



Victoria Primary School

**STANDARD OPERATING PROCEDURES FOR SCREENING AND ISOLATION OF
LEARNERS AND SCHOOL STAFF/PERSONNEL**

2020

COVID-19 is an infectious respiratory illness caused by a new virus (coronavirus). Although more is being learnt about the disease every day there is currently no vaccine to protect against COVID-19. At this point, the best way to prevent the infection and spread of the virus is to avoid exposure and transmission by adjusting our behaviors and daily practices.

As our school reopens we share an important role in slowing the spread of the disease in order to ensure that our girls and staff have a healthy and safe environment in which to learn, teach and work.

Although we, at Victoria Primary School will make every effort to protect our children and staff from becoming infected by following strict screening and sanitization protocol as well as instilling good hygiene and social distancing measures, outbreaks of COVID-19 may still occur.

In order to ensure the health of our greater Victoria Primary School family, we trust that our girls, staff, and their family members will also follow good hygiene and social distancing measures, at home.

We have developed a Standard Operating Procedure (SOP) for our school that we trust will set your minds at ease as you prepare your daughters for their return.

This is by no means a complete document and it may change as we enforce it and work out what does and doesn't work for our school in terms of space and logistics. The procedure may also change to suit the needs of each Grade. We will keep it updated so that you will remain informed at all times.

It is important for our school to have a comprehensive SOP as it not only informs the screening procedure for our girls and all school staff (academic, administration and auxiliary), it also ensures that we manage any individuals who may present as symptomatic at school, appropriately in order to avoid further transmission.

Arrival Procedure and Screening for COVID-19 symptoms

Who will be screened?

All school academic, administrative and auxiliary staff and children will be screened on arrival. Access to the school building is only permitted to the above mentioned categories. Only persons who perform essential services and who are deemed necessary for the functioning of the school may be permitted into the school property. When it is necessary for them to enter the building they will follow the same screening procedure.

Who will conduct the screening?

The School Screening Team which will be established by the school principal as indicated in the Head of Department's memorandum of 21 May 2020.

Should any person present with symptoms upon initial screening, the **SOP** indicates that on consideration of the symptoms, the person should be sent home and consultation with a **GP** or the clinic is required. If deemed necessary, Dr Fiona Meihuizen will be contacted for advice.

When will screening occur?

All school academic, administrative and auxiliary staff and children will be screened on arrival every morning. Please note the arrival times for girls and staff will be staggered and communicated to parents separately.

Any visitors requiring access to the school will follow the same screening and sanitization procedure, we will endeavor to keep access to the public limited.

Where will the screening occur?

The screening will occur before the learners and staff enter the school premises and access their respective offices and classrooms. The Hall Foyer has been allocated as our Screening Space for Intersen Phase girls. The PP will be screened at the PP gate, the FP girls will be screened at Huntley Street Gate and the school staff to be screened at the office.

Social distancing measures will be put in place by the demarcation of 1.5m intervals along the driveway and the pathway outside the school premises/ top field.

The School Screening Team will guide this process inside the Screening Spaces as well as outside.

A screening site will be set up at the stairs in the "Bubble" for **STAFF ONLY** until 07h30. Any staff arriving after this time must report to the office, access from Beaufort Street.

Music pupils who have chosen to continue music and have received an official exemption from school attendance will be screened by their respective Music teachers on arrival and may not enter the building prior to this. They may not move to any other part of the school.

What equipment will be used to conduct the screening?

The following equipment will be used by the Screening Team to ensure that safe and efficient screening is conducted:

Face masks

Hand Sanitisers (70% alcohol content)

Digital Thermometer

Data Collection Tool - Class lists to record temperatures, questionnaires (on Mondays or Tuesdays ie child's first day at school).

How will we prepare the Screening Space for screening?

The Screening Team will meet before the school opens for the day in order to ensure that the Screening Space is set up and disinfected.

Our school auxiliary staff will be following a strict sanitization protocol which will include keeping the Screening Space and furniture in it disinfected.

The Screening Team will ensure that all necessary equipment is available and disinfected and that the social distancing demarcations are visible.

Individual screeners will receive Intersen learners inside the foyer, (the volume of people within the foyer will be limited) and this area will be disinfected and locked once everyone has arrived. PP and Foundation Phase screening will happen outdoors in the designated areas.

The Screening Procedure

The Screening Team

- Each person conducting screening must wear a face mask.
- Each member of the team must be screened by the office staff on arrival. Mrs Rafferty and Mrs Lang are to report early and are required to screen each other first. They will in turn screen all staff on arrival.
- Each person conducting screening must regularly wash their hands for 20 seconds or use hand sanitiser (70% alcohol) during the course of screening.
- The thermometers will need to be sanitised using a 70% alcohol solution regularly throughout the screening.
- The staff monitoring children and other staff members waiting to be screened are to ensure that everyone is wearing a facemask and that social distancing is maintained.
- No one will be allowed entry to the school without a mask.

Parents and Guardians

- It is very important that parents keep unwell children at home. If your child is unwell or if she has a temperature, please contact the office and let us know.
- Parents must disclose whether their children have been unwell.
- Parents are also to declare whether their children have had contact with anyone who has COVID-19.
- Prior to their daughter's return to school, parents are requested to submit a letter to the school from the doctor or nurse who treated the diagnosed positive person stating when they can return to school, should it be your daughter, or stating when the household contacts can return to school.
- If this is not possible, we request that a parent or guardian signs a letter stating that their daughter has not been in contact with anyone who is COVID positive for the last 14 days prior to her return to school and that the parent understands that a household member with COVID is regarded as positive until 14 days from when they first displayed symptoms.
- A notice will be sent to parents whose children have been in quarantine or isolation as a reminder that a letter is required (as mentioned above) to be presented on their daughter's return to school.
- Parents are to ensure that children arrive at school within the stipulated arrival time to ensure that there is as little congestion at all screening points as possible. These times as well as the drop off procedure will be communicated as each new Grade returns to school.
- Parents and Guardians are responsible for ensuring that girls arrive at school having sanitized their hands and that they are wearing a face covering. Everyone will be issued with 2 masks on the day that they return to school, these must be worn thereafter, washed and alternated daily. Own masks that meet the safety criteria can be worn to school.
- Should children be using public transport to get to school, it is the responsibility of parents to ensure that their children are transported safely to and from school, and that they understand the importance of maintaining the rules for social distancing. The onus is also on parents to ensure that the owners of the transport their daughters use are abiding by the safety measures stipulated for public transport.

