



WOODRIDGE COLLEGE & PREPARATORY SCHOOL



COVID-19 MANAGEMENT MANUAL

(STANDARD OPERATING PROCEDURES AND RELATED PROTOCOLS)

25 January 2021

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WOODRIDGE COLLEGE AND PREPARATORY RETURN TO SCHOOL

I. INTRODUCTION

- a. It is trite to say the Covid-19 pandemic has been traumatic in the extreme. No one, could ever have imagined that their lives and daily routines were going to be so severely affected.
- b. Be that as it may, we have somehow managed to cope and although we are a long way from what has been termed the “new normal”, things have progressed and crucial milestones like returning for school are slowly but surely being achieved.
- c. Fundamental to the return is ensuring our Woodridge College and Preparatory campus is fully compliant and that Standard Operating Procedures (SOP) and protocols in line with best practice and in accordance with the amended Section 8, of the Occupational Health and Safety Act (OHSA) 1993 are in place.

2. APPOINTMENT OF COMPLIANCE OFFICERS

- a. Woodridge College and Preparatory has appointed Ray Holmes, the Estates Manager together with Dave Emslie, the Business Manager as Compliance Officers. They will be responsible for managing the implementation of the operational plan and ensuring adherence to the required standards of hygiene and health protocols relating to COVID-19 at the workplace.

Please refer to Appendix 1 and Appendix 2 – Compliance Certificates

3. SCHOOL HOURS WILL BE AS FOLLOWS:

Prep

- 08h00 – 16h40 (including lunch)

College

- 08h00 – 16h40 (including lunch)

4. RETURN TO SCHOOL STANDARD OPERATING PROCEDURES (SOP) AND RELATED PROTOCOLS

5.1 Managing the Main Entrance to Woodridge College and Preparatory

Security Personal Hygiene

Strict instructions have been given to the security staff that they will inter alia

- Ensure that their personal hygiene is of a high standard
- Ensure that their hands are sanitised after every encounter with a person
- Ensure that the workplace is sanitised at the end of every shift and that the sanitising recording sheet has been signed.
- Always wear the prescribed PPE clothing.
- Ensure that a distance of at least 1.5m is kept between them and the incoming and outgoing persons unless measuring temperature.

Access Control Measures

- Ensure the vehicle has security sticker.
- Any person whose temperature is recorded at 38°C or more will not be allowed to enter the premises.
- They will be asked to remain outside the gate and await further instructions.
- All persons entering the premises must be wearing a face mask and must have their hands sanitized. Sanitiser will be available at the front gate.
- No deliveries, visitors or business representatives will be allowed to enter the premises without permission from the control room.
- No personal contact will be allowed between guards and the public.
- If a vehicle does not have an access sticker the guards will complete the visitor slip before the vehicle is permitted to enter the premises.
- No person will be permitted to enter the guardhouse.

Temperature Test Procedure

- The sensor probe will be placed towards the centre of the forehead, wrist or temple and pressed for 5-8 seconds to ensure a proper recording.
- The head will not be touched during this procedure.
- Should the temperature be below 38°C the person will be allowed to proceed onto the campus.
- All guards will be tested at each shift change.
- In the event of someone's temperature being over 38°C, they will not be allowed to enter the campus and their details must be recorded.

5.2 Induction

- All pupils, on their first day of school, will be subject to a thorough induction process which will serve to provide them with all information relating to "life on campus" as detailed in this document.

5.3 Busses

- The Busses will be sanitized before pickup on a daily basis. This will be done with an approved chemical that has an MSD (Material Safety Data) proven to sanitize the corona virus and is not harmful to people.
- Parents are advised to test temperatures daily before taking children to the bus pickup point.
- Parents or pupils are required to complete the symptom declaration prior leaving for school and / or boarding the bus.
- Every person boarding the bus will have their temperature tested by the driver via a handheld IR Thermometer. If the temperature is above 38°C the person will not be allowed to get onto the bus.
- Parents are requested not to leave the child at the pickup point until they have been checked onto the bus.
- The passengers must wear a mask and maintain social distancing when waiting to board the bus. If any person is not wearing a mask, they will not be permitted to board the bus.

- Parents are requested to not congregate at the bus pick up points for obvious reasons.
- No eating will be allowed on the bus.
- Busses must travel with the windows open.
- On arrival at school the passengers to remain seated until told to disembark.
- The College will be divided into one-way walkways to prevent congestion on paths.

