

# **LAERSKOOL BARBERTON PRIMARY SCHOOL**

## **LAERSKOOL BARBERTON PRIMARY SCHOOL COVID-19 CODE OF CONDUCT FOR STAFF, LEARNERS AND PARENTS.**

### 1. INTRODUCTION

The purpose of this document is to provide clear and actionable guidance for safe operations through the prevention, early detection and control of COVID-19 at Laerskool Barberton Primary School.

COVID-19 is a disease caused by a new strain of coronavirus. The COVID-19 virus is a new virus linked to the same family of viruses as Severe Acute Respiratory Syndrome (SARS) and some types of common cold. Symptoms can include fever, sore throat, headache, loss of taste or smell, dry cough, shortness of breath and fatigue. In more severe cases, infection can cause pneumonia or breathing difficulties. This disease can be fatal under certain conditions. These symptoms are similar to the flu (Influenza) or the common cold, which are a lot more common than COVID-19.

When someone who has COVID-19, coughs or exhales, infected droplets are spread and surfaces and objects within a  $\pm 1, 5$  to 3m radius. People could catch COVID-19 by touching contaminated surfaces or objects and then touching their eyes, nose, or mouth. An uninfected person can get infected when an infected person with COVID-19 by breathing in infected droplets coughed, sneezed or exhaled by the infected person. In other words, COVID-19 spreads in a similar way to flu. Most persons infected with COVID-19 experience mild symptoms and recover. However, some experience more serious symptoms and may require hospital care.

The protection of children and educational facilities are particularly important. Precautions are necessary to prevent the potential spread of COVID-19 in school settings. Care must also be taken to avoid stigmatizing learners and staff who may have been exposed to the virus. It is important to remember that COVID-19 does not differentiate between borders, ethnicities, disability status, age or gender. Laerskool Barberton Primary School will continue to be a welcoming, inclusive and supportive environment to all.

Due to the severity of this pandemic, Laerskool Barberton Primary School has developed and implemented to COVID-19 a Code of Conduct for staff, learners, parents and any person who access the school grounds. It is important to note that Laerskool Barberton Primary School has

created this Code of Conduct to ensure the safety of the whole school community and that us as a school has adopted a zero tolerance attitude towards individuals who do not comply with this Code of Conduct. These measures taken by Laerskool Barberton Primary School can prevent the entry and spread of COVID-19 by students and staff who may have been exposed to the virus.

## 2. THE PREVENTION OF POSSIBLE SPREAD OF COVID-19:

As with other respiratory infections like the flu or the common cold, public health measures are critical to slow the spread of illnesses. Following basic principles can help keep students, teachers and staff safe at school and help stop the spread of this disease.

Recommendations for healthy schools are:

### Learners:

- Sick learners **MUST not** come to school.
- Learners who were booked off will need to present a doctor's note/letter from their parents on their arrival back at school.
- Promote social distancing (a term applied to certain actions that are taken to slow down the spread of a highly contagious disease, including limiting large groups of people coming together)
- Handwashing stations with soap and water, alcohol-based hand rub (Hand sanitizers) will be at entrances and exits, and near toilets and will be maintained.
- All extra-curricular activities including sport, culture, fun days and fieldtrips can only take place according to Departmental regulations.
- Assemblies can only take place if Departmental regulations allow it.
- WhatsApp Groups will be continued and utilized per grade to communicate more effectively to parents.
- Learners who show symptoms of flu will be separated from the rest of the learners and staff in the isolation area, parents will be contacted to come and fetch their child at school.
- School attendance by learners will be monitored.
- Physical contact **WILL NOT** be allowed.
- Learner may also bring their own sanitizer to school so that they can sanitize their hands on a regular basis.
- Each learner may bring their own sanitizing wipes/toilet paper roll, to swipe their desks during the day.

#### Staff:

- Sick teachers and other staff **MUST NOT** come to school.
- Staff who are booked off will need to present a doctor's note on their arrival back at school.
- Posters with regard to rules and regulations in terms of Laerskool Barberton Primary School's Covid-19 Management System, will be displayed.
- Staff meetings will be held in the school hall.
- All staff get-togethers will take place according to Departmental regulations.

