

RETURN TO WORK POLICY AND SAFE OPERATION PROCEDURES POST PANDEMIC LOCKDOWN – WORKING POLICY

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Working document: 17 February 2021

INTRODUCTION

This policy includes the measures Michael Oak Waldorf School is actively taking to mitigate the spread of Covid-19. You are kindly requested to follow all these measures diligently, to sustain a healthy and safe workplace in this unique environment. It is important that we all respond responsibly and transparently to these health precautions.

The following persons for fill the roles referred in this document:

SMT – College of Teachers

Administrator – Pam Schneider

Covid-19 Compliance Officer – Vincent Message

Estate Manager – Rob Howe

Faculty representatives:

Playgroup and Kindergarten - Alison Tobler

Primary School - Leigh Moore

High School - Rob McLeod

Parent Representative - Kirsty Donald

Support Staff -

Advisory Consultant – Jo Mostert (registered SAIOSH)

POLICY BRIEF & PURPOSE

The legislation governing workplaces in relation to Covid–19 is the Occupational Health and Safety Act, Act 85 of 1993, as amended, read with the Hazardous Biological Agents Regulations. Section 8 (1) of the Occupational Health and Safety (OHS) Act, Act 85 of 1993, as amended, requires the employer to provide and maintain as far as is reasonably practicable a working environment that is safe and without risks to the health of employees.

Specifically, section 8(2)(b) requires steps such as may be reasonably practicable to eliminate or mitigate any hazard or potential hazard before resorting to personal protective equipment (PPE). However, in the case of Covid–19, a combination of controls is required, although the main principle is to follow the hierarchy of controls.

However, before the implementation of control measures, current risk assessments need to be reviewed and updated, taking into account the new hazards posed by exposure to Covid-19 in the workplace. This is in accordance with Section 8 (2) (d) of the OHS Act.

The policy further refers to Directions in the Schedule regarding the reopening of schools and measures to address, prevent and combat the spread of COVID-19 in the National Department of Basic Education, all Provincial Departments of Education, all education district offices and all schools in the Republic of South Africa as published by Gazette dated 12 February 2021. The provisions related to Private Schools are referenced in the scope of the policy document. The provisions contained in these directions apply for the duration of the national state of disaster, unless otherwise indicated.

Within this context Michael Oak Waldorf School has identified a management team who will ensure that implementation of controls will minimise, as far as is reasonably practicable,

disruption to teaching and learning; and protect against social stigma and discrimination. The Management Team for Michael Oak Waldorf School consists of the College of Teachers.

SCOPE

This Covid-19 policy applies to all of our employees who physically work in our school and offices and all learners and authorised visitors to the school.

We strongly recommend to our remote working personnel to read through this action plan as well, to ensure we collectively and uniformly respond to this challenge.

DEFINITIONS

Casual/distant contact: Staff or learner(s) who have been in contact with an individual with confirmed COVID-19 for a short duration (15 minutes or less) and maintained physical distancing (more than 1 meters) with a confirmed case, or who was wearing a mask, face shield or face covering.

Cleaning: the physical or mechanical removal of foreign material (e.g., dust, soil) and organic material (e.g., blood, secretions, excretions, microorganisms). Cleaning physically, generally removes rather than kills microorganisms. It is accomplished with water, detergents and mechanical action.

Cluster: A pattern of cases that are suggestive of a common source of infection and/or lapses in the infection control practices in the school; or

Cluster of cases: 3 or more individuals with confirmed or suspected COVID-19 within seven days in the same classroom, or between individuals working in the same area in a school.

Confirmed COVID-19 case: When a staff member or learner tests positive for SARSCoV-2 with or without symptoms.

Contact time: the time that a disinfectant must be in contact with a surface or device to ensure that appropriate disinfection has occurred. For most disinfectants, the surface should remain wet for the required contact time. For SARS-CoV-2, it takes 20 seconds to dissolve the membrane.

Contamination: the presence of any potentially infectious agent on items such as environmental surfaces, clothing, bedding, surgical instruments or dressings, or other inanimate articles or substances including water, medications and food.

Decontamination: A process for rendering medical or other devices safe for re-use on the same or another patient. It includes thorough cleaning, and disinfection or sterilisation

depending on the device's heat tolerance. Disinfection is a part of decontamination and these two terms should not be used interchangeably.

De-isolation: An individual with confirmed COVID-19 can stop isolation precautions and return to school or work 10 days after the positive test and once there is no fever or other COVID-19 symptoms.

