

COOL WINDS PRE-PRIMARY (PTY) LTD

Standard Operating Procedures for the prevention, containment and management of Covid-19 in Independent Schools and Early Childhood Development Centres.

PRIOR DISINFECTING AND CLEANING

Prior to the return of children and staff, all buildings, classrooms, carpets, equipment, and toys have been thoroughly cleaned and disinfected by a professional cleaning and maintenance company. This includes particularly surfaces that are touched by many people (railings, tables and equipment, door handles, toys, teaching and learning aids, etc.) This process will become routine practise daily. Employees have been allocated disinfecting and cleaning duties and will be working according to cleaning checklists drafted. The checklists are signed off and filed for record purposes.

STAFF TRAINING

Staff has been orientated and taught the new policies, procedures, and practises for when the school starts operating.

Staff has been allocated different tasks e.g. screening, classroom management, playground rules, bathroom use, food, and sanitation etc.

ENTRY- DAILY ACCESS CONTROL

Hand sanitizers have been placed in all areas on the school property and out of the reach of children. Should children's hands be sanitized, it will be done under the supervision of a staff member. No hand sanitizer will be used on children 2 years and younger. It will be used with caution in the older age groups. Focus will be placed on regular and proper handwashing throughout the day.

NO TOYS TO BE BROUGHT FROM HOME. School hats must be kept in your child's bag. Sanitation of school hats will take place before and after use.

Children in the Fish class (1 to 3 years) AS WELL AS children in the Bees (4-5 years) and Butterflies class (5 to 6 years), will enter the school through the **pedestrian gate** and line up according to the social distancing markers as set out. Before undergoing the screening tests, children and adults must first wash their hands at the "handwashing stations".

Children in the Ducks class (3 to 4 years) will pass the pedestrian gate and access their class directly from the glass doors. This class will have a separate handwashing and screening station.

Parents/guardians leaving the property will use the same route they used when they entered the property. Please be vigilant of social distancing and no crowding allowed.

If possible, let drop-off of children take place outside the classroom, but inside the school area. Everyone handing over children must be screened. (You need to know if the parents/guardians are symptom free.)

SYMPTOMS AND TEMPERATURE SCREENING

On arrival, all staff and children will be screened daily for **symptoms** of Covid-19, including a temperature assessment. Age appropriate questions will be asked to ascertain if there are symptoms: Symptoms of COVID-19 that should be well known to all: Symptoms that could appear in a period of 2-14 days, if exposed and or infected with the virus, are:

- Fever – Above 37.4°C
- Dry cough
- Tiredness
- Sore throat
- Diarrhoea – (runny tummy)
- Conjunctivitis - (red eyes)
- Headaches
- Loss of taste & smell
- Rash on skin
- Discolouration of fingers/toes
- Shortness of breath
- Chest pain or pressure
- Loss of speech or movement
- For some people the symptoms are like having a cold; for others is quite severe or even life threatening.

Staff, children, and parents will have their temperature measured with the aid of a non-contact handheld device.

The temperature reading and symptoms (if any) of every individual are recorded in a register and will be retained for future reference.

Children, parents, staff, or visitors, registering an elevated temperature of 37.5°C or above, **will not be permitted access** to school property and must immediately return to a self-isolating facility away from the school site. (Return Home and contact a Testing Centre, Hospital, Medical facility)

The sickbay area will be used as an isolation room should your child encounter possible Covid-19 symptoms during the school day. The school will ensure that medical and parental emergency numbers are at hand. Children need to be collected from school immediately.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Face Masks:

- Children and babies under two years of age **must not** wear face masks; it can increase their risk of suffocation.
- Management has provided personal protective equipment (PPE's) in the form of face masks and face shields to all staff.
- Parents/guardians are required to supply their children with two face masks and/or any other form of PPE if preferred. Branded face masks are available to purchase from the school at a cost of **R70 each**. Each child **MUST** have a plastic Ziplock bag in their school bag. The used mask will be placed in the plastic bag when the child departs. **Ensure that an additional clean mask is in your child's school bag daily.**
- **The school will keep a supply of masks on hand to issue to those children who may have forgotten to bring face masks or if face masks are damaged or lost during the day. The cost of the mask will be for the parent's account.**

Hand Sanitiser:

- The school will have enough hand sanitiser available.
- Hand sanitiser has a high percentage of medical alcohol or ethanol and is highly flammable.
- It can also irritate or burn sensitive parts of the skin and the eyes. Therefore, it will be used with caution!