Staff and Children

- On arrival all staff and children are to ensure that they have sanitized their hands and that they are wearing a face covering. Everyone will be issued with 2 masks, by the DoE which must be worn thereafter, they are to be washed and alternated daily. Own masks that meet the safety criteria may be worn to school.
- It is imperative that social distancing rules are enforced outside as well as inside the school, everyone is expected to join the line screening queue and remain in the demarcated spaces until they are in the building.
- Staff are to declare whether they have had contact with anyone who has COVID-19
- Staff are requested to call in if they are not feeling well or if they are showing any symptoms, rather than report for screening.
- Children will be gently guided through the process by the Screening Team.

- Children who are considered a PUI will be sensitively placed in the isolation room and parents will be called to collect them. Parents will report to the office door, upon which their daughter will be collected and brought to the hall door, where the parent will then receive them. PP PUIs will be placed in isolation in the Aftercare room. Parents will be called and may collect their daughter from the PP gate. Children will be supervised by a staff member while in isolation.
- If a staff member or pupil has been asked to return home after being screened, they are required to bring a doctor's note to school declaring them safe to do so, on their return.

Visitors

- No visitors will be permitted into the school building and/campus unless deemed as performing an essential service that unless permitted may hinder the functioning of the school or to ensure the safety of the school community
- No one will be allowed entry without wearing a mask.
- Parents of Music pupils may not enter the school campus. The respective music teacher will meet them at the Preprimary gate and perform the screening process prior to their entering the music block.

THE SCREENING PROCESS

First Day Screening

By bringing or arranging their child to come to school, this indicates that parents have consented to allowing their child to be screened on arrival.

At her respective screening point, everyone's hands will be sanitized and their temperatures will be taken by a member of the screening team. Every Monday or Tuesday (first day at school for the week), everyone will be expected to complete the screening questionnaire (see below), this will be sent home to be completed by the parents of girls in FP and PP before arrival. Every other day, pupils will be ticked off on a classlist and will be required to declare any symptoms or contacts. This will be prompted by a member of the screening team.

After screening, pupils will proceed to a demarcated area until they are led to their classrooms in a manner where social distancing is adhered to.

Question	Yes	No
Do you have a high temperature?		
Do you have a cough?		

Do you have a sore throat		
Do you have difficulty breathing (shortness of breath)		
Do you feel weak and tired today?		
Can you taste food and drinks normally?		
Can you smell normally?		

Has your daughter experienced any diarrhoea or vomiting?

Has your daughter or anyone else in your household been swabbed for COVID-19 in the last 14 days?

Has your daughter been in contact with anyone who is suspected of having COVID-19 and/or has been in quarantine in the last 14 days?

Only sanitization and temperature measurements will occur on the other days of the week. (Days after a person's first day of the week).

What happens when a high temperature is recorded?

Here the school is guided by the latest guidelines from the National Institute for Communicable Diseases which recommends that any person who has a sudden onset of any ONE of the following symptoms: cough, sore throat, shortness of breath, upset stomach or fever (which is either measured as more than or equal to 38°C or reported by the learner/school personnel) should be classified as a PUI (a person under investigation).

Therefore, if a child or a member of staff has a temperature that is higher than **38°C** or if they have answered **yes** to any of the questions on the questionnaire, they become a "person under investigation" (PUI).

Once a child or member of staff is identified as a PUI through screening, they will be discreetly led to the stage which is our designated PUI waiting area. In the case of a PP PUI the Aftercare Room is the designated PUI waiting area. Here they must continue to wear a face mask and to adhere to physical distancing rules. A member of the Screening Team will remain with the child or staff member for reassurance. This area will be disinfected after the PUI has been collected.

Parents will be notified and asked to collect their daughters immediately. Parents will be requested to contact their GP who will guide them through the process of testing and quarantine.

Parents are expected to notify the school of the outcome of the test should one be performed and the PUI may not return without a medical certificate, if she is positive, that states that they are healthy and have followed the isolation procedures.

If a household member or contact is tested positive, prior to their daughter's return to school, parents are requested to submit a letter to the school from the doctor or nurse stating when their daughter can return to school. If this is not possible, we request that a parent or guardian signs a letter stating that their daughter has not been in contact with anyone who is COVID positive for the last 14 days prior to her return to school and that the parent understands that a household member with COVID is regarded as positive until 14 days from when they first displayed symptoms.

All staff members who may become PUIs are to follow the same protocol.

The Management of confirmed COVID-19 case

If the school is informed that one of the learners or members of staff has tested positive, and the staff member or pupil was present at school during the time they would have been infectious, the school will inform the school's EDO and the contact person at the DoH.

The school will be contacted by the relevant public health officials to discuss the case, to identify people who have been in contact with the infected person and to advise on any further actions or precautions that should be taken. Public health officials, with the assistance of relevant staff, will conduct a risk assessment and give recommendations on the management of children and staff. A decision to close the school will be context specific and decided by the DoE and DoH.