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**FOREST TOWN SCHOOL**

ESTABLISHED 1948

**For Learners with Special Needs**

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**COVID-19 POLICY**

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**1. TITLE OF THE POLICY**

COVID-19 policy of Forest Town School

**3. EFFECTIVE DATE**

1 June 2020

**4. DATE OF NEXT REVIEW**

This policy will be reviewed monthly for the next 6 months where after the review will be done annually or as may be required.

**5. REVISION HISTORY**

Issue Number	Description of Amendment	Approved by	Date
1	New Policy		

**6. APPROVAL**

Recommended by: (Principal)		Signature:	
Date:			
Approved by: (SGB Chairperson)		Signature:	
Date:			

**7. PREAMBLE**

Every child has the constitutional right to education, and to enable this, a safe environment must be provided. Section 8 of the Occupational Health and Safety Act, 1993 requires every employer to provide and maintain, as far as reasonably practicable, a working environment that is safe and without risks to the health of its employees, which will include learners and any visitor to the school. Similarly, the ACT also imposes a duty on employees to take reasonable care of their own health and safety and that of their fellow employees, learners and visitors.

Due to the nature of this virus, the School Governing Body, in conjunction with the principal, will form partnerships with parents and any stakeholders of the school to ensure the safety of all staff and learners.

## **8. OBJECTIVE**

The primary objective of this policy is to ensure a safe school environment for all staff, learners, parents and any visitor to the school and to stop the spread of the Coronavirus Disease 2019 “COVID-19” virus.

## **9. APPLICATION AND SCOPE**

This policy applies to the School Governing Body, all staff, learners, parents/guardians of the school and all visitors to the school.

## **10. LEGISLATIVE FRAMEWORK**

This policy was compiled in accordance to the following legislation:

- 10.1. Constitution of the RSA;
- 10.2. National Education Policy (Act 27 of 1996);
- 10.3. South African School’s Act (84 of 1996) as amended;
- 10.4. The COVID-19 Risk Adjusted Strategy published by the South African Government – 25 April 2020;
- 10.5. Disaster Management Act (57 of 2002) as amended;
- 10.6. Disaster Management Act: regulations relating to COVID-19, Government Notice R480 of 2020;
- 10.7. COVID-19 Occupational Health and Safety measures in workplaces COVID-19 (C19 OHS), 2020, Government Notice 479 of 2020;
- 10.8. Measures to prevent and combat the spread of COVID-19 in the public transport services, Government Notice 483 of 2020;
- 10.9. Circular 1 of 2020 – Containment/Management of COVID-19 for schools and school communities – Department of Basic Education 11 Maart 2020.
- 10.10. Circular 3 of 2020 – Containment/Management of COVID-19 for schools and school communities – Department of Basic Education 15 Maart 2020.
- 10.11. Standard Operating Procedures for Teachers, Non-teaching staff and Learners on the coronavirus or COVID-19 outbreak in South Africa – Department of Basic Education – 29 May 2020.

## **11. ACRONYMS**

BCEA	Basic Conditions of Employment Act
COVID-19	Coronavirus disease 2019
DBE	Department of Basic Education
HOD	Head of Department
NDoH	National Department of Health
NICD	National Institute for Communicable Diseases
NSNP	National School Nutrition Programme
OHSA	Occupational Health and Safety Act
PED(s)	Provincial Education Department(s)

PHEIC	Public Health Emergency of International Concern
PUI	Person Under Investigation
SBST(s)	School-Based Support Team(s)
SMT(s)	School Management Team(s)
SOP(s)	Standard Operating Procedure(s)
WHO	World Health Organization

## 12. COVID-19 VIRUS

### 12.1. What is COVID-19?

COVID-19 is a disease caused by a new strain of coronavirus. 'CO' stands for corona, 'VI' for virus, and 'D' for disease. Formerly, this disease was referred to as '2019 novel coronavirus' or '2019-nCoV.'

The COVID-19 virus is a new virus linked to the same family of viruses as Severe Acute Respiratory Syndrome (SARS) and some types of common cold.

### 12.2. How does COVID-19 spread?

COVID-19 is most likely to spread when there is close contact (2 metres or less) with an infected person. It is likely that the risk increases as the period of exposure to an infected person lengthens. Contaminated droplets produced when an infected person coughs or sneezes are the main means of transmission. There are two main routes by which people can spread COVID-19:

- Infection can be spread to people who are nearby as droplets are inhaled into the lungs.
- It is also possible that someone may become infected by touching a surface, object or the hand of an infected person who has been contaminated and then touching their own mouth, nose, or eyes.

