

# PROTEA HEIGHTS ACADEMY PROTEAHOOGTE AKADEMIE

## COVID-19 POLICY



### POLICY REGISTER DETAILS

TITLE OF POLICY	COVID-19 Policy
COMPILED BY	C Davids
POLICY NUMBER	29
DATE APPROVED BY SGB	6 December 2022
EFFECTIVE DATE	1 January 2023
EXPIRY DATE	This Policy remains in force until amended or replaced <u>and</u> approved by the SGB
REVIEW DATE	1 January 2025
AMENDMENT HISTORY	

# Contents

<b>1. INTRODUCTION.....</b>	<b>4</b>
<b>2. AMMENDMENT TO THE POLICY- INTRODUCTION .....</b>	<b>4</b>
<b>3. GOVERNANCE .....</b>	<b>5</b>
<b>4. MANAGEMENT OF THE SCHOOL/WORKPLACE .....</b>	<b>5</b>
<b>5. MANAGEMENT OF COVID-19 .....</b>	<b>6</b>
<b>6. EDUCATION OF COVID-19 .....</b>	<b>7</b>
<b>SIGNED: .....</b>	<b>8</b>
<b>ANNEXURE A: STANDARD PRECAUTIONS .....</b>	<b>9</b>
<b>ANNEXURE B: COVID-19 REPORT FORM.....</b>	<b>10</b>
<b>ANNEXURE C: DAILY CLEANING PLAN AND WASTE MANAGEMENT .....</b>	<b>11</b>

## **1. INTRODUCTION**

This document constitutes the cleaning, sanitizing and disinfecting policy of Protea Heights Academy as approved by the Governing body on 5 May 2020. The policy has been drafted in accordance with the applicable provisions of the Constitution of the Republic of South Africa, Act 108 of 1996; the South African Schools Act, Act 84 of 1996 ('SASA'); the Regulations for Safety Measures at Public Schools (Government Gazette 22754/2001: Notice 1040); the National Department of Health's School Health Policy ("National Department of Health Cluster: Maternal Child & Women's Health and Nutrition Sub- Directorate: Child Health National School Health Policy and Implementation Guidelines June 2002"), The Department of Public Service and Administration Circular 18 of 2020, and other applicable legislation.

The guidelines consider the requirements of departments to comply with their legal obligations in accordance with the Regulations issued in terms of the Disaster Management Act, 2002, the Occupational Health and Safety Act, 1993, and the Directive issued by the Minister of Employment and Labour in respect of COVID-19 Occupational Health and Safety Measures in Workplaces, 2020. It must be noted that the provisions as contained in Circular 7 of 2020, Circular 11 of 2020 as well as Circular 15 of 2020 remain in effect and should be read together with these guidelines as outlined.

## **2. AMMENDMENT TO THE POLICY- INTRODUCTION**

This policy is no longer enforced and will only take effect if there are any medical disasters the country experiences. This policy will remain for the COVID-19 pandemic unless otherwise stated.

This policy is also a working document and will continuously be amended as legislation is amended.

These guidelines have also been amended according to the Government gazette Vol 682, No 46172 of 4 April 2022, the gazette amends the Directions regarding the full time return of learners to schools and measures to address, prevent and combat the spread of COVID-19 in the National Department of Basic Education, and all Provincial Departments of Education, all education district offices and public and independent schools in the Republic of South Africa, published under Government Notice No. 806, in Government Gazette No. 45877 of 06 February 2022.

### **3. GOVERNANCE**

In addressing the COVID-19 responsiveness, the School Governing Body of Protea Heights Academy must assign the functions of the departmental steering committee, established in terms of Circular 7 of 2020, to the health and safety committee established in terms of section 19 of the Occupational Health and Safety Act. The committee must prepare for and monitor the return to work process.

The principal is assigned as the compliance officer as indicated in the Regulations issued in terms of the Disaster Management Act as well as all amendments made in the Government Gazette.

It is incumbent on the compliance officer to:

- provide hand sanitizers for use by the public and employees at the entrance to the premises; and

- ensure that all directions in respect of hygienic conditions and limitation of exposure to persons with COVID-19 are adhered to.

- what health protocols are in place to protect employees from COVID-19

The designated COVID-19 compliance officer must oversee the implementation of the plan referred to above and develop a checklist to ensure that all requirements as listed as well as best practices that may apply, are adhered to.