The school will also keep the following items:

- 500ml sanitiser spray bottles
- Larger containers of sanitiser to refill spray bottles
- Face masks
- Disposable gloves
- Disinfectant for the cleaning of contact surfaces
- Non-Contact temperature devise

SOCIAL DISTANCING

Efforts for maximum preschool social distancing:

- For children 3 years and older, Perspex screens have been placed on tables in the classrooms and tables have been rearranged to allow for the required social distance to be adhered too.
- Children in this age group have chair bags to keep their belongings separated from others.
- Where possible fewer children will be seated at tables.
- Children younger than 3 years will sit at individual toddler desks, spaced according to the required social distancing rules.
- Each child will receive their own mattress. Mattresses will be placed head to toe. Every child should have a pillow bag at school. The school will supply a pillow to place in the bag. Mattresses, pillows and pillow bags will be disinfected before and after use.

- Babies will have a cot allocated to them. Bedding will be disinfected daily, and regular changes of linen will be done.
- **All classes have been given a timeslot for outside play. The class teacher and where applicable the teacher assistant, will ensure that all outside toys and equipment are disinfected after use.**
- All areas in the school have ample ventilation.

FOOD PREPARATION, EATING AND HYGENE

- **Due to the risk of food preparation and dishing up of food, the school has made vital changes to the Menu. See revised menu. Children not eating solids as yet, will be required to have their meals and snacks sent from home.**
- **NO WATER BOTTLES TO BE SENT TO SCHOOL. THE SCHOOL WILL PROVIDE CLEAN WATER, JUICE AND ROOIBOS TEA, THROUGHOUT THE DAY!**
- Supervision during mealtimes will be of utmost importance;
Because the virus is spread via body fluids children will not be allowed to:
 - Eat in close proximity of one another;
 - Eat each other's food
 - Touch each other while eating/drinking.
 (Cleaning of mouth and hands after a meal is of vital importance and will be handled with the greatest care.)

DAILY PROGRAM

- Teachers and support staff arrive, go through screening, handbags are disinfected, and the school is opened.
- Allocated staff members work at the screening stations, wearing their masks and face shields.
- All children and parents will undergo a health check upon arrival at the center. Children and staff will be screened at regular intervals throughout the day.
- All soap, disinfectant and other cleaning material containers will be sanitized regularly throughout the day.
- No towels or facecloths will be used.
- Before eating handwashing and/or sanitizing will take place.
- After eating handwashing and sanitizing will be done again.
- Screening tests will be done 3 times during the school day and 1 time during aftercare.
- As far as possible classes will remain segregated in their own classroom.
- After any outside activities, sanitation will take place on returning to the class.
- When parents/caregivers fetch children they will be screened again. Their children will be fetched in their classrooms. Again, refrain from entering the classroom, as far as possible. Parents/legal guardians to use the same entrance/exit as on arrival.
- All movement in and out of the school and/classrooms will be accompanied with sanitization.

GENERAL REQUIREMENTS

- The school is cleaned and disinfected daily. Checklists drafted for this purpose.
- Kitchen staff will wear masks, face shields and an apron.
- Bathrooms will be cleaned after every use. If one child has used the bathroom it should be cleaned before it is used by the next child.
- The outside equipment will be disinfected after each class has been outside.
- All classroom surfaces (tables, chairs, bookcases etc.) will be disinfected throughout the day.
- All classrooms have been given a **LAUNDRY BAG** in which toys are placed after use. The toys will then be cleaned and disinfected, before being placed back in class.
- Travel registers will be requested from staff (husbands and wives) and parents should they be traveling for work. Destination, duration, means of transport, departure date and arrival back date.
- Staff handbags etc. will be sanitized before entering the school.
- The office will be cleaned and disinfected at least twice per day, at arrival and departure.
- Staff who makes use of public transport will make sure they use the safest method of travel.

