

DESTINATA SCHOOL



COVID-19 RULES AND REGULATIONS

These are important and necessary guidelines for the learners, teachers and staff of Destinata School that must be followed during the Covid-19 pandemic. There are temporary changes to current implemented policies.

Remember SCHOOLS are NOT Covid-19 test centres and not responsible to identify or treat the virus.

The safety of ALL learners and staff is our highest priority. Every person that enters the premises of Destinata School must adhere to the rules and regulations to ensure and maintain a safe and healthy work place during this unique and challenging time. It is important for everyone to be responsible and transparent regarding the health precautions and strict monitoring process. **Wearing masks and keeping a 1,5m social distance is mandatory!**

The school does not want to endanger anyone's health. The school will not open if all the sanitation products, masks, regulations, etc. are not in place.

1. CLEANING OF BUILDINGS

- a. The deep cleaning of the school was completed on 26 May, 2020. The certificate is available in the Covid-19 file.
- b. Classrooms will be sanitised between classes and at the end of each day. Teachers are each responsible for their own classes. Every teacher has been issued two bottles of sanitiser, one for hands and one for the classroom.
- c. Offices will be sanitised continuously and staff is responsible for their own offices. Each person has been issued two bottles of sanitiser, one for hands and one for the office.
- d. Bathrooms will be sanitised continuously and especially after breaks.
- e. Railings and door handles will continuously be sanitised.
- f. Gates will be sanitised continuously.
- g. Corridors, stairways, etc. will be sanitised.
- h. The administration offices will be sanitised continuously throughout and at the end of each day.
- i. The hall will serve temporarily as the staffroom and will be sanitised at least twice a day.
- j. The workshop will be sanitised daily.
- k. The gym hall will be used as a classroom and will be sanitised continuously and at the end of the day.

- l. Signs and posters are visible encouraging social distance, washing of hands and the wear of masks.
- m. Handwashing stations are prepared and maintained with soap and water.

2. LEARNER ORIENTATION

All learners will be educated on the following:

- a. Wash hands frequently with soap and water for at least 20 seconds.
- b. Sanitise hands before entering any building and upon leaving the bathroom.
- c. Avoid touching your face (i.e. eyes, nose, mouth) with unwashed hands
- d. Sneeze or cough into a bent elbow or tissue. Discard the tissue safely in the bin provided and wash or sanitise hands immediately. All tissues are medical waste and must be put into the containers provided. All containers must be emptied into the medical waste containers for burning.
- e. Refrain from teasing anyone about being sick.
- f. Maintain social distancing (1.5 m).
- g. Change masks daily and wash them. Cloth masks need to be washed with warm soapy water and dried in the sunlight and ironed daily.
- h. Important to know how to put your mask on, use it and take it off.
- i. Do not share pencils, pen, etc.
- j. Do not share food and school lunch amongst learners.
- k. Change clothes daily and wash them.
- l. Wash daily – take a shower, bath or wash every day.
- m. Avoid direct contact with others e.g. shaking hands or hugging.
- n. Report any of the following additional symptoms: body aches, loss of smell or taste, nausea, vomiting, diarrhoea, fatigue or weakness.
- o. Train and instruct as to the correct use of cloth masks.
- p. Rather stay at home if you feel sick.
- q. Get medical advice if you have a fever, a cough or breathing problems. Remember to call your doctor first.
- r. Information signs will be visible everywhere in the school.

3. ARRANGEMENTS REGARDING THE OPENING OF SCHOOL

PROPOSED DATES:

- | | |
|----------------|---|
| 18 May 2020: | Principal and Vice-Principals back at office. Important function to arrange deep cleaning of the school and receiving the PPE. |
| 25 May 2020: | Phasing in of management, cleaners and general assistants. |
| 26 May 2020: | Deep Cleaning of School |
| 27 May 2020: | Phasing in of all staff. Covid-19 Orientation of staff. Adjustments to time tables, seating plans, rearranging classes for social distancing and safety policy. |
| 29 May 2020: | Principal receives PPE for staff and learners. |
| 8 June 2020: | Phasing in of Grade 7 and Grade 12. Learner Covid-19 Orientation and discussing the plan of action. |
| 6 July 2020: | Phasing in of Grade R, Grade 1, Grade2, Grade 3, Grade 6, Grade 10 and Grade 11. Learner Covid-19 Orientation. |
| 3 August 2020: | Phasing in Grade 4, Grade 5, Grade 8 and Grade 9. Learner Covid-19 Orientation. |

