



## STANDARD OPERATING PROCEDURES FOR USUTU FOREST SCHOOL DRAFT AS AT THE RETURN TO SCHOOL – DATE TBA

1.	PREAMBLE .....	2
2.	PHASED-IN APPROACH TO THE RETURN TO THE CAMPUS .....	2
3.	BLENDED APPROACH TO TEACHING.....	2
4.	BEFORE LEAVING HOME.....	2
5.	SCREENING BEFORE EMBARKING ON A SCHOOL BUS.....	3
6.	SCREENING PROTOCOLS.....	4
7.	ISOLATION: PROCEDURE SHOULD A PERSON FAIL SCREENING .....	4
8.	IN THE CLASSROOM.....	5
9.	CORRIDORS.....	5
10.	BREAKS.....	6
11.	COMMON TOUCH and HIGH TOUCH AREAS .....	6
12.	TOILET FACILITIES .....	6
13.	STAFF ROOM.....	6
14.	OFFICES.....	7
15.	VISITORS on CAMPUS .....	7
16.	MEETINGS .....	7
17.	END OF SCHOOL DAY and EXITING THE SCHOOL .....	7
18.	AFTER SCHOOL CLEANING OF CAMPUS .....	8

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

## 1. **PREAMBLE**

In anticipation, and in preparation for the re-opening of school campuses in Eswatini, the sub-committee on school safety has formulated this Standard Operating Procedure. It aims to provide clarity and direction with respect to the resumption of work of all staff, as well as expectations of returning learners. It is expected that extreme precaution will be taken at all times to ensure the health and safety of all staff and learners at this time by limiting the possibility of transmission and subsequent infection of all parties concerned during this phased-in return to the school campus. This document should be read in conjunction with the school's Covid-19 Response Policy.

## 2. **PHASED-IN APPROACH TO THE RETURN TO THE CAMPUS**

- 2.1. As per the Covid-19 Response Policy, the return to the campus will be phased-in according to Four levels.
- 2.2. The school has been operating at Level Four. As from 6 July 2020, the school will be in Level Three, with preparations to move to Level Two.
- 2.3. To assist the school in ensuring protocols are in place, and in compliance with the Ministry of Education and Training, the school will phase in the return to campus. AT THIS POINT, NO DATE HAS BEEN SET FOR THE MOVE TO LEVEL TWO.

## 3. **BLENDED APPROACH TO TEACHING**

- 3.1. To accommodate those learners whose parents, choose to keep them at home as a precaution, and those learners who are required to self-isolate, a blended approach to teaching will be used.
- 3.2. This will entail a combination of synchronous and asynchronous activities.
  - 3.2.1. Those activities needing teacher-learner, or learner-learner engagement will be done either face-to-face on campus or via video conferencing online.
  - 3.2.2. Those activities that can be done individually by learners will be done either on campus, or at home.
- 3.3. In the High School, learners will attend campus every day under a revised timetable.
- 3.4. In the Primary and Pre-Primary School, the learners will attend campus on alternative days over a two-week cycle. See the Covid-19 Response Policy for further details.
- 3.5. This is being done to ensure that social distancing and hygiene protocols can be enforced, for the benefit and safety of all stakeholders in the school community.

## 4. **BEFORE LEAVING HOME**

- 4.1. The parent uses Four Degrees of Separation to see if child can go to school. DO NOT SEND YOUR CHILD TO SCHOOL IF THEY DO NOT MEET THE 4 DEGREES OF SEPARATION.
- 4.2. The parent informs school if child is staying home.
- 4.3. The learners will wear civvies until further notice. This is to ensure that clothes are worn for one day and washed.
- 4.4. The learner is wearing a mask and has a spare one in the bag.
- 4.5. The learner has a small bottle of hand sanitiser for personal use.
- 4.6. The learner has a pack of tissues.