### **4. MANAGEMENT OF THE SCHOOL/WORKPLACE**

Thorough cleaning of the workplace must occur to ensure it is clean and hygienic. This includes:

- the disinfecting of all work surfaces and equipment; and

- Cleaning of all toilets, common areas, door handles and shared electronic equipment.

The school must ensure that there are hand sanitizers, soap and paper towels for staff and learners.

Entrance and reception areas must be configured to contain the transmission of COVID-19 and employees working in these areas should be provided with the requisite personal protective equipment.

Hand sanitizers should be strategically placed at entrances, common areas, doorways, handrails, where equipment is shared, etc.

Protocols as they pertain to the use of shared office equipment and common areas should be displayed in the photocopy room and staffroom.

A "clean desk" policy should be advocated to reduce the risk of surface transmission of

COVID-19 and to enable thorough cleaning. This includes desk space of staff and learners. The classroom must be well ventilated and ensure that the ventilation systems are cleaned and maintained.

As it is incumbent on every person to wear a face mask if they experience any flu-like symptoms when they are indoors, it is similarly required from the staff and learners to wear his/her face mask indoors as well. The wearing of masks outside the school building is no longer a requirement, as long as there is sufficient distance between each other.

## **5. MANAGEMENT OF COVID-19**

If a person, other than a learner, presents with COVID-19 symptoms or informs the COVID-19 compliance officer or designated official of the presence of such symptoms, the school, or office must not permit the person to enter the premises.

If a learner presents with COVID-19 symptoms or informs the COVID-19 compliance officer or designated official of the presence of such symptoms, the school, school hostel or office must:

- immediately isolate the learner and advise the parent or guardian to make arrangements for the learner to be transported in a manner that does not place any other person or members of the public at risk, either to be self-isolated or to go for a medical examination or testing
- assess the risk of transmission, disinfect the area and any official's or learner's workstation/Locker/desks
- refer those persons who may be at risk for medical examination or testing; and
- take any other appropriate measure to prevent possible transmission.

Should any learner complain of feeling sick, this must be regarded as serious.

Learners who fall ill or start showing symptoms of the COVID-19 virus at school must be confined to a sick bay (in isolation, if needed) until their parents come to fetch them from school. Complete Annexure D: COVID-19 Report form.

Parents are requested to keep ill children at home until they have recovered

Information on the learner, their condition, date of diagnosis, health institution and other relevant data must be noted and stored away safely.

Confidential medical information will at all times be treated as such, and no learners shall be stigmatised.

The school principal must monitor abnormal school absenteeism or any sign of escalated symptoms of the COVID-19 virus among staff and learners.

Any outsider (a non-member of the school) that wants to convene or host an event or activity on the school premises; or wants to use the school premises for gatherings, including but not limited to faith based, religious, social, and cultural gatherings, the school will allow entry of the permitted persons for that event, activity or gathering on the school premises: Provided that hygiene and safety measures on COVID-19:

By addition: The school governing body must, in writing, inform the convener of events, activities or gatherings of his or her responsibilities with regards to compliance with the schools COVID-19 regulations.

For the purposes of sport and extracurricular activities, activities with spectators:

All persons in an open public space need not wear a mask, but must maintain a distance of at least one meter from another person

All persons entering a change room or an indoor training area, except when participating in training or indoor matches accompanied by vigorous exercise, must wear a mask

If a person has COVID-19 symptoms that person must be refused access into the venue.

Spectators at the venue/school of a sport event are permitted and the number of persons permitted at a venue/school at any one time is limited to the number as prescribed under the Regulations in respect of gatherings for the particular adjusted Alert Level at the time, and subject to strict adherence to the conditions provided for in the Regulations

The wearing of face masks must always be maintained indoors by persons who are not participating in matches or events

## **6. EDUCATION OF COVID-19**

Health education is an important part of the school's health activities, and offers the best opportunity to influence learners' immediate and long-term health behaviour. Health education and the promotion of health activities shall be integrated with the school curriculum as far as possible.

Issues covered by the promotion of health and education include the following:

- Life skills
- Environmental health, including water and sanitation
- A healthy lifestyle
- Self-sufficiency for learners

See the following documents attached:

**ANNEXURE A: Standard Precautions**

**ANNEXURE B: COVID-19 Report form**

**ANNEXURE C: Cleaning plan**

## 7. APPROVAL AND ADOPTION

This COVID-19 policy was approved and adopted by the Protea Heights Academy Governing Body on 6 December 2022 (date).

