



Usutu Forest School

COVID-19 RESPONSE POLICY

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NB: This policy is subject to change depending on legislative framework compliance and School Operational Dynamics.

1. **THE BACKGROUND**

1.1. What is Covid-19?

SARS-COV-2 is a new strain of coronaviruses that has not been previously identified in humans. Covid-19 was identified as the cause of an outbreak of respiratory illness first detected in Wuhan, China.

1.2. What are the symptoms?

Symptoms can include fever, cough and shortness of breath. Symptoms may appear in as few as two days or as long as fourteen days after exposure.

1.3. How is it spread?

Human coronaviruses are most commonly spread from an infected person to others through:

- the air by coughing and sneezing
- close personal contact such as touching or shaking hands
- touching an object or surface with the virus on it then touching your mouth, nose or eyes.

1.4. What are the prevention measures and regulations?

There is currently no vaccine to prevent covid-19 disease.

- Wash your hands with soap and water for at least 20 seconds.
- Use alcohol-based hand sanitiser if soap and water is not available.
- When coughing or sneezing, cover your nose and mouth with a flexed elbow or tissue.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Clean and disinfect objects and surfaces that are frequently touched.
- Avoid close contact with other persons – 1.5m distance.
- Compulsory to wear a face mask or screen.
- 70% capacity for vehicles. – T.B.C
- Partial lockdown with school's closed

1.5. Current situation

- Schools were closed under government legislation in March, 2020.
- The country then went into lockdown in April.
- This has been extended to 10 February 2021
- Schools are awaiting a directive on when to return.

2. **APPLICATIONS AND SCOPE OF THE POLICY**

THE CURRENT DRAFT OF THIS POLICY HAS BEEN SET AT THE OUTSET OF THE RETURN TO THE CAMPUS OF ALL GRADES. The policy speaks to every level of health, safety and security at the school. The applications of the policy need to take the values of the school into account, especially the values of care and respect.

3. **DEFINITIONS**

Unless the context indicates a contrary intention, the following words and expressions bear the meanings assigned to them and cognate expressions bear corresponding meanings:

“the school” – Usutu Forest School

“GC” – Governing Council of Usutu Forest School.

“Campus” – the entire campus and buildings that fall within the perimeter fences of Usutu Forest School.

“Head” – the Headmaster of Usutu Forest School

“staff members” – all employees of Usutu Forest School

“parent” – the learner’s biological or adoptive parents or legal guardians, legally responsible for the duty of care for the learner

“learner” – the child who is currently enrolled at Usutu Forest School

“Rapid Response Team” – the team delegated the function to manage the risk associated with Covid-19.

“at-risk” – the term given to learners or staff who have been diagnosed with Covid-19, awaiting a Covid-19 test result, have come into contact with a Covid-19 infected person, or shows symptoms of Covid-19. Also for those who have been identified with comorbidities.

4. **LEGISLATIVE FRAMEWORK**

This policy must be read in conjunction with the Standard Operating Procedures document.

Relevant regulations published by the Ministry of Education and Training, the Ministry of Labour and the Ministry of Health for Eswatini

Health and Safety Policy of the school

5. OVER-ARCHING PRINCIPLES

- 5.1. THE CHILD FIRST – Every decision the school makes will consider the best interests of the child, as its primary criterion.
- 5.2. THE EDUCATION PARTNERSHIP – The school must assert its educative authority, and vigorously pursue its ‘in loco parentis’ responsibility. However, the school’s capacity and legal responsibilities are limited; and the parent remains the child’s primary legal guardian. The success of the resumption of on-campus teaching requires mutual responsibility from all stakeholders, enhanced by an atmosphere of openness and integrity.
- 5.3. QUALITY TEACHING AND LEARNING – The delivery of quality teaching and learning is the school’s core function. Notwithstanding the benefits of Online Education, it does not compare to the benefits of face-to-face educational interactions.
- 5.4. CREATING A SAFE SCHOOL ENVIRONMENT – Infection-control measures and adaptations must be universally applied and carried out in the school by all learners and employees, regardless of the known or unknown Covid-19 status of individuals concerned. To perform optimally learners and staff members must feel safe and secure at school. This will be enhanced by the consistent application of health and safety measures.
- 5.5. ADAPTABILITY – To protect this core function in the midst of the Covid-19 pandemic, the school will need to embrace a fluid, adaptive mind-set: where decisions are based on core priorities values and effectively disseminated to stakeholders.
- 5.6. CARE – Relationships rooted in mutual care and respect are a central component of Usutu Forest School. The strategy will consider how to protect and enhance the school’s ethos, prioritising community, relationship, communication, connection and support for all.