Please refer to Appendix 3 - Blunden's SOP

5.4 DAILY SCREENING PROCEDURES

Daily Symptom Screening Declaration for Boarders

Any boarder who appears to be sick or display any symptoms of COVID-19, have you been in contact with any person tested positive for Covid-19 in the past 14 days? A dry cough, high fever (temperature in excess of 38 degrees Celsius), fatigue, weakness, loss of smell or taste, body aches, respiratory distress, nausea, vomiting, shortness of breath, sore or red eyes, sore throat must please report to their house parent.

- All boarders must have completed and submitted the online symptom screening daily before 07h00, before they line up for Breakfast. House parents to do the screening and submit information.
- Any boarder who displays symptoms must remain out of contact with other people and report to the San.
- House parent to inform the Sanatorium of any pupils showing symptoms and send them to the San.
- Sanatorium sisters to inform house parents of the assessment.
- If a boarder needs to go home, parents will b Prep Boarders will be isolated or quarantined in Oriole House until cleared by the SAN.
- e contacted by the San.
- In the case of a long-distance boarder (parents cannot collect them within 2hrs) the school doctor will be contacted for advice regarding further testing. These boarders will be quarantined at Woodridge in the Pavillion, Kohler – Chalmers Dorm and Carter – Libertas Dorm.
- Long distance boarders that have tested positive will be accommodated in a Bed and Breakfast in Summerstrand. **This facility is only for long distance boarders.**

Daily Symptom Screening Declaration of Staff and Pupils entering Campus

Any staff member or pupils who appear to be sick or display any symptoms of COVID-19, ie a dry cough, high fever (temperature in excess of 38 degrees Celsius), respiratory distress, shortness of breath, nausea, sore throat MUST NOT come to school or enter the campus.

- All Pupils and staff must have completed and submitted the online symptom screening declaration prior to entering campus or embarking on the bus.

- Should any one of the screening symptoms be present, the pupil / staff member must not come to school.
- Online Symptom Screening Declaration Forms to be collated and checked against attendance registers by 09h00 (therefore ensure that class attendance registers are taken as soon as pupils enter the classroom) and anyone showing one or more of the symptoms will be contacted by the Sanatorium sister.
- Pupil/ Staff member seen showing symptoms will be asked to meet the Sanatorium sister outside the Sanatorium. Sanatorium must be telephoned.
- Sanatorium Sister to interview and assess the pupil / staff member and to make any recommendations.
- Should a pupil need to go home they will go to the Isolation Room (College - Pavilion or Prep -P25) and the Sanatorium sister shall contact their parents.
- Should testing be required the pupil/staff member will only be allowed to return to school/ campus with a medical clearance.
- Anyone developing any of the COVID-19 symptoms during the day will be taken to meet the Sanatorium sister outside the Sanatorium.

Daily Symptom Screening Declaration of Staff and Pupils living on Campus

Any pupil or staff member who appears to be sick or display symptoms of COVID-19 such as high fever (temperature in excess of 38 degrees Celsius), dry cough, respiratory distress or shortness of breath, nausea, sore throat must not come to school.

- All Pupils and staff attending school must have completed and submitted the online symptom screening declaration daily before 08h00. Temperatures can be taken at the admin offices of both the Prep and College.
- Should any one of the screening symptoms be present that pupil / staff member must not leave their residence or home until they have notified the sanatorium.
- Sanatorium Sister to interview and assess the pupil / staff / family member and to make any recommendations.
- Should testing be required you will not be allowed to leave your residence without a medical clearance.

Daily Symptom Screening Declaration of Staff and Pupils on Campus during school hours

Any staff member or pupils who appear to be sick or display any symptoms of COVID-19, ie a dry cough, high fever (temperature in excess of 38 degrees Celsius), respiratory distress, shortness of breath, nausea, sore throat MUST NOT come to school or enter the campus.

- All Pupils and staff must have completed and submitted the online symptom screening declaration prior to entering campus or embarking on the bus.
- Should any one of the screening symptoms be present that pupil / staff member must not come to school.
- Online Symptom Screening Declaration Forms to be collated and checked against attendance registers by 09h00 (therefore ensure that class attendance registers are taken as soon as pupils enter the classroom) and anyone showing one or more of the symptoms will be contacted by the Sanatorium sister.

