

COVID-19 Policy

A copy of this Policy needs to be kept in the COVID-19 Policy File and must be displayed on the walls of the school in a public location.

The online self-assessment check list needs to be completed before opening.

The school needs to appoint a COVID-19 Compliance Officer to ensure adherence to the standards of hygiene and health protocols written in this Policy. The Compliance Officer needs to be appointed in writing. See P12-a Appointment Letter of Compliance Officer.

Staff Training

1. An attendance register of all in-service training sessions needs to be kept in the COVID-10 Policy File.
2. The Following training needs to be conducted:
 1. Orientation and training on Department of Social Development Standard Operating Procedures and Guidelines
 2. Orientation and training on P12- COVID-19 Policy
 3. Training on the basic requirements for cleaning, protocols, safety and responsibilities. Training on cleaning procedures, routines, and schedules.
 4. How to conduct Symptom Assessment on children and the requirements to be met before a child can enter the facility. What underlying medical conditions are important that require medical practitioner approval before a child can enter the facility. Training on the use of the direct screening tool.
 5. How to teach children the principles of Social Distance, hand hygiene and correct method of coughing.

Parent Communication

1. The school must inform the parents or legal guardians of the following in writing before re-opening:
 - how parents need to prepare their child for returning to school;
 - the measures and precautions that the school has implemented;
 - the practical procedures that need to be followed when their child returns with regards to symptom screening, entry and exiting of the premises;
 - information regarding the date and time when a child may return, after the date has been announced by the Minister of Social Development;
 - how parents can continue to support their child's learning at home.

2. Parents need to be informed that a child with known underlying health conditions that may place that child at a higher than normal risk category, may NOT return to school unless a medical practitioner has given written authorization.
3. The following UNICEF COVID-19 booklet must be supplied to all parents:
<https://www.unicef.org/southafrica/reports/covid-19-coronavirus-explained-parents-young-children>
4. Home Symptom Screening questions need to be sent to parents. See P12-i Parent Symptom Check List.
5. All correspondence with Parents need to be filed in the COVID-19 Policy File.

Entering and Leaving Procedures

1. All adults (parents, visitors, staff) and children above 5 years are required to wear masks when dropping off and picking up their children or visiting the facility. Children below 6 do not have to wear masks.
2. No person needs to wear rubber, latex or plastic gloves. Staff must use protective gloves for First Aid or other reasons according to other school policies.
3. Signage needs to be placed at the entrance that clearly explains the requirements for entering the facility.
4. Every person (adult, child, parent, visitor, staff) must sanitise their hands either through washing with soap or hand sanitiser (at least 70% alcohol). Children must be assisted when using hand sanitiser.
5. Every person (adult, child, parent, visitor, staff) is subjected to symptom screening and screened by a non-contact thermometer according to the P12-b Daily Screening Record.
6. As a matter of routine the parent/legal guardians or adult assigned by the parents, must answer symptom screening questions on behalf of the children. Only under exceptional circumstances may staff do symptom screening with children directly.
7. Symptom screen should take place as close to the entrance as possible. Thus screening needs to be conducted in the foyer of the school.
8. Any person (staff, parent, child, visitor) who fails the symptom screening may NOT enter the school. Anyone who had failed symptom screening can only enter the facility once they bring a Medical Doctor's clearance certificate.
9. Parents should wait outside the school. Social distance markers of 1.5m are required.
10. Parent access to the school facility is limited to their child's classroom and school office, and must be viewed as the exception and not the rule.

Manor Pre-Primary Policy

For Internal Use Only

P12 – COVID-19 Policy

11. Staff and Children need to have their hands washed or sanitised prior to departing. For peace of mind their temperature should also be taken and recorded on the P12-b Daily Screening Record.
12. Each staff member needs 2 cloth masks.
13. No visitors are allowed in the school building unless for the purpose of providing an essential service. The visitors access must be limited to specific areas.
14. Employees who are over 60 and have mild co-morbidities but wish to report for duty must be allowed to work if they voluntarily sign an indemnity or waiver.
15. Children with known underlying health conditions that place the child at a higher than normal risk may not return to school unless a medical practitioner has given written authorization. If authorization is given the child should participate in school as normal.

