **sign** a document proving they have received such training and agree to adhere to the policy and procedures put in place. Audits of staff and student's compliance with Health & Safety will take place daily.

### **Contractor Management**

All **non-essential** contractor work shall be **cancelled**.

**Essential contractors**, including the **security company** personal work shall be based on the following criteria:

- Safety related critical work.
- Legally required contractor work.
- Operation continuity critical work.

All maintenance work must be coordinated through the Directors.

Any contractor that is required to conduct **critical work**, will be asked to **declare in writing** (Email, letter) of the following:

- Interaction with confirmed Covid cases
- Symptoms – Fever >38°C, sore throat, coughing etc.

If any contractor declares that they were in contact or are awaiting test results they will not be allowed onto any Woodlands campuses and alternative contractors must be procured.

Contractors that declare any symptoms as specified above must be informed that they must seek medical attention and will not be allowed onto the premises.

Contractors when arriving at the Woodlands campuses shall be expected to adhere to all Woodlands Covid requirements (temperature reading on entrance, wearing of mask, social distancing etc)

**Security staff will have to go through a temperature testing and sanitisation tunnel before they move onto the campus at 06h00.**

### **Ventilation**

All classrooms and other rooms must remain **well ventilated**. It is recommended that windows and doors are kept open during the day for natural ventilation, weather permitting. No central air conditioning units or mobile air conditioning units may be used. Only mobile fans may be used.

**Heater units** are **NOT** allowed on sites, due to high fire risk and drain on power.

Students may bring blankets to College. Blankets are to be brought to college on the Monday and remain at the college until Friday. Blankets are to be cleaned over the weekend.

### **Cleaning and Sanitation**

In addition to the main entrances and high usage/traffic areas as discussed above, **each classroom will have a hand sanitiser available. Bio-Hazard Bins (marked correctly)** must be positioned outside the classroom door on the corridor, **strictly** for the use of disposal of tissues and other **bio-hazard material** is to be thrown into the bins at the classroom doors and not into the **normal bins** in the classroom to avoid any contamination. Only the **support staff** assigned to a particular area of the campus will be assigned the **cleaning** of these bins, the bins will be cleared **multiple times** by this member of staff. Each student must bring their own **box of tissues** (name on box) and must be placed on that **students dedicated desk**. In the classrooms, corridors and playgrounds students will be taught to **dispose** of used tissues correctly in the **Bio-hazard bins** outside at the classroom door correctly. **No** student may use a tissue from another student's tissue box. No student may touch another student's **desk**. The student is assigned a desk and is not to share that desk with anyone in JC.

**Cleaning and decontamination** will be done at **frequent intervals** throughout the day and will include surfaces, frequent touch points and equipment in the classrooms. Sharing of equipment between students is not allowed. No group work may occur.

Classrooms, bathrooms and playgrounds will be decontaminated by spraying of disinfectant at the end of each school day.

### **Social and Operational distancing**

A social distance of at least **one** meter between persons must be maintained at all times. No physical contact will be allowed.

**Classroom, corridors and playground surfaces** are to be demarcated to ensure social distancing of **two** meters. No desks/chairs are allowed to be shared **unless disinfected after every use**. **Excess furniture** such as cupboards and lockers have been removed out of the classes to make space for this. Including most posters, carpets etc classrooms will look very bare to allow for intense daily cleaning to prevent spread of the virus.

In the Junior College students are to be **allocated desks** so that they do **not share** desks, and teachers are to rotate to reduce the number of times one needs to clean desks and to ensure that each person has their own space.

**Teachers who do rotate** are to **sanitize the teaching desk and chair** on arrival, nothing is to be left on the desk by the previous teacher at the changeover.

Only **two** children may use the bathroom at one time. The bathrooms must be cleaned multiple times and disinfected during the day. All touch points must be thoroughly cleaned. See Annexure 13 - Hygiene facilities inspection checklist.

### **General Social Areas**

School assemblies and other group gatherings are to be discontinued during the pandemic.

Only a small number of children may use the **playgrounds** for a short period of time. Playgrounds will be marked with **paint** to assist with social distancing. They must be **supervised** at all times to ensure social distancing. All **high touch** areas such as **jungle gyms, swings, slides** are out of bounds. Playgrounds must be decontaminated by spraying of disinfectant at the end of each school day. Games that conform to social distancing may be played. Any game requiring equipment may be played.

During **break times** children tend to gather in their own social groups, there will be a teacher or coach on duty during breaks to ensure **social distancing takes place**. **Younger children** need to be **supervised** at all times and a teacher, coaches and aftercare members of staff will all have to be stationed amongst the younger students. Each grade will be allocated to their own area for break times.

### **Transport**

The use of College buses will **not be allowed** during the pandemic. Any independent lift clubs, transportation schemes etc used by students will have to meet all requirements for public transport as per the Disaster Management Regulations will apply.

### **Sports**

Sporting and cultural activities may only take place under the Disaster Management Regulations. Physical education will continue during the academic day but will adhere to the strictest social distancing regulations.

### **Outsourced Activities**

Any outsourced activities will take place under all protocols stipulated by Woodlands. Classrooms used for outsourced activities must be sanitised prior to use and thereafter.

### **Teaching Timetables**

Teaching timetables have been **altered** to accommodate the rotation of teachers between classes.

### **Personnel Surveillance and Health Monitoring**

Personnel are to be made aware of symptoms of Covid and how to communicate such, to ensure swift action can be taken in suspected cases. All requirements as set out in Annexure 34 (Infection Control Protocol) must be followed.

### **COMMUNICATION, RECORDING, MONITORING**

All Covid queries and suggestions may be forwarded to [c19@woodlandscollege.co.za](mailto:c19@woodlandscollege.co.za). All communication and recording will be stored on the google drive to ensure compliance.

