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 GRANTLEY COLLEGE

 **STANDARD OPERATING PROCEDURE**

 **COVID-19 VIRUS – REINTRODUCTION OF CLASSES**

 **COVID-19 HOTLINE 0800 029 999**

**Lives come FIRST!**

**The Covid-19 virus is a new strain of virus that has not previously been identified in humans. It is a respiratory virus spread primarily through contact when an infected person sneezes or coughs, or through droplets of saliva or discharge through the nose.**

**The symptoms are usually, but not limited to, a mild to moderate upper respiratory tract illness with a runny nose, cough, sore throat, possible headache and fever, similar to the common cold. A person with a weakened immune system could suffer more severe respiratory illnesses such as pneumonia or bronchitis.**

**On 18 March 2020, the South African government declared a national state of disaster in terms of the Disaster Management Act and published regulations including a national lockdown.**

**Since this time a second wave of infections have occurred in South Africa. Grantley College will continue it’s strict adherence to policy and protocol to do our part to stem the pandemic.**

**Purpose**

The purpose of this Covid-19 Policy is to define the policy and procedures that Grantley College will follow on reintroduction of classes, while striving to protect all staff, learners and families from possible Covid-19 infection. This SOP may be revised as new regulations and guidance is published.

**Commencement of Policy**

On lifting of restrictions and regulations, as advised by the Minister of Education, allowing learner to return to the physical learning environment.

On return to school in January 2021

**Application of the Policy**

This Policy applies to all:

* staff members and learners of Grantley College;
* contractors and suppliers of Grantley College; and
* parents and guests of Grantley College.
* Any person entering Grantley College

**Admission to Grantley College**

Whilst the country continues to be in any level of lockdown, the following people may / may not enter the premises of Grantley College

* Registered learners at Grantley College MAY ENTER;
* Staff and educators at Grantley College MAY ENTER;
* NO parents or guests may enter the school unless by prior appointment;
* NO delivery personnel may enter the school. All deliveries are to be left at the security hut at the gate;

**Entry Procedures to the Grantley College Premises**

Staff

Parents and guests with prior appointments

* Staff and Parents will only be allowed access at the vehicle gate on Andrews Road.
* Whilst in their vehicles, the guard will approach the person and take their temperature, using a non-contact thermometer. Should the person’s temperature register as 37.5 ̊ C or higher, they will be denied entry onto the Grantley College Campus.
* Once they have parked their cars, they may not exit the car unless wearing a mask.
* All staff and parents are to wait at their cars until they have sanitized their hands and arms, up to their elbows, in the presence of the security personnel, before they proceed into the school.

Learners

ARRIVAL

* Learners will be given access into the school via the pedestrian gate on Blackwood Av.
* Learner drop off: Learners are to disembark their transport move towards the gate and stand on the marked lines until they are approached by the teacher on duty, who will be fully equipped with PPE, to assist them with entry procedures.
* Parents may not get out of cars and approach the school.
* All learners must wear masks when entering the Grantley College Campus.
* Each learner’s temperature will be taken prior to entering the Campus daily.
* Should the learner’s temperature register as 37.5 ̊ C or higher, they will be denied entry onto the Grantley College and sent home.
* Should the learner’s parents need to be contacted they will be isolated in the prepared isolation room.
* All learners are to sanitize their hands and arms, up to the elbows, at the gate, prior to entry.

DISMISSAL

* Parents are requested to be PROMPT in collecting their children.
* Learners are to sanitize their hands and arms, up to the elbows, at the gate, prior to leaving the school.
* Parents may not get out of the car and approach the school.

**Education of Staff**

* On return to school staff will complete a Professional Development Training Programme informing them of the nature, manner of prevention and symptoms of Covid – 19, as well as appropriate social distancing strategies.

**Education of Learners**

* On return to school learners will be given a comprehensive lesson informing them of the nature, manner of prevention and symptoms of Covid – 19, as well as appropriate social distancing strategies, before they are allowed into the learning environments.

**Daily Grantley College Covid 19 prevention strategies**

Staff and learners are to

* wash their hands regularly;
* use the hand sanitizers between every class;
* wear masks at all times;
* maintain a recommended two meter social distance from others during classes and break times;
* cover their mouth and nose with a tissue when sneezing or coughing. Sneezing and coughing may also be done into the bent elbow;
* Staff are to wear shields when teaching and remain socially distanced from their learners;

**Daily School Operational Procedures**

* Although Grantley College classes are small, to ensure social distancing within the classroom, desks will be arranged to maximize the space available between learners.
* Learners will line up, appropriately distanced, before classes and enter in an orderly manner. This will be enforced on exiting classes as well.
* During break times, learners will be restricted to class areas and encouraged to maintain their social distancing. Staff and prefects will be on duty to monitor behaviour.
* Ventilation in classrooms must be maximized, by opening windows and doors, whilst learners are in the classrooms;
* All school desks and surfaces will be wiped down by staff between classes;
* All bathrooms will be disinfected three times daily.

**Dress Code**

* Learners will return to school in 2021 in full school uniform
* Parents are requested to make sure that uniform is clean at all times
* A clean mask is an integral part of the school uniform.
* Parents are requested to make sure that the learner has an extra clean mask in their bags.
* Masks from the office will be charged at R10-00 per mask.

**Management of suspected cases of Covid-19 but not on the school property.**

* Any staff member or learner presenting with symptoms of Covid-19 is to remain at home and telephonically contact their health care provider. They may be referred to medical facilities which are set up to deal with Covid-19.
* Staff members and learners may only return to school once they have been declared free of all illness by a registered medical practitioner.

**Management of suspected cases of Covid-19 as discovered on school property**

**Staff**

* Should a staff member begin to suffer from symptoms whilst at school, they are requested to remove themselves from the premises immediately, informing the Principal and Bursar by means of whatsapp and/or a phone call. They are to self-quarantine and contact their health provider or the Covid-19 help line telephonically.

**Learners**

* Should a learner begin to suffer from symptoms whilst at school, they are requested to remove themselves from the classroom immediately and self-quarantine in the sickroom. The Principal, or her delegate, is the only person that they may approach and she will contact the parents immediately.
* Once off the school property the isolation room will be sterilised.

**Testing and Quarantine**

* All learners and staff members who will have come into contact with an ill person will be required to remove themselves from the premises for testing. Should the ill person test positive the process of medical care and quarantine will be initiated.

**Policy version and revision information**

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|  | Updated January 2021 |
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