Forms

1. The P12-b Daily Screening Record must be completed every day by all staff. This must be placed in the COVID-19 Policy File after they are completed at the end of the week. All staff also need to complete the P12-c Staff Risk Assessment Form which needs to be filed in the COVID-19 Policy File.
2. In the case of children, the same P12-b Daily Screening Record must be completed by the parent, legal guardian or designated adult with the consent of the parent upon dropping off their child everyday. Otherwise school staff must do correct symptom assessment with the child and complete the form before children may enter the facility. This must be placed in the COVID-19 Policy File after they are completed at the end of the week.
3. Active weekly P12-b Daily Screening Records must be kept in separate Class (Ducks, Parrots, Toucan) and Staff files. Only staff will have access to these sheets. They must not be publicly displayed so as to hold Medical Information private.
4. Visitors to the school must fill in the COVID-19 Visitors Register; see P12-h Visitor Register. These forms must be filed in the COVID-19 Policy File once full.

Out of Bounds Areas

1. There is only ONE ENTRANCE into the whole building during school hours: The Schools Main Entrance Blue Security Gate. The following entrances must be locked: Duck Class Play Ground Gate, North and South Double Door Church Entrances, Double Glass Door Foyer Entrance by Kitchen, Double Wooden South Door Foyer Kitchen Doors, Toucan Classroom Door, Double Gates to the Toucan/Parrot Playground. The only exception is that the Double Gates to the Toucan/Parrot Playground may be used by the Gardener.

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2. The following areas are out of bounds for children: Men's and Ladies' Toilets, Kitchen, Church, Kitchen Storeroom, Teachers Storeroom, Sickroom (unless sick), Outside Toilet, Gardener's Shed, Teachers Shed, ALL SAND PITS.

Classroom Toys and Communal Skill Boxes

Toys in general cannot be shared between classrooms, however the school uses Communal Skill Boxes (Educational Toys) which will be discussed in a separate section. It is important to note that according to research, COVID-19 remains active on cardboard for 20 hours and cardboard also cannot be sanitized. It must also be noted that COVID-19 also remains active on plastic up to 80 hours.

1. **Puzzles** – All classroom puzzles need to be divided into two batches and used on alternate weeks. Every Monday the child needs to choose two or three puzzles to exclusively use for that week out of the assigned batch. The child's puzzles must be kept separate from the others by using lockers or bags.
2. **Skill Boxes**
Due to the fact the equipment in Skills Boxes, Gross Motor Boxes and Welcome Time boxes are difficult/impossible to sanitize, the following procedures need to be maintained:
 1. All Skill Boxes, Gross-Motor Boxes or Welcome Boxes cannot be used for two consecutive weeks. After a box has been used in the classroom for a week it must "rest" for a week.
 2. To reduce the risk while teaching children, a new educational toy needs to be chosen out of the box each day. i.e. one educational toy cannot be used within the box on consecutive days or with consecutive children.
3. **Classroom Toys**
 1. All soft toys need to be stored away and not used.
 2. Other toys made from plastic: lego blocks, kitchen equipment, etc. [Can be used everyday but must be sanitized everyday.](#)
 3. Toys that cannot be sanitised must be put on a weekly schedule. It is suggested to place all classroom toys on a one day a week - weekly rotation. After use they are locked away and isolated from the children. It is also suggested that toys do not remain accessible to all children because these toys will need to be sanitized on a daily basis. This will result in high work load at the end of each day when sanitizing classrooms.
4. **Books and Paper**
 1. [Children's books or other paper-based materials are not considered a high risk for transmission and do not need additional cleaning or disinfection. Plastic covers just need to be dis-infected.](#)

Classroom Furniture

1. All excess furniture needs to be removed from the classroom and put into storage. This includes excess chairs, tables, lockers, shelves and equipment.

2. All decorations, trinkets, stationery that sits on top of lockers, shelves or cupboards need to be locked away because it will greatly increase the time required for the daily sanitizing regiment.
3. Soft furnishings need to be removed from the classroom because they cannot be effectively sanitized i.e. blue church chairs, cushions, etc.
4. Carpets that cannot be vacuum cleaned everyday need to be removed from classrooms.
5. Curtains need to be removed from all rooms. Otherwise they must be washed once a week.
6. Children washing hands in the same container is prohibited.

Playground

1. A segregated playground area is required per class.
 - The Duck Class must remain in their playground.
 - The Toucan/Parrot Class playground will separated into two sections. Children must remain in their respective divisions.
 - Teachers must also remain in their assigned playgrounds according to class.
2. Both Sand Pits must be emptied and remain empty till further notice. Children are not to play in empty sand pits for safety reasons so these need to be cordoned off.
3. No water play or such group activities are allowed.

