



Shelanti Private School's protocol once school re-opens.

1. The objective of the protocol.
 - a. The COVID-19 virus will remain with us for months to come, our focus at Shelanti is to keep our families, our colleagues and our learners safe.
 - b. This protocol outlines the extensive measures that we will put in place in order to ensure that COVID-19 does not enter the school's premises.
2. How the protocol hopes to achieve its objective.
 - a. Limited interaction between people.
 - b. Limited movement throughout our school.
 - c. Strict social distancing.
 - d. Limited touching of common surfaces and items.
 - e. Extreme awareness of the regulations.
3. Who does the protocol apply to?
 - a. All staff, parents, learners and visitors/suppliers coming onto the premises.

Section 1 – Frequently Asked Questions (FAQ)

4. What are the implications of finding a COVID-19 positive person on-site?
 - a. The protocol was that any institution that has had a COVID-19 positive person in the building is forced into a state of quarantine and deep cleaning.
 - b. The school will be closed, hopefully only partially but possibly completely, for a period.
 - c. All staff who came into contact with the infected person must self-isolate for a period of 14 days, and be tested for COVID-19, as well as their families. See pt 7 below for an explanation of self-isolation.
 - d. Revised home school/distance learning strategy needs to be in place, switched on and active in the event of either a pupil isolating, or the school placed in quarantine.
5. What are the implications of not being tested when you show symptoms of COVID-19, or not disclosing this to the Shelanti principal?
 - a. The virus is spread much further and faster and will guarantee that the school must close for quarantining in the interest of our staff, students and parents.

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- b. Disciplinary action
 - c. Potential criminal action – as is currently the case.
6. What are the symptoms of COVID-19?
- a. Minor symptoms include flu-like symptoms like fever, coughing, body aches and fatigue. These can be treated at home with normal flu-type medicines.
 - b. Severe symptoms include difficulty breathing, which is an indication to go to a hospital.
 - c. Increased risk of severe symptoms in the elderly (>65yrs), diabetics, and people who have lung diseases such as TB, or immune suppression diseases such as HIV and AIDS.
 - d. Smoking can also increase the severity of symptoms.
 - e. Binge-drinking temporarily suppresses the immune system, which can make symptoms worse.
7. What will happen if I am COVID-19 positive?
- a. Minor symptoms – a vast majority of people recover.
 - b. Severe symptoms – with the right hospital care many people recover. Currently 75 people have died of this virus in South Africa (24/4/2020).
8. What is self-isolation?
- a. Self-isolation is different from lockdown. If you self-isolate, you must:
 - i. Limit any contact with other people who live in the house, preferably staying in another room, where family members do not enter.
 - ii. Wear a mask at all times.
 - iii. Don't touch common surfaces such as kitchen counters, tables, TV remotes, door handles and any other items used by the family/relatives, housemates. NOTE: Gloves do not help with this – the virus is not spread by the skin, but rather by droplets on the hands when you touch your nose and mouth – you will do this with gloves as well. If you prefer to wear gloves please sanitise/wash frequently, as you would your hands.
 - iv. Use a different bathroom if possible.
 - v. Use hand-sanitiser before and after using any cooking or eating utensils, touching surfaces, etc. This applies to the family members as well.
 - vi. Clean all surfaces thoroughly and often with at least soap and water, but ideally an alcohol based cleaner.
 - b. If you have higher-risk people staying in your home (See 5c), be extremely aware of these rules, or if possible, self-isolate in another location.
9. How long will these regulations stay in place?
- a. These regulations are a response to the COVID-19 pandemic and are not intended to stay in place longer than they need to be.

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- b. As announced by the President we are in STAGE 4 in the recovery process as of the 1 May, the deeper implication of this has still to be communicated.
- c. At this stage the timespan for the pandemic to dissipate is unknown, but the school will take advice from government regulations and guidelines to be released in the coming days.
- d. The regulations will be lifted once the threat of COVID-19 has passed.