4. PRACTICAL ARRANGEMENTS: RESPONSIBILITIES

LEARNERS

- a. Learners who are sick or ill should rather stay at home.
- b. No more than 50% of learners are allowed at school at the same time, staggering will take place.
- c. Learners will enter and be screened at the main gate at the drop-off. Learners who are dropped off at school earlier than 07:00 should stay at the building at the main gate. From 07:00 learners will be screened by staff at the main gate and at the workshop for learners arriving by bus. Adhere to the 1,5m social distancing. Learners arriving by bus will be screened before entering the bus and again upon arrival at school. Wearing a mask and sanitising hands is mandatory.
- d. NO learner with a temperature of 38°+ will be allowed on the school premises. They will have to leave with their parents.
- e. If the temperature taken is higher than 38° or any of the screening questions are answered “Yes”, the learner will become a “person under investigation” (PIU) and must be isolated and referred for testing.
- f. Learners will line up in front of the hall using the white lines for social distancing.
- g. Each learner will receive two cloth masks provided by the Department of Education. Learners **must** wash masks **every day**. Other masks are acceptable if they adhere to the Covid-19 safety regulations.
- h. No learner will be allowed on the school premises without a mask.
- i. It is mandatory for learners to wear masks, but they are allowed to take it off during break to eat. During class time they can wear their face shields.
- j. Face shields are allowed but masks are mandatory.
- k. Social distancing is mandatory and they should keep a distance of 1,5m. No physical contact at all is allowed and that includes hugging of friends and teachers.
- l. No balls, toys, bats, etc. are allowed at school.
- m. Learners should not share cups, eating utensils, food or drinks with other learners.
- n. Timetables might be adjusted if necessary.
- o. All learners must bring all their textbooks for a Monday timetable on the first day of school.
- p. All learners must ensure they have all the necessary stationary as no one is allowed to borrow from a friend.
- q. Nobody is allowed to walk around during class time.
- r. Marking of books: Learners will receive memorandums to mark their own work except for assessments and tests.
- s. We know birthdays are special, but we regretfully request parents not to send any party packs, etc. to school for class friends.
- t. No learner is allowed to leave school earlier, unless the learner got sick during school hours.
- u. A medical certificate for a learner with comorbidities must be submitted for alternative arrangements if a learner cannot attend school. The following procedures will be followed with learners who will stay at home during the pandemic because of their comorbidities:
 - I. Learner will be schooled by parents during the pandemic.
 - II. Learners’ work will be sent to parents weekly to ensure learners stay up to date.
 - III. Memorandums for each exercise will be sent to parents to mark learner’s work.
 - IV. Constant communication will take place between teachers and parents to ensure parents receive adequate support.
 - V. All assessments, tests and examinations will take place at school.
 - VI. A separate classroom will be available where these learners will be assessed.
 - VII. Learners must wear masks and must be sanitised before entering the premises.
 - VIII. The classroom will be sanitised after assessment sessions.
 - IX. Assessments will be marked by teachers.
- v. All documents regarding information about comorbidities must be handed in even if the learner is not going to work from home.

- w. School hours will be from 07:30 until 14:15 from Monday to Friday. All learners must leave the school premises immediately after 14:15 unless they are attending extra classes. Extra classes will be from 14:30 – 15:30. There will be no aftercare until further notice. If need be, school hours might be extended for certain grades.
- x. The phasing in of Grade 7 and Grade 12 learners will take place on Monday, 8 June 2020. The phasing in of other grades will be communicated.
- y. Discipline at school, in class and on the playground is of the **UTMOST IMPORTANCE**. Parents of learners who do not adhere to this policy's rules will be informed immediately. These violations of rules will be handled by the Covid-19 Committee and the guilty learner will sadly be asked to stay at home. The safety of learners and staff is of the utmost importance and we will not tolerate violations of Covid-19 rules.
- z. Daily briefing on Covid-19 Regulations at line-up in the mornings.

5. ALL STAFF

ALL staff received Covid-19 Regulations and Rules and act according to the Covid-19 protocol.

- a. Masks and sanitation is mandatory.
- b. All staff are responsible for their own classes.
- c. SMT and staff members who are over 60 or have comorbidities need to complete a form, their names will be added to a list and they will be advised accordingly.
- d. Everyone must complete the comorbidities form. If staff prefer to work from home because of their comorbidities, they need to apply for it.
- e. Teachers are allowed to take their masks off and wear a shield while teaching in the front of the class.
- f. Keep an eye out for learners who struggle or get uncomfortable with their mask. Give assistance where necessary.
- g. All staff will be screened daily. If the temperature taken is higher than 38° or any of the screening questions are answered "Yes", the staff member will become a "person under investigation" (PIU) and must be isolated and referred for testing.
- h. Teachers must sanitise tables, door handles, etc. between classes and at the end of the day.
- i. Ensure that every learner sanitises their hands before entering a class.
- j. Show learners the bin for used tissues.

