



Reference: COVID-19/20200517  
Enquiries: BK Schreuder

Dear Principals and School Management Teams of all Public Schools

(For information: School Governing Bodies)  
(For information: Independent Schools)

### **Guidelines for the management of Covid-19 in public schools**

On the 30<sup>th</sup> of April 2020, the Minister of Basic Education announced the details regarding the reopening of the education sector using a phased-in approach.

Since then, I have engaged in a number of discussions with the National Department of Basic Education (DBE), top management of the WCED, teacher unions, school governing body associations and principal organisations.

This coming week all SMTs and non-teaching staff will be at school to perform very essential functions in preparing for the return of teachers (25<sup>th</sup>) and learners. Last week, until 15 May, more than 80% of principals were at schools in the Western Cape and in just under 75% of schools cleaners were present and had started to thoroughly clean the schools. This has been possible as schools still have cleaning material to clean schools (as at the start of any new term) and the small group of staff that return first all must have masks to leave home.

The delivery of procured material is a mammoth task, as I am sure you can all understand. The delivery commenced last week and will continue this week when only SMTs and non-teaching staff are at school (and before the full staff returns). The delivery of the various items will be delivered in various tranches due to the quantity, with the first delivery sufficient to receive the first groups of learners. We have arranged that the first batch of masks will be delivered to schools this week via CMs and District offices. The temperature scanners are also all scheduled to be delivered this coming week.

The WCED has drafted Guidelines for the management of Covid-19 in public schools which aim to support your planning and preparation for the return of teachers and learners, as well as to assist you in maintaining safe hygiene practices.

The guidelines include various steps, actions and information on how to manage Covid-19 in your school. Please study these documents carefully and use them so as to ensure that your school complies with the new procedures.

The attached documents include the following:

- **A – WCED Guideline: Important information from the Provincial Department of Health**
- **B – WCED Guideline: Roles and Responsibilities**
- **C – WCED Guideline: Orientation of Staff and Learners**
- **D – WCED Guideline: Screening of Staff and Learners**
- **E – WCED Guideline: Cleaning of schools and maintaining hygiene**

We have yet to receive finalized documentation from the National Department of Basic Education on the above, as well as other areas in which we all need greater clarity.

The WCED is meanwhile finalizing the following Guidelines in order to further support you. These will be sent to you over the next few days in preparation for the return of learners.

- **F – WCED Guideline: School feeding**
- **G – WCED Guideline: Psycho-social support**
- **H – WCED Guideline: Managing safety of staff with underlying comorbidities**
- **I – WCED Guideline: Managing learners with underlying comorbidities**
- **J – WCED Guideline: Safety of Learners on the Learner Transport Scheme**
- **K – WCED Guideline: Managing hostel safety during Covid-19**

I trust that all SMT will familiarise themselves with the guidelines and communicate its content. Independent schools are welcome to use these guidelines to prepare for their own phased return.

It is also important for all schools to submit the preliminary lists of various staff with **comorbidities** to your district office. Please indicate a preliminary list of SMT members, non-cleaning staff and rest of staff.

I have received a number of queries regarding the screening process particularly and who screens who on arrival at school. **Please look carefully at D – WCED Guideline: Screening of Staff and Learners.**

Every day, every employee must be screened. The principal is to be screened by a designated SMT member, or deputy principal. The principal can then screen the official.

It is important that the temperature of every learner, teacher and non-teaching staff member has their temperature taken and recorded. Thermometers are scheduled to be delivered during this next week.

The following five questions also need to be answered by each individual on arrival at school.

No	Question
1	Do you have a cough?
2	Do you have a fever?
3	Do you have a shortness of breath?
4	Do you have a sore throat?
5	Within the last 14 days, did you have direct contact with someone known to have contracted Coronavirus (COVID-19)?

Should any staff member answer yes to any of the questions above, it is advised that the staff member be sent home as a precaution. If these flu-like symptoms persist, or if someone has come into direct contact with someone who has the coronavirus, they must please contact the national hotline on 0800 029 999 or the provincial hotline on 021 928 4102 for advice on what to do next. The screening of staff and learners is a safe process if the relevant social distancing and other protocols are observed at all times.

The WCED is currently finalising specific guidelines on what action a school must take should a teacher or learner appear ill or display symptoms associated with Covid-19, and the process involved if there is a confirmed case of Covid-19.

I want to sincerely thank all our principals, SMT members, cleaners and non-teaching staff who have already commenced cleaning and planning for this very different situation. I trust that the attached information will go some way in helping you prepare for the resumption of schooling under very difficult conditions. I have no doubt that it will test your leadership, vision and perseverance going forward, especially in this coming week.

