



CAPRICCIO! ARTS POWERED SCHOOLS

COVID-19 COMPLIANCE SUMMARY

This document is a summary of how the school will be operating from Friday, 5 June, specifically as it pertains to keeping our learners and teachers safe within the current context. It has been extracted from the school's official policies developed over the last few weeks, ensuring that we comply with all legal requirements for schools (and places of work), and include plans and processes which we are implementing at school to mitigate risks associated with and prevent the spread of COVID-19 as far as possible.

COVID-19 MANAGEMENT COMMITTEE

Capriccio! has formed a COVID-19 Management Committee to implement all Government Gazetted protocols required to reopen the School. As a consequence, access to the school will be very strictly controlled. Every pupil and staff member arriving at the School will undergo the specified screening process before being granted access to the School.

TRAINING & ORIENTATION OF STAFF

All staff members in attendance participated in orientation workshops where guidance was provided with regard to our policies on screening, hygiene, social distancing measures and personal protection practices.

Posters educating our learners on good hygiene practices, as well as visual markers indicating social distancing protocols, are clearly displayed in prominent places around the school. Training will be ongoing as and when protocols are updated.

ACCESS & SCREENING PROTOCOLS

1. Learner Screening

Every learner arriving at school will undergo a daily screening process outlined below. The information will be updated electronically via ChildCloud. There will be three arrival stations manned by a staff member to guide and assist.

Station A: OUTSIDE GATE

- Upon arrival, parents and children need to remain in their vehicle until they are approached by a teacher.
- The teacher takes the learner's temperature and inform the parent of the reading, who needs to report the reading at Station B.
- The parent drives as far as possible up in the parking area in proximity to the school gate.
- Parents and learners disembark and line up along the grey dots painted on the pavement (spaced 1.5m apart) in front of the school, maintaining social distancing while waiting to enter.

Station B: AT THE GATE

Upon arrival at the school gate, the parent will need to answer the following questions pertaining to the learner:

How is he/she feeling today? Healthy / Sick / Very sick

Does he/she have any of the following symptoms? Fever / Cough / Sore throat / Nausea / Diarrhoea / Shortness of breath

What was his/her temperature recording?

Within the last 14 days, did he/she have any direct contact with someone who tested positive with Covid-19?

If the temperature taken is higher than 38 or any one of the parent's answers to the questions indicates that the learner is not well, the learner will not be allowed entry into the school and should be taken home immediately for further observation or medical assessment. Children who have family members at home who display any of these symptoms should also not come to school.

If the learner passes the screening, he/she needs to say goodbye to the parent, step into a tray containing disinfectant which disinfects the soles of their shoes before proceeding further onto the premises, sanitise their hands and line up in the designated area to enter Station C.

Station C: ASTRO

Learners leave their school bags in a demarcated area. Lunch boxes and water bottles are taken out for the day and sanitised. Sanitised slippers (provided by the parent for exclusive use at school and kept in a ziploc bag in the learner's school bag) are put on. Learners wash their hands and remain seated until they are taken in small groups to place their lunch boxes in a demarcated area in the kitchen and then proceed to class.

Learners only make use of the back entrance through the Astro to enter and exit the school building. For outdoor play, learners change into home shoes and back into slippers when returning to class. For

the learners' comfort, parents are requested to see to it that learners wear shoes to school that can easily be slipped on and off.

2. Staff Screening

Staff members undergo a daily screening process upon arrival, including temperature and symptom screening, and are subject to the same stringent hygiene & safety measures as learners.

3. Parents, Caregivers & Visitors

- Staggered drop-off and collection times must be adhered to and a "Drop and Go" protocol will be implemented, to limit crowding and prevent traffic congestion.
- No visitor or parent will be allowed to enter onto the premises and we kindly ask parents and caregivers to wait at the gate, always wearing a face mask and observing social distancing on the painted grey dots on the pavement outside the school, during their respective classes' collection time.
- Parents must ensure that the school has updated information on who is authorised to collect the learner from school.
- Grandparents and elderly caregivers should not pick up or drop-off learners at school as they might be at increased risk.
- Parents need to ensure that the School has their updated contact information (contact numbers and home addresses), as well as an emergency contact. This is very important if cases are identified at the School and a learner may need to be sent home.
- Parents should be contactable and return immediately to collect their child should he/she display any symptoms of illness at school.
- Parents must notify the office should a learner be absent from school and supply a doctor's note on returning to school.