6. EXTERNAL CONSIDERATIONS

- 6.1. Covid-19 is not going to disappear any time soon.
- 6.2. Covid-19 has an asymptomatic post-infection period, where the infected individual will unknowingly be infectious.
- 6.3. Life, and school operations are going to be different going forward because of Covid-19.
- 6.4. The school is subject to the authority and regulations laid down by the Ministry of Education and Training. The school’s strategy and resumption of on-campus learning will be subject to MoET approval.
- 6.5. The national regulations pertaining to Covid-19 have been fluid, so too does the school’s strategy need to be fluid and adaptable.
- 6.6. The annual flu infections will complicate symptomatic screening protocols, a person displaying symptoms of flu, is at the very least comorbid.

7. STAGGERED APPROACH TO CAMPUS ATTENDANCE

Staggered approach based on the following principles:

- 7.1. Moving between the levels will be fluid and based on a checklist to determine the levels of preparedness, risk analyses.
- 7.2. Moving between levels will depend on MoET approval. The MoET has proposed a similar phased approach to opening public schools in Eswatini.
- 7.3. The blended learning approach (a combination of face-to-face and Online Education) will be used across Levels 4-1, making attending school on-campus or off-campus optional. This will make provision for learners who are at risk or unwilling to return to on-campus learning at that stage.
- 7.4. The respective Deputy Head’s will facilitate the classroom layouts and the use of larger and/or separate venues to facilitate the necessary social distancing of learner seating at 1.5m apart.
- 7.5. The respective Deputy Head’s will determine a weekly and daily schedule that permits required social distancing protocols to be implemented while ensuring that learners get face-to-face contact sessions with their teachers.
- 7.6. At Level Two, in the High School, all Forms will attend the campus each day. In the Primary School, the Grades will attend the campus on alternate days to assist with social distancing and hygiene protocols. See Annexure Two for the proposed schedule.

8. PRIOR TO THE SCHOOL OPENING

- 8.1. The Operations Manager will be the school liaison with the local MoET official and local health official to facilitate lines of communication and reporting.
- 8.2. The school must establish a Rapid Response Team.
- 8.3. A pre-opening Health questionnaire will need to be completed by all the staff and learners to determine which staff or learners are at risk and will need to continue working off-campus.
- 8.4. Training and information:
 - 8.4.1. Ensure that learners and employees are informed, trained and instructed as to the correct use of cloth masks and other hygiene measures related to curbing the spread of COVID-19;
 - 8.4.2. Distribute posters and infographics to make it very clear what the school's safety protocols are and what the expectations are from the various stakeholders.
 - 8.4.3. Advocacy material on handwashing must be available and displayed prominently in each classroom, hall, toilet facility and office building.
 - 8.4.4. Ensure that the staff are trained on the procedures that will be put in place, that they understand how the system will work and what is expected of them.
- 8.5. The SOP should be distributed to all staff and followed consistently from the top management down. It explains the processes and expectations of people on the campus through the school day.
- 8.6. The Material Safe Data sheets (MSDS) will be filed in the Technical File, it needs to be available and explained to all staff using the product.
- 8.7. Procurement and Stock Control
 - 8.7.1. The Operations Manager will control the stock below, ensuring that staff sign stock in and out as required.
 - 8.7.2. Heavy duty gloves - for Ground Staff
 - 8.7.3. One bottle of disinfectant for surface cleaning per venue and per bus.
 - 8.7.4. One bottle of sanitizer per teacher for personal use when handling learner books.
 - 8.7.5. Stocked supplies of sanitiser refills and portable bottles of sanitiser for general use.
 - 8.7.6. Soap dispensers and disposable towels per venue with wash basins.
 - 8.7.7. Cleaning materials for regular venue cleaning.
 - 8.7.8. Closed bins in each venue for compromised waste material.
 - 8.7.9. Infra-red thermometers for each school bus, the screening station, isolation room and one per phase of the school.
 - 8.7.10. Mobile hand wash or sanitiser stations will be situated at the access point, staff room, admin block, reception, library and outside each toilet facility.:
- 8.8. Social distancing protocols:
 - 8.8.1. The flow of traffic will be clearly marked around campus to enforce social distancing. Physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 1.5m apart in lines and at other times (e.g. guides for creating "one way routes" on corridors).
 - 8.8.2. Classrooms and meeting areas will be marked for 1.5m distances.
 - 8.8.3. The Operations Manager will make sure that all markings are kept up to date and clear.
 - 8.8.4. Each phase must determine where each Grade/Form will spend their break time.
- 8.9. Each classroom must have access to the following:
 - 8.9.1. Guidelines for schools on maintaining hygiene during the COVID-19 pandemic.
 - 8.9.2. A fixed wash basin or portable handwashing station, handwashing soap (bar or liquid) or hand sanitizer with at least 70 % alcohol base.
 - 8.9.3. A hazardous waste bin, lined with a bin liner in which all tissues, paper towels and possible contaminated waste must be discarded.
 - 8.9.4. Paper towels to dry hands or wipe surfaces. Used paper towels must be discarded safely in the hazardous waste bin.

