



# COVID-19 EDUCATION MANUAL

Version 1 | Updated 26 May 2020

**This manual is based on the published regulations and information available as at 26 May 2020 and remains subject to change as government guidelines and regulations are gazetted and published. Changes and additions will be made available as a supplement to this manual from time to time.**

# THE COVID-19 POLICY

The novel coronavirus SARS-CoV-2 (Covid-19) has been declared a Public Health Emergency of International Concern by the World Health Organisation and has led to President Ramaphosa to declare a national state of disaster in South Africa.

The purpose of the Covid-19 Policy is to address the serious safety and health risks caused by the highly contagious nature of Covid-19 and ensure minimum disruption to teaching and learning whilst protecting employees, parents, learners and visitors of our school community.

The five policy objectives are:

Ensure there are structures in place to identify and address risks and responses.

Inform, educate and train our school community on Covid-19.

Minimise the risk of Covid-19 spreading by implementing precautionary measures.

Ensure an appropriate response to a positive case being identified in the school.

Support the mental health and wellbeing of our teachers, learners and parents.

The Covid-19 Policy has been drafted considering various South African legislation, regulations and directives, guidelines from government and internationally published information regarding Covid-19.

Our school has established a sub-committee of its Board, the Covid-19 Committee, to formulate and monitor the implementation of our school's response to Covid-19.

Julie Scholz has been appointed as our Covid-19 Compliance Officer, to oversee the implementation of the Covid-19 Policy and adherence to the standards of hygiene and health protocols relating to Covid-19 at the school premises.



**COVID-19 Compliance Officer:**

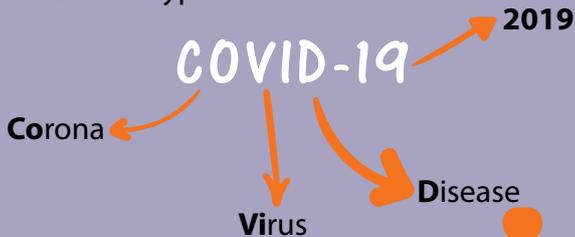
**Julie Scholz | 011 465 3810 | [julie.scholz@broadacres.com](mailto:julie.scholz@broadacres.com)**



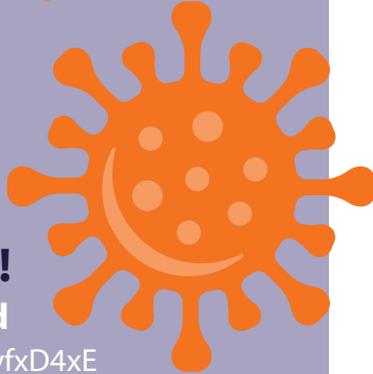
# COVID-19

## WHAT IS COVID-19?

Covid-19 is a respiratory illness caused by a virus linked to the same family of viruses as Severe Acute Respiratory Syndrome (SARS) and some types of common cold.



Under a microscope, the pathogen looks like a spiky crown. 'Corona' means 'crown' in Latin.



### CHECK IT OUT!

How germs spread

<https://youtu.be/Hz6fyfxD4xE>

## COVID-19 SYMPTOMS.



Fever (38° Celsius or higher).



Cough.



Sore throat.



Difficulty breathing.



Headaches.



Chills.

Researchers estimate that about 44% of infections are caught from people who do not show any symptoms (i.e. are asymptomatic).

## HOW IT IS SPREAD.

The virus is transmitted through direct contact with respiratory droplets of an infected person (generated through coughing and sneezing). Individuals can also be infected from touching surfaces contaminated with the virus and touching their face (e.g. eyes, nose & mouth). The Covid-19 virus may survive on surfaces for several hours, but simple disinfectants can kill it.

## 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 it and how it affects learners. 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 learners. The virus can be fatal in rare cases - mainly among older people with pre-existing medical conditions.

## IS THERE A TREATMENT?

There is currently no vaccine for Covid-19. Many of the symptoms can be treated and getting early care from a healthcare provider can make the disease less dangerous. There are several clinical trials that are being conducted to evaluate potential therapeutics for Covid-19.



**Do not come to school if you have a fever or any flu-like symptoms.**

# CARING FOR YOURSELF AND FOR LEARNERS

# PROTECT YOURSELF



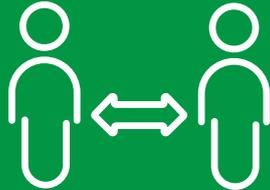
COMPULSORY FOR EVERYONE OVER  
AGE 2 IN PUBLIC & AT SCHOOL

Wear a face  
mask.



Avoid  
touching  
your face.

Keep a  
distance of  
1.5  
metres.



Avoid  
handshakes,  
hugs &  
touching.

Wash/  
sanitise your  
hands  
regularly.



