



COVID-19 POLICY	
APPROVED	
REVIEWED	
VERSION	

This policy is based on the published regulations and information available as the date of approval / review and remains subject to change as government guidelines and regulations are gazetted and published from time to time.

➤ **Purpose of this 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 this Covid-19 Policy is to prepare for a plan of action to address the serious safety and health risks caused by the highly contagious nature of Covid-19 in a school environment and comply with Broadacres Academy's general duties as contemplated in its HSE Policy and as set out in the applicable regulations and directives published in respect of such national state of disaster. As such this policy form part of Broadacres Academy's overall HSE policy and will be available for inspection.

➤ **Objectives:**

Learner care and education in the context of Covid-19 brings with it many risks that need to be considered. The objectives of this Covid-19 Policy are to ensure minimum disruption to teaching and learning whilst protecting employees, parents, learners and visitors of Broadacres Academy by:

- ensuring ongoing identification, addressing, monitoring and evaluation of risks and responses through appropriate structures, systems and processes;
- informing, educating and training our staff, learners, parents and other relevant community members on Covid-19;
- implementing precautionary measures to minimise the risk of persons contracting Covid-19 at the school and spreading Covid-19 in the community;
- ensuring an appropriate response to a positive case being identified in the school; and
- supporting the mental health of our teachers, learners and parents.

➤ **Specific legislation and guidelines:**

This Covid-19 Policy has been drafted with specific reference to:

- South African legislation such as the Occupational Health and Occupational Health and Safety Regulations (in particular the General Regulations and Regulations for Hazardous Biological Agents);
- various regulations and directives issued by the South African government in terms of the Disaster Management Act, 2002 (**DMA**) in response to the Covid-19 national state of disaster, in particular the directive by Minister of Employment and Labour dated 28 April 2020 on health and safety in the workplace;
- various guidelines published by the South African Department of Employment, Education and Labour, and the National Institute for Communicable Diseases (**NICD**); and
- various international guidelines published by the Centers for Disease Control and Prevention, the World Health Organisation and UNICEF.

➤ **Workplace Plan confirmation**

It is recorded that Broadacres Academy qualifies as a medium business for purposes of the regulations issued in terms of the DMA and this Covid-19 Policy constitutes a workplace plan for purposes of the relevant regulations.

Additional information regarding (i) school hours, (ii) changes to school timetable, (iii) list of staff and (iv) timetable setting out the phased return of learners required pursuant to Annexure E to the regulations issued in terms of section 27(2) of the DMA on 29 April 2020 are available on request.

➤ **Covid-19 Action Plan:**

Broadacres Academy has developed an action plan to meet the objectives of this Covid-19 Policy:

Objective 1: Ensuring ongoing identification, addressing, monitoring and evaluation of risks and responses through appropriate structures, systems and processes:

- **Covid-19 Committee:** Broadacres Academy has established a sub-committee of its Board, the Covid-19 Committee, to formulate and monitor the implementation of Broadacres Academy's response to Covid-19.
- **Covid-19 Compliance Officer:** Broadacres Academy has appointed Julie Scholz as its Covid-19 Compliance Officer, to:
 - oversee the implementation of this Covid-19 Policy and adherence to the standards of hygiene and health protocols relating to Covid-19 at the school premises;
 - address employee or workplace representative concerns and keep them informed; and
 - consult with the Covid-19 Committee and the OHS Committee of the school.

- **Risk assessments:** Broadacres Academy shall compile assessments to facilitate the identification, assessment and on-going monitoring of the material risks caused by Covid-19, and to determine any appropriate control measures to implement. This will include an assessment of the level of risk (high, medium or low):
 - of exposure to Covid-19 at the school based on the transmission of Covid-19 and use of school premises; and
 - posed by Covid-19 to each staff member, learner and their immediate household members based on their vulnerability (age, pre-and existing medical conditions) and possible exposure to Covid-19 etc.

