

LAERSKOOL

CHARLO

PRIMARY



CHARLO PRIMARY SCHOOL'S COVID-19 POLICY

Dear Parent

The following forms part of Charlo Primary School's COVID-19 policy. Please print this out and make sure that you are familiar with its content. The only way that the school can prevent the spreading of the virus at school, is if parents, learners, teachers, and workers make these rules part of their daily routine.

GENERAL RULES:

- **No person (learner or staff member) that has had contact with any person that tested positive for COVID-19 in the previous 14 days, will be allowed to enter the school grounds.**
- **No parents or persons other than learners, teachers and workers, may enter the school grounds or school building.**
- **The codes for the school gates will be changed and kept secret to make sure no-one enters the school without permission. WE ALSO REQUEST THAT NO PARENT OR CHILD MAKE USE OF OUR SCHOOL GROUNDS AFTER HOURS. It is going to take a lot of work to disinfect our outside areas after 2nd break. Steps and benches need to be disinfected. We cannot control who comes in after hours if the codes are not a secret.**
- All enquiries must please be done telephonically or via email; parents will only be allowed in the school building in the case of an emergency.
- Everyone entering the school **MUST** wear a cloth face mask – no exceptions!
- Everyone (staff and workers) entering the school must do so via the front door; they will have their hands disinfected and have their temperature tested with an infrared thermometer.

BEFORE SCHOOL

- At first, only the gate nearest to the garages will be open in the morning and afternoon.
- The caretaker will stand at the gate and spray learners' hands when they enter the school grounds.

MILESWEG / ROAD, CHARLO, PORT ELIZABETH

POSBUS / PO BOX 5393, WALMER, 6070

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DURING SCHOOL

- Each learner must have at least 2 cloth face masks. If they look the same, they must be marked so that the teacher can see that the learner wears a different one every day. The masks must be washed and ironed every afternoon.
- A cloth face mask to be worn for the duration of the school day.
- The school will give the parent the option to order a plastic visor for their child; this is optional, but cloth mask is compulsory.
- Every child must have a small bottle of sanitizer in their suitcase (parents to provide).
- While we are still phasing in grades, we can use two classrooms per class to ensure social distancing of 1.5m between the learners. Desks will be moved apart so that learners sit 1,5m apart; one child per desk. We will use the teachers of the grades that are not back at school yet, to help with the teaching of the extra classes in that specific grade.
- Each learner must bring their own plastic bag to school to place everything in that they want to throw away. They take this bag home in the afternoon and dispense of it at home.
- There will be a bottle of 70% alcohol sanitizer in every class.
- There will be a bottle of hand soap / sunlight liquid in every class for washing of hands when the children go to the bathroom (no buckets of water in class.)
- A roll of toilet paper will be available in the class for children to sanitize their desks (it is cheaper than hand towel paper).
- Every class will also receive a spray bottle of surface disinfectant.
- Doorknobs and light switches in the classrooms will be wiped down by the class teacher twice daily.
- Teachers will ensure that learners disinfect their desks every morning before they start.
- Workers will disinfect the desks in the afternoon.

CLEANERS

- All workers will receive 3 masks, plastic visor, yellow plastic gloves, sanitizers for tearoom and one small bottle of sanitizer to carry in their pockets.
- Protective gear and gloves will always be worn by all cleaners.
- Gloves, mops, and all cleaning cloths will be soaked in Sintol overnight.

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- All workers' temperatures will be monitored when they enter the school and their hands will be sprayed with disinfectant.