Keep  
healthy.

# PROTECT OTHERS

Cough/  
sneeze into  
your elbow.



Disinfect  
your  
environment.

Stay home if  
you are  
sick.



Inform us if  
you  
become sick.

**Risk assessments help us to identify who is vulnerable to Covid-19. In addition to the standard measures in place at the school, there will be measures implemented specific to vulnerable persons. If applicable, please consult the Covid-19 officer to discuss these additional measures.**

# CLOTH FACE MASKS

**Wearing a mask in public helps slow the spread of Covid-19. The purpose of the mask is to create a barrier & reduce droplets that come out of the mouth or nose during speaking, coughing and sneezing.**

## PURCHASING A MASK.

**When purchasing a mask, be sure that it meets the following criteria:**

Have at least two masks.

It is breathable.

It fits properly & is comfortable.

It is easy to clean at home.

Front & inside are clearly distinguishable.

It has 3 layers.



**Inner Layer** Smooth & soft against skin.

**(next to face)** Synthetic fibers for quick drying.

**Middle Layer** Barrier efficiency of at least

**(optional filter)** 75%.

**Outer Layer** Water repellent properties are

**(faces outwards)** recommended.

If a filter layer is not used, the combination of the two layers must provide a 5 micron particle barrier efficiency of at least 75%.

## PUTTING ON A MASK.

- Before touching the mask, cleanse hands.
- Inspect it for tears or holes.
- Orient which side is the top side for the nose. Ensure the proper side of the mask faces outwards (the coloured side).
- Place the mask to your face.
- Pull down the mask's bottom so it covers your mouth and your chin.
- Place the elastic loops behind the ears or tie at the back of the head so the mask is snug.
- Adjust as necessary so that the mask covers the nose and chin comfortably.

## WEARING A MASK.

- Avoid touching your face and mask while in use.
- Wear your mask at all times while at school and in public.
- No learner under age two should wear a face mask.
- Do not share masks with anyone.

## TAKING OFF A MASK.

- Take off the mask by removing the elastic loops from behind the ears or untie the mask while keeping the mask away from your face and clothes, to avoid touching potentially contaminated surfaces of the mask.
- Wash hands as prescribed immediately after removing a mask.
- Wash the mask with soapy warm water and dry in sunlight. Iron before use.



**For a comprehensive, government approved guide on face masks, please contact the Covid-19 Officer.**

# PHYSICAL DISTANCING

Physical distancing is necessary to prevent the spread of a contagious disease such as COVID-19.

**Keep a distance of 1.5 metres from others at all times**

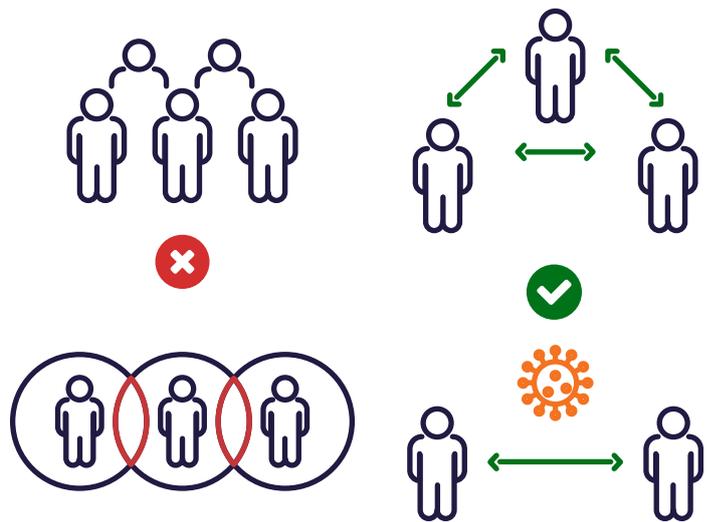
No large gatherings of people.

Open communal areas to follow a roster to avoid crowding.

Keep 1.5 metres away from others.

Teach learners to keep a personal space bubble.

Learner napping should be 'head to toe' and placed 1.5 meters apart.



## Well, hello there!

# CONTACT-FREE GREETINGS



Foot shakes.

Make a heart shape with your fingers over your own heart.



Air high-fives or waves.

Hug yourself and then point to who you are sending it to.



Elbow bumps.

Make a clap routine for another to mimic back to you.

# HAND HYGIENE

Good hand hygiene is one of the most effective measures to prevent infection and slow the spread of Covid-19. Follow the WHO guidelines.

## HAND SANITISING.

- Uses alcohol-based sanitiser (minimum of 70% alcohol).
- Apply sanitiser to all parts of the hand - should take 20 seconds.
- Air dry.

## HAND WASHING.

- Uses soap and water.
- Wash for at least 20 seconds, scrubbing all areas of the hand.
- Air dry or use a disposable towel.