Objective 2: Informing, educating and training our staff, learners, parents and other relevant community members on Covid-19:

Broadacres Academy shall:

- ensure that staff, learners and parents have up to date information on Covid-19 and how to prevent the spread of Covid-19;
- provide staff, learners and parents with details of risk assessments, this Covid-19 Policy and preventative measures; and
- actively promote preventative measures and notification of exposure to Covid-19.

Objective 3: Implement precautionary measures to minimise the risk of persons contracting Covid-19 at the school and spreading Covid-19 in the community:

- **General preventative measures:**

Broadacres Academy's Covid-19 action plan consists of the following key actions to implement workplace controls:

- Engineering controls – these controls will not rely solely on individual behaviour and will be implemented having regard to cost-effectiveness. Controls that may be considered are:
 - increasing ventilation rates in the classrooms, offices and any indoor communal areas
 - communal areas to be closed to the extent possible
 - cloth masks to be worn by staff, learners (age 7 and older) and visitors
 - installing sanitisation stations making it easy to implement hand washing guidelines
 - limiting of items that learners bring from home (no toys and unnecessary items allowed)
 - limiting the number of learners and/or staff members in a specific area of floor space with reference to the square metres of such floor space
- Administrative controls – these controls will require action by each staff member and/or learner:
 - more flexibility on absenteeism when feeling sick

- minimising contact
 - providing up-to date education and training on risk factors and protective behaviours
 - training on how to use/wear protective clothing and equipment
 - safe work practices including hand washing etc.
- Personal protective equipment (PPE) – even though engineering and administrative controls are considered more effective in minimising exposure to contract Covid-19, additional protection can be afforded by using/wearing protective equipment such as face shields and cloth masks. Broadacres Academy will follow the recommendation of the NICD and relevant departmental guidelines on which types of protective equipment to use and will base the use on the risk of being infected with Covid-19.
- **Specific measures:**
- **Preventative measures at school:** Staff and learners returning to Broadacres Academy are at risk of contracting Covid-19, and consequently being a carrier of Covid-19 and infecting others. Broadacres Academy will be implementing the following measures at the school to minimise the risk of infection:
 - Cleaning: Broadacres Academy will ensure that the school premises is clean and hygienic. In addition to the regular disinfection by a registered professional company, all classrooms (including nursery and toddler centres), offices, communal learner areas, bathrooms, the staffroom and high-contact areas will be cleaned daily according to the applicable Covid-19 safe room sanitisation guidelines attached as **Annexure A**.
 - Safe handwashing and sanitisation: Broadacres Academy acknowledges safe handwashing and sanitisation as one of the key preventative strategies to implement against the spread of Covid-19 and will promote and implement the applicable Covid-19 guidelines for hand washing and sanitising attached as **Annexure B**. Staff and learners will also be encouraged to cough and sneeze in a socially safe manner. Hand sanitiser and hand cleansing facilities will be made available at all entry/exit areas, throughout the school buildings and outside.
 - Social distancing: Safe physical social distancing is, in addition to safe handwashing and sanitisation, a key preventative strategy to implement against the spread of Covid-19 and should be practiced by all staff, learners and visitors whilst present on the school premises. Broadacres Academy will promote and implement the applicable age-specific Covid-19 safe social distancing guidelines as attached as **Annexure C**.
 - Classroom measures (including nursery and toddler centres): Learners and teachers will spend most of their school day in their classrooms. Appropriate measures shall be implemented to:
 - disinfect toys, equipment, devices and sleeping mats (if any);
 - limit the sharing of toys, equipment, devices and stationery;
 - ensure social distancing guidelines; and
 - limit learners usage of various classrooms.

