



BELVEDERE SCHOOL

COVID-19 Protocol

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1. TITLE OF THE POLICY: COVID-19 PROTOCOL

2. EFFECTIVE DATE: 18 May 2020

3. DATE OF NEXT REVIEW: 20 November 2020

4. REVISION HISTORY:

As amended on: 21/05/2020

As amended on: 24/05/2020

5. PREAMBLE

According to the World Health Organisation (the WHO), COVID-19 is a disease caused by a new strain of coronavirus and is linked to the same family of viruses as Severe Acute Respiratory Syndrome (SARS) and some types of the common cold.

The symptoms of COVID-19 can include fever, cough, and shortness of breath and in more severe cases, an infection can cause pneumonia or breathing difficulties. These symptoms are similar to the flu (influenza) or the common cold, which are a lot more common than COVID-19. This is why testing is required to confirm if someone has COVID-19.

The virus is transmitted through direct contact with respiratory droplets of an infected person (generated through coughing and sneezing). Individuals can also be infected from and touching surfaces contaminated with the virus and touching their face (e.g., eyes, nose, mouth). The COVID-19 virus may survive on surfaces for several hours, but simple disinfectants can kill it.

The WHO proposes the following everyday preventative measures to curb the spread of the virus:

- Persons who are sick must stay home;
- Persons must cover their mouth and nose with a flexed elbow or a tissue when coughing or sneezing;
- Wash your hands with soap and water often and for more than 20 seconds at a time; and
- Surfaces and objects must be cleaned regularly.

It is against this background that the protection of children and educational facilities becomes particularly important. Precautionary measures are necessary to prevent the potential spread of COVID-19 in the school environment. Schools have to take measures to prevent the entry and spread of COVID-19 by learners and personnel who may have been exposed to the virus while minimizing the disruption of teaching and learning.

6. PURPOSE

The purpose of this protocol is the implementation of preventative controls against the infections of COVID-19 at the school.

This protocol further aims to:

- Minimise the risk of transmission of and exposure to COVID-19 on the school grounds;
- Provide guidance in the protection of employees of the SGB employed at the School;
- Provide guidance in the implementation of preventative controls;
- Provide guidance in the basic measures to be undertaken by the school;
- Provide guidance in the case of suspected infections; and
- Provide guidance for the continuation of teaching and learning at the school with limited risks to exposure and transmission of the virus.

7. TERMINOLOGY AND ACRONYMS

7.1 Terminology

Term	Explanation
Cleaning	The removal of germs, dirt, and impurities from surfaces or objects by making use of soap (or detergent) and water to physically remove germs/dirt/impurities from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
Disinfecting	Is the killing of germs on surfaces or objects by making use of chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.
Sanitizing	The lowering of the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

7.2 Acronyms

Term	Explanation
BCEA	Basic Conditions of Employment Act
COVID-19	Coronavirus (SARS-CoV-2) Disease 2019
IFRC	International Federation of the Red Cross
LRA	Labour Relations Act
SARS	Severe Acute Respiratory Syndrome
SASA	The South African Schools Act, No. 84 of 1996 as amended
SGB	School Governing Body
SMT	School Management Team
UNICEF	United Nations International Children's Fund
WHO	World Health Organisation

8. APPLICATION AND SCOPE OF THE POLICY

This document sets out the guidelines and protocols to be followed in the implementation of preventative measures against COVID-19 Corona Virus infections at the school.

These measures contained in this document should by no means be considered ample but should be constantly evaluated, updated and enforced in an effort to optimize the prevention and control strategy. The school regards the well-being of learners, educators and supporting personnel and parents as a top priority and will endeavour to act in the best interests of all parties at all times.