- Pupil/ Staff member seen showing symptoms will be asked to meet the Sanatorium sister outside the Sanatorium.
- Sanatorium Sister to interview and assess the pupil / staff member and to make any recommendations.
- Should a pupil need to go home they will go to the Isolation Room (College-Pavilion, Prep - P25) and the Sanatorium sister shall contact their parents.
- Should testing be required pupil/staff member will only be allowed to return to school/ campus with a medical clearance.
- Anyone developing any of the COVID-19 symptoms during the day will be taken to meet the Sanatorium sister outside the Sanatorium.

5.5 Guidelines for pupils and staff returning to campus

- Should children show symptoms, parents are not to send their child to school and they must have him/her tested with further steps guided by a medical practitioner.
- Parents to ensure children understand the importance of adopting the correct precautionary methods, such as washing hands, wearing masks, social distancing, et al.
- It is suggested that a small bottle of sanitizer, carried in their school bag becomes a standard item. Woodridge College and Preparatory though, will have hand spray in every classroom and at various strategic points on campus.
- Children are encouraged to bring their own water bottles and cups to school as this will reduce the risk of contamination from taps and communal cups.
- Although it goes against the principles of sharing, children will not be allowed to share the snacks and tuck for the same reasons as above.
- Children are to use a properly fitting reusable face mask throughout their day at school. Children are encouraged to wear their masks at home in order to get used to the habit and to prevent them from becoming overwhelmed when they are back on campus.
- We suggest that a spare mask is included in the child's school bag.
- Please note that a face shield is not a replacement for a mask.
- If a parent is driving their child/children to school, they will be stopped at the gate. If they have no Woodridge College and Preparatory Security sticker on the windscreen they will be required to provide identification.
- Parents may not get out of their car when they drop off or collect their children. Parents who have an appointment at the school or are going to the Clothing Shop will be screened at Reception or at the Clothing Shop.

5.6 Daily Cleaning and Sanitization routine

Classrooms

- Thorough cleaning and sweeping will be done daily. The cleaning staff will wear the appropriate PPE.
- Each classroom surface will be sprayed with a purpose built fogger that ensures thorough sanitization of all surfaces.
- Door handles/light switches, appliances et al will also be subject to fogging and will also be wiped manually on a regular basis.

- A register will be placed on the back of each door, which will be completed after each cleaning routine has been completed.
- The House Keeping Manager will check regularly that all cleaning registers have been completed and are up to date.
- Classroom windows will be kept open at all times.

Staffroom, Administration and Finance offices

- Thorough cleaning and sweeping will be done daily. The cleaning staff will wear the appropriate PPE.
- These areas will be fogged with sanitizer after the cleaning staff have completed the routine cleaning operation.
- No biometric access control systems will be used.

5.7 Boarding Residence

- It is regarded as important that the residences are perceived as home-from-home and that all pupils have a good boarding experience. However, we need to ensure that the safety of both pupils and staff is a priority.
- Sanitisation will take place in the Boarding Houses daily. This will include fogging of all areas.
- Sanitizers will be placed at the front door of the dining hall and other common areas.
- We suggest that each pupil has his or her own sanitizing bottles.
- Masks must be worn when they leave their dorm. There is no expectation that pupils must wear their masks once they are in their own dormitories/rooms.
- Boarders are not allowed to go into a dorm that is not their own.
- Trips off campus will be limited and only provided if it is safe to do so.
- No sharing of:
 - Soaps, shampoo, shower gel etc.
 - Phone charges, hairdryers, cell phones and other devices.
 - Earphones or headphones.
 - Bottles
 - Food.
- Common sense protocols:
 - Washing hands regularly.
 - Staff and pupils should be far enough from each other so they are not breathing on touching each other. There does not need to be a specific measurement but a practicable 1,5 m can be used as a guide.
 - No boarders from other houses and/or adults other than cleaning staff and duty staff are allowed access to a Boarding House.
 - Exercise in accordance with stated protocols.

- Children that are in hostel should be encouraged to be full time boarders as the less they travel the less the risk of contamination. We would need to be most vigilant in the 1st 14 days of their return. Each hostel will have an IR Scanner. This must be operated by the duty staff member. This will be done at roll call so that a register is kept for record purposes.
- All hostel staff and their children must also be tested daily.

