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Protocols and Plan of Action for the Re-Opening of ECD's

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PROTOCOLS AND PLAN OF ACTION FOR THE RE-OPENING OF ECD'S

DEVELOPED WITH REFERENCE TO:

1. The World Health Organisation's (WHO) "Key Messages and Actions for COVID-19 Prevention and Control in Schools (March 2020)
2. Covid-19 Recovery Proposals 23 April 2020 Final 2.1 (NAISA)
3. Draft Guidelines for Childcare Facilities and School (DBE)
4. Draft standard operating procedures for the Containment / management of Covid-19 for Childcare Facilities, Schools and School Communities (DBE)
5. Standard operating procedures and guidelines for an early childhood development programme and/or partial care facility that provides an after-school service on measures to address, prevent and combat the spread of COVID-19
6. COVID-19 OCCUPATIONAL HEALTH AND SAFETY MEASURES IN WORKPLACES COVID-19 (C19 OHS), 2020 - DIRECTIVE BY THE MINISTER OF EMPLOYMENT AND LABOUR IN TERMS OF REGULATION 10 (8) OF THE REGULATIONS ISSUED BY THE MINISTER OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS IN TERMS OF SECTION 27 (2) OF THE DISASTER MANAGEMENT ACT, 2002 (ACT NO. 57 OF 2002) (Department of Employment and Labour)

NOTE: To be read in conjunction with the aforementioned documents

PREAMBLE

Ensuring the safety and health of everyone in our school community is of paramount importance when ECD's begins to operate again following the easing of the National Lockdown. We are committed to compliance, cooperation and above all else, protecting the lives of all in our school community.

PROTOCOLS AND PLAN OF ACTION

In line with regulations and recommendations detailed in the documents mentioned above, we will implement the following plan of action:

1. I, Karima Loghdey (owner and Principal), Merle Kannemeyer (assistant teacher), Shakeelah Adams (Directress) and Nuha Buggas (Directress) is the ECD's health and safety officer, responsible for ensuring all policies, procedures and plan of action are meticulously followed.
2. We require every member of our ECD community, and visitors, to strictly adhere to the rules, regulations, policies, protocols, and procedures. The school shall have the right to refuse entry to any person not willing to comply with any aspect of the regulations and/or policies, procedures, and protocols.
3. The ECD reserves the right to make changes as required by law, and/or for practical purposes. Notification of any changes will be communicated to all parents via email.
4. All staff, including cleaning and maintenance staff, will undergo training of all policies, procedures, and protocols prior to the re-opening of the ECD.
5. No sick children, teachers or other staff will be allowed at the ECD. In particular, anyone who has a temperature, cough and/or difficulty breathing will not be allowed without a medical certificate explaining the nature of the problem (e.g. allergies).
6. Everyone entering the property will be required to have their hands washed/sanitized at the gate, and their temperature taken. Anyone with a temperature of 37,5 (adult) 38(child) degrees and above will not be allowed onto school property.
7. No outside shoes are allowed on the premises, the children and staff may bring a pair of non-slip socks or indoor slippers to change into upon arrival at school. Disposable shoe covers will be provided for visitors who have to enter the premises.
8. We request that as many parents as possible drop off and collect in the mornings and afternoons as to limit congestion on the premises. The children's temperatures will be taken as they enter, Parents are requested to wait until the reading has been confirmed as acceptable. This will require patience on the part of the other parents-- likely 10 to 15 seconds.
9. We request that parents do not enter the foyer unless absolutely necessary and in full compliance of our requirements (temperature taken, hands sanitised, cloth mask on and physical distancing maintained).
10. Everyone must always wear a cloth mask (made according to regulations) upon arrival at school and departure. The exception is children under 2 in terms of SAPA may not wear a mask at all, and children under 6 do not need to wear masks in terms of DSD SoP's, unless parents require it and unless they show symptoms. A full-length face shield or a fabric buff may be used as an alternative if children do not want to wear facemask.
11. All rules apply for the entire time our ECD is open – morning time as well as aftercare.
12. The children / students and staff will be required to wash their hands regularly. In the toddler community, this will happen every hour. Clean water and soap will be provided and proper hand washing for at least 20 seconds will be monitored. The child needs to use his/her personal face towel attached to their clothes for hand drying.
13. Anyone with a temperature higher than 38 degrees will be isolated immediately in a dedicated isolation room. Parents will be contacted and are required to fetch their child as soon as possible (ideally within 30 minutes and no longer than 45 minutes).

