



COVID-ready Workplace Plan **& Management Policy**

Rustenburg Girls' High School (June 2020)

This workplace readiness plan and COVID management policy is developed in accordance with Regulation 16(6)(b) issued in terms of Section 27(2) of the Disaster Management Act of 2002 on 29 April 2020 and the Department of Labour COVID-19 Occupational Health and Safety Measures in Workplaces issued 29 April 2020.

It has been informed by the guidance issued by the Western Cape Education Department (WCED) on 15 May 2020, and will be updated in accordance with any future guidelines issued by the WCED or Department of Basic Education (DBE).

The aim of this document is to ensure a safe working environment for all employees and to stop the spread of the novel coronavirus, as well as outlining the procedures for managing any incident. This document will apply to all staff and learners at the school who must follow all these requirements to sustain a healthy and safe workplace. It is important that all staff and learners respond responsibly and transparently to these health precautions.

COVID-19 Information

How does COVID-19 spread?

- Coughing or sneezing – one can contract COVID-19 if one is standing within one meter of an infected person by breathing in droplets coughed out or exhaled by the ill person.
- Close personal contact, such as when shaking hands or touching others.
- Touching an object or surface on which the virus is found (after an ill person coughs, touches or exhales close to these objects or surfaces such as desks, tables or telephones), then - before washing hands – touching the mouth, nose, ears or eyes.

Primary symptoms of COVID-19

- Fever – (Common)
- Dry Cough – (Common)
- Shortness of breath – (Common)
- Headaches – (Sometimes)
- Aches and pains – (Sometimes)
- Sore throat – (Sometimes)
- Fatigue – (Sometimes)
- Diarrhea – (Rare)
- Runny Nose – (Rare)

Personal Hygiene measures to prevent the spread of COVID-19

- Wear your facemask at all times, and avoid touching it.
- Cover your cough or sneeze with a tissue, and dispose of the tissue in the relevant waste bin.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 70% alcohol.
- AVOID handshakes or other contact with any staff member or learner - rather do the elbow bump or 'Wuhan foot tap'.
- Avoid touching your face.

What to do if you develop symptoms

- People who contract COVID-19 may take anywhere from one to 14 days to develop symptoms.
- Even if you do not have a history of travel to a COVID-19 affected region or contact with an individual who has contracted the illness, you must still inform your healthcare provider if you present with symptoms of COVID-19.

Hotline for COVID-19 as per the Department of Health website: **0800 029 999**

Western Cape COVID-19 Hotline: **021 928 4102**

Hospitals in the Western Cape identified to deal with cases of COVID-19

Site	Contact Number	Working Hours
Groote Schuur Academic Hospital	Tel: 021 404 5201	07:30 – 17:00 (Monday to Friday)
	Tel: 021 404 5116	Hours extended depending on the need.
Tygerberg Academic Hospital	Tel: 021 938 9354 Tel: 021 938 9355	06:30 – 19:00 (Seven days a week)

Date & Hours of Re-Opening

As announced by the Minister of Basic Education, the School Management Team and the non-teaching (support) staff will return to work from 13 May 2020.

The rest of the teaching staff will return to work, as announced, on 25 May 2020.

The Grade 12 class will return to school from 1 June 2020 and the other grades in a staggered approach thereafter, with exact dates still to be determined. The learners will follow a revised timetable, designed to accommodate physical distancing and enable effective teaching and learning.

Lessons will begin at 09:00 (although the school will be open from 07:45), and the school day will end at 15:45. Office hours will be 08:00 to 16:00.

Preparing the Workplace for Return to Work

Deep Cleaning - The Cleaning staff will be among the first to return to work, and will ensure that the entire campus is deep cleaned before the main body of the teaching staff returns to work. Since the campus has been unoccupied for six weeks, there will be no need to sanitise or disinfect the entire building.

Face Masks - in addition to the face masks promised by the WCED, the school has sourced three facemasks and one face shield per member of staff which will allow the cloth masks to be washed at the end of each work day. Face masks for learners are available at cost through the Bugs Boutique and can be pre-ordered on Karri.

Perspex Screens - perspex screens are being fitted to the window and desks of the Reception/Front Office/Finance Office to protect both staff and visitors.

Ventilation - areas without good natural ventilation will be assessed for the installation of artificial ventilation to ensure that the viral load in the area is reduced as far as possible.