Yours sincerely



**BK SCHREUDER**  
**HEAD: EDUCATION**  
**DATE: 2020-05-15**



## A - Important information from the Provincial Department of Health

Branch: Institution Development and Coordination	A – WCED Guideline: Important information from the Provincial Department of Health	
A – WCED Guideline	Issued: 15 May 2020	To be reviewed as and when necessary

Approved by the Head of Department:



BK Schreuder  
Date: 2020-05-15

## **A – WCED GUIDELINE: IMPORTANT INFORMATION FROM THE PROVINCIAL DEPARTMENT OF HEALTH**

**This is an extract from the Provincial Department of Health Document titled: “Preventing and managing coronavirus infection in the workplace.”**

(<https://coronavirus.westerncape.gov.za/frequently-asked-questions/frequently-asked-questions-how-prevent-and-manage-covid-19-infections>)

### **SCHOOLS**

#### **1. Practical steps for preparation of the school, teachers and learners**

##### **1.1 Risk assessment of learners and school staff**

1.1.1 Enlist the support of parents and caregivers to identify learners and school staff who are at increased risk of severe disease (e.g. immunocompromised, chronic illness) and work with them to make arrangements for remote learning where possible.

##### **1.2 Orientate teachers and support staff on the following (at a minimum)**

1.2.1 How COVID-19 is spread or what the symptoms of COVID-19 are.

1.2.2 What measures they must put in place to prevent the spread of COVID-19.

1.2.3 How to put on, take off, store and clean a cloth face mask.

1.2.4 What to do if they have any symptoms consistent with COVID-19.

1.2.5 What to do if they have been diagnosed with COVID-19.

1.2.6 What to do if they have come into close contact with someone who has been diagnosed with COVID-19.

1.2.7 How to wash and sanitise their hands correctly.

1.2.8 How to communicate with learners about COVID-19 in an age-appropriate and sensitive manner.

##### **1.3 Educating learners**

1.3.1 Educate learners on the items listed above.

1.3.2 Try to incorporate Coronavirus/infection prevention/healthy habits into the learning material to reiterate the messaging.

1.3.3 Use videos, games and songs to best communicate the message to learners.

## **1.4 Communication with parents/caregivers**

- 1.4.1 Strengthen communication channels with parents/caregivers.
- 1.4.2 Ensure that the school has updated contact information (contact numbers and home addresses) for every parent/caregiver. This will be very important if cases are identified at the school and the quarantining of learners is necessary.
- 1.4.3 Ensure that the school has updated information on who is authorised to collect learners from school.
- 1.4.4 Ensure that parents/caregivers are aware of the school's policies and protocols relating to COVID-19.
- 1.4.5 Engage with parents/caregivers who have concerns about the safety of their child.

## **2. Practical measures to prevent Coronavirus infection at schools**

### **2.1 Staying home when unwell.**

- 2.1.1 Anyone (teachers, support staff, learners) must stay at home if unwell and contact the provincial COVID-19 hotline on 021 928 4102 for guidance on testing if their symptoms are consistent with COVID-19.
- 2.1.2 The school should strictly enforce rules about learners staying home when they are unwell and communicate this to parents/caregivers.

### **2.2 Screening teachers and support staff**

- 2.2.1 All teachers and support staff must be screened for symptoms of Coronavirus infection daily upon arrival at the school. Where available, a non-contact thermometer (thermal scanner) can be used for temperature checks. A temperature above 38°C could indicate possible Coronavirus infection.
- 2.2.2 Any employee with any of the symptoms consistent with COVID-19 should not be allowed to commence work. They should be provided with a surgical or cloth mask, should wash their hands and should be transported to a Coronavirus testing centre.

### **2.3 Screening learners**

- 2.3.1 Learners should be screened for symptoms of Coronavirus infection daily upon arrival at the school.
- 2.3.2 Each school must decide how best to screen learners within the resources available to them. Schools may make use of an electronic screening tool or a paper-based tool. Screening should be done at the entrance to the school and can be done by a designated teacher/staff member.
- 2.3.3 For crèches/younger learners who cannot communicate their symptoms or lack thereof, consider placing a symptom screening sheet in a communication book that is used between the school and parents/caregivers. Ask parents to sign the

sheet daily to record whether their child has any of the listed symptoms or not. If a thermometer is available in the home, parents can also check and record their child's temperature daily. As with all objects, handling the book must be

2.3.4 Teachers, parents/caregivers and learners must be aware of the procedures that will follow in the event of a learner screening positive i.e. having one of the symptoms suggestive of Coronavirus infection.

