



Victoria Primary School
STANDARD OPERATING PROCEDURES FOR SCREENING AND ISOLATION OF LEARNERS AND
SCHOOL STAFF/PERSONNEL

Updated August 2021

COVID-19 is an infectious respiratory illness caused by a new virus (coronavirus). 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.

During this pandemic we as a school 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 so that all stakeholders are aware of the protocols to follow and are to be strictly adhered to.

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

When will screening occur?

All school academic, administrative and auxiliary staff and children will be screened on arrival every morning.

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. FP girls will be lined up at the 1.5m intervals for screening inside the school grounds.

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 directly to the office.

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.

If this area is used for parent interviews, it will be sanitized straight afterwards.

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. Mr Nell will open up and screen 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 after 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 monitor her closely as at home and if concerned report to your GP or clinic.
- Parents are also to declare whether their children have had *close contact with anyone who has COVID-19.
- Parents should not send their child to school if someone in their household or someone they have been in close contact with, is awaiting a COVID test result.
- Testing should only happen 5-8 days after the onset of symptoms or after close contact with a known COVID positive person took place. Testing earlier can result in a false negative result and a child/staff member may still be required to isolate for ten days.

- If the testing takes place in the required 5-8 days and the test comes back negative, the child/staff member may return to school.
- If a child/staff member does not go for a test at all, after onset of symptoms or close contact with a COVID positive person, she/he will be required to isolate for the full ten days after onset of symptoms or contact. (Please always consult with your GP if you are uncertain)
- If a pupil/staff members' test comes back positive, parents are required to inform the school so that the school principals may contact the DoH and DoE to ascertain the impact this may have on the school and the necessary steps that may be required to limit further spread of the virus.
- Each case will be assessed on merit. Positive cases may be required to complete a close contact list (Contact Line List) for the DoH
- If a child/staff member is identified as a close contact they may be requested to go for a test and this will be the responsibility of the parent to do this when requested.
- If a child is placed in isolation, it is expected that no social gathering will happen at home
- **Close Contact: Someone you have been in contact with for more than 15 minutes, closer than 1.5m, without wearing mask.*
- **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.
- 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. 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.

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.

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, everyone will be expected to complete the screening questionnaire (see below). Every other day, pupils will be ticked off on a class list 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 10 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 10 days?

Only sanitization and temperature measurements will occur on the other days 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 is identified as a PUI through screening, they will be discreetly moved to a waiting area. Here they must continue to wear a face mask and to adhere to physical distancing rules.

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 isolation if required.

Daily Procedures

1. Auxillary staff sanitise classrooms, stairwells, bathrooms etc during the course of the day according to a set programme.
2. Pupil's and staff need to sanitise hands on entry and exit of rooms
3. Washing hands is encouraged after visiting the bathroom
4. Windows are open in the classroom daily