**SIGNED:**



CHAIRPERSON:

DATE: 6 December 2022

PRINCIPAL:



DATE: 6 December 2022

SECRETARY:



DATE: 6 December 2022



## ANNEXURE A: STANDARD PRECAUTIONS

### *Precautions for staff and learners dealing with COVID-19 virus*

To minimise the risk of acquiring the COVID-19 Coronavirus, the standard precautions to be adopted are as follows:

- Wash hands thoroughly (at least 20 seconds) with soap and water or hand sanitizer before and after entering the school premises or classroom, when visiting the bathroom and during breaks.
- Every classroom and office must be equipped with hand sanitizer and staff members and teachers must wipe down desks with cleaning agents.
- Every bathroom must be equipped with antiseptic hand wash soap or sanitizer.
- The following must be cleaned and disinfected four times a day:
  - Toilets and toilet seats
  - Sinks and sink faucets used after toileting activities
  - Smooth surfaced, non-porous floors.
- Learners and staff will be encouraged to bring where possible their own hand sanitizer to school. Clearly mark and keep your personal sanitizer with you at all times.
- Learners and staff must wear a face mask at school. Clearly mark and keep your face mask with you at all times. Make sure that your face mask is firmly in place when you interact with learners, teachers, staff members or visitors.
- Always use the recommended protective equipment (e.g. gloves and face masks) as necessary to prevent skin and mucous-membrane exposure (e.g. eyes or face).
- If staff or learners are exposed to the virus, wash the area with soap and water, and report the matter to the principal. Seek medical attention.
- Use standard cleaning equipment (mop, bucket and disposable cloth with detergent and water) for cleaning up infected areas. Wipe the area with a paper towel, and allow the surface to dry. If the soiled surface is porous and difficult to clean, a solution of 0,5% sodium hypochlorite must be applied after cleaning. Soaking a paper towel in the sodium hypochlorite solution and leaving it in place for 10 minutes may achieve this. A number of household bleaches contain sodium hypochlorite and can be diluted to the required strength. Gloves must be worn.
- Seal soiled cloths, paper towels, gloves and dressings in a strong plastic bag before disposal into the domestic garbage.
- Clothing contaminated with the COVID-19 virus should be removed as soon as practicable and contaminated items placed in a sealed bag until laundered.
- All surfaces in the classroom, learners' desks and teacher's desk must be cleaned and disinfected after each lesson.
- Care must be taken if any objects come into contact with contaminated areas. Objects contaminated with the COVID-19 virus should be cleaned and disinfected immediately.





**ANNEXURE B: COVID-19 REPORT FORM**

Date of incident:		Time of incident:	
Name of learner:			
Class of learner:			
Incident at:	PROTEA HEIGHTS ACADEMY		
Address:	33 HELLING STREET		
	PROTEA HEIGHTS		
	7560		
Name of person(s) handling the incident:			
Name of the person witness to the handling of the incident:			
Nature and symptoms reported of the incident:			
Subsequent action and isolation treatment:			
Parent advised:			
Yes		No	
Signed by:		Date:	
Principal:		Date:	



## ANNEXURE C: DAILY CLEANING PLAN AND WASTE MANAGEMENT

1. Frequently interacted-with and touched surfaces and objects should be cleaned and disinfected daily. Surfaces that are frequently touched, e.g. taps, doorknobs, reception desks must be cleaned hourly or wiped down with disinfectant wipes.
2. Use soap and water to clean areas where possible. Then, disinfect with a diluted bleach solution.
3. Dilute 30ml of bleach per litre of water.
4. If the area cannot be cleaned with soap and water, then wipe down the area carefully with a 70% alcohol solution.
5. Common disinfectants that could be used include:
  - Bleach i.e. Sodium hypochlorite (0.1%)
  - Alcohols i.e. Ethanol (70%)
  - Quaternary ammonium compounds
  - Hydrogen peroxide (3%)
  - Peroxyacetic acid (0.5%)
  - Phenolic i.e. carbolic soap - Iodophors i.e. iodine (1%).
6. Any equipment which is shared by employees should be cleaned before each use.
7. Waste from waste containers should be disposed of into plastic bags and sealed before discarding into the general waste for refuse collection.
8. Employees handling waste must wear utility gloves when emptying the waste containers.
9. Waste handlers and cleaners should wear closed shoes.
10. Clean the waste storage area daily.
11. All bathrooms to be cleaned and disinfected FOUR times per day:
  - At 08:00, start of the day
  - After first break
  - After second break
  - At 16:00, the end of the day