9. LEGISLATIVE FRAMEWORK

- a) The Constitution of the Republic of South Africa, Act 108 of 1996.
- b) The South African Schools Act, 84 of 1996.
- c) The Basic Conditions of Employment Act, 75 of 1997.
- d) The Labour Relations Act, 66 of 1995.
- e) The Compensation for Occupational Injuries and Diseases Act;
- f) The Occupational Health and Safety Act, 85 of 1993
- g) National Education Policy Act, 27 of 1996, as amended.
- h) Promotion of Access to Information Act, 2 of 2000.
- i) Promotion of Administrative Justice Act, 3 of 2000.
- j) Employment of Educators Act, 76 of 1998, as amended.
- k) South African Council of Educators, 31 of 2000.
- l) The Gauteng Schools Education Act, 6 of 1995.
- m) The Control of Access to Public Premises and Vehicles Act, 53 of 1985, including regulations made under it (“the Public Premises Act”).
- n) Regulations issued in terms of the Disaster Management Act, 57 of 2002, where applicable in the case of schools.

10. RELEVANT POLICIES AND PROVINCIAL CIRCULARS

- 10.1 Recommended Guidelines for Masks dated 20 April 2019.
- 10.2 Department of Basic Education Circular 1 of 2020.
- 10.3 UNICEF - Key Messages and Actions for COVID-19 Prevention and Control in Schools March 2020.
- 10.4 UNICEF, WHO and IFRC – Stigma Guide.
- 10.5 Code of Conduct of the School for Parents and Visitors.
- 10.6 School Code of Conduct and Rules for Learners.
- 10.7 Hygiene Guides of the Government of the Republic of South Africa for COVID-19.
- 10.8 School Health and Safety Policy.
- 10.9 School Policy for Medication for Learners.

11. POLICY STATEMENTS

11.1 Role of the Health and Safety Committee and School Management Team of the school

The existing Health and Safety Committee and the School Management Team (SMT) of the School will play a crucial role in the execution of this protocol. The Principal of the school will act as chairperson of the committee for all matters related to COVID-19.

Steps to be taken by the committee and the SMT before the opening of the school:

1. A risk assessment will be conducted to give effect to the minimum measures required by relevant directives issued by the government taking into account the specific circumstances of the school. **See Annexure B**
2. A survey has been conducted amongst educators and other staff members to determine which persons have underlying medical conditions or are older than 60 years, making them more susceptible to COVID-19.
3. A survey will be conducted amongst learners, parents, educators and other staff members which survey shall include at least the following information:
 - a) Do you have a cough?
 - b) Are you experiencing shortness of breath?
 - c) Do you have a fever?
 - d) Do you have a sore throat?
 - e) Have you travelled outside of South Africa in the last 14 days?
 - f) Have you had direct contact with someone known to have contracted the Coronavirus disease (COVID-19) within the last 14 days?
4. Our Tuckshop will be open for combination type meals to be pre-ordered during registration period in the morning. These orders will be collected before break to prevent the need for Learners to stand in queues during break, for food. The menu will be made available via our Website (www.belvedereschool.co.za), the D6 Communicator, SMS messages where possible, and the WhatsApp Groups (0741257338). No hot food will be available. We will utilise our new Tuckshop Smart Swipe Card System to avoid the need for cash that could spread the virus. These cards will be given to the Learners as they return to school. A letter explaining how this works will be forwarded to the parents via the same media.
5. The cleaning and sanitising of all school buildings and facilities as prescribed by the GDE and DBE, has been completed and a certificate has been issued to this effect.
6. A room or area to be utilised as a quarantine area has been identified and prepared.
7. Training shall be arranged and training materials for learners, educators and other staff members has been prepared with regards to COVID-19 and precautionary measures.
8. Strict access control measures have been prepared for persons entering onto the school grounds and the person who will be responsible for the enforcement of such rules will be equipped and trained to deal with such measures. All such persons must complete the health questionnaire and show their ID document or driver's licence.
9. Signs/posters have been made or procured for placement all over the school to encourage good hand and respiratory hygiene practices.
10. Protective equipment for all staff members who will be dealing with members of the public (such as access control official and reception staff members) as well as for staff members responsible for sanitising and cleaning school buildings has been procured.
11. Face shields or PVC screens have been procured for the protection of staff members dealing with members of the public.
12. All supplies necessary for the daily cleaning and sanitising of the school as well as the implementation of hygiene measures amongst learners, educators, and other staff members at school on a daily basis have been procured. These supplies include, amongst others, the following:

- a) thermometers for temperature taking,
- b) soap for handwashing and cleaning,
- c) paper towels in bathrooms where fabric towels are normally used;
- d) basic cleaning and reusable protective equipment,
- e) hand sanitisers,
- f) fumigants and sanitising equipment and materials for buildings,
- g) cleaning material and equipment for toilets, kitchens, etc. and
- h) dedicated bins for disposing of material used in sanitising.
- i) separate plastic waste bags for such materials.

Steps to be taken by the committee for as long as the declaration of a national disaster published in Government Gazette 43096 on 15 March 2020 remains in force:

** As per guidelines from the World Health Organisation*

1. Promote and demonstrate regular hand washing and positive hygiene behaviours and monitor their uptake.
2. Ensure adequate, clean and separate toilets for female and male learners.
3. Ensure soap and safe water is available at age-appropriate handwashing stations.
4. Ensure that educators, staff members and learners are encouraged to wash their hands frequently and thoroughly (at least 20 seconds).
5. Ensure that alcohol-based hand rubs (hand sanitizers) with an alcohol content of at least 70% is available in toilets, classrooms, halls, and near exits where possible.
6. Ensure that all school buildings, classrooms and especially water and sanitation facilities are, at least once a day, particularly surfaces that are touched by many people (railings, lunch tables, sports equipment, door and window handles, toys, teaching and learning aids etc.) cleaned and disinfected.
7. Ensure that sodium hypochlorite at 0.5% (equivalent 5000ppm) is used for disinfecting surfaces and 70% ethyl alcohol for disinfection of small items and ensure appropriate equipment for cleaning staff.
8. Ensure increased airflow and ventilation where the climate allows (open windows, use air conditioning where available, etc.).
9. Ensure that trash is removed daily and disposed of safely. All waste that might have been in contact with an infected individual, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied.

11.2 Covid-19 contact person and media spokesperson

a) Contact person (Johannes du Plessis 011 849 4131 / 4132)

- The school has nominated Mr Johannes Du Plessis as the contact person to deal with COVID-19 enquiries and arrangements.
- This person's contact details will be made available to all learners, parents, educators and other staff members.
- This person will deal with enquiries from parents, educators, other staff members, learners and other interested parties.

b) Media spokesperson (Lauren Roberts 074 125 7338)

- The school has nominated Mrs Lauren Roberts, a member of the SGB, as media spokesperson with regards to matters relating to COVID-19.

- This spokesperson will only speak to or communicate with the media in so far as she is mandated to do so by the SGB and after consultation with the principal and only in accordance with the contents of the mandate issued to her. (See existing guidelines of the school in dealing with the press).

11.3 Basic measures the school will undertake

Daily screening measures:

All staff members, educators and learners will be subjected to daily screening measures as follows:

1. Upon arrival at school, all staff members and educators will be screened by a designated person for any of the observable symptoms associated with COVID-19, namely fever, cough, sore throat, redness of eyes or shortness of breath (or difficulty in breathing). See **Annexure A**.
2. Upon arrival at school, all learners will be screened by the designated person at the entrance gate for any of the observable symptoms associated with COVID-19, namely fever, cough, sore throat, redness of eyes or shortness of breath (or difficulty in breathing).
3. All educators, staff members and learners will be required to report to the designated person:
 - a. whether they suffer from any of the following additional symptoms: body aches, loss of smell or loss of taste, nausea, vomiting, diarrhoea, fatigue, weakness or tiredness; and
 - b. immediately upon experiencing any of the observable symptoms mentioned above whilst at school.