### 12.3. Primary symptoms of COVID-19

The following symptoms may develop from 14 to 21 days after exposure to someone who has COVID-19 infection:

- sore throat
- difficulty in breathing
- dry cough
- tiredness
- fever

Infections can cause more severe symptoms in people with weakened immune systems, older people and those with long-term conditions like diabetes, cancer and chronic lung disease.

### 12.4. Who is most at risk?

Older people, and people with chronic medical conditions, such as diabetes and heart disease, appear to be more at risk of developing severe symptoms. As this is a new virus, we are still learning about how it affects children. We know it is possible for people of any age to be infected with the virus, but so far there are relatively few cases of COVID-19 reported among children. This is a new virus and we need to learn more about how it affects children. The virus can be

fatal in rare cases, so far mainly among older people with pre-existing medical conditions.

#### 12.5. What to do if you develop symptoms

People who contract COVID-19 may take anywhere from fourteen to twenty-one days to develop symptoms. Even if you do not have a history of travel to a COVID-19 affected region or contact with an individual who has contracted the illness, you must still inform your healthcare provider if you present with symptoms of COVID-19.

**Hotline for the COVID-19 as per the Department of Health website:**

**South African  
COVID 19 HOTLINE  
08000 29999**

If you present with symptoms of Corona Virus, please call the official COVID 19 HOTLINE before going to your doctor, pharmacist or nurse. By calling the hotline, someone will be sent to test you where you are, which will limit the spread of the virus.



### 13. PRINCIPLES

This policy is based on the following guiding principles:

- 13.1. Continuity of learning.
- 13.2. Ensure a safe school environment – frequent cleaning and sanitising.
- 13.3. Ensure safe school operations – offices, classrooms and playgrounds.
- 13.4. Do not allow any suspected infected persons on the premises.
- 13.5. Promote information sharing.
- 13.6. Targeted health education.

### 14. COVID COMMITTEE

#### 14.1. Composition

- B Ben-David – COVID Co-ordinator
- K Mc Intyre – Deputy COVID Co-ordinator
- L Martin
- S Marsh
- L Ferris
- J Madzima
- Silindile
- M Lydall
- L Cawood
- B Atkinson
- A Du Preez
- M Oosthuizen
- R Grusin

## 14.2. Roles and Responsibilities

### a) Committee

- i. The committee, in conjunction with the SGB and the principal, must put a COVID plan in place to address the risks associated with the spread of the COVID-19 virus.
- ii. Place signs or posters encouraging good hand and respiratory hygiene practices.
- iii. Prepare and maintain handwashing stations with soap and water within 5meters of toilets and bathrooms.
- iv. Place 60% alcohol-based hand sanitisers in each classroom, at entrances and exits, at the reception/front office and near lunchrooms.
- v. The committee must ensure that the COVID plan is adhered to
- vi. The committee is responsible for all information sharing relating to the virus.
- vii. The committee is responsible to ensure that regular information sessions are held with learners.
- viii. The committee is responsible for all communication to parents and guardians regarding the virus and the status of the school.
- ix. The committee is responsible to compile COVID Standard Operating Procedures which will ensure management of the COVID-19 virus and its potential spread at the school.
- x. The committee is responsible for reporting on a weekly basis to the SGB and the principal on all matters relating to the virus.
- xi. The committee is responsible for ensuring that this policy remains updated as soon as new regulations are communicated from the Department

### b) COVID Co-ordinator

#### i. Communication and Coordination

1. Develop and maintain appropriate communication with staff, learners and other relevant stakeholders.
2. Participate and proactively engage in COVID-19 preparedness coordination.
3. In coordination with the Department develop and deliver training on COVID-19 preparedness to staff and learners.

#### ii. Daily Management

1. Manage COVID-19 preparedness activities.
2. React quickly to crisis and organise/implement appropriate assessments and responses.
3. Contribute to the development and implementation of a COVID-19 preparedness and response plan.
4. Continuously monitor and supervise COVID-19 preparedness and response activities, evaluating progress through outputs and impact. Provide input into the integration of beneficiary participation and accountability.
5. Ensure accurate and timely reporting of activities.