2.3.5 If a learner has any of the symptoms suggestive of Coronavirus infection:

- The learner will not be allowed to enter the school. The learner must be isolated in a designated section of the school/area within a classroom (e.g. sick bay) and provided with a face mask if they do not already have one. The parent/caregiver must be contacted and asked to collect the learner immediately. Only allow a single teacher/staff member to have contact with the learner while waiting for the parent/caregiver.
- The learner may return to school once they have been assessed by a healthcare professional either in the private sector or at public sector Coronavirus testing centres, if it is determined that they are unlikely to be infected with Coronavirus (proof of assessment may be required).
- If they are likely to be infected with the Coronavirus and have been tested, then they will need to be isolated at home or at an isolation facility. Should this occur then a mechanism for ongoing learning for the learner should be implemented by the school.

2.3.6 If a learner becomes unwell during the course of the school day:

- Immediately isolate the learner from others in a designated area (e.g. sick bay) and follow the advice provided above in the case of a learner with a positive symptom screen.

2.3.7 In the case of a learner that has a positive symptom screen or becomes ill during the course of the day, there is no requirement for people who came in close contact with the learner to quarantine whilst the learner is awaiting their test results.

2.3.8 Quarantine will only become necessary for close contacts if COVID-19 is confirmed by a positive test.

## **2.4 Pick-up and drop-off**

- 2.4.1 Consider staggering pick-up and drop-off times to limit the number of people (parents and learners) at the school during these times.
- 2.4.2 Instead of allowing parents/caregivers to come into the school building, have each class teacher meet learners at the school entrance at the start of the day and escort them to the exit at pick-up times. Position a staff member at the entrance to coordinate this process and ensure that teachers are fully aware of who is authorised to collect learners.
- 2.4.3 Where possible, grandparents and elderly caregivers should not pick-up or drop-off learners at school because they would be at increased risk for contracting severe disease.

## **2.5 School transport services**

- 2.5.1 School transport vehicles must follow the guidance for public transport services i.e. the number of passengers should not exceed 70% of the vehicle occupancy, passengers must sit as far from each other as possible, all windows must be opened and the vehicle must be cleaned regularly. All passengers must wear cloth face masks for the duration of the trip.
- 2.5.2 As far as possible, the driver should remain in the vehicle during drop-off and pick-up.

## **2.6 School schedule**

- 2.6.1 Teachers should move from class to class for lessons rather than requiring learners to move around the school to different classrooms.

## **2.7 In the classroom**

- 2.7.1 Place a hand sanitiser station at the door of every classroom and ensure that any person entering or leaving the classroom sanitises their hands.
- 2.7.2 Desks should be arranged in rows with the desks facing forwards to minimise learners being in face-to-face contact with each other.
- 2.7.3 There should only be one learner at each desk as far as possible.
- 2.7.4 Learners should sit at the same desk every day.
- 2.7.5 Space desks as far as possible from each other as the room will allow.
- 2.7.6 Open all windows and keep the doors open as far as possible to allow for maximum ventilation.
- 2.7.7 Rearrange lesson plans and activities to minimise the sharing of books/materials and passing items back and forth.
- 2.7.8 Learners should not share items such as pens, rulers, calculators etc.

## **2.8 School bathroom facilities**

- 2.8.1 Place a hand wash/sanitiser station at the entrance to the bathrooms.
- 2.8.2 Limit the number of people in the bathroom at any time and monitor that the number allowed is not being exceeded.
- 2.8.3 Ensure that all bathroom facilities are in working order and expedite repairs.
- 2.8.4 Ensure that bathrooms have water and soap available at all times
- 2.8.5 Hands must be washed with soap and water after using the bathroom.
- 2.8.6 Do not use shared towels in the bathroom, use paper towels that can be disposed of in a sealed bin after use.

## **2.9 Break time**

- 2.9.1 Stagger break times so that fewer learners are on break at a time and to limit the mixing of learners from different classes.
- 2.9.2 Learners should sanitise their hands before leaving the classroom and again upon returning to the classroom.
- 2.9.3 Learners should not sit close to each other in groups. If there are tables at which learners sit during the break times, these tables must be cleaned regularly and between uses.
- 2.9.4 Do not allow learners to play games that require physical contact during the break times.

