



27 May 2020

**COVID-19 – Communication to Parents and Staff
Operations Department**

Dear One & All

St Stithians College is committed to providing a safe and healthy workplace for all who enter our campus. To ensure this, we have developed a COVID-19 Workplace Preparedness Plan in response to the COVID-19 pandemic. We are all responsible for implementing this plan to achieve our goal of mitigating the potential for transmission of this virus in our workplace and communities.

To assist you with the various aspects of the plan, please take note of the following:

Access to Campus

If any staff member, student or parent is sick (with any symptoms - not just COVID-19 related symptoms), they are not to come to school please.

In the interests of being better able to control access during this restricted/phased schooling time, the following is in place:

1. All gates will be open from 06h45 to 09h00 to allow for those students at schools with staggered hours to enter and be at school on time and for the parents to leave. The gates will then be locked until collection time, with only Peter Place gate remaining open for any other pre-arranged access.
2. No person may enter the campus (visitors and contractors) without having filled in the access register, which will be available from the reception of the school or department concerned.
3. It would be appreciated if students and staff could get to school 30 minutes prior to school start time to ensure there are no delays in getting everyone screened and to school starting on time.
4. To those parents dropping students at school – please note that it is strictly “drop & go” – no exercising is permitted at this stage on campus, there should be no reason for your exiting your vehicle. Security have been asked to monitor the drop and go areas and we appeal to you to observe these requirements.
5. The exception of this will be for the Junior Prep and lower grades of the Girls’ and Boys’ Preps, where parents will be allowed to escort their children to the screening station of their school, and a staff member will then escort them to their classrooms once screened in small groups - practicing social distancing at all times.
6. At collection time, please stay in your vehicle and let your child/ren come to you. Again, for the JP and lower grades of the BP and GP – the children will be brought in small groups (practicing social distancing at all times) to the main parking areas, and parents to then collect their child and go straight back to their vehicles and leave the campus.
7. Please do not delay in fetching your children and leaving the campus.
8. We will communicate to all parents when the school will re-open for exercising to take place. At this stage we are just wanting to ensure that everything runs smoothly and limit the exposure to those staff and students on campus before allowing any additional people onto campus.

Refreshments / Meals

9. Please ensure you send sufficient refreshments for your child to have during the breaks, as the tuckshops and coffee shops will be closed until further notice.

INSPIRING EXCELLENCE. MAKING A WORLD OF DIFFERENCE

10. The only food preparation facility that will be allowed to operate is the kitchen supplying food to the boarders.

Temperature Screening & COVID-19 Testing

The School has sought medical advice on this issue, and the following will be in place:

11. Screening stations will be situated at each of the schools and these venues will be communicated to you by your school.
12. We will have trained staff taking temperature readings of every single staff member, student, visitor and contractor that enters the school (and any parents necessary) every day. Parents will only be screened if they have to attend a meeting at the school, otherwise they will remain in their vehicles and there is no need to screen them.
13. Once screened, a sticker will be placed in a visible spot on the person screened confirming that they have been screened. If any person is found wondering around without an "I've been Screened" sticker, they will be sent back to the screening station for screening.
14. Anyone refusing to be screened will be asked to leave the campus.
15. We have created a QR code that can be scanned from a smart phone that links to a screening questionnaire in an effort to save time and avoid having to fill in forms that would then need to be captured. This lessens the number of contact points and number of items needing to be sanitised. For those that don't have smart phones, we have arranged tablets that will be sanitised prior to and after use. People are encouraged to fill in these forms (up to the part where the temperature gets inserted) just prior to getting to the screening station in an effort to save time. Then once at the screening station, their temperatures will be taken and can then be added to the form and then the form can be submitted.
16. These records will be stored on a database, in the event that there is a positive case of COVID-19 at the school, we can give these records to the relevant authorities as requested.
17. Should anyone present with a temperature higher than **37.5°C**, they will be sent home straight away or in the case of a student, if the parent has already left, they will be sent to the on-site COVID-19 clinic to see the nursing sister for further screening, and information on the next steps to be taken and the parent would collect them from there.
18. Anyone who presents with symptoms during the course of the day, will be removed from the environment they are in and need to report to the on-site clinic (house 32 – the Rector's house, which will be set up as a clinic for screening anyone presenting with symptoms and where they will wait until they are collected). If the person is not too sick, they can walk to the clinic, or arrangements can be made for them to be taken by golf cart or the on-site ambulance. Strict protocols around this clinic (hygiene, use of PPE, records, etc.) are in place and will be managed by the Nursing Sisters that will be on duty each school day.
19. The clinic will be in a position to do COVID-19 swabs, which will then be sent to the lab they use for testing. These tests will be charged for at the lab used and not the school. Permission will need to be given by the parent of any student being tested to allow for swabs to be taken and sent for testing.
20. Alternatively, we have made an arrangement with Sandton Clinic COVID-19 testing station for any staff or student from St Stithians to get urgent treatment if they present themselves for testing and for results to be treated urgently and feedback provided to parents.
21. If a student or staff member present with symptoms, they will go to the clinic as mentioned for further screening and instructions on what to do while they self-isolate at home waiting for test results. On medical advice, the other people in the room with the person who was presenting with symptoms will not need to be isolated until the results of the test are known. If the test result comes back positive (usually known within 48 hours), then the people that were in close proximity with that person will be sent home to self-isolate once they have visited the clinic to get further screening and instructions on what to do once home. If the results are negative, classes will resume as normal.

