



SUBJECT	COVID-19 Workplace Plan of Action
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1. Purpose

- 1.1. The purpose of this document is to put forward a plan of action to combat the spread of the COVID-19 virus on the St Stithians College Campus and to comply with Regulation 16(6)(b) of the Regulations made under Section 27(2) of the Disaster Management Act, 2002.

2. Scope

- 2.1. This document applies to all St Stithians staff, students, contractors, residents and parents on the campus.

3. Responsible Persons

- 3.1. The ultimate responsibility falls on the Rector; the designated COVID-19 Compliance Officer (Head of Operations); the designated COVID-19 Manager (H&S Officer) and School & Department Heads to ensure the contents of this document are communicated to and implemented effectively by staff, students, residents, contractors and parents.

4. Why Are We Implementing Such Measures?

- 4.1. *The COVID-19 virus as communicated by government and as set out in the Regulations for Hazardous Biological Agents is categorized as a group 4 Hazardous Biological Agent "HBA".*
- 4.2. According to the above, this group of HBA are HBA's that cause severe human disease and are a serious hazard to exposed persons and which may present a high risk of spreading to the community, but for which no prophylaxis and treatment is available.
- 4.3. St Stithians College is committed to providing a safe and healthy workplace for all staff, students, parents, contractors and visitors. To ensure this, we have developed the following COVID-19 Workplace Preparedness Plan in response to the COVID-19 pandemic. All who enter this campus are responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our workplace and communities, and that requires full co-operation from everyone. Only through this co-operative effort can we establish and maintain the safety and health of our workplaces and its people.

5. Campus Return to Operations Post Lockdown

- 5.1. The Operations Department maintenance team and 50% of the cleaning team will commence operating as of the 4th of May 2020 and will be open from 07h30 to 16h30 on Monday to Friday. The cleaning team will work one week on and one week off until school re-opens.
- 5.2. The Grounds staff started working on the 6th May with 50% of the team and will rotate the team with one week on and one week off until school re-opens.
- 5.3. The reopening of the schools and other departments on the premises is currently unknown as St Stithians awaits further instruction from the Department of Basic Education / ISASA on this. At this point in time we are working according to the proposed dates by the Minister of Education. As soon as we have confirmation of dates, lists of staff and students that are expected to return will be submitted on a daily basis to ensure that they are screened prior to starting work or class.



6. Phased Return to Work of Employees and Full-time Contract Staff

- 6.1. *Timetable of staff to return to work will be done on a weekly basis by a register being completed for the week ahead based on the timetable of the students.*
- 6.2. To help prevent the sudden spread of the COVID-19 virus, staff working on the campus will be phased in with the essential services (Cleaning) and campus maintenance being brought in first. School teaching staff will be phased in as required by the instructions given by the Department of Basic Education / ISASA and on instruction from the Campus EXCO.
- 6.3. Where possible, staff who do not need to work from campus should be encouraged to work remotely from home.
- 6.4. Staff who are 60 years or older, have a chronic medical condition or are pregnant are advised to work remotely from home (*see below for further details on: Identification of High-risk Staff and Measures in Place to Keep Them Safe*).

7. Phased Return to School of Students

- 7.1. *Grade 12 (Matrics) will return to campus on the 2nd June 2020. Grade 7's will return to campus on the 5th June 2020. All students returning will be required to indicate whether or not they will be returning to school, and a register for the week in advance will be issued to the screening stations.*
- 7.2. To help prevent the sudden spread of the COVID-19 virus, students will be phased in as required by the instructions given by the Department of Basic Education / ISASA and on instruction from the Campus EXCO.
- 7.3. Students will be assigned classrooms in blocks by grade and the teachers will go to the students rather than the students moving around. The exception for this will be for the higher grades (10, 11 & 12) based on subjects.

8. Phased Return to School of Boarders

- 8.1. Boarding houses will be sanitized prior to boarders returning. Additional sanitisers, paper towel dispensers and waste bins have been installed in the high traffic areas in each of the boarding houses.
- 8.2. As the grades in school return, so it will be for the boarders. Due to the need to practice social distancing, grades 8 & 9 may not be able to return until further notice.
- 8.3. Boarders will be inducted on all issues relating to COVID-19 awareness, as well as posters will be installed.
- 8.4. Boarders will be screened daily before leaving the boarding houses and again before going to dinner. All screening results will be recorded.
- 8.5. Boarders will be monitored closely due to the close living arrangements within the boarding houses.
- 8.6. No more than 2 students will share a room that normally accommodates 4 students in order for social distancing to be practiced effectively.
- 8.7. Boarders will be allowed to go home on weekends but will be screened on return prior to being allowed back into the boarding house.
- 8.8. Any boarder who is not feeling well, is advised to stay home and only return once they are symptom free for 48 hours.
- 8.9. Any boarder that presents with symptoms whilst in the boarding house, will immediately be taken to the COVID-19 Clinic for further screening and monitoring. For those boarders that live within Gauteng, they will be required to be collected as soon as possible and taken home or to a medical professional. For boarders from outside of Gauteng, they will be allowed to remain at the COVID-19 clinic for a maximum of 48 hours in order for arrangements to be made for them to be collected. They will be monitored by a qualified nursing sister.