## **2.10 School feeding schemes**

- 2.10.1 Food preparation must adhere to strict hygiene standards.
- 2.10.2 Staff involved in food preparation must also be screened daily.
- 2.10.3 These staff members must make use of the appropriate safety wear (i.e. gloves, hairnet, apron) when preparing food and adhere to strict handwashing practices.
- 2.10.4 Consider preparing meals that can be eaten from disposable containers.
- 2.10.5 All eating utensils and food containers must be washed thoroughly before and after every use. Consider storing each learner's food container and utensil in a separate labelled bag if possible, so that each learner uses the same items daily.
- 2.10.6 Learners must wash their hands with soap and water at the entrance to the dining area.
- 2.10.7 Rather than handing the food to the learner, consider minimising the touching of hands by placing the food on a table from which the learner can collect it.
- 2.10.8 The dining area must be cleaned before and after every use. This includes all tables, chairs and other surfaces.
- 2.10.9 As far as possible, learners must be seated away from each other (e.g. only occupy alternate seats).
- 2.10.10 Learners must wash their hands again with soap and water when exiting the dining area.

## **2.11 School tuck shops and vendors outside school property**

- 2.11.1 School tuck shops and vendors outside the school property should not be opened.
- 2.11.2 Learners should not be allowed to congregate in groups while awaiting collection by parents or transport services.

## **2.12 Extra-curricular activities including sports**

- 2.12.1 Extra-curricular activities and sports as well as any group gathering should be cancelled.

## **2.13 Cleaning routines**

- 2.13.1 Follow the guidance related to cleaning routines, materials and the use of personal protective equipment for cleaning presented above.
- 2.13.2 Ensure that you store cleaning materials e.g. bleach solution out of reach of children. Store in clearly labelled bottles and do not re-use beverage bottles/containers for storage.

## **2.14 Staff rooms**

- 2.14.1 Teachers' break times should be staggered (as with those of the learners) and the number of people in the staff room at any time should be limited.
- 2.14.2 Anyone entering the room should first sanitise their hands.
- 2.14.3 Arrange seating in the staff room to allow for physical distancing as far as possible.
- 2.14.4 Staff should, as far as possible, carry a packed lunch in labelled bags/containers and take these containers home daily to be cleaned.
- 2.14.5 Kitchen appliances which are handled by multiple people e.g. microwaves and kettles should be avoided as far as possible. Where they are used, these appliances must be sanitised after every use.
- 2.14.6 All tables, chairs, counters and other surfaces that come into contact with people should be cleaned regularly.
- 2.14.7 Staff meetings should be kept to a minimum and only key staff members should be present at the meetings.
- 2.14.8 Staff should explore other ways of communicating with each other e.g. mobile chats, emails and tele- or video conferencing.

## **2.15 Face masks**

- 2.15.1 Teachers, support staff and learners must wear cloth face masks.
- 2.15.2 Teachers who have difficulty projecting their voice through the mask may remove the mask when speaking but should wear a face shield/visor and must keep a physical distance from the students.

## **2.16 Schools with hostels**

- 2.16.1 Ensure that learners and staff practice physical distancing at all times.
- 2.16.2 Limit the use of communal areas as far as possible and restrict the number of people allowed in these areas. Place a hand sanitiser station at the entrance of each of these areas.
- 2.16.3 For meal times and dining areas, follow the advice provided above under "School feeding schemes".
- 2.16.4 Limit the number of people using the bath/shower facilities at any time by using bathroom rosters and cleaning the bathrooms frequently between uses.
- 2.16.5 Do not allow learners to visit each other's rooms.
- 2.16.6 Designate an isolation room in the case of an ill learner that cannot be immediately collected by parents/caregivers.

Contact information





## B – WCED Guideline: Roles and Responsibilities

Branch: Institution Development and Coordination	B - WCED Guideline: Roles and Responsibilities	
B – WCED Guideline	Issued: 15 May 2020	To be reviewed as and when necessary

Approved by the Head of Department:



BK Schreuder

Date: 2020-05-15

## **B – WCED GUIDELINE: ROLES AND RESPONSIBILITIES**

### **1. RESPONSIBILITIES OF THE PRINCIPAL AND SMT**

#### **1.1 Principals and SMT has the overall responsibility to:**

The following are responsibilities to be taken up by the principal and SMT. This is a period that demands leadership, courage and creativity to assist the department to navigate a very difficult period in education and in the country.

