



# HYDE PARK HIGH SCHOOL

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## STANDARD OPERATING PROCEDURES DURING THE COVID-19 PANDEMIC

### Preamble

The following document details the Standard Operating Procedure for Hyde Park High School as per guidelines received from the Department of Basic Education. This document will be updated as and when required.

### General

1. All individuals entering the premises of Hyde Park High School must adhere to the National Lockdown rules as stipulated by the South African Government.
2. A face mask must be worn at all times while on the premises.
3. Acceptable social distancing (at least 1,5-meters) must be practised.
4. All hugging, kissing, shaking hands or any form of physical contact is expressly prohibited.
5. Hands must be sanitised and/or washed with soapy water as often as possible.
6. All individuals must avoid touching their mouth, nose or eyes with unwashed hands.
7. Individuals must cough or sneeze into a bent elbow and a used tissue must be discarded immediately.
8. Posters promoting the above will be displayed in all classrooms and bathrooms which will include the following information:
  - a. Avoid touching eyes, nose and mouth.
  - b. Follow good respiratory hygiene: covering your mouth and nose with your bent elbow or tissue when coughing or sneezing, then dispose of the used tissue in a bin with a lid.
  - c. Maintain at least 1,5-meters distance between yourself and others.
9. All learners and staff will be trained in the appropriate COVID-19 measures on the first day of their return to school.
10. Each staff member and learner are expected to sign a letter confirming that this has been done and that they will adhere to the protocol to be followed.

11. Hyde Park High School will provide all parents with an electronic copy of the Standard Operating Procedures. Regular updates will be posted on the school's website and the D6 Communicator.

### **Reporting of testing positive for COVID-19**

1. The Principal will compile a daily report to submit to the Department of Basic Education.
2. Should any learner or staff member have come into direct contact with a person that has tested positive for COVID-19 (regardless as to whether they are symptomatic or asymptomatic), or they themselves have tested positive for COVID-19, they are obligated to inform the school immediately, in order that the correct procedures can be followed as set out in the Standard Operating Procedures of the Department of Basic Education, regarding the safety of all staff and learners.
3. All matters regarding positive cases will be reported to the Gauteng Department of Education and the NCID (National Institute for Communicable Diseases) for contact tracing and guidelines as or when required.

### **Staff Entry on to the School Premises**

1. All academic and administration staff must report to the Principal or the SMT member on duty in the foyer of the staffroom as soon as they arrive at school where each employee will be screened and their temperature taken daily. No member of staff may proceed to their classroom or office until the screening has taken place.
2. The estate staff must report to the Estate Manager or his assistant at the start of the workday outside the workshop where each employee will be screened and their temperature taken.
3. All employees must wear a face mask covering their mouth and nose and use the hand sanitiser available, before entering the school premises.
4. Should an employee's temperature be above 37,5°C or they answered yes to one or more of the screening questions, the employee will be asked to leave the premises immediately and report to the nearest COVID-19 testing facility.

### **Learner Entry on to the School Premises**

1. Learners must wear a face mask, covering their mouth and nose and use the hand sanitiser available before any learner will be permitted to enter the school premises and proceed to the screening area.
2. All learners will be screened and their temperature taken daily at the front entrance of the school upon their arrival at school by a member of staff or delegate appointed by the Department of Basic Education.
3. Learners will be issued a bar-coded Learner ID card on their first day back at school which will be scanned at the entrance to record their attendance of the school day.
4. Should a learner's temperature be above 37,5°C or they have answered yes to one or more of the screening questions, the learners will be taken to the isolation area in the Sports Pavilion. The learner's parent will be contacted and asked to make transport arrangements as well as to contact the nearest COVID-19 testing facility. This will be reported to the Department of Basic Education.
5. Learners must adhere to the safety guidelines and all employees, delegates of the Department of Basic Education and learners of the Hyde Park High School family must be treated with respect.