Section 2 – Standard Regulations at Work

10. The following entry and exit protocols will be implemented:

- a. All staff, essential suppliers, learners to use hand sanitiser at entry point and wear face masks. (face masks need to be sanitised and washed/microwaved frequently)
- b. Staff, essential suppliers and learners will have their temperature measured when arriving for school. The equipment needs to be sanitised after each temperature is taken.
- c. Should anyone have an elevated temperature, he/she will not be allowed on site.
- d. Ideally the parent can take the temperature of the student in the morning on the way to school and wear a name tag/sticker stating temperature.
- e. Ideally suppliers, parents are discouraged from entering the premises - Deliveries and parcels to be left at the door for sanitising and access.
- f. All staff, essential visitors and learners must adhere to the social distancing rules and all essential visitors are required to wear facemasks.
- g. Seating in classroom needs to address as per social distancing/or to review shielding the desk with a divider – positioning to be reviewed/possibly around perimeter – swoping classrooms to be reviewed and implemented
- h. Teachers to be distanced behind a desk.
- i. Any injuries to come to reception to be handled hygienically.
- j. Teachers will rotate from class to class, school bags will be distanced outside the class.
- k. Aftercare policy needs to be reviewed but restricted to the class and small tented area, and bathroom allocated. To allow for the balance of the school to be sanitised
- l. All toys/balls to be removed from circulation. Review concrete play elements and sensorial elements so they are not shared.
- m. Books/library books only to be handled by the teacher. Sanitised before and after use.
- n. Allocating a play area to each grade – strip gardens at the back to be utilised by grade

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- o. Printer usage – kept to a minimum - try and use digital options/but needs to be sanitised where touched before and after use.
 - p. Learners are not to share books and stationery or devices.
 - q. The jungle gym needs to be sanitised regularly during the day
11. In order to minimize the number of people during break times, in the staffroom and kitchen:
- a. Kitchen – appliances and counter tops will be cleaned and sanitised after each use. Staff to bring their own cutlery and crockery from home to minimise contact. Ideally staff to consider bringing flasks and take-home containers to avoid kitchen contact and then take it home to clean.
 - b. Lunch times will be staggered.
 - c. Tea times will be staggered.
 - d. Staff should eat at their workstations as far as possible.
12. In order to minimize unnecessary contact through common surfaces and items, the following workplace changes will be made:
- a. Tables and benches in common areas will be cleaned and sanitised before and after use.
 - b. Workstation areas will be demarcated with masking tape to ensure staff and learners keep appropriate distance. Desk dividers utilised to limit contact.
 - c. Internal doors will be left open to reduce the touching of door handles.
 - d. External doors will be monitored to limit staff movement
 - e. Staff must, as far as possible, bring food, coffee/tea etc. from home.
 - f. Staff must remain in their designated workplaces unless they need to go to the bathroom or have another legitimate reason for seeing another person or apply social distancing when eating.
13. Standard hygiene rules that all staff must follow:
- a. Wash hands with soap and water often, for at least 20 seconds at a time.
 - b. Use hand sanitiser (>60% alcohol) whenever touching common surfaces.
 - c. Wear facemasks at all times. Reusable ones which can be washed are best. Use a buff/scarf if no facemask is available.
 - d. Don't touch your face – become aware of how often we touch our face.
 - e. Cough/sneeze into crook of an elbow, not onto hands.
 - f. Don't share personal items, e.g. Lip ice, water bottles, etc.
 - g. Keep a 1.5m distance between you and other people.
 - h. No hugging, handshaking or any other touching!
 - i. No unnecessary gatherings, including large meetings. This includes lunch tables.
 - j. No games – dominoes, chess, Lego, puzzles etc. will be used.
 - k. Staff are asked to clean their cars and steering wheels/gears/door handles regularly.

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14. Staff have the right, and are encouraged, to:
 - a. Insist their colleagues keep the appropriate distance from them, and from other staff members (no hugging or handshaking).
 - b. Insist their colleagues do not “visit” other than for legitimate work purposes.
 - c. Insist their colleagues wear face masks.
 - d. Insist their colleagues have their temperature checked as required.

Section 3 – Suggested practices outside of work

15. While the school obviously cannot control what staff members do outside of work, their behaviour and practices in home and social settings have a direct impact on how successful Shelanti Private School will be in fighting this pandemic. Apart from following the standard social distancing regulations in pt11, staff are encouraged to:

- a. Not attend gatherings with large numbers of people.
- b. Try to avoid crowded public transport.
- c. Minimize physical interactions with friends and neighbours as if life is back to normal.
- d. Use hand-sanitiser whenever entering a shop, and when using a trolley.
- e. Show their families how to minimize the virus spread.
- f. Staff are requested to clean their car steering wheels and gears/doors regularly

16. Note that if you have a family member in your home that is suspected of being COVID-19 positive you are obliged to inform the principal who will determine the course of action for you to take with regard to your work.

