



Lifestyle Montessori

Pre & Primary School

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Protocol and Action Plan for:

Covid-19

2020

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BACKGROUND

What is COVID-19?

On 31 December 2019, the World Health Organization (WHO) reported a cluster of pneumonia cases in Wuhan City, China. 'Severe Acute Respiratory Syndrome Coronavirus 2' (SARS-CoV-2) was confirmed as the causative agent of what we now know as 'Coronavirus Disease 2019' (COVID-19). Since then, the virus has spread to more than 100 countries, including South Africa.

How is COVID-19 Spread?

The spread of the disease is thought to happen mainly via respiratory droplets produced when an infected person coughs or sneezes, like how influenza and other respiratory pathogens spread. This can happen with close personal contact or by touching surfaces that have been contaminated with these droplets.

What are the symptoms of COVID-19?

Current symptoms reported for patients with COVID-19 have included mild to severe respiratory illness with cough, sore throat, shortness of breath or fever. However, the complete clinical picture about COVID-19 is still not fully clear. Reported illnesses have ranged from infected people with little to no symptoms (asymptomatic) to people being severely ill and dying.

How is COVID-19 treated?

Treatment is supportive (providing oxygen for patients with shortness of breath or treating a fever, for example). To date, there is no specific antiviral treatment available. Antibiotics do not treat viral infections. However, antibiotics may be required if a bacterial secondary infection develops.

Prevention

There is no need to panic – 82% of COVID-19 cases are mild: patients only experience a slight fever, fatigue and a cough. Only about 6% of patients need intensive care. Most people can stay at home and get better without hospital treatment.

How can you prevent infection?

The following can provide protection against infection from Coronaviruses and many other viruses that are more common in South Africa:

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.
2. Avoid touching your eyes, nose, and mouth with unwashed hands.
3. Avoid close contact with people who are sick.
4. Stay at home when you are sick and try and keep a distance from others at home.
5. Cover your cough or sneeze with a flexed elbow or a tissue, then throw the tissue in the bin.
6. Clean and disinfect frequently touched objects and surfaces

Timeline

Initially, all Schools in South Africa were closed from Wednesday, 18 March 2020 to help prevent the spread of the virus and reduce contact amongst the 13 million school going children.

On 23 March 2020, President Cyril Ramaphosa announced a new measure to combat the spread of the Covid-19 coronavirus in South Africa – a three-week nationwide lockdown with severe restrictions on travel and movement, supported by the South African National Defence Force – from midnight on Thursday, 26 March, to midnight on Thursday, 16 April. The President said more needed to be done to avoid “an enormous catastrophe” among the population.

In essence, this meant people would only be allowed to leave their homes to buy food, seek medical help or under other extreme circumstances.

The lockdown follows government regulations that limited public gatherings to <50 people, travel from high-risk countries and the sale of alcohol.

In addition, borders were closed to reduce the rate of infection from those travelling into South Africa from other countries. A quarantine was also enforced on inbound travellers and returning citizens.

On 16 April 2020, President Cyril Ramaphosa announced a further extension of 2 weeks to the lockdown at the maximum level, level 5.

On Monday 27 March 2020, President Cyril Ramaphosa revealed a back to work plan, reducing the level of lockdown to level 4. This included the further announcement of a back to school start-up plan to be finalised by the minister of education.

When schools are opened, implementation of hygiene and physical distancing measures will be imperative. The aim of this guidance is to provide our school with practical measures founded on public health principles, to reduce the school environment becoming a source of COVID – 19 transmission.

FURTHER PLANS FOR RE-INTEGRATION OF LEARNERS INTO THE SCHOOL DURING LEVEL 4

AND LOWER

- ❖ Google classroom has been set up for access by the teachers and the learners. Work has been posted since the 5th of May.
- ❖ Every child will be given a fabric face mask on returning to school. Additional masks for purchase are available with our administration.
- ❖ Each child **MUST** have a small bottle of hand sanitiser and a pack of wet wipes in their bags at all times. These must be provided by the parents.
- ❖ Our school bathrooms will be disinfected every 2 hours, and at the start and end of each day.
- ❖ The jungle gym will be sealed off during this time. Teachers are always present to ensure that the children do not climb onto this equipment.
- ❖ Desks, chairs and open surfaces will be disinfected every morning, before the children arrive, and every afternoon when everybody has left the campus.
- ❖ Children will not share desks, and as far as possible 1 child per desk will be allocated with the minimum social distancing requirements. Where minimum distancing is not possible, other methods will be investigated e.g. shields to ensure distancing protocols are maintained.
- ❖ Hand sanitisers are available in the administration block, bathrooms and every classroom.
- ❖ Maintenance will be in accordance with the Covid-19 requirements such as the regular checking of cleaning of equipment etc.
- ❖ There will be no food on sale in the tuck shop during this time.
- ❖ Once the Covid assessment team has approved our standards we can:
 - a) Decide on a date to re-open the school.
 - b) Introduce our phase integration of the children:
 - WEEK 1: Primary 3 (8 learners) + Primary 2 (9 learners)
 - WEEK 2: Primary 3 + Primary 2 + Primary 1 grade 2's (8 learners)
 - WEEK 3: Primary 3 + Primary 2 + Grade 2 + Primary 1 grade 1's (10 learners); Pre-school (18) + Toddlers (8)