14. The day will start every day with a demonstration and reminder of how to sanitise hands correctly, and how to wash hands correctly. Refer to the "Back to School Re-Integration Manual". Regular demonstrations are required
15. Adults will be required to observe regular hand washing.
16. Visors, cloth masks or buffs must be worn. We do not want anyone wearing medical grade masks, as this will be taking away Personal Protective Equipment from nurses, doctors etc. who really need those to save lives. If there is an exception to this rule due to genuine health conditions, we will accommodate this in consultation with parents.
17. The ECD will provide TWO disposable masks for each member of staff. Spare masks will be kept in the office for both staff and for children showing symptoms. Children are permitted to have their own cloth masks as long as they are clearly marked with their name.
18. Classroom tables, chairs and equipment will be sanitized at regular intervals throughout the day, and thoroughly cleaned at the end of each day.
19. No drinking water and cups will be available in the classrooms. Everyone is required to bring their own water bottles and absolutely no sharing of food or water bottles will be allowed (this is always our rule, but we will be even more vigilant). Guidelines as per section 8.11.
20. All food from home, snacks and food preparation activities as well as cooking will be conducted in strict compliance of guidelines as set out in section 8.10.1/8.10.2/8.10.3 of DSD SoP's Food preparation on premises/Food brought from home/Meal and snack times.
21. The children/students are encouraged to bring only their essentials in their bags so as to limit the amount of "stuff" in the ECD.
22. All bathrooms will be sanitised with every use and thoroughly cleaned. Rigorous monitoring will be exercised.
23. Nappy-changing will take place in a designated area and disposed of immediately.
24. Movement between classrooms, will be staggered so that there are not large groups of children in the same areas.
25. Physical distancing will be encouraged at play times and no hugging, hanging on each other or physical contact will be allowed. When sitting for group activities such as story time, children will be physically distanced from one another. According to guidelines provided, a minimum of 1m space will be respected at all times. We will use developmentally appropriate ways of reinforcing this.
26. Outside playtimes will be staggered so that there are a controlled number of children outside at any given time, with ample space for physical distancing. As a result, snack times will be staggered too.
27. Any visitors to the property will be met at the gate. Should they need to come onto the property for a delivery or essential visit, they will be required to have their temperature taken, hands sanitized and wear disposable shoe covers. They will be required to complete our visitors' log if they enter the property, giving us their name, ID number, contact phone number and car registration. All visitors must wear masks when on the property.
28. All in person interviews for 2021 placements will be restricted. Initial contact will take place via Skype, Zoom or Teams. A digital guided tour video of the school will be made and sent to applicants. Only successful applicants will be invited to view the school conducted under strict guidelines and by appointment only.
29. All parent and community meetings, fundraisers and/or gatherings are cancelled until further notice. We will make use of technology for communication.
30. Staggering morning drop offs, and afternoon collections maybe introduced within our ECD. For home time collections, the children will line up with distance between them and sent to the gate upon your arrival-with an exception to our toddler community and very young learners who need parental supervision.
31. For all drop-offs and collections, parents should not congregate at the gates and must maintain physical distancing and wear masks. Once your child is collected, please leave promptly.
32. Accurate and reliably sourced information will be shared within the ECD community.

33. We will not respond to, or indulge rumours, unqualified opinions, fear mongering, discrimination towards those who have become infected with Covid-19 and recovered, and/or “fake news”.
34. Absenteeism will be monitored and if any trends appear, local health authorities will be contacted immediately for advice.
35. For those children not returning on the first re-opening date, they will need to wait for the beginning of the next month. This will give us the opportunity to prepare adequately for new arrivals.
36. Teachers will be particularly alert for any negative emotional or social changes in behaviour, particularly as a result of anxiety or stress related to COVID-19 and appropriate measures will be taken to address this and inform the parents of any concerns.
37. THOSE USING PUBLIC TRANSPORT, including UBERS or transport providers: Will be required to change into a second set of clothes immediately upon arrival at school, wash their hands with soap and running water, and have their temperatures taken.
38. The checklists provided by WHO in reference document will be placed strategically throughout the school and used by the appropriate people. These checklists are included here as addenda.
39. Addendum 2 provides the procedures to be followed in the management of COVID-19 cases within the school for children.
40. For employees – the same procedures are followed. In addition, the employee will be required to self-quarantine for 14 days. Addendum 3 applies.
41. All extra murals have been cancelled till further notice.
42. A Re-Integration Manual has been developed and the day will begin with activities, demonstrations and the repetition of ground rules. There will be daily reminders of hand sanitising, hand washing, coughing and sneezing procedures. There will be opportunities for children to share their fears, anxieties, concerns and questions. All aspects of wellness will be covered in this manual including physical, social, emotional, cognitive, and spiritual wellness. All teaching staff will be trained in this prior to the opening of school.
43. We would highly recommend to all families, upon arrival at home, to change clothes, remove shoes, hands thoroughly washed with soap, before anything else is done. Please remember to replace your child’s drying towel with a clean one for the next day.