Direct/close contact: Staff or learner(s) who have been in contact with an individual with confirmed COVID-19 for more than 15 minutes within 1 meter without a mask, face shield or face covering.

Period of infectivity: Time the individual with confirmed COVID-19 was present in the school while in the infectious period as determined by the following:

- For an individual with confirmed COVID-19 who has symptoms: the infectious period begins 48 hours prior to symptom onset and lasts until eight (8) days after symptom onset.
- For an individual with confirmed COVID-19 with no symptoms:
 - o Where the source of infection is unknown, the infectious period may be regarded as commencing 48 hours before the date of the sample, to eight (8) days after the sample was taken.
 - o Where the source of infection is known, the infectious period can be estimated based on a minimum incubation period of 2 days following exposure.

POLICY ELEMENTS

The following documented guidance and safe work procedures outline the required actions employees should take to protect themselves and their co-workers from a potential Covid-19 infection. They include safe work procedures that will be implemented to ensure safety of learners, parents and contractors who are part of the school community. This policy also refers to 'The Standard Operating Procedure for the Containment and Management of COVID-19 for Schools and School Communities' which provides guidelines for all administrators on the approved steps that must be taken to prevent and contain the spread of COVID-19, and to manage the confirmed cases of COVID-19 within the basic education sector.

OBJECTIVES

To continue to eliminate and prevent all employees from contracting Covid-19 whilst carrying out their duties and tasks at work.

The OHS Act read in conjunction with the Hazardous Biological Agents Regulations requires the employer to provide and maintain as far as is reasonably practicable a working environment that is safe and without risks to the health of employees. All safe work procedures and this policy are governed by the Act and the various Regulations.

In order to ensure that Michael Oak Waldorf School does all that is reasonably practicable to ensure the safety of all members of our community we have done the following:

- Reviewed and updated our pandemic policy, procedures, and emergency operation plans
- Informed both staff and learners to remain home when sick as they will be screened on entrance and should they show any of the recognised Covid-19 symptoms they will be sent home¹
- Informed parents that they have a duty to inform the school if any person of their household is isolated with suspected or confirmed Covid-19, and to keep their children home until they have had the compulsory 10 days isolation.
- Identified through a comprehensive risk assessment the exposure hazards for staff, learners and visitors and put appropriate control measures in place
- Provided resources for hand washing, sanitisers and educational information on Covid-19

RESPONSIBILITY AND AUTHORITY

The management team is responsible to the school administrator (Pam Schneider) who fulfils the role of chief executive officer (CEO) required by 16.2 of the OHS Act and the Covid-19 Compliance Officer (Vincent Message) in setting standards, and associated objectives and targets in line and referenced by Section 16 of the OHS Act.

OHS Representative(s) will monitor compliance and ensure achievement of the objectives are in line with and referenced under Section 8 of the OHS Act.

In compliance with the directives of the Department of Labour a Covid-19 Compliance Officer will be appointed to ensure that compliance with the extraordinary protocols is implemented and monitored. The Compliance Officer, Vincent Message, will report to the school's Health and Safety Committee at regular intervals.

EXPOSURE RISK

The policy is framed on the exposure risk for schools as identified by the Department of Labour and such risk assessment will be monitored and altered as required.

Medium Exposure Risk

“Medium exposure risk jobs include those that require frequent and/or close contact with (i.e. within 2 meters of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group may have frequent contact with travellers who may return from international locations with widespread COVID-19 transmission. In areas where there is ongoing community transmission, workers in this category may have contact with the general public (e.g. in schools, high-population-density work environments, such as labour centres, consulting rooms, point of entry personnel and some high-volume retail settings).”

¹ Recognised symptoms: Fever (temp 38 and above), sore throat, shortness of breath, persistent coughing

The Department of Labour has indicated that as Covid-19 cannot be eliminated in these environments suitable engineering controls, administrative controls, safe operating procedures and PPE need to be put in place.

In order to assist with contact tracing, areas of the school will be demarcated for staff and learners dependent on grade and their work activity.

A full Risk Assessment has been completed and the following procedures will be instituted by Michael Oak Waldorf School to mitigate, as far as is reasonably practicable, possible exposure to Covid-19.

With the weather and seasonal changes, runny noses, sore throats and allergies are in the order of things, particularly with younger children. Invariably the question will arise, "Are these Covid related and should we stay at home?"