6. Participate in the development of interventions and new proposals, linked to the assessed needs and gaps.
7. In conjunction with the school's SBST, determine any learner interventions and support as the need arises.
8. Ensure that sufficient PPE and sanitisers are available at all times. As necessary, procure stocks.
9. Ensure that trash is removed from all bins and disposed of at least once per day.
10. Ensure that all supplies delivered are sanitised prior to distribution.

**iii. Capacity building**

1. Train relevant staff on various aspects of COVID-19 preparedness in line with established Standard Operating Procedures.
2. Compile and manage, and make available, relevant information related to COVID-19 for staff access.

## **15. ROLES AND RESPONSIBILITIES**

### 15.1. SGB

- a) The SGB must ensure that the school has an up-to-date COVID Management Plan in place.
- b) The SGB is responsible for the COVID policy and must ensure that the policy is updated as the country moves through the various levels of lockdown and changes are communicated via the Department.
- c) The SGB must ensure that sufficient funds are made available to provide all the necessary PPE, sanitisers and cleaning equipment is available.
- d) The SGB must stay abreast with all COVID information and processes so as to ensure they are in a position to support the school in its efforts to manage the spread of the virus.

### 15.2. School

- a) The school must ensure that the COVID plan of the school is managed effectively at all times.
- b) The school must ensure that all staff are sufficiently trained to manage the spread of the virus through effective processes.
- c) The school must share information with parents/guardians on a regular basis.
- d) The school must ensure that sufficient information sharing takes place with learners to ensure maximum possible co-operation at all times.
- e) The school must report its status and any infections to the Department as is required.
- f) The school must inform the relevant parents immediately if any learner becomes ill and it is suspected that such learner may be infected with the virus.
- g) The Principal and SMT must ensure that no staff member, who may be

infected or who is suspected of being infected, is allowed to be at the school.

- h) The school must ensure that any person who may be suspected of being infected be isolated in a dedicated sick room prior to such persons leaving the school for medical care.

#### 15.3. Parent/Guardians

- a) Parents must provide their full support to the school in managing the spread of the virus.
- b) If a learner is showing symptoms possible infection, the child must not be sent to school but taken for medical care.
- c) Parents must inform the school if their children are kept at home due to suspected infection.
- d) If a learner has an underlying illness/condition that increases such child's chance of infection, alternative arrangement must be made with the school to ensure continuity of learning for such child. The child should, as precaution, not be sent to school.
- e) If a parent wish to remove a child from the school, they need to inform the Department and register such child for home schooling. The school must be informed accordingly.
- f) When dealing with the school, parent/guardians must abide by the COVID rules in place at the school.
- g) Parents/guardians who refuse to abide to any of the rules, will be denied access to the school.
- h) Parents must ensure that their children are equipped with then necessary masks and additional PPE as may be required..
- i) The school must ensure that the COVID plan of the school is managed effectively at all times.

## 16. RULES

### 16.1. Initial Process of Cleaning and Sanitising

Prior to any staff and learners commencing teaching activities, the whole school will be cleaned and sanitised by the COVID Committee and the school's SMT. This process will involve the following areas:

- Offices
- Classrooms
- All work surfaces
- All equipment (especially equipment used in the teaching environment) used by staff in their working environment
- Kitchens
- Bathrooms
- Storerooms
- All school vehicles

### 16.2. Staff availability

- a) The school must determine which staff should not be allowed to be present at school:

- i. Any staff members who are older than 60 years of age;
  - ii. Any staff member with underlying medical conditions such as lung problems, HIV/AIDS and cancer.
- b) The school may only allow person over the age of 60 years to continue working if cleared by a medical doctor and approved by the District office.
- c) Any persons with underlying medical conditions should not be allowed to work unless cleared by a medical specialist and approved by the District office.
- d) The school will determine its educator needs and in conjunction with the District office appoint temporary replacement as may be required.

#### 16.3. Continuity of learning

- a) The school will adjust teaching of the curriculum to the revised curriculum as communicated by the National Department of Basic Education.
- b) The school may at no stage adjust any part of the revised curriculum as instructed by the Department.
- c) The school must provide learning material on a weekly basis to all learners who have not yet commenced with classes at the school.