9. RAPID RESPONSE TEAM

- 9.1. The Rapid Response Team will be a team of staff members designated by the Head to deal with Covid-19 related matters.
- 9.2. The Rapid Response Team will not be solely responsible for the school's Covid-19 SOP, as indeed that is a whole school initiative.

- 9.3. The Rapid Response Team will respond to matters relating to at-risk people on the campus. They will manage the isolation area and assist with tracking and tracing at-risk people.
- 9.4. The Rapid Response Team will manage any person who fails a screening test on the campus.
- 9.5. The Rapid Response Team will collect and collate Covid-19 data and feed through to the Head and the MoET as required.

10. **PPE**

- 10.1. Learners and staff will be required to bring along at least two face masks each.
- 10.2. All staff will be issued with face visors to serve as a double layer of PPE in addition to masks.
- 10.3. Provision of reserve stock of emergency clean cloth masks for learners arriving without masks, or damaged, inappropriate masks etc.
- 10.4. Face masks or shields are to be worn at all times by staff and learners whilst on school property.
- 10.5. Failure to adhere to this may result in staff and learners being isolated and ask to leave the school.

11. **DAILY CLEANING PROCEDURES**

- 11.1. The Operations Manager should ensure that the water, sanitation and waste management facilities are all functioning efficiently. This includes soap and paper towel dispensers.
- 11.2. A management plan for cleaning must be drawn up and supervised, prioritising high traffic, frequent use areas.
- 11.3. Cleaning Procedures:
 - 11.3.1. Perform hand hygiene before and after removing gloves.
 - 11.3.2. Use heavy duty gloves. Elbow-long gloves are recommended.
 - 11.3.3. Eye protection may be worn; such as goggles or visors.
 - 11.3.4. Clean with water and Pine Fresh disinfectant. Follow the instructions on the label to ensure safe and effective use of the product.
 - 11.3.5. Gloves (if disposable), masks and other waste generated during cleaning should be placed into a hazardous waste bin and disposed of safely.
- 11.4. Daily Duties of Cleaners
 - 11.4.1. Ablutions to be cleaned and sanitised twice per day. Surfaces that are regularly touched, e.g. taps, doorknobs and toilet handles must be wiped down hourly with Pine Fresh disinfectant.
 - 11.4.2. Disinfection with Pine Fresh of all surfaces, ie; door handles, rails and balustrades, light switches, taps and toilet handle flushers twice per day.
 - 11.4.3. Areas for daily disinfection with Pine Fresh are: tables and desks, door and window handles, chairs and chair backs, equipment, toilet seats, toilet flush handles, taps and basins, hand rails, toys and building blocks, teaching and learning aids, jungle gyms and playground equipment.
 - 11.4.4. The emptying of hazardous waste bins in venues once per day. Collect all the hazardous bags with possible contaminated waste from classrooms and offices. Tie the bin liners and place in a big refuse bags. Tie the refuse bag again and dispose safely. Ensure trash is removed daily from campus and disposed of safely.
- 11.5. Complete cleaning rosters and checklists, to be signed-off daily.
- 11.6. The school must have sufficient supplies of hand sanitiser solution, sanitiser liquid, Pine Fresh disinfectant and Lift Away for cleaning non-touch surfaces. Stock levels must be maintained monthly.
- 11.7. Technical specifications will be kept in the Technical Data File.
 - 11.7.1. Pine Fresh is used as a disinfectant and cleaner for all touch surfaces, it comes in a spray bottle and must be wiped to be effective.
 - 11.7.2. Hand sanitiser solution is used in Hand Sanitiser Stations.
 - 11.7.3. Hand sanitiser liquid comes in a spray bottle and is used for hand sanitation.
 - 11.7.4. Lift Away is used for all other non-touch surfaces.
 - 11.7.5. These are the only products the school uses for cleaning.

12. **GUIDELINES FOR STAFF**

- 12.1. Covid-19 shut down the world. The measures in the SOP might seem inconvenient and burdensome, but failure to follow safety procedures may have adverse and far reaching consequences.
- 12.2. You will be required to complete a Health questionnaire to determine their level of risk. The Head (or designated line manager) will confidentially discuss the implications from that data with you.