- Teach learners how to hand wash / sanitise properly.
- Supervise and assist young learners to ensure proper washing and sanitising.
- Avoid ingestion and contact with eyes.
  - For young learners use 'hand washing songs' to ensure washing time is sufficient.



## CHECK IT OUT!

Why soap works:



Washing hands  
(as per WHO guidelines):

<https://youtu.be/Hz6fyfxD4xE>

## WHEN TO CLEANSE HANDS.

### BEFORE:

- Entering the school & rooms.
- Preparing food & handling food.
- Eating and feeding learners.
- Administering medical treatment.
- Diapering.
- Using shared items (copiers, etc.).

### AFTER:

- Breaks and play times.
- Using the toilet.
- Assisting with toilet training.
- Handling waste or animals.
- Blowing one's nose / coughing.

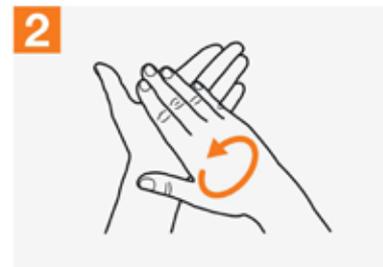
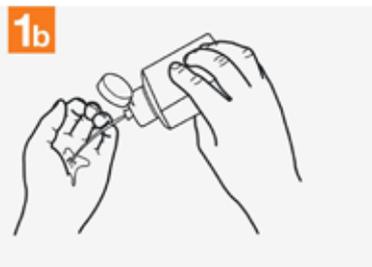
# How to Handrub?

**RUB HANDS FOR HAND HYGIENE! WASH HANDS WHEN VISIBLY SOILED**

 **Duration of the entire procedure: 20-30 seconds**



**1a** Apply a palmful of the product in a cupped hand, covering all surfaces;



**2** Rub hands palm to palm;



**3** Right palm over left dorsum with interlaced fingers and vice versa;



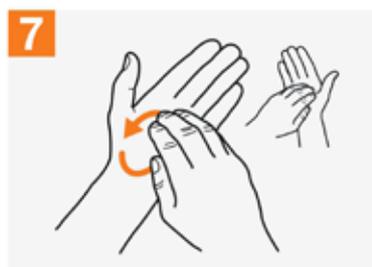
**4** Palm to palm with fingers interlaced;



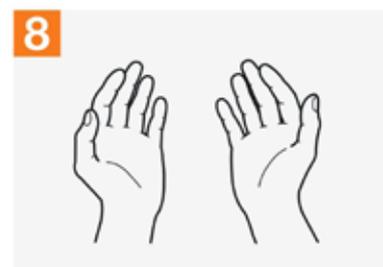
**5** Backs of fingers to opposing palms with fingers interlocked;



**6** Rotational rubbing of left thumb clasped in right palm and vice versa;



**7** Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



**8** Once dry, your hands are safe.



**World Health Organization**

**Patient Safety**

A World Alliance for Safer Health Care

**SAVE LIVES**  
Clean Your Hands

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May 2009

# How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

 **Duration of the entire procedure: 40-60 seconds**



Wet hands with water;



Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.



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May 2009

# ENTRY SCREENING

## SCREENING PERSONNEL:

- Personnel are healthy.
- Hands have been washed / sanitised as prescribed.
- Protective gloves are worn.
- Face masks and face screens are worn.

 **A person who fails the screening procedure will not be allowed to enter the school.**

## SCREENING CRITERIA

**To enter the school, every person must meet the following criteria:**



Must be wearing a mask.

The person must NOT display or report the following:



Cough.



Sore throat.



Difficulty breathing.



Headaches.



Chills.

Every person entering will be checked for a fever. They may not enter if they have a temperature of:



38° Celsius or higher

## SCREENING AREA:

Area & equipment has been cleaned and disinfected.

Social distancing demarcated.

Hand washing/sanitising area set up.

Thermometers are working.

Registers and databases are ready.

## VISITORS & PARENT ENTRY:

- Visitor entry will be limited as far as possible and by appointment only.
- Parents/guardians are to avoid entering into the school whenever possible.
- Parents who do enter the school will be required to pass the screening and are to make trips as quickly as possible.
- Meetings with school staff are to be held virtually.

## RESPONDING TO SYMPTOMS:

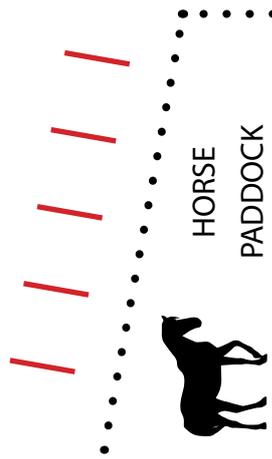
- A fever reading of 38° Celsius or higher indicates a possible fever.
- Visitors, learners & staff with a fever may not enter the school premises.
- Learners with a temperature of 38° Celsius or higher must be kept isolated in the sick bay and the prescribed response to a suspected case must be followed.