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- 8.10. Boarders will be required to wear face masks at all times whilst in the boarding house other than when in their own rooms. Boarders are requested to bring at least three 3-layer face masks to school and ensure that these masks are washed on a daily basis as per the guidelines provided on care of face masks.
- 8.11. The use of the gym, basketball courts, sharing of communal recreational devices such as PlayStations and pool tables will not be permitted. Boarders may not enter each other's rooms or share items such as stationery, food, etc. either.
- 8.12. Parents will not be permitted to enter the boarding houses under any circumstances.
- 8.13. The boarding houses will be cleaned and sanitized daily from Monday to Sunday due to not all boarders going home at weekends.
- 8.14. Routines around meals, prep times and bathroom usage will be managed by the boarding house staff. Meals will be served in the dining hall, with students practicing social distancing at all times, with no more than 4 people per table – keeping 1.5m distance from one another.
- 8.15. Roll call will be done by the house directors by means of a visit to each room rather than everyone congregating in the main common room.
- 8.16. Students will be allowed to wear casual clothing to school due to the need to wear clean clothing on a daily basis. Laundry will be done twice weekly vs. the once a week done previously.
- 8.17. Boarders will not be permitted to leave campus to go to the shops. If they require any item, they will be required to inform their House Director, who will then make the necessary arrangements.
- 8.18. Uber vehicles and food delivery vehicles will not be permitted onto the campus. Parents will be required to collect their children for appointments or going home on weekends.

9. Steps Taken to implement COVID-19 Readiness

9.1. Administrative Measures

- 9.0.1. Appointment of COVID-19 Compliance Officer – Rene Swart (Head of Operations) and COVID-19 Manager – Jon Harrison-Bowen (Health & Safety Officer).
- 9.0.2. St Stithians has in place the following documentation to implement effective controls to ensure readiness for staff and students to return to work and school:
 - COVID-19 Policy
 - COVID-19 Standard Operating Procedure
 - COVID-19 Workplace self-audit questionnaire's
 - COVID-19 A Comprehensive COVID-19 Risk Assessment
 - COVID-19 Medical Screening Procedure
 - COVID-19 Medical Screening Questionnaire's for Staff and Visitors
 - COVID-19 Induction and Awareness Materials
 - COVID-19 COVID and Incident Reporting Procedure
 - COVID-19 Compliance Officer and Manager Appointments
 - COVID-19 Minutes of Meetings, Training and Campus Access & Attendance Registers
 - COVID-19 Contractor's Compliance Documents

All of these documents can be found in the following folder:

T:\SharedStaff\OHS Management & Compliance System\COVID-19 (Staff only)

Parents are able to access certain of these documents on the website – www.stithian.com



9.1. Communications and Training

- 9.1.1. All Staff will be required to complete the COVID-19 Induction Training, which includes training on correct use of PPE, correct hygiene protocols, the various control measures the College has in place to combat the spread of the virus prior to their return to campus and questions needing to be answered to confirm their understanding. This will be done on-line primarily, and anyone unable to do this training online will be given the training on their first day of returning to campus and prior to starting work. Registers of all staff completing this training will be kept.
- 9.1.2. The COVID-19 Policy, SOP's, Risk Assessment and guidelines will also be communicated to staff via means of a link to the folder that this information is kept in.
- 9.1.3. Meetings in as far as possible are to not be face-to-face and should rather be on-line meetings using any of the platforms suitable for such meetings. If face-to-face meetings need to take place, a record of which meeting room is used, who was in attendance and contact details to be obtained prior to the meeting starting, social distancing at the meeting to be practiced, hands to be sanitised and face masks to be worn for the duration of the meeting. A QR code will be in place at each meeting room with instructions with what to do, which provides information on who has attended the meeting, date and time – helps with tracking & tracing.
- 9.1.4. In addition to the above, posters as well as stickers promoting social distancing will be placed on walls and on the floor in potentially high traffic areas. These posters will be in place by the time the staff and students return to school.