- 12.3. Where a doctor has recommended that you stay at home, you will need to provide this evidence to the Head so that a plan to continue to work from home can be made.
- 12.4. You must follow the 4 degrees of separation model. If you need to stay at home as a result you must report this directly to the Head (or designated line manager). Only return to school when medical clearance is received.
- 12.5. Should one staff member be absent, the other staff member must step in to do his/her duties. There has to be a more flexible sick leave policy for staff. However, DO NOT OVERBURDEN THOSE WHO ARE PRESENT. Exhaustion can lead to a lowering of the immune system and therefore more chance of infection.
- 12.6. A key strategy in the fight against Covid-19 is early detection. As a front-line worker, you must take this role seriously and be aware of Covid-19 symptoms for early detection. Any concerns must be reported to the Rapid Response Team.
- 12.7. You must help the Rapid Response Team to keep track of at-risk learners in your class.
- 12.8. You must be aware of the potential anxiety learners will feel and be ready to respond to this with kindness and compassion.
- 12.9. Every staff member, irrespective of designation, is responsible for ensuring that the Covid-19 safety procedures are complied with consistently.
- 12.10. The basic rule of hand sanitising is to wash or sanitise your hands every time you enter or leave a venue or vehicle.
- 12.11. Each staff member is responsible for keeping high-touch surfaces disinfected.
- 12.12. You must lead by example and not unnecessarily congregate in groups around the campus.
- 12.13. You need to supply and wash their own dedicated mugs that need to stay with you in your venue. Tea and coffee supplies will be shared with the staff daily.
- 12.14. Sanitiser spray bottles will be placed at high touch areas, including the staff kitchen, the resource room and the staff toilet facilities.
- 12.15. You will be allocated a sanitiser spray bottle and a disinfectant spray bottle for personal use at your venue. Use the sanitiser for hands and the disinfectant for surfaces.
- 12.16. Be especially mindful of high touch surfaces such as door-handles, learner books, and all shared office equipment and appliances, including the school photocopy and printing machines.
- 12.17. All the school venues remain smoking-free zones.
- 12.18. Avoid contact; no holding hands, shaking hands or hugging.
- 12.19. Used tissues must be put in a bin with a lid.
- 12.20. No group work to be done.
- 12.21. Reduce the amount of hand-outs and paper being used as a deterrent to the spread of Covid-19.
- 12.22. No sharing of devices, stationery and learning material.

13. GUIDELINES FOR PARENTS

To avoid unnecessary litigations, have parents been made aware of the symptoms of COVID-19 and acknowledge in writing that they will:

- 13.1. Everyone needs to play their part to ensure that adequate hygiene and physical distancing measures are followed. The staff, parents and learners have personal responsibilities to contribute to the reduction in overall community transmission.
- 13.2. When we return to school everyone will be required to wear masks while on campus. Parents are required to provide at least three masks per pupil (to be rotated) and to ensure that they are washed, dried and ironed on a daily basis. In order to prepare pupils for wearing a mask for the school day, we ask that parents start to get the children used to wearing masks for extended periods. Wearing a mask all morning is not as easy as one may think.
- 13.3. Ensure that before your child leaves home, he/she is wearing a face mask, has a spare one in the bag, has a pack of tissues and a hand sanitiser for personal use.
- 13.4. Apply the 4 degrees of separation model. Report any suspicious COVID 19 symptoms immediately. Only send your child back to school after the 14 isolation period or when medical clearance is received.
- 13.5. Enforce good hygiene practices such as washing and sanitising of hands, coughing or sneezing into a tissue paper or bent elbow.
- 13.6. Where the school bus is not used, ensure that transport protocols are adhered to. Collect your children immediately after school or ensure that your child is transported home immediately.
- 13.7. You are required to remain at the bus collection point until your child has passed the screening check.

- 13.8. Discourage your child from playing or forming groupings.
- 13.9. The tuckshop will not be open for some time, so you will need to provide your child with a lunch pack.
- 13.10. The children will not re-wear clothes until they have been washed.
- 13.11. **YOU FEAR SENDING YOUR CHILD BACK TO SCHOOL: TWO CHOICES**
 - 13.11.1. Get in contact with the school counsellor who can walk you through your fears and concerns with a view to overcoming them.
 - 13.11.2. If you want your child to stay home and continue with the work as they are doing currently online, that can also be arranged.