SYRINGA AVENUE

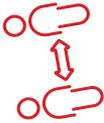
**EXIT GATE**

**ENTRANCE GATE**

**STEP 1: PARKING**



**STEP 2: JOIN SOCIAL DISTANCE QUEUE**



**STEP 3: SCREENING**



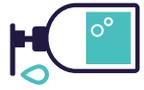
STEP 1 | PARK CAR & PUT MASKS ON.

STEP 2 | JOIN THE QUEUE & KEEP TO SOCIAL DISTANCE MARKERS.

STEP 3 | IF ENTERING THE SCHOOL YOU WILL BE SCREENED.  
ANSWER QUESTIONS & HAVE TEMPERATURE TAKEN.  
NO ENTRY IF SCREENING IS FAILED.

STEP 4 | IF CLEARED, CHILD ENTERS, SANITISES HANDS & GOES TO CLASSROOM. PARENT LEAVES.

SLIDING GATE WITH ASSISTANT



**STEP 4: SANITISING**



# USING PUBLIC TRANSPORT

Whether learners and staff are traveling to school in a bus, a taxi or a car, their parents, guardians and learners themselves have a responsibility to ensure their safety and the safety of other passengers.

## Sharing transport:

Lift clubs and the private sharing of transport need to adhere to the same measures as are required of public transport services.

## Walking to school:

If learners walk to school, it is important that they practice social distancing and good hygiene to prevent becoming infected by COVID-19. Keep at least 1.5 metres apart from each other.

## Commuter transport services:

Including passenger bus services, taxi services, and private cars transporting learners must adhere to the Regulations issued in terms of Disaster Management Act 2002 (Act no 57 of 2002) and all directives set out in the schedule to address and contain the spread of Covid-19 including **loading capacity of learner transport:**

- All minibuses must reduce seating capacity to mitigate the spread of the virus;
- Bus services and taxi services shall not carry more than 50% of the licensed capacity; and
- Private vehicles shall not carry more than 60% of the licensed capacity.

## PASSENGER SAFETY:

All persons in the vehicle, both operators and passengers should:

Sanitise hands upon entry & exit to the vehicle (provided by the operator).

Avoid touching their noses, eyes and mouths.

Wear a face mask at all times (not applicable to children under age 2).

Keep a social distance as much as possible within the vehicle.

## VEHICLE HYGIENE

- The vehicle must be clean and tidy; and must be sanitised before picking up and dropping off passengers (minimum of 60-70% alcohol content).
- If there is any suspicion that a sick passenger has been transported, the vehicle must be sanitised in between the transport of passengers.
- Clean hard, non-porous surfaces such as hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles, with detergent or soap and water prior to disinfectant application. Use a diluted household bleach solution for disinfection.
- Where possible, utilise washable seat covers and wash after use.
- Provide hand sanitisers and educational material on Covid-19 for passengers.

# RESPONDING TO A SUSPECTED COVID-19 CASE

If someone becomes suspected or confirmed as having Covid-19 the following steps will be followed:

## HANDLING A SUSPECTED CASE:

- The person will be removed from the classroom area and directed to the sick-bay.
  - Contact with others will be limited.
  - An FFP1 surgical mask will be provided to the person.
  - The person's emergency contacts will be contacted. The person should be fetched / leave the school premises as quickly as possible.
  - They will be referred for testing and the suspected case will be reported to health officials.
  - If anyone has been in contact with a suspected case at the school, no restrictions or special control measures are required while laboratory test results for COVID-19 are awaited. There is no need to close the setting or send other learners or staff home.
- school. Family and friends who have not had close contact with the original confirmed case do not need to take any precautions or make any changes to their own activities such as attending childcare or educational settings or work, unless they become unwell.
  - The school will be contacted by the relevant public health officials to discuss the case, identify people who have been in contact with them and advise on any actions or precautions that should be taken. Alternatively, the school will report the case to the Covid-19 public hot-line 0800 029 999.
  - An assessment of each childcare or education institution will be undertaken by the public health officials with relevant staff. Advice on the management of learners and staff will be based on this assessment.
  - A risk assessment will be undertaken by the school with advice from the public health officials on the need to close the school or not, considering various factors. In the case of school closure, online learning will resume.

## IN THE EVENT OF A CASE BEING CONFIRMED AT THE SCHOOL:

- The confirmed case is to follow the medical advice of the doctor and to self-quarantine for 14 days. They will not be allowed to return to school unless they have been confirmed negative. All close contacts of a confirmed COVID-19 case are required to self-quarantine at home for 14 days while being monitored for symptoms. They may not attend school.
  - Learners who are not contacts of a confirmed case should not be prevented from attending
- The reopening of the school will abide by local health department directives.
  - The school will be sure to communicate all relevant information to the school community.