6. PARENTS AND VISITORS

- a. Entry by visitors and parents is prohibited unless it is essential.
- b. Strict access control measures are established and adhered to, including signing of a register by all visitors.
- c. Parents must wait in their vehicle until their child is allowed to enter the gate and has been screened. Parents must please also wait in their vehicles in the afternoons, the children will come to them.
- d. Parents and visitors will only be allowed on the school premises if they made an appointment telephonically. This includes visits to the financial office and for subsidies. We would prefer communication via telephone or email.
- e. There is regular communication with parents via bulk SMS messages to minimise meetings/gatherings with parents.
- f. All visitors must report to the reception area.

- g. The main entrance at the drop-off zone is the only entrance to the school for learners, parents and visitors unless they come by bus.
- h. All visitors must wear a face mask and sanitise their hands at the entry point.
- i. ALL parents and visitors entering the school premises must be screened.
- j. NO parent or visitor with a temperature of 38^o+ will be allowed on the school premises.
- k. Social distance of 1.5m must be maintained.
- l. The office will be sanitised after each appointment.
- m. Covid-19 rules and regulations will be displayed all over the school.
- n. The office will deal with all deliveries of purchases.
- o. Parents will not be allowed to bring anything forgotten at home to school, for example food, work, books, clothes, etc.
- p. Parents of learners with comorbidities need to hand in a medical report if they prefer their children to work from home and not attend school in order for alternative arrangements.
- q. **The principal must be informed immediately if a learner or a person whom they have been in contact with, tests positive for Covid-19.**

7. STAFFROOM AND HALL

- a. The staffroom is used by the School Management Team for meetings. No learner is allowed in the staff room.
- b. The hall is used as a staffroom. No learner is allowed in the hall.
- c. The hall and staffroom will be sanitised at least twice a day.
- d. Masks and social distance is mandatory.
- e. Sanitise hands at each entrance.

8. TRANSPORT

- a. Learners will be screened and hands sanitised prior to boarding the bus. Learners with a temperature of 38^o+ will not be allowed on the bus.
- b. Parents must wait to see if their child has been allowed on the bus.
- c. These learners will only be allowed back at school with written permission from a medical doctor or a clinic. No letter from a parent will be accepted.
- d. No vehicle shall carry more than 70% of the licensed capacity.
- e. Social distancing must be maintained and masks are mandatory.
- f. Learners will be screened again upon arrival at school.
- g. Buses will be disinfected daily in the morning and afternoon.
- h. Transport routes to be re-evaluated on a weekly basis to accommodate more learners returning to school.

9. ISOLATION ROOMS

- a. Three offices at the Remedial Department have been identified as isolation rooms. This area is off limits to all staff and learners.
- b. Only learners or staff members who become sick while on the premises will be allowed in these rooms.
- c. These rooms will be sanitised after every use.
- d. A register will be kept with all the necessary information.

10. BATHROOMS

- a. There will be step sanitisers at every entrance.
- b. There will be staff on duty at each bathroom fulltime.
- c. Bathrooms will be sanitised every ½ hour, after breaks and at the end of each day.
- d. No more than 5 learners will be allowed in the bathroom at a time.
- e. Learners will line up outside with a social distance of 1,5m indicated by the white painted lines.

11. TUCKSHOP

- a. Orders can be placed and food will be delivered.
- b. Contact details and menus with prices are available on our website.

12. BREAKTIME

- a. Staff will be on duty before school, during breaks and at the end of the day. Each educator will receive a duty roster.
- b. Learners will be informed where to spend break time depending on the amount of learners at school.
- c. Masks and a social distance of 1,5m is mandatory! Learners are only allowed to remove their masks when they eat or drink.

13. COVID-19 COMMITTEE

- a. This Committee must update themselves on all the protocol of dealing with Covid-19.
- b. This Committee will deal with all staff and learners who violate rules and regulations regarding Covid-19.

I.	Principal:	Mr. AB Lottering
II.	High School Vice-Principal:	Mr SJ Naude
III.	Primary School Vice-Principal:	Mr G Potgieter
IV.	Covid-19 Coordinator:	Mrs W Thomas
V.	HOD GET and FET:	Mrs L Heydenrych
VI.	HOD Intermediate Phase:	Mrs M Vorster
VII.	HOD Foundation Phase:	Mrs K Greyling
VIII.	SGB:	Mrs C Beisheim

14. COMMUNICATION

- a. It is MANDATORY to ensure that all contact details of each learner has been updated and is correct and available at school.
- b. All communication will be via letters, bulk SMS and Destinata's website.
- c. Mr SJ Naude is in charge of all communication.