14. GUIDELINES FOR LEARNERS

- 14.1. We know that this year has been tough. You have to accept that these new rules are there to keep you safe.
- 14.2. Be honest about how you are feeling. Tell your parents or teacher if you feel sick and think you need to stay at home or go home.
- 14.3. If you are at home, be sure to keep up to date with your school work via the school's Online Education portal.
- 14.4. Wear your mask. The mask belongs to you. Nobody else may use it or borrow it (mark all masks with your name).
- 14.5. Keep your sanitiser and tissues with you always. Do not waste it!
- 14.6. Wash your hands often with soap and water for at least 20 seconds.
- 14.7. Only use paper towels to dry your hands. Throw the paper towel in the bin when done.
- 14.8. The basic rule of hand sanitising is to wash or sanitise your hands every time you enter or leave a venue or vehicle.
- 14.9. Refrain from touching their eyes, mouth and face.
- 14.10. It is important that you don't get too close to others. Ensure you keep the right distance between desks and when lining up. Be particularly careful about mingling before and after school and during break times. No shaking of hands, hugging or holding hands
- 14.11. This can be a scary time for everyone, so support your classmates, don't tease anyone about being sick.
- 14.12. Cover your mouth or nose with a flexed elbow if you cough or sneeze.
- 14.13. Throw your used tissue in a bin with a lid.
- 14.14. Make sure you have your own stationery. No stationery may be shared or borrowed.
- 14.15. Do not share cups, eating utensils, food or drinks with others.
- 14.16. To begin with there will be no tuckshop. So you need to bring lunch along.
- 14.17. You may not walk around in the classroom. Hand's up if you need attention.
- 14.18. There will be no contact sports or games. And no extra mural sports or activities.
- 14.19. At break time you will need stay with your Grade/Form. You will have to keep your distance from everyone.
- 14.20. Share what you learn about preventing disease with your family, friends, and siblings.

15. PROVISIONS FOR PEOPLE AT RISK AND RISK MANAGEMENT

- 15.1. Before the school campus opens:
 - 15.1.1. Individual health questionnaires will be done for staff and learners to consider the risk of being on the campus.
 - 15.1.2. Should at-risk employees or learners choose to be on campus, they need to sign acknowledgement of risk with the Head, and acknowledge that they voluntarily chose to be on campus with a full understanding of the risk. This will be a confidential arrangement between the Head and the relevant staff member.
 - 15.1.3. The school must ensure the confidentiality of at-risk learners and staff.
 - 15.1.4. Where possible, staff will work remotely. If they are able to work remotely, they will not be considered on leave. This will be at the Head's discretion.
 - 15.1.5. Learners at home will continue with the school's Online Learning Programme. Learners working from home must, as far as it is reasonably possible, not be disadvantaged scholastically due to their need to be at home.
- 15.2. On-going surveillance:
 - 15.2.1. The Rapid Response Team must keep track of at-risk learners and staff.

- 15.2.2. Learners or staff who do not comply with the 4 degrees of separation will need to remain at home. They must keep the school updated on their condition. The Rapid Response Team must keep track of these cases.
- 15.2.3. Where a learner or staff member suspects they have; or tests positive for Covid-19, they must inform the school and list everyone they can remember they came in close contact to.
- 15.2.4. Daily screening logs must be recorded and handed to the Rapid Response Team for collation.
- 15.2.5. Where a learner or staff member fails the screening test, the Rapid Response Team must trace these contacts and declare them at-risk. These people must then self-isolate for 14 days or until cleared.
- 15.2.6. The Rapid Response Team must keep track of attendance records and report deviations to the Head.
- 15.2.7. At the Head's discretion, where the data indicates an escalation of the risk, the Head shall call a meeting of the sub-committee to determine appropriate responses.
- 15.3. Protocols when a confirmed positive case is identified:
 - 15.3.1. Covid-19 is a notifiable disease and must be reported to the Rapid Response Team as well as the Health Department.
 - 15.3.2. The Rapid Response Team will track and trace the contacts and declare them at-risk.
 - 15.3.3. Where the Rapid Response Team believe that all the passengers of a bus, or all the learners in a class, Grade/Form, need to self-isolate, they will report their concerns to the Head who will call a meeting of the sub-committee to determine appropriate responses.
 - 15.3.4. The Rapid Response Team will determine when applicable venues and/or vehicles will be specially disinfected.

