

Milnerton Pre-Primary School



COVID-19
SAFETY
MANAGEMENT PLAN
(PROCEDURES & PROTOCOLS)

2021



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MILNERTON

PRE-PRIMARY

SCHOOL

COVID-19

Safety Management Plan

(Procedures and Protocols)

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The objective of this document is to highlight procedures and processes that need to be adhered to and reinforced for the safe and efficient management of the school. The document and procedures ensure that Milnerton Pre-Primary School is in line with all legal requirements (and places of work), pertaining to the Department of Basic Education, Department of Social Development and Department of Health to mitigate risks associated with the prevention and spread of COVID-19 as far as possible. The situation is fluid and Milnerton Pre-Primary School will adapt according to updated Gazetted Covid-19 information.

(This document is a working document and may need to be amended over time, due to updates)

DEFINITIONS

COVID-19 means a communicable disease caused by the Novel Coronavirus, which began during 2019 and was acknowledged as a global pandemic by the World Health Organisation (WHO) in 2020.

'Isolation' means separating a sick individual with an infectious disease from healthy individuals who are not infected with such disease in a manner that aims to avoid the spreading of infection or contamination.

'Quarantine' means the limitation of activities or separation of a person, who was or may have potentially been exposed, to COVID-19 and who could potentially spread the disease to other non-exposed persons, to prevent the possible spread of infection or contamination to healthy individuals.

1. SANITISING, SCREENING AND MASK PROTOCOL:

- 1.1 Parents complete their child's screening information on the Karri App before the allocated grade time each morning (specified via school correspondence). Milnerton Pre-Primary School will then have a prior record of learners screening status before their arrival each day. Staff are screened at the relevant screening point upon arrival. Screening for symptoms are based on the current NICD case definition of COVID-19 (including fever, cough, sore throat, difficulty breathing). If a learner or staff member is unwell or shows any of the symptoms associated with COVID-19 they must stay at home and consult a health official if necessary.
- 1.2 Learners and staff will be sanitised upon entry into the school at the sanitisation points. Sanitisation will be practised throughout the day as well as regular hand washing. **A 70% alcohol based sanitiser is used.**
- 1.3 Sanitisation bottles and dispensers are available throughout the school.
- 1.4 All learners and staff members will have a non-contact thermometer temperature check upon arrival, as well as later in the morning and before going home. Should a child's temperature rise significantly between temperature checks, the parent will be contacted to collect their child immediately.
- 1.5 All learners and staff members must arrive at Milnerton Pre-Primary School wearing a clearly marked face mask. Learners are encouraged to have both a mask and face shield at school to enable them to alternate between wearing a mask and shield during the school day. Masks are worn for the stringent safety of our learners and staff members. The school is aware that children between the ages of 2-5 years of age are not required to wear masks, however, are encouraged

to wear a mask if attending an aftercare or Early Childhood Centre/Pre-school where large numbers of children attend. Though every effort is made to ensure our young learners social distance this still remains a difficult task at times therefore risk still exists. Learners do not wear both of these personal protective items throughout the day. During outside playtime (exercising) learners will be allowed to take their mask off and wear only their face shield.

- 1.6 Two spare, clean, clearly marked (learners name and surname) cloth masks sealed in a ziplock bag must be sent to school to be kept by the class teacher. Any mask that is dropped on the floor, soiled or wet will be replaced with the learner's spare mask.
- 1.7 Masks or shields must be worn so that the nose and mouth are covered at all times.
- 1.8 No sharing of masks will be allowed.

2. ARRIVAL AND DEPARTURE:

The arrival and collection times will be staggered according to age groups. We have very short intervals during arrival and departure between our grades. It is very important that parents comply with the DROP AND GO/COLLECT AND GO procedures.

Parents are not allowed onto the school premises during arrival and departure times during COVID-19 (unless weather permitted) for the following reasons: please refer to point 8: PARENTS/CAREGIVERS AND VISITORS:

2.1 ARRIVAL:

- 2.1.1 Grade R (Green and Red Class) learners arrive between **07h30 and 07h45.**
- 2.1.2 Pre-Grade R (Blue and Yellow Class) and Penguin learners arrive between **07h50 and 08h05.**
- 2.1.3 Learners are to be walked by their parent/parents/caregiver from the car to the gate.
- 2.1.4 In the event of winter months and rain, parents will be allowed to accompany their child to their class where staff will sanitise and conduct temperature checks under cover of the veranda directly outside their classroom.
- 2.1.5 Karri screening closing times:

Morning care:	06h50
Gr R:	07h20
Pre Gr R & Penguin:	07h40

2.2 DEPARTURE:

2.2.1 Grade R (Green and Red Class) learners **depart at 12h10.**

2.2.2 Pre-Grade R (Yellow and Blue Class) and Penguin learners **depart at 12h30.**

In the event of rain at departure time, parents will be allowed onto the school grounds to fetch their child/children directly from their classroom. No entry into the building will be permitted.