General school measures:

1. Learners will be asked to arrive at school from 07:15 in the morning. There will be 1.5m markers along the school fence from Thurla-Dene Street towards the main gate to the school in Uys Krige Street, to prevent the Learners from bunching up at the gate entrance. Parents and Guardians are reminded that Uys Krige Street is a one-way North before and after school hours.
2. Should Learners need to be dropped off before 07:15, a request, in writing, must be sent to the school so that arrangements can be made for the Learner to wait in a waiting area. These can be sent to admin@belvedereschool.co.za PLEASE NOTE THAT THIS IS **NOT** RECOMMENDED AS IT IS AN UNNECESSARILY LONG TIME FOR THE LEARNER TO WAIT TO GO TO THEIR CLASS.
3. Learners who arrive at school before 07:15 without a letter having been sent to admin@belvedereschool.co.za will not be allowed to enter the school until 07:15.
4. **No learner who is not in a Year or Grade that has been allowed to return to school, will be allowed onto the school premises.**
5. No sick or recovering learners, educators or other staff members or persons are allowed at school until a medical practitioner has certified that they will not be a threat to other persons.
6. Alcohol-based hand rubs (hand sanitizers) with an alcohol content of at least 70% will be available upon entry of learners onto the school grounds and learners must sanitize their hands before entering the school grounds.

7. The school shall ensure that school buildings, classrooms and especially water and sanitation facilities are cleaned and disinfected at least once a day, particularly surfaces that are touched by many people (railings, lunch tables, sports equipment, door and window handles, toys, teaching and learning aids etc.)
8. Alcohol-based hand rubs (hand sanitizers) with an alcohol content of at least 70% will be placed in each classroom, at entrances and exits, and near lunchrooms and toilets in so far as possible.
9. Learners will be released for break one grade at a time.
10. There will be no school assemblies, sports games or other school activities.
11. All educators and other staff members shall wash their hands with water and soap on a regular basis.
12. The school shall post signs/posters throughout the school to encourage good hand and respiratory hygiene practices.
13. All educators shall promote and ensure social distancing amongst learners whilst they are on playground duty.
14. No learners will be allowed to leave their classrooms without a teacher to accompany them. This includes bathroom breaks which will be organised so that only a few learners are in the bathrooms at the same time.
15. The attendance of educators, staff members and learners shall be strictly recorded as per the school's existing policies so as to assist with contact tracing.

Measures for educators and other staff members:

1. No staff meetings of more than ten persons will be held.
2. Face to face meetings must be kept to a minimum and will be reserved for urgent matters and educators or other staff members must adhere to social distancing rules during such meetings.
3. Educators will not go to the staff room during break times but will rather remain in their classrooms or attend to terrain duty **OR** staff members will go to the staff room on a rotation basis to ensure adherence to social distancing measures. **ONLY 3 STAFF MEMBERS PER TABLE ALLOWED.** Disinfect tables when leaving.
4. All educators and other staff members will receive awareness training with regards to the symptoms of the virus and measures to curb the spread of the virus.
5. Educators will observe the behaviour of learners during teaching, learning and assessment and immediately inform the principal of any unusual behaviour or symptoms.

Classroom measures:

1. All educators shall ensure that learners in their classes wash their hands with water and soap on a regular basis and dispose of used paper towels in the proper manner.
2. All educators shall promote and ensure social distancing amongst learners in their classes.
3. Learners will be educated with regards to the virus and measures to curb the spread of the virus on a regular basis. Disease prevention and control should be integrated into daily activities and lessons.

4. All classrooms shall have tissues readily available and a closed bin shall be provided for the disposal of used tissues.
5. Desks in classrooms should be placed at least 1,5 metres apart in so far as it is possible.
6. No more than **15** learners will be allowed in a classroom at a time.
7. No learners will move between classes. Instead, educators will move between classes where necessary.
8. All standard classroom rules and prescriptions of the school's code of conduct will still apply.