## DISINFECTING THE SCHOOL ENVIRONMENT:

- If a positive case is confirmed, the school facilities will undergo an additional rigorous deep clean and fogging.

# KEEP HEALTHY

Looking after yourself is vitally important at this time. Here are some easy to protect yourself:

Do not share food and utensils with others.

Take a bath or shower and change your cloths everyday.

Do not share tooth brushes and face clothes with anyone.

Eat a healthy and balanced diet.

Get regular exercise.

Do things you enjoy.

Whatever you are feeling - it's okay to feel it. Reach out for support if you need it!

## LOOKING OUT FOR LEARNERS

### LEARNERS MAY EXHIBIT:

- Sleeping difficulties;
- Appetite changes;
- Concentration difficulties;
- Unexplained stomach & body pain;
- Anxiety, worry, sadness, withdrawal or clinginess;
- Resistance or refusal to be left alone;
- Excessive crying in younger learners;
- Returning to behaviours they have outgrown;
- Irritability and "acting out" behaviours in teens;
- Poor school performance or avoiding school;
- Avoidance of activities enjoyed in the past;
- Use of alcohol, tobacco, or other drugs.

### SUPPORTING LEARNERS:

- Be supportive and comforting;
- Listen to their concerns and be reassuring;
- Explain that these reactions are normal to a scary, abnormal situation;
- Give them your time, praise and love;
- Create an environment that is as calm and stress-free as possible;
- Keep a consistent routine at home and in the classroom;
- Don't keep them in the dark about Covid-19 and what is happening. Be honest in an age-appropriate way and help them by teaching them how to be safe.



The South African Depression and Anxiety Group (SADAG)

helpline is 0800567567 or send a SMS to 31393.

# THE SCHOOL ENVIRONMENT

# PREPARING THE SCHOOL ENVIRONMENT

Within the schooling environment there will be many changes to get used to. These changes are to meet government regulations and to protect our school community as best we can. They will take some getting used to and you will be instrumental in implementing these in your school.

## AREAS OF THE SCHOOL:

Must have increased ventilation.

Must have a sanitisation station set-up.

Must follow a safe social distancing layout and be demarcated.

Must be cleaned & disinfected twice per day and throughout the day.

Have rosters set up if they are communal areas.

Must be avoided and possibly closed if they are shared learning spaces.

Have items that are difficult to disinfect removed.

Must have a contactless refuse bin that is emptied every day and disinfected.

## OTHER CHANGES TO EXPECT:

Some staff & learners may not be able to return due to being at higher-risk.

Online learning will most likely continue parallel to school-based learning.

All persons entering the premises will be screened before entry.

Learners will not be allowed to be mixed or share classrooms.

Teaching & learning will be adjusted to avoid contact between people.

Extra-mural activities will be on hold until further notice.

# COMMUNAL AREAS

Non-essential communal areas should be closed and have restricted access (libraries, store rooms, communal learning areas, science labs etc.).

Communal areas that remain open (staff room, printer room, sick bay etc.) should adhere to the following, alongside requirements for all rooms above:

## STAFF ROOM:

- Adhere to all social distancing, mask wearing and sanitisation requirements.
- Exercise caution when using communal areas and items, especially taps, kettles, fridges and microwaves.
- No sharing and using communal cutlery and crockery. Bring necessary items from home.
- Avoid using the staff room when possible.

## PRINTER ROOM & OFFICES:

- Adhere to all social distancing, mask wearing and sanitisation requirements.
- Special attention is to be paid to the sanitising of phones, tablets, laptops, computers, copiers and stationery, particularly if any of these items are shared.
- As far as possible, avoid shared usage of these items.
- Make use of hand hygiene supplies before using shared equipment and stationery (e.g. copiers, laminators, etc.).

**#Together**  
**we beat it.**

# CLASSROOMS

Classrooms should be cleaned twice daily with disinfectant and surfaces should be disinfected throughout the day as needed.

## PREPARATION:

Each classroom must have the following:

Hand washing/sanitising facilities.

Disposable paper hand towels.

Contactless refuse bin.

Educational posters.

Cleaning rosters.

Social distance demarcation.

Adequate ventilation.

Container for items that need disinfecting.

## PLAYGROUNDS:

- Learners from different classrooms **may not be mixed.**
- A staggered playtime **roster** for playground use must be setup and implemented.
- On entry & exit to the playground, **sanitise hands.**
- As much as possible, encourage learners to **maintain safe social distancing.**
- If possible, **demarcate** visual cues that demonstrate safe physical spacing.