16. **MENTAL WELLNESS**

- 16.1. The mental and physical wellness of the learners and staff is everybody's concern.
- 16.2. Teachers especially must be very intentional about caring for their learners' wellness.
- 16.3. The school's Wellness Committee will formulate a plan to address the on-going wellness of learners and staff.
- 16.4. This will include individualised plans for:
 - 16.4.1. Learners and staff who have excessive levels of anxiety over possible Covid-19 infection.
 - 16.4.2. Learners and staff who are experiencing distress over the loss of loved ones due to Covid-19, or the loss of income due to economic fall-out caused by the Covid-19 pandemic.
- 16.5. Fear can be combatted with knowledge.
 - 16.5.1. Focus on age appropriate, fact-based, helpful information about the virus.
 - 16.5.2. Anxiety is best contained when the guidelines for protecting people is clearly understood.
 - 16.5.3. Validate their feelings and concerns.
 - 16.5.4. Find appropriate stories and narratives about getting through challenging times to build resilience and hope.
 - 16.5.5. This outbreak is likely to last a long time, so one conversation will not be enough. At first, your student's emotional reactions will outweigh their thoughts and concerns.
 - 16.5.6. Be intentional about addressing stigmatism and xenophobia.

17. **CURRICULAR, CO-CURRICULAR AND EXTRA-CURRICULAR CONSIDERATIONS**

- 17.1. School calendar will be reviewed.
- 17.2. All tours, excursions, fundraising events, concerts and sporting events are cancelled until further notice.
- 17.3. No assemblies or mass group gatherings.
- 17.4. No afternoon extra-curricular programme.
- 17.5. Restricted movement of learners around the campus.
- 17.6. Curriculum delivery and design will need to be reconsidered carefully:
 - 17.6.1. In Grade 7 and Form 4, due consideration and planning for the remainder of the academic year must be focused on the completion of the subject content of the respective syllabi in preparation for the move to High School or scheduled examinations respectively.

- 17.6.2. In Grades 00 to Form 3 the focus should be on developing fundamental skills and teaching the core-content Teachers must maintain high expectations for their learners and continually test the margin of the learners' load capacity. The selection of the curriculum, where required, should be done judiciously, bearing in mind the cycling nature of the curriculum design.
- 17.7. Assessment tasks will need to be carefully reconsidered.
- 17.8. Physical Education teachers are to find activities that can be done with social distancing, no contact.
- 17.9. A blended learning approach will place pressure on the school's IT capacities:
 - 17.9.1. Wifi infrastructure
 - 17.9.2. Bandwidth
 - 17.9.3. The use of the server to reduce bandwidth traffic
 - 17.9.4. Firewall protocols
 - 17.9.5. Projectors in all classes
- 17.10. Implement targeted health education: integrate disease prevention and control in daily activities and lessons. Ensure content is age-, gender-, ethnicity-, and disability-responsive and activities are built into existing subjects.

18. **TUCKSHOP**

- 18.1. The Tuckshop will only open at the Head's discretion, when the provisions below have been enforced satisfactorily.
- 18.2. An MOU to be drawn up with the Tuckshop detailing hygiene protocols, ordering, delivering to classes, no queuing.
- 18.3. Hot prepared food and drinks may not be sold by tuck shops or cafeterias.
- 18.4. Learners may pre-order packaged food and drinks at the start of the day.
- 18.5. Orders must be placed in separate parcels specifically marked for each learner and distributed at reasonable time intervals to avoid queues or clusters.
- 18.6. Orders may only be collected at breaks.
- 18.7. Food handlers must wash their hands thoroughly before preparing food.
- 18.8. Head gear, face masks and disposable plastic aprons must be worn to prevent droplet transmission. Closed shoes should be worn.
- 18.9. All surfaces must be cleaned daily with Disinfectant cleaner (recommend sodium hypochlorite 0.5% (biocide sachets) or Bleach mixture of 250ml of bleach to 5 litres of water).
- 18.10. Surfaces must be cleaned with at least 70% ethyl alcohol cleaner for wiping down in-between daily cleaning.
- 18.11. Learners should eat their meals in the classrooms under the supervision of staff.

19. **TRANSPORT**

- 19.1. Bus drivers and transport assistants and those teachers travelling on a bus will be trained on the SOP.
- 19.2. Each bus will be allocated a no-touch thermometer, a spray bottle of hand sanitiser, a spray bottle of disinfectant, paper towel and a screening check list.
- 19.3. The bus allocations will be done cautiously, to ensure compliance with the capacity limitation of 70%. The screening checklist must be pre-populated, reflecting the driver and all the passengers on the bus. T.B.C
- 19.4. Just like all other staff, drivers must use the 4 degrees of separation to check that they can report to work. Drivers must also get screened before commencing their trip. Where a driver cannot report to work, or fails the screening test, they must report this immediately to the Operations Manager so that an alternative plan can be made, failing which those learners informed that their bus has been cancelled. The Head will arrange a back-up bus from Zota.
- 19.5. Drivers must ensure that only learners and staff who pass screening are allowed on the bus.
- 19.6. All passengers must have hands sanitised when climbing on, and getting off the bus.
- 19.7. Ventilation in the bus is essential, where needed, windows will need to be open. The bus ventilation system must be checked in this regard.
- 19.8. Buses will park in a dispersed pattern determined by the Operations Manager to assist with social distancing.
- 19.9. Buses will be sanitised between each trip. This includes in the evenings in preparation for the next trip. An inspection protocol must be enforced by the Operations Manager.