NOTE: An umbrella may be required on rainy days - access to roof cover will be limited due to spacing requirements.

SANITISING & MASKS

Hand sanitising takes place on entering or exiting any area of the school. Sanitisers are available throughout the school. Washing hands with soap and water is part of classroom routine.

Masks and/or face shields must be worn all the time, except when eating and drinking. Children to have at least 2 masks available and must wear a freshly laundered mask each day, with a spare clean mask in a ziploc bag in their school bag. Washing it thoroughly with soap and water should suffice, though ironing is recommended. Children need to be reminded about the 5 Golden Rules below to keep them safe and healthy. Teachers will make this part of their morning routine and parents are encouraged to discuss this with them daily.

LEARNER & STAFF HYGIENE

In addition, learners & staff will be encouraged to:

- only make use of private transport, as far as possible (if the use of public transport is unavoidable, a mask must be worn, sanitiser must be used and a dust coat must be worn that is hung out in a designated safe place on arrival at school);
- wear freshly laundered clothing on a daily basis;
- staff to wear protective aprons throughout the day and disposable gloves for nappy changing;
- keep their nails and teeth clean;
- refrain from touching their eyes, mouth and face;
- not share cups, eating utensils, food or drinks with others;
- sneeze or cough into a bent elbow or tissue, and to discard the tissue safely in a lined bin, then wash their hands immediately;
- speak up if they feel ill;
- stay at home if unwell.

5 GOLDEN RULES:

The following 5 Golden Rules to prevent the spread of the coronavirus should consistently be reiterated at home and at school:

Separate yourself physically from other people:

By staying away from people as much as possible

By staying home if you feel unwell.

Physical distancing when around other people:

Keep a distance of at least 1.5 metres (2 arm lengths) from others.

Do NOT shake hands, or hug, or fist bump, or elbow bump. Find new and fun ways to greet each other and say goodbye. No games that require physical contact will be allowed during playtime.

Hand washing/sanitising:

Regular hand-washing with soap and water for 20 seconds.

Wash hands after touching people, surfaces and objects.

Practising good hygiene measures:

Cough or sneeze into your elbow or a tissue and then put the tissue in a bin and wash your hands immediately.

Avoid touching your face.

CLASSROOMS & OTHER VENUES

Tables in classrooms are spaced 1.5 metres apart as per official social distancing requirements and children will be guided to sit at their own seat at a table daily. The table will have the learner's name on it for easy identification. The school ensures that classes and all areas are clean at the start of each day and equipment is sanitised daily. Classes have suitable ventilation. Doors to all venues are kept open, both to help with ventilation and to avoid touching door handles.

For lessons taking place in the studio and Astro, each child have their own allocated 1.5m square space, to ensure that social distancing is maintained.

Children are not allowed to share stationery items and sharing of other equipment is avoided as far as possible. Where equipment needs to be shared, it will be thoroughly sanitised after being used by one child, before being used for the next. No toys may be brought to school and children are encouraged to rather send a video clip of their Show and Tell for their teacher to show to the rest of the class.

Outdoor play is guided by markers such as cones, to ensure social distancing is maintained, and will be supervised closely at all times. The sandpit will not be used in this time and outdoor play equipment is sanitised before each use. Learners are required to thoroughly wash hands before and after each break-time.

ONLINE TEACHING

Online teaching continues for preschool learners who may be returning to school at a later stage, provided parents have arranged this in writing with management.

PARENT DECLARATION FORM

Keeping learners safe is a shared responsibility between parents and the school. Parents need to cooperate with the school in the implementation of all hygiene & safety protocols and are required to complete and sign a Parent Declaration Form in this regard.

This document may be updated as and when new measures are implemented and/or further official regulations are issued.