- 1.1.1 Maintain a positive demeanor on government's efforts to prevent the spread of the Coronavirus (2019-nCoV).
- 1.1.2 Safeguard the health, safety and wellbeing of learners, teachers and support staff team.
- 1.1.3 Maintain a complete database of learner, teacher and non-teaching staff information (WCED and a COVID-19 requirement).
- 1.1.4 Depending on learner numbers, it may be necessary to review the time table in line with COVID-19 requirements. Take the following into consideration:
  - Class sizes;
  - Staggered intervals;
  - Learners to remain in classrooms and teachers to rotate between lessons (periods);
  - More than one assembly (depending on space);
  - Provision for screening of teachers and learners each morning;
  - Appropriate meeting spaces for staff (staffroom might be too small);
  - No extra-curricular/after school activities; and
  - Might be necessary to review some of the governing body policies.
- 1.1.5 Ensure orientation of all staff and learners in line with the guidance given in document C.
  - Make logistical arrangements for the orientation sessions.
  - Ensure that all teachers attend the orientation sessions.
- 1.1.6 Explain to staff the leave dispensation that will be applicable for teachers with comorbidities. The principal must submit a complete list of such teachers who could qualify to work from home. The identified teachers must submit a leave application form with the required medical report to the principal.
- 1.1.7 Develop a plan for and oversee the thorough cleaning of school before the arrival of teachers and learners and the ongoing cleaning and sanitizing of the school on a daily basis.
- 1.1.8 With the assistance of the SMT, put in place measures for hygiene control and social distancing prior to the return of teachers and learners.
- 1.1.9 Oversee the implementation of the orientation session and curriculum recovery plans at school level and to provide the necessary support to the teachers and learners.
- 1.1.10 Keep parents informed of the plans and the changes to be implemented.

- 1.1.11 Monitor social distancing prescripts.
- 1.1.12 Ensure that the provision of water and sanitation, safe, healthy teaching and learning environments and personal protective equipment such as face masks are in place.
- 1.1.13 Keep parents and learners informed of virtual/online learning, TV, radio and other similar initiatives that are available to learners, especially those that have not returned to school.
- 1.1.14 Find ways to ensure that teaching and learning continues with learners who are still at home awaiting the phased return to the classroom.
- 1.1.15 While there may be an increase in the use of ICTs and digital technologies as a temporary solution to the Coronavirus (2019-nCoV) crisis, measures must be proactive to protect learners from the risks associated with social media platforms (e.g. cyberbullying, etc.).
- 1.1.16 Ensure that the most vulnerable learners are protected, motivated and provided with all the necessary support.
- 1.1.17 Provide the district office with the names of vulnerable learners (comorbidities). Circuit Managers will provide guidance on how these learners must be dealt with.
- 1.1.18 Collaborate with the district office for the provision of psycho-social support, where necessary, including counselling services to learners, teachers and support personnel to ensure their wellbeing.
- 1.1.19 Investigate all cases of absenteeism to minimise the risk of dropouts.
- 1.1.20 Proper arrangements (process, place and staff) to do screening of teachers and learners in the morning.
- 1.1.21 Observe all COVID-19 protocols.
- 1.1.22 Monitor the receipt of hygiene and safety equipment to schools

## **2. THE ROLE OF THE CIRCUIT MANAGER**

### **2.1 The Circuit Manager has the overall responsibility to:**

- 2.1.1 Monitor the receipt of hygiene and safety equipment to schools.
- 2.1.2 Monitor that schools have been cleaned in preparation of return of teachers and learners.
- 2.1.3 Monitor the readiness of schools to receive teachers and learners.
- 2.1.4 Monitor the identification of teachers and learners with comorbidities.
- 2.1.5 Monitor the resumption of teaching and learning under the requisite guidelines.
- 2.1.6 Monitor that orientation happens at schools.
- 2.1.7 Oversee and monitor the implementation of the process of phasing in schooling.
- 2.1.8 Provide the necessary support to principals and schools, as requested.
- 2.1.9 Keep all principals up to date of any developments and ensure that principals are briefed.
- 2.1.10 Monitor school attendance records and ascertain information regarding any Covid-19 related absence.

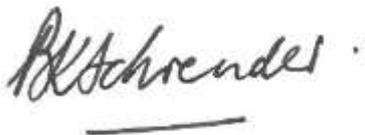
- 2.1.11 Ensure that schools maintain up to date information on learners and teachers.
- 2.1.12 Monitor that schools record the daily screening of staff and learners.
- 2.1.13 Monitor all reported cases of illness.
- 2.1.14 Monitor the observance of the WCED SOP on Feeding prescripts.
- 2.1.15 Ensure that the amended curriculum framework is implemented.
- 2.1.16 Intervene in any unsafe actions or deviations by schools in accordance with proper remedial procedures for the safety of learners, educators and parents.
- 2.1.17 Report to district director on progress made by his/her schools as well as any issues of safety that might compromise the recovery plan.



