**Kimberley Boys’ High School**

**PROTOCOL FOR 2020:**

**SCHOOLING DURING COVID 19 PANDEMIC**

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This document applies to the return of all learners to school and is subject to regular revision.

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**List of Acronyms:**

**DBE** Department of Basic Education

**PPE** Personal protective equipment

**SOP(s)** Standard Operating Procedure(s)

1. **Preamble**

Kimberley Boys’ High School acknowledges that people are the most important asset in the school and that all staff, learners and visitors are entitled to a safe and healthy school environment.  The protocols below are to be read and understood together with the Standard Operating Procedure (SOP) document that has been issued by the Department of Basic Education (DBE).  The SOP must take priority in its instructions and outline.

We look forward to cooperation and understanding from all stakeholders.  It is clear that success in curbing the spread of COVID-19 can only be achieved if all parties work together.  In this regard, it may be necessary to call on members of the school community to assist the school.

1. **Entering School Property**

The following symptoms may develop days after exposure to someone who has COVID-19 infection:

* Fever – 38°C or above
* Body aches
* Nausea or vomiting
* Diarrhoea
* Fatigue, weakness or tiredness
* Dry cough
* Headache
* Difficulty breathing
* Flu-like symptoms
* Loss of taste or smell

The checklist/questionnaire provided by the Department of Health will be used for the purposes of screening staff, learners and visitors.

**NO** staff member, learner or visitor will be allowed onto the school property if he/she presents with one or more of the symptoms described above or if they have a temperature of 38°C or above.

The protocols and procedures outlined in this document are subject to change in order to meet the needs of the growing learner population.

 **2.1 Arrival Procedure for Learners**

Upon arrival, all learners must be wearing a mask.

Only the entrance in Dalham Road will be open. All learners will enter via that gate to facilitate physical distancing and screenings.

Screenings will take place at the entrances of the two side doors.

1. Physical/Social distancing will be implemented by using markings at the two side doors.
2. Learners will be directed according to their house groups.
3. Learners’ temperatures will be taken and recorded. Learners with a fever

 (380 C and above) will be isolated in the library. Their parents and the relevant

 authority will be informed.

**Note:** The screeners reserve the right to isolate a learner if they present with symptoms at the screening.  Parents / guardians will be contacted to collect the learner immediately.

**Learners are strongly advised to leave their cell phones at home**. However, learners who find it necessary to carry a cell phone do so at their own risk. The school will not be held liable if any cell phone that get lost or damaged.

* 1. **Arrival Procedure for Staff**

All staff must arrive **wearing a mask**.  Staff will be screened upon entering the front door and will report to their classrooms. `Staff temperatures will be taken and recorded. Staff with a fever (38⁰ C and above) will be isolated in the library. The relevant authority will be informed. Physical/Social distancing will be enforced.

* 1. **Arrival procedures for visitors**

**Visitors may only enter the school by appointment**.  The security guard will be informed if anyone will be visiting the school. Upon arrival, all visitors must wear a mask. Visitors will **sign a register** at the front gate and be sanitised. Upon entering the front door you will be screened.

**No parent(s) may visit the school to drop off any item for a learner** (including food) during schooling hours.  No delivery services for learners will be permitted. DBE Officials are allowed entry onto the school property but must abide by all protocols that the school has in place.

**3. Symptomatic Learners and Staff**

It remains the parents’/guardians’ responsibility to perform a health check with their son before leaving home.  If the learner presents any symptoms prior to leaving home, they are to remain at home.  Please contact the school (053 833 2684) to report this as soon as you can do so.

The following guidelines are contained in the SOP (2020: 14-16):

1. Learners or Staff **who come into direct contact** with a confirmed case of COVID-19 is to be **quarantined for 10 days**.  It is the **responsibility of the parent / guardian** to inform the school if the learner has been in contact with an infected person.  In the case of a staff member, it remains their responsibility to inform the school.
2. Learners or staff who **display symptoms must remain at home** and should be tested for COVID-19.  The school reserves the right to request a negative test result as a precondition for the learner’s / staff member’s return.
3. If a learner or staff member manifests symptoms **during the course of the day**, they will be **isolated**.  The learner’s parent / guardian and the relevant authority will be contacted and must be **immediately** collected from the school.