#### 16.4. School Attendance

The parents/guardians have a number of alternatives available to them regarding compulsory school attendance. As regulated by the Minister of Basic Education, parents have a choice but they have to communicate their decisions to the school.

- a) Children go to school.  
The child attends school in the normal way. Parents and the school will take all reasonable steps to safeguard the child against being infected by the COVID-19 virus.
- b) Child with comorbidities stay at home.  
As is advised by the World Health Organisation as well as the South African authorities, it is best for parents to keep such a person away from situations of risk. Section 4 of the South African Schools Act allows this action as it is in the best interest of the child. However, there are specific matters that must be adhered to:
  - i. Parents must obtain a medical certificate from a medical practitioner before the learner can be kept at home. The certificate needs to provide details of the illness as well as the medical code of such illness;
  - ii. The school will prepare the necessary homework for the learner to ensure education still takes place. Such work will include assignments relevant to the age group;
  - iii. It is the parent's responsibility to collect such work once a week from the school and to return any work to be assessed by the school. The work to be collected will be left at the school security office and the parent must leave work for assessment at the

security office. The parent will be requested to sign the appropriate register at the security office;

- iv. When any tests/examinations have to be written, the child will be accommodated at school in an isolated environment; and
  - v. If the homework is not collected from the school and/or work is not returned for assessment and/or the learner does not write a sufficient number of tests and examinations, the Department, in conjunction with school management, may decide to keep the learner in the same grade for another year.
- c) Parents remove their child completely from the school
- i. Parents have the right to transfer their children to another public school, subject to school zoning regulations published by the Gauteng Department of Education. In this instance the current and future schools are involved in the transfer of the learner.
  - ii. The parent may decide to enrol his/her child in a private/independent school. The parent must adhere to the following:
    - 1. The parent must inform the school in writing; and
    - 2. The parent must inform the Gauteng Department of Education with the assistance of the school.
  - iii. In terms of Section 51 of the South African Schools Act, a parent may apply to the Head of Department of the Gauteng Department of Education for home schooling. In this instance the following must be adhered to:
    - 1. The learner may only be removed from school once the application is registered and approved by the Department.
    - 2. The parent must ensure that the minimum requirements of the curriculum at public schools and any other requirements set by the Department are met.
    - 3. On confirmation in writing that the child has left the school, the school will remove the details of the learner from the school's attendance records.

#### 16.5. Personal Protective Equipment

- a) All staff – educators, office staff, grounds staff and security staff - must be issued with masks.
- b) Staff must wear their masks at all times.
- c) Where necessary, staff may have to be issued with protective sanitary overhauls and latex gloves if they have to physically touch/support learners on a regular basis.
- d) All learners must wear masks at all times. If a learner does not have any mask, the school must provide the necessary mask to such learners.

#### 16.6. Screening and Sanitising

- a) Staff
  - i. Staff must be screened every day before entering the school

- premises.
  - ii. At the end of the school day staff must be screened before leaving the school premises.
  - iii. Staff must sanitise their hands before entering and/or leaving the school premises.
  - iv. Educators must sanitise their hands before entering and/or leaving their classrooms.
  - v. Staff must sanitise their hands before entering/leaving the office block.
- b) Learners
- i. Learners must be screened every day before entering the school premises.
  - ii. Learners must be screened at the end of the school day before leaving the school premises.
  - iii. Learners must sanitise their hands as follows:
    1. When disembarking from the transport vehicle at school in the morning;
    2. Before entering and/or leaving the school premises;
    3. Before and after any breaks;
    4. Before entering and/or leaving their classrooms; and
    5. Before entering/leaving the office block.
- c) Visitors and Contractors
- i. All visitors and contractors must be screened before entering/leaving the school premises. If the screening reveals any suspicion of infection, such person must not be granted access to the school premises.
  - ii. All such persons must sanitise their hands at the security entrance prior to entering/leaving the school premises.
  - iii. A visitor/contractor must only be allowed to enter the school premises if they wear masks.
- d) Transport
- i. All school vehicles must be sanitised on a daily basis.
  - ii. If any learner or staff member is transported with school vehicles, all such passengers must sanitise their hands before embarking/disembarking the vehicle.
  - iii. The driver of the school vehicle must sanitise his/her hands every time they embark/disembark the vehicle as well as before and after assisting any learner.
  - iv. Drivers must be issued with additional masks which will be provided to any learner, before embarking the vehicle, who do not wear a mask.
  - v. Staff on duty at the school gate must observe the social distancing and sanitising protocols applied by the various scholar transport providers. If not compliant, details of such vehicles must be taken and reported to the principal. The principal will inform the relevant authorities of such non-compliance.