The above arrival and departure regime must strictly be adhered to for the correct social distancing compliances as laid out by the Department of Health, Western Cape Education Department and Department of Social Services.

3. SOCIAL DISTANCING:

3.1 When in the classroom learners will sit on their own wedge cushion with their name on. Each cushion will be placed on stickers correctly placed on the floor for social distancing. Tables in classrooms are spaced 1 metre apart as per official social distancing requirements for young learners.

3.2 Social distancing stickers have been placed outside the classrooms and correctly spaced out for line up routines.

3.3 Only five children allowed into the bathrooms at a time to maintain social distancing. Children are guided and assisted by their teacher and assistant teacher during this routine. Toilets and basins are cordoned off to isolate each class's learners and avoid cross contamination should a positive test result occur within a class.

3.4 Play areas have been divided into a roster to be able to maintain social distancing amongst our learners as well as allow all our learners to have a fair amount of time within each area.

3.5 Small areas such as the offices and kitchen only allow for two members of staff at a time.

3.6 Social distancing posters and visual aids have been placed around the school grounds.

4. CONTAMINATION PREVENTION, DISINFECTING AND SANITISATION OF THE SCHOOL AND ALL EQUIPMENT:

4.1 Learners will be sanitised before and in between activities, including before entering and exiting the classroom. After activities chairs, tables, stationery and art materials will be sanitised ready for the next day.

- 4.2 High touch equipment such as door handles, counter tops, keyboards, light switches, taps and table clothes will be disinfected regularly and in accordance to a daily disinfectant checklist.
- 4.3 Classrooms, offices, the kitchen and all equipment in use therein, are disinfected twice daily with a 70% alcohol based disinfectant and a cleaning solution. All disinfectants and cleaning chemicals are child and environmentally friendly. The school's bathrooms are cleaned and disinfected 3 times per day. These areas are then checked according to a daily cleaning programme and schedule.
- 4.4 All outside equipment including jungle gyms are sprayed down with disinfectant after use.
- 4.5 Birthday celebrations will still continue, however, only sealed, store bought cupcakes may be sent to school.
- 4.6 Message books and book bags are sanitised.
- 4.7 As per our school rules please be reminded that no toys, colouring in books or personal belongings may be brought to school.
- 4.8 Our shared fruit bowl has been replaced with each learner now needing to bring his/her own small tub of ready washed and cut up fruit to eat during fruit snack time.
- 4.9 Water bottles and bags remain outside in lockers.
- 4.10 Sufficient indoor ventilation is provided – windows are opened upon arrival and fans in classrooms are used for proper air circulation.
- 4.11 Lockers are stationed outside all classrooms (allowing for less traffic into the classroom).
- 4.12 Lockers and wedge cushions are clearly labelled with each child's name and cleaned/sanitised at the end of each school day.

5. ISOLATION FACILITY:

- 5.1 Should a child become ill during the morning, we will use a child-friendly, demarcated area as an isolation/quarantine facility. Parent/s will be contacted immediately to fetch their child.

A staff member will accompany the learner who is not feeling well while waiting to be collected by a parent to the isolation area. His/her face mask will be replaced with a disposable medical mask.

- 5.2 Once the learner has been collected the isolation area will be disinfected.

6. **PARENTAL RESPONSIBILITY:**

- 6.1 Parents to inform the school of any COVID-19 symptoms their child or family members may be experiencing. Inform the school should a family member test positive for COVID-19. Should a member of the family have undergone a COVID-19 test and the test result be pending, then your child may not come to school until those test results have come back negative. Failure to do so would be deemed as negligent.
- 6.2 Parent/parents are not to send their child to school if they show any signs or symptoms related to COVID-19 including those signs and/or symptoms indicated on the Karri screening (**high temperature or fever, cough, sore throat, shortness of breath, feeling weak or tired, smell is affected, taste is affected**)
- 6.3 It is the parent's responsibility to collect their child immediately after being informed by the school that he/she isn't well.
- 6.4 Parents to ensure their child leaves home with a face mask and face shield and that he/she has been taught how to manage these items.
- 6.5 Parents to educate their children on the knowledge of maintaining social distancing when they return to school.
- 6.6 Parents to explain to their children the importance of wearing their face mask correctly and that they should not unnecessarily remove their face mask at school or share with a peer.
- 6.7 Parents to encourage good hygiene practices such as washing and sanitising of hands, coughing or sneezing into a tissue or bent elbow at home.
- 6.8 Parents to ensure that their child's face mask is properly washed daily.