11.4 Measures to prevent the entry of the virus onto the school grounds:

1. **NO PERSON WILL BE ON THE SCHOOL PREMISES THAT DOES NOT ABSOLUTELY HAVE TO BE THERE.**
2. No person will be allowed on the school grounds unless:
 - 🕒 They have made an appointment and the details are at the entrance gate
 - 🕒 they are wearing a cloth mask. **NO MASK NO ENTRY**
 - 🕒 they have sanitised their hands
 - 🕒 they have had their temperature taken and it is below 37.5°C
 - 🕒 they have answered the required questions on the questionnaire. (Annexure C)
 - 🕒 they have signed the questionnaire. (Annexure C)
 - 🕒 they have produced identification with a photo and an identity number
3. No person will be allowed to enter the school grounds without an appointment having already been made with person that they wish to see.
4. No appointments will be made in instances where the matter can be resolved over the telephone or a cellular phone.
5. If a person should arrive without an appointment, they will be encouraged to make an appointment for a time convenient for the person they wish to see.
6. **Only matters of extreme urgency**, that cannot be resolved telephonically, and are deemed to require the need for a face to face meeting, without an appointment, shall be considered. This will require that the person who has arrived without an appointment waits at the gate for the person they wish to see to come and address them at the gate. They will not be allowed on the school premises unless this is deemed absolutely necessary by the person they wish to see, and permission is granted by the Principal or one of the Deputy Principals.
7. Appointments must be scheduled **ONE** day in advance in order for security to have a list of visitors for a specific day.
8. All appointments must be scheduled through Mrs K Venter at 011 849 4131 / 4132 or karen@belvedereschool.co.za
9. No person who is not a Parent or a Guardian of a Learner at our school will be allowed to collect a Learner unless prior arrangements, including name and identity number of the person who is fetching the Learner in lieu of the Parent or Guardian, are made via Mrs K Venter and that these are approved by Mr Du Plessis, Mrs Oosthuizen or Mr McGregor. Identification with an identification number i.e. driver's licence, identity document or identity card, must be produced at the gate and compared with the details received by Mrs K Venter.
10. Access to the school grounds will be limited to learners, educators, and essential other staff members in so far as it is possible.

11. Access control and reception shall keep a register of all persons (who are not learners, educators or staff members) who enter upon the school grounds to assist in contact tracing procedures. This register shall include at least the following details: date, time, name, surname, identity number, residential address, contact number and e-mail address. See **Annexure C**.
12. Access control shall also ask all persons (who are not learners, educators or staff members) who want to enter upon the school grounds the following questions before allowing such persons onto the school grounds:
 - a) Have you travelled internationally in the last 14 days?
 - b) Have you had contact with anyone with a confirmed case of COVID-19 in the last 14 days?
 - c) Have you recently experience symptoms such as fever, cough or difficulty breathing?See **Annexure C**.
13. No persons will be allowed to wait in the reception area of the school. Parents are requested to remain in their vehicles until such a time as they are notified by reception that they may enter into the reception area.

11.5 Measures for the transportation of learners (other than transportation provided by the department of education):

1. **No learner who is not in a Year or Grade that has been allowed to return to school will be allowed onto the school bus.**
2. Learners will have their temperatures taken with a hand-held thermometer and be asked the questions in Annexure C. If their temperature is over 37.5°C they will not be allowed to board the school bus. If they have been in contact with a person who has COVID-19 they will not be allowed on the school bus.
3. Learners will have their hands sterilised before they enter the school bus.
4. Learners must wear a mask that covers their nose and mouth on the school bus.
5. The bus or combi/taxi must be sanitized before and after the transportation of learners.
6. Learners must remain seated for the duration of their transportation.
7. No learner is allowed to stand whilst being transported.
8. Busses or combi's/taxis will only be allowed to transport half of the number of learners normally allowed with reference to the total capacity of the vehicle.
9. Learners should be seated at least one seat from one another in so far as it is possible.

