



C - WCED Guideline: Orientation of Staff and Learners

Branch: Institution Development and Coordination	C - WCED Guideline: WCED Guideline: Orientation of Staff and Learners	
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Approved by the Head of Department:



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C – WCED GUIDELINE: ORIENTATION OF STAFF (TEACHING AND NON-TEACHING STAFF) AND LEARNERS

1. Purpose:

- 1.1. The purpose of this document is to guide you on the orientation process and what should be covered when conducting the orientation programme at school.

2. Orientation Programme

- 2.1. All staff members and learners need to be orientated on Covid-19 hygiene and safety protocol at schools.
 - 2.1.1. Principals must orientate the SMT before teachers return to school.
 - 2.1.2. The principal must designate a member of the SMT to orientate teachers and non-teaching staff when they return.
 - 2.1.3. Learners must be orientated as the grades are phased in.

3. Topics to be covered in the orientation programme.

3.1. History of the Coronavirus (2019-NCOV) or COVID-19

- 3.1.1. On 31 December 2019, the World Health Organisation (WHO) China reported a cluster of pneumonia cases in Wuhan City, Hubei Province of China. A severe acute respiratory syndrome associated with a novel coronavirus was confirmed. The virus has been named "SARS-CoV-2" and the disease caused "coronavirus disease 2019" or COVID-19.
- 3.1.2. COVID-19 is spread by fluid droplets when coughing, sneezing or shouting and can be spread by a person who has been infected before symptoms occur, during illness and for a short period of time after they feel better. Researchers estimate that around 44% of infections are passed on by people who are not showing any symptoms.
- 3.1.3. Because the Coronavirus is a new virus, there is currently no vaccine available. However, many of the symptoms can be treated.

3.2. How the coronavirus spreads

- 3.2.1. The coronavirus can be passed on from fluid droplets when coughing, sneezing, shouting and talking. When people cough and sneeze then fluid droplets get onto their hands and the objects or surfaces around them. The coronavirus is then spread by their hands touching the hands of others and touching objects such as equipment, money, door handles and counters. When someone touches their eyes, nose and/or mouth after they have

touched other people's hands and objects with the coronavirus on it, then they can get infected.

3.3. Five “golden”rules to prevent the spread of the coronavirus

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

3.3.1.1. Separate yourself physically from other people:

- By staying away from people as much as possible
- By staying home if unwell.

3.3.1.2. Physical distancing when around other people:

- Keep a distance of at least 1.5 metres (2 arm lengths) from others.
- Do NOT shake hands, or hug, or fist bump, or elbow bump. Keep your distance.

3.3.1.3. Hand washing/sanitising:

- Regular hand-washing with soap and water for 20 seconds.
- Or rub hands with alcohol-based hand sanitiser
- Wash hands after touching people, surfaces and objects.

3.3.1.4. Practising good hygiene measures:

- Cough or sneeze into your elbow or a tissue and then put the tissue in a bin and wash your hands immediately.
- Do not touch your face with unwashed hands.

3.3.1.5. Using cloth face masks:

- Use a cloth face mask to cover your nose and mouth.
- Don't touch the mask after you put it on.
- 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.
- 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.

Posters will be sent to schools via email and will be available on the WCED branding page: <https://wcedonline.westerncape.gov.za/wced-branding>

3.4. What staff and learners should do before leaving home

3.4.1. 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.

3.4.2. Avoid touching your eyes, nose, and mouth with unwashed hands.

3.4.3. Avoid close contact with people who are sick.

3.4.4. Stay at home when you are sick and try and keep a distance from others at home. Inform the school of your absence.

3.4.5. Cover your cough or sneeze with a flexed elbow or a tissue, then throw the tissue into the bin.

3.4.6. Clean and disinfect frequently-touched objects and surfaces.

3.4.7. Wear your mask.

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

3.5.1. Wear your mask.

3.5.2. 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.

3.5.3. 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.

3.5.4. 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).

3.5.5. Sanitise your hands before entering and after disembarking from the public transport.

3.6. What to do when staff or learners arrive at school

3.6.1. All staff and learners must go directly to the designated screening area to be screened.

3.6.2. SMT could screen one another on arrival at school if the screening team is not yet in place.

3.6.3. Social distancing must be maintained while waiting to be screened.

3.6.4. The SMT or designated screeners can screen the non-teaching staff. Read with Annexure D regarding screening.

3.6.5. Designated screeners must screen learners on arrival.

3.6.6. Everybody must be screened every morning as they arrive at school.

3.6.7. Wash your hands with soap and water OR hand sanitiser.

3.6.8. Make sure that you wear a mask when entering the school premises.

3.6.9. It is recommended that you keep at least a 1.5 metre distance between yourself and another person.

3.7. The following must be available at schools

3.7.1. Sufficient supply of hand sanitiser, soap, paper towels, waste paper bins and other cleaning materials.

3.7.2. Alcohol based hand sanitiser at designated points.

3.7.3. Consider providing alcohol-based hand sanitiser for each employee if they have to move around within the workplace.