### **Visitors to the School Premises**

1. No parent or visitor will be allowed to enter premises of Hyde Park High School without the approval of the Principal.
2. All queries are to be dealt with remotely and correspondence will be conducted via e-mail, telephone calls or virtual meetings.
3. Only in extreme circumstances where queries cannot be resolved in this manner, can a pre-arranged appointment be made to see the Principal.
4. Approved visitors will be subjected to the same screening and testing as the staff and learners of Hyde Park High School.
5. Should a visitor's temperature be above 37,5°C, the visitor will not be allowed to enter the premises and asked to report to the nearest COVID-19 testing facility. This will be reported to the Department of Education.
6. Only one approved visitor at any one time will be allowed on the school's premises.
7. All approved visitors must wear a protection face mask and use the hand sanitiser at the entrance of the school.

8. All approved visitors must proceed to the foyer of the office and wait behind the designated line to be attended to.

### **Documents Delivered to the School**

1. Any documents delivered to the school, must be placed in a temporary post box at the main entrance of the school.
2. The post box will be cleared daily at the end of the school day.
3. The delivered documents will be opened by a dedicated person wearing latex gloves.
4. The documents will be scanned and emailed to the appropriate person.
5. The documents will then be placed in a secure box in storage.

### **Goods Delivered to the School**

1. All external delivery officials will be screened and their temperature will be taken before entering the school premises.
2. It will be compulsory to use the hand sanitiser available at the delivery point.
3. A face mask must be worn at all times.
4. All goods delivered to the school, will be received by the Estate Manager or his assistant in a designated area.
5. All items must be sanitised before distributed to the relevant internal departments.

### **Protocol for people who are sick / have a fever**

1. A dedicated venue (the Sports Pavilion) will become the sickroom.
2. Should a learner's temperature measure 37,5<sup>0</sup>C or more, or they answered yes to one or more screening questions, they will be escorted to the upstairs area of the Sports Pavilion and the matter will be reported to the Department of Basic Education.
3. If a learner is feeling unwell but do not show symptoms of COVID-19, they will also be escorted to the downstairs area of the Sports Pavilion.
4. In each case, the parent will be notified to collect their child as a matter of urgency.
5. Learners must wait in this venue until the parent can collect the learner.
6. This venue will be disinfected and decontaminated after each time it is used.
7. Staff that are showing symptoms of COVID-19 or their temperature measure more than 37,5<sup>0</sup>C, will be asked to leave the property immediately to seek medical advice. The matter will be reported to the Department of Basic Education.

8. Visitors with a temperature of 37,5<sup>0</sup>C or more, will not be allowed onto the premises, even if the visit was authorised by the Principal.

### **Academic Timetable**

1. The standard academic timetable will be adjusted with each grade returning to the school.
2. With the return of the Gr 12 learners, the following will apply:
  - a. The school hours will be from 07h30 to 15h15.
  - b. Four lessons will be presented every weekday.
  - c. Duration of the lessons will be 1 hour 45 mins each with a 15 min break between lessons.
  - d. All learners will be taught the same subject at the same time.
  - e. Learners are only required to be at school for the lessons of the subjects they take.
3. With the return of the Grade 10 and 11 learners, the same timetable format as the Grade 12's will be followed.
4. With the return of the Grade 8 and 9 learners, the following will apply:
  - a. Grade 12's will be taught every day.
  - b. Grade 11 and 10 will be taught on alternating cycles (3-day cycle) than grades 8 and 9.
5. Grade 10-12 learners may move to another venue after a lesson, if applicable, while grade 8-9 learners will stay in the same venue with the educators moving classes.
6. Practical lessons (Physical Science, Consumer Studies, Visual Art, etc.) will take place on Saturdays.
7. The relevant timetable will be made available to learners before each grade returns to school.

### **Delivering the Academic Programme**

1. The grade 8-11 curriculum and assessment timetable will be adjusted according to the guidelines of the Department of Basic Education (Grade 8 -9) and the IEB (Grade 10-11).
2. The grade 12 curriculum and assessment schedule will be completed as directed by the IEB.
3. Staff with comorbidities will be allowed to teach from home via zoom lessons and will be in virtual contact with the learners in the class. A teacher will be in the classroom to ensure all safety protocols are adhered to.
4. With the required permission from the GDE, learners with comorbidities may take part in the lessons remotely. Alternatively, the parent will be asked to collect work from the school on a regular basis. This will be pre-arranged.