11.6 Measures the school will take when it is expected that a learner, educator, or other staff member has been infected with the virus:

1. Isolate the learner, educator, or other staff member from the rest of the school in the identified quarantine area.
2. If it is a learner: Contact the learner's parents and arrange for the learner to be collected from school by his/her guardian/parent as soon as possible, for purposes of medical examination and testing. Meet the parent/guardian at the gate rather than allowing the parent to enter onto the school grounds. Strictly adhere to guidelines with regards to social distancing and masks in this regard.
3. No person who is not a Parent or a Guardian of a Learner at our school will be allowed to collect a Learner unless prior arrangements, including name and

identity number of the person who is fetching the Learner in lieu of the Parent or Guardian, are made via Mrs K Venter and that these are approved by Mr Du Plessis, Mrs Oosthuizen or Mr McGregor. Identification with an identification number and photograph i.e. driver's licence, identity document or identity card, must be produced at the gate and compared with the details received by Mrs K Venter.

4. If it is an educator or staff member: Arrange for transportation of the educator or staff member for medical examination and testing in a manner that does not place other educators, staff members or learners at risk.
5. Assess the risk of transmission, disinfect the area and the educator or staff member's workstation or the learner's desk.
6. Refer learners, educators and staff members who may have been at risk of transmission for screening.
7. Be aware of any stigmatisation of such person and address it immediately.

11.7 Measures when the school is informed that a learner, educator, staff member or other connected person has tested positive for the virus:

The childcare or educational institution will be contacted by the relevant public health officials to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken. If you have not yet been contacted please contact the public hotline 0800 029 999 who will refer you to the relevant contact.

An assessment of each childcare or education institution will be undertaken by the public health officials with relevant staff. Advice on the management of learners and staff will be based on this assessment.

If there is a confirmed case, a risk assessment will be undertaken by the educational establishment with advice from the public health officials. In most cases, closure of the facility or school will be unnecessary. This decision will be facility or school-specific, based on various factors such as establishment size and pupil mixing.

Further measures applicable to Educators and Other Staff Members (employed by the SGB)

1. Place the educator or other staff member on paid sick leave in terms of section 22 of the BCEA or if the employee's sick leave entitlement under the section is exhausted, make an application for an illness benefit in terms of clause 4 of the Directive issued on 25 March 2020 on the COVID-19 Temporary Employer Relief Scheme under regulation 10(8) of the Regulations promulgated in terms of section 27(2) of the Disaster Management Act.
2. Ensure that the employee is not discriminated against on grounds of having tested positive for COVID-19 in terms of section 6 of the Employment Equity Act, 1998 (Act No. 55 of 1998).
3. If there is evidence that the worker contracted COVID-19 as a result of occupational exposure, lodge a claim for compensation in terms of the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993) in accordance with Notice 193 published on 3 March 2020.

Return of learners, educators, and other staff members to school subsequent to testing positive for COVID-19

Learners, educators and other staff members may only return to school once the following conditions have been complied with:

1. the learner, educator or other staff member has undergone a medical evaluation confirming that they have been tested negative for COVID-19;
2. written proof of such medical evaluation and the negative test has been submitted to the Principal;
3. the designated person or class teacher ensures that personal hygiene, wearing of masks, social distancing, and cough etiquette is strictly adhered to by the educator, staff member or learner; and
4. the designated person or class teacher closely monitors the educator, staff member or learner for symptoms on return to school.

Basic guidelines regarding face masks

1. Face masks should never be touched when wearing them.
2. Do not lower the face mask when speaking, coughing, or sneezing.
3. Ensure the use of tissues after coughing or sneezing or blowing the noses and then not within 1.5 metres of any other person.
4. A standby mask has to be issued in case of sneezing or a need to blow the nose. Place the mask in a sealed plastic bag for the learner to wash at home. Adults must also adhere to this precaution.
5. The inner side of the face mask should not be touched with hands.
6. Face masks should cover your nose and mouth entirely.
7. Wash fabric face masks with soap and hot water and iron when dry.

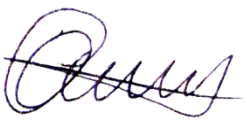


12. SHORT TITLE

This document shall be known as the school's **COVID-19 PROTOCOL**.