## CLASSROOM CHANGES:

- **Remove all fabric items** e.g. rugs, plush toys, etc. and toys and items that are difficult to disinfect.
- Toys and equipment may not be shared between classrooms.
- Learners should **not share** toys, stationery and equipment. Shared items need to be disinfected between uses.
- Classroom tablets / computers need to be **disinfected throughout the day.**
- Learner desks must all **face the same direction** and not face one-another.
- Rotate teacher's desks to face away from the learners

## LEARNER NAP TIME:

- Each child should have their **own, labelled** cot, mattress or stackable bed.
- Stackable beds / mattress covers to be **disinfected/washed daily after use.**
- Blankets need to be sent home for washing daily.
- **Avoid contact** between learner's blankets and bed/mattresses.
- After an educator has stored blankets and beds away, they are to **cleanse their hands.**
- Beds should be 1.5 metres apart in a **head-to-toe layout.**

# THE KITCHEN



Any staff that show signs or symptoms of illness of any kind are not permitted to work with or serve food.

## DAILY CLEANING:

All surfaces must be deep cleaned daily.

**5l water : 250ml bleach**

## THROUGHOUT THE DAY:

Wiping down of surfaces in-between daily cleaning.

**1l water : 20ml bleach**

## PERSONAL PROTECTION:

- Wash hands thoroughly before preparing food as prescribed
- Head gear, face masks & disposable aprons must be worn to prevent droplet transmission.
- Closed shoes should be worn.

## KITCHEN PREP & CLEARING:

- Sinks used for food preparation should not be used for any other purpose.
- A no touch refuse bin is emptied and cleaned regularly.
- All dishes and cutlery should first be scraped to remove any leftover food.



**TREAT DIRTY DISHES AS INFECTED - UTMOST CARE MUST BE TAKEN WHEN HANDLING USED DISHES IN THE CLEANING PROCESS.**

## USING A DISHWASHER:

Wash all dishes and cutlery in a dishwasher on its hottest setting with the longest running time.

## HAND WASHING DISHES:

- **Remove dirt** & food by sweeping, scraping, wiping or rinsing with water.
- Use **hot water and detergent** (e.g. Sunlight Dishwashing Liquid).
- **Rinse off detergents** and any remaining food or dirt with clean, hot water. Not rinsing will decrease the effectiveness of sanitising.
- **Sanitise** to eliminate microorganisms to safe levels using:

### Hot water method:

Submerge dishes for at least 30 seconds in hot water of 77° Celsius (use a thermometer).

Remove dishes using gloves.

### Bleach Method:

Submerge dishes for at least 1 minute in a solution of 1 tablespoon bleach per 3 litres of cool to lukewarm water.

Hot water deactivates the bleach.

- **Rinse** off sanitiser (if necessary).
- **Air drying** is the most preferable method to dry. Cloth drying spreads germs.

# SERVING & EATING MEALS

## LEARNER MEALTIMES

- Learners should eat in the classrooms and should be supervised.
- Learners should be spaced adequately apart during mealtime.
- Learners should wash their hands as prescribed before eating.
- No sharing of cutlery and crockery.

## SERVING MEALS

- Educators should wash their hands as prescribed before and after serving meals, and in between assisting learners to eat.
- Dedicated personnel should dish the meals so that multiple individuals are not making contact with the food and serving utensils.

## CLEARING AFTER MEALS

- Treat all used dishes as contaminated. Take care when handling used dishes.
- Older learners should be responsible for clearing after meals:
  - Used dishes, utensils and place-mats go into a designated used dishes container.
  - Lunch boxes are immediately put away into bags/cubbies.
  - Hands are immediately washed/sanitised as prescribed.
- Meal tables should be cleared of any spills and food mess with soap and water, before being disinfected as prescribed.
- After cleaning tables, staff are to wash their hands as prescribed.
- The designated used dishes tubs are to be collected by kitchen staff for washing.

**Tuck shops and coffee shops on campus should be closed until further notice.**

**This too  
shall pass.**

# BATHROOMS

## PREPARATION:

Each toilet/bathroom must have the following:

Hand washing facilities.

Disposable paper hand towels.

Contactless refuse bin.

Hand washing posters.

Cleaning rosters.

## DAILY DEEP CLEANING:

Twice per day.

**5l water : 250ml bleach**

## HOURLY DISINFECTING

High contact areas must be disinfected hourly when in use.

These include: taps, door handles, toilet flushers, toilet seats and lids and soap dispensers.

**1l water : 20 ml bleach**

- Classes should be assigned to a set of toilets to avoid cross-contamination.
- Avoid allowing large numbers of learners to go to the bathroom at once.
- Avoid the mixing of learners from different classrooms in the bathrooms.