5.8 Pupil Foot Traffic Flow

- Best practice has been thoroughly researched and a one-way traffic flow system has been devised to ensure smooth flow of pupils moving from place to place.

Please refer to Appendix 4 – Plan for the College

Please refer to Appendix 5 - Plan for the Prep

5.9 Classroom Spacing

- The College and Prep are fortunate to have facilities that effectively can accommodate the spatial distancing regulations in accordance with the Department of Basic Education’s mandatory requirements.

Please refer to Appendix 6 - The classroom spatial plan for the College and Prep.

5.10 Wearing of PPE

- It is compulsory for EVERYONE to wear a face mask.
- The appropriate PPE will be distributed to all staff as per the guidelines laid out by the Department of Basic Education.

5.11 Guidelines for pupils while at school

Guidelines for College Pupils

Use of facilities:

- Social distancing protocols will need to be applied in all settings. Pupils will not be allowed to congregate in venues (i.e.: bathrooms, library, resource centre, music rooms, coffee shop). “Use and move on” will be a general approach with specifics to be stated when venues are made available for a purpose.

Code of Conduct:

- The normal rules of the school will apply. We recognize that there will be greater application of specifics relating to community health and welfare.

Classroom Behaviour:

- Pupils must wait for the teacher to arrive before entering the classroom.
- Pupils will not be able to move around the classroom and desks need to remain in their placed positions.
- Teachers will take in work in a controlled fashion, observing health protocols.
- Stationery and other items may not be shared.

College movement between classes:

- Generally clockwise from above; pupils to the right or already moving down a corridor have right of way:
 - **Art, Music & Drama:** through Matric Quad and then down walkway
 - Rooms 14 – 21 down to Academic Block (turn right before stairs if going to Science or AMD).
 - **Science Block** (R22, 23 & Lab 1-4): wait for G5 to empty if going that way, otherwise down path to Academic Block. Turn right at top of stairs to join the flow nearer the Workshop.
 - **Rooms 11-13** Up the east stairs, down the west to main Academic building.
Bypass academic building towards Workshop for all other destinations.
 - **Academic Block** (Room 1-10): Art around Squash courts; Science or G5 through “small gap” on West side of quad.
Room 11-13 or other: turn right at bottom of embankment and join the flow.

Break Time & Afternoon Activities:

- Pupils must use the open fields and spaces at break time and after school with 1.5m spaces observed. Healthy activity is encouraged while maintaining social distancing.
- The resource centre will not be open except for controlled use of the photostat machine and visits to the library.
- All office equipment, and in particular those used by the pupils, will be regularly sanitised and sanitiser will be placed at each device.
- Pupil visits to offices will be limited and alternate approaches sought where possible (i.e.: meet outside).

Guidelines for Prep Pupils

Code of conduct

The normal school rules will apply. At the same time we recognise that there will be great application of specifics related to COVID 19 regulations.

General COVID 19 Regulations

- Practise social distancing at all times.
- Face masks to be worn at all times.
- Shields may be worn in the classroom.
- Pupils to provide own facemasks.
- Hands to be sanitized regularly.
- Every pupil to have their own water bottle.
- No sharing of stationery, equipment, snacks etc.
- Sneeze / cough into elbow.
- No physical contact, handshakes or hugging.
- Pupils are to come to school in sports clothes/civvies.
- Classrooms and buses will have their windows open at all times to ensure good ventilation.

- Should a pupil not feel well they are to inform the teacher immediately and the necessary protocol will be followed.
- No large gatherings will be held, e.g. assemblies.
- No sharing of musical instruments.
- No sharing of sports equipment.
- No sharing of devices – laptops, I pads, cell phones.

Use of facilities

- Social distancing protocols will need to be applied in all settings.
- Pupils will not be able to congregate in venues (bathrooms, resource centre, music rooms, IT room).

Before school

- Upon arrival all pupils to go to their designated areas.
- Pathways and areas outside of classrooms are out of bounds.
- Practise social distancing regulations.
- Facemasks to be worn at all times.
- No ball games.
- No physical contact.
- All drinking fountains or taps will be out of bounds.
- When the bell goes pupils must wait to be collected by their class teacher.