## C - WCED Guideline: Orientation of Staff and Learners

Branch: Institution Development and Coordination	C - WCED Guideline: WCED Guideline: Orientation of Staff and Learners	
C - WCED Guideline	Issued: 15 May 2020	To be reviewed as and when necessary

Approved by the Head of Department:



BK Schreuder  
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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



## D - WCED Guideline: Screening of Staff and Learners

Branch: Institution Development and Coordination	D – WCED Guideline: Screening of Staff and Learners	
D – WCED Guideline	Issued: 15 May 2020	To be reviewed as and when necessary

Approved by the Head of Department:

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BK Schreuder

Date:

## **D – WCED GUIDELINE: SCREENING OF STAFF (TEACHING AND NON-TEACHING) AND LEARNERS**

### **1. Objective**

- 1.1. To provide guidelines to principals and SMTs on how to manage the screening process when staff, learners and/or any other people enter the school premises. The screening measures are necessary to protect teachers and learners and to avoid the spreading of or infection with the COVID-19 virus.
- 1.2. The Provincial Department of Health has indicated that screening is a simple procedure that does not require health officials or specialist training. It encompasses the asking of a number of questions and temperature screening (if thermometers are available). The Department of Health have further indicated that they do not have capacity to do screening at schools. Hence, schools must plan for or determine a roster of staff to do the screening.

### **2. Control of entrances**

- 2.1. The number of entrances used must be limited depending on the availability of screeners.
- 2.2. Designate areas where screening can take place. Teachers must assist so that there is proper control.
- 2.3. Principals must ensure that screeners receive the necessary orientation.
- 2.4. Screeners must wear a mask and sanitise their hands frequently.
- 2.5. No person should be allowed onto the school premises without a mask. Masks will be provided by the WCED – two for every teacher and learner.
- 2.6. Schools can consider staggering the starting time in order to minimise congestion in the morning.
- 2.7. If learners queue to be screened for admission to the school – social distancing must apply.
- 2.8. The WCED will provide schools with digital thermometer scanners, which must be used to measure the body temperature of entrants.
- 2.9. An application has been developed which could assist with this process.
- 2.10. Any person who refuses to be screened, cannot be allowed onto the school premises.

### 3. Procedural aspects

- 3.1. The following should occur at the identified entrance points to the school:
- 3.2. Screening staff must report on time for the screening process.
- 3.3. Ensure that all the screening materials are ready and in working condition.
- 3.4. Learners/teachers must be asked to queue for screening, observing the 1,5 m social distancing requirement.
- 3.5. Markers on the ground/floor can be used to assist with social distancing.
- 3.6. Ensure that individuals wear masks. No one must be allowed onto the premises without a mask.
- 3.7. The temperature of every learner must be taken and recorded.
- 3.8. The person must then answer five questions (the template with the questions will be provided to schools for duplication). The template will contain the following questions:

No	Question	Yes	No
1	Do you have a cough?		
2	Do you have a fever?		
3	Do you have a shortness of breath?		
4	Do you have a sore throat?		
5	Within the last 14 days, did you have direct contact with someone known to have contracted Coronavirus (COVID-19)?		

- 3.9. If these questions indicate that an individual is a risk or the scanner reading is above 38°C, then that person must be requested to consult the COVID-19 hotline number (Western Cape Government 021 928 4102 or National Institute for Communicable Diseases 0800 029 999).
- 3.10. After this process, the individual must proceed to the next point where he/she must wash hands or use hand sanitiser before proceeding to the administrative building or classrooms.
- 3.11. The information of all teachers and learners screened must be recorded. The daily recording of screening is a requirement and must be complied with.
- 3.12. The school must prepare the sick bay or any other room to temporarily keep teachers/learners who did not pass screening. Teachers must be requested to isolate for 14 days and take the necessary precautionary measures to prevent the further spread of the virus. A learner's parents must be contacted so that they can collect and take care of the learner. Such learners must isolate for 14 days and if necessary, consult a medical practitioner or call the hotline numbers.
- 3.13. If the WCED app is available to your school, the data will be captured directly to the app.
- 3.14. If the app is not available, a WCED template is provided below with the screening questions to be completed by the screener during screening. This can be adapted to class lists using the same questions.



## D1: Screening Template

Name of learner/Teacher/Other	Grade/Class	Date

Temperature Reading: .....

No	Question	Yes	No
1	Do you have a cough?		
2	Do you have a fever?		
3	Do you have shortness of breath?		
4	Do you have a sore throat?		
5	Within the last 14 days, did you have direct contact with someone known to have contracted the Coronavirus disease (Covid-19)?		