- 19.10. External transport service providers will be invited to sign an MOU with the school in which they commit to upholding the safety protocols above, including conducting screening and submit a screening record daily. Those bus operators will be allowed to by-pass the screening station at the school access point.
- 19.11. Scholar transport vehicles are permitted to carry up to 70% of the maximum licensed passenger carrying capacity as follows: T.B.C
 - 19.11.1. Vehicles with a permissible carrying capacity of five persons is allowed to carry two passengers plus a driver (three persons).
 - 19.11.2. Vehicles with a permissible carrying capacity of seven passengers is allowed to carry three passengers plus a driver (four persons).
 - 19.11.3. A minibus licensed to carry ten passengers, is limited to carry a maximum of seven passengers plus a driver.
 - 19.11.4. A minibus licensed to carry 15 passengers, is limited to carry the maximum of ten passengers plus a driver.
 - 19.11.5. A minibus permitted to carry a maximum of 22 passengers, is limited to carry a maximum of 15 passengers plus a driver
 - 19.11.6. A bus with a passenger capacity exceeding 60, is permitted to carry not more than 50% of its permissible passenger carrying capacity which includes both seated and standing passengers.

20. VIOLATION OF STANDARD OPERATING PROCEDURES

- 20.1. Learners
 - 20.1.1. FIRST OFFENCE - A warning is issued, and the person’s name is recorded
 - 20.1.2. SECOND OFFENCE – person may be asked to leave school
 - 20.1.3. THIRD OFFENCE – person is asked to stay away from school and continue lessons online
- 20.2. Staff
 - 20.2.1. FIRST OFFENCE – verbal warning
 - 20.2.2. SECOND OFFENCE - written warning
 - 20.2.3. THIRD OFFENCE - staff member is asked to stay at home
- 20.3. There will need to be discussion on a case by case basis as to what the violation is and the severity of the violation taken into account. It is more the consistent gross violations after warnings have been issued that need to be addressed in this regard.

21. SIGNATORIES

 Chair of the
 Governing Council

 Head

ANNEXURE ONE: 4 LEVELS – RESPONSE CONSIDERATIONS

Profile	Scenario	Response considerations
4	LEVEL 4 CLOSURE Increased numbers of staff and learners absent with suspected or confirmed virus infection. Insufficient staff to safely supervise learners and school normality unviable.	<ul style="list-style-type: none"> ● When the Rapid Response Team has noted an escalation in the number of absentees due to Covid-19, they will report this to the Head. ● At the Head’s discretion, a meeting of the sub-committee will be called to consider responses. The MoET and DoH will be consulted as needed. ● Where the recommendation is to close the school, the Head will ask the Chair of the GC to call an emergency meeting. ● The Level 4 communications will be to parents, that were prepared earlier, updating as necessary. ● Update service providers and any other key external stakeholders. ● The school will migrate to a full online learning solution and the campus will be closed to learners and parents. ● Ensure core services are maintained such as site security, payroll and other finances ● Commission deep clean of campus and specific attention to all hard contact surfaces ● Plan for re-opening of school, phased by Year Group ● Update log of at-risk learners and staff. ● Procure supplies of tissues, disinfectant, sanitiser and sterile gloves to keep in reserve for when the campus re-opens. ● Review financial planning, forthcoming commitments and insurance implications in case of cancellations/force majeure etc for worsening of situation supplies ● Set-up a shared folder for holding all virus related documents so they can be accessed quickly if necessary by the Rapid Response Team off-site

Profile	Scenario	Response considerations
3	LEVEL 3 RESPONSE Low numbers of learners or staff absent with <u>confirmed</u> virus. Numerous parents may keep learners away as a preventive measure or because they are themselves unwell. Normal school operations and educational normality becomes strained.	<ul style="list-style-type: none"> ● GC moves to Level 3 after consultation with DoH and MoET ● School Rapid Response team to meet ● Form 4 on campus with blended learning, all other Grades/Forms return to full time online learning ● Level 3 communications sent to parents, that were prepared earlier, updating as necessary. Reaffirm previous messages of hygiene, signposting and actions in the event of symptoms ● Deploy additional sanitiser and disinfectant spray bottles in each classroom. Staff to instruct use of sanitiser gel at beginning and end of each lesson, normalise enhanced hygiene regime ● SMT to proactively monitor DoH advice ● Update log/register of all at-risk staff and learners ● Isolation room to receive 2 x daily deep clean ● Staff to proactively observe learners’ potential symptoms in order to rapidly identify those requiring isolation from others ● Individuals reporting symptoms to report to the dedicated isolation room. School to call parent. Reassure learners but avoid unnecessary close physical contact with individuals. Await medical advice before the individual returns home if possible. Not to return to school until advised to do so by a doctor. ● Consider viability of public/external examinations ● Increase frequency of contract cleaning, specific attention to hard contact surfaces ● Learners who are unable to attend school should be allowed to continue with online learning