Hand Sanitiser - additional hands-free hand-sanitising stations are being installed, in addition to those already in place, in corridors and at the entrances to the buildings. These sanitising stations will be equipped with 70% alcohol-based hand sanitiser, and will be checked and cleaned regularly throughout the day.

Desk/Workstation Sanitiser - each classroom and office will be fitted with a sanitiser spray and roll of paper towel so that staff and learners can sanitise their desks/workstations as they enter a room. Classrooms and offices will be provided with a bin into which all tissues and paper towels used to clean surfaces must be disposed of. The contents of the bin will be removed and incinerated on a daily basis.

Appointments and Responsibilities

1. The Principal
 - a. The Principal is the Head of the Institution and the representative of the WCED on campus.
 - b. Ultimately, responsibility for Health and Safety of staff and learners is his, but he may delegate these responsibilities as he sees fit.
2. COVID-19 Manager
 - a. The Campus Manager of RGHS will act as the COVID-19 Manager.
 - b. A COVID-19 Manager ensures the implementation of and adherence to Standard Operating Procedures for the risk mitigation of COVID-19 in the workplace, as required by Government Notice NO. 479 29 April 2020 - 479 Disaster Management Act (57/2002): Covid-19 Occupational Health and Safety Measures in Workplaces Covid-19 (C19 OHS), 2020 and the Risk Adjustment Strategy Regulations of 29 April 2020.
3. COVID-19 Compliance Officer
 - a. The Operations Manager of RGHS will act as the COVID-19 Compliance Officer
 - b. The Compliance Officer is required to develop a plan for the phased in return of employees to the workplace, prior to reopening the workplace for business.
4. COVID-19 Response Team
 - a. The School's Safety Committee will act as the COVID-19 Response Team
 - b. The Response Team is appointed to assist, where necessary, with the implementation of and adherence to Standard Operating Procedures for the risk mitigation of COVID-19 in the workplace.
 - c. They are authorised to report (to the COVID-19 Manager and/or Principal) on issues identified/observed during the course of the school day.
5. RGHS Staff
 - a. The staff of RGHS, and especially the teaching staff, have special responsibility for ensuring that the learners follow the standard operating procedures and personal hygiene measures outlined in this document for the protection and safety of all.
6. Parents and Learners
 - a. Learners and their families have a responsibility to be active participants in preventing the spread of the COVID-19 virus at school
 - b. Appendix A details a checklist of actions that should be taken before coming to school, on the way to school and while at school, as supplied by the WCED.

Operating Procedures once Returned to School

Cleaning and Sanitisation

1. The school will take measures to ensure that-
 - a. all work surfaces and equipment are disinfected before work begins, regularly during the working period and after work ends;
 - b. classrooms are cleaned at least twice a day with a disinfectant and have cleaning supplies available so that learners can clean their desks as they arrive,
 - c. all common areas such as toilets, and shared electronic equipment are regularly cleaned and disinfected;
 - d. surfaces that are regularly touched, e.g. taps, doorknobs and toilet handles will be wiped down hourly with 20 ml bleach per liter water or disinfectant wipes.
2. The school will ensure that-
 - a. There are adequate facilities for the washing of hands with soap and clean water.
 - b. Only paper towels are provided to dry hands after washing – the use of fabric toweling is prohibited.
 - c. Staff members and learners are required to wash their hands and sanitise their hands regularly while at work.
 - i. after visiting the toilet;
 - ii. before handling food or eating;
 - iii. taking care of sick people;
 - iv. after touching common surfaces;
 - v. after sneezing or coughing.
 - d. Staff members interacting with the public are instructed to sanitise their hands between each interaction.
 - e. Surfaces that staff members, learners and members of the public regularly come into contact with, are routinely cleaned and disinfected.
3. Advocacy material on handwashing & hygiene will be displayed prominently in each classroom, hall and toilet facility within the building.
4. Learner leaders such as Prefects, RCL and Form Captains will act as role-models and advocates for correct cleansing and hygiene practices.