7. **COVID-19 CASES**

7.1 **SCENARIO 1 (suspected Covid-19 case):**

Member of staff or learner appears ill, displays symptoms compatible with COVID-19 or positive screening symptoms:

7.1.1 **Staff member screens positive:**

If at home:

- Stay away from work and inform the principal as soon as possible.
- Seek testing for COVID-19.
- Follow the information provided on isolation guidelines.
- Inform school once test results have been received.

7.1.2 **Learner screens positive:**

If at home:

- They must not come to school and the parent/guardian/caregiver must inform the school via the office contact details.

If at school:

- A temperature is considered above 37.4°C
- The teacher/the principal must ensure that the learner is wearing a mask or appropriate facial covering.
- Isolate the learner in the designated isolation area.
- Immediately inform the parents/guardian/caregivers that the learner is not well and request that they collect the learner.
- Provide the parent/guardian/caregiver with information on what to do, and whom to contact if symptoms worsen.
- There is no action that the school needs to take, until a test result of a suspected individual is known.

7.2 SCENARIO 2 (positive Covid-19 case):

Member of staff or learner tests positive for COVID-19 with or without symptoms:

- The principal, as the COVID-19 point person, must report all individuals with confirmed COVID-19 diagnoses to the health department.
- If a staff member, they must apply for sick leave.
- ***Staff and/or learners who have had close contact (defined by the NICD as face-to-face contact within one metre and in a closed space for more than 15 minutes) with the individual with a confirmed COVID-19 diagnosis, during the period of infectivity should be informed to quarantine for a period of ten (10) days. Individuals with confirmed COVID-19 diagnosis can stop isolation precautions and return to school after ten (10) days from the day their symptoms started, or ten (10) days from testing positive if asymptomatic. Alternatively, if admission to hospital is required for treatment of COVID-19, they can return to school at least eight (8) days from the date of discharge and when they are well enough to return to school.***
- Environmental decontamination and disinfection will be conducted in the work area/classroom that the person with a confirmed COVID-19 diagnosis (learner or staff member) has been in, during the preceding three (3) days.
- Parents of the class where a learner has tested positive and where the learner attended school will be notified first. Thereafter the entire parental body will be notified. Personal information of a positive result will be protected at all times by the school and no such information will be divulged.

7.3 SCENARIO 3 (Cluster of Covid-19 cases):

Three or more individuals (staff or learners) who are confirmed or suspected cases, within seven days, in the same classroom, friendship group or between individuals working in the same area:

- A cluster of cases may indicate a breakdown in the COVID-19 preventative strategies in the school and possible transmission of the virus within the school.

- Early identification and remedial steps can contain and prevent further transmission and improve the implementation of the COVID-19 preventative strategies.
- The principal will manage the suspected or confirmed case(s) as per Scenario 1 and 2. An assessment to determine potential breaks in the infection prevention and control protocol will be done.

7.4 SCENARIO 4 (Contact):

Member of staff or learner has been exposed to an individual with a confirmed COVID-19 diagnosis during the period of infection. This may be a direct/close contact or a casual/distant contact)

- The school principal, as the COVID-19- point person, must report when a staff member or learner(s) have been exposed to individuals with confirmed COVID-19 to the circuit manager.
- The principal will assess the case and decide on the actions to be taken.
- Staff members and/or parent/guardian of the learner who came into direct contact with an individual with confirmed COVID-19, during the period of infection, should be informed. Based on the outcome of the Risk Management Assessment done by the health official a plan of action will be implemented and communicated. If necessary a quarantine period will be implemented for a period of ten (10) days whilst being monitored for symptoms. Learners/staff may not attend school/come to work.
- The Department of Health will assist with determining the period of infection and identifying direct/close contacts and will advise on any further actions or precautions to be taken.
- Should the member of staff or learner who has had direct/close contact show any symptoms compatible with COVID-19 while in quarantine, the ISHT should be informed and the local contact tracing team can be called for medical assistance and further assessment/testing.
- Staff members must apply for special leave if they are required to quarantine.
- All casual/distant contacts should continue to attend school or come to work.
- Testing of direct/close contacts of an individual with confirmed COVID-19 should be based on the current NICD guidelines. Based on the current guideline, only contacts with symptoms compatible with COVID-19 should be tested depending on national testing priorities.

