



# CAPRICCIO! ARTS POWERED SCHOOLS (“THE SCHOOL”) COVID-19 RISK ASSESSMENT PLAN

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# **RISK ASSESSMENT PLAN**

## **A. INTRODUCTION**

This Risk Assessment Plan must be read together with the School's COVID-19 Management Policy. The Plan includes protocols to be followed at the school and in respect of access to the School. This Plan may be amended from time to time depending on, inter alia, the outcome of further risk assessment processes, the identification of further as yet unknown risks, improvements in methods to mitigate existing risks, the nature and extent of any further regulations issued by the government and any other factor that may influence how the school deals with preventing the spread and minimising the impact of COVID-19 in the School.

## **1. REOPENING OF THE SCHOOL**

The School will reopen, and staff and pupils will return in stages depending on dates and criteria set out by the Department of Education and provisionally stipulated below:

- Cleaning staff & Management team: 18 May 2020
- Teaching staff: 25 May 2020
- Grade 1 & 2: 5 June 2020
- Grade R: 12 June 2020
- Senior Pre-school Phase: 22 June 2020
- Junior Pre-school Phase: 29 June 2020

## **2. COVID-19 COMPLIANCE OFFICER**

The COVID-19 Compliance Officer shall be Thornley Webber (Development Manager). He will be responsible for addressing staff/pupil/parents concerns and keeping staff/pupils/parents informed of any important developments.

## **3. COMMUNICATION**

3.1. A copy of the directive from the Department of Employment and Labour, the School's COVID-19 Management Policy for Return to School and this Risk Assessment Plan has been communicated to all Staff and Parents electronically. These documents will be available on file in the School office. In addition, the Compliance Officer will give a brief overview of all salient points when required.

3.2. The School's COVID-19 Management Policy contains information on the dangers of COVID-19, the method of transmission and measures to avoid transmission. More details on measures to avoid transmission are contained in this Risk Assessment Plan.

## **4. TIMETABLE FOR THE PHASED RETURN-TO-SCHOOL**

4.1. Staff/pupils shall work/learn from home where reasonably practicable and in instances where this may be required depending on the circumstances. Once pupils return to the School, staff will work from a teaching venue where they shall be required to maintain social distancing.

4.2. Some administrative staff shall work from home as far as reasonably practicable in the circumstances.

4.3. Cleaning staff will return to work for training on the COVID-19 cleaning regime. Once complete, all designated school venues will be cleaned according to these guidelines.

4.4. Part-time ground staff and contractors will work on a needs basis to maintain the School's property and to assist in the cleaning of venues. These staff will also be trained on the COVID-19 cleaning regime.

4.5. Pupils will return to the School under the guidance of the Department of Education which will communicate this to all parties accordingly. The School will follow guidelines provided by ISASA as available.

4.6. All staff are required to exercise all the measures set out herein.

## **5. STEPS TAKEN TO ENSURE THAT THE SCHOOL IS COVID-19 READY**

5.1. The School venues have been thoroughly sanitised and cleaned.

5.2. All staff and pupils need to wear a clean cloth mask when on the school premises and shall have a second, clean mask available on any given day.

5.3. There are satisfactory facilities for washing hands and sanitising.

5.4. There are satisfactory arrangements for the cleaning of shared services and facilities.

5.5. There is adequate ventilation.

5.7. There are satisfactory arrangements for social distancing.

5.8. The measures set out herein satisfactorily cater for all identified risks.

5.9. Staff/pupils have been educated on COVID-19 and of the measures set out herein.

5.10. The Compliance Officer has nominated the Risk Manager to perform a daily risk and hazard assessment.

5.11. The Risk Manager shall provide a copy of all documented information on a weekly basis to the COVID-19 Committee.

## **6. STAFF WHO ARE 60 YEARS OR OLDER AND STAFF/PUPILS WITH CO-MORBIDITIES WHO WILL BE REQUIRED TO STAY/WORK FROM HOME**

6.1. Staff who are 60 years or older have been identified and will not be permitted access to the School unless they have agreed otherwise by signing the Employee Daily Declaration Form.