- Playtime measures: To the extent applicable, a staggered playtime roster must be implemented, and social distancing guidelines must be ensured.
- Offices, printer room and staffroom measures: Staff need to adhere to all social distancing guidelines and avoid sharing in general when using offices, the printer room and the staffroom. A staff roster will be implemented to ensure staggered use of the staffroom and printer room.
- Bathrooms: Learners are to have designated toilets and hand-washing facilities to avoid cross-contamination. Only small groups of learners may be allowed to be in the bathrooms at any time. Safe handwashing and drying should be practiced at all times.
- Kitchens / meals: To the extent applicable, food preparation and serving shall be done with utmost care with any staff showing signs or symptoms of illness of any kind not being permitted to work with or serve food. Washing of hands shall be mandatory for all staff and learners before and after mealtimes and group dining scenarios will be avoided. All dishes, cutlery and surfaces being used during mealtime shall be cleaned and disinfected in accordance with the prescribed cleaning guidelines.
- Minimising contact:
 - Staff meetings and training to take place virtually via Microsoft Teams.
 - Communication between Broadacres Academy and parents to be done remotely to the extent possible.
 - Changes in class schedules and playtime will be implemented.
 - Activities involving groupwork, sitting together and sharing of any kind to be avoided unless appropriate social distancing can be ensured.
 - Areas that are used by various classes during the week such as libraries, computer labs, music rooms, etc. are to be shutdown to avoid learners from different classrooms mixing with each other.
 - No assemblies to be held.
 - Sport activities will only be allowed as and when applicable regulations are published.
 - Drop-off and pick-up times to be staggered and parents will be encouraged to identify one of them as the main drop-off and pick-up person.
- Personal protective equipment: As recommended by the Department of Health, Department of Education and Department of Social Development, Broadacres Academy will require all staff, and visitors and learners aged 7 and older, to wear a cloth mask upon entering the school premises and throughout such person's presence on the school premises. Cleaning staff will be required to wear face shields and cloth masks, gloves and appropriate work uniforms.
- Screening:
 - Staff will be trained to perform screening procedures (including appropriate temperature checks) for Covid-19 symptoms, namely fever, cough, sore

- throat, redness of eyes or shortness of breath / difficulty in breathing, on any persons entering the school premises.
- For nursery and preschool learners, a parent / guardian is required to accompany the child for the screening upon entry to the school premises to answer screening questions.
 - In addition to the Covid-19 general symptoms, staff members and learners will be required to report whether they suffer from any related symptoms, namely body aches, loss of smell or loss of taste, nausea, vomiting, diarrhoea, fatigue, weakness or tiredness.
 - Staff will keep record of the outcome of the screening procedures. In the event of a person being identified as possibly having Covid-19 symptoms, such person shall not be permitted to enter the school premises and shall be referred to a health facility.
- Therapists / specialist teachers / intra- and extra-murals: To the extent applicable, therapists, intra-/extra mural instructors and specialist teachers will be required to comply with this Covid-19 Policy. All equipment used and therapy or other rooms used will be required to be cleaned as prescribed and all social distancing and hygiene guidelines will be strictly followed. General guidelines applicable to staff will equally apply to therapists and specialist teachers.
 - Communal transport: Drivers of communal transport vehicles will be required to comply with this Covid-19 Policy. Vehicles will be required to be fully sanitised before picking and dropping off passengers according to the Covid-19 sanitisation guidelines attached as **Annexure D**. General social distancing and hygiene guidelines to be followed as much as possible when entering, exiting and remaining in the vehicle. Wearing of masks in a communal transport vehicle will be compulsory. Drivers will also comply with applicable Covid-19 guidelines issued by the Department of Transport regarding limitations of carrying capacity of vehicles. Broadacres Academy will require parents of nursery and preschool learners who arrive at school using transporters to submit a completed screening questionnaire daily.
 - Visitors: Restricting access to the school premises will minimise the risk of people unwittingly bringing Covid-19 onto the school premises and as such visitors to the school premises will only be allowed entry if absolutely necessary and upon making an appointment.
 - Construction Sites: Broadacres Academy shall ensure that any construction sites are safe. Construction sites and all construction personnel will be required to comply with this Covid-19 Policy. Contact between construction personnel and the school committee will be limited to the extent possible.
 - Flu shots: Broadacres Academy will, subject to availability thereof, make available the latest flu shot to all staff members. Parents are encouraged to arrange for their children and immediate household members to also get the flu shot.
 - Notice requirement of confirmed Covid-19 case: Staff and parents are required to inform Broadacres Academy if they or a household member or close family member has been diagnosed with Covid-19 or if they / any of them have been in contact with a confirmed Covid-19 case.