We are committed to the wellness of every person in our school community – physically, emotionally, socially, cognitively, and spiritually. In order to provide the very best Montessori education we can under unique and challenging circumstances, we value each person’s commitment to do their part.

ADDENDUM 1:

CHECKLISTS EXTRACTED FROM THE WORLD HEALTH ORGANISATION'S (WHO) "KEY MESSAGES AND ACTIONS FOR COVID-19 PREVENTION AND CONTROL IN SCHOOLS (MARCH 2020)"

CHECKLIST FOR SCHOOL ADMINISTRATORS, TEACHERS AND STAFF

- 1. Promote and demonstrate regular hand washing and positive hygiene behaviors and monitor their uptake. Ensure adequate, clean and separate toilets for girls and boys
 - Ensure soap and safe water is available at age-appropriate hand washing stations
 - Encourage frequent and thorough washing (at least 20 seconds)
 - Place hand sanitizers in toilets, classrooms, halls, and near exits where possible
 - Ensure adequate, clean and separate toilets or latrines for girls and boys
- 2. Clean and disinfect school buildings, classrooms and especially water and sanitation facilities 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.)
 - Use sodium hypochlorite at 0.5% (equivalent 5000ppm) for disinfecting surfaces and 70% ethyl alcohol for disinfection of small items, and ensure appropriate equipment for cleaning staff
- 3. Increase air flow and ventilation where climate allows (open windows, use air conditioning where available, etc.)
- 4. Post signs encouraging good hand and respiratory hygiene practices
- 5. Ensure trash is removed daily and disposed of safely

CHECKLIST FOR PARENTS/CAREGIVERS & COMMUNITY MEMBERS

- 1. Monitor your child's health and keep them home from school if they are ill
- 2. Teach and model good hygiene practices for your children
 - Wash your hands with soap and safe water frequently. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water, if hands are visibly dirty
 - Ensure that safe drinking water is available and toilets or latrines are clean and available at home
 - Ensure waste is safely collected, stored and disposed of
 - Cough and sneeze into a tissue or your elbow and avoid touching your face, eyes, mouth, nose
- 3. Encourage your children to ask questions and express their feelings with you and their teachers. Remember that your child may have different reactions to stress; be patient and understanding.
- 4. Prevent stigma by using facts and reminding students to be considerate of one another
- 5. Coordinate with the school to receive information and ask how you can support school safety efforts (through parent-teacher committees, etc.)

CHECKLIST FOR STUDENTS AND CHILDREN

- 1. In a situation like this it is normal to feel sad, worried, confused, scared or angry. Know that you are not alone and talk to someone you trust, like your parent or teacher so that you can help keep yourself and your school safe and healthy.
 - Ask questions, educate yourself and get information from reliable sources
- 2. Protect yourself and others
 - Wash your hands frequently, always with soap and water for at least 20 seconds
 - Remember to not touch your face
 - Do not share cups, eating utensils, food or drinks with others
- 3. Be a leader in keeping yourself, your school, family and community healthy.
 - Share what you learn about preventing disease with your family and friends, especially with younger children
 - Model good practices such as sneezing or coughing into your elbow and washing your hands, especially for younger family members
- 4. Don't stigmatize your peers or tease anyone about being sick; remember that the virus doesn't follow geographical boundaries, ethnicities, age or ability or gender.
- 5. Tell your parents, another family member, or a caregiver if you feel sick, and ask to stay home.

ADDENDUM 2:

MANAGEMENT OF COVID-19 CASES IN A ECD'S OR SCHOOL

Extracted directly from the Doc SOPs for Covid- 19 Rev4_15Apr20 – (DRAFT STANDARD OPERATING PROCEDURES FOR THE CONTAINMENT/MANAGEMENT OF COVID-19 FOR CHILDCARE FACILITIES, SCHOOLS AND SCHOOL COMMUNITIES)

6.3. Management of COVID-19 Cases in a Childcare facility or School

6.3.1. Action to be taken when a child or learner appearing ill or displaying symptoms associated with COVID-19

- The procedures below must be followed when child/learners arrive at school and appears ill or displays symptoms associated with COVID-19. When a child/learner is suspected to be sick or displays symptoms such as dry cough, high fever, respiratory distress, or shortness of breath, and report sore throat etc. at school:
- Isolate the learners and keep him or her separate from well learners and staff until they can be assessed by a health professional.
- Remember that schools are not expected to screen learners or to identify cases of COVID-19 and most respiratory illnesses are not COVID-19, therefore call the school nurse, nearest health facility or NICD toll free number 0800 029 999 or number of provincial officials provided in the DBE circular 3 of 2020.
- The health professional will advise on further action to be taken once diagnosis is confirmed.
- *NB. Parents/Guardian of the child/learner should be informed immediately.*

6.3.2. Action to be taken when a case of COVID-19 is confirmed

- 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 the childcare or education institution will be undertaken by the public health officials with relevant staff. Advice on the management of pupils or 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.

