



Orientation Guidelines for Parents, Teachers, Non-teaching Staff and Learners

- 1. How must the school be prepared for re-opening?**
- 2. What must I do before I leave home?**
- 3. What must I do on my way to school?**
- 4. What must I do when I arrive at school?**
- 5. Safety and hygiene procedures at school.**
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1. The school has prepared for re-opening:

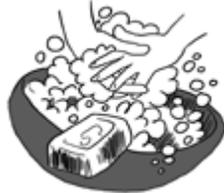
We will ensure that it has the following:

- Handwashing soap (bar or liquid)
- Alcohol-based sanitiser per classroom
- Disinfectant
- Masks (the wearing of masks will be compulsory for learners, teachers, admin. staff and support staff)
- Digital thermometer
- Heavy duty gloves, disposable aprons, goggles or visors for support staff

2. What must done at home?

Parents and guardians must ensure that learners are provided with accurate, age-appropriate information regarding COVID-19. It is up to parents and guardians to ensure that learners are taught The 6 Golden Rules about how to stay safe from COVID-19. Parents and guardians must make sure that they model this behaviour for their children to observe and follow. These are The 6 Golden Rules:

1. Wash your hands often with soap and water for at least 20 seconds each time. If soap and water is not available, use an alcohol-based hand sanitiser with at least 60% alcohol content. Make sure that all parts of your hands including in between fingers, wrists and palms are thoroughly washed or covered in hand sanitiser.



2. Avoid touching your eyes, nose, and mouth with your hands or gloves.



3. Avoid close contact with people who are sick and keep at least a metre distance away from others.



4. Stay at home when you are sick and try and keep a distance from others at home. Keep your eating utensils separate from the rest of the household.



5. Cover your cough or sneeze with a flexed elbow or a tissue, then throw the tissue in a bin with a lid.



6. Regularly clean and disinfect all objects and surfaces that are frequently touched.





3. What must I do on the way to school?



Whether learners or staff are travelling to school in a bus, a taxi or a car, their parents, Guardians, learners and staff themselves have a responsibility to ensure their safety and the safety of other passengers.

Public transport:

All public transport operators must put measures in place to adhere to social distancing, to ensure that transport is sanitised before and after use, and to observe the new prescribed passenger capacity regulations. Parents, guardians, learners and staff themselves should monitor service providers who transport learners to school to make sure that they adhere at all times to the Regulations. Learners who are using public transport also have a responsibility to practice social distancing and good hygiene to prevent or reduce the possibility of infection.

Sharing transport:

In the case of lift clubs or when private transport is shared between colleagues or friends, it is important to adhere to the same measures as are required of public transport services.

Walking to school:

If learners walk to school, it is important that they practice social distancing and good hygiene to prevent becoming infected by COVID-19 droplets carried in the air. Close proximity to an infected person is risky and it is therefore recommended that walkers keep at least 1.5 metres apart from each other.



4. What must I do on arrival at school?

A safe environment can be achieved through elimination of infectious particles in the air and on surfaces by **always adhering to the Golden Rules:**

1. **Prevent direct contact with persons that are sick.** Educators, staff and learners are requested to only attend school if healthy.
2. **Control measures** include personal protective equipment (PPE) and risk reduction methods as discussed below, e.g. cleaning surfaces with disinfectant to kill the virus.
3. Keep a distance of 1m between persons in any circumstance.
4. Wash hands with soap and water for 20 seconds, or use alcohol-based hand sanitiser after contact with any person or after contact with frequently touched surfaces i.e. phones, door handles etc.
5. Avoid touching your eyes, mouth, or nose with unwashed hands.
6. **Airborne transmission** should be limited by allowing ventilation in classrooms.
7. Cough in the fold of the bent elbow and sneeze in a tissue which you discard and wash your hands.
8. Surfaces that are frequently touched, e.g. toilet door handles, etc, should be cleaned with diluted bleach disinfectant (20 ml bleach per litre water) hourly, or less frequently depending on the circumstance.
9. Avoid places where crowding exists.

RISK REDUCTION METHODS AT SCHOOL

- Each person (parent, teacher, staff member, learner or visitor) that enters or leave a school must wash hands or sanitise their hands at the entrance/gate utilizing hand hygiene stations, equipped with soap (bar or liquid) and water or sanitise (with 70 % alcohol base).
- Take the temperature of each person (parent, teacher, staff member, learner or visitor) that enters a school with a Digital thermometer scanner as follows:
 - o Remove the protective scanner cap
 - o Switch it on and wait for '00' reading
 - o Scan the forehead
 - o A reading of 37.5 and above indicate possible fever
 - o Visitors and staff with a fever are not allowed on the school grounds
 - o Learners with a fever must to be kept separate from others until they can return home. Parents/caregivers should be contacted without undue delay
- The installation, supervision, and regular refilling of the stock / equipment is the responsibility of the principal, delegated to the staff and /support staff.
- Principals must ensure:
 - o The rapid procurement / delivery of adequate quantities of products by timely ordering and filling up on stock.

- o Ensure refresher hand hygiene training and reminders to learners
- o Communication to parents about the importance of hand hygiene in preventing the spread of the COVID-19 virus.

