



Updated 13/08/20

COVID-19 HEALTH AND SAFETY MEASURES FOR Highbury Preparatory School Work Plan

INTRODUCTION

The aim of this document is to record the measures that Highbury Preparatory School (the **School**) has put in place to address the regulations issued by the Minister of Cooperative Governance and Traditional Affairs in terms of Section 27 (2) of the Disaster Management Act, 2002.

It is our intention to ensure that the measures taken by the School align with the Occupational Health and Safety Act, 1993 and are consistent with the national strategies and policies in place to minimise the spread of COVID-19.

COVID-19 is mainly spread through respiratory droplets. When someone infected with COVID-19 coughs or sneezes, respiratory droplets that contain the virus are expelled and can be breathed in by someone nearby. Although the virus cannot enter the body through the skin, the respiratory droplets that contain the virus can be absorbed through the airways or mucous membranes of the eyes, nose, or mouth – resulting in possible infection. The virus can also be spread if by touching a surface contaminated with the virus and then touching the eyes, nose or mouth, although this is not the primary way the virus spreads.

As an organisation we intend to provide and maintain, as far as is reasonably practicable, a school environment that is safe and without risks to the health of the children and staff who are employed here. The School commits to take such steps as may be reasonably practicable to mitigate the spread of COVID-19.

The School understands that the directive will remain in force for as long as a declaration of a national disaster published in *Government Gazette* 43096 of 15 March 2020 remains in force.

The purpose of this document is to stipulate measures that the School has taken to protect the health and safety of the children, employees and members of the public who enter the School property.

The Headmaster, Roland Lacock, has been appointed as the Compliance Officer, who is responsible for ensuring compliance with:

- the measures required to be implemented; and
- all directions in respect of hygiene conditions and limitations of exposure to persons with Covid-19 are adhered to.

1. **RISK ASSESSMENT**

A COVID-19 risk assessment has been completed and is included in this work plan as Annexure A. The aim of the risk assessment is to identify areas where pupils and employees are at risk from exposure of COVID-19 while on the School property. The risk assessment has been shared with the Health and Safety Committee and will be reviewed on a weekly basis; the document is considered a working document and will be amended as needed.

2. **ENGINEERING CONTROLS**

2.1. **Ventilation**

The School understands that the dining room, classrooms, halls, reception areas, offices, and other indoor venues need to be well ventilated to help reduce the viral load.

Windows and doors will remain open to increase the ventilation in all venues.

Physical Barriers

In workspaces and classrooms where staff or pupils are unable to sit with the mandatory 1.5m social distancing gap, physical barriers will be used as a measure of risk mitigation.

The School is fortunate to have some of these barriers in storage.

2.2. **Adaption of Workstations / Desks to increase physical distancing**

Classrooms and offices will be key areas where social distancing strategies will need to be applied. Every reasonable effort will be made to maintain a physical distance of 1.5m between people on the campus. There are a couple of offices that are shared by employees and the mandatory 1.5m will be applied. In the classrooms every reasonable effort will be made to maintain a distance of 1.5m between the pupils. To enhance this,

certain classes will be moved to alternative venues. The Memorial and Centenary Halls may be used as classroom venues along with the Procter Pavilion.

3. ADMINISTRATIVE CONTROLS

3.1. Screening / Reporting of Symptoms / Sick Leave

3.1.1. Staff

All staff members employed by the School will complete a confidential staff vulnerability assessment, Annexure B, which will be kept with Sister Wesson in the SAN. All reasonable measures will be taken to create a safe working environment for the staff. Particular care will be taken for staff members who are 60 years or older or who suffer from a comorbidity. All staff members will be screened daily when they report to work to ascertain whether they have any of the observable symptoms associated with COVID-19, namely: fever, cough, sore throat, redness of eyes or shortness of breath.

Professionals and third parties who use the School premises from which to teach, but who are not employed by the School (including, individual music teachers, psychologists, speech therapists, facilitators, private tennis coach, karate instructors etc.) are to state in writing that they are satisfied with the Health and Safety Protocols put in place by the School. These letters are to be addressed to the Headmaster. Such professionals and third parties are to complete the screening register at their closest reception area.