9.2. Medical Screening

- 9.2.1. Screening stations will be based in a venue close to the parking area of each specific school Monday - Friday. The areas are:
- | | | | |
|----------|-------------------------------|---|---|
| 9.2.1.1. | BC SC3, SC4, SC5, SC6 | - | Boys' College Students |
| | BC D3 | - | BC Staff, Campus Staff working on Boys' side of campus |
| 9.2.1.2. | BP31 | - | Boys' Prep Staff and Students |
| 9.2.1.3. | Dace Hall | - | Junior Prep Staff & Students |
| 9.2.1.4. | GP Gr. 5 Temp Classrooms (x3) | - | Girls' Prep Students and Staff |
| 9.2.1.5. | GC Gym Foyer | - | Cambourne & Stratton Houses - Students |
| | Girls' Sports Pavilion | - | Kenwyn & Trewen Houses - Students |
| | Girls' College Reception | - | Girls' College staff, Campus Staff working on girls' side of campus |
| 9.2.1.6. | Semono Building | - | Staff working in the Semono Building, Servest Cleaners |
| 9.2.1.7. | Peter Place Gate | - | Visitors, Contractors and Deliveries (all day) |
- 9.2.2. All staff, students and contractors are to make themselves available for medical screening designed to pick up symptoms of the COVID-19 virus prior to entering their school or department venues.
- 9.2.3. The people doing the actual screening will be screened by the nursing sisters prior to them taking up position at their screening station. The nursing sisters will screen each other and will all fill in the screening questionnaire. No-one is exempt from being screened prior to starting work.



- 9.2.4. A QR Code has been designed for people with smartphones in order to access the screening questionnaire prior to having their temperatures taken. If no smartphone available, hard copies of the screening questionnaire will be available or can be done on a tablet held by the person doing the screening.
- 9.2.5. Staff and students are required to contact their medical practitioner for advice should they start presenting with the identified symptoms (See List of COVID-19 Symptoms document in Shared Folder) associated with COVID-19 infection if they are at home.
- 9.2.6. No person is to come onto the campus if they are sick (whatever the symptoms) and especially if they are presenting with any of the listed COVID-19 symptoms – for their own health and well-being as well as others on the campus.
- 9.2.7. No person is to come to school if they have been in contact with a person with a confirmed case of COVID-19 and are advised to self-isolate for 14 days and to monitor themselves. Should they present with any symptoms, to be in contact with their medical professional immediately.

9.3. Suspected / Actual COVID-19 Case at School

- 9.3.1. Should any person present with symptoms of COVID-19 after arriving at the College and after being screened, they are to immediately be referred to the COVID-19 Clinic for further screening. The COVID Clinic is based at House 32 (Rector's House) (*see below for details on COVID-19 Clinic*).
- 9.3.2. If a student is presenting with symptoms, they are not to be sent to the clinic with another student, but to rather be escorted by a staff member, transported in a golf cart or transported by paramedics in the school ambulance.
- 9.3.3. At the clinic, they will be screened, and their symptoms checked, and be provided with instructions and a checklist to complete whilst self-isolating at home waiting for results from testing for COVID-19. Parents would be informed immediately once the student has been referred to the clinic.
- 9.3.4. No swabs will be taken at the clinic. Anyone presenting with symptoms is required to go to a COVID-19 testing station at a Private or Public Hospital that offers this service.
- 9.3.5. Sandton Clinic has a screening and testing station, and we have an agreement with them that any staff member or student who presents with symptoms will be given urgent attention and results will be communicated directly with staff member or parents as quickly as possible, to ensure the spread of the virus is contained as much as possible.
- 9.3.6. Should the "infected" person be tested negative, they shall be allowed to return to school after providing a Certificate of Health from their medical professional. Medical certificate to be received the day before the person returns to school.
- 9.3.7. Any person who has been in hospital or is going to hospital for any reason needs to inform the school, and they will not be allowed to return to the campus for 14 days after they have been discharged.
- 9.3.8. Should the "infected" person test positive, then communications will be sent to those who have been in contact with the person informing them of the situation and to monitor themselves for symptoms and to seek medical advice should they start presenting with symptoms, self-isolate, etc. – follow the Procedure on What to do in the Case of a Confirmed COVID-19 Case as Work (Procedure can be found in the Shared Folder).
- 9.3.9. In the event of a confirmed COVID-19 case, the DBE and GDE are to be notified immediately in line with National protocol.
- 9.3.10. Failure by any person presenting with COVID-19 symptoms to be tested for the virus, will result in the application of the National protocol being implemented as per Government Notice No. R480 – Disaster Management Act, 2002 – Regulations issued in terms of Section 27(2) of the Disaster Management Act, 2002, Section 6.



9.3.11. In the event of a positive COVID-19 diagnosis, the College will not close, rather we will isolate the individual (if still at school), lock down all venues that the person may have occupied and arrange for decontamination of these venues. Any person who was suspected of being in contact with the “infected” person will be contacted to tell them to monitor for symptoms and to self-isolate and seek medical treatment if required.

9.4. Return to Campus After Quarantine

9.4.1. Any person who has tested positive with COVID-19 and has been in quarantine for the recommended period, will only be allowed to return to campus 48 hours after being symptom free, have been given the all-clear from their medical practitioner and can provide the College with a Certificate of Health from such medical practitioner.

9.4.2. Once the person returns to school, they will need to report to the COVID-19 Clinic daily to be closely monitored for a period of 14-days to ensure that they are not presenting with any further symptoms.