Signature of Screener: .....



## E - WCED Guideline: Cleaning of schools and maintaining hygiene

Branch: Institution Development and Coordination	E - WCED Guideline: Cleaning of schools and maintaining hygiene	
E- WCED Guideline	Issued: 15 May 2020	To be reviewed as and when necessary

Approved by the Head of Department:

BK Schreuder  
Date: 2020-05-15

## **E - WCED GUIDELINE: CLEANING OF SCHOOLS AND MAINTAINING HYGIENE**

### **1. Purpose:**

- 1.1. School buildings have been standing vacant for almost six weeks. Because of the short life span of the coronavirus, school buildings are safe and hence, do not need to be deep cleaned. Instead, schools need to be cleaned thoroughly with disinfectants. The following guidelines can be followed when cleaning school buildings and maintaining hygiene.

### **2. Principles of infection prevention and control:**

- 2.1. A safe environment can be achieved through elimination of infectious particles in the air and on surfaces by always adhering to the 5 Golden Rules.
- 2.2. The following are the 5 Golden Rules to prevent the spread of the coronavirus:
- 2.2.1. Separate yourself physically from other people:
- By staying away from people as much as possible
  - By staying home if unwell.
- 2.2.2. 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.
- 2.2.3. 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.
- 2.2.4. 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.
- 2.2.5. 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.

### **3. Daily duties of cleaners:**

3.1. Daily duties of cleaners include:

- 3.1.1. Clean all surfaces (e.g. floors, bathrooms, desks) thoroughly daily with disinfectant cleaner (recommend sodium hypochlorite 0.5% (biocide sachets) or bleach mixture of 250ml of bleach to 5 litres of water).
- 3.1.2. Surfaces that are frequently touched such as taps, doorknobs at classrooms and toilets, gate handles, locks and toilet handles. Other frequently touched areas are in staff rooms. Items such as microwaves, kettles, fridges and photocopy machines must be cleaned frequently with 20 ml bleach per litre of water.
- 3.1.3. Collect all the bags with possible contaminated waste in bins in classrooms and offices. Tie the bags and dispose of properly in big refuse bags. Tie the refuse bags again.
- 3.1.4. Wear protective gear at all times as discussed below.

### **4. Personal Protective Equipment (PPE) for cleaning:**

- 4.1. All cleaners must adhere to the 5 golden rules as discussed above. Cleaners must also ensure that:
  - Face masks must be worn all the time.
  - They must protect their hands by washing or disinfecting frequently, or by wearing gloves (which must also be thoroughly cleaned or disposed of.)
  - They must wear closed shoes
- 4.2. In addition, it is recommended that cleaners should have access to:
  - Heavy duty gloves
  - Face masks
  - Closed shoes
- 4.3. Correct use, necessary hygiene practices and proper disposal of PPE is important to avoid cross contamination from PPE to the user's hands or clothes. Cleaners should perform hand hygiene using the proper techniques before putting on protective gear for cleaning and after removing it, when changing gloves or after any contact with waste material.
- 4.4. The procedure to follow:
  - Wash the gloves with disinfectant and dry with a paper towel. Place the paper towel in a bin.
  - Remove the gloves and put it on a disinfected surface.
  - Wash your hands with soap and water.
  - Face masks should be washed and ironed every day.

## **5. Cleaning offices and classrooms:**

- 5.1. Surface tops (tables and cupboards) especially those areas frequently touched, must be cleaned with diluted bleach disinfectant (20 ml bleach per litre of water).
- 5.2. All learner desks must be cleaned with diluted bleach disinfectant (20 ml bleach per litre of water).
- 5.3. A cloth can be used to clean these surfaces with the disinfectant.
- 5.4. Cleaning staff must use protective gloves when doing so.
- 5.5. The classroom door handle(s) must be cleaned before the teacher or subject class learners or register class learners enter the room.
- 5.6. Floor surfaces can be mopped with diluted bleach disinfectant after it has been swept.

## **6. Maintain a clean and safe environment if the office/classroom:**

- 6.1. Surfaces that are frequently touched, e.g. the doorknobs, must be cleaned frequently with a 20 ml bleach per litre of water, or disinfectant wipes/liquid.
- 6.2. Utensils like pens, erasers, books, rulers, pencils, etc. must not be shared amongst learners and/ or teachers, or placed in mouth.
- 6.3. Classrooms must be well ventilated. Coughing (in the bent elbow) and sneezing etiquette (in a tissue) must be adhered to at all times.
- 6.4. Social distancing must be observed.
- 6.5. Classrooms must be cleaned at least twice a day with a disinfectant.
- 6.6. Desks/chairs must be cleaned by occupants/cleaners at the end of the day, after the classroom has been vacated or is occupied the next morning.