- ❖ The re-entry of children will be staggered, so as to be able to intensively teach a small group at a time, the correct procedures to be followed. This includes temperature scanning, disinfecting of hands, washing of hands, and social distancing.
- ❖ Teachers over the age of 60 and with comorbidities should work from home, or if selecting to work from school, to have no contact with children and minimal contact with other staff during the work day.
- ❖ All outings and school functions are cancelled for the year.

SCHOOL RULES

- ❖ Every teacher **will** wear a mask.
- ❖ Each staff member **must** have their body temperature checked, before the school opens the gates for the learners.
- ❖ Every child and person dropping off a child **will have to** wear masks.
- ❖ A team of teachers will be present at the gate to receive the children. The school gates will be open from 07.15 to 07.45. This needs to be adhered to, in order to minimise the exposure of the teachers.
- ❖ An adult **MUST** accompany every child to the school gate.
- ❖ Each child's body temperature will be scanned with an infrared thermometer and recorded. If there is a deviation from the normal temperature range the child **WILL** be sent back home.
- ❖ If the child is in good health, the child's hands will be sanitised and he/she may proceed to their classroom. There will be **NO** playing on the jungle gyms.
- ❖ On arrival at the classroom, the child may put away his/her bag into their own allocated locker, and unpack the books required for the day.
- ❖ If a child falls ill in school, the parent will be notified to fetch the child immediately. The child will be put into isolation until he/she is fetched.
- ❖ There will be **NO** lending and borrowing of readers at this stage or any other materials as far as possible.
- ❖ Where impossible to prevent shared use, items will be disinfected after each use with appropriate tracking of a register of use and cleaning.

CLASSROOM PROCEDURE

- ❖ On entering the classroom, every child **will** sanitise his/her hands.
- ❖ It is the responsibility of the teacher to oversee that each child wipes down their books with a wet-wipe and sanitiser.
- ❖ The children will then visit the bathrooms to wash their hands, one at time, under supervision, and then sanitise their hands, before classes start.
- ❖ Learners will not be changing classes for subject teaching. The teachers **ONLY** will be moving from class to class.
- ❖ Windows and doors should be opened to ensure that there is ventilation for the children, as the masks can be uncomfortable if the environment is too hot.
- ❖ **No** child will be permitted to be outside of the class, unless he/she requires the bathroom.
- ❖ The lunch break will be staggered, and each group of children will be accompanied by their teacher for the duration that they are outside.

Pre-school: 09.25 – 09.45

Primary 1: 09:45 – 10:00

Primary 2: 10:00 – 10:15

Primary 3: 10:15 – 10:30

- ❖ The children will be supervised on washing and disinfecting of hands before and after eating.
- ❖ There will be no second break. The school day will end at 12:30 for the children.
- ❖ The teachers will be allocated places to distance each group of children, while one teacher will be at the gate, doing roll call for pick up.

- ❖ Every person picking up the children, must come to the school gate personally, and **MUST** be wearing a mask. This includes transport individuals and uber drivers.
- ❖ At 12:45, children who have not been fetched will be signed into aftercare, for which the parents will be billed at a rate for every 15 minute interval.
- ❖ All care will be taken in our aftercare classes, to ensure separation and sanitising.
- ❖ **NO** snacks or food will be prepared in aftercare during this period. Parents should ensure that they pack enough food if the child is in aftercare.

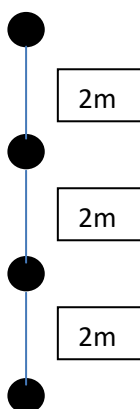
PRACTICE AT HOME

- ❖ Parents should regularly enforce the correct way to wash and sanitise the hands, more especially before and after meals.
- ❖ Parents can enforce the importance of social distancing, and its importance on health.
- ❖ Children should be taught how to cough into a tissue and throw it away, or cough into a bent elbow.
- ❖ The children should practice wearing their masks at home, so that they are accustomed to wearing them at school.
- ❖ Lunch for school should be simple, healthy foods/snacks. Try to implement the use of spoons, in order to eliminate the use of hands for eating.
- ❖ ***Every child and member of staff must practice symptom screening at home, before coming to school.***
- ❖ Please remember to enforce the rules of social distancing: no hugging, kissing, and shaking of hands.
- ❖ Ensure that transport mediums are well selected and are aligned with regulations: ventilation, sanitisation, reduced capacity in number of persons being transported.