Every staff member will be required to report daily whether they suffer from any of the following additional symptoms: body aches, loss of smell and/or loss of taste, nausea, vomiting, diarrhoea, fatigue, weakness and/or tiredness.

A staff screening register will be completed for every member of staff.

Screening Stations for Staff

WN Teachers	-	WN Reception
WN Teacher Assistants	-	WN Reception
WN Interns	-	WN Reception
Gr R Teachers	-	WN Reception
L.A.D. Therapists	-	FP Art Room
Aftercare Staff	-	FP Art Room
FP Teachers	-	FP Art Room
FP Interns	-	FP Art Room
SP Teachers	-	Front Office Reception

SP Interns	-	Front Office Reception
Admin Staff	-	Front Office Reception
Music Teachers	-	Front Office Reception
Kitchen Staff	-	Front Office Reception
Cleaning Staff	-	SAN
Ground Staff	-	Workshop

To encourage physical distancing, decals 2 metres apart will be placed on the floor outside each of these areas where staff members are required to queue.

If a member of staff presents with Covid-19 symptoms they will not be permitted to enter the workplace or, if they are already in the workplace, they will be required to go into isolation in the SP Meeting Room, which has been prepared as an isolation area until transport can be arranged to take them home to self-isolate. The staff member will be referred to an identified testing site. The Government testing site is Albert Luthuli Academic Hospital. Dischem is a private testing site and has a drive through facility at the Pavilion.

The **NICD helpline 0800029999** will provide directions to the nearest testing facility. The Government mobile testing unit can be found at <http://www.kznhealth.gov.za/covid-19-screen-test.htm>

The employee in question will be placed on paid sick leave in terms of section 22 of Basic Conditions of Employment Act, 1997 or if the employee's sick leave entitlement under the section is exhausted, the employee 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 (**TERS**).

The School stresses the point that the employee will not be discriminated against on grounds of having tested positive for COVID-19.

Should a staff member have evidence that they have contracted COVID-19 as a result of exposure while at the School, they are able to lodge a claim in terms of the Compensation for Occupational Injuries and Diseases Act, 1993.

A staff member who has tested positive with COVID-19 may only return to work on the following conditions:

- The staff member has been in self-isolation for 10 days after the start of suggestive symptoms (unless hospitalised) or testing positive.

- Once back at the School, the staff member ensures that the personal hygiene, wearing of masks, social distancing, and cough etiquette is strictly adhered to.
- There is no need to test or retest at the end of isolation periods.

3.1.2. Pupils

A pupil screening register will be provided to every pupil at the School through the ADAM administrative system. Each family will be asked to take their child's temperature and record it on the screening register prior to departing for school in the morning. The symptom check questions also need to be recorded on a daily basis. Should a pupil display any signs of feeling ill, they are requested to remain at home.

On arrival at school.

There will be two COVID-19 screening stations for the children.

A COVID-19 screening station will be set up at the speed bump between the tennis court and the L.A.D. Centre. This station will be predominantly used for children from the WN – Gr 3. From 06h45 four staff members will be on duty at this point all with infra-red thermometers. As the cars pass the station, the children in the vehicle will be scanned. Any child with a temperature over 37.5 degrees Celsius will be instructed to return home and to see their family doctor. The child's name and grade will be recorded only for those children testing 37.5 degrees Celsius and higher.

A staff member will also be stationed at the Knelsby Road gate to screen pupils walking through this gate. These pupils will predominantly be in Gr 4-7.

Should a pupil present with symptoms of COVID -19 while at school, they will be sent to the SAN. Sister Wesson will screen the pupil and, if concerned, will isolate the child in the SP Meeting Room. The parents or guardian of the pupil in question will be contacted to collect the child to self-isolate and to be tested at the closest testing center.

A pupil who has tested positive with COVID-19 may only return to the School property on the following conditions:

- The pupil has been in self-isolation for 10 days from the start of the suggestive symptoms
- There is no need to test or to be retested at the end of the quarantine or isolation periods

- Once back at school, the School will do all that is practically possible to ensure the child has good personal hygiene, wears his/her mask, observes social distancing, and that cough etiquette is strictly adhered to.

