



TOPOLINO PRIVATE SCHOOL POLICY FOR COVID-19 VIRUS

This document informs procedures of the preventing and managing COVID -19 at Topolino and creating a safe environment for all learners, employees and parents.

At Topolino our priority is to reintegrate learners and staff, safely and efficiently under the guidelines of the WCED and the Provincial Department of Health.

1) Communication Protocol

- Topolino will ensure to strengthen the communication channel with parents/ caregivers, staff and learners. The school will ensure to only communicate updated information collected from an authorised source. The school will ensure that all parents / caregivers are aware of the school's policies and protocol relating to COVID-19. We will engage with parents/caregivers who have concerns about the safety of their child. Ensure that the school has updated parent contact information and who is authorised to collect learners from school. The school will enforce rules about learners staying home when they are unwell and communicate this to parents/caregivers.

2) Prevention and managing of COVID-19 at Topolino Private School

2.1) Rules for managing COVID-19

At Topolino we ensure to abide to the 5 rules set out by the Provincial Department of Health.

1. Separate oneself physically from other people.
2. Physical distancing when around other people.
3. Hand washing/sanitising.
4. Practising good hygiene measures.
5. Using cloth face masks.

2.2 Ensure that the following is available:

- Alcohol based hand sanitizer at designated points for learners, staff and authorised visitors.
- Face masks for employees and learners.
- Sufficient supply of hand sanitizer, soap, paper towels, waste paper bins and other cleaning materials.

2.3 Orientation of all staff regarding:

- How COVID-19 is spread.
- What the symptoms of COVID-19 are.
- What measures they must put in place to prevent the spread of COVID-19.
- How to put on, take off, store and clean a cloth face mask.
- What to do if they have any symptoms consistent of COVID-19.
- What to do if they have been diagnosed with COVID-19.
- What to do if they have come into close contact with someone who has been diagnosed with COVID-19.
- How to wash and sanitise their hands correctly.
- How to communicate with learners about COVID-19 in an age-appropriate and sensitive manner.
- Implementation of all policies and protocols of Topolino Private School.

2.4 Educating our learners

- Educate learners on all safety measures to be taken regarding the prevention and management of COVID-19 at school and home.
- Incorporate COVID-19/infection prevention/healthy habits into the learning material to reiterate the messaging.
- Empowering our learners on how to stay emotionally balanced and strong in these challenging times.

3. Measures for prevention and managing COVID -19 at Topolino Private School

3.1 Staying home when unwell

- Educators, support staff and learners of the school must stay home if unwell and contact the provincial **COVID-19 hotline on 021 928 4102** for guidance on testing if symptoms are suggestive of COVID-19.

3.2 Screening teachers and support staff

- All teachers and support staff will be screened daily for symptoms of COVID-19 infection upon arrival at the school.
- Any employee of Topolino Private School with any of the symptoms suggestive of COVID-19 will not be allowed to commence work. They will be provided with a surgical cloth mask, should they not have their own. They will wash their hands and a spouse or relative will be contacted to take further measures. Topolino employees must follow the advice of the health department regarding isolation required to protect their family, friends and colleagues.

3.3 Screening of learners

In the case where one or more of the following 5 daily questions are answered yes, the learner will not be allowed to enter the school premises.

NO	Question	YES	NO
1	Do you have a cough?		
2	Do have a fever?		
3	Do you have shortness of breath?		
4	Do you have a sore throat?		
5	Within the last 14 days, did you have direct contact with someone known to have contracted the Coronavirus disease (Covid-19)		

3.4 If a learner of Topolino has any of the symptoms suggestive of coronavirus infection:

- The learner will not be allowed to enter the school. The learner will be isolated in a designated section of the school. He/she will be provided with a face mask if they do not already have one. The parent/caregiver will be contacted and asked to collect the learner immediately. Only a single educator/staff member will have contact with the learner while waiting for the parent/caregiver.
- The learner may return to school once they have been assessed by a healthcare professional either in the private sector or at public sector coronavirus testing centres, if it is determined that they are unlikely to be infected with coronavirus. (Proof of assessment may be required.)
- If they are likely to have coronavirus infection and have been tested, then they will need to be isolated at home or at an isolation facility. Should this occur then a mechanism for distant learning for the learner will be implemented by the school.

If a learner of Topolino becomes unwell during the course of the school day

- The learner will be isolated from others in a designated area.
- The learner's parents will be contacted immediately.
- Parents will take further measures to ensure the safety of the learner.
- The parents must inform the school of their child's progress.
- The learner may return to school once they have been assessed by a healthcare professional either in the private sector or at public sector coronavirus testing centres, if it is determined that they are unlikely to be infected with coronavirus. (Proof of assessment may be required.)

3.5 Screening process at Topolino Private School

- 1) Boys and girls enter at separate entrances in front of the main entrance gates of the school. No parents are allowed to accompany their child/ children.
- 2) Learner present his/her 5 completed COVID-19 symptom related questions at point A.
- 3) Learner proceeds with authorised answer paper to point B where their temperature will be measured.
- 4) If the learner's temperature is below 38°C, he/she will be allowed to proceed and walk through the sanitise tunnel.
- 5) Once through the sanitise tunnel, the bottom of the learner's shoes will be sanitised.
- 6) The learner proceeds to the designated class where they will be welcomed by a teacher that will sanitise their hands before entering the class.
- 7) The learner will proceed directly to their own desk.