PROCEDURES

- **Learners should keep their distance in the mornings. As more grades are allowed to come back to school, each Grade will receive a time they must be dropped off at a specific gate. This is to ensure overcrowding at the gates and on playgrounds.**
- **Each grade will start at a different time in the morning. This will make lining up easier and avoid overcrowding.**
- **Each grade will have break at a different time. This will make the bathrooms available for the washing of hands before and after break without overcrowding.**
- **All learners' temperatures will be scanned when they enter the school.**
- When entering or leaving the classroom, all children's hands will be sprayed with sanitizer (Gr RR to Gr 2 learners will wash their hands in class as they have running water and a basin. The rest will wash their hands in the bathrooms. Workers will clean the bathroom door handles, toilet handles, doorframes, taps, basins and light switches before and after break. We should encourage the washing of hands rather than using hand sanitizer. It is healthier and cheaper. Before break, the children's hands will be sprayed or washed before they take out their lunch boxes. Teach them to take off their mask by removing it from the back. Never touch the mask itself. Place it face down on the surface while eating. No sharing of food. When replacing the mask, pick it up by the strings / elastic and put it back on.
- After break, their hands are washed again.
- No mat work until COVID 19 is under control. Maximum of 3 to 4 learners on the mat.
- Learners do not move between classrooms, teachers do.
- No computer lessons for rest of year. Cleaning of keyboards will be a challenge as well as social distancing.
- No standing in lines to leave or enter the classroom.
- Class teacher stand in passage to regulate the traffic. Only one class at a time in passages.
- When walking up the stairs to their classrooms, learners are to walk in the middle of the stairs, away from the walls and rail.
- Workers will clean rails after every break.

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- All towels will be removed from bathrooms, only paper towels will be used.
- No Media until end of year. There are too many books to wipe down.
- Music teachers will spray students' hands before and after a lesson. Instruments to be cleaned between every lesson by music teacher. Perspex dividers to be placed between teacher and music student. Wind instruments, including Recorder, will not be taught at school.
- All Physical Education will be stopped. Apparatus may not be used and learners may not touch the floor space of another learner.
- Keep all inside doors open always. If doors are open, no-one needs to touch it and it helps with ventilation.

ISOLATION ROOM

- The students' room will become the isolation room for sick learners / staff. If we suspect a teacher or learner is sick, they will be sent to the isolation room to wait until the parent collects them or we can reach a doctor.
- Only one "patient" may wait in the isolation room at a time
- No one else is to enter the room, even if it is not in use.
- Cleaners to disinfect the isolation room after use.

TUCK SHOP:

- The tuck shop will be closed. It would be too difficult to monitor. Selling and delivery of food to children will be problematic.

PROCEDURES IF TEACHER SUSPECT A CHILD IS SICK?

- Inform the principal.
- Move the child and all his / her belongings to the isolation room.
- Contact the parent.
- A worker will disinfect the child's desk and the rest of the class while the rest of the class are outside.
- Inform the secretary. A record will be kept of the following data: time the learner was placed in isolation, time the parent was contacted, time the learner was collected and date and time the learner returned to school. A copy of the doctor's letter will be kept on file. No learner will be allowed to return to school without a doctor's letter.

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- Parents must gain medical advice immediately.
- While waiting for test results, the school may take their own precautions – ask parents to keep their children at home (only the children of that class) and limit the class teacher's movements to her own classroom.
- Should the child test positive for COVID-19, the SGB and the rest of the children in that class's parents', should be informed.
- Once a case of COVID 19 has been confirmed, the Department of Health will take over and close the school down for disinfection. We will take the lead from their instructions.
- The teacher and all the children of that class, and everyone that came into direct contact with that person, will have to go into self-isolation for 14 days.
- List of names must be forwarded to the Department - the Department must always be able to reach the teacher so that they can monitor him / her.

TEACH LEARNERS

- Not to touch walls / doors and light switches.
- Not to touch their faces.
- To sneeze and cough into their elbows.
- Not to touch their masks, remove masks from the back.
- When they wash their hands to sing happy birthday. Close the tap while washing.

AFTERCARE

Details still to be discussed with School Governing Body

When the school re-opens, we will very soon see what works and what does not. We will adapt the policy as needed to improve on our safety. **This is just the part of the policy that is applicable to parents and children.**

The staff of Charlo Primary will do only their best to try and keep our children safe.

A Daniell

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