Sanitizing of Classrooms, Bathrooms, Passages, Storerooms, Sick Room, Office and Kitchen

1. All areas must be cleaned and sanitized before re-opening. The areas included are as follows:
 - every classroom
 - all common areas within the premises that are used by the children and staff.
 - Ablution facilities
 - all equipment and apparatus that is used in classrooms
 - all play and recreation apparatus
 - all furniture and appliances
 - all crockery and cutlery
 - all educational toys
 - all stationery

- all books that are covered with plastic
 - all sandpits must be emptied.
2. Each room has a weekly sanitizing schedule that must be visible in the room either on the door or wall. After the week is completed, it must be stored in the COVID-19 Policy file.
 3. Sanitizing solution for all rooms except the kitchen is 20ml of Bleach per litre of water. The following sequence is necessary: Wash/Vacuum, allow to air dry, apply sanitizing solution, allow to air dry.
 4. Kitchen sanitizing solution is 5ml of bleach per litre of water. The following sequence is necessary: Wash, allow to air dry, apply sanitizing solution, allow to air dry.
 5. Classroom schedule is according to P12-d Classroom Cleaning Checklist.
 6. Toilet schedule is according to P12-e Toilet Cleaning Checklist.
 7. No hand towels are allowed to be used in the school.
 8. Kitchen schedule is according to P12-f Kitchen Cleaning Checklist.
 9. Sleep room and Sick Room schedule is according to P12-g Sleep Room Cleaning Checklist
 10. General rooms – Passages, Brown Hall, Seminar Room and Office is according to P12-d Classroom Cleaning Checklist. If a certain section is not applicable to the room it must be marked off “N/A” and not left blank.

Aftercare & Sleep Time

1. Each child should have his own marked mattress and bedding. Children are to lie head to toe on alternate mattresses and be 1.5m apart where possible.
2. Children may not play on the Church Lawn but must use the Duck/Parrot/Toucan playgrounds.
3. Children may not use the Classrooms after they have been sanitized.

Education

1. Children are allowed to greet and play with one another.
2. Physical distancing (1.5m) must be practised and taught as part of First Ring Time. This includes the correct way to cough.
3. Learning spaces, eating, toilet routine, snack time, meals and line up times must practise social distancing of 1m for children. This will require re-arrangement of classrooms, play areas and play ground.

4. During break times, children must remain in their classes and not be allowed to play with other ages or classes.
5. Activities and games should be planned that enable physical distance to be practised.
6. Art work cannot go home. Rather send photos home.
7. The bringing of waste material or recycling from home to school to be used for art activities is not permitted. Stationery used in art activities (crayons, pencils, twisties, glue stick) need to be kept separate and dedicated to each individual child.
8. No toys, books or educational toys may be brought from home to the school or sent home from the school, for the duration of all alert levels.
9. Birthday Party Packs not allowed at school. Wednesday Bakers Day and Friday Tuck Shop is closed till further notice.
10. Children must wash their hands with liquid soap and water according to the normal hygiene policy through out the day e.g. every time they go to the toilet, before eating food, after art activities.
11. No excursions or outings are permitted.

Adults or Children Falling Sick at School

1. Each class needs 1 face mask per 6 to 10 children to be made available to children who fail the symptom screening (fall sick) while at school.
2. If any person shows any symptoms (high temperature, coughing, tiredness) the normal Symptom Screen Check List must be completed.
3. If the person or child is found to have symptoms the following needs to occur:
 1. Immediately isolate the adult or child to the sick room until transportation can be arranged. In the case of a child, the parents or legal guardian must be immediately contacted.
 2. In the case of a child they need to wear a face mask to and from the sick room but they need not wear a mask in the sick room.
 3. Assess the risk of transmission and disinfect the areas the child or adult has been in contact with in order to prevent transmission.
4. The adult or child needs to be medically examined by a qualified personal and bring medical clearance before they can return to school.
5. The whole Sick Room including equipment must be disinfected immediately after it has been used.
6. Entry into the Sick Room is strictly prohibited under normal circumstances.

7. Contact must be made with those who become sick to determine the reason for the sickness observed so that further action can be established.

Kitchen and Food

1. Wash hands with Soap before and after food preparation.
2. Wash hands with Soap before serving food.
3. Correct clean kitchen attire must be kept: apron; head covering; mask; closed shoes.
4. Ensure no person shares utensils, food or drinks.
5. Grocery packaging should be thoroughly wiped with disinfectant as soon as groceries are brought into the facility.

Snack Times & Lunch

1. Ensure appropriate social distance of 1.5m between children is maintained during eating.
2. The sharing of food is prohibited.