7.5 SCENARIO 5 (Secondary contact – low risk):

Member of staff or learner has been exposed to an individual suspected to have COVID-19 (symptoms compatible with COVID-19 but has not tested or is awaiting test results) or a contact of an individual with a confirmed case of COVID19 (secondary contact).

- If the person appears ill or displays symptoms compatible with COVID-19 based on symptom screening, manage as prescribed in Scenario 1.

7.6 **COVID-19 SYMPTOMS**

COVID-19 affects different people in different ways. Most infected people will develop mild to moderate illness and recover without hospitalisation.

COVID-19 symptoms as stipulated by the SA Corona Virus Website

- ✓ fever
- ✓ dry cough
- ✓ tiredness
- ✓ sore throat
- ✓ aches and pains
- ✓ diarrhea
- ✓ conjunctivitis
- ✓ headache
- ✓ loss of taste or smell
- ✓ a rash on skin, or discolouration of fingers or toes

Serious symptoms:

- ✓ difficulty breathing or shortness of breath
- ✓ chest pain or pressure

8. **PARENTS/CAREGIVERS AND VISITORS:**

- 8.1 Staggered arrival and collection times must be adhered to and a 'drop-and-go' protocol will be maintained to limit and prevent congestion.

Reasoning:

- Screening of parents would need to be done at arrival and departure times before being allowed onto the school premises and control thereof is not viable.
 - Monitoring of learners screenings during arrival time would be problematic.
 - Learner and parent ratio will exceed the allocated number of people permitted onto our premises in line with governmental regulations.
- 8.2 We kindly ask parents and caregivers to wait at the gate, **always wearing a face mask and observing social distancing outside the school**, during their respective classes' collection and departure time.
- 8.3 Strict access control measures are established, including screening and the signing of a register by all visitors.
- 8.4 Any visitors (supply drop offs etc.) to report to the reception area, wear a face mask and sanitise their hands at the entry point.

- 8.5 Visitors make an appointment and state the nature of their requested visit. Visitors are currently not allowed entry onto the school premises. Milnerton Pre-Primary School will adhere to this restriction until further instruction to amend this restriction has been given by the Western Cape Education Department or Department of Social Development.
- 8.6 There are very limited class-based parent meetings.
- 8.7 Parents to ensure that the school has updated information on who is authorised to collect their child from school.
- 8.8 Grandparents and elderly caregivers should not pick up or drop-off learners at school as they fall into the high risk category.
- 8.9 Parents need to ensure that the school has their updated contact information (contact numbers and home addresses), as well as an emergency contact. This is very important if cases are identified at the school and a learner may need to be sent home.
- 8.10 Parents need to notify the office should their child be absent from school.
- 8.11 During wet winter months access to roof cover will be permitted. Parents/caregivers will ensure they remain on the veranda area and wait for their child's teacher to send their child out to them. Social distancing must strictly be adhered to at all times.

9. PERSONAL HYGIENE AND SAFETY:

Learners are encouraged to:

- 9.1 Wash their hands frequently, always with soap and water for at least 20 seconds.
- 9.2 Wear their masks/shields whilst in class and during outside playtime except when eating and drinking.
- 9.3 Refrain from touching their eyes, mouth and face.
- 9.4 Not share cups, eating utensils, food or drinks with others.
- 9.5 Sneeze or cough into a bent elbow or tissue, and to discard the tissue in a bin with a lid, and wash their hands immediately afterwards.
- 9.6 Share what they learn about preventing disease with their family and friends, and younger learners.
- 9.7 Tell their teacher or parents if they feel sick.
- 9.8 Take part in the morning ring discussion around COVID-19 personal hygiene and learner safety. Terminologies used, and supported by the WCED, will be accurate yet simple and at the appropriate age level for each age group.
- 9.9 Keeping our learners safe is a shared responsibility between parents and the school. Parents need to cooperate with the school in the implementation of all hygiene & safety protocols.

Teachers will:

- ✓ Break down the instructions regarding personal hygiene into small steps and teach the learners step by step. The use of visual support aids will be used. Posters offering guidance and support on hand washing is displayed in all bathrooms for both staff members and learners.
- ✓ Monitor breath-breaks and determine when necessary.
- ✓ Observe learners carefully throughout the day should any symptoms develop.