VISITORS IN SCHOOL

- ❖ Every person entering the school premises is required to be wearing a mask; this includes parents, staff, maintenance, delivery, transport etc.
- ❖ Ensure that we have caution cones or separating tape to distance any persons that may be waiting in a queue outside of the office.
- ❖ Hands **must** be sanitised on entering the administration office.
- ❖ Distance must be maintained between the visitor and the administrator.
- ❖ **NO OVERCROWDING THE OFFICE.** Only **ONE** person is to be admitted at a time in order to ensure the stipulated social distancing.
- ❖ The telephone in the administration office should be sanitised regularly.
- ❖ There will be a site register for all visitors to sign in, when on site, with your correct contact details, should we need to contact you.
- ❖ The children will also be made aware of how to distance themselves if they are visiting the administration office.

QUEUING PATTERN



KITCHEN RULES

- ❖ The kettle and microwave must be wiped down at regular intervals with disinfectant, and should be in keeping with the staggered break times.
- ❖ Tea, coffee and sugar must be kept in airtight containers, and should be wiped down, as stipulated above.
- ❖ Dishes must be washed regularly in hot water.
- ❖ Avoid sharing of utensils. Try to carry your own.
- ❖ Wipe down door handles and window handles regularly.

BATHROOM RULES

- ❖ Bathrooms should be wiped down, more regularly than before, and in keeping with staggered break times.
- ❖ Soap bottles, sanitiser bottles, door handles and window handles must be disinfected.
- ❖ **NO** hand towels to be hung in the bathroom.
- ❖ Children should be using disposable towels to wipe their hands after washing.

USE OF THE PHOTOCOPYING MACHINE

- ❖ Every person using the photocopying machine should wipe the screen before copying.
- ❖ ***Every person visiting the office should carry along his/her OWN pens and pencils.***
Refrain from using office stationery at all times.
- ❖ Staff must also sanitise hands when entering and leaving the office.

USE OF SHARED ITEMS BETWEEN STAFF

- ❖ Every person using common items such as keys, gate remotes etc. must wipe and disinfect them before and after use.
- ❖ All classroom keys to be disinfected at the end of each day before being put into the teachers' pigeon holes.
- ❖ Teachers' pigeon holes to be wiped and sanitized regularly.

WHAT HAPPENS WHEN A CHILD / STAFF MEMBER IS DIAGNOSED WITH

COVID -19

- If a child or member of staff is diagnosed with Covid-19, the school MUST be alerted for contact tracing and must follow the national guidance for self-isolation, or self-quarantine.
- The school must actively encourage disclosure by families and staff with Covid-19 illness to school authorities to permit contact tracing, without fear of stigma or discrimination.
- Identify a staff member (administration) to implement the protocol for managing the infection.
- This person must have a cellphone with a sim card to ensure that they can make the necessary phone calls.
- Contact details should be readily available to contact the next of kin, should the person be in isolation.
- This point person should have an isolation room ready which must be: well ventilated, minimum furniture with no carpets, contain medical masks and gloves.
- Point person must have the contact details for the medical response teams visible on a poster on a wall of the room.
- Point person to ensure that the cleaning staff is familiar with protocol for cleaning the isolation room.

DUTIES OF THE POINTS PERSON

- If the individual is seriously ill or injured, or their life is at risk, follow usual school protocol to call emergency services, and note that the individual may have Covid-19.
- Reassure and comfort the individual.
- Ensure there is no stigmatization or emotional trauma.
- Provide the individual with a new face mask.
- Escort the individual to the isolation room.
- Do not allow friends to sit with the individual.
- Give the individual tissues to cough into, and this must be disposed of.
- The individual should not touch any surfaces or their face or mouth.
- If they need to go to the bathroom, whilst waiting for medical assistance or transfer to isolation or quarantine venue, they should use a separate bathroom if possible.
- The individual must then wash their hands according to the handwashing guidelines.
- Point person to arrange for the isolation room to be cleaned, once the learner or staff member has been transferred.

Inventory List

Isolation room

- 1 x First aid kit
- 1 x Box gloves (latex-100)
- 1 x Box Masks (surgical-50)
- 2 x Mattresses
- 1 x Bottle hand sanitiser

Classrooms

- 1 x Bottle hand sanitiser

Bathrooms

- 3 x Bottle hand wash per bathroom
- 1 x Roll disposable paper towel
- 1 x Bin for waste disposal

Entry Points

- 1 x Temperatures scanner each
- 1 x Bottle of hand sanitiser each