- Record keeping: Accurate records of persons entering and exiting the school premises will be maintained to assist in any contact tracing in the event of a confirmed Covid-19 case.
- **Absenteeism**: Broadacres Academy wishes to encourage learners and staff to stay at home when feeling sick or, to the extent necessary, care for sick family members. Broadacres Academy will monitor school absenteeism to ensure that continuity of teaching and learning is not disrupted. In addition:
 - Broadacres Academy intends to cross-train staff to ensure alternative coverage for critical job functions and positions;
 - the general learner illness policy of Broadacres Academy will remain applicable, save for sick certificates which will only be required for more than 3 consecutive days missed;
 - learners identified as having a high-risk vulnerability will be requested to stay home and continue with remote learning unless otherwise agreed by Broadacres Academy. Broadacres Academy may require parents of such learners to obtain a medical clearance certificate prior to such learners returning to school.; and
 - staff members identified as having a high-risk vulnerability will be able to return to the school, provided that such staff members have complied with, and Broadacres Academy has implemented, all additional special measures applicable in connection with the return of such staff members. Such special measures may include that the staff member is required to obtain a medical clearance certificate prior to returning to school.

Objective 4: Ensuring an appropriate response to a positive case being identified in the school:

- **General procedures if staff or learners are or become sick at school:**
 - If sick, learners and staff should stay at home and inform Broadacres Academy accordingly.
 - Staff members who are sick will be required to take paid sick leave in terms of section 22 of the Basic Conditions of Employment Act, 1997 until such leave entitlement is exhausted. If Covid-19 is suspected, Broadacres Academy will make an application for an illness benefit under the Covid-19 Temporary Employer Relief Scheme. To the extent that the staff member contracted Covid-19 as a result of occupational exposure, Broadacres Academy will lodge a claim for compensation in terms of the Compensation for Occupational Injuries and Diseases Act, 1993.
 - Staff members or learners who show clear signs of illness may be refused entry to the school premises.
 - If a staff member or learner become sick and show any of the Covid-19 symptoms or related symptoms at school:

- such learner or staff member will be provided with a surgical mask, isolated and kept in a dedicated containment area until they can leave for home; and
 - the school will assess the risk of transmission, disinfect any potential affected area and refer those staff members and learners who may be at risk for screening and take any other appropriate measure to prevent possible transmission.
- **Response plan to a suspected/confirmed Covid-19 case:**
 - If a staff member or learner becomes sick and Covid-19 is suspected, persons assisting the staff member or learner must take additional precautions with safe social distancing, personal protection equipment and rigorous hygiene practices. Once the staff member or learner has left the school premises, special precautionary measures such as lockdown of the designated containment area and disinfection will be implemented.
 - A staff member or learner suspected to have Covid-19 will be referred to a health facility for testing and medical attention. The staff member or relevant parent will inform Broadacres Academy whether a Covid-19 test was performed and if so, provide the school with the results of such test (if any). Should Covid-19 be confirmed, then a period of 14 days self-quarantine will apply, and such staff member or learner may only return to school once retested and a negative Covid-19 status was confirmed. Broadacres Academy will ensure that such staff member or learner strictly adhere to the guidelines of this Covid-19 Policy upon his/her return to the school and will closely monitor such person for symptoms on return to the school.
 - If a staff member or learner shares a home or has been in contact with a suspected Covid-19 case, they should also be isolated, tested and self-quarantine until they and those in their home environment are cleared.
 - If it is confirmed that staff or learners have been exposed to a confirmed case of Covid-19, then all close contacts are required to self-quarantine at home for 14 days whilst being monitored for symptoms. During this time, they may not attend school. If staff or a learner had no close contact with the confirmed case, then they will not be excluded from school unless they become unwell.
 - Covid-19 has been categorised as a notifiable disease. If a learner or a staff member has been diagnosed with Covid-19, Broadacres Academy will inform the Department of Health and the Department of Employment and Labour. Report to the Department of Health may be made to the Covid-19 hotline 0800 02 9999.
 - Broadacres Academy will:
 - co-operate with public health officials upon confirmation of a Covid-19 case and undertake a risk assessment with advice from the public health officials in order to decide whether closure of the school will be required;