5. Extra lessons for identified learners will be offered after hours and will be by arrangement only.
6. All content covered during lessons will be posted on Google classroom.
7. Should a learner voluntarily choose not to return to school, permission from the GDE must be obtained before arrangements for the delivery of the curriculum will be made.
8. Learners who had difficulty in accessing Google Classroom during lockdown, may use the computers in the media centre, IT and CAT classrooms to catch up on work missed. It is important to book a time slot beforehand to avoid disappointment. Computer screens and keyboards must be cleaned before and after use.

### **Organisation of Teaching Venues**

1. With the return of the Gr 12 learners, only the following larger teaching venues will be used:
  - a. Hall
  - b. Hyde Out Auditorium
  - c. Lapa Auditorium
  - d. Room 60
  - e. Room 15
  - f. Two art classrooms
2. With the return of the Grade 11 learners, the above venues will also be used as far as possible.
3. Should all venues be utilised at the same time, the remaining subject classes will be split into two classrooms.
4. The learners' desks will be placed 1,7 metres apart to adhere to the social distancing protocol.
5. A single desk will be placed in line with the educator's desk in front of the class (2 meters away), for learners to leave their books for the educator to review.
6. The media centre, IT and CAT venue may be used by learners when they are not being taught as per the timetable. However, only every 2<sup>nd</sup> computer will be operational in order to adhere to social distancing. However, priority will be given to the learners with limited data.

### **Classroom Entry and Etiquette**

1. Learners must enter the teaching venues upon their arrival and sit at the allocated desk.
2. Learners must use the hand sanitiser at the entrance of the teaching venue before they enter the venue and wear their face masks for the duration of the lesson.
3. No learner may roam the classroom during the lesson.

4. Learners must leave the class at intervals as directed by the Educator.
5. It is compulsory for everyone entering or leaving a classroom to sanitise their hands.
6. Computer keyboards in the computer centres must be sprayed with a sanitiser and wiped before and after each class.
7. Stationary or calculators may not be shared between learners or with staff.

### **Break Time Etiquette for Learners**

1. Learners must stay in the areas allocated to them.
2. Masks must be worn, and social distancing must be practised at all times during break times. When learners are having their lunch, it is advisable to increase the distance between them and the other learners as the mask will have to be removed/lifted while eating or drinking.
3. Staff will be on duty in these areas on a rotation basis and the Staff / Learner ratio will be 1:40.

### **Bathroom Visits**

1. Learners will be allowed to visit the bathroom at all times and not only at break-time.
2. Hands must be sanitised after washing with soap and water.
3. Only four learners will be allowed in the bathroom at any one time. Senior councillors on duty will monitor this restriction.

### **Meetings / Assemblies**

1. No General Assemblies will be held. Notices and important notices will be read over the school's intercom.
2. Daily staff meetings will not take place. General notices will be communicated on the Staff Whatsapp group.
3. Should the need arise where important matters need to be discussed or important decisions need to be made, a zoom meeting will be arranged or in extreme circumstances the meeting will take place in the hall where social distancing guidelines can be adhered to.
4. Subject meetings may take place in bigger classrooms, but the appropriate social distancing guidelines must be adhered to.