4. School schedule

- Educators will move from class to class for lessons rather than requiring learners to move about the school to different classrooms.

4.1 In the classroom

- A hand sanitizer station will be at the door of each classroom and ensure that any person entering or leaving the classroom sanitises their hands.
- Desks will be arranged in rows with the desks facing forwards to minimise learners being in face to face contact with each other.
- There will only be one learner at each desk as far as possible.
- Learners will sit at the same desk each day.
- Desks will be spaced as far as possible from each other as the room will allow.
- Windows and doors will be open as far as possible to allow maximum ventilation.
- Lesson plans and activities will be adjusted to minimise sharing of books/materials and passing items back and forth.
- Learners will not share items such as stationery and lunch.

4.2 School bathroom facilities

- A hand wash/sanitizer station will be placed at the entrance to the bathrooms.
- The number of people in the bathroom will be limited at any time and will be monitored that the number allowed is not being exceeded.
- Topolino will ensure that all bathroom facilities are in working order and expedite repairs.
- Topolino will ensure to have water and soap available at all times.
- Hands must be washed with soap and water after using the bathroom.
- Shared towels will not be used in the bathroom, but use paper towels that can be disposed of in a sealed bin after use.

4.3 Break times

- Break times will be staggered so that fewer learners are on break at a time and to limit the mixing of learners from different classes.
- Learners must sanitise their hands before leaving the classroom and again upon returning to the classroom.
- Learners will not sit close to each other in groups.
- Learners will not be allowed to play physical contact games during break time.
- An adequate amount of staff will be on duty to ensure safe social distancing.

4.5 Pick-up and drop-off of learners

- Topolino will have staggered pick-up and drop-off times to limit the number of people (parents and learners) at the school at these times.
- Teachers will be at the classrooms to meet the learners and do the final sanitation before the learner enter the classroom

5. Transport

5.1 School transport services

- Topolinos' school transport vehicles will follow the guidance for public transport services
The number of passengers will not exceed 70% of the vehicle occupancy, passengers will sit as far from each other as possible, all windows will be opened and the vehicle will be cleaned before and after each trip. All passengers will wear cloth face masks for the duration of the trip.
- As far as possible, the driver will remain in the vehicle during drop-off and pick-up.

5.2 Private transport (bus learners)

- All operators of learner transport will provide sanitizers and disinfection equipment to learners.
- All operators will ensure that learner transport vehicles are sanitised before picking up and after dropping off learners.
- Operators will ensure that all learner transport vehicles door and window handles, armrest and handrails are sanitised before picking up and dropping off learners.
- All drivers and learners must wear a mask.

6. Extra-curricular activities including sports

- All extra-curricular activities at Topolino will be cancelled.

7. Cleaning Routines

- Strict cleaning routines will take place to ensure an optimal hygiene safe environment.
- Cleaning materials e.g. bleach solution will be outside of the reach of children.
- It will be stored in clearly labelled bottles and no re-use beverage bottles/containers will be used for storage.

8. Staff rooms

- Educator's break times will be staggered (as with those of the learners) and the number of people in the staff room at any time will be limited.
- Anyone entering the staff room will first sanitise their hands.
- Seating in the staff room will be arranged to allow for physical distancing as far as possible.
- Staff will carry a packed lunch in labelled bags/containers and take these containers home daily to be cleaned.
- Kitchen appliances which are handled by multiple people e.g. microwaves and kettles will be avoided as far as possible. Where they are used, these appliances will be sanitised after each use.
- All tables, chairs, counters and other surfaces that come into contact with people will be cleaned regularly.
- Staff meetings shall be kept to a minimum and only key staff members will be present at the meetings.

9. Face masks:

- Teachers, support staff and students will wear face masks at all times.
- Teachers, support staff and students will be trained how to wear and take care of their masks.

10. TUITION OPTIONS

Topolino Private School will have 3 tuition options

According to the SA Schools Act (Act 84 of 1996), all learners between the ages of 7 and 16 are required to attend school.

Option 1

- Normal school attendance with contact tuition.

Option 2

- High-risk learners with comorbidities
- Learners stay at home and receive e-tuition.
- Medical certificate required as evidence

Option 3

- Homeschooling with an accredited service provider
- Learners leave Topolino Private School and register at the “new school”
- Parents can re apply for the 2021 academic year. Topolino Private School retains the right to approve re applications under the following conditions:
 - 1) Should there be space in the specific grade group.
 - 2) The learner is on an acceptable academic standard.

11. Parents with learners with comorbidities

11.1 Responsibilities of parents

- Parents with learners with comorbidities must agree to oversee the daily learning of their children at home, including the daily work and assessments, and sign the acceptance form.
- Parents must ensure a conducive environment for the learner to learn at home. This would include learning space, resources etc.
- Parents must ensure that all work and assignments are collected and delivered at school, as required by the school.

11.2 Responsibility of the school

- Teachers will prepare work for such learners on a daily or weekly basis and make it available to the parents – learner.
- Parents will receive the work or assignments, mark it and return it to the learner.
- Teachers will engage with the parents in relation to making arrangements for the necessary assessments.
- The school and parents will be informed when this concession will take place.

B.SMIT

PRINCIPAL

D. Coetzee

Chairperson