RISK REDUCTION METHODS FOR CLASSROOMS/OFFICES

Each classroom must have access to:

- A portable handwashing station, handwashing soap (bar or liquid) or hand sanitizer with at least 60 % alcohol base
- A litter bin with lid, lined with a bin liner in which all tissues, paper towels and possible contaminated waste must be discarded
- Paper towels to dry hands or wipe surfaces. Used paper towels must be discarded safely in the litter bin with a lid.
- Face masks (cloth masks) and/or visors
- Advocacy material on handwashing must be available. Information messages should also include:
 - o Avoid touching eyes, nose and mouth.
 - o Follow good respiratory hygiene: covering your mouth and nose with your bent elbow or tissue when coughing or sneezing, then dispose of the used tissue in a bin with a lid.
 - o Maintain at least one and a half meter distance between yourself and others.

Hand Hygiene Procedures:

- Frequent hand hygiene must be part of the routine of everyday life in schools. Every person that enters a classroom must wash their hands with soap (bar or liquid) and water or sanitise (with at least 60 % alcohol base) their hands and again when leaving the classroom.





- Surfaces that are frequently touched, e.g. the doorknobs, must be cleaned hourly with a 20 ml bleach per litre water, or disinfectant wipes.
- **Utensils like pens and pencils must not be shared amongst learners or teachers.**
- Classrooms must be well ventilated. Coughing (in the bent elbow) and sneezing etiquette (in a tissue) must be adhered to.
- Social distance of 1.5m must be adhered to at all times.
- Classrooms must be cleaned at least twice a day with a disinfectant.

RISK REDUCTION FOR EACH TOILET/BATHROOM

A portable handwashing station, handwashing soap (bar or liquid) or hand sanitizer with at least 60% alcohol base should be within 5m of toilets, for handwashing after using the toilet.

Disinfectant cleaner (Recommend sodium hypochlorite 0.5% (biocide sachets) **or** Bleach mixture of 250ml of bleach to 5 litres of water) must be utilised for daily cleaning of all surfaces. Surfaces that are regularly touched, e.g. taps, doorknobs and toilet handles must be wiped down hourly with 20 ml bleach per litre water or disinfectant wipes.

DAILY DUTIES OF CLEANERS

Daily duties of cleaners include:

1. Clean all surfaces e.g. floors, bathrooms desks daily with Disinfectant cleaner (recommend sodium hypochlorite 0.5% (biocide sachets) **or** Bleach mixture of 250ml of bleach to 5 litres of water).
2. Surfaces that are frequently touched, e.g. taps, doorknobs at classrooms and toilets, toilet flush, must be cleaned hourly with 20 ml bleach per litre water.
3. Collect all the bags with possible contaminated waste in bins in classrooms and offices. Tie the bags and put it in big refuse bags. Tie the refuse bags again.
4. Wear protective gear.

5. Learners arriving at school

We will ensure that handwashing basins and/or sanitisers are placed at the entrance of every classroom and at other strategic points. **It is important to practice social distancing and good hygiene at school to prevent becoming infected.** All learners in Grade 12 (except those who are ill) must report to school.

The following key activities will take place on arrival of learners:

- The principal and teachers conduct the orientation of learners on the management of COVID-19 at school.
- Agree on **Safety And Hygiene Procedures** at school.
Learners must wash hands before and after school-meals and observe social distancing during meals, while seated. Discuss hygiene in the bathrooms and toilets. Ensure sanitiser at the exit and entrances.

- Orientate learners on the curriculum recovery plan, including what access they can get to extra tuition classes and home learning resources.
- Introduce the re-organised school time-table, new class lists and the sub-division of classes.



- Brief learners on social distancing at school and travelling to and from school.
- Motivate learners on their return to school.

How do I engage with my colleagues and with my learners in the classroom?

Everyone needs to know and understand why social distancing and good hygiene is of critical importance to avoid 'catching the virus' at school and spreading the disease.

COVID-19 is a droplet infection that can spread to those who are in close proximity of an infected person.

It is recommended that movement of learners between classes are limited and that the clustering of desks in the classroom are avoided. Explain and practice the safety and hygiene procedures with the learners in your classroom.



6. Safety and Hygiene Procedures for Everyone

1. Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitiser.



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 1.5 metres from other people at all times.



6. Cover your cough or sneeze with a flexed elbow or a tissue, then throw the tissue in the bin.



7. Clean and disinfect frequently touched objects and surfaces.



8. Wear a cloth mask.



7. What must I do to prevent the spread of COVID-19 in my classroom?

Prevent direct contact with persons that are sick. Teachers and learners are requested to only attend school if healthy.

Agree on the **Safety And Hygiene Procedures** with the learners in your classroom and include:

- **Proper ventilation and fresh flow of air through the classroom** will limit the airborne transmission of the virus so ensure that windows and doors are open during class.
- **Clean and disinfect frequently touched objects and surfaces** e.g. toilet surfaces, door handles, etc. They should be cleaned with diluted bleach disinfectant (20 ml bleach per litre water) hourly when in use, or less frequently depending on the circumstance.