



STANDARD OPERATING PROCEDURES FOR LEARNERS AND SCHOOL STAFF/PERSONNEL

Updated April 2022

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.

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 adhered to. This has been adjusted as each new Gazette has been released. The following protocols are to be adhered and implemented according to the Government Gazette Vol.680 NO 45877 (4 April 2022).

Arrival Procedure

All school academic, administrative and auxiliary staff and children will have their hands sanitized on arrival.

Where will sanitising occur?

The sanitising of hands will occur before the learners and staff enter the school premises and access their respective offices and classrooms. The left-hand side entrance at Beaufort Street has been allocated as the entry point for Intersen Phase girls. The PP will enter at the PP gate, the FP girls will enter at Huntley Street Gate and the school staff to enter at the office.

Hand Sanitisers (70% alcohol content) will be available at these entry points. The FP and PP girls will be assisted with the sanitising.

Parents and visitors

We will continue to limit access to the school buildings and campus and all visitors, including parents, must first report to the school office unless an alternate entry point has been arranged for a specific event.

School day

On arrival all staff and children are to ensure that they have sanitised their hands and that they are wearing a face mask.

Girls and staff may remove their masks during break time and when outside but we will encourage social distancing when this happens

Grade 00 pupils who are under the age of six years need not wear a mask.

There must be adequate ventilation in all venues

All bathroom facilities will have soap available for washing of hands. We have ensured that we are able to always have running water due to the implementation of pumps and rain tanks as well as access to our borehole water.

Sports and extramural activities

All persons need to have access to hand sanitiser on entry.

For outside activities, spectators and officials need not wear a mask but must maintain social distancing.

Pupils participating in a sporting event need not wear a mask.

If entering a changeroom, bathroom or indoor venue, masks are to be worn.

Management of symptoms

If a learner or staff member or visitor presents with symptoms they are to be either denied access to the campus or are to be sent home.

If at school the learner must be placed in isolation and sent home. A learner's parents or guardians will be advised to make safe arrangements to collect the child that will not place any other person at risk. Staff members will be requested to go straight home. Once home, the learner or staff member will be advised to self-isolate or to go for a medical examination or testing.

The school will disinfect the area that the learner or staff member has been in contact with.