A sore throat related to Covid will cause difficulty in swallowing because of the infection

A more likely indication of Covid would be a sore throat coupled to severe headache and fatigue – this in accordance with NICD guidelines.

AFTERCARE

In house aftercare facilities will be offered as from 1 February 2021. Social distancing, cleaning and sanitizing will be applied according to the standard protocols.

No food or snacks will be provided by the school. Food orders can be placed and paid directly to Jade and Carmen in the Tuckshop 0766198435.

Paola Mondati – Aftercare Supervisor will bring the learner to the main gate for collection when a parent messages her on 082 755 7050.

Hazel Melento - Kindergarten Aftercare Supervisor will bring learners to the Gibson Rd gate before 15:30 or the main gate after 15:30 when a parent messages her on 073 919 3959.

REQUIRED INFORMATION & TRAINING FOR STAFF & LEARNERS PRIOR TO START OF WORK

All staff and pupils must be appraised of the following prior to returning to school and must ensure that they adhere to this protocol for the foreseeable future:

- Requirement of physical distance between pupils and staff according to the regulations of "social distancing" at all times during the school day and reiterate that 1 meter while wearing a mask and 1,5 meters when outside is the school requirement.
- Minimising the number of people that are permitted to enter a school at any one time.
- The requirement to sanitize hands at entry into the school.
- The use of sanitiser upon entering classrooms/venues during the school day.

- The requirement to check every person entering the school's temperature with the use of a thermal thermometer and to do this at random intervals during the school day.
- The wearing of masks or masks and protective visors by all people on the school grounds at all times.
- Ongoing training of everyone on general hygiene requirements such as cleanliness, how to cough and sneeze and how to correctly wash hands.
- A separate space in the school should there be any doubt and the need for someone presenting as ill to then be quarantined while awaiting transportation from the school.

On an ongoing basis, pupils, teachers, support staff, parents and communities should do the following:

- Avoid public gatherings of over 50 people as the disease is spread through direct contact with respiratory droplets of an infected person which are generated through coughing and sneezing.
- Avoid shaking hands, hugging and direct contact.
- Wash hands frequently with water and soap. Where water is not available, use an alcohol-based hand sanitiser (70% alcohol) to disinfect hands.
- Minimise touching the face (i.e. eyes, nose, mouth) with your hands. The COVID-19 virus may survive on surfaces for several hours. However, simple cleaning of surfaces with disinfectants can kill the virus.

SOCIAL DISTANCING PROTOCOLS

- A social distancing minimum that can be implemented (1m distances with correct PPE in the classroom, 1,5 to 2m otherwise) will be instituted at all times.
- Classroom/office layouts have been set accordingly
- The number of people allowed in communal areas has been limited using staggered access
- Academic, Administration and Support staff will be restricted by work area and faculty
- The staffroom will no longer be used as a break area
- Drop off, pick up, breaks, class times and lunchtimes will be staggered to ensure social distancing
- No assemblies or group meetings will be held in groups – online meetings or staggered meetings that meet social distancing requirements will be allowed

IDENTIFICATION OF HIGH-RISK AREAS

To limit the potential of transmission the health and safety team:

- Identified high transmission risk areas (excluding classrooms or offices)
- Identified suitable controls to manage the flow of traffic to maintain suitable social distancing
- Put in place a cleaning roster for high risk areas

- Put up signage to indicate high risk areas as such and remind all of protocols for social distancing and hand sanitation
- Limited access to areas such as the halls; staffroom; foyer; dining area
- Declared some areas of school out of bounds dependent on school numbers and lockdown levels. Signage will be displayed and both learners and staff will be updated in weekly Covid-19 alerts.

REMOTE WORKING PROTOCOLS

- Staff who are in the high-risk category i.e. with recognised co-morbidities and able to work remotely should do so. Decisions in this regard will be taken by the College of Teachers
- Vulnerable employees that cannot work remotely will work in a restricted space and be supplied with additional PPE.
- Online available hours will be set in a policy by the faculties and signed off

VULNERABLE EMPLOYEES

- Vulnerable employees will be identified using the tool sent to the school by the Department of Basic Education
- A further questionnaire has been compiled to record information as required by the department of labour
- All vulnerable employees have been, where possible, given the option to work remotely
- Vulnerable employees unable to work remotely have been housed in larger venues to ensure greater physical distancing can be employed
- Access to administration and high-density areas have been restricted and will be monitored by the COVID-19 compliance officer should there be any concerns raised by a vulnerable employee
- Additional PPE will be supplied to vulnerable employees as is reasonably practicable.
- Areas of site access to be limited as far as is reasonably practicable.
- In the event of a positive case being identified, vulnerable employees who have had casual contact will be asked to self-isolate for 3 working days from their last casual contact with the positive case
- In the event of close contact with a positive case, vulnerable employees will be asked to self-isolate and contact their medical practitioner for further advice.
- All staff attending funerals please contact the COVID-19 compliance officer to discuss the policy and procedure.