Break times

- Break times will be staggered
- Pupils will only allowed to play in designated areas.
- Classrooms and pathways are out of bounds.
- Practise social distancing regulations at all times.
- Face masks must be worn at all times.
- Playground equipment is out of bounds.
- No ball games.
- No physical contact.
- No sharing of snacks.
- All drinking fountains or taps will be out of bounds.
- When bell goes they are to wait until collected by the teacher.
- No sharing of toys/ puzzles.
- Sandwiches for break time will be wrapped individually.

In the Classroom

- Before entering the classroom pupils are to line up at the correct distance apart from one another.
 - Each pupil will be allocated a desk.
 - Pupils to sanitize hands on entry and exit to classrooms (a hand sanitizer placed at the entrance of the classroom, provided by the school).
 - Pupils may only go and stay in their own designated area.
 - The teacher will also have a designated area.
 - Should a pupil require assistance from the teacher, put up your hand and ask from your designated area and teacher will respond.
 - Pupils may not enter this space and the teacher may only enter the pupil area when they are not in the classroom.
 - No pupil will be permitted to walk around during a lesson.
 - Pupils may only leave their desk with permission.
 - Books will not be collected to mark.
 - Pupils will be instructed to leave their work open at the end of the lesson for the teacher to comment and mark.
 - Children will store their own books in their own cubbyhole.
 - No items may be shared with any other pupils.
 - No sharing of toys/ puzzles.
 - Pupils to ensure that they have enough stationery and the necessary equipment to perform the necessary tasks.
 - Pupil's will be expected to have their own sanitizers and tissues and / wet wipes at their desk and practise safe hygiene at all times.
 - Should a pupil not feel well they are to inform the teacher immediately and the necessary protocol will be followed.
 - All drinking fountains or taps will be out of bounds. These will be candy taped.
 - Pupils are to bring their own water bottles to school.
 - To limit movement pupils will remain in their own classrooms for all lessons except Art.
 - When possible lessons will be done outside where more space and an opportunity to be in fresh air.
 - All classroom windows are to remain open at all times.
- Extra-Murals and Co-Curricular**
- Sport and other activities will be allowed with necessary protocol, guided by the Education Department, National Bodies, medical advice and common sense.
 - Social gatherings are to be avoided where possible.

5.12 Delivery of goods to campus

All courier and like deliveries will directed to a designated central area where goods will be sanitized and distributed to the various departments. For kitchen deliveries see below.

5.13 Kitchen and Meal Management

Deliveries:

- Drivers of delivery vehicles will have their temperature checked at security.
- Service Providers will deliver all produce onto stainless steel racks and may not enter the kitchen.
- Stock will be checked against the invoice in the delivery bay.
- Fresh meat and vegetables will be delivered at the back entrance of the kitchen which is situated close to the supervisor's office.
- All stock will be sanitised before it is stored away.
- Delivery gate to be locked at all times.

Arrival of staff

- Manager on duty to take staff temperatures before entering premises.
- Staff will be issued with fresh and clean uniforms and PPE on a daily basis.
- No staff will be allowed to wear civilian clothing.
- Staff to change into uniform in locker rooms.
- Ablutions will be "fogged" and sanitised on a regular basis.

Kitchen procedure

- All staff will be allocated their own workstation during food preparation ensuring a space between them of at least two metres.
- A hand buzzer will sound every 20 minutes requiring all staff to cease operations and wash their hands.
- Surfaces will be cleaned and disinfected between different food preparation phases.
- The dish washing area will be "manned" by designated and trained personnel.
- No unauthorised persons will be allowed into the kitchen area.
- Authorised visitors will be required to wear covers over their feet, gloves, a mop-cap and a mask.
- Only two managers allowed at any one time in the office.
- One manager will be on the floor during all mealtimes.

Serving area

- Two serving stations will be operational with one serving hot food and the other, salads and other food.
- All surfaces will be sanitised between meal times.
- Food temperatures to be recorded and food samples taken before food is placed in the serving dishes.
- Serving staff will wear face shields as well as face masks.