15. ACTION TO BE TAKEN WHEN A LEARNER OR APPEARS ILL OR DISPLAYS SYMPTOMS ASSOCIATED WITH COVID-19

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

- a. Learners who get sick/ill during the day at school will be sent to the school nurse to be screened and attended to.
- b. The learner will be taken to one of the isolation rooms at the Remedial Department.
- c. The parents or guardians of the learner must be informed immediately.
- d. Provincial officials will be contacted.
- e. The school will be advised on any further actions to be taken.
- f. These learners will only be allowed back at school with written permission from a medical doctor or clinic. No letter from a parent will be accepted.
- g. The isolation room will immediately be sanitised after the learner has left the room.

16. ACTION TO BE TAKEN WHEN A CASE OF COVID-19 IS CONFIRMED

- a. If any person who has been on the school premises is diagnosed with Covid-19 by a medical professional, all standard procedures will be followed as set by the SOP of the Department of Basic Education. All the contact numbers and procedures are in the Covid-19 file.
- b. The school will be contacted by the relevant public health official 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.
- c. Public health officials, with the assistance of relevant staff, will conduct a risk-assessment and give recommendations on the management of learners and staff.
- d. In most cases, closure of the school will not be necessary. The decision to close will be school- and context-specific.
- e. The school will only be closed with the permission of the Department of Health and relevant officials.
- f. Parents will be informed on decisions made.

17. ACTION TO BE TAKEN WHEN A LEARNER MAY HAVE BEEN EXPOSED TO A SUSPECTED/PROBABLE CASE OF COVID-19, OR A SUSPECTED CASE FOR WHOM TESTING FOR COVID-19 IS INCONCLUSIVE AS REPORTED BY THE LABORATORY

- a. If a learner has been in contact with a suspected case of COVID-19 in a school, no restrictions or special control measures are required until the laboratory test results for COVID-19 have been received.
- b. There is no need to close the school or send other learners or staff home.

18. ACTION TO BE TAKEN WHEN A LEARNER MAY HAVE BEEN EXPOSED TO A CONFIRMED CASE OF COVID-19

- a. 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.
- b. Learners who are not contacts of a confirmed case should attend school. Family and friends who have not had close contact with the confirmed case do not need to take any precautions or make any changes to their own activities such as reporting to school or work, unless they begin to develop symptoms.
- c. Learners who have interacted with a healthy contact of a confirmed case, specifically, should 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.
- d. All case contacts who become symptomatic will be immediately tested by health authorities for COVID-19 and if they test positive for COVID-19, active contact tracing and self-quarantine of all contacts will be implemented.

19. BUDGET

- a. The budget has been adjusted and expenses will be limited.
- b. The biggest focus will be on sanitisers and cleaning products.

20. SOCIAL STIGMA

Social stigma in the context of health is the negative association between a person or group of people who share certain characteristics and a specific disease. In an outbreak, this may mean people are labelled, stereotyped, discriminated against, treated separately, and/or experience loss of status because of a perceived link with a disease.

Stigma can undermine social cohesion and prompt possible social isolation of groups, which might contribute to a situation where the virus is more, not less, likely to spread. This can result in more severe health problems and difficulties controlling a disease outbreak.

Stigma can:

- a. Drive people to hide the illness to avoid discrimination
- b. Prevent people from seeking health care immediately
- c. Discourage them from adopting healthy behaviours

Words matter:

- a. Do not attach locations or ethnicity to the disease. The official name for the disease was deliberately chosen to avoid stigmatisation – the “CO” stands for Corona, “VI” for virus and “D” for disease, 19 is because the disease emerged in 2019.
- b. Do not repeat or share unconfirmed rumours.

21. GENERAL

- a. Lesson plans and curriculum will be provided to schools by the Department of Education. The school will implement it.
- b. New updated Assessment Plans will be sent to parents.

- c. Our classes are small enough to adhere to social distances of 1.5m and we have enough teachers available to teach.
- d. The phasing in of grades will be communicated to parents as soon as the school receives the information from the HOD of the Department of Education.
- e. Spray bottles, sanitiser, step sanitisers, thermometers, masks and face shields are available at school.
- f. All buildings, each office and classroom will be provided with bottles of sanitiser.
- g. PPE bins are clearly marked for the disposal of PPE's. These bins will be emptied on a daily basis. Medical waste will be disposed of daily by burning it. All dustbins will be emptied and cleaned daily.
- h. There will be no sport or cultural activities. There will be no aftercare until further notice. Learners must leave the school premises at 14:15 unless they attend extra classes.
- i. There will be no assembly in the hall, no prize giving, parents' evenings, matric farewell, etc.

These rules and regulations is subject to adjustments as the government makes changes to the regulations.

The success of this policy depends on all stakeholders' full participation. Let us face this challenge together and work as a team.