# SAFETY WHEN CLEANING

## PROTECTIVE GEAR.

It is recommended that cleaners and disinfecting staff should have access to:

Face masks.

Disposable gloves.

Disposable plastic aprons.

Protective eye-gear.

Closed shoes.

## DONNING PPE:

1. Wash hands with soap and water.
2. Put on the plastic apron.
3. Put on the face mask.
4. Put on the eye protection.
5. Put on the gloves.

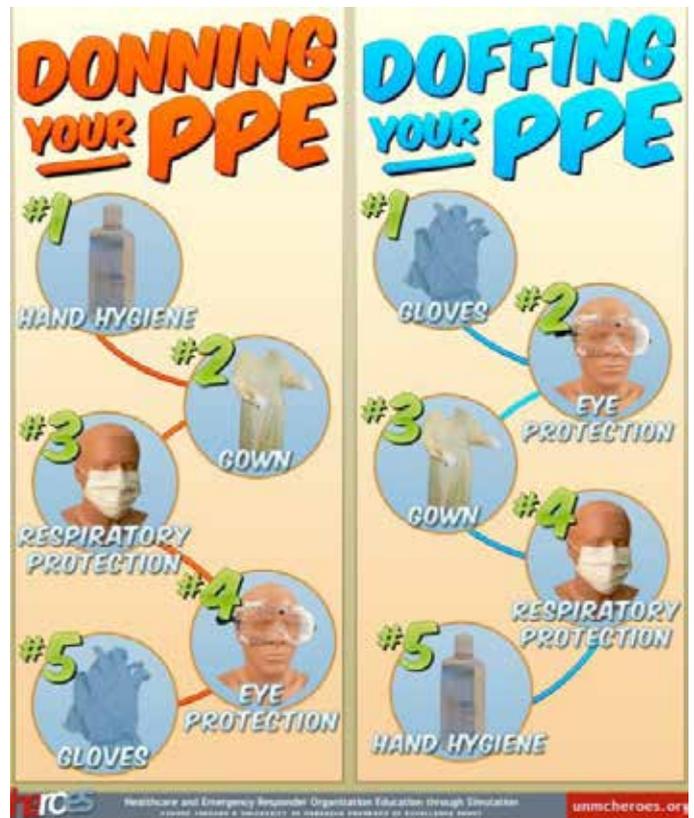
## DOFFING PPE:

1. Wash the gloves with disinfectant and dry with a paper towel. Place the paper towel in a bin.
2. Remove the gloves and put it on a disinfected surface.
3. Remove the eye protection.
4. Remove the plastic apron and place it in a bin with a liner.
5. Remove the face mask and place it in a bin with a lid and bin liner (plastic bags).
6. Wash your hands with soap and water.



It is important to take utmost care when using chemicals:

- Do not ingest chemicals.
- Avoid contact with skin & eyes.
- Do not mix different chemicals together.
- Keep chemicals out of learner reach.
- Do not use near learners.
- Ensure good ventilation of area.



# CHEMICALS FOR CLEANING

## CLEANING:

Removing dirt, dust and grime with soap and water.



## DISINFECTING:

Destroy and inactivate germs on inanimate objects.



## WHAT YOU SHOULD USE FOR DISINFECTING:

Alcohol solutions with at least 70% alcohol.

Disposable alcohol wipes.

Sodium hypochlorite (household bleach) at 0.5% (equivalent to 5000 ppm).

SABS approved detergents and disinfectants.

## BLEACH SOLUTION:

- Keep bleach out of sunlight.
- Make sure bleach has not expired.
- Bleach must be mixed fresh daily.
- Mix in the morning and label with the date.
- Mix solutions carefully to avoid skin and eye contact.
- Discard unused solution at the end of the day.

### 5000ppm Bleach Solution (Sodium Hypochlorite)

Volume of cold water:

Amount of bleach to add:

1 litre

20ml

3 litres

1/3 cup / 78ml

5 litres

100ml

18 litres

1 cup / 250ml

## APPLICATION OF SPRAY DISINFECTANTS:

Because COVID-19 infection is spread by droplets either through coughing, sneezing or from hands to surfaces, outdoor areas have less risk than crowded indoor areas, in part due to ventilation. Therefore, air spraying of outdoor environments is not essential. Focus should be on indoor crowded areas:

- Spray floors, walls and other internal surroundings in areas of high human traffic.
- Spray communal showers and toilets.
- Avoid spraying disinfectants near water sources, plants and other vegetation.
- Under no circumstances should human beings be sprayed with a disinfectant.

# CLEANING PROCEDURES

## CLEANING & DISINFECTING:

To ensure protection of our staff and learners from Covid-19:

Adhere to cleaning safety guidelines.

Clean all surfaces twice daily.