9.5. Social Stigma / Discrimination

9.5.1. Public health emergencies, such as the outbreak of coronavirus disease 2019 (COVID-19), are stressful times for people and communities. Fear and anxiety about a disease can lead to social stigma toward people, places, or things. For example, stigma and discrimination can occur when people associate a disease, such as COVID-19, with a population or nationality, even though not everyone in that population or from that region is specifically at risk from the disease. Stigma can also occur after a person has been released from COVID-19 quarantine even though they are not considered a risk for spreading the virus to others.

9.5.2. Some groups of people who may be experiencing stigma because of COVID-19 include:

- Persons of Asian descent
- People who have travelled
- Emergency responders or healthcare professionals
- People who have had COVID-19 and recovered

9.5.3. Stigma hurts everyone by creating fear or anger towards other people. Stigmatized groups may be subjected to:

- Social avoidance or rejection
- Denials of healthcare, education, housing or employment
- Physical violence

9.5.4. Stigma affects the emotional or mental health of stigmatized groups and the communities they live in. Stopping stigma is important to making communities and community members resilient. Everyone can help stop stigma related to COVID-19 by knowing the facts and sharing them with others in your community.

9.5.5. Staff or students who believe they have been discriminated against due to their COVID-19 status are encouraged to make use of the College grievance procedures to lodge a complaint

9.5.6. Any staff member or student found to be responsible for any form of discrimination or victimisation of others linked to COVID-19 may face disciplinary action in line with the staff and student disciplinary code.

9.6. Personal Protective Equipment & Hygiene

9.6.1. Anyone entering the campus is required to wear either their own compliant 3-layer face mask or the school issued 3-layer face mask (issued to staff only) while on campus.

9.6.2. Staff required to wear additional PPE to further reduce their exposure to the virus due to their job description will also be required to do so.



- 9.6.3. Gloves will not be issued to staff other than those handling food or patients.
- 9.6.4. Sanitiser stations have been placed at key points around the campus that are filled with the required 70% alcohol consistency solution.
- 9.6.5. In addition, sanitiser, paper towel dispensers and pedal bins (for the disposal of paper towel used to sanitise, disposable face masks and gloves) have been placed in every classroom that has been designated for use at the start of the return to school. As students return per the phased approach, the additional venues that will be used will have these items installed.
- 9.6.6. Handwashing with soap and water is preferred to sanitising, and everyone is encouraged to wash their hands for 20 seconds frequently throughout the day.
- 9.6.7. All staff and students are instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes with their hands. Used tissues must be disposed of in the bins provided and hands should be washed or sanitized immediately afterward. Posters and videos will be made available to all staff and students on respiratory etiquette.
- 9.6.8. Social distancing is to be practiced at all times, keeping a minimum of 1.5m between persons.
- 9.6.9. Venues in use are to be well ventilated by keeping windows and doors open. Use of stand-alone air-conditioning systems is permitted provided the vents do not feedback through open windows, they are fitted with high efficiency particulate air HEPA filters, which are regularly cleaned and maintained by a competent person.
- 9.7. **Employee Workspaces**
- 9.7.1. Where staff can work remotely from home they are encouraged to do so.
- 9.7.2. Where more than one staff member is required to work in an office or classroom and cannot work remotely, appropriate physical barriers are in place.
- 9.7.3. Screen dividers have been provided for all reception desks or places where there is high traffic / contact with visitors, students or staff.
- 9.8. **Student Workspaces**
- 9.8.1. Students are to stay in one classroom for all their lessons, with the exception of the higher grades (10, 11 & 12) where there may be a requirement for them to move between classrooms due to subject choice. Teachers are to move between classrooms as required to restrict the movement in the school.
- 9.8.2. In the case where students are required to move between classrooms, the movement is to be restricted to small groups, practicing social distancing and where possible grades to use different routes to venues.
- 9.8.3. Students will not be allowed to use their lockers and are to keep their belongings with them at all times in the classroom they are assigned.
- 9.8.4. Students using the same venue are to use the same desk and chair on a daily basis and are encouraged to assist the cleaners by sanitising their workspace before using it. This will apply especially to students using computer labs – keyboards and mouse to be sanitized prior to and after use.
- 9.9. **Access to the Campus for Staff, Students & Parents**
- 9.9.1. As the school will be coming back in phases, all the vehicular gates will be open to enter the campus at drop-off and collection times only. Peter Place will be the only gate that access to the campus can be gained during school hours.