**4. Managing confirmed cases of COVID-19**

In the event that a learner or staff member is confirmed to have COVID-19, the procedures contained in the SOP will apply:

1. The relevant public health official must be notified.
2. The affected person must be **granted sick leave** and remain in quarantine until such time that she/he has fully recovered and tested negative.
3. A **register of infected employees** must be kept and sent to the Department of Public Service (state-employed staff) or the Department of Labour (SGB-employed staff).  These individuals must be provided with support from the school.
4. **Contact tracing** must be implemented.  It is the school’s responsibility to contact the parents of learners who have come into direct contact with the infected person.
5. All **close contacts are required to self-isolate** for a period of 10 days.  This includes staff members and learners who were in direct contact with the infected person.  Official leave must be granted to these individuals.
6. An investigation will be conducted by the relevant Public Health Official, who will provide further guidance to conduct a **formal risk assessment**.
7. The workspace of the infected person must be **thoroughly sanitised**.
8. **Provision of Resources and Training**
	1. **Personal Protective Equipment**

KHS will provide all staff and learners with two masks. It is each person’s responsibility to maintain their mask, i.e. wash regularly.

* 1. **Hand Washing and Sanitising**

All staff, learners and visitors must sanitise their hands regularly. Learners and staff are encouraged to wash their hands frequently throughout the day, especially before and after eating.  Learners are encouraged to carry a small bottle of sanitiser or sanitising wipes for their personal use.

Notices / posters about COVID-19 protocols have been placed along the corridors and in strategic places around the school. Learners will be reminded to avoid touching their eyes, noses and mouths with unwashed hands. Learners will be instructed to avoid the sharing of personal items and stationery with others.

**PRACTICE COUGH AND SNEEZE ETIQUETTE** – cough in the fold of the bent elbow and sneeze in a tissue which should be discarded safely in a refuse bin with a lid. Wash hands immediately thereafter.

**HOW TO WASH YOUR HANDS WITH SOAP**

1. Wet hands and apply soap.
2. Rub palms of hands together.
3. Rub between the fingers, back of hands and wrist.
4. Clean underneath the nails.
5. Rinse hands with clean / running water.
6. Dry with clean paper towel or shake hands in the dry air to dry.

**HOW TO SANITISE HANDS**

1. Apply the hand sanitiser to the palm of one hand (size of a R1 /R2 coin)
2. Rub your hands together.
3. Rub the gel over all the surfaces of your hands and in between fingers for at least 20 seconds until your hands are dry.

**6. Protocols during school hours**

Once learners have entered the school premises, they may not leave the school grounds until the end of the school day unless a parent signed them out.

**6.1 Physical contact and sharing**

All staff, learners and visitors will be subject to the physical distancing guidelines.

**The following are NOT allowed:**

* Handshakes
* Hugging.
* Sharing of meals and water bottles
* Sharing of stationery
* Sharing of books, worksheets and other learning material
* Sharing of any personal items, such as tissues, hand sanitiser and wet wipes.
* Sharing of PPE e.g. masks, shields or gloves.

**6.2 Break times**

Learners may not cluster in groups and must maintain physical distancing. Staff will monitor as far as possible to ensure that physical distancing is maintained. Learners must place their litter in the bins.

**6.3 Movement within the school**

Movement around the school will be prescribed. Learners must follow the instructions.

**6.4 Toilet Use**

During lessons, one learner at a time may leave the classroom if need be. Learners must observe physical distancing in the bathrooms.

During breaks, a security guard will be placed on duty outside the bathrooms to ensure:

* that the number of learners inside the bathroom can be no more than the number of available stalls;
* that all learners wash their hands upon entrance and exit.

**6.5** **Learner access to Administrative and Financial staff**

Learners are permitted to access the reception area during breaks provided that physical distance is maintained. School fees and all other monies due to the school must be paid via EFT. School fee enquiries can be directed to the bursar at the following email: bursar@kbhs.co.za

1. **Communication**

**7.1 Staff Meetings**

Staff meetings will take place by arrangement.

