

SPRINGFIELD CONVENT SCHOOL DAILY PROCEDURES ON CAMPUS IN RESPONSE TO COVID-19

Introduction

The guidelines and procedures below are intended for use for the initial reopening of the school campus post COVID-19 lockdown. These may be adjusted in the future as the risk profile changes.

Procedures

Entering the campus

- Entrance to the the Junior and Senior School as per [Access Control Procedures](#)

Hygiene

- All actions and interactions on campus must take place with this in mind and with the general

guidelines below. - Masks are to be worn at all times - Hands must be washed/sanitised frequently.

- Hand sanitiser bottles will be available at the entrance to each classroom and common

area - Surfaces must be cleaned frequently.

- Surface sanitisers are in spray bottles (can be sprayed and left - no need to wipe) - Greetings will be polite but maintain social distancing. (No shaking hands, fist pumps, elbow nudges or hugging) - Practise coughing etiquette (maintain distance, cover

coughs and sneezes with elbow

approach or disposable tissues or clothing and wash/sanitise hands).

Movement in Passages and on Stairs - Movement around campus must always be cognisant of social distancing. - Passages and stairs may be designated for use in a single direction. - Signage and markings on the floor will help identify appropriate spacing.

Classrooms

- Pupils must enter rooms one at a time leaving a space of 1,5m between themselves and other

pupils. - The area immediately around a doorway will be marked to indicate appropriate distance.

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- Pupils must line up outside classrooms in the direction as indicated by staff. This will be done

so that the lines for adjacent classrooms do not overlap. - Entry into classrooms is in single file so as to keep appropriate social distancing. - Pupils will sit in allocated seats and remain in the same seat throughout the day. - Movement within the classroom during lesson time is to be kept to a minimum and should be

only after a request is forwarded to the supervising teacher. - No sharing of books or stationery is permitted. - Sanitise desks between users with appropriate cleaning solutions. - Sanitise hands before and after entry and if contact is made with a surface or equipment. - Computers in classrooms are strictly for the use of staff. Keyboards and mice must be

sanitised before and after use.

- Pupils will need to bring their own device to use in the classroom - Pupils must ensure they have headphones and charging equipment if required. - Bags and personal belongings are to be kept on the desk or under the persons chair. (See note

on Lockers.) - Pupils are to remain seated at the end of the lesson until dismissed by the supervising teacher.

Exiting the room will be single file, keeping appropriate distance between people.

Breaktime procedures/Eating times

- Pupils will be directed to designated areas for breaks. - Sanitise hands before removing mask and eating. - Maintain distance of 1.5 m. - Replace mask and sanitise hands after eating. - No sharing of food or drinks. - Dispose of any contaminated waste in appropriate bins. - Avoid games or activities which contravene social distancing guidelines.

Tuckshop

- Tuckshop will operate on a pre-order and delivery basis only

Bathrooms & locker rooms

- Entry according to signage with respect to maximum number of people. - Sanitise hands on entry and exit. - Avoid touching surfaces where possible. - Dispose of waste appropriately. - Lockers (Senior School)

- Pupils will not be permitted to use lockers. Pupils must plan their day and bring only the

books and stationery that they need. Personal belongings must be kept to a minimum and kept with the pupil at all times. - Junior Primary bathrooms accessed inside each Junior Primary classroom.

- Only one pupil is permitted to enter these bathrooms at a time. - Senior Primary Locker rooms.

- **A Maximum of three** girls will be permitted to access the Grade 4 and 5 toilet area at any time.

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- **A Maximum of three** girls will be permitted to access the Grade 6 and 7 toilet area at any time. - Appropriate sanitizing and social distance must be adhered to at all times.

Uniforms and bags:

- Civvies will be permitted in the initial phase of reopening of school. Pupils must

wear

comfortable long pants/trousers and tops with sleeves. - Pupils must wear closed shoes. - Hair, jewellery and accessories must be kept in line with the guidelines stated in the code of

conduct. - Bags will be stored in the classroom where the pupils will be taught.

Library

- In the initial phase of school reopening, the school libraries will remain closed.

Computer Rooms

- In the initial phase of school reopening, the school computer rooms will remain closed.

Practical Classrooms

- During the initial stage of school reopening no practical classes will take place. This will be reviewed as the risk profile changes.

Sports Facilities - Astro/Swimming pool and fields

- During the initial stage of school reopening all sports facilities are off limits to pupils.

Staff Guidelines

Staff room (Junior School and Senior School)

- Social distancing and hygiene protocols must be adhered to. - Staff members may enter the staff room only to access refreshments in terms of coffee, tea

etc and to access the kitchen areas - Each staff member must supply their own lunch, mugs etc - these should individually be

washed and sanitized by the staff member using the implement. - No communal tea/ coffee will be made during the school day. - Kettles will be boiled and urns of hot water supplied together with milk, tea, coffee and sugar.

These will be sanitized by the Cleaning Staff - Social distancing must be adhered to at all times and therefore Staff members are not to

congregate in groups in the staff rooms

Staff work rooms

- Social distancing and hygiene protocols must be adhered to. - **Pre-School**

- Maximum of four persons at the main table in the staffroom and a maximum of 3 people

in the Preschool teachers workroom following social distancing norms.

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- **Junior School**

- Maximum of four persons at main table and one person per computer station up to a

total of 5 people - Senior Primary workroom a maximum of 2 people following social distancing norms. - **Senior School**

- Maximum of two persons at each table and one person per computer station up to a total

of 10 people - Table surfaces must be cleaned between users. - Buttons on printers must be wiped between users.

Print room

- Photocopying for pupils

- No printing for pupils - use electronic mediums. - Should a pupil need to print a note or document teachers must send the pupil the

document via electronic means for the pupil to print in the computer room. - Use of scanners/personal copying

- Adhere to social distancing and hygiene protocols

- Maximum of 4 persons in room (Senior School) -
Maximum of 2 persons in room (Junior School)

Whiteboard markers/ Teacher stationery

- Teachers must clearly mark all stationery items and bring their own to the classroom and take
with them when they leave.

Office areas

- Entry according to signage indication maximum number of people - People are not permitted to sit in office areas unless it is that person's work space.

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