**Clean** surfaces with soap and water before disinfecting. Allow to dry.

Disinfect high contact areas hourly.

**Disinfect** surfaces with a bleach solution / 70% alcohol after cleaning.

Air-dry surfaces wherever possible.

Classrooms must be cleaned twice daily.

Be cautious when emptying refuse bins.

Once complete, remove gloves and wash hands as prescribed.

Complete cleaning rosters and checklists, daily.

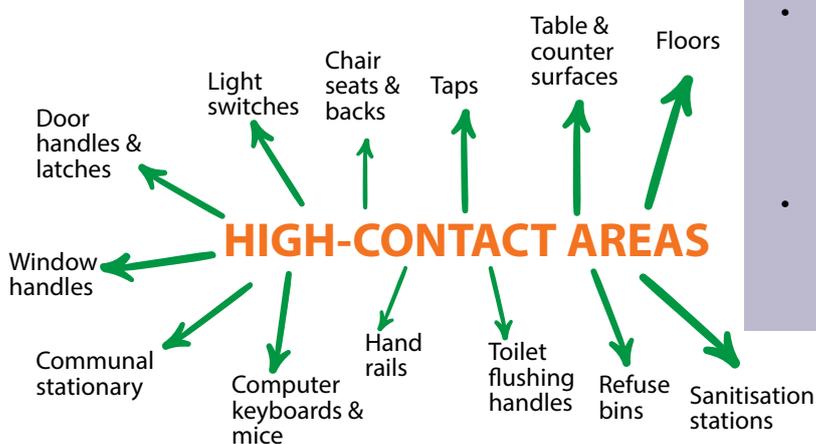
## MINIMALLY TOUCHED SURFACES:

**Minimally touched surfaces such as floors, walls, ceilings, blinds, etc. should be thoroughly cleaned and cleaned as follows:**

- Detergent solution/wipes should be used as per manufacturer's instructions.
- Damp mopping is preferable to dry mopping.
- Walls and blinds should be cleaned when visibly dusty or soiled.
- Window curtains should be regularly changed in addition to being cleaned when soiled.
- Sinks and basins should be cleaned on a regular basis.

## HIGH CONTACT SURFACES:

- High contact areas are a high-risk for cross-transmission by pathogens that are transferred from people's hands.
- They should be cleaned and disinfected throughout the day & when visibly soiled.
- Surfaces should be thoroughly cleaned before applying disinfectant.
- Routine cleaning of high touch surfaces should be done with clean water and a neutral detergent to remove organic matter.
- Thereafter, disinfect the area thoroughly using disinfectant wipes, bleach solution or alcohol solution.



# REACH OUT

The Coronavirus 24-hour Hotline | 0800 029 999

DoH Coronavirus WhatsApp | 060 012 3456

COVID-19 information | [www.sacoronavirus.co.za](http://www.sacoronavirus.co.za)

## INFORMATION ON COVID-19

- Official Government Regulations and Guidelines on COVID-19 [www.gov.za/coronavirus/guidelines](http://www.gov.za/coronavirus/guidelines).
- National Institute for Communicable Diseases (NICD) | [www.nicd.ac.za](http://www.nicd.ac.za)
- The World Health Organisation | [ww.who.int](http://ww.who.int)
- Gauteng Health Department Communicable Disease Directorate
  - Chika Asomugha | [Chika.Asomugha@gauteng.gov.za](mailto:Chika.Asomugha@gauteng.gov.za) | 082 330 1490
  - Caroline Kesebilwe | [Caroline.kesebilwe@gauteng.gov.za](mailto:Caroline.kesebilwe@gauteng.gov.za) | 083 490 8165
- United Nations' Children Fund (UNICEF) | [www.unicef.org](http://www.unicef.org)

## RESOURCES

### Websites

- <https://www.education.gov.za>
- <https://dbecontent.bhelela.com>
- <https://www.2enable.org/Dashboard.aspx>
- <https://siyavula.com>
- <https://www.africanstorybook.org/>
- <https://bbc.co.uk/bitesize>
- [www.viaafrika.com](http://www.viaafrika.com)
- [www.shuter.co.za](http://www.shuter.co.za)
- [www.africateen.geeks.co.za](http://www.africateen.geeks.co.za)
- Portals, Apps and Virtual Classrooms
- <https://www.vodacom.co.za/vodacom/services/vodacom-eschool>
- WorksheetCloud
- Digi-campus
- Eastern Cape Virtual Classroom
- <https://xander.co.za/>
- <https://2simple.com/free-access/>
- <https://wcedportal.co.za/>
- <https://www.digitalclassroom.co.za/digitalclassroom/>



**QUESTIONS? ASK YOUR COVID-19 OFFICER!**

**BE A COVID-19  
WARRIOR  
NOT A  
WORRIER.**