- e) School buildings and equipment
    - i. All classrooms and rooms used as classrooms must be sanitised and cleaned on a daily basis.
    - ii. All bathrooms must be cleaned and sanitised on a daily basis. If necessary, learner bathrooms must be sanitised after breaks.
    - iii. All surfaces that are touched regularly (handrails, doors, flat surfaces) must be cleaned and sanitised at least once per day.
    - iv. All offices must be sanitised and cleaned on a daily basis.
    - v. All kitchens must be cleaned and sanitised on a daily basis or more regularly depending on use.
    - vi. The sickbay must be cleaned and sanitised daily and immediately after use by any person.
    - vii. All other buildings must be cleaned and sanitised once per week.
    - viii. All equipment must be sanitised before use.
- 16.7. Learner and Staff Hygiene
- a) Wash hands frequently, always with soap and water for at least 20 seconds;
  - b) Keep nails and teeth clean;
  - c) Refrain from touching your eyes, mouth and face;
  - d) Do not share cups, eating utensils, food or drinks with others;
  - e) Sneeze or cough into a bent elbow or tissue, and to discard the tissue safely in a bin with a lid, then wash their hands immediately;
  - f) Refrain from teasing anyone about being sick;
  - g) Share what you learn about preventing disease with family, friends, and siblings; and
  - h) Learners must tell their teacher or parents, if they feel sick, and to stay at home.
  - i) Staff must notify the principal or COVID Co-ordinator if they feel sick, and to stay at home.
- 16.8. Phased School Reopening
- a) The various learner grades must only commence their school attendance as indicated by the Phased Timetable published by the Department of Basic Education.
  - b) The school may postpone commencement of a particular grade only if they are not suitably equipped to handle such group safely and only after obtaining permission from the District Director in writing.
  - c) The school must complete daily attendance registers and indicate any absent learners.
  - d) The processes as indicated in the school's Learner Attendance Policy must still be applied
  - e) The school will only scrap a learner's details from the attendance register once informed by the District that such learner has left the school or has enrolled in home-schooling.
- 16.9. Food Preparation
- a) All persons involved in food preparation must be screened very frequently.

- b) The utmost hygiene must be practised in the kitchen and dining room at all times.
- c) All kitchen staff must wear masks, gloves and head gear at all times
- d) All foodstuffs must be rinsed thoroughly prior to cooking or serving.
- e) All work surfaces must be sanitised every time before and after use.

#### 16.10. Access

- a) Staff and Learners
  - i. Staff must only be allowed access if they wear the necessary masks.
  - ii. Staff will be denied access if they refuse to undergo screening.
  - iii. Learners who do not wear the necessary masks, must be escorted to the offices for issuing of masks or for parents to be contacted.
  - iv. Scholar and staff transport providers must not be allowed to enter the school premises unless specific approval was obtained from the principal.
- b) Visitors and Contractors
  - i. All visitors must have prior meetings with the school, and approved by the principal, before they may be allowed to enter the school premises.
  - ii. Any visitor without prior appointment will only be allowed access if approved by the principal.
  - iii. Visitors and contractors will only be allowed access if they wear masks, underwent screening and passed such screening.
- c) Supply Deliveries
  - i. Any deliveries must be minimised to the absolute necessity.
  - ii. Unscheduled deliveries must be cleared by the principal before any access is allowed.
  - iii. All deliveries must be offloaded in a central point to allow staff to sanitise such deliveries before distribution/use.

#### 16.11. Transport

- a) Social distancing must be observed in all school vehicles in accordance with the COVID regulations issued by the Department of Transport.
- b) If social distancing cannot be observed, the school must either cancel the trip or hire bigger vehicles.
- c) Scholar transport providers must observed the necessary social distancing and sanitising protocol according to regulations. The school must report any provider who does not adhere to such regulations. Parents/guardians must also be informed.

#### 16.12. Physical Placement

- a) Placement of desks in all classrooms must be such that it allows for at least 1,5 meters of space between desks.
- b) Where necessary, the school must convert available space to classrooms to ensure adherence to social distancing at all times. The SGB and the principal must apply for temporary classrooms if sufficient space is not available to accommodate all learners.