3.7.4. At least 2 cloth face masks per staff member or learner.

3.8. Process to be followed when learners return

- 3.8.1. Upon the return to school of a particular grade the principal and teachers conduct the orientation of learners on the management of the Coronavirus (2019-NCOV) at school.
- 3.8.2. Distribute two cloth masks per learner on arrival.
- 3.8.3. Explain the screening process
- 3.8.4. Conduct an orientation for learners which should include the "Golden Rules".
- 3.8.5. Orientate learners on the changed curriculum plan
- 3.8.6. Introduce the reviewed school time table, new class lists and the subdivision of classes, if needed.
- 3.8.7. Brief learners on social distancing at school, travelling to and from school.
- 3.8.8. Explain that learners must wash hands before school-meals which should be served in classrooms or in a controlled environment outside - observing social distancing at all times.
- 3.8.9. Motivate learners on their return to school.

3.9. Engaging with learners in the classroom

- 3.9.1. Learners must wear a mask before allowed into the class.
- 3.9.2. Check the desk arrangement in the class. Desks should be at least 1 metre apart.
- 3.9.3. Spend the first 5 minutes of each day to remind learners of the importance to exercise the "golden rules" of preventing the spread of the virus, and respond to questions that learners might have.
- 3.9.4. Learner discipline in the class is of utmost importance, so identify what is required of them to ensure their safety.
- 3.9.5. Teachers to observe the 1.5 metre distance between themselves and learners and other teachers.
- 3.9.6. Request learners to prevent crowding in toilets or when outside during intervals.

3.10. Use of cloth face masks

- 3.10.1. Cloth face masks are now required to be used by anyone going out in public (including workplaces). Cloth masks must be used properly to be effective. See below.
- 3.10.2. Each staff member and learner must be provided with 2 cloth face masks. This allows one to be available for use while the other is being washed and ironed.
- 3.10.3. Despite wearing a mask, you must still make sure to follow the other measures to prevent spread – keep a 1.5 metre distance from other people and wash your hands regularly.
- 3.10.4. You must also make sure that you know the proper way to put on, wear and take off your mask.
- 3.10.5. Take note of the following advice for wearing cloth face masks:

- 3.10.6. Wash your hands before putting on the mask;
- 3.10.7. Place the mask with the correct side facing your nose and mouth. Make sure both are covered well. Tie the strings behind your head or if the mask has elastic bands, make sure they are tight;
- 3.10.8. Once you have put on the cloth face mask and you are comfortable with the fit of the mask, DO NOT TOUCH YOUR FACE OR THE MASK until you take off the mask. Leave the mask on all the time except when you need to eat/drink;
- 3.10.9. Take off the mask by untying the strings or elastic bands and holding it by the strings only, place it into a container ready to be washed;
- 3.10.10. Do not touch the actual mask itself when you are taking it off;
- 3.10.11. Do not store the mask around your neck when not in use;
- 3.10.12. Wash your hands thoroughly after taking off the mask;
- 3.10.13. Wash it in warm water and iron your cloth mask everyday;
- 3.10.14. If anyone needs to take off their mask during the work day (e.g. during tea/lunch break) and is then required to put it on again, care must be taken to only handle the masks by the strings of the mask. The mask must be stored in a clean paper or plastic bag (clearly labelled with the person's name) when not in use.

4. Ventilation

- 4.1. Maximise natural ventilation at the school. This can be done, for example, by leaving doors open or by opening windows.

5. Daily cleaning routines and waste management

- 5.1. Frequently interacted-with and touched surfaces and objects should be cleaned and disinfected daily.
- 5.2. Use soap and water to clean areas where possible. Then, disinfect with a diluted bleach solution. Dilute 30ml of bleach per litre of water.
- 5.3. If the area cannot be cleaned with soap and water, then wipe down the area carefully with a 70% alcohol solution.
- 5.4. Common disinfectants that could be used include:
 - Bleach i.e. Sodium hypochlorite (0.1%)
 - Alcohols i.e. Ethanol (70%)
 - Quaternary ammonium compounds
 - Hydrogen peroxide (3%)
 - Peroxyacetic acid (0.5%)
 - Phenolic i.e. carbolic soap - Iodophors i.e. iodines (1%).
- 5.5. Any equipment which is shared by employees should be cleaned before each use.
- 5.6. Waste from waste containers should be disposed of into plastic bags and sealed before discarding into the general waste for refuse collection.
- 5.7. Employees handling waste must wear utility gloves when emptying the waste containers.

- 5.8. Waste handlers and cleaners should wear closed shoes.
- 5.9. Clean the waste storage area daily.

6. Receiving goods from suppliers

- 6.1. Drivers should remain in their vehicle as far as possible.
- 6.2. Drivers and assistants must wear a cloth mask.
- 6.3. Physical distance should be maintained when receiving goods.
- 6.4. Drivers and assistants must use hand sanitiser before handing any delivery documents or packages to employees.
- 6.5. Ensure regular hand washing/use of sanitiser.

7. Infrastructure maintenance

- 7.1. Schools have registered emergency maintenance cases.
- 7.2. These cases will be followed up by the department and the Department of Transport and Public Works (DTPW).
- 7.3. When contractors arrive at the school for repairs, please note the following:
 - All workers must be screened before being allowed onto the premises;
 - Social distancing to be observed;
 - If possible, request contractor to work after school on condition that someone at the school will observe and monitor the work;
 - Ask learners to stay clear from any area where maintenance work is executed.

8. Contact information in the Western Cape

- 8.1. WCG Covid-19 Hotline number 021 928 4102