ABSENCE - STAFF

Absence due to illness

In the case of absence due to illness, staff is required to provide the school with a medical certificate indicating the cause of illness and confirmation that the diagnosis is not COVID-19. Only then the staff member will be permitted to return to work. The expected date of their return to school must also be communicated.

A staff member sent home with a fever can return to work when:

- He or she has had no fever for at least three days without taking medication to reduce fever during that time; AND
- Any respiratory symptoms (cough and shortness of breath) have improved for at least three days; AND
- At least seven days have passed since symptoms began.

The employee may return to work earlier if a doctor confirms the cause of the employee's fever or other symptoms is not COVID-19 and provides a written release for the employee to return to work.

Clothing

- Plastic disposable aprons.
- A mask/face shield.
- Hand sanitisers must be made available to staff.
- Staff should wear no jewellery on their hands/arms to school.
- Nails should be kept short.

Other

Regular training will be provided to staff regarding health and safety precautions, e.g. social distancing and hygiene.

- Venues will be set up in accordance with required social distancing practices.
- Tea breaks will be staggered.
- Lunch breaks will be staggered.
- Staff will wash their own eating and drinking utensils.

Adult bathrooms

- These bathrooms may be used by staff only.
- No hand towels will be provided. Paper towels must be used.
- Hands must be washed according to the policy.
- Hand sanitiser will be available.
- Sanitiser spray must be supplied to clean taps before and after use.

ABSENCE - CHILDREN

- If a child is absent on any day, it is vital to contact the school on Cell: **0828856896/0716086124**
- Inform the school of the child's symptoms as well as the diagnosis given by a medical practitioner.
- The school needs to be informed immediately if a child tests positive for COVID-19.
- A child may only return to school if he/she tested negative for COVID-19 and show no symptoms after being in isolation for 14 days.
- Should a child show any sign of illness at the school, he/she will be isolated in the sickbay area and parents will be contacted to fetch the child immediately and arrange for a medical evaluation.

HEALTH & SAFETY ROUTINES

9.1 General

Cleaning will be done as follows:

1. Wearing disposable rubber gloves.
2. Using a disposable cloth per room
3. The mop per room must be clearly labelled.
4. Mops must be soaked in a solution/disinfectant in a safe area (buckets of water pose risks).
5. Wear a disposable plastic apron.
6. Use hot water and detergent.
7. Children's tables and chairs should also be wiped down after every use with a 70% ethyl alcohol solution.

9.2 Toilet cleaning

- A toilet brush with a cleaning agent containing bleach (e.g. JIK) will be used to clean toilets.
- Disinfecting all parts of the toilets, including toilets seats used by children who potty trains.

9.3 Bathroom cleaning

- Hand basins will be cleaned with JIK or a similar cleaning agent that contains bleach.

9.4 Sleeping equipment and areas

- Sleeping mattresses/stretchers will be taken outdoors and sprayed and restacked within two hours. Replace blankets daily (only applicable in winter season).
- Cots will be stripped of any linen, mattresses will be taken outdoors, sprayed, and wiped down with a disposable cloth and then fresh linen will be fit.

9.5 Dishes

- Dishes will be washed according to the standards required in the existing policy.
- Dishes will be rinsed in hot water and allowed to air-dry.
- Any cutlery or crockery that is slightly cracked or damaged will be replaced.

9.6 Nappy changing

- Water, sanitization, and waste-management facilities will be checked for efficient functioning.
- Bins will be emptied after every change.
- Persons changing nappies will wash hands before and after change and clean the hands of the baby with a wet wipe after changing the nappy.

9.7 Hand washing

- Handwashing as per COVID-19 instruction.
- All areas in which hand washing takes place will have soap and paper towel.
- No hand towels will be used.
- Sanitiser spray will be **applied** to all **taps** before and after use.