Screening on arrival

1. All entrances to school will be locked, apart from the patio doors by the Kemp Hall and the Front Entrance.
2. All learners will be required to enter the school buildings using the Kemp Hall patio entrance via the Fountain Quad.
3. All staff members will be required to enter the school buildings via the Front Entrance.
4. Members of the screening team will be on duty at each entrance to ensure that all persons arriving complete the following processes:

- a. Complete the COVID symptoms survey (to identify fever, cough, sore throat or shortness of breath) in the presence of a member of staff.
 - b. Ensure that they are correctly wearing a cloth facemask of the appropriate specifications. People without a face mask will not be permitted to enter the school, as required by Chapter 5(1) and 5(2) of the Risk Adjustment Strategy Regulations (29 April 2020).
 - c. Have had their temperature taken by non-contact scanning and recorded on the screening survey.
 - d. Have sanitised their hands with approved, supplied alcohol-based sanitiser.
5. Barriers/markers will be in place to ensure that appropriate physical distancing takes place while queuing to enter the building.
 6. Any person presenting with a fever or other symptoms of COVID-19 will not be allowed to enter the school building and will be isolated in the Quarantine Area as per the procedure below.
 7. No victimisation or discrimination against learners or staff with symptoms of COVID-19 will be permitted.
 8. Visitors will be received at the front entrance and will undergo the same screening process as for learners and staff.

Monitoring of Fever

1. During the school day, members of the Response Team supported by the Cleaning staff, will perform spot temperature checks on learners and staff as they walk round the building.
2. Any person presenting with a fever or other symptoms of COVID-19 will be isolated in the Quarantine Area as per the procedure below.

Symptom Screening during the School Day

1. Every staff member and learner needs to constantly self-monitor for the symptoms of COVID-19, namely fever, cough, sore throat or shortness of breath (or difficulty in breathing).
2. Any person identifying any of the above symptoms must report to the Front Office and then immediately proceed to the Quarantine Area in a manner that does not place other staff or learners at risk.

Quarantine Area & Procedures

1. The Junior Changeroom opposite the Sports Office has been designated as the Quarantine Area for the isolation of any learner or staff member with any of the COVID symptoms as above.
2. Once in the Quarantine Area, the potentially infected person will be issued with a medical-grade facemask and given a temperature check by non-contact scanning.
3. The School has engaged with a local medical practice to provide on-call medical personnel to give proper diagnosis should they be needed.

4. Should a learner show symptoms associated with Covid-19, isolate the learner and keep him/her separate from other learners or staff until they can be collected or taken home.
5. The parents/guardian of the learner should be informed immediately and requested to collect the learner.
6. On collection of the learner, the parent/guardian should be provided with information on what to do and who to contact when a learner displays symptoms of Covid-19.
7. Teachers must be requested to isolate for 14 days and take the necessary precautionary measures to prevent the further spread of the virus.
8. The school will assess the risk of transmission, disinfect the employee/learner's workstation, refer other employees/learners who may be at risk for screening and take any other appropriate measure to prevent possible transmission.
9. The school will ensure that the employee/learner is not discriminated against on grounds of having tested positive for COVID-19 in terms of section 6 of the Employment Equity Act, 1998 (Act No. 55 of 1998).
10. Staff members reporting COVID symptoms will be placed on paid sick leave in terms of section 22 of the BCEA or, if the employee's sick leave entitlement under the section is exhausted, the school will make application for an illness benefit in terms of clause 4 of the Directive issued on 25 March 2020 on the COVID-19 Temporary Employer Relief Scheme under regulation 10(8) of the Regulations promulgated in terms of section 27(2) of the Disaster Management Act.
11. Guidelines for managing a confirmed case of COVID-19 (in either a learner or a staff member) are outlined in the WCED document "L - WCED Guideline: Managing Covid-19 cases in schools" issued 23 May 2020 (Summary in Appendix C below)
12. If an employee/learner has been diagnosed with COVID-19 and has isolated in accordance with the Department of Health Guidelines, they will only be allowed to return to school on the following conditions:
 - a. The employee/learner has undergone a medical evaluation confirming that the worker has been tested negative for COVID-19;
 - b. The school can ensure that personal hygiene, wearing of masks, social distancing, and cough etiquette is strictly adhered to by them; and
 - c. The school will closely monitor them for symptoms upon return.

Attendance (Staff & Learners)

1. The biometric time and attendance system for staff will be replaced by the data gathered during the screening survey.
2. The screening data will be used to capture Morning Attendance for learners.
3. Class Attendance will continue to be captured by subject teachers via the Engage Portal.

