

# **SPRINGFIELD CONVENT SCHOOL**

## **INFECTIOUS DISEASE (COVID-19) STANDARD OPERATING PROCEDURE (SOP)**

This SOP has been developed to provide clear guidance on the processes that should be followed to ensure coordination and timely response to COVID-19 pandemic disease outbreaks at Springfield Convent School. It applies to all staff members, pupils, parents, Dominican Sisters and visitors to Springfield Convent School.

Once declared a level 4 permitted service, Independent Schools will be required to comply with the following on the reopening of Schools:

1. The Regulations to the Disaster Management Act, issued by the Minister of COGTA, Minister  
Nkosasana Dlamini-Zuma;
2. The “Covid-19 Occupational Health and Safety Measures in Workplaces Covid-19 (C19 OHS),  
2020,” issued by the Department of Employment and Labour  
(DEL);
3. The Department of Basic Education (DBE) Standard Operating Procedure for COVID-19.

These documents have been scrutinised and further contextualised, for Springfield, as highlighted in the procedures described below.

### **HAZARD IDENTIFICATION RISK ASSESSMENT**

As COVID-19 evolves, it is important to continuously monitor its evolution and the effectiveness of prevention and control measures, re-assess the risk, communicate the risk and modify

response actions if and when required. The Risk Assessment will be continuously reviewed and updated. **(See attached the *Health and Hygiene Protocol*)**

## **PREVENTION AND CONTROL MEASURES**

- All staff members, pupils and visitors to Springfield are to be screened daily when entering the premises in the way of temperature measurement and sanitization.
- Staff members, pupils and visitors to Springfield are to keep a distance of 1,5 metres while waiting for access.
- Staff members, pupils and visitors to Springfield with a temperature above 37,5 °C will be required to go home and self-isolate until cleared from any symptoms.
- Every time any person enters the premises they are required to have their temperature taken and apply hand hygiene practices (*Refer to hand washing and hand sanitising guide sheets*).

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- A register is to be completed daily by all persons entering Springfield which is to include staff members, pupils, visitors, couriers, etc.
- All contact surfaces (desk tops, door handles, window openings, keyboards, plug and light switches, whiteboard markers etc) at Springfield shall be sanitised throughout the day.
- All toilets, bathrooms and kitchen facilities on site are cleaned, sanitized and assessed throughout the day.
- All persons on campus shall wear face masks at all times. (Medical, Surgical & N95 masks are limited to healthcare professionals. Dust Masks may not substitute the face mask).
- Staff and pupils are to be surveyed regarding co-morbidity factors such as compromised immunity, Cardio-vascular conditions and respiratory conditions.
- Staff and pupils with co-morbidity factors may return to campus upon recommendation of a medical specialist.
- Staff members are to notify their management team immediately of the diagnosis following a COVID-19 result so that the necessary actions and precautions can be taken to prevent further spreading.
- Parents of pupils are to notify the school immediately of the diagnosis of any family member following a COVID-19 result so that the necessary actions and precautions can be taken to prevent further spreading.

- Greetings at Springfield will be polite but exclude hugs and handshakes. This will be appropriately dealt with within the various phases of the school by the Phase Heads.

## **HAND HYGIENE AND HEALTH ETIQUETTE**

- Avoid close contact with people at all times, 1,5 metre rule applies (use 'helicopter arms', with care).
- Practice frequent hand-washing, especially before and after eating for at least 20 seconds, and dry hands on disposal towels.
- Where water and soap is not available use 70% alcohol based hand sanitiser.
- Sanitize desk tops, door handles, window openings, cell phones, keyboards, whiteboard markers, plug and light switches, regularly.
- Practice coughing etiquette (maintain distance, cover coughs and sneezes with elbow approach or disposable tissues or clothing and wash/sanitize hands).
- Dispose used tissues, immediately, in contaminated waste bins.
- If human-to-human contact is required, disposable surgical gloves are to be worn. Thereafter, the gloves are to be disposed of in contaminated waste bins.

## **DETECTING AND ASSESSING SOCIAL DISTANCING PRACTICES**

- Avoid in-person meetings. Use online conferencing, email or the phone where possible, even when people are in the same building.
- Unavoidable in-person meetings should be limited to a maximum of 5 participants and kept short and in a large meeting room where people can sit at least 1,5 metres from each other. No hand shaking, etc.
- Break times, Before School Care and After School Care should be conducted such that social distancing is maintained and effectively managed.

- Avoid unnecessary travel and cancel or postpone nonessential meetings, gatherings,

functions, sport events, workshops and training sessions.

- Do not congregate in work rooms, staff rooms, kitchens, copier rooms or other areas where people socialize. Keep 1,5 metres apart where possible.
- When having lunch do so at your desk or away from others
- Limit recreational or other leisure classes, meetings, activities etc where close contact is likely.

### **MANAGEMENT OF COVID-19 CASES AT SPRINGFIELD (Refer to page 12 of DBE SOP for COVID-19)**

#### **Action to be taken when a pupil or staff member appears ill or displays symptoms:**

The following steps must be followed:

- Isolate the pupil or staff member
- Provide the person with a face mask if they don't have one
- In the case of a pupil the parent or guardian must be informed immediately
- The person/parent is required to contact their local doctor or local clinic, also to report to the NICD (National Institute for Communicable Diseases) on 0800 02 9999 if the person has been in contact with possible or known cases of infection.
- The school will be advised on further actions to be taken

#### **Action to be taken when a CASE of COVID-19 is confirmed at Springfield:**

- The school will be contacted by the relevant public health officials
- Public Health officials with the assistance of relevant staff members will conduct risk assessment and give recommendations on the management of pupils and staff
- In most cases closure of the school will not be necessary. The decision to close will be**

**context specific** d. The person who had been diagnosed with COVID-19 may return to school upon receipt of a

negative test result

- The decision to close Springfield as a result of further risk of the COVID-19 virus spreading, will be taken by the School Board in consultation with the Senior Management Team based on various factors as mentioned within this SOP and the DBE SOP

*Updated: 23 May 2020*

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