#### General:

- Educate the school community by communicating regularly on how to prevent the spread of COVID-19.
- **NO ONE** (including learners, staff and parents) will be allowed to access the school premises without a face mask.
- Anyone who access the premises of Laerskool Barberton Primary School will have access to sanitation and sanitation will be compulsory.
- All surfaces (e.g. desks and tables) and objects (stationary, telephones, keyboards, etc.) will be wiped with disinfectant regularly.
- Management will enforce regular hand washing with safe water and soap, alcohol/rub/hand sanitizer or chlorine solution and, at a minimum, daily disinfection and cleaning of school surfaces (the sanitation products will be provided by the Department of Basic Education).

### 3. **FACE MASKS**

#### The use of face masks:

Masks **MUST NOT** be shared. A mask must be worn at all times. It should be treated with care when putting on and taking off because the outer surface might be contaminated and this will contaminate your hands and transfer the virus to your mouth, nose and eyes, or to others.

- a) Wash hands thoroughly before putting on your mask.
- b) Place the mask with the correct side facing your nose and mouth and covering both well.
- c) Tie the strings behind your head, or if you are using elastic bands, make sure these are tight.
- d) Make sure it fits well.
- e) Once you have put on the mask, do not touch the mask or your face again until you take it off.

- f) When you take it off, undo the ties, and carefully fold the mask inside out or hold it by the strings and place the mask in a dedicated, big enough container ready to be washed.
- g) Disposable masks must be disposed after a single use and not be used again.
- h) Wash hands thoroughly and dry before doing anything else.
- i) Wash your cloth mask daily to reduce the chance of it becoming contaminated with bacteria and viruses.

#### Maintaining the mask

- a) Have at least 2 masks per person so you will be able to wash one and have a clean one ready for use.
- b) Hand or machine wash the mask daily in soap and hot water (as hot as can be tolerated.) Rinse thoroughly and dry.
- c) Iron the mask – this is the best and cheapest means of disinfection! If you do not have an iron, place the mask with the outside facing down on a metal sheet and place it in the sun.
- d) Do not soak the mask in chemicals as these get absorbed and may be inhaled and damage the respiratory tract.

#### **PROMOTE INFORMATION SHARING**

Information regarding COVID-19 and other regulations will be shared with staff, parents and learners, providing updated information on the disease situation, including prevention and control efforts at school. Normal communication channels will be used. Learner's questions and concerns will be addressed by staff. Educational material will be displayed on the school grounds.

#### **SAFETY OF LEARNERS, STAFF AND PARENTS.**

- Washing/sanitizing of hands will be enforced.
- Sanitize your own personal space.
- Ground staff will sanitize classrooms, corridors and offices at the end of each day, Especially high-risk surfaces such as staircases, door knobs and bathrooms.
- Hand sanitizing stations will be at all the bathrooms
- Social distancing must be maintained at all times.
- An adapted academic time table will be distributed to all learners. The adapted time table and specific times will be communicated with the learners timeously.
- Learners will remain in their allocated classes and teachers will move to classes to present their lessons.
- A 1,5 meter distance between learners and the teacher in the classes will be maintained

- It is important that learners attend school, if they are not ill. Our priority is to complete our academic year successfully.
- Learners and teachers who feel/are ill, **MUST** stay at home. If Covid-19 is suspected, such an individual **MUST** be tested for Covid-19 and the school **MUST** be informed immediately.
- Thorough information sessions for learners will be implemented. Well-informed learners will curb possible stigmatization.
- The temperatures of all teachers and learners will be checked in the mornings and they will have to respond to certain medical questions.
- Teachers and learners who contract Covid-19, **MUST** by law be reported to the Health Department as well as the school. In such cases, we need to trace with whom the person has been in contact, in order to curb the spread of the virus.

6. **PROTOCOL FOR THE ARRIVAL OF LEARNERS AT SCHOOL.**

- Learners must report to school between 06:45 and 07:30.
- Grade 4-7 learners will use the main entrance close to the swimming pool in Stanley Street.
- Grade 1-3 learners will use the gate at the back of the school hall.
- Learners who entered the school grounds after being screened, will move to their classrooms and keeping social distancing in mind, may not move closer to one another than the 1, 5 meters (spots) on the terrain.
- All passengers in a vehicle **MUST** wear a face mask (**NO MASK, NO ACCESS**).
- Upon exiting the vehicle, learners must line up on marks indicated on the pavement and wait for screening.
- When more learners attend school, access points will be increased and communicated to learners and parents.
- Learners must read and answer the following questions.
  - 1) Do you have a cough?
  - 2) Do you have a fever?
  - 3) Do you have shortness of breath?
  - 4) Do you have a sore throat?
  - 5) Within the last 10 days, did you have direct contact with someone known to have contracted Coronavirus (Covid-19)?
  - 6) Questions will be adapted for younger learners.
- \* If a learner has not responded negatively to all of the questions, he/she will be sent to the isolation room.