Section 4 – A typical day in the life of a Shelanti Private School staff member

17. Leaving for work
 - a. Ensure that you have washed your hands thoroughly before leaving.
 - b. Ensure that you have your facemask with you.
 - c. Take your temperature
 - d. Take school food/lunch
 - e. Clean car surfaces

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18. When using public transport / lift clubs

- a. Wear your facemask.
- b. Use hand-sanitiser before getting into the vehicle, and after getting out of the vehicle.
- c. Try to avoid over-crowded taxis and busses.
- d. Review alternates to peak travel times

19. Arriving at work

- a. Wear your facemask.
- b. Proceed to reception to have your temperature checked.
- c. Greet your colleagues from a safe distance – don't hug, shake hands or touch at all.
- d. Try to minimise paper transfer/use computer and social media for communication contact

20. When school starts:

No assemblies will be held, the learners will proceed to their workstations.

Staff:

- e. Wear your facemask.
- f. Keep your distance from your colleagues
- g. Use the hand-sanitiser before starting class
- h. Wipe your workstation with sanitiser periodically whether it's a table, phone, PC.

Learners:

- a. Will wear facemask, 2 must be brought from home, they must be reusable/washable. One will be kept at school.
- b. Stay within their designated work area.
- c. Keep their distance from your friends
- d. Must bring a spray bottle of 70% hand sanitiser from home
- e. Sanitise on arrival, wipe, workstation, stationery and books
- f. Wipe their workstation with sanitiser after use and before packing it away, whether it's a table, phone, PC or iPad.

22. Meetings

- a. Wear your facemask.
- b. Arrange all discussions via email, phone or computer if possible.
- c. Large meetings will not be allowed, except in extreme circumstances.
- d. If meetings must occur, make sure the meeting space is large enough to accommodate a 1.5m distance between all participants.
- e. Each staff member will be responsible for wiping the table/surfaces before and after the meeting

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- f. Don't touch each other's personal items.
 - g. Minimise paper transfer
23. Going to the bathroom
- a. Wear your facemask.
 - b. Go to the bathroom closest to your class
 - c. Use hand sanitiser before touching the door handle and other surfaces (taps, flush, etc)
 - d. Wash hands thoroughly when you are finished.
 - e. Go back to your Class
24. Eating at work
- a. Eat only within your designated workspace.
 - b. Be careful not to compromise the quality of the work at your workstation.
 - c. Once you have finished eating, wash hands (pt 22) or use hand sanitiser.
 - d. Put on your facemask.
 - e. Do not share food and utensils
25. Communal areas:
- a. Wear your facemask.
 - b. Keep 1.5m away from anybody else there.
 - c. No more than 3 people at a-communal area at any time.
 - d. Printer area – sanitise pre and post usage/minimise paper usage and transfer – use digital comms
26. If you need to speak to someone outside of your designated area
- a. Wear your facemask.
 - b. Do not unnecessarily interact with people along the way. Greeting as you go past is good enough.
 - c. Wash hands at a bathroom along the way, or use hand-sanitiser
 - d. Keep a 1.5m distance between you and the person you are speaking to.
 - e. Keep your facemask on while speaking.
 - f. Don't unnecessarily touch anything at that person's desk.
 - g. Once your discussion is over, go straight back to your desk.
27. Getting ready to leave for home
- a. Wipe your workstation and relevant equipment (phone, mouse, keyboard, surfaces).
 - b. Wash your hands thoroughly and/or use hand-sanitiser.
 - c. Wear your facemask when greeting colleagues.
28. If you use public transport / lift clubs
- a. Wear your facemask.

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- b. Use hand-sanitiser before getting into the vehicle, and after getting out of the vehicle.
- c. Try to avoid over-crowded taxis and busses.

29. When arriving home

- a. Avoid touching door handles and common touch surfaces.
- b. Wash your hands thoroughly before interacting with family members.
- c. If you can, put clothes into a washing bin and shower before interacting with family members.

Your safety and health are our top priority.

Warmest regards

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