- also investigate the cause of the contraction of the virus, including any control failure and review its risk assessments to ensure that the necessary controls and personal protective equipment requirements are in place; and
 - give administrative support to any contact-tracing measures implemented by the Department of Health.
- **Preparation for further temporary school closures:** To the extent that Broadacres Academy is required to temporarily close to slow/stop further spread of Covid-19 or need to temporarily close as a result of a shortage of staff members caused by the Covid-19 pandemic, teaching will resume remotely as contemplated in Broadacres Academy's online learning and teaching policy. To the extent possible, the school will stay open for staff members (unless ill) in order to maintain continuity of teaching and learning.

Objective 5: Supporting the mental health of our staff, learners and parents:

- Broadacres Academy acknowledges that staff and learners will experience enhanced negative feelings/emotions such as anxiety, stress, frustration, anger and sadness during the uncertain time of Covid-19.
- Broadacres Academy aims to provide a safe and encouraging space for staff and learners to deal with such emotions and will encourage an inclusive and supportive culture.
- Age appropriate opportunities for asking questions and raising concerns will be created.
- Stigmatisation and bullying due to potential exposure to Covid-19 or struggling with negative emotions will not be tolerated by Broadacres Academy.

➤ **Annexures:**

- A. Safe Room Sanitisation Guidelines
- B. Handwashing and Sanitisation Guidelines
- C. Safe Social Distancing Guidelines
- D. Covid-19 Safe Communal Transport Guidelines

Annexure A - Covid-19 Safe Room Sanitisation Guidelines

- **Definitions to note:**

- **Wash** - To remove dirt and debris by scrubbing and washing with a detergent solution and rinsing with water. The friction of cleaning removes most germs and exposes any remaining germs to the effects of a sanitizer or disinfectant used later.
- **Sanitise** - To reduce germs on inanimate surfaces to levels considered safe by public health codes or regulations.
- **Disinfect** - To destroy or inactivate most germs on any inanimate object, but not bacterial spores.

- **Safe usage of chemicals:**

- Wear disposable gloves when cleaning and disinfecting areas or surfaces.
- Immediately after using chemicals for disinfecting, with or without the use of gloves, hands must be washed.
- All chemicals used for cleaning, disinfecting and sanitising must be used responsibly.
- Keep hard surface sanitiser sprays, chlorine bleach and alcohol concentrations and solutions out of the reach of children and locked away.
- Hand sanitisers should be used responsibly and under supervision in the school environment.
- Ensure no ingestion or contact with eyes.
- Ensure good ventilation of the area when using chemicals.
- Cleaning, sanitising and disinfection products should not be used near learners to prevent inhalation of toxic fumes.
- Never mix two or more chemicals together.
- Always check the labels of chemicals for warnings and expiry dates. Never use products that have expired as they will be ineffective.
- When mixing solutions of bleach and water, mix on the day of usage.

- **Frequency of cleaning:**

- Used areas, all work surfaces and equipment should be disinfected before school begins, or after school ends, and regularly during the day.
- Bathroom facilities should be disinfected throughout the day.
- High-contact areas including railings, door handles, light switches, window handles, toys, equipment, tables, taps, toilet flush-handles, etc., need to be disinfected throughout the day.
- Refuse bins should be emptied daily. Disinfect contact-areas.