Dining Area

- Controlled entry of pupils and staff will be enforced and dedicated serving stations utilised as per designated groupings.
- Cold cereal/hot cereal/hot food/fruit will be served by staff as opposed to pupils and staff helping themselves thereby potentially contaminating the food.
- Cutlery and any packaged sauces will be handed to each diner by a staff member
- Water dispensers will be placed in the middle of the dining hall for the purpose of easy access.
- Boarders are encouraged to bring their own water bottles and cups.
- Two scraping areas will be placed at the exit doors for the dispensing of inedible food stuffs.
- Social distancing will be practised at all times.
- The dining hall is an 'eat and go' area, therefore students may not socialise – 10 minutes at the table.
- Masks are to be worn until the diner is seated at the table and may only be removed when eating and drinking. Masks to be put back on after each meal.
- All tables, chairs and floors will be cleaned and sanitised between meal phases.

Coffee Shop and Tuckshop

- The Coffee Shop will be open from 10.30 – 15.30
 - Hot food will be only be made to order:
Order at breakfast for Break Time
Order at Break for After School
(Email : woodridgecoffeeshop@woodridge.co.za)
- The Tuck Shop will be open from 10.30 to 11.30

Please refer to Appendix 7 – Food Handling Certificate

5.14 Stigmatising and Discrimination

Woodridge College and Preparatory has a policy in place that covers all forms of stigma and discrimination at the school. All cases related hereto will be dealt with in accordance with the policy.

Please refer to Appendix 8 – Policy Document on Stigmatisation and Discrimination

5.15 Staff procedures

Prescreening

- Staff will be required to complete the prescreening survey that has been circulated before returning to campus.
- Should any person have one of the symptoms they must not return until they have medical clearance.

Traveling by School bus

- Staff who travel with school busses to work will be required to help supervise and control pupils on the bus.
- Should any person on the bus not comply with the rules this will be reported to the relevant Headmasters.
- The busses will pass directly through security at school as all temperature tests would have been completed prior to getting onto the bus.

Traveling to school in private transport

- All cars will be stopped at the main security gate.
- All occupants of the vehicle will be required to wear a mask.
- All pupils must complete the Screen App (Odin) PRIOR to coming to school.
- Pupils will be dropped off and collected at their designated parking area.
- Parents will not be allowed to get out of their cars. This is strictly a drop and go, collect and go policy.
- Pupils will be scanned at their respective schools on arrival.
- Parents who have appointments or are visiting the Clothing Shop will be scanned at Reception or at the shop.

Requirements on campus

- On the first day of return all staff will be required to attend an induction programme and sign the related attendance register.
- Strict adherence to all health and safety protocols relating to Covid-19.
- Avoid gathering in big groups and maintain 1.5m from your colleague.
- When addressing students ensure they are practicing social distancing at all times.
- Any waste material i.e. tissues, discarded face masks et al to be placed in demarcated bins for disposal.
- Groups of pupils are not to be left unsupervised. This includes movement between classrooms, to and from the dining hall, to and from the playground.

Classrooms

- All classrooms will be “fogged” daily. Please do not leave items on your desks as this will slow the cleaning process.
- Check that the pupils sanitize their hands on entering your class.
- Encourage pupils to wipe down their workstations.
- Ensure that students enter and leave your classroom in an orderly manner. They must maintain a 1.5m gap while walking between classes. At all times try and help us avoid congestion.
- Set an example and follow the one-way paths that have been laid out on campus. Noncompliance for not using the one-way system will be viewed as a serious transgression. Please help ensure students comply with the rules.

5.16 MANAGEMENT OF CONFIRMED AND/OR SUSPECTED COVID-19 CASES

Action to be taken when a pupil or staff member appears to be sick or displays symptoms of COVID-19, such as a dry cough, high fever (in excess of 38 degrees Celsius), sore throat, nausea, respiratory distress or shortness of breath, the following procedure must be followed:

Boarders

- If **after hours** the Pupil will be taken to:
 - Boys to Kohler – Chalmers Dorm
 - Girls to Carter – Libertas Dorm
 - Prep Boarders to Oriole
- Duty staff member to report to the Head of Boarding House or House Parent if a Prep Boarder.
- Head of Boarding reports to the Headmaster.
- The Headmaster to notify the parents/guardians of the child immediately.
- San sister will be notified and will interview the pupil and make a decision regarding the isolation of the pupil and the relevant steps to be taken in terms of COVID-19 regulations until such time as the pupil can go home.
- Long distance boarders (those who cannot be collected within 2 hours) will be quarantined at Kohler – Chalmers Dorm or Carter – Libertas Dorm.
- Pupils may only return to school once they have been cleared by a Medical Practitioner. All cases are sent to the SAN who will collate the information and communicate with parents.