- 9.9.2. Parents are required to drop their children off at their school's designated parking, are not to leave their respective vehicles and are required to leave the campus as quickly as possible.
- 9.9.3. Provision will be made at the Junior Prep and youngest grades of the Boys' and Girls' Preps where parents can take their child to the door of the screening station, and once screened, staff members will escort the children into the school and their classrooms. Social distancing to always be kept front of mind. The same process in reverse will apply on collection.
- 9.9.4. A register of all staff and students expected to be on site each day to be supplied to the screening desk of the respective school / department, in order to be able to check that all staff are screened on a daily basis, and to check on those that have not reported to work to see if they need any assistance.
- 9.9.5. Staff and students will be required to present themselves on arrival to the screening station positioned at their school prior to going to their classrooms. All staff and students will be issued with a wristband or sticker confirming that they have been screened and are safe to start work or enter their classroom or office.
- 9.9.6. As much as we would like to make the St Stithians campus available to parents and alumni for exercise, until we are certain that we are able to comply with the legal requirements of the Department of Basic Education, we will have to keep the campus closed.
- 9.10. Access to the Campus for Permanent Contractors**
- 9.10.1. The cleaning, grounds, waste, pool maintenance, ICT, nursing staff, paramedics and kitchen staff will be required to follow the same screening procedure for staff as mentioned above when entering the campus.
- 9.10.2. A register of all contract staff working on site to be supplied to be able to check that all staff are screened on a daily basis, and to check on those that have not reported to work to see if they need any assistance.
- 9.10.3. All staff will need to report to the closest screening station to where they work prior to starting work.
- 9.10.4. All staff will be issued with a wristband once screened indicating that it is safe for them to start work.
- 9.11. Access to the Campus for Visitors and Ad-Hoc Contractors**
- 9.11.1. Whilst visitors are discouraged from coming onto site, should they be required to, prior notification in the form of a Visitor's Register will need to be provided to the COVID-19 Manager (SafetyOfficer@stithian.com) with the following information:
- Name of the person,
 - Date and time expected to arrive,
 - Vehicle registration number,
 - Who they are here to visit,
 - Purpose of visit
- 9.11.2. Visitors may only enter the campus through the Peter Place gate and are required to wear their face mask at all times whilst on campus.
- 9.11.3. On arrival they will be required to be screened before being allowed onto the campus.
- 9.11.4. On completion of the screening process, the person will be given a wristband or sticker to confirm that they have been screened and can continue to their appointment.
- 9.11.5. Visitors are to sign an indemnity form on arrival at the school or department they are visiting and be given the school contact details to contact the school should they be tested positive for COVID-19 within 21 days post-visit.
- 9.11.6. Any visitor that arrives at security whose name is not on the register for that day will be denied access.
- 9.11.7. The boom is opened by swiping the hand over the sensor – no touching required.



9.12. Access to the Campus for Deliveries

- 9.12.1. Deliveries to the kitchen, laundry, boarding houses, ICT, Operations Department are to be treated the same as in Visitors and Ad-Hoc Contractors above with regards to notification of expected delivery and screening.
- 9.12.2. All deliveries to only enter at the Peter Place gate for screening and recording to be done prior to being allowed onto campus.
- 9.12.3. Any items delivered are to be sanitized by the person receiving them before being put into storage or use.

9.13. Cleaning of Venues

- 9.13.1. Schools will provide the Operations Department with their timetables in order to assist the cleaning staff with planning, scheduling and implementing the cleaning protocols in the various venues.
- 9.13.2. The cleaning of school venues will be done according to strict protocols and procedures and cleaning schedules provided by the Gauteng Department of Education and adhered to by the campus cleaning contractor, with guidance from the College on what is expected (see Cleaning Procedure and MSDS of cleaning chemicals in the COVID-19 Folder in the Shared Drive).
- 9.13.3. Bathrooms and kitchen areas will be cleaned according to a schedule as per the above.
- 9.13.4. Should a venue/s be suspected of having a person infected with COVID-19 in it, the venue/s will be locked down immediately and arrangements made for the venue/s to be disinfected and sanitized prior to it being allowed to be used again.

9.14. Disposal of Potentially Hazardous Waste

- 9.14.1. Hazardous biological waste bins as per the Health Care Waste Guidelines will be provided and must be used to dispose of disposable face masks, gloves, used tissues and any other materials that have been in contact with potentially infectious nasal or oral mucosal fluids.
- 9.14.2. A contract with the Waste Service Provider is in place to remove and dispose of this waste according to the Guidelines on Management of COVID-19 Healthcare Waste.

10. Identification of High-risk Staff and Measures in Place to Keep Them Safe

- 10.0. A list of the "at-risk" (over 60 years of age, has a chronic medical condition or are pregnant) staff members is available.
- 10.1. As St Stithians takes pride in caring for its staff, the HR department has endeavoured to accommodate these staff members as much as possible.
- 10.2. These staff are discouraged from coming onto the campus, but should they need to, they will be required to:
 - Sign a declaration form stating that they are aware of the risks and will take all necessary precautions to stay healthy
 - Wear the required PPE at all times whilst on campus
 - Provide a Certificate of Health from their medical practitioner
 - Spend as little time on campus as possible
 - Limit interaction with others



11. St Stithians COVID-19 Clinic

- 11.0. A COVID-19 Clinic at House 32 (Rector's House) has been set up for the sole purpose of COVID-19 screening, testing and short-term isolation.
- 11.1. Should boarders return to school, an allowance will be made for those boarders from outside Gauteng to be kept in the clinic until arrangements can be made for them to be collected. Maximum of 48 hours will be permitted.
- 11.2. This clinic will be manned by qualified nursing sisters and a medical doctor (if required).
- 11.3. This clinic is not to be used as a COVID-19 Treatment Centre. Those who test positive with symptoms of the virus will have arrangements made to be transported or collected to be taken either home or to the nearest COVID-19 designated Private or Government Hospital for further testing and treatment where necessary.