6.2. In the context of this Risk Assessment Plan, where COVID-19 is regarded as the "primary condition", the staff/pupil that have any co-morbidities (hypertension, diabetes, cardiovascular disease and respiratory system disease) which place them at a higher risk, have been disclosed on Employee/Parent Daily Declaration Form. This disclosure will be treated confidentially.

6.3. Satisfactory and to the extent special measures have and will be implemented to address the additional risk to these staff/pupils in the event of them attending the school.

6.4. In the event of any additional risk arising for any staff member, arrangements will be made for that person to continue working from home as far as reasonably practicable in the circumstances.

## **B. RISKS ADDRESSED**

### **1. STAFF/PUPILS/CONTRACTORS CONTRACTING COVID-19 OUTSIDE THE SCHOOL**

1.1. **Risk:** Staff/pupil may contract COVID-19 anywhere outside of the School.

1.2. **Measures:** Staff/pupils have been educated on taking appropriate measures to avoid contracting COVID-19 outside the School, including the following:

1.2.1. Observing social distancing – staying at least 1.5m away from others;

1.2.2. Limiting unnecessary movement outside of home apart from procuring essentials;

1.2.3. Practising good hygiene by regularly washing hands and/or utilising hand sanitiser;

1.2.4. Wearing an appropriate cloth mask when outside of the home;

1.2.5. Maintaining, as far as reasonably practicable, a strong immune system; and

1.2.6. Seeking appropriate medical care where necessary.

### **2. TRANSPORT**

2.1. **Risk:** Staff/Pupils may contract COVID-19 whilst utilising transport to get to school.

2.2. **Measures:**

2.2.1. Most Staff/Pupils/Contractors enjoy the benefit of private transport and the risk of contracting COVID-19 is accordingly minimal.

2.2.2. Staff/Pupils/Contractors who utilise public/shared transport and are required to come to the School should, as far as possible, utilise transport which is hygienic and allows them to maintain some social distancing. In addition, whilst utilising public transport, Staff/Pupils/Contractors must ensure that they wear a cloth mask at all times and sanitise their hands immediately before and after utilising public transport.

2.2.3. Any staff member who uses shared or public transport will be provided with a personal hand sanitiser and will be required to utilise it daily when entering and exiting the vehicle.

2.2.4. As an additional measure, users of public/shared transport are encouraged to wear a dust coat on the journey to and from work. This coat should be hung away from all other clothes at the workplace and at home for complete airing.

2.2.5. Awareness material may be made available online and at predetermined venues for all Staff/Pupils/Contractors regarding safety measures that are to be followed when making use of public transport.

### **3. SANITARY AND SOCIAL DISTANCING MEASURES AND FACILITIES AT THE ENTRANCE AND EXIT TO THE SCHOOL INCLUDING SCREENING FACILITIES AND SYSTEMS**

3.1. **Risk:** Staff/Pupils or service providers/visitors may enter the School having contracted COVID-19 and do not adhere to the COVID-19 prescribed practices.

### 3.2. Measures:

3.2.1. All individuals entering the School will be screened to determine whether any of the symptoms of COVID-19 are present. These include the following: fever; cough; sore throat; redness of eyes; shortness of breath and/or difficulty breathing; body aches; loss of smell; loss of taste; nausea; vomiting; diarrhoea; fatigue; weakness or tiredness.

3.2.2. All individuals will be required to disclose whether they are experiencing any of the symptoms of COVID-19 or have been in contact with anyone experiencing these symptoms.

3.2.3. A temperature check will be performed on every individual seeking access to the School.

3.2.4. Meetings will be kept to a minimum with the preferred method of consultation being by way of video and teleconferencing.

3.2.5. School paperwork etc. shall be kept to a minimum where practicable. When the younger phases are brought back to the School, strict hand sanitising protocols will be taught and encouraged together with monitoring of mask usage throughout the day.

3.2.6. Due to the unavoidable use of paper in the administration block, very strict protocols with regard to hand sanitising and wearing of masks will be implemented.

3.2.7. The foot traffic through School venues including the office will be strictly controlled via the implementation of social distancing and the wearing of face masks.

3.2.8. Notwithstanding the above, individuals will be encouraged not to congregate anywhere on the School premises.

3.2.9. Posters promoting personal hygiene and COVID-19 preventative measures will be displayed throughout the school premises and at strategic places within the School.

