

What to do if there is a suspected/confirmed case of Covid-19 in your school



1. Isolate the employee/learner and then send them home, if present at school.



2. Contact the Circuit Manager/district office for assistance.



3. Find out who has been in close contact with the employee or learner.



4. Determine when the employee/learner was last at school and the areas that they have used.



5. Complete WCED Decontamination template



6. The WCED may need to close a school, or part of a school, for cleaning. Schools will be assessed on a case by case basis



7. The decision to close a school is only taken by the HOD.



8. Communicate to staff, SGB and parents about the case and the steps taken to ensure safety.

LET'S **STOP** THE SPREAD

Know what to do when sick.

Stop the spread of Covid-19.



Sick? Stay home and call the
Coronavirus Provincial Hotline:
021 928 4102, for advice.

Symptoms to look out for:



Fever



Cough



Sore throat



Body aches



Coronavirus Provincial Hotline 021 928 4102

OR MORE INFORMATION: www.westerncape.gov.za/coronavirus



Western Cape
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STAY SAFE. SAVE LIVES.