SANITATION PROTOCOLS

The Covid-19 Compliance team (Vincent Message and Rob Howe) will ensure the implementation and review of sanitation protocols in accordance with the school's sanitisation and cleaning plan.

Facilities:

- Bathrooms to be monitored and checked for:
 - Sufficient soap, sanitiser & paper towels
 - Open bins (that do not require hand contact)
 - Removal of refuse
- Bathrooms to be sanitised regularly – at least every 2 hours
- Learners and staff to use facilities as indicated by signage in each facility.
- Ensure that the provided spray-sanitiser is used to sanitise door handles, toilet flush mechanism, toilet seat when using the facilities

Classrooms:

- Sanitiser (hand) and spray sanitiser will be available at each classroom
- Academic staff to ensure that the sanitiser has been filled prior to the start of the lesson
- Class specific sanitisation to be carried out in accordance with the school's sanitisation and cleaning plan
- Staff to allocate time at end of lesson for sanitation and pack up
- Floors to be sanitised once a day – either by support staff or academic staff

STAFF AND STUDENT LOCKERS

- All lockers are to be locked when not in use
- All lockers to have name tags
- No sharing of lockers or clothing
- Lockers to be sanitised by user
- Learners will keep bags with them in the classroom at all times to prevent potential cross contamination

ACCESS TO FOOD AND DRINK

- Staff & Learners to bring own food and drink and not to share contents
- All food containers to be washed after use by user
- Drinking water: reusable bottles to be brought from home

SHARED EQUIPMENT

- Learners are not allowed to share stationery

- Learners may not share books under any circumstances
- No sharing of calculators or handheld devices
- Cell phones to be sanitised by owner on arrival and on departure
- Administrative staff to sanitise shared equipment (telephone, files etc.) before and after use
- Should learners need to use school to contact parents this will be done by the front office staff – no sharing of telephonic equipment is allowed
- Shared computer spaces to be limited to numbers allowed
- Computer classroom will have strict sanitation procedures in place
- Every computer station to have sanitation equipment that itself needs to be wiped down (bottles used by multiple people need to be sanitised after every use)
- All books taken off library shelves to be placed at librarian desk and not returned to shelves
- Books will then be isolated for a minimum of 24 hours before being returned to circulation

ACCEPTANCE OF PACKAGES/PARCELS and/or GOODS

- Protocol for decontamination of parcels & equipment has been established
- Parcels will be held in the reception area and collected by the recipient after they have been sanitised.
- There will be a logbook maintained to control the arrival of parcels

ACCESS TO SCHOOL

Visitors & contractors

- Access to the school to be monitored at the front gate by School security & Princeton Security
- All visitors must supply their own face masks
- All visitors/parents are to be directed to the reception area
 - All visitors to be signed in
 - All visitors to complete declaration form
 - All visitors to have temperature taken
- All visitors to be collected by the person they are to see from the reception area where social distancing (should there be more than 1) can be achieved
- Maintenance manager to limit access to essential services

- Maintenance manager to set strict access controls for essential services
- Parents & visitors only have access by appointment and must give 12-hour notice
- Gate to be informed by front of desk & Maintenance manager of expected visitors

Staff

- Only registered staff will be allowed on property
- Staff may only enter and exit using the following entrances:
 - High School teachers - Top gate (Marlow Road)
 - Main gate (Marlow Road)
 - Walk in gate (Sheerness Road)
- Entrance temperatures to be taken and setup points for each faculty and staff
- Staff may only enter if wearing masks that cover the nose and mouth
- During instruction time teachers may wear a shield as long as social distancing is maintained. When approaching a colleague or pupil a mask must be worn
- Hands will be sanitised at entrance
- If staff forget their mask, disposable masks will be made available
- Staff traveling on public transport to change clothing immediately on entering the school. Showers will be available should anyone wish to use them. Support staff to change into school protective clothing.