12. Human Resources Matters

- 12.1 COVID special leave: Staff that have not been able to work during the lockdown, due to the nature of their work, will be placed on paid COVID-19 special leave. It is the responsibility of the relevant Head to ensure that leave records are updated with the Payroll Manager. An additional leave category has been created on ESS so staff are able to apply for their own leave or a bulk upload can be done.
- 12.1. Sick Leave for staff who contract the virus: Our current policy allows for 30 working days sick leave over a 3-year period plus the option for an additional 20 working days paid sick leave if approved by the Rector in specific circumstances.
- 12.2. UIF & TERS: For staff in departments and schools who are unable to work remotely and do not accrue annual leave, the College is submitting a claim to the UIF Temporary Employee Relief Scheme. This scheme allows the College to ensure that these staff can continue to be paid during the lockdown period.
- 12.3. COIDA: Staff that contract COVID-19 which is directly linked to their return to work are able to submit a claim via the Compensation for occupational injury and disease Act
- 12.4. Psycho-social support: All staff have access to the Colleges Employee Assistance Programme (EAP) via our well-being partner Kaelo. Assistance is also available to staff, students and parents via the school-based Chaplains and Psychologists.

13. ICT

13.1. ODL Infrastructure

- 13.1.1. The procurement of devices and data for staff to assist with ODL
- 13.1.2. Migration of certain network location to SharePoint or OneDrive to allow external access
- 13.1.3. Migration of school servers to Azure, mitigate

13.2. Security and Support

- 13.2.1. Student and staff password changes to ensure information is secure
- 13.2.2. Allows students to log support calls via a dedicated email address that will be managed internally

14. Advancement

- 14.1. COVID-19 Information for staff will be available on an HR Website and more public information will be available on the www.stithian.com website.



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14.2. Admissions will continue to be administered online where possible, and where necessary visitors will need to follow procedures as per Access for Visitors and be added to the register by the Admissions Department in order for access to be granted.

15. **OSA/ Higher Ground**

Further information to be provided on the operations of the OSA clubhouse and the Higher Ground Restaurant when more information becomes available on the COVID-19 stages. At this stage, the higher Ground restaurant remains closed.

16. **Thandulwazi Maths & Science Academy**

More information to be provided once announcements are made on the opening of schools and return of students.

17. **Other Service Providers on Campus:**

17.1. **Empact**

17.1.1. **Dining Hall / Kitchen**

17.1.1.1. **Kitchen staff – returning to work**

- Staff to be screened daily before starting work
- Any staff member found to be presenting with COVID-19 symptoms or any illness will be denied access and be referred to a medical professional or COVID-19 testing station.
- College procedure to be followed if any member tests positive for COVID-19 or displays any flu like symptoms
- Every employee will be issued with two 3-layer cloth masks. Employees are required to wear their masks while at work
- Staff to wash and sanitise hands on entering the workplace, thereafter handwashing to take place every 30 minutes when the buzzer signals
- Staff residing on the property need to abide to the campus rules and regulations on COVID-19
- Staff will be rotated for shifts depending on the numbers of students to be served
- Social distancing to take place at all times – 1.5m

17.1.1.2. **Kitchen Staff Training and Compliance**

- Staff returning to work will be inducted on the COVID -19 policies and procedures
- Staff training on wearing of masks and standard operating procedures of using masks will be completed.
- Clearly demarcated workstations will be created to limit movement of staff between workstations
- Each working station to have their own sanitising solution
- No cell phones or personnel belongings to be allowed into the workplace. All cell phones to be dropped in an individual bag before entering the kitchen. No charging of cell phones to take place in the Kitchen and Office



- Regular communication sessions with all employees, emphasising the importance of personal hygiene, as well as providing updates published by the local and national health authorities, to take place daily
- Posters to be displayed promoting the importance of following the correct hand-washing technique. Ensure staff adhere to the correct process
- Staff to wear the required cloth face mask, that fully covers the nose and mouth at all times

17.1.1.3. **Delivery Vehicles and Suppliers**

- Every delivery vehicle to report to security and anyone in the vehicle to be screened
- No vehicle will be allowed on the premises if anyone in the vehicle presents with COVID-19 symptoms or is not wearing a face mask
- Supplier staff will only be granted access to the delivery area and must sanitise their hands before entering the delivery area
- Not more than one supplier staff member will be allowed access into the delivery area. "No going beyond this point" to be clearly marked in the kitchen
- All stock must be contained in a sealed box or packaged and sanitised before being put into storage or used
- All fruit and vegetable to be rinsed in food graded sanitising solution before use