## **7. The items listed below should be made available in each classroom/office/hostel room/kitchen/school hall/forum, as far as possible:**

- 7.1. A hand sanitiser with at least a 60 % alcohol base.
- 7.2. A litter bin with lid, lined with a bin liner (or black refuse bag) in which all tissues, paper towels and possible contaminated waste must be discarded.
- 7.3. Paper towels, tissues or toilet paper to dry hands or wipe surfaces. Used paper towels must be discarded safely in the litter bin which must have a lid.

## **8. Cleaning of toilets:**

- 8.1. Toilet door handles, etc. should be cleaned with diluted bleach disinfectant (20 ml bleach per litre of water) hourly, or at least before and after intervals and after the learners have been dismissed for the day.
- 8.2. Access to toilets must be regularised by the school to ensure that not too many learners are simultaneously in the toilets. Think of staggered intervals.

## **9. Maintain clean and safe toilets/bathrooms:**

- 9.1. A portable handwashing station, handwashing soap (liquid) or hand sanitiser should be in all toilet facilities for handwashing after using the toilet facilities.
- 9.2. Disinfectant cleaner (Recommend sodium hypochlorite 0.5% (biocide sachets) or bleach mixture of 250ml of bleach to 5 litres of water) must be utilised for daily cleaning of all surfaces.
- 9.3. Surfaces that are regularly touched, e.g. taps, doorknobs and toilet handles must be wiped down hourly or when appropriate with 20 ml bleach per litre of water or disinfectant wipes/liquid.

## **10. Risk reduction methods for schools:**

- 10.1. After the school has been cleaned, it is important to endure that the safety of the environment is maintained. This is the responsibility of all users of the school (teachers, non-teaching staff and learners). Below follow some risk reduction methods to be observed by all:
  - 10.1.1. Each person (parent, teacher, learner or visitor) who enters or leaves a school, must wash their hands or sanitise their hands at the entrance/gate using hand hygiene stations which are equipped with liquid soap or soap and running water or water that can be sprayed onto the hands (or sanitise with a hand sanitiser with a 60/70% alcohol base).
  - 10.1.2. For now, parents and visitors ought not to be allowed into the school premises as far as possible.
  - 10.1.3. Take the temperature of each person (parent, teacher, learner or visitor) who enters a school with a digital thermometer scanner as follows:
  - 10.1.4. A reading of 38° C and above indicates possible fever.
  - 10.1.5. Visitors and staff with a fever are not allowed on the school grounds.
  - 10.1.6. Learners with a fever must be kept separately from other people until they can return home. Parents/caregivers should be contacted without undue delay. It is strongly advised that in these situations, parents are requested to come and fetch their children and to request them to take the child/ward to the doctor or clinic.
  - 10.1.7. The installation, supervision, and regular refilling of the stock/equipment is the responsibility of the principal or his/her delegate.

## **11. Principals must ensure:**

- 11.1. To receive the initial hygiene pack ordered by the WCED for all schools. Sign receipt and retain copy to be later sent to the department.
- 11.2. Stock must be filled up to prevent a situation where no essential sanitation and hygiene material is available.
- 11.3. Ensure refresher hand hygiene training and reminders to learners.
- 11.4. Communication to parents about the importance of hand hygiene and social distancing in preventing the spread of the COVID-19 virus.

## 12. Hand Hygiene procedure

- 12.1. Frequent hand hygiene must be part of the routine of everyday life in schools.
- 12.2. Every person that enters a classroom must wash their hands with soap (liquid) and water (that is clean and was not used before, i.e. no grey water) or sanitise (with at least a 60 % alcohol base) their hands and again when leaving the classroom.

## 13. Advocacy material on handwashing must be available. Information messages should also include:

- 13.1. Avoid touching eyes, nose and mouth.
- 13.2. Wear a mask at all times, especially when you communicate with others.
- 13.3. Follow good respiratory hygiene: cover your mouth and nose with your bent elbow or tissue when coughing or sneezing, then dispose of the used tissue in a bin with a lid.
- 13.4. Maintain at least a distance of 1.5 m between yourself and others, i.e. there must be no physical contact between you and any other person during school hours and/or before and/or after school and/or on your way from home to school or school to home or any other destination for that matter.
- 13.5. Do not talk into the face of others if you do not wear a mask that covers your mouth.