3.2. Minimising Contact

Pupils and Staff

Every person on the School property is to observe physical distancing and is required to keep a distance of 1.5m apart.

Every effort will be made in classrooms for pupils to be seated 1.5m apart where possible. In certain situations where this is not practical, physical barriers have been erected between pupils.

Common areas including the dining room, outdoor spaces, staff rooms, kitchenettes etc. need to accommodate social distancing measures. Signage will be erected to advertise this.

Break times will be staggered to facilitate good social distancing practice for staff members and pupils.

Details of these mitigation protocols can be read in Annexure B.

3.3. Rotation and Shift Work

All employees have received training regarding Covid-19 and the School's protocols from Sister Wesson and the Headmaster.

Admin staff members are to work in rotation where possible. The Business Manager will communicate with the admin staff regarding this.

3.4. Work-at-Home Strategies

In accordance with the government directives, staff members who are able to work from home are encouraged to do so. Due to the nature of a school environment, the ability to do so will depend on the role of the staff member and the number of pupils at school.

Due to the phased in approach to opening schools, not all teachers will be required on the School property. Heads of Phase will coordinate the teachers who will be required to

work in classrooms. There is also the likelihood that some parents will choose to keep their children at home to continue with online learning.

Ground staff, kitchen staff and housekeeping staff will be required to work on the School property.

Admin Staff members will be able to work from home in certain situations, determined by the Business Manager and, in the case of P.A.s / Secretaries, the person they report to.

3.5. Communication and Information Strategies

Information regarding COVID-19 and best practice changes regularly. The School will keep abreast of the latest government communication and share this with all our stakeholders. Education of staff and pupils regarding Covid-19 is recognised as critical.

This will be done through:

- Meetings with the staff and pupils
- Notices and posters
- Emailed communique
- Covid-19 training will be mandatory for all staff members
- An educational video will be shared with the pupils and their families explaining the health protocols and procedures that need to be put in place.

3.6. Role of Health and Safety Committees and Representatives

All members of the Highbury EXCO and the school nurse, Sister Wesson, are members of the Highbury Health and Safety Committee. Each member of the committee is responsible for a section of the school property. The weekly Exco meetings will include a health and safety discussion to review the risk assessment and update it as needed.

3.7. Education and Training

All staff members and pupils will be educated and receive training on COVID-19 and the steps required to mitigate its spread. Signage has been placed in conspicuous places on the School property informing the staff and pupils about the dangers of the virus, the

manner of transmission, the measures to prevent transmission such as personal hygiene (washing hands frequently with soap and water or sanitiser), social distancing, use of masks and cough etiquette.

3.8. Reporting and Incidents for Regulatory Purposes Including: Public Health, Contact Tracing, Screening, Testing and Surveillance

Should a member of staff or pupil be diagnosed with COVID-19, the School will:

- Inform the Department of Health and the NICD
- Investigate the cause including any control failure and review our risk assessment to ensure that the necessary controls and PPE requirements are in place;
- Provide any administrative support to any contact-tracing measure implemented by the authorities.

The coronavirus toll-free hotline number is 0800 029 999

3.9. Gathering Restrictions

In terms of the Government restrictions gatherings will be limited to a total of 50 people and no more. This includes: assemblies, chapel services and staff meetings where the physical distancing and ventilation protocols can be ensured.

3.10. Arrangement of Visitors

- Visitors are discouraged from coming onto the property.
- Visitors will be screened for any symptoms associated with COVID-19 at the school gate. This will include their temperatures being taken.
- No physical contact is allowed between employees/staff members and visitors (inclusive of parents, suppliers, contractors, etc).
- Visitors must wear a mask when on the School property.
- Visitors must practice physical distancing of at least 1.5m away from other people.

4. Health and Safety Work Practices

4.1. Disinfectants, Sanitisers and Personal Hygiene

The School will supply sufficient quantities of hand sanitiser along with soap and water for use by pupils and staff members. All ablution facilities are stocked with soap and running water, cloth towels will be replaced with paper towels.