Absence from school

1. The school recognises that parents may choose to keep learners at home for fear of infection and that some staff may wish to pursue work from home options.

2. Learners who are not at school after the dates announced for their Grade by the DBE will be marked as absent, whether they are working from home or not, as the school is not allowed to give any learner permission to stay at home.
3. Learners with underlying comorbidities will be offered a concession to stay at home in accordance with the guidelines still to be provided by the Education Departments.
4. Staff with comorbidities such as acute respiratory illnesses may request permission to work from home by supplying evidence of their medical condition in accordance with the guidelines still to be provided by the Education Departments. Being over 60 does not mean an automatic right to work from home.
5. If an employee has been in close contact with an individual who has since been diagnosed with COVID-19, the employee must immediately inform the Principal and contact the COVID-19 Hotline. Close contact means that the employee was in face-to-face contact (i.e. within 1.5 metres) or in a closed space for more than 15 minutes with a person with COVID-19.
6. If, after informing the Department of Health, the employee is required to self-quarantine then the following policies will apply:
 - a. If the employee is able to work from home during this period, then there is no requirement to submit a sick leave or annual leave request. The employee is, however, required to report daily to their line manager.
 - b. Should the employee become sick during this period, then normal sick leave policy will apply, if the employee's sick leave entitlement under the section is exhausted, management will make application for an illness benefit in terms of clause 4 of the Directive issued on 25 March 2020 on the COVID-19 Temporary Employer Relief Scheme under regulation 10(8) of the Regulations promulgated in terms of section 27(2) of the Disaster Management Act;
7. To qualify for Special Leave for COVID-19 related treatment, the employee must contact the Department of Health hotline 0800 029 999 and follow the specific instructions given by the authorities. The employer and the employee must submit a confirmation letter from the employer and employee in order to claim Special Leave.
8. All employees should follow the school's sick leave policy in such situations but are entitled to 'special leave' as explained above.
9. If the school has reason to suspect that an employee has been infected with (or is showing primary symptoms of) COVID-19 or an employee becomes ill at work during the day, the employer will request the employee to leave the workplace and seek medical treatment and/or testing immediately.
10. If this instruction is not followed, it will be regarded as gross insubordination and disciplinary steps will be taken as it could put other employees at risk.

Physical Distancing

1. Adjustments to the timetable will be made so that movement around the school is minimised.
2. Classes will be split between venues or combined in larger venues as appropriate.
3. At all times, the correct 1.5m separation between learners will be applied.

4. Break times will be supervised to ensure that physical distancing is maintained at this time.
5. The tuckshop will be open at breaks, but will not sell pre-prepared foods, but only sealed snack foods.
6. The tuckshop will not be able to accept cash at this time - Snapscan is available.
7. The main staff room will have a limited number of chairs (according to the space available) and only that number of people will be allowed in at one time. Grounds and Cleaning Staff members will be assigned staggered break times to allow them to use their staff rooms without coming too close to colleagues.

Visitors to Campus

1. The number of visitors to campus should be minimised as far as possible and alternatives to face-to-face meetings should be explored wherever possible.
2. All visitors, apart from education officials, must make an appointment in advance, stating the nature of their visit, so that the school can prepare for their arrival.
3. Visitors to campus must report to the Reception where they will undergo the same process of screening as outlined above.
4. Anyone displaying any symptoms will be refused access to the school buildings and encouraged to seek medical advice.
5. During their time at the school, they must wear a facemask at all times, and observe the physical distancing procedures that are in place.
6. Names and contact details of all visitors will be recorded and retained for a month, to enable health care authorities to trace people who have been exposed to the virus if someone does become ill shortly after visiting the school.

Appendix A - Hygiene Guidelines:

The following guidelines are taken from the document “Annexure C - WCED Guideline Orientation Staff and Learners” issued along with the “Letter to Schools - Guidelines to Schools” (Ref:COVID-19/20200517) dated 15 May 2020 by Western Cape Education Department

Principles of infection prevention and control:

A safe environment can be achieved through elimination of infectious particles in the air and on surfaces by always adhering to the 5 Golden Rules.