17.1.1.4. **Food Deliveries to hostels**

- Pre-packed food must be moved in a clean sanitized Hot Box to the relevant serving area
- Limit handling of pre-packed food containers
- Dedicated staff members only to handle the movement and serving at the designated serving areas
- Food to be put on hot holding surface at the serving area
- Serving surfaces to be sanitized before and after every serving
- Hot boxes to be sanitized before and after every serving
- Food equipment to be sanitised after each use
- Driver to wear a face mask at all times and sanitise before entering a hostel
- Vehicle to be sanitised after each meal delivery

17.1.1.5. **Kitchen and Dining area**

- The kitchen and dining area to be sanitised before opening for service by the school
- The kitchen and dining areas will be sanitised daily. Facilities to assist with dining hall
- Service area to have the appropriate demarcation that encourages social distancing. Floors to be clearly marked at service area to maintain a 1.5m social distance
- Every student to sanitise before entering the dining area
- Entrance into the kitchen will be restricted with strict protocols
- Tables and chairs to be disinfected after each service
- Service doors to remain open during service times
- Posters educating learners and staff on procedures will be on display in dining hall
- There will be no access into the dining hall outside of service times



- Mask procedure to be put in place for all students and staff when entering the dining hall
- Condiment holders, bottles, condiments shakers must be sanitized throughout the day and placed in the dishwasher at the end of each day
- Service times to be staggered if required by the school
- Taps, door and fridge handles, and high frequency touch points must be cleaned and sanitized regularly throughout the day
- Cups and cutlery to be placed where each person is demarcated to sit. A staff member will be present to assist at the coffee/juice station
- Ensure all dishwashers are working and functioning at the correct temperatures
- Meals can be served in either take away containers with disposable cutlery or plated and served with the proper measures in place that minimise risk
- No open foods to be visible in the serving/buffet area to restrict contamination

17.1.1.6. **Seating in Dining areas**

- Ensure that there is a minimum of 2 meters distance between all tables
- Remove some of the tables in the dining area to facilitate the spread of the tables (2 meters).
- Restrict the number of people sitting at a table – there should be at least 1.5m between them
- A 4-seater table can only accommodate 2 people at a sitting
- Ensure that students do not sit opposite each other or next to each other
- Clearly indicate on the chairs or by the position of the chairs, where people can sit
- There must be at least 1.5m between seated / standing employees at all times
- Tables and chairs must be cleaned and sanitised throughout the day

17.1.2. **Saints Café's**

- Tuckshop to be sanitised before opening and disinfected frequently
- Social distancing to be maintained at the tuckshop with clearly marked points at the service points
- A staff member to be available during service times to monitor compliance with social distancing
- All staff to wear face masks at all times
- Perspex dividers to be fitted at service points
- Prominent touch points i.e. speed points to be sanitised frequently
- All items on sale to be packaged appropriately
- Service times to be staggered accordingly
- No service to take place outside of service times
- Staff handling cash must have sanitizer available at all till points

17.1.3. **Boarding House Cleaning**

- All dorms to be sanitised before opening and disinfected frequently



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- Cleaning staff to wear face masks at all times
- Cleaning equipment should be cleaned and sanitized daily or at the end of each shift
- Cleaning schedules to be reviewed to incorporate new procedures in dealing with COVID-19
- Each cleaner to be issued a spray bottle with the appropriate disinfectant
- Training to take place on COVID-19
- Cleaning to be properly scheduled to ensure social distancing
- Check list to be put into place to make sure that there is compliance

17.1.4. Laundry

- SOP on Laundry to be put in place. This will be devised with the assistance of our Infection Control Sister
- Laundry staff to wear face masks at all times
- Laundry staff to sanitise or wash their hands with soap and water every hour
- Strict protocol in place for any person entering the laundry
- Laundry staff to be trained on COVID-19

17.2. Seattle Coffee Shops

More information to be provided before these shops are allowed to open. At this stage they remain closed.

17.3. Cupped Coffee Trailers

More information to be provided before these shops are allowed to open. At this stage they remain closed.

17.4. Stythian Shop

More information to be provided before they are allowed to open for trade. They will be required to follow all procedures with regards to screening, social distancing, cleaning, sanitizing, etc.

17.5. Sports Republic Shop

More information to be provided before these shops are allowed to open. At this stage they are running an online shop.