### **Staffroom etiquette**

1. Seating in the staffroom will be arranged in such a way that social distancing will be adhered to.

2. No official tea-time will take place. Staff members are welcome to make their own tea/coffee or warm-up their lunch, etc. The cutlery and crockery used must be placed in the dishwasher in the kitchen by each staff member.
3. Staff members are encouraged to bring their own cutlery and crockery to use, but the uncleaned items must be taken home to be washed.
4. The kitchen staff member on duty will wear plastic gloves when clearing the dishwasher and place the clean items in the appropriate places.
5. The following protocols will be implemented to ensure the appropriate social distancing takes place:
  - a. Only every second computer station in the staffroom will be operational.
  - b. Seating will be rearranged to create a 1,2m space between chairs.
  - c. When moving around, keep the appropriate space between individuals

### **Staff Protection**

1. All frontline and security personnel must wear the appropriate PPE for their safety.
2. The Estate Staff will be issued with the necessary PPE where the tasks they are performing requires it.
3. Staff with the underlying health conditions as identified by the World Health Organisation and the Centre for Disease Control of South Africa (Gauteng branch) are required to inform the Principal of such conditions in order for appropriate arrangements to be made with the GDE.
4. Staff with the following comorbidities may qualify for special leave providing the Principal receives a medical certificate from their medical practitioner stating the severity of the illness and that the workplace would pose a severe risk to the staff member:
  - a. is 60 years of age or older
  - b. has a chronic lung disease
  - c. has asthma
  - d. has a serious heart condition
  - e. suffers from HIV /AIDS
  - f. suffers from Tuberculosis
  - g. had an organ transplant
  - h. has cancer
  - i. has any form of immune deficiency
  - j. has a red blood cell disorder



- k. has a liver disease
  - l. has a chronic kidney disease and is on dialysis
  - m. has a prolonged use of corticosteroids or immune weakening drugs
  - n. has diabetes
  - o. is severely obese with a BMI of 40 or higher
5. Staff with comorbidities will be required to continue to teach remotely from home via Google Classroom or Zoom lessons.

### **Learners with comorbidities**

1. Arrangements will be made for learners with comorbidities.
2. Parents are required apply for Lockdown Learning on the GDE website and to submit a medical certificate to the Department.
3. Once the above is approved, the school will make arrangements regarding curriculum delivery.

### **After school collection**

1. Parents must ensure that their child are collected at the end of the school day.
2. Learners will not be allowed to loiter in the loop road or socialise with their friends after school.
3. Masks must be worn at all times, even after school hours whilst awaiting collection by parents or transport.

### **Attendance Recording**

1. All learners will be issued with a barcoded entry card.
2. This card will be scanned at the screening point and will record their presence at school.
3. Learners who access virtual lessons remotely, will also be marked present.
4. Staff members will follow-up on absent learners.

### **Cleaning and Sanitising of Premises**

1. The Estate manager will manage this function as per the protocol issued by the Department of Basic Education.
2. See annexure A.

### **Transportation to and from school**

1. Hyde Park High School does not provide transport to and from school for its learners and therefore the safety of our learners while in transit will be the responsibility of their parents.
2. The school will advise all parents to ensure that the vehicle transporting their child(ren) must adhere to the Disaster Management Act 57 of 2002 as well as the amendments thereto including the lockdown regulations.
3. The following protocols should be followed irrespective if the learner makes use of private or public transport:
  - a. Vehicles must be cleaned and disinfected before and after the journey.
  - b. All occupants of the vehicle must wear a mask during the journey.
  - c. Hand sanitiser must be used before entering the vehicle.

### **Tuckshop**

1. The tuckshop will not open until further notice.
2. Parent are requested to ensure their child(ren) bring their own lunch to school.

## **Annexure A**

### **Guidelines for schools on maintaining hygiene during COVID-19**

By DBE

Date: 01/05/2020

#### **RISK REDUCTION METHODS FOR SCHOOLS**

1. The installation, supervision, and regular refilling of the stock / equipment is the responsibility of the principal, delegated to the factotum / cleaners.
2. Principals must ensure the rapid procurement / delivery of adequate quantities of products in the Basic and Essential Sanitation and Hygiene Package for Each School by timely ordering and filling up on stock.
3. A litter bin with lid, lined with a bin liner in which all tissues, paper towels and possible contaminated waste must be discarded.
4. Paper towels to dry hands or wipe surfaces. Used paper towels must be discarded safely in the litter bin with a lid.
5. Surfaces that are frequently touched, e.g. the doorknobs, must be cleaned hourly with a 20 ml bleach per litre water, or disinfectant wipes.
6. Classrooms must be cleaned at least twice a day with a disinfectant.