13. AMENDMENTS

The SGB may from time to time amend, supplement, modify or alter this policy.

14. APPROVAL

Recommended by Health and Safety Committee	L Oosthuizen	Signature:	
Date: 24 May 2020			
Recommended by Principal	J du Plessis	Signature:	
Date: 24 May 2020			
Approved by SGB Chairperson	L Roberts	Signature:	
Date: 24 May 2020			

Annexure A

Belvedere School Personal Symptoms Risk Assessment Questionnaire

** Every educator and other staff member / learner must complete this questionnaire on a daily basis upon their arrival at school and submit same to their direct supervisor or as otherwise determined by the school management team. **PLEASE COMPLETE IN OWN HANDWRITING WITH OWN PEN.***

Name					
Surname					
Contact number:					
Residential address:					
Monitoring of symptoms:					
Date & Temperature:					
Symptoms:					
Shortness of breath					
Cough					
Sore throat					
Body aches					
Redness of the eyes					
Loss of smell					
Loss of taste					
Nausea					
Vomiting					
Diarrhoea					
Fatigue/weakness					
Have you travelled outside of South Africa in the last 14 days?					
Have you had direct contact with someone known to have contracted the Coronavirus disease (COVID-19) within the last 14 days?					
Controlled					

Risk assessment questionnaire information

The school shall conduct a risk assessment to determine the risk of exposure to the COVID-19 virus at school and the outcome of such risk assessment shall be communicated to all interested persons such as educators, non-educator staff and parents.

Purpose of the risk assessment

- To identify the potential risk of exposure to the COVID-19 virus.
- To identify the current control measures (or lack thereof).
- To provide recommendations to school management and the SGB.

Objectives

- To identify and assess the potential risk of exposure to the COVID-19 virus at the school.
- To identify control measures (or the absence of control measures) and assess the effectiveness of such control measures to prevent exposure to the COVID-19 virus.
- To inform school management and the SGB of the risk of potential exposure to the COVID-19 virus and additional controls that might be required.

High Risk Areas

Anticipated high exposure areas will need immediate assessment are areas such as:

1. Entry points to the school
2. Bathrooms
3. On-site canteen and similar dining areas
4. Waiting/Reception areas
5. Evacuation and gathering places

Individuals are exposed to different levels of risk and the Department of Labour published a guideline for workplace preparedness detailing these different levels of exposure as follows:

a) Very High Exposure Risk

This level includes very high exposure risk jobs with a high potential for exposure to known or suspected sources of COVID-19 during specific medical, post-mortem, or laboratory procedures such as healthcare workers and morgue workers.

b) High Exposure Risk

This level includes high exposure risk jobs with a high potential for exposure to known or suspected sources of COVID-19 such as healthcare delivery and support staff and medical transport workers.

c) Medium Exposure Risk

This level includes medium exposure risk jobs that require frequent and/or close contact with (i.e. within 2 meters of) people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients such as persons who may have frequent contact with travellers returning from international locations with widespread COVID-19 transmission or persons who have contact with the general public (e.g. in schools, high-population-density work environments, such as labour centres, consulting rooms, point of entry personnel and some high-volume retail settings).

d) Lower Exposure Risk

This level includes lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being infected with COVID-19, nor frequent close contact with (i.e. within 2 meters of) the general public. Workers in this category have minimal occupational contact with the public and other co-workers.

With reference to the abovementioned guidelines, the school poses a medium exposure risk.

Annexure C

BELVEDERE SCHOOL	
ACCESS CONTROL INFORMATION AND QUESTIONNAIRE	
DATE:	
Time:	
Full name:	
Surname:	
ID number:	
Residential address:	
Contact number:	
E-mail address:	
Have you travelled internationally in the last 14 days?	
Have you had contact with anyone with a confirmed case of COVID-19 in the last 14 days?	
Have you recently experience symptoms such as fever, cough or difficulty breathing?	

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BELVEDERE SCHOOL	
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