3.2.10. Where possible, all doors will remain open so as to avoid individuals having to touch the door handles.

3.2.11. Any individuals entering any venue shall be required to utilise the hand sanitiser placed at the entrance for that purpose.

3.2.12. Individuals will not be permitted access unless they are wearing an appropriate face mask or screen.

3.2.13. Awareness material may be made available online and at predetermined venues for all Staff/Pupils/Contractors regarding the procedures to be followed on arrival at the School's front entrance.

## **4. SOCIAL DISTANCING OF STAFF/PUPILS WITHIN THE SCHOOL**

4.1. **Risk:** Staff/Pupils not maintaining social distancing at the School.

### 4.2. Measures:

4.2.1. Staff/Pupils/Contractors will work no less than 1.5 metres from each other.

4.2.2. Staff/Pupils/Contractors will take turns in using common areas such as the kitchen and keep such use to a minimum.

4.2.5. Classes will be taught in venues which permit for social distancing.

4.2.6. Awareness material may be made available online and at predetermined venues for all Staff/Pupils/Contractors regarding social distancing.

## **5. VENTILATION**

5.1. **Risk:** Effectivity of ventilation.

5.2. **Measures:**

5.2.1. There is adequate ventilation through natural means (windows and doors).

5.2.2. Staff/Pupils/Contractors must ensure that windows are opened so that there is adequate ventilation.

5.2.3. Awareness material may be made available online and at predetermined venues for all Staff/Pupils/Contractors regarding the importance of sufficient ventilation.

## **6. GENERAL HYGIENE IN RELATION TO THE WORK AREA OF STAFF/PUPILS AND COMMON AREAS**

6.1. **Risk:** High standards of hygiene not being maintained.

6.2. **Measures:**

6.2.1. The office/teaching venues will be sanitised and cleaned. This will take place on a regular basis.

6.2.2. Staff /Pupils/Contractors will be required to wash and/or sanitise their hands upon entering venues regularly throughout the day and after each interaction.

6.2.3. Automatic hand dryers are provided in the bathrooms.

6.2.4. Staff/Pupils/Contractors will be provided with sanitiser to regularly wipe down and clean their workstations including their keyboards and telephones/mobile devices.

6.2.5. Staff/Pupils/Contractors shall sanitise before using common areas such as the kitchen, the studio and bathrooms.

6.2.6. Staff/Pupils/Contractors shall wipe down touch points and clean common areas after use with the sanitiser provided.

6.2.8. Surfaces that Staff/Pupils/Contractors and members of the public come into contact with will be routinely cleaned and sanitised.

6.2.9. The bathrooms will be disinfected and are cleaned regularly in a COVID-19 compliant manner.

6.2.10. Awareness material may be made available online and at predetermined venues for all Staff/Pupils/Contractors regarding hygiene in the work area.

## **7. STAFF/PUPILS WHO FAIL ON ANY ITEM OF THE DAILY SCREENING PROCESS OR DEVELOP SYMPTOMS DURING THE DAY**

7.1. **Risk:** The School community may be exposed to the COVID-19 virus.



## 7.2. Measures:

7.2.1. If a Staff member/Pupil is already at the School, then:

- he/she will immediately be isolated;
  - in case of a pupil, in the designated sick bay provided and the parent will be contacted to collect him/her immediately for isolation, further observation or medical attention;
  - in case of a staff member, she will transport herself home if in own vehicle or will be transported in a manner that does not compromise other staff members, to self-isolate and obtain medical advice;
  - all potential touch points linked to such a person will be sanitised.

7.2.2. If a Staff member/Pupil has woken up feeling ill and is displaying one or more of the screening symptoms, then:

- the person will be requested to remain at home for 24 hours and confirm their status the following morning;
- the Staff member's superior or teacher will be in contact with the person concerned the next day to advise them on the next step;
- The Staff member/Pupil may return to work 24 hours after failing the daily screening process, provided no symptoms are present.