Confirmed Case of Covid-19	1 degree of separation	2 degrees of separation	3 degrees of separation	4 degrees of separation
Tested Positive	Direct contact with confirmed case	Direct contact with possible case	No contact with possible case, but possible symptoms present	No contact with possible case
Learner A has a confirmed case of the virus	Learner B is the brother of Learner A. He has had contact with a confirmed case and has been quarantined and tested – at present the test result is unknown	Learner C has had contact with Learner B (i.e. someone who has been tested or quarantined, but the result is unknown)	Learner D has not had contact with anyone tested or quarantined but shows the symptoms of: <ul style="list-style-type: none"> <li>• Fever</li> <li>• Cough</li> <li>• Shortness of breath</li> <li>• Sore throat</li> </ul>	Learner has not had contact with anyone tested or quarantined and shows no symptoms.
Not allowed into School				Allowed into School
No return until receives the all clear or 14 days no symptoms				

## 5. SCREENING BEFORE EMBARKING ON A SCHOOL BUS

- 5.1. If the driver does not pass the 4 degrees of separation or the screening, the school will communicate with the parents as soon as possible about whether or not alternative arrangement can be made.
- 5.2. All passengers must approach the bus wearing a face mask or face shield. The face mask must cover the mouth and nose.
- 5.3. Screening will take place before learners climb on the school bus.
- 5.4. Each bus must have a poster with the Do's and Don'ts and procedure when travelling on the bus.
- 5.5. Parents will wait at the bus until their child has passed the screening. If the learner fails the screening, the child must return home for 14 days or until cleared.
- 5.6. The driver or assistant will take each passenger's temperature with a no-touch thermometer. Temperature must not be above 37.5C°. They will complete the daily screening questionnaire for each passenger, asking and observing for symptoms of fever, cough, sore throat or shortness of breath.
- 5.7. Learners will need to sanitise their hands when climbing on and off the bus.
- 5.8. The bus will be at 70% capacity, and learners will be scattered as much as practically possible.
- 5.9. Learners will remain seated in the same chair for the duration of the trip. They will refrain from hugging and sharing mobile devices.
- 5.10. Ventilation in the bus is essential, where needed, windows will need to be open.

- 5.11. Because screening was done, all the passengers on the school bus will bypass the screening station at the access point and proceed directly to class.
- 5.12. The driver will disinfect the bus between trips.

## 6. **SCREENING PROTOCOLS**

- 6.1. A large sign at the school entrance must spell out the DO'S and DON'T'S in the school environment.
- 6.2. All passengers in school buses would have been screened already and will proceed directly to class. All other people, including staff members, learners and parents arriving at the school will need to pass through the screening stations.
- 6.3. The High School and staff screening stations will be situated at the hall.
- 6.4. Initially the Grade 7 learners will share the High School screening station. However, when the rest of the Primary and Pre-Primary school returns, the screening station will be situated outside the Primary School Art room.
- 6.5. It is preferred that parents/drivers do not leave their cars when dropping and collection learners. However, where parents deem it in their child's best interest, they will be allowed to accompany learners to their classes but will need to park away from the drop-off point and proceed through the screening station.
- 6.6. Every person approaching the screening station must be wearing a face mask or face shield. The face mask must cover the mouth and nose.
- 6.7. The queue to the screening station will be clearly marked for people to follow, keeping to the line markers to ensure social distancing. There will be a person on duty to direct learners to the line and ensure that masks or face shields are worn.
- 6.8. A mobile sanitation station will be available at the access point. Everyone passing through must sanitise their hands.
- 6.9. A staff member will take each person's temperature using a no-touch thermometer. If the temperature does not read between 35° and 37.5°, the temperature must be retaken. The temperature must not be above 37.5°C.
- 6.10. Each person will be asked and observed for symptoms of fever, cough, sore throat or shortness of breath.
- 6.11. The screening record must be completed for each person.
- 6.12. A person failing any of the above must be denied access to the campus. On the campus, the person who does not have an immediate lift back home will be escorted to the isolation area.
- 6.13. A second screening for everyone on the campus must be done after the break.
  - 6.13.1. Teachers will screen each of the learners in their classes.
  - 6.13.2. Line managers will determine how staff members will be screened.
- 6.14. A third screening for everyone on the campus must be done at the end of the school day.
  - 6.14.1. Teachers will screen each of the learners in their classes before dismissing them.
  - 6.14.2. Line managers will determine how staff members will be screened.

## 7. **ISOLATION: PROCEDURE SHOULD A PERSON FAIL SCREENING**

- 7.1. If a person fails the screening process, where possible that person returns home. If transport has already left, the person is immediately escorted to the isolation area.
- 7.2. For the High School, the isolation room is located on the top floor of the foyer in the hall.
- 7.3. For the Primary School, the isolation room is located at the Learning Support Centre.
- 7.4. The windows and door must be open to allow for ventilation.