Profile	Scenario	Response considerations
2	<p>LEVEL 2 RESPONSE</p> <p>Minimal number of learners / staff absent due to self-isolation or presenting with potential symptoms.</p> <p>Enable rapid identification of individuals at school requiring isolation</p>	<ul style="list-style-type: none"> ● GC moves to Level 2 after consultation with DoH and MoET ● School crisis team to meet ● Form 4 remain on campus full time; all other Grades/Forms to be introduced back to the campus in a phased in approach to facilitate the training required. ● At the Head's discretion, campus days will be rotated among the Grade/Forms to reduce the campus capacity. When not on campus, learners will continue with online learning programme. ● Level 2 communications will be sent to parents, that were prepared earlier, updating as necessary. Reaffirm previous messages of hygiene, signposting and actions in the event of symptoms ● Individuals reporting symptoms to report to the dedicated isolation room. School to call parent. Reassure learners but avoid unnecessary close physical contact with individuals. Await medical advice before the individual returns home if possible. Not to return to school until advised to do so by a doctor. ● isolation room to receive 1 x daily deep clean and additional cleaning in other areas, paying attention to hard contact surfaces ● Establish and maintain a dedicated log/register of all at-risk individuals ● Deploy hygiene stations in key high flow areas including school reception, corridors, toilet facilities, staffroom and classrooms. ● Operations Manager to proactively monitor DoH advice ● Learners who are unable to attend school should be allowed to continue with online learning ● Cleaning roster carefully managed to ensure cleaning, specific attention to hard contact surfaces

Profile	Scenario	Response considerations
1	<p>LEVEL 1 RESPONSE</p> <p>Normal school routine possible.</p> <p>Proportionate precautions and preparations are advised for a potential worsening of the situation.</p>	<ul style="list-style-type: none"> ● GC moves to Level 1 after consultation with DoH and MoET, social distancing regulations have relaxed ● School crisis team to meet ● All Grades/Forms return to full time campus-based learning ● Level 1 communications sent to parents, that were prepared earlier, updating as necessary. Reaffirm previous messages of hygiene, signposting and actions in the event of symptoms ● Proactive communication to school community about hygiene and preventative care ● isolation room to receive 1 x daily deep clean and additional cleaning in other areas, paying attention to hard contact surfaces ● Establish and maintain a dedicated log/register of all at-risk individuals ● Deploy hygiene stations in key high flow areas including school reception, corridors, toilet facilities, staffroom and classrooms. ● Operations Manager to proactively monitor DoH advice ● Learners who are unable to attend school should be allowed to continue with online learning ● Cleaning roster carefully managed to ensure cleaning, specific attention to hard contact surfaces



Timetable Week One

Usutu Forest School

Mon Day 1	Grades 1; 3; 5 and 7 Face-to-Face / Grades 0; 2; 4 and 6 Online						
Tue Day 1	Grades 1; 3; 5 and 7 Online / Grades 0; 2; 4 and 6 Face-to-Face						
Wed Day 2	Grades 1; 3; 5 and 7 Face-to-Face / Grades 0; 2; 4 and 6 Online						
Thu Day 2	Grades 1; 3; 5 and 7 Online / Grades 0; 2; 4 and 6 Face-to-Face						
Fri Day 3	Grades 1; 3; 5 and 7 Face-to-Face / Grades 0; 2; 4 and 6 Online						

Timetable Week Two

Mon Day 3	Grades 1; 3; 5 and 7 Online / Grades 0; 2; 4 and 6 Face-to-Face						
Tue Day 4	Grades 1; 3; 5 and 7 Face-to-Face / Grades 0; 2; 4 and 6 Online						
Wed Day 4	Grades 1; 3; 5 and 7 Online / Grades 0; 2; 4 and 6 Face-to-Face						
Thu Day 5	Grades 1; 3; 5 and 7 Face-to-Face / Grades 0; 2; 4 and 6 Online						
Fri Day 5	Grades 1; 3; 5 and 7 Online / Grades 0; 2; 4 and 6 Face-to-Face						