Hand sanitisers will be placed at key points around the School:

- Front Gate
- Reception Areas
- Staff rooms
- Classrooms
- SAN
- Workshop
- Kitchen
- Aftercare
- Memorial Hall
- Centenary Hall
- Lecture Theatre
- Mike Procter Pavilion
- Leap Pavilion
- Library
- Chapel
- Toilets
- School vehicles
- Each pupil will be required to carry a small bottle of sanitiser.
- L.A.D.
- Music Block

4.2. Housekeeping Staff

The housekeeping staff have been trained to clean high contact areas frequently throughout the day using COVIGO Multi-Purpose Sanitiser (Hypochlorus Acid 0.01%).

Frequently touched surfaces and objects to be cleaned include:

- Doorknobs and handles
- Stair rails
- Locker doors

- Classroom desks and chairs
- Tables and chairs outside classroom doors
- Dining room tables and chairs
- Light switches
- Handrails
- Equipment (e.g. projectors, remotes, smartboard pens, dusters, shared iPads)
- Shared computer keyboards and mice
- Shared toys
- Shared telephones

A spray bottle COVIGO (Hypochlorus Acid 0.01%) and a cloth will be placed in each classroom for the pupils to wipe down their desks and shared objects during the day.

4.3. Mental Health

Looking after one's mental health during times of crisis is important. Staff members and pupils are encouraged to maintain a healthy lifestyle and exercise. Staff members who are experiencing anxiety are encouraged to reach out to colleagues and friends for support. Pupils are encouraged to talk to a trusted teacher. Mrs Lyle can guide parents to recommended psychologists who make use of rooms at the L.A.D. Centre. Highbury will create opportunities for staff to attend talks to help with mental health.

4.4 Stigma

Highbury is an organisation that values compassion and respect for others. There is no place for any stigma associated with COVID-19 amongst the children or the staff.

5. Personal Protective Equipment (PPE)

5.1. Masks and Face Shields

It is mandatory for pupils and staff members to wear a mask while on the School property. As per the Government directive, all employees will be issued with two cloth face masks.

According to the ECD Standard Operating Procedures from the Department of Social Development, it is not mandatory for children under 5 to wear a material face mask or visor. Children in the Weavers' Nest have the option of wearing no mask although a material mask or visor is encouraged.

6. Provision of Safe Transport for Pupils on the Morning Bus.

6.1. Personal Hygiene

Boys getting onto the bus are to have hands cleaned with sanitiser.

Masks need to be worn on the bus.

6.2. Social Distancing

Where possible the recommended distance of 1.5m will be kept between pupils. Protocols have been put in place to enable the use of school buses. This will allow for the maximum of 7 boys in a Quantum and 12 in the Crafter.

6.3. Arrangements to Minimise Exposure Associated with Commuting

The buses will be sanitised between trips.

6.4. Cloth Masks

Masks are to be worn by all boys on the bus.

6.5. PPE for Driver

The driver is to wear a mask and sanitise his/her hands prior to and after the trip.

7. Non-Compliance

Staff who are not compliant with the requirements set out in this Work Plan will be subject to disciplinary measures.

Pupils who are not compliant with the requirements will follow the usual disciplinary channels as set out in the Pupil Charter. Non-compliance will be considered serious misconduct.

8. Staff Concerns

Staff concerns in respect of COVID-19 must be addressed to the Business Manager, Melissa van Rooyen, at melissavr@hps.co.za.

9. Pupil Concerns

There are pupils who may naturally be concerned about the virus and their teacher / teachers will be their first port of call to offer assistance. Further support will be provided by the Head of Phase.

10. Conclusion

The Headmaster, Roland Lacock, confirms that the necessary risk assessment has been completed and that the School is compliant with the applicable regulations and directives to allow for the return of staff members and pupils to the school.

This document will be placed on the School's website and staff members and parent(s)/guardian(s) will be required to confirm that they understand and will comply with the procedures recorded herein, on behalf of himself/herself/themselves and his/her child/children.

Annexure A

Highbury Covid-19 Risk Assessment

<https://docs.google.com/document/d/1D-TJWoh1HeoNrhUtdTBWassr8QYDj4XDNo7PkJLNMP4/edit>

Annexure B

Departmental Covid-19 Mitigation Protocols

<https://docs.google.com/document/d/11L8DynymBVEIip63Ny6RdQixx1OgM5KeHJFvFbIZrUM/edit>