- c) Office desks must be placed such that staff maintain a distance of at least 1,5 meters from each other.
  - d) Seating in the school hall must be such that social distancing can be maintained.
  - e) Chairs in the staff room must be placed to adhere to at least 1,5 meters distance between staff members.
- 16.13. Sports and Cultural Activities
- a) Until such time as regulated by the Minister of Basic Education, all sporting and cultural activities of the school is cancelled.
  - b) As may be indicated by future regulations, the school can only commence such activities as may be allowed from time to time.
- 16.14. Playground
- a) The school will provide for additional staff to be on duty during breaks.
  - b) Staff on duty must ensure that all learners maintain social distancing rules as indicated in this policy.
  - c) Staff must ensure that no touching and/or hugging takes place.
- 16.15. Social distancing
- a) A distance of at least 1,5 meters must be observed between persons at all times.
  - b) No hugging and/or kissing is allowed.
  - c) No handshaking is allowed.
  - d) No touching of any person is allowed. Where absolutely necessary the relevant person must use sanitiser before and after touching another person.
- 16.16. Meetings and Training
- a) All training and workshops will be postponed until such time as the country moves to Level 1 or if cleared through regulation by the Minister of Basic Education.
  - b) Meetings will be reduced to the absolute minimum and only after obtaining approval from the principal.
  - c) Social distancing rules must be adhered to during all meetings.
  - d) Meetings with parents will be done telephonically or via other electronic means. Only if really necessary, will such meetings be held in person.
  - e) All attendees to meetings must sanitise their hands before and after the meeting.
- 16.17. Tuckshop
- a) The tuckshop must be sanitised at least 3 times per day.
  - b) A staff member must be placed at the tuckshop during breaks to ensure that learners adhere to the social distancing protocol of the school.
- 16.18. Suspected Infection
- a) In all cases in (b), (c) and (d) below, the school will contact the COVID-19 Hotline with details of possible infection.
  - b) Staff
    - i. If, during screening, there is suspicion that a staff member may be infected, the person must be sent home to seek medical advice.
    - ii. The principal must be informed, who in turn will inform the District

- office.
- iii. If a staff member suspects he/she may be infected, the principal must be notified immediately and medical advice must be sought.
- iv. The school's sick leave policy will be applied in all such cases.
- c) Learners
  - i. Parents will be informed to keep their children at home if they suspect such child may be infected. They must notify the school.
  - ii. If a learner is suspected to be infected, whether during screening or through observation by an educator, the learner must be sent to the sickbay immediately. The office will notify the parents to fetch the learner for medical advice.
  - iii. The principal will notify the District office immediately of any suspected learner infections at the school.
- d) Visitors
  - i. If, during screening, there is reason to suspect a visitor to be infected, such person must not be allowed to enter the school premises.

## **17. REPORTING**

- 17.1. All COVID related incidents must be reported to the COVID Co-ordinator who will record such in the COVID incident Report.
- 17.2. The COVID co-ordinator will report all COVID related incidents to the COVID Committee and the principal on a daily basis.
- 17.3. The principal will report all COVID matters, including status of the COVID plan, to the SGB on a weekly basis.
- 17.4. In the event of an outbreak of infection at the school, the principal will immediately inform the SGB and the District Director. The District, together with the principal, will decide on possible closure of the school.
- 17.5. The principal and the COVID Committee, will submit COVID reports to the District office as is regulated by the Department.

## **18. SANCTION**

- 18.1. Staff
  - a) If a staff member is in breach of any part of this policy, such person will be subject to the school's disciplinary process as indicated in the Human Resource policy of the school.
  - b) Continued breach will lead to suspension and possible dismissal.
  - c) Depending the seriousness of the matter must be reported to SAPS.
- 18.2. Learners
  - a) If a learner is in breach of any part of this policy, such learner will be subject to the school's disciplinary process as indicated in the Learner Code of Conduct policy of the school.
  - b) Continued breach will lead to suspension and possible expulsion from the school.
- 18.3. Visitors

- a) Any visitor in breach of any part of this policy will be denied access to the school premises.
- b) If the visitor is already on the premises and is in breach of this policy, the school may request such visitor to leave the school premises immediately.
- c) Depending the seriousness of the matter must be reported to SAPS.