10. **TRAINING & ORIENTATION OF STAFF:**

All staff members in attendance participated in COVID-19 training where guidance was provided with regard to our school's screening, social distancing measures, hygiene and personal protection practices. Visual aids educating our learners on good hygiene practices, as well as visual markers indicating social distancing protocols, are clearly displayed in prominent places around the school. Training will be on going as and when protocols are updated.

11. **EXTRA MURAL ACTIVITIES:**

- 11.1 Extra-mural activities will commence under advisory of the school. All extra-mural activities and or programmes will need to submit their COVID-19 protocols to the school before such activities are resumed.
- 11.2 The same screening protocols and procedures will pertain to our extra-mural coaches as laid out in this document. Should a coach test positive for Covid-19, as per this document an isolated Covid-19 Risk Management Assessment will be conducted by the health official. **Only the parents of the children within that extra-mural group are required to be contacted and notified subject to the outcome of the assessment.**
- 11.3 Extra-mural coaches are responsible for all learners for the duration of time that they are in their care. Learners going home after an extra-mural activity will safely be seen off the school premises by the coach. Children returning to aftercare after their extra-mural lesson will be taken back and safely returned by the residing coach.

12. **THERAPISTS:**

- 12.1 Therapists will need to submit their Covid-19 protocols to the school principal before therapies commence. Should a therapist test positive for Covid-19, as per this document an isolated Covid-19 Risk Management Assessment will be conducted by the health official. Only the parents of the children who were in contact with the therapist

require to be contacted and notified, subject to the outcome of the assessment.

12.2 The same screening protocols and procedures will pertain to our therapists as laid out in this document.

13. AFTERCARE:

13.1 RESTING AND SLEEPING ARRANGEMENTS:

- Penguins (age group 3-4 years) have implemented a top-to-tail resting or sleeping arrangement.
- One learner is allowed per mattress.
- Each learner's mattress is clearly marked with their name on.
- No sharing of linen is permitted.
- Linen is packed directly back into a child's container after use.
- Plastic mattresses are taken outdoors and sprayed with a disinfectant solution after every use (70% ethyl alcohol sanitiser).
- Laundry is washed in hot water and all linen is tumble dried.
- Mattresses will be spaced at least 1 metre apart.

13.2 SERVING OF MORNING AND AFTERCARE MEALS:

- Aftercare staff must ensure that all learners' hands are washed before and after meals and snacks.
- Dishes after use are taken directly to the kitchen.
- Children sit for breakfast and lunch settings in their classes.
- Dishes are washed with hot water in a suitable solution and left to air-dry – no drying with a tea towel.
- Only one member of staff is responsible for the preparation of morning and aftercare food preparation. This staff member will wash their hands with soap and water before and after touching any food during preparation.
- Staff wash their hands with soap and water before serving food to learners.
- Clean and sanitise all work surfaces (i.e. tables, stoves and other resources) sinks and floors regularly and in accordance to a daily cleaning roster.
- Keep all appliances, equipment and utensils clean.
- Wear clean kitchen attire at all times.
- Wear a mask which covers the mouth and nose at all times when in food preparation areas.
- Ensure proper food storage practices.
- Rinse all food sources thoroughly before cooking and fruit before serving to learners.
- Ensure that learners do not share utensils, food or drinks.
- Follow all food preparation protocols as directed by the Department of Health COVID-19 regulations



Chairperson of the Management Committee



Principal

March 2021

Updated September 2021

REFERENCES AND LINKS:

- Information as released by the World Health Organisation (WHO) is available at: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>.
- South African Government Coronavirus COVID-19 Alert level 1: <https://www.gov.za/covid-19/about/coronavirus-covid-19-alert-level-1>
- National Department of Health: <http://www.health.gov.za/>
- National Institute for Communicable Diseases: <https://www.nicd.ac.za>
- National Institute for Occupational Health: <http://www.nioh.ac.za/>
- Department of Basic Education: <https://www.education.gov.za/>
- National Health Laboratory Service: <https://www.nhls.ac.za>
- COVID-19 Online Resource & News Portal: www.sacoronavirus.co.za
- Standard Operating Procedure for the prevention, containment and management of Covid-19 in ECD Centres and Communities/EduXSA.
- NICD Toll-Free Emergency Hotline for COVID-19: 0800 029 999
- WhatsApp Support Line for COVID-19: Send HI to 0600 123 456
- WhatsApp Teacher Connect: Send HI to 0600 603 333