The following are the 5 Golden Rules to prevent the spread of the coronavirus:

1. Separate yourself physically from other people:
 - a. By staying away from people as much as possible
 - b. By staying home if unwell.
2. Physical distancing when around other people:
 - a. Keep a distance of at least 1.5 metres (2 arm lengths) from others.
 - b. Do NOT shake hands, or hug, or fist bump, or elbow bump. Keep your distance.
3. Hand washing/sanitising:
 - a. Regular hand-washing with soap and water for 20 seconds.
 - b. Or rub hands with alcohol-based hand sanitiser
 - c. Wash hands after touching people, surfaces and objects.
4. Practising good hygiene measures:
 - a. Cough or sneeze into your elbow or a tissue and then put the tissue in a bin and wash your hands immediately.
 - b. Do not touch your face with unwashed hands.
5. Using cloth face masks:
 - a. Use a cloth face mask to cover your nose and mouth.
 - b. Don't touch the mask after you put it on.
 - c. Leave the mask on all the time except when you need to eat/drink. For eating/drinking, take it off carefully by the strings and place it in a clean paper or plastic bag.
 - d. 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.

What staff and learners should do before leaving home

- 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.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay at home when you are sick and try to keep a distance from others at home.
- Inform the school of your absence.

- Cover your cough or sneeze with a flexed elbow or a tissue, then throw the tissue into the bin.
- Clean and disinfect frequently-touched objects and surfaces.
- Wear your mask.

What staff and learners should do on their way to and from school

- Wear your mask.
- It is important to practise social distancing and good hygiene to prevent becoming infected if you are walking to school. Try to keep at least a 1.5 metre distance between you and another person walking to school.
- It is equally important to practise social distancing and good hygiene to prevent becoming infected if you are using public transport to school or sharing transport (lift club). The wearing of a mask is mandatory when using public transport.
- According to the Regulation, all public transport operators must ensure that transport is sanitised before and after use and observe the new prescribed passenger capacity to curb the spread of the Coronavirus (2019-NCOV).
- Sanitise your hands before entering and after disembarking from the public transport.

What to do when staff or learners arrive at school

- All staff and learners must go directly to the designated screening areas to be screened.
- Social distancing must be maintained while waiting to be screened.
- The SMT or designated screeners can screen the non-teaching staff. Read with Annexure D regarding screening.
- Designated screeners must screen learners on arrival.
- Everybody must be screened every morning as they arrive at school.
- Wash your hands with soap and water OR hand sanitiser.
- Make sure that you wear a mask when entering the school premises.
- It is recommended that you keep at least a 1.5 metre distance between yourself and another person.

The following must be available at schools

- Sufficient supply of hand sanitiser, soap, paper towels, waste paper bins and other cleaning materials.
- Alcohol based hand sanitiser at designated points.
- Consider providing alcohol-based hand sanitiser for each employee if they have to move around within the workplace.
- At least 2 cloth face masks per staff member or learner.

Appendix C - Summary of WCED Annexure L

Summary of WCED's "Managing Covid -19 Cases" Annexure L (Received 24 May 2020)

1. Display Symptoms:

1.1 Isolate the person (sick bay)

1.2 Advise to call :

- Coronavirus Provincial Hotline (021 928 4102)
- 24 Hr Public Hotline (0800 029 999; 0800 111 132)

1.3 Inform Circuit Manager

2. Exposed to a possible case of Covid - 19

NO restrictions, special control measures needed. NO action required while test results are awaited.

3. Exposed to confirmed case of Covid-19

3.1 Close Contact (Handshake, Hug) : Self-isolation for 14 days **from date of exposure.**

- If during these 14 days of isolation a person shows symptoms, they should contact Western Cape Government or National Institute for Communicable Disease.

3.2 Casual Contact (In the same room, NO physical contact) : **NO ACTION needed.**

4. CONFIRMED CASES:

4.1 Provide a **Template** with the following Information.

- When last was the person at school (day and date).
- With whom in **DIRECT** contact.
- With whom in **CASUAL** contact.

- Medical Certificate.

4.2 Circuit Manager will give guidance, if needed

4.3 Area where person worked/moved, must be cordoned off, must be sanitized, unless you are advised otherwise.

4.4 School must appoint a company to decontaminate (paid from N&S).

4.5 Closure of facility mostly **NOT** necessary.

5. Inform Circuit Manager, MCED Cov-19 Committee if psychosocial service is needed

Colleagues please show the necessary empathy when dealing with peoples' anxieties.