18. COVID-19 Task Team

- 18.1. A COVID-19 Task Team has been set up to manage any matters related to the COVID-19 pandemic on campus.
- 18.2. This team will be responsible for:
 - Policies, procedures, guidelines, keeping up to date with any new legislation
 - Induction and training
 - Medical advice, screening, testing, clinic
 - HR Issues – Wellness, COID, TERS



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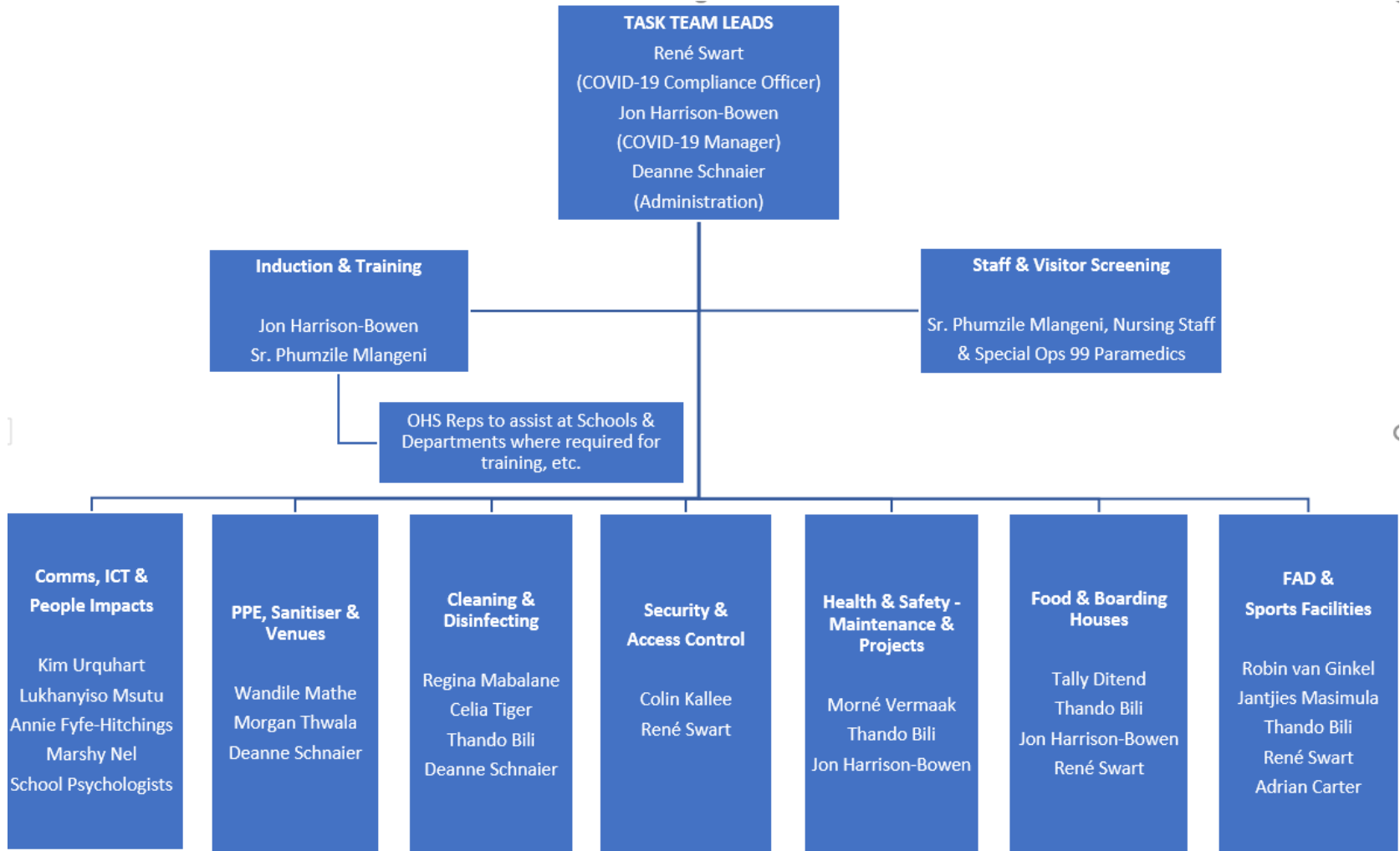
- ICT – Security, support, ODL
 - Advancement – Admissions, communications
 - Awareness materials
 - PPE, sanitiser
 - Cleaning
 - Waste management
 - Security
 - Maintenance & projects
- 18.3. Between the HR and Ops management staff, they will be responsible for certain portfolios to ensure that the College complies with Governments Guidelines for Educational Facilities during COVID-19 at all times and that no one person is expected to deal with all aspects and requirements, which could result in an area falling between the cracks.
- 18.4. Weekly reports to be provided to EXCO on any issues, concerns, positives, COVID-19 reported cases, etc.
- 18.5. See Organogram of COVID-19 Campus Task Team below:



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PREPARED BY	Rene Swart and Jon Harrison-Bowen

COVID-19 CAMPUS TASK TEAM





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PREPARED BY	Rene Swart and Jon Harrison-Bowen

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19. General

- 19.1. Any policies, procedures, guidelines, registers etc. referred to in this Workplan can be accessed at:
T:\SharedStaff\OHS Management & Compliance System\COVID-19