## **C. PRECAUTIONARY MEASURES**

### **1. CLOTH MASKS & FACE SHIELDS**

1. All Staff/Pupils need to have 2 cloth masks and a face shield which meet the required standards, at least one of which must be worn while at school and while commuting to and from the School.
2. Staff/Pupils' parents are responsible for the daily washing and drying of their cloth masks and face shields.
3. Staff must ensure that masks and shields fit correctly covering the nose and mouth and are required to clean their hands before and after removing masks. Daily washing of masks is required by everyone and no sharing of masks will be permitted.
4. Awareness material are available online and at predetermined venues for all Staff/Pupils regarding the proper use and care of masks.

### **2. GENERAL PRECAUTIONARY MEASURES**

Staff/Pupils must take the following additional general precautionary measures:

1. Regularly wash their hands vigorously with soap and warm water for at least 20 seconds at a time. If soap and water are not available, Staff/Pupils are required to use an alcohol-based hand sanitiser with an alcohol content of at least 70% or use a sanitiser in conjunction with washing hands.
2. Avoid touching the eyes, nose, and mouth with unwashed hands.
3. Avoid close contact with people who are sick.



4. No hand shaking will be permitted.
5. Avoid physical contact with colleagues, parents, suppliers, contractors, etc.
6. If not feeling well, it is prudent to stay at home and keep a safe distance from others.
7. Cover all coughs and sneezes with either a flexed elbow or a tissue and throw the tissue in the bin.
8. Clean and disinfect frequently touched objects and surfaces.
9. Avoid unnecessary face-to-face interaction, physical consultations and communication where possible.
10. Avoid unnecessary travel.
11. As far as possible avoid unnecessary gatherings. Where gatherings are essential, consider the number of people which will allow prescribed social distancing.
12. Staff to make use of appropriate personal protective equipment (disposable aprons, disposable gloves for nappy changes, etc).

#### **D. MANAGEMENT OF COVID-19 CASES IN THE SCHOOL**

Where a staff member or pupil tests positive for COVID-19, the School will, as far as practically possible:

- Establish, from the infected person, the date 2 days prior to when the symptoms first appeared;
- Trace all persons at the School that the infected person was in close contact with, within a 1.5m range for 15 minutes or longer; and
- Request all those at risk of being infected to go into self-quarantine for a period of 14 days.
- The Staff member's/Pupil's work area will be disinfected.
- The Department of Health and the Department of Employment and Labour will be informed, and administrative support will be given to any contact-tracing measures implemented by the Department of Health.
- The School Compliance Officer will review the current control with the Risk Compliance Framework in an attempt to identify processes that could be improved or adjusted.
- The necessary measures relating to sick leave, compensation for occupational injuries and diseases, TERS or UIF, will be available to School staff.
- Discrimination of any Staff member/Pupil who tests positive for COVID-19 will not be tolerated.
- The Staff member/Pupil may return to school 14 days after symptoms start, and more serious cases 14 days after recovery, provided they have been tested as COVID-19 negative.

## **1. COVID-19 procedure regarding pupils**

### **1.1 Action to be taken when a pupil appears ill or starts displaying symptoms associated with COVID-19**

When a pupil appears to be sick or starts displaying symptoms of COVID-19, such as dry cough, high fever, respiratory distress or shortness of breath, or report a sore throat, the procedure below will be followed:

- a) The pupil will be isolated and kept separate from other pupils and staff until they can be collected by the parent.
- b) The pupil will be provided with a face mask if they don't already have one on.
- c) The parents or guardians of the pupil will be informed immediately.
- d) The school will call the NICD toll-free emergency hotline for COVID-19 (0800 029 999) for advise on further action to be taken, or Charlene Jacobs at our Provincial Communicable Disease Control Directorate: Tel: (021) 483-9964 / 072 356 5146 or email: [charlene.jacobs@westerncape.gov.za](mailto:charlene.jacobs@westerncape.gov.za) in this regard.

### **1.2. Action to be taken when a case of COVID-19 is confirmed**

- The school should be contacted by the relevant public health officials to discuss the case, to identify people who have been in contact with the infected person and advise on any further actions or precautions that should be taken.
- Public health officials, with the assistance of relevant staff, will conduct a risk-assessment and give recommendations on the management of pupils and staff.
- In keeping with official guidelines, in most cases, closure of the school will not be necessary. The decision to close will be school- and context-specific.