9.8 Play and learning equipment

- Toys are stored in plastic storage boxes and labelled.
- Soft toys and teddies will be limited. Only items that can be machine washed will be used.
- A maximum of two boxes of toys will be taken out at a time.
- After use, toys will be placed in a LAUNDRY BAG and cleaned later that day. Toys will be left to air-dry (not left out on the grass to dry).
- Storybooks will be wiped down daily if used.
- Social distancing will be applied during line-up time.
- Bathroom routines will allow for only a few children to use the bathroom at one time.

9.9 Outdoor equipment

- Outdoor equipment will be sprayed after playtime if different groups use them.
- Plastic motor bike handles will be sprayed.
- No waterplay or group sensory play areas will be permitted until further notice.
- Hand-sanitising routines will be followed on returning to class.

SCHOOL REGISTRATIONS

Cool Winds Pre-Primary has been registered with the following entities:

- Department of Social Development
- Department of Health
- Umngeni Municipality (**In progress due to moving to new premises**)
- Member of SA Childcare
- Member of EduxSA

EXTRA-MURAL ACTIVITIES

These activities will be carefully selected and monitored to ensure that COVID-19 protocols are followed. Group sizes will be controlled.

DOCUMENTS

- Please ensure to sign the **Application form**, which include the COVID-19 Indemnity Form.
- Complete and sign the **Learner questionnaire** and submit to the school immediately.
- Complete and sign the **Parent Checklist** and submit to the school immediately.

PREPARATION FOR YOUR CHILD TO COME BACK TO SCHOOL

- Please ask children aged 3 years and older, before coming to school, whether they are experiencing any of the following symptoms:

Fever – Above 37.4°C

Dry cough

Tiredness

Sore throat

Diarrhoea – (runny tummy)

Conjunctivitis - (red eyes)

Headaches

Loss of taste & smell

Rash on skin

Discolouration of fingers/toes

Shortness of breath

Chest pain or pressure

Loss of speech or movement

For some people the symptoms are like having a cold; for others is quite severe/life threatening.

- Children aged 3 and older must please be encouraged to wear masks at home. This will allow them to be more comfortable wearing masks at school.

- Teach your child how to wear a mask. See poster below:

NELSON MANDELA
UNIVERSITY

CORONAVIRUS (COVID-19) HOW TO USE A CLOTH FACE MASK

- The face mask must cover the nose and mouth completely.
- Face masks must not be lowered when speaking, coughing or sneezing.
- Face masks must not be repeatedly touched — fidgeting with the mask repeatedly is strongly discouraged.
- The inner side of the mask must not be touched by hands.
- Wash hands after removing the face mask.
- Wash cloth face masks with warm soapy water and iron when dry.
- Each person will need to have at least 2 face masks so that one face mask is available when the other is being washed.

All information sourced from
The National Department of Health

CORONAVIRUS OUTBREAK NATIONAL HOTLINE:
0 800 029 999
08H00 - 16H00 (MONDAY - FRIDAY)

For more information on COVID-19 go to:
<https://www.mandela.ac.za/coronavirus>

- An adult must accompany your child to school. Please refrain from having more than one person dropping your child off at school.
- **Have the following in your child's school bag:** A clean Ziplock bag, 1 extra clean mask, a sanitized school hat, 2 extra sets of clothes.
- **No toys from home and no water bottle/lunch box except for babies who need to bring milk bottles, dummies and food items, as they are too young to eat from the "solid food" menu.**
- **Please rub sunscreen onto your child's skin in the mornings before leaving for school. To limit human contact, the school will not be applying sunscreen during the day.**
- Explain to your child what social distancing means and how to apply it (if your child is old enough to understand).
- Teach your child proper handwashing procedures. See poster on next page:

PROTECT YOURSELF AND OTHERS
FROM THE CORONAVIRUS

WASH YOUR HANDS



Apply soap & Wet your hands with clean water. Turn off tap (we are in a drought!)



Lather your hands with the soap and scrub for 20 seconds, the time it takes to sing Happy Birthday twice



Wash between your fingers



Wash between your thumbs



Scrub the back of your hands



Scrub wrists & forearms. Turn on tap & rinse with clean water. Turn off tap

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