22. It must be noted that all students and staff are required to wear face masks whilst at school, other than when they are having their refreshments at break times, where they will be required to practice social distancing.
23. Washing hands with soap and water is preferred to using sanitiser. All our bathrooms are equipped with soap and hand-towels. Sanitiser and paper towels will be provided in all venues to sanitise hands and any regularly touched items, i.e. door handles, desks, chairs, computer keyboards, mouse etc. Dustbins will be provided in each venue for the safe disposal of paper towels used to sanitise any item.
24. Whilst we will have cleaners doing the regular cleaning and sanitising of venues, they cannot be everywhere all the time, so staff and students are going to have to be more responsible in ensuring their own health and well-being.
25. If any staff member, student or parent has been to hospital or going into hospital, please note that they need to self-isolate for 14 days after leaving hospital before coming onto campus.

Health & Safety / Personal Protective Equipment

26. The College has drawn up the following documents, which are accessible on our website – www.stithian.com:
 - a. COVID-19 Policy
 - b. COVID-19 SOP
 - c. COVID-19 Workplace Plan
 - d. COVID-19 Induction Training
 - e. Order form for masks & utility tools
27. We employed a Health & Safety Officer in term 1 who is assisting us with keeping up to date on the latest information around COVID-19 and updating the documents mentioned above. He is also assisting us on putting training material together for staff and students.
28. The College has purchased branded 3-layer face masks that will be available to purchase at a cost of R80.00 for a pack of 2 masks and 5 filters. Additional filters will be available to purchase in packs of 5 at a cost of R7.15. In addition we have also purchased multi-tools on lanyards that can be used to push buttons, pull door handles, are easy to clean and sanitise. The cost of these are R40.00 with lanyard. These items will be made available once an order form has been completed confirming the costs can be charged to school fees accounts.



Cleaning

29. The Cleaners have been hard at work cleaning and sanitising all venues. When more students start returning and additional venues are being used, we will look at employing additional cleaners to assist with the in-depth cleaning and sanitising that is required.
30. The cleaners received COVID-19 training on their first day back at work and are familiar now with what is required of them to ensure the venues stay clean and hygienic.
31. All cleaning staff will be screened before entering the schools or areas they work in.
32. Servest have provided us with their COVID-19 awareness plan and health & safety file.
33. Cleaners will be required to wear face masks while on campus, other than when they are eating, which will be away from the school environment and not in big groups – practicing social distancing at all times.
34. With students staying in one classroom for the day, classrooms will be sanitised daily. In the case that students have to move to other venues, the venue they left will be cleaned again before the next class enters the venue. Where possible, the schools are trying to avoid a classroom being used by more than one group of students.
35. Together with good hygiene practices by each person, good cleaning processes and good ventilation we will hopefully keep this virus at bay. However, should there be a positive case in a school, the

venues that the “infected” person was in will be locked immediately and sanitised / fogged / disinfected before anyone else will be allowed to enter the venue.

Communication

36. Should any of the above change that will affect staff, parents or students, we will communicate this as soon as we are aware of the changes.
37. If anyone has any concerns, suggestions, etc. to please mail them to covid19queries@stithian.com
38. If you or your child/ren are infected with COVID-19, please note that it is your responsibility to contact the authorities to inform them. The details for doing this are:

COVID-19 Hotline – 0800 029 999

It is the responsibility for all stakeholders to adhere to all the processes and guidelines which have been implemented. Should you have any queries please do not hesitate to contact the Head of your School.

Kind Regards

Mrs Rene Swart

Head of Operations