**7.2** **Communication with parents and guardians**

Communication between staff and parents will be done telephonically, via sms or, via email when necessary.

**8. Food sales**

The tuckshop will only sell sealed food items. The floor will be marked to ensure that the appropriate spacing is maintained to support physical distancing.

**9. Assessments and alternatives for learners not attending school**

**9.1 Learners at risk**

Parents and guardians must please provide the school (deputy@kbhs.co.za OR boyshigh@mweb.co.za) with a doctor’s letter stating the boys condition.

**9.2 Learners who do not return to school or who are not at risk**

The school needs to communicate to parents/guardians that all necessary precautions to prevent the spread of COVID-19 have been taken and will attempt to assure parents/guardians that their son will be safe.  No provision will be made for learners in this category.

**9.3 Assessments that require group-work**

Practical assessment tasks that normally require group work will only take place under instruction from the DBE.

**10. Amendments**

**10.1 Timetable**

The school timetable and bell times have been adjusted and communicated to parents / guardians and learners.

**10.2 School code of conduct**

**The schools’ code of conduct is still applicable**, but the demerit and merit system has been suspended for now due to the fact that the detention is not applicable during this time. However, parents will be informed of any misconduct and transgression of the COVID 19 regulations by learners. For serious offences that contravene the COVID 19 protocols the parent/guardian will be notified and such a learner maybe removed from the school premises by relevant authorities and/or parents.

**10.3 School dress code (Uniform)**

During this period (Lockdown level 2) learners will be allowed to wear the following:

1. School uniform is compulsory – Mondays and Fridays
2. Learners in grades 8 – 11 must be dressed in their school uniform. The normal school rules apply when learners are in school uniform, w.r.t neatness, hair and shaving.
3. Cell phone use is prohibited during lessons and on the school ground.

**Learners are strongly advised to leave their cell phones at home**. However, learners who find it necessary to carry a cell phone do so at their own risk. The school will not be held liable if any cell phone that get lost or damaged.

**11. Learner Guideline Summary**

These guidelines have been developed using the Orientation Guideline for Parents, Teachers, non-teaching staff and learners, issued by the DBE (2020b).

**Before arriving at school:**

* Parents, guardians and learners must ensure that **providers of commuter transport services,** including bus services, taxi services **and private cars** transporting learners to school, at all times adhere to the Regulations issued in terms of the Disaster Management Act 2002 (Act no 57 of 2002).
* Learners are advised to carry a small bottle of hand sanitiser/sanitising wipes for their personal use.  These may **not** be shared.
* A **thorough health check**, including a temperature check, should take place prior to learners leaving home. Under no circumstances should a learner attend school if he is unwell or running a temperature.  Please follow protocols if this is the case.
* Ensure that your mask and uniform are **clean**.

**On a learner’s arrival at school:**

* Ensure that you are **wearing your mask**.
* You may only enter through the **gate in Dalham Road.**
* **Screenings** will begin from **07h15**.
* There will be **NO grouping of learners**.
* When you greet your friends, you may not hug them, shake their hand or engage in any other form of **physical contact**. Strict physical distancing of at least 1.5m must be observed at all times.
* You will go straight to register.
* School start at **07:30**.

**During the school day:**

* **DO NOT share any personal property**, including, but not limited to, food, stationery, water bottles, cutlery, cups or cold drinks.
* Always **sit in the seat that is allocated to you** by your teacher.
* Always **follow the directions of the staff.**  Their job is to assist you and make sure that you observe the required protocols.
* Movement will be regulated.  **At all times, follow the marks.**
* **Sanitise your hands** before entering and upon leaving your **classroom**.
* **Sanitise and wash your hands** before entering and upon leaving the **bathroom.**
* **Wash your hands with soap** and water frequently or use hand sanitiser / sanitising wipes.  This is especially important after touching your face, coughing, sneezing or eating.
* **Your mask must be kept in place at all times**,except when eating or drinking.

**Breaks:** Ensure that physical distancing is maintained at all times.  **No physical contact is permitted**.

**After School:**

* The school day will **end at 14:30.**
* Classes will leave on a staggered basis to maintain physical distancing.
* You may only leave through the gate in Dalham Road and will not be permitted to re-enter the premises.