- How to clean, sanitise and disinfect:
 - Always clean surfaces with soap and water to remove dust, dirt, food, spills and grime. Allow to dry.
 - After cleaning, use sanitisers or disinfectants to kill bacteria.
 - Follow the instructions on the label to ensure safe and effective use of the product.
 - Use sodium hypochlorite (bleach) diluted in water for disinfecting surfaces:
 - 1/3 cup bleach per 3 litres of water | 20ml bleach per 1 litre of water | 100 ml bleach per 5 litres of water;
 - Leave the bleach on the surface for one minute for maximum effectiveness before wiping;
 - Never mix household bleach with ammonia or any other cleaner.
 - For disinfecting toys, equipment and smaller items, use at least a 70% alcohol solution.
- Hard (non-porous) surfaces:
 - If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
 - For disinfection, use a bleach-water solution as prescribed above.
- Soft (porous) surfaces:
 - Remove as many porous surfaces and materials from the classrooms as possible prior to school opening.
 - For soft (porous) surfaces such as carpeted floor, rugs, and drapes - remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:
 - If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.
 - Otherwise, use products that are EPA-approved for use against the virus that are suitable for porous surfaces.
- Electronics:
 - For electronics such as tablets, touch screens, keyboards, remote controls, remove visible contamination if present.
 - Consider use of wipeable covers for electronics.
 - If no manufacturer guidance is available, use alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

- Linens, clothing, and other items that go in the laundry:
 - Do not shake dirty laundry to avoid spreading virus through the air.
 - Wash items using the warmest appropriate water setting for the items and dry items completely. Dirty laundry that has been in contact with an ill person can be washed with other people's items.
 - Ensure that baskets or bags that transport items for laundering are disinfected.

Annexure B - Safe Handwashing and Hand Sanitising

- Hand cleansing must be done with:
 - Clean water and soap; or
 - Alcohol-based hand sanitiser; (minimum of 70% alcohol).
- Hand cleansing must be rigorous and last at least 20 seconds.
- When drying hands, make use of a single-use, disposable towel.
- Learner Supervision:
 - Learners must be supervised when handwashing to ensure they wash for the appropriate amount of time and properly. Assist younger learners and infants to wash their hands adequately with soap and water.
 - Learners must be supervised when using hand sanitisers to prevent ingestion.
 - Learners younger than age 3 will use hand-washing as far as possible and avoid sanitiser use.
- Hand cleansing must be done regularly throughout the day and at the following times:
 - Arrival to the school;
 - after breaks;
 - before and after preparing food or drinks;
 - before and after eating or handling food;
 - before, after and in between the feeding of individual learners;
 - before and after administering medication or medical ointment;
 - before and after diapering;
 - after using the toilet or helping a child use the bathroom;
 - after coming in contact with bodily fluid;
 - after handling animals or cleaning up animal waste;
 - after playing outdoors or in sand;
 - after handling waste;
 - after blowing one's nose, coughing, or sneezing; and
 - before and after caring for another person who needs assistance.
- Emergency Situation Response:
 - In an emergency situation, prior to responding, wash hands first where possible, before putting on the relevant PPE
 - When treating a wound, always ensure the use of disposable gloves.
 - Be sure to, after providing treatment, thoroughly cleanse hands and other possibly infected areas. In close contact situations, it is advised that clothing be changed, taking care to remove the clothing without touching the face and storing it into a plastic packet until such

time as the clothing can be properly washed. Remove any used PPE carefully, dispose of immediately after use and wash hands as prescribed.

- Take precaution to not touch your face, regularly wash hands, avoid touching high-contact areas and keeping a social distance from others. If you know you have been in contact with a positive Covid-case, self-quarantine, monitor symptoms and seek medical attention if necessary. Be sure to inform the Covid-19 Compliance Officer or principal.
- Hand Cleansing throughout the school:
 - Hand sanitisers must be placed in each classroom, at entrances/exits, staffrooms and bathrooms.
 - Hand cleansing stations must be age appropriate and accessible.
 - For learners it is encouraged that they sing a hand-washing song for the duration of the cleansing to ensure a decent length of time.
 - Place posters near handwashing facilities describing the appropriate steps.
 - Follow the methods prescribed on handwashing and hand-rubbing posters to ensure proper cleaning and disinfecting.