Learners

- Only registered learners allowed on property
- Only entrance & exit will be used
 - Main Gate (Marlow Road)
 - Top Gate (Marlow Road - High School learners)
 - Gibson Road - KG and PG entry only
- Temperature to be taken of every student that enters the property
- Hands will be sanitized at entrance
- Learners may only enter if wearing masks that cover the nose and mouth.
- Playgroup learners and children five years old and younger are not required to wear masks.
- The KG learners will be required to wear either a mask or shield while in the classroom but may remove their mask or shield during outside play as physical distancing will be encouraged and monitored by the teacher on duty.
- Learners are to take masks home every day to be washed

- If learners forget their mask, disposable masks will be made available.
- Should the supply of masks become excessive the school reserves the right to implement payment for masks and will inform the parents when this is put in place
- Learners will report to their classroom where a hand sanitiser will be available at entrance
- Learners will use the spray sanitiser supplied to spray their hands.
- Class specific sanitisation will be carried out in accordance with the school's sanitisation and cleaning plan

RETURN TO WORK SAFETY PROTOCOLS

First day protocols

- Initial Screening Procedure to be put in place
- Staff and Student Health and Safety Induction to be organised in small groups in an area where social distancing is allowed
- Initial Induction will inform to:
 - The appointed Covid-19 Manager
 - How to use PPE
 - Controls to ensure traffic flow for each class
 - Identification of areas which have been declared limited use/out of bounds
 - Sanitising procedures
 - Timetable changes to allow for staggered break periods
 - Use of shared equipment & sanitation requirements
 - Bins for the disposal of bio-hazardous waste (paper towels used to dry hands etc.)
 - Management of Masks
 - Social Distancing protocols which have been put in place
 - Signs of possible infection and what to do
 - Access to the school counsellor

SPECIFIC WORK PROCESS PROTOCOLS

Access to school on opening

Based on the information supplied by the Education Departments the basic protocols are the following:

Public and shared transport

- All passengers to wear masks that cover the nose and mouth, while using public or shared transport
- Social distancing (where possible) is to be enforced by the driver
- No eating/drinking on public or shared transport
- Limited social conversations (as far as is reasonably practicable)
- Car-pooling by parents is discouraged and follow the Government stipulated required limits while in state of emergency
- No shared equipment to be used while in transport (cell phones, laptops, books, carrying of each other's bags etc.)

On arrival

Recognising that the Western Cape faces inclement weather during winter all screening areas will be under cover.

In order to facilitate social distancing on school the following procedures have been put in place:

Staff – Administrative and Academic

- All staff will enter through the allocated gate
- Daily temperature testing will take place
- Staff will immediately report to the front desk to sign register and self-screening protocol
- Staff will move to their classroom areas to begin cleaning protocols with learners
- Staff to ensure desks are correctly placed to ensure social distancing
- Class timetables will be available to staff on return to school to which have been set up to allow for staggered use of the school facilities
- Staff will have access to tea and coffee making facilities in the dining room. Staff to bring their own utensils

Learners

- Learners will enter through the allocated gate which will be manned by trained screeners who will screen temperatures.
- High School learners will then be screened in their classroom, PG, KG and Primary learners will have a document signed by their parent/guardian for the following Covid-19 systems:
 1. Persistent cough
 2. Sore throat
 3. Aches pains and headaches
 4. Diarrhoea

5. New loss of taste and smell

A student who has a temperature of 38 degrees and above or display more than one of the Covid-19 symptoms as indicated by the NICD would be required to return home. After completion of screening all learners will immediately go to their allocated class area

- Hand sanitiser will be available at the door
- Learners will be requested to sanitise their allocated seating space, bags and any electronic equipment they bring to school
- Break times will be staggered, and learners will be informed of their break area and protocols of social distancing during break periods
- Learners who remain later than the end of lessons must remain in the classroom allocated to them until they are able to leave

Screening

Isolation Areas

- The upstairs office or meeting room will be used as the on-site isolation facilities to be made available
- The school counsellor will assist with the staff member or student until they are able to leave the property
- Staff must be requested to leave site as soon as possible and self-quarantine
- Parents will be contacted to pick up child

Screening Protocols

The initial screen protocol will be based on those supplied by the NICD:

- Fever
- Persistent Cough
- Sore Throat
- Fatigue and or body aches
- Shortness of Breath
- Sudden loss of taste and smell
- Headache
- Diarrhoea/nausea/vomitting

They will also refer to contact protocols which include but are not limited to:

- Living with a person who has a confirmed case of Covid-19
- Have come into contact with a confirmed case of Covid-19 in the last 14 days

Initial screening will be followed up by self-examination and daily temperature measurements on entrance to school.