Boarders during school hours

- During school hours the pupil will be asked to meet the Sanatorium Sister outside the Sanatorium.
- The class/subject teacher to notify the Headmaster.
- San sister will be notified by the teacher and will interview the pupil and make a decision regarding the isolation of the pupil and the relevant steps to be taken in terms of Covid-19 regulations until such time as the pupil can go home.
- The San will give the pupils a medical face mask which they are required to wear.
- College boarders will be isolated in the designated rooms.
- Prep Boarders to be isolated in the designated room at Oriole House.
- Only long distance boarders (those who cannot be collected within 2 hours) will be quarantined at Woodridge and isolated at a B&B in Summerstrand if they test positive.
- Pupils may only return to school once they have been cleared by a Medical Practitioner and the SAN.
- ALL cases must work through the SAN.

Day scholars

- The pupil will be asked to meet the Sanatorium Sister outside the San.
- Sanatorium sister will be notified by the class/subject teacher.
- The San will give the pupils a medical face mask which they are required to wear.
- Any person deemed as close contact will go into quarantine. The San will make contact with the patient and confirm return dates.
- Sanatorium Sister to interview and assess the pupil / staff member and to make any recommendations.
- Should a pupil need to go home they will go to the Isolation Room (College – Pavilion, Prep P25).
- The San is to notify the headmaster who will then contact the parents
- Parent/guardian to collect the pupil.
- Pupils may only return to school once they have been cleared by a Medical Practitioner.

Action to be taken when a pupil/staff member is a confirmed COVID-19 case:

- If it is confirmed that a pupil /staff member is a confirmed COVID-19 case, the school will be contacted by the relevant health officials to discuss the case, to identify people who have been in contact with the infected person and advise on any further action or precautions to be taken.
- If the school has not been contacted, the San must contact the relevant provincial official (the school doctor can advise) or the NICD toll free emergency hotline for COVID19 0800 029 999 for referral to the relevant contact.
- Public Health Officials will be do a risk-assessment and give recommendations.
- San must complete and submit Rapid Incident Report Form to the Eastern Cape Education Department.
- Pupils may only return to school once they have been cleared by a Medical Practitioner.

Action to be taken when a pupil / staff member may have been exposed to an unconfirmed case of COVID-19:

- No restrictions or special control measures are required.

Action to be taken when a pupil / staff member has been exposed to a confirmed case of COVID-19

- All close contacts of a confirmed COVID-19 case must be quarantined in their homes for 10 days and be monitored for symptoms.
- All close contacts who become symptomatic must immediately be 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.

- Pupils / staff may only return to school once they have been cleared by a Medical Practitioner and the SAN.
- Pupils / staff who were not in contact with a confirmed case should attend school unless they develop symptoms.
- All pupils / staff who display symptoms must be tested.

Keeping pupils at home or closing schools is a serious decision. The decision to close 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.

5.17 Returning to work/back to school after testing positive for COVID-19

If a staff member or pupil has been diagnosed with COVID-19 and isolated in accordance with the Department of Health Guidelines, the staff member or pupil may only return to work if:

- The staff member or pupil has undergone a medical examination confirming that he/she has tested negative for COVID-19.
- The employer ensures that the staff member or pupil adheres to social distancing, hygiene, and cough etiquette; and
- The employer closely monitors the staff member or pupil for symptoms.

5.18 Medical Clearance

- All employees over 60 years of age have been identified and these persons will undergo medical examinations organised by the School.
- All employees with comorbidities will also be required to provide a medical clearance certificate.

5.20 Protocols specific to Woodridge Equestrian Centre

Please refer to Appendix 9

5.21 Reporting of COVID-19 cases

- Call the school nurse or the facility manager of the nearest health facility, the NICD toll- free emergency hotline for COVID-19 (0800 029 999) .**This toll free number will advise the person with symptoms what procedure they should follow.**
- All cases of those exposed must be reported to the DPSA, in the required format, via the dedicated email address: COVID-19@dpsa.gov.za.

Concluding Comments

Every effort has been made to cover all aspects relating to the return to school process. It should be noted that this document does not purport to be a fully comprehensive recording of all regulatory protocols. Its intended purpose is to give the Woodridge College and Preparatory community a comprehensive insight into the College and Preps state of readiness for a return to “new normal”. This document will be amended and added to when new information becomes available.

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