- 7.5. The isolation room will have a bed and chairs for people to rest.
  - 7.5.1. The mattress will have a plastic sheet protector for easy of disinfecting. This must be done before the next person uses it.
  - 7.5.2. The isolation room will have a number of blankets, no two people may share a blanket, it must be used once and then placed in a plastic bag to get washed.
- 7.6. The toilet facility adjacent to this room will be dedicated for the exclusive use of people in the isolation room.
- 7.7. When a person arrives at the isolation room he/she will be screened again and an isolation room log completed. The person will be re-screened 30 minutes after arriving to check. If they pass the screening they will resume their day on the campus.
- 7.8. If the re-screening is failed:
  - 7.8.1. the learners' parents are immediately phoned and asked to come and collect.
  - 7.8.2. the staff member is asked to go home and self-monitor his/her condition.
- 7.9. The isolation room must be cleaned with disinfectant twice daily.

## 8. **IN THE CLASSROOM**

- 8.1. In the Pre-Primary and Primary School; learners will remain in the class for the whole day and the staff will move between classes as needed.
- 8.2. In the High School, each Form will be limited to a set of classrooms which will be used for the various subjects for that Form alone.
- 8.3. After clearing the screening station, learners will walk along clearly marked out routes to their classroom and wait outside, standing on the markers to ensure they are 1.5m apart.
- 8.4. Learners will each have a turn to wash or sanitise their hands.
- 8.5. The classroom will already have a seating plan to ensure everyone is 1.5m apart, with stickers on each desk showing where learners are sitting.
- 8.6. All loose fitting carpets have been removed from classrooms, as per hygiene protocols.
- 8.7. Class doors and windows must be open wide to allow for good ventilation, even in cold weather.
- 8.8. Ten (10) minutes before the class is scheduled to leave, either for another venue, or break time or the end of school, the teacher will ask learners one by one to wipe down desk and chair with disinfectant and then go wash their hands (or sanitise) and then exit the class one by one.
- 8.9. After break, and at the end of the day, the teacher will re-screen all the learners in the class.
- 8.10. At the end of the day, each class will have a turn to leave their classroom in a staggered manner and escorted by their teacher to the buses or collection point.

## 9. **CORRIDORS**

- 9.1. The flow along corridors and pathways will be clearly marked to ensure that there is minimal congestion and mingling. Learners and staff will keep to these routes.
- 9.2. The general rules when moving along the corridors are:
  - 9.2.1. keep to the extreme left of corridor in both directions;
  - 9.2.2. no more than two learners or staff to occupy the width of the corridor as they move in opposite directions;
  - 9.2.3. no stopping on the corridors to chat;
  - 9.2.4. learners and staff to keep moving at all times.

## 10. **BREAKS**

- 10.1. In the High School, learners will be allowed to sit in the seating areas between the classes and on the grass quad area.
- 10.2. In the Pre-Primary Phase, play times will be staggered. Equipment will need to be disinfected between breaks.
- 10.3. All wooden jungle gyms will be off-limits for the time being.
- 10.4. In the Primary School, each Grade will be allocated a play area immediately outside their classes to assist with social distancing.
- 10.5. Each Grade/Form will have one staff member on duty for that Grade/Form.
- 10.6. Violation of social distancing rules during breaks may result in the learner being asked to leave the campus.
- 10.7. A second screening will be done by the teachers after the break.

## 11. **COMMON TOUCH and HIGH TOUCH AREAS**

- 11.1. These are areas in the school that will be exposed to a large amount of physical touching.
- 11.2. These will be: door handles, tap handles, toilet seats and flushers, shared office equipment, shared appliances, learner books, readers, textbooks and shared printers and photocopy machines.
- 11.3. Each of these surfaces must be treated as high risk areas and it is the responsibility of each person to wipe down those items BEFORE and AFTER touching them.
- 11.4. Disinfectant and paper towelling will be provided to wipe down those surfaces and placed near those areas. Paper towels must be thrown into the hazardous waste bins provided.
- 11.5. Work on the assumption that the previous person has not sanitised the object/area hence the responsibility of everyone to disinfect.