### **1.3. Action to be taken when a pupil may have been exposed to a suspected/probable case of COVID-19, or a suspected case for whom testing for COVID19 is inconclusive as reported by the laboratory**

- If a pupil has been in contact with a suspected case of COVID-19, the parent will be requested to keep the pupil at home until the laboratory test results for COVID-19 for the suspected case have been received.

### **1.4. Action to be taken when a pupil may have been exposed to a confirmed case of COVID-19**

- All close contacts of a confirmed COVID-19 case are required to quarantine in their homes for 14 days while being monitored for symptoms. They may not attend school.
- Pupils who are not contacts of a confirmed case may attend school. Family and friends who have not had close contact with the confirmed case do not need to take precautions or make changes to their own activities such as reporting to school or work, unless they begin to develop symptoms.

- Pupils who have interacted with a healthy contact of a confirmed case, specifically, will not be excluded from school. (A person who comes into contact with the healthy contact of a confirmed case, is unlikely to result in transmission.)
- All case contacts who become symptomatic will be required to quarantine in their homes for 14 days while being monitored for symptoms. They may not attend school.
- The decision to direct learners to stay at home, because of possible exposure to, or infection with COVID-19 should be justified by the available scientific evidence and must be directed by the accountable health authorities.

## **2. COVID-19 procedure regarding staff**

### **2.1. A staff member tested positive for COVID-19**

- The relevant health official will be contacted to investigate and assess the case, identify people who have been in contact with the patient, and advise on action or precautions that should be taken.
- The School will grant the staff member approval for sick leave.
- A further risk assessment will be undertaken by the School, advised by the health official.
- Pupils/staff members who have been in close contact with the infected staff member will be instructed to self-quarantine for a period of 14 days, to ensure that the infection does not spread. This will be done in consultation with the relevant DoH authority. Such staff members can be requested to work from home.
- A list of above-mentioned persons will be kept and contact will be maintained as a means of monitoring and support.
- Thorough cleaning and disinfection of the infected person's workspace will be conducted.
- If a staff member has been diagnosed with COVID-19 and isolated in accordance with the Department of Health Guidelines, she may only return to work on condition that she has undergone a medical evaluation confirming that she has been tested negative for COVID-19.

### **2.2. A staff member exposed to a confirmed case of COVID-19**

- In terms of the NDoH's guidelines, all staff members who were in close contact with a confirmed case of COVID-19 are required to self-quarantine at home for a period of 14 days or for a duration as prescribed by the DoH while being monitored for symptoms. Such staff members can be requested to work from home.
- A list of above-mentioned persons will be kept and contact will be maintained as a means of monitoring and support.
- Thorough cleaning and disinfection of the relevant person's workspace will be conducted.

### **2.3. A staff member exposed to an unconfirmed case of COVID-19**

- If an employee has been in contact with a person who is a suspected case but has not yet received a positive result for the COVID-19 test, School Management will decide whether restrictions or special control measures are necessary, guided by the NDoH.
- Once the results are known, NDoH protocols must be implemented, if applicable.

### **2.4. A staff member appears ill and reports for duty displaying symptoms associated with COVID-19, or falls ill with COVID-19 symptoms while at school**

- If a staff member presents with symptoms consistent with COVID-19 such as a fever, respiratory distress and a dry cough, she must preferably not be granted access to the school building, but assisted to contact the NICD toll-free emergency hotline for COVID-19 on 0800 029 999, consult a medical professional and follow the NDoH protocol for COVID-19.
- Should the staff member fall ill with COVID-19 symptoms while on duty at school, she should be isolated in the sick bay, while arrangements are made for her to be transported to a medical facility. She should be provided with a face mask to wear.
- Any further action must be taken once there is a diagnosis confirmed by a medical professional.
- Employees must be encouraged to seek medical attention if they display flu-like symptoms and to not report for duty.

### **2.5. A staff member refuses to report for duty citing fear of being infected with COVID-19**

- The employment relationship is the legal link between employers and employees and stipulates that a person will perform work or a service under certain conditions in return for remuneration.
- The onus is on the employee to demonstrate that the workplace poses a risk and is an unsafe space where transmission of the virus is possible and likely.
- Refusal to report for duty, contrary to the instructions of Management, amounts to an unlawful absence which will be dealt with in terms of the Disciplinary Code.