#### **RISK REDUCTION FOR EACH TOILET/BATHROOM**

1. A handwashing station, handwashing soap (bar or liquid) or hand sanitizer with at least 60% alcohol base should be within 5m of toilets, for handwashing after using the toilet.

#### **FOOD PREPARATION AREAS**

1. All surfaces and utensils must be cleaned daily with Disinfectant cleaner (recommend sodium hypochlorite 0.5% (biocide sachets) **or** Bleach mixture of 250ml of bleach to 5 litres of water).
2. Surfaces must be cleaned with at least 60% ethyl alcohol cleaner for wiping down in-between daily cleaning.

#### **DAILY DUTIES OF CLEANERS**

1. Clean all surfaces in the classrooms, bathrooms and office area daily with Disinfectant cleaner (recommend sodium hypochlorite 0.5% (biocide sachets) **or** Bleach mixture of 250ml of bleach to 5 litres of water).

2. Surfaces that are frequently touched, e.g. taps, doorknobs at classrooms and toilets, toilet flush, must be cleaned every two hours with 20 ml bleach per liter water.
3. Collect all the bags with possible contaminated waste in bins in classrooms and offices. Tie the bags and put it in big refuse bags. Tie the refuse bags again.
4. Wear protective gear as discussed below.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR CLEANING**

1. PPE usage is based on the risk assessment of each situation and is **ONLY NEEDED** where staff are exposed to or the occupation that poses risk of exposure to COVID -19 infected individuals.
2. PPE is classified into categories: **eye and face protection** (goggles, visor, plastic shields), **hand protection** (various types of gloves), **body protection** (apron, coats) and **respiratory protection** (depending on risk – various types of masks).
3. In addition, it is recommended that cleaners should have access to:
  - a. Heavy duty gloves
  - b. Face masks
  - c. Disposable plastic aprons
  - d. Protective eye gear
  - e. Closed shoes
4. Correct use, necessary hygiene practices and proper disposal of PPE is important to avoid cross contamination from PPE to the user's hands or clothes.
5. Cleaners should perform hand hygiene using the proper techniques before putting on protective gear for cleaning and after removing it, when changing gloves or after any contact with waste material.
6. The procedure to put on protective gear (see left side of picture below):
  - a. Wash hands with soap and water
  - b. Put on the plastic apron
  - c. Put on the face mask
  - d. Put on the eye protection
  - e. Put on the gloves
7. The procedure to take off protective gear (see right side of picture below):
  - a. Wash the gloves with disinfectant and dry with a paper towel. Place the paper towel in a bin.
  - b. Remove the gloves and put it on a disinfected surface.

- c. Remove the eye protection.
- d. Remove the plastic apron and place it in a bin with a liner.
- e. Remove the face mask and place it in a bin with a lid and bin liner (plastic bags).
- f. Wash your hands with soap and water.

## **HOW TO PUT ON, USE, TAKE OFF AND DISPOSE OF A MASK**

**Note:** Masks are only effective when used in combination with the other Golden Rules of prevention listed above.

1. Cloth masks need to be washed with warm soapy water and dried in the sunlight and/or ironed.
2. Before touching the mask, clean hands with an alcohol-based hand rub or soap and water.
3. Take the mask and inspect it for tears or holes
4. Orient which side is the top side (where the metal strip is).
5. Ensure the proper side of the mask faces outwards (the coloured side).
6. Place the mask to your face. Pinch the metal strip or stiff edge of the mask so it moulds to the shape of your nose.
7. Pull down the mask's bottom so it covers your mouth and your chin.
8. After use, take off the mask by removing the elastic loops from behind the ears while keeping the mask away from your face and clothes, to avoid touching potentially contaminated surfaces of the mask.
9. Discard the mask in a closed bin immediately after use.
10. Perform hand hygiene after touching or discarding the mask – Use alcohol-based hand rub or wash your hands with soap and water.

# DONNING YOUR PPE



# DOFFING YOUR PPE



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