 ST STITHIANS COLLEGE	DOC NO:	COV-PRO-06.05.2020
	ISSUED	06.05.2020
	REV DATE	06.05.2021
	REV NO	01
	PAGE	1 of 4
SUBJECT	COVID-19 Medical Screening Procedure	

1. INTRODUCTION

To reduce the impact of COVID-19 outbreak conditions on businesses, workers, customers, and the public, it is important for all employers to plan for COVID-19. Planning for COVID-19 may involve updating company procedures and policies to address the specific exposure risks, sources of exposure, routes of transmission, and other unique characteristics of COVID-19. Employers who have not prepared for pandemic events, should prepare themselves and their workers as far in advance as possible of potentially worsening outbreak conditions.

2. PURPOSE

The primary purpose of medical screening is to detect early symptoms of the COVID-19 virus and/or risk factors of the virus on the campus.

3. SCREENING PROCEDURE

Staff, students, visitors and contractors should be screened for COVID-19 related symptoms **daily** and report such symptoms to the COVID-19 task teams.

- a) A register of staff, students, visitors and contractors expected to be coming to campus must be made available on a weekly basis for monitoring purposes. Only staff, students, visitors and contractors on this list will be permitted on to campus. This can be accessed [here](#).
- b) Staff, students, visitors and contractors are to be screened upon arrival at the campus each day – this is to be done by filling in the screening questionnaire and having one's temperature taken by the nurse or paramedic stationed at the screening station.
- c) Staff, students, visitors and contractors should have a temperature of equal to or less than 37.5°C.
- d) Once the staff member, student, visitor and / or contractor has been screened and is found to not be presenting with any symptoms, they will be given a sticker to place visibly on the front of their shirt as proof of clear screening result.
- e) A business card with the campus COVID-19 Task Team contact details will be given to visitors and contractors coming on to campus to allow them the ability to contact them if they present with symptoms within the following 14 day period post visiting the campus.
- f) PEOPLE IDENTIFIED TO NOT BE WEARING A STICKER SPECIFICALLY FOR THE DAY WILL BE ASKED TO BE SCREENED OR TO LEAVE CAMPUS.



DOC NO:	COV-PRO-06.05.2020
ISSUED	06.05.2020
REV DATE	06.05.2021
REV NO	01
PAGE	2 of 4

SUBJECT	COVID-19 Medical Screening Procedure
---------	---

- g) Should a staff member, student, visitor or contractor present with a cough, sore throat, shortness of breath or fever/chills or any other symptoms as per the questionnaire he/she should be isolated from all contact, issued with a FFP1 face mask and sent for COVID-19 medical testing, as per the COVID-19 SOP.
- h) A staff member, student, visitor and / or contractor must self-isolate at home until the test results are received and if the results are positive then they may only return to the campus under the following conditions:
- They have undergone a medical evaluation confirming that they have been tested negative for COVID-19.
 - The College will ensure that personal hygiene, wearing of masks, social distancing, and cough etiquette is strictly adhered to by the person.
 - The staff member, student, visitor and / or contractor will be re-inducted on COVID-19 and the preventative measures that need to be taken.
 - The College will closely monitor the person for symptoms on return to the campus.

4. CLOSE CONTACT WITH A CONFIRMED CASE

Staff, students, visitors and / or contractors who have come into close contact with an individual who has tested positive for COVID-19 (co-worker or otherwise) will be directed to self-isolate for 14 days from the last date of close contact with that individual.

- a) Close contact is defined as any distance less than approximately one and a half meters for more than 15 minutes.
- b) If the College learns that a staff member, student, visitor and / or contractor has tested positive, the COVID-19 response team will conduct an investigation to determine the co-workers who may have had close contact with the confirmed positive person within the prior 14 days and direct those individuals who have had close contact with the confirmed-positive employee to self-isolate for 14 days from the last date of close contact with that staff member.
- c) If applicable, the COVID-19 response team will also notify any sub-contractors, vendors/suppliers or visitors who may have had close contact with the confirmed-positive employee.
- d) If a staff member learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must alert the campus COVID-19 task team immediately, seek testing and self-isolate until his/her results have been received.

5. CONFIRMED OR SUSPECTED CASE IN THE WORKPLACE

If a staff member or student contracts COVID-19 at the workplace or proves to be asymptomatic until confirmation of test results, the College will adhere to the following protocols:

- a) Isolate the sick staff member / student and issue them with a FFP1 mask.
- b) Inform the national COVID-19 hotline (0800 029 999) and follow the advice of health officials.



ST STITHIANS COLLEGE

DOC NO:	COV-PRO-06.05.2020
ISSUED	06.05.2020
REV DATE	06.05.2021
REV NO	01
PAGE	3 of 4

SUBJECT	COVID-19 Medical Screening Procedure
---------	---

- c) Arrange for the staff member / student to be transported in a manner that does not place other members of staff, students or members of the public at risk for a medical examination or testing.
- d) Ensure the staff member / student is tested at a medical facility for COVID- 19.
- e) Inform the Department of Health and the Department of Employment and Labour, as per Risk Adjustment Strategy Regulations of 29 April 2020 in the case of staff and the Department of Health and the Department of Basic Education in the case of a student, where a tested positive case is confirmed.
- f) Clean the area where the person was working and all places they have been. This may mean evacuating those areas.
- g) Identify who at the workplace had close contact with the infected person. Refer those staff members / students who may be at risk for testing and take any other appropriate measures to prevent possible transmission; ensure that the staff members / students are tested or referred to an identified testing site.
- h) Clean the area where the close contact people were working and all common areas they have been. This may mean evacuating those areas.
- i) Review risk management controls relating to COVID-19 and review whether work may need to change. Keep staff members / students up to date with relevant information.

Important: If the staff member / student is not at work when he / she is diagnosed or suspected to have COVID-19, then follow steps e, f, g, h and i above


- There is not an automatic requirement to close an entire workplace, particularly if the person infected, or suspected to be infected, has only visited parts of the workplace.
- Consider whether you are required to report the incident as per the COIDA & Incident Reporting Procedure.
- Always follow the advice of health officials.

6. COMMUNICATION

- a) The College will update staff on a regular basis on COVID-19 and the affect it will have on operations.
- b) Communications should be made possible by email, and notice boards around the campus. The College will make use of social media such as WhatsApp to communicate COVID-19 related matters as well.
- c) Staff should be made aware if someone in the workplace has tested positive in order to create awareness and apply extra social distancing measures.
- d) Proactively review absenteeism of all staff and students. Those staff / students who do not report to work with a valid reason, should be contacted and a COVID-19 symptom check should be done telephonically.

The following hospitals have been identified as centres of isolation and treatment of people infected with COVID-19 in Gauteng. Please continue to monitor available Government websites as this list may change.

- **Gauteng:** Charlotte Maxeke Hospital, Steve Biko Hospital, Tembisa Hospital

 ST STITHIANS COLLEGE	DOC NO:	COV-PRO-06.05.2020
	ISSUED	06.05.2020
	REV DATE	06.05.2021
	REV NO	01
	PAGE	4 of 4
SUBJECT	COVID-19 Medical Screening Procedure	

St Stithians COVID-19 Task Team Contact Details:

Covid19@stithian.com

COVID-19 National Emergency Contact Numbers:

- **National Hotline: 0800 029 999**
- COVID-19 National Crisis Helpline: 0861 322 322
- WhatsApp Support: 0600123456

References:

- South African Government websites
- Department of Employment & Labour
- National Institute for Communicable Diseases (NICD)
- National Institute for Occupational Health