### **2.6. Closure of the School if a staff member has tested positive for COVID-19**

Preparing for the possible closure of the School will only be considered following recommendations from the accountable health official. Temporarily closing the School is a possible strategy to prevent or slow the continued spread of COVID-19 in the school community. School Management will seek guidance from local health officials to determine if, when, and for how long to take these steps. School dismissals may be recommended for 14 days, or possibly longer, if advised by local health officials, the Provincial Head of Department, and the DBE. The nature of these actions (i.e. the scope and duration) may change as the local situation evolves.

### **2.7. Considerations for keeping the School open for staff after dismissal of learners**

During school dismissals, schools may stay open for staff members (unless they are ill) while pupils stay home. Keeping the School open will allow educators to continue planning and delivering lessons and have access to teaching resources and materials remotely, thus maintaining continuity of teaching and learning.

## **E. PROVIDING EMOTIONAL SUPPORT TO PUPILS, PARENTS & STAFF**

The World Health Organisation (WHO) indicates that a major pandemic entails a psychosocial disturbance that may exceed the affected population's capacity to manage. The COVID-19 pandemic is such a state. The most common reactions include anxiety, distress and depression. These reactions may result from a fear of contracting the illness, the ability to recover from the illness or even experiencing the death of family members, colleagues or classmates. Parents, pupils, educators and school management have a responsibility to care for themselves and each other.

### **1. How to identify when someone needs help - One or more of the following signs may be present:**

- persistent fear, worry and anxiety;
- persistent sadness, hopelessness and other overwhelming emotions;
- withdrawal from others;
- loss of interest in personal appearance and unusual lack of energy;
- expression of rage or anger;
- missing work or classes; and
- use of, or increased use of drugs or alcohol.

### **2. Process to follow if a pupil, parents or staff member is identified with one or more of the above signs**

- A pupil or parent is identified: The teacher can speak with the pupil or parent to determine whether the School could assist with providing emotional or other support, or refer the parent to someone who could.
- A staff member is identified: Management to determine what kind of support is required and provide the support where possible, or refer the staff member to a specialist.

### **3. Whole-school activities to provide support**

- Teachers to discuss the emotional effects of COVID-19 with learners on their developmental level.
- How to identify and interpret emotions: how to handle or react to fear or anxiety; how to identify the signs of depression; and to inform a teacher when they identify a classmate, family member or friend that may be experiencing any of the above.
- Teach, encourage and model positive self-talk.
- Provide counselling where possible.
- Refer those who need specialised services.

#### **4. Sources of psychological support**

The South African Depression and Anxiety Group (SADAG) offers free remote counselling (SADAG helpline 0800567567 or send an SMS to 31393). Other contact details for support services are listed below:

Life can be difficult sometimes, if you need someone to talk you may contact any of the call centres below:

**Childline Hotline: 08000 55 555**

**LoveLife Free Plz Cal Me 083 323 1023**

**LifeLine Toll Free: 086 132 2322**

**SADAG**  
Suicide Crisis Line 0800 567 567/ 0800 212 223  
or SMS 31393  
Substance Abuse Line 0800 12 13 14 or SMS 32312

basic education  
Department of Education  
REPUBLIC OF SOUTH AFRICA

NICD  
National Institute for Communicable Diseases

NOP  
National Office of Public Health

100  
Millennium  
2000-2015  
Celebration

The websites of the national and provincial education and health departments, the National Institute for Communicable Diseases (NICD) ([www.nicd.ac.za](http://www.nicd.ac.za)) and World Health Organization (WHO) ([www.who.int](http://www.who.int)) all have useful information.



## **ANNEXURE A: ACCESS/SCREENING PROTOCOLS**

### **A. INTRODUCTION**

#### **1. 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 Capriccio! 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.

#### 2. Protocol objective

2.1 to protect learners & staff whilst preventing the spread of COVID-19

2.2 to ensure the arrival process is as efficient as possible

2.3 to ensure the effective operation of & quality service delivery by the school

### **B. CONTROL PROCESSES**

#### **1. Learner Screening**

Every learner arriving at school will undergo the 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 observation or for further medical assessment. Children who have family members at home who display any of these symptoms should also not come to school.

If the child passes the screening, he/she needs to say goodbye to the parent, step into a tray containing disinfectant to disinfect 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 lunchboxes 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.