

SPRINGFIELD CONVENT SCHOOL

ACCESS CONTROL PROCEDURES IN RESPONSE TO

COVID-19 Introduction Springfield will undertake a phased approach to the return of pupils. Access will be strictly controlled following the procedures outlined below.

A. Campus Opening Times

The campus will be open from 07h00 to 16h00 each day

B. Entry Points

The school will be divided into two zones.

1. Red Zone: This area will consist of Convent Road and the carpark area between the Senior School and Junior School Campuses. In this area people will be permitted to enter for the purposes of dropping off or if moving from one campus to the other. It is important that people entering this section are aware that anyone in this section has not been screened. As such there should be no gathering in this section whatsoever. Parents and guardians who are dropping off pupils in this section are encouraged, wherever possible, to remain in vehicles. The pathway leading to the Pre-School Hall from the Main Gate will be closed until further notice.

2. Yellow Zone:

These areas will consist of the areas on either side of the road and carpark. Until further notice, three specific zones (2.1, 2.2 and 2.5) will be in place with strict entry control.

2.1 Senior School:

- Entry into this section will be at the Chapel gate:
07h00-16h00
- NO pedestrian access entry via Avenue gates (except for members of staff for parking between 07h00 and 08h00)
- NO access to Senior Campus via area between the main school buildings and the Art buildings

2.2 Junior School:

- **The only access is via Tuckshop stairs** accessed via entry through the Centenary Hall main door - 07h00-16h00
- NO pedestrian access entry via The Main Junior School staircase or via the Adventure Playground .

2.3. Pre-School: *(only to be operational once directive is given by School Management)*

Entry will be at the **Pre School Nursery gate** next to the Centenary Hall Gate - 07h00-16h00

2.4 Junior School After Care: *(only to be operational once directive is given by School*

Management) Entry will be at the Pre School Nursery gate next to the Centenary Hall Gate - 13h00-16h00

2.5 Bursar's Office

The bursar's office will be open and can be accessed from the stairs adjacent to the carpark. **This entry is only for access to the bursar's office.** People accessing this area will need to follow the guidelines detailed at this entrance.

C. Entry Procedure

All staff, pupils and essential visitors must enter via one of the specified entry points. While waiting for access each person must adhere to the marked distance between themselves and another person. At entry each person will be required to sanitise hands and to be scanned with an infrared forehead thermometer. In addition the person will be screened to ascertain

whether they have any of the observable symptoms associated with COVID - 19 (fever, cough, sore throat, redness of eyes or difficulty breathing). As such each person will need to answer no to the following questions.

1. Have you developed a cough?
2. Do you have a fever?
3. Do you have a shortness of breath?
4. Do you have a sore throat?
5. Have you experienced a recent loss of taste or smell?
6. Within the last 14 days, did you have direct contact with someone known to have contracted Coronavirus (COVID-19)?

Any person with a forehead temperature above 37,5°C or who answers 'Yes' to any of the above questions, will be denied entry. These persons will be asked to leave the campus and seek medical advice or, in the case of pupils, will be escorted to a holding area to await collection from parents or guardians.

D. Holding Areas

There are two holding areas on campus.

1. Senior School holding Area - Music Annex
2. Junior School holding Area - Sick Bay

The Holding Area is defined as the area where a person presenting with Corona-like symptoms has been sent to be isolated until they are able to leave the school premises seeking medical attention, isolation or quarantine. A register will be kept of all persons who enter the Holding Area.

Symptoms include - flu-like illness which include dry cough, fever, or shortness of breath

Where pupils, staff or others with suspected or confirmed cases of COVID-19 Coronavirus symptoms have been contained in the holding areas at Springfield, the area will be sanitized as follows:

All surfaces that the suspected case has come into contact with must be cleaned using disposable cloths and sanitising detergents.

These include:

All surfaces and objects

All potentially contaminated high-contact areas such as toilets, door handles, telephones, wash basins, beds, etc.

If a person becomes ill in a shared space, these spaces should be cleaned as detailed above.

All refuse in the holding area or that has been in contact with the individual, including used tissues, paper towels, cloths, face shields 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. This waste will then be placed in specially marked contaminated bins and disposed of appropriately.

E. Access to Entry Points

ACCESS POINT ACCESS TIME FRAMES STAFF MEMBERS ON DUTY

Junior School Centenary Hall entrance 7am to 4pm Staff to supervise as per

Pre-School Entrance (***Once operational***) 7am to 1pm roster After Care Access through

Pre-School entrance - for collection of pupils only (***Once operational***)

Buzzing system to be used via the intercom at the Nursery gate

Senior School - Chapel Gate 7am - 4pm Staff to supervise as per roster

F. Procedure for Screening Personnel

Personnel who are involved in screening must adhere to the following protocols:

1. Preparation/ PPE

- Sanitise/wash hands before taking up position
- Wearing of mask
- Wearing of gloves

2. Screening of person entering the School

- Check for mask/other PPE
- Take and record temperature
- Ask for a response to all screening questions
- Sanitise hands

- Spray soles of shoes with sanitising spray
- Admit person or escort to holding area
- Record the name of the person as either admitted or contained (Admission records to be captured using Ed-Admin)

3. Post screening

- Remove gloves
- Sanitise hands
- Sanitise thermometer and surfaces

Updated: 23 May 2020