While at school, staff and learners will report to the Covid-19 compliance Officer if they show symptoms of possible Covid-19 infection during the course of the day.

Potential Infection Protocol

The National Health Department and Western Cape Education Department will be informed immediately should there be a positive case of Covid-19, on school premises. The Health Department will then inform of any additional protocols which may need to be put in place.

Parents and staff will be referred to the nearest testing centres:

Rosemead Medi Clinic

Life Kingsbury Hospital

Should a staff member or student show signs of potential infection they will be:

- Taken to an area which has been dedicated as an isolation area (stated above).
Separate isolation areas will be identified for learners and staff which will be sanitised daily and immediately after an occupation of a suspected case of Covid-19.
- Parents will be immediately informed to pick up their child for the purposes of isolation and checking of symptoms.
- Staff who do not have their own means of transport will remain in the isolation area until we are able to transport them home or find suitable transport for them.
- Contact with a staff member or student will be maintained ensuring they may only return to duty after 10 days.
- Suitable screening centres will be identified, and staff and parents will be notified as this information becomes available
- Should a staff member or learner test positive, the school will take the following steps:
 - Contact the parents of all children in the relevant class who have had confirmed close contact and request them to take their children home and to remain at home for 10 days
 - Children who have not had close contact will be requested to monitor carefully for symptoms for a 5 day period. In this period they will ensure that they wear their mask when in contact with others, maintain physical distance at all times and limit contact in unventilated areas. Communicate with the Covid-19 officer if they feel any symptoms while at school.
 - Conduct an in-house contact tracing to identify other classes, faculties or staff who have been exposed or potentially exposed to risk of infection;
 - Communicate to the school that there is a confirmed case without identifying the person by name and advise as to any further steps that will be taken in conjunction with the regulations set out by the Department of Health.
 - Clean and sanitise the faculty area where this child was traced to be present
 - The school may only be closed by the Administrator who has been instruction by the Education Department or the Department of Health and comply with any additional closure and sanitation protocols required by either Department

SCHOOL OUTINGS and EVENTS

The above have been cancelled until further notice.

SPORT AND EXTRACURRICULAR ACTIVITIES

Compliance measures will be put in place by each sporting activity to ensure that Covid-19 protocols have been met. These compliance measures will be submitted to the Covid-19 compliance officer and be agreed upon by the Covid-19 Compliance Officer and Principal. The measures include:

- Adequate provision for physical distancing
 - Only 50% of the capacity of the venue, changing rooms and facilities are allowed at any time
 - Face masks to be worn at all times except when participating in the training/matches/physical activity
 - Adequate hygiene provisions for learners, staff and equipment
 - Adequate provision for natural ventilation leaving windows and doors open when safe to do so
 - Safety measures to ensure that changes to sporting routines do not create a risk/hazard to learners and staff
 - No spectators may be at any sport, arts or cultural activities when resumed
 - The sharing of water bottles, energy drinks or other drinks is not allowed.
2. Non-contact sport and training and matches, non-contact sport-related activities and all arts and culture school-based activities will resume without spectators
 3. Contact sport training will resume, but no contact will be allowed
 4. All equipment will be sanitised prior to and after sporting/physical activities
 5. Travel to other schools to engage in sporting activities or extra curricular activities is suspended under Level 3
 6. Activities which can be held under strict social distancing guidelines may resume virtually except for Choirs which remain suspended under Level 3

CONCLUSION

The Administrator will complete a CEO declaration form confirming that the necessary risk assessments have been completed and that the school is compliant with applicable regulations and directives to allow for the return of staff and pupils to the school.

ALL employees will also be requested to complete an employee declaration and information form on their return to work.

Finally, this document will be placed on the school's website and parent(s)/guardian(s) will be required to confirm that they understand and will comply with procedures herein, on behalf of himself/herself/themselves and his/her/their daughter/son(s).

The policy will be updated regularly, and the changes will be immediately communicated to staff, learners and parents as required.

Links to relevant information:

Michael Oak
Waldorf School 

WCED updates: <https://wcedonline.westerncape.gov.za/wced-news>

Department of Basic Education updates:

<https://www.education.gov.za/Newsroom/MediaReleases.aspx>

Department of Health: <https://sacoronavirus.co.za/>