## 12. **TOILET FACILITIES**

- 12.1. A cleaner will be constantly on duty to monitor cleanliness of the toilet facilities.
  - 12.1.1. She will monitor the supply of soap and paper towelling.
  - 12.1.2. She will ensure not too many learners are in the toilet facility at one time.
  - 12.1.3. She will ensure that learners sanitise their hands upon leaving the toilet facility.
  - 12.1.4. She will clean the toilet facility twice daily.
- 12.2. As many toilets are in the facility, that number of learners may enter. The other learners line up outside.
- 12.3. A spray bottle of disinfectant will be in each toilet facility for learners to wipe down areas as they feel comfortable.
- 12.4. Soap and water will be used to wash hands.
- 12.5. Only paper towels will be in used to dry hands.
- 12.6. Each toilet facility will have a sanitiser station outside for learners to use upon exiting the toilet facility.

## 13. **STAFF ROOM**

- 13.1. Social distancing in the staff room and staff work area is critical.
- 13.2. The room needs to be rearranged so that chairs are placed 1m apart throughout the room.
- 13.3. Windows and doors must all be open to allow for ventilation.
- 13.4. The surfaces in staffroom regularly cleaned: main table, chair arms, coffee serving area, kitchen surfaces,

- 13.5. Disinfectant and paper towelling will be available at all times for staff to do own wipe downs.
- 13.6. Maximum number of staff in the staff room is twenty (20).
- 13.7. Coffee/tea in staff room:
  - 13.7.1. Considered a “high touch” item
  - 13.7.2. Staff to sanitise the containers each time they are used
  - 13.7.3. Staff responsible for cleaning the cup/mug each time before use

#### 14. **OFFICES**

- 14.1. Staff who have offices need to maintain their own level of hygiene in their offices.
- 14.2. Windows and doors must be open to allow for ventilation.
- 14.3. No meetings must take place inside an office closer than 1.5m.

#### 15. **VISITORS on CAMPUS**

- 15.1. The campus is essentially off limits to all visitors to the school.
- 15.2. Exceptions will be in the case of essential maintenance personnel who are required to perform duties in the school.
- 15.3. This will be at the discretion of the Operations Manager who will monitor all contractors in this regard.
- 15.4. Parents will not be allowed to escort their child to the class in the morning, if a parent is dropping off their child, they will have to remain in their vehicle. No parent will be allowed access onto campus during contact time, unless this has been authorised for the collection of their child. Face-to-face parent meetings will be avoided as far as possible and will require prior booking with the school.
- 15.5. Security at the gate will have to check with the front office as to whether a visitor has an authorised meeting before access is granted.
- 15.6. The security at the gate will conduct screening with all visitors to the campus, keeping a log of results. Anyone who fails the screening will be denied access.

#### 16. **MEETINGS**

- 16.1. Meetings should be kept to a minimum.
- 16.2. If face-to-face meetings are required with three or more people, suggest to use the library or the new admin building to allow adequate distancing to take place.
- 16.3. **Staff Briefings:** These will be done in the school hall where a maximum of 40 people will be allowed. Desks and chairs have been placed in the hall at the appropriate distance to allow all staff to be accommodated.
- 16.4. Physical meetings with parents to kept to the minimum and online meetings to be encouraged, unless it is an emergency

#### 17. **END OF SCHOOL DAY and EXITING THE SCHOOL**

- 17.1. The Grade/Form must co-ordinate the dismissal of classes in intervals. This will minimise congestion in corridors.
- 17.2. The teacher will escort the class to the bus or collection point.
- 17.3. Each school bus will have a designated, marked out queue, where learners will line up at and wait to be escorted to the bus.
- 17.4. High School learners using private transport will wait at the main entrance to the hall.

- 17.5. Primary School learners using private transport will wait at the grass area outside the Grade 7 classrooms, so that there is adequate space to maintain social distancing.
- 17.6. Drivers in private transport collecting learners should not leave their vehicle, unless they have no other alternative, a mask must be worn.
- 17.7. The exiting of the school is to be monitored by staff members on duty.

**18. AFTER SCHOOL CLEANING OF CAMPUS**

- 18.1. This will be the responsibility of the cleaning staff who will clean each classroom when the venues are available so as to not interrupt academics.