- \* Such a learner's parents will be contacted, after which the parent must fetch their child.
- \* When a learner arrives at school, he/she must stand on the demarcated spots, maintaining the 1,5 meter distances and wait for the following procedures:
  - their hands will be sanitized.
  - their temperature will then be measured (the reading will be recorded)
  - a questionnaire will be completed.
  - they will then walk through a tunnel spraying sanitizing mist.
  - if everything is within limits, they will go directly to their register classes.

7. **PROTOCOL FOR WHEN PARENTS FETCH LEARNERS AT SCHOOL.**

The protocol for when parents fetch learners at school, will be communicated per grade when applicable.

8. **PROCEDURES THAT MUST BE FOLLOWED IF SOMEONE IS ILL**

- Learners and staff who become ill at school or who arrived ill at school will be send home immediately.
- A learner or staff member will be isolated until such a person has left the premises.

9. **HEALTH AND HYGIENE-TRAINING**

- Specific training about the hygiene programme will be given to teachers and learners.
- **UTENSILS LIKE PENS, ERASERS, BOOKS, RULERS, PENCILS, ETC. MUST NOT BE SHARED AMONGST LEARNERS AND/OR TEACHERS OR PLACED IN THE MOUTH.**

10. **SCHOOL ATTENDANCE**

Although we urge learners who have Covid-19 symptoms to stay at home, it is important that healthy learners attend school. We have lost valuable academic time during the lock-down. Therefore, learners should not be absent from school unnecessarily.

11. **THE SCHOOL'S STRATEGY WITH THE OUTBREAK OF COVID-19 IN SCHOOL**

- There will be immediate communication with the parents.
- The relevant parties will have to be tested immediately for Covid-19
- The relevant parties must be in isolation for 10 days.
- The relevant parties must provide a list of names of people with whom they have been in contact.

- The Management of the school does not have the authority to close the school. This is the responsibility of the Department of Health.

12. **FOLLOW THE NECESSARY PROCEDURE WHEN AN ILL PERSON HAS RECOVERED**

According to information at our disposal, the average recovery time for a person with light symptoms, is about two weeks. In more severe cases, it could take anything from 3-6 weeks.

**When may a learner return to school?**

- Learners who display symptoms of or have tested positive for the virus, must stay at home for 14 days.
- After 14 days, or if the learner has no symptoms of the virus anymore, he must be tested again.
- The parents of the learner must inform the principal, deputy-principals and provide the negative test results as well.
- After the guidelines of the Department of Health have been met, the learner will be allowed back in school.

13. **CONTACT THE COVID-19 HOTLINES FOR HEALTH QUERIES.**

National hotline 0800 029 999 The National Institute for Communicable Diseases (NICD)

14. **SOCIAL WELLNESS IN SCHOOL.**

- Supporting the social and emotional well-being and resilience of teachers and staff is critical for creating a positive school. Well-ness programs in schools build a culture of health that can benefit everyone in the school community.
- Our school has a Social Worker to support learners, teacher and parents with coping with Covid-19. The issue of stigmatization will be addressed and the following challenges will also be handled:
  - Socio Economic challenges
  - Death of family members, etc.

15. **PROCEDURE FOR VISITORS (INCLUDING PARENTS)**

Everybody who gains access to the school premises, must be subjected to the same precautionary measures to protect our community. Therefore, the procedure will be as follows.

- Visitors will be screened at the entrance.
- All visitors must sanitize their hands at the entrance.
- It is compulsory for all visitors to wear a mask.

16. **DISCIPLINE**

The School rules and Code of conduct, including the Covid-19 Code of conduct, will be applicable. Should your child however feel the need not to comply to the new procedures and regulations and put anyone at risk with their behaviour, you will be called to collect your child immediately. This may possibly lead to a three day suspension. The current situation we find ourselves in does not allow for any additional stress and danger.

17. **POLICY AMENDMENTS**

The school governing body may from time to time amend, supplement, modify or alter this policy. This policy is approved by the principal (on behalf of all the staff) and the Chairperson of the SGB (on behalf of all the members of the SGB)

Hersien: 11 Desember 2020