6.3.3. Action to be taken when a child/learner may have been exposed to a suspected /probable case of COVID-19, or a suspected case for whom testing for COVID19 is inconclusive. Inconclusive being the result of the test reported by the laboratory.

- If a child/learner has been in contact with a suspected case in a childcare facility or school, no restrictions or special control measures are required while laboratory test results for COVID-19 are awaited.
- There is no need to close the institution or send other children/learners or staff home.
- As a precautionary measure, the NICD are currently testing a very large number of people who have travelled back from affected countries, the vast majority of whom test negative.
- Therefore, until the outcome of test results is known there is no action that staff members need to take.

6.3.4. Action to be taken when a child/Learner who may have been exposed to a confirmed case of COVID-19 i.e. A person with laboratory confirmation of COVID-19 infection, irrespective of clinical signs and symptoms.

- All close contacts of a confirmed COVID-19 case are required to stay at home for 14 days while being monitored for symptoms. They may not attend school.
- Learners who are not contacts of a confirmed case should attend school. Family and friends who have not had close contact with the original confirmed case do not need to take any precautions or make any changes to their own activities such as attending childcare or educational settings or work, unless they become unwell.
- Specifically, learners who have interacted with a healthy contact of a confirmed case should not be excluded from school. The reason for this is that asymptomatic spread of COVID-19, if it occurs is likely very uncommon, meaning: for a person who comes into contact with a healthy contact of a case, it is very unlikely to result in transmission.
- All case contacts who become symptomatic will be immediately screened for COVID-19 and if found to be a case, active contact tracing and self-quarantine of all contacts will be implemented.

NB. Keeping learners at home from school or closing schools is a serious decision which may restrict the learners' ability to acquire education and have knock-on effects in terms of the need for childcare. All decisions for learners to stay home from school based on possible exposure to or infection with COVID-19 should be justified by available scientific evidence.

ADDENDUM 3:

DEPARTMENT OF LABOUR GOVERNMENT GAZETTE NO. 479 29 APRIL 2020

COVID-19 OCCUPATIONAL HEALTH AND SAFETY MEASURES IN WORKPLACES COVID-19 (C19 OHS), 2020

DIRECTIVE BY THE MINISTER OF EMPLOYMENT AND LABOUR IN TERMS OF REGULATION 10 (8) OF THE REGULATIONS ISSUED BY THE MINISTER OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS IN TERMS OF SECTION 27 (2) OF THE DISASTER MANAGEMENT ACT, 2002 (ACT NO. 57 OF 2002)

1. Applies to any workplace permitted to continue or commence operations.
2. All employers should conduct a risk assessment. However, for employers with less than 10 employees, it is only the measures that must be applied. For employers of more than 500 workers, submissions of the risk assessment as well as policy must be submitted to relevant authorities.
3. All workers must be notified of the contents of the Directive and how it will be implemented.
4. Employers must notify employees that if they are sick or have symptoms associated with the COVID-19, they must not come to work and to take paid sick leave.
5. A manager must be appointed to address employees, keep them informed and consult them on all hazards and measures that must be taken.
6. There must be strict compliance with the Directive and its risk assessment plan through monitoring and supervision.
7. Minimize workers at the workplace at any given time. Stagger working hours, arrange shifts, allow remote work arrangements if possible, to achieve social distancing.
8. Employers must minimize contact between workers as well as between workers and members of the public.
9. Employers must provide information that creates awareness of all aspects of the COVID-19.
10. If a worker is diagnosed with COVID-19, the employer must inform the Department of Health and the Department of Employment and Labour; investigate the cause including any failure to comply before reviewing the risk assessment to ensure everything was in place including PPE requirements. They must also give administrative support to any contact-tracing measures implemented by the Department of Health.
11. There must be every effort to maximize social distancing between workers, including in common areas and toilets. Correct queuing procedures must be in place. Health and safety measures

HEALTH AND SAFETY MEASURES (applicable to all, including those with less than 10 employees)

1. Employers must screen any worker on arrival at work for any of the observable symptoms associated with COVID-19 – fever, cough, sore throat, redness of eyes or shortness of breath (or difficulty breathing).
2. Employers must require every worker to report whether they are suffering from these additional symptoms – body aches, loss of smell or taste, nausea, vomiting, diarrhoea, fatigue, weakness, or tiredness.
3. Employers must require workers to IMMEDIATELY inform the employer if they experience any of the symptoms in 1 and 2 while AT WORK.
4. Employers must comply with any guideline's issues by the National Department of Health in respect of symptom screening and if necessary medical surveillance and testing.
5. If a worker presents with the above symptoms or advises the employer of these symptoms, the employer must

not permit the worker to report for work or enter the workplace.