Annexure C - Covid-19 Safe Social/Physical Distancing Guidelines

- No large gatherings of people should take place (assemblies, sports events, etc.). Events, festivals, social events should be postponed or cancelled.
- High-traffic times of day, including drop-off and pick-up, should be staggered.
- Shared areas including playgrounds, fields and staffroom usage times should be staggered, as well as shared learning activities. Multiple classes may not make use of communal areas simultaneously.
- Throughout the school environment, follow the demarcation of safe social spaces that are 1.5 meters apart.
- Classes should include the same learners and staff each day, in the same location – avoid staff interacting with multiple classes and learners are to remain with the same classroom with the same peers.
- Train staff and teach learners to keep personal space bubbles and avoid touching one another and their faces.
- For learners who nap at school, they should sleep 1.5 metres apart and nap in a ‘head to toe’ format.
- Where possible, learners and staff should work/learn from home and/or make use of virtual learning and teaching resources. Staff who have school-going children should work from home while schools are closed and should return once learners are phased in.
- Physical distancing with children birth - 18 months old:
 - Children of this age group will not understand the concept of physical distancing.
 - Organise the physical space to assist with physical distancing.
 - Staff supervision and intervention is of key importance.
- Physical distancing with children 19-36 months old:
 - Give gentle guidance to children in this regard. Do not force physical distancing if children struggle with the concept but rather find alternate ways to reduce potential transmission in classroom adjustments and creative activities.
- Physical distancing with children 3 years and older:
 - Children over age 3 should start to understand the idea of physical distancing although may find it hard to consistently put into practice.
 - Explain the concept in an easy, playful manner. Use gentle, positive reinforcement.
- Find alternate ways to reduce potential transmission in classroom adjustments and creative activities.

Annexure D - Covid-19 Safe Communal Transport Guidelines

- Drivers will need to adhere to the school's admission policies and procedures. This includes:
 - Signing an acknowledgment of information regarding the Covid-19 Policy and undertaking to comply with its stipulations.
 - Agree to screening, hygiene and social distancing procedures.
 - Confirm they are, to their knowledge, clear of Covid-19 and have not been in contact with any positive Covid-19 cases.
- Vehicle hygiene:
 - Vehicles used to communally transport learners and staff must ensure that the vehicles are sanitised before picking up and dropping off passengers.
 - The sanitisers used to sanitise all public transport vehicles must have a minimum of 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.
 - For hard non-porous surfaces within the interior of the vehicle such as hard seats, arm rests, door handles, seat belt buckles, light and air controls, doors and windows, and grab handles, clean with detergent or soap and water if the surfaces are visibly dirty prior to disinfectant application:
 - Diluted household bleach solutions prepared according to the manufacturer's label for disinfection, if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date. Never mix household bleach with ammonia or any other cleanser.
 - Alcohol solutions with at least 70% alcohol.
 - For soft or porous surfaces such as fabric seats, remove any visible contamination, if present, and clean with appropriate cleaners indicated for use on these surfaces. Where possible, utilise washable seat covers and wash after use.
 - For frequently touched electronic surfaces, such as tablets or touch screens used in the vehicle, remove visible dirt, then disinfect following the manufacturer's instructions for all cleaning and disinfection products. If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect.
 - Ensure adequate ventilation when chemicals are in use, keep doors and windows open and use disposable gloves. Gloves should be removed and responsibly disposed after cleaning, before washing hands thoroughly as prescribed or using a hand sanitiser.
 - The vehicle must be clean and tidy.

- Driver safety:
 - Drivers must wear a cloth mask.
 - Drivers should practice regular hand hygiene, avoid touching their nose, mouth, or eyes.
 - Drivers should sanitise their hands upon entry and exit of the vehicle.
- Passenger safety:
 - As passengers enter and exit the vehicle, they are to utilise a hand-sanitiser to cleanse their hands, provided by the transporter.
 - Passengers are to adhere to safe social distancing as much as possible.
 - Passengers are to wear cloth facemasks while in transit. Cloth face coverings should not be placed on young children under age 2.
 - Avoid picking up multiple passengers who would not otherwise be riding together on the same route.
- As per the South African Department of Transport guidelines (subject to change):
 - All minibuses must reduce seating capacity to mitigate the spread of the virus;
 - Bus 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, and that all directions in respect of hygienic conditions and the limitation of exposure of persons to COVID -19, are adhered to.

For a copy of the government guidelines in this regard, please contact the Covid-19 Compliance Officer.