6. If the worker is already at work, they must be isolated, provide the worker with a FFP1 surgical mask and arrange for the worker to be safely transported without putting anyone at risk – either to be self-quarantined or for a medical examination or for testing.
7. The employer must then assess the risk of transmission, disinfect the area/s where the worker has been, refer co-workers who may be at risk for screening and take any other appropriate measures to prevent possible transmission.
8. The employer must ensure the worker is tested or referred to an identified testing site.
9. The employer must place the employee on sick leave. If their entitlement of paid sick leave is exhausted, the employer must make an application for an illness benefit on the COVID-19 TERS (Temporary Employer Relief Scheme)
10. The employer must ensure the employee is not discriminated against on the grounds of having tested positive for COVID-19.
11. If there is evidence the worker contracted COVID-19 due to exposure at work, they must lodge a claim for compensation with Workers Compensation Fund.
12. If a worker is diagnosed with COVID-19 and has been appropriately isolated, the employer may only allow the worker to return to work if the worker has undergone a medical evaluation and tested negative for COVID-19, ensure that all personal hygiene, the wearing of masks, the adherence to social distancing and cough etiquette are strictly adhered to by the worker and that the employer closely monitors the worker for symptoms on return to work.
13. Sanitizers, with at least 70% alcohol content must be available free of charge to every employee.
14. If a worker interacts with the public, the employer must provide the worker and person with whom the worker is interacting with sufficient supplies of hand-sanitizer.
15. The employer must take all measures to ensure all work surfaces and equipment are disinfected before work begins, during the working period and after work ends and all areas including toilets, common areas, door handles, shared electronic equipment are regularly cleaned and disinfected.
16. The employer must ensure there are adequate hand washing facilities with soap and clean water, only paper towels for drying (fabric towels are prohibited).
17. Workers must wash their hands and sanitise their hands regularly while at work.
18. Workers interacting with the public must sanitise their hands between each interaction with the public.
19. Surfaces that workers and the public come into contact with are routinely cleaned and disinfected. Cloth masks
20. Employers must provide each employee (free of charge) with a minimum of two cloth masks, compliant with regulations.
21. Cloth masks must be worn while at work and while commuting to and from work.
22. Any other worker must wear a mask in the workplace.
23. Every employer must ensure workers know how to use masks correctly.
24. Employers must make appropriate arrangements for the washing, drying, and ironing of cloth masks.
25. In places where there is public access, the employer must ensure there is a distance of at least 1.5m between workers and members of the public or put in place physical barriers or provide workers with face shields or visors.
26. Employers must undertake to symptom screen people other than employees who enter the workplace
27. The employer must display notices advising people of what they are required to observe when entering the workplace.

28. The employer must require that all members of the public wear masks when inside their property.
29. Every employer must make sure there is adequate ventilation by natural or mechanical means.
30. Every employer must check the following websites regularly for any updates to requirements or recommendations: National Department of Health; National Institute of Communicable Diseases and the National Institute for Occupational Health.

SMALL BUSINESSES with less than 10 employees must:

1. Arrange for social distancing – either 1.5m apart or physical barriers between employees.
2. Ensure employees who present with symptoms set out above are not permitted to work.
3. Immediately contact the COVID-19 Hotline on 0800 02 9999 for instruction and direction.
4. Provide cloth masks or require employees to wear some form of cloth covering over their mouth and nose while at work.
5. Provide each employee with hand sanitizers, soap and clean water to wash their hands as well as disinfectants to sanitise their work areas.
6. Ensure each employee washes their hands with soap and water or sanitises regularly.
7. Take any other measure indicated by a risk assessment.

WORKERS / EMPLOYEES are:

1. Obligated to comply with measures introduced by their employers and as required by this Directive.

MONITORING AND ENFORCING the DIRECTIVE

1. An inspector designated correctly may perform any of the functions laid out in the relevant sections of OHSA (Occupational Health and Safety Act) and in order to monitor compliance with this Directive.
2. Should there be any contraventions, offences and penalties are provided for.