



SASTRI COLLEGE

PHONE: 031 3095279

CELL: 061306 5046

Email: admin@sastricollege.co.za

www.sastricollege.co.za

1 Winterton Walk, Greyville
Durban, 4001

P.O. Box 47752, Greyville
4023

AEQUAM SERVARE MENTEM

CORONA VIRUS – COVID-19: SASTRI COLLEGE STRATEGIC RESPONSE AND SUBSEQUENT AMENDMENT TO THE SCHOOL CODE OF CONDUCT POLICY

Schools play an important role in the efforts to control the spread of COVID-19. Sastri College has taken the necessary steps to circulate information about the disease and its potential transmission within the school community. In our effort to prevent the spread of Covid-19 amongst our learners, staff and support staff the school is also taking the necessary steps to implement policy to minimise the disruption of teaching and learning and protect learners and staff. As members of the school community, we heed the directives issued by the President and the guidance provided by the Ministry of Health with regard to Covid-19. Circulars No.1 and 3 of 2020: *Containment/management of Covid-19 for Schools and School Communities* requires all schools to follow the standard operating procedure (SOP) for the prevention, containment and management of Covid-19. It is therefore incumbent on all learners to follow the guidelines and strategic measures to prevent the spread of Covid-19. Failure to adhere to the protocols and strategic measures outlined below will result in the lives of every school community member being put at risk.

Sastri College is committed to providing a conducive environment for the delivery of quality teaching and learning by:

- Promoting the rights and safety of all learners and teachers and parents.
- Ensuring learners' responsibility for their own actions and behaviours.
- Prohibiting all forms of unfair discrimination and intolerance.
- Eliminating disruptive and offensive conduct.

In light of this, the school will view any breach of the protocols, guidelines and strategic measures outlined in this document as a Level 4 offence (refer to Page 9 of the School Code of Conduct) and learners will be subjected to the necessary disciplinary interventions as outline in the school Code of Conduct.

The school Code of Conduct, together with relevant associated policies will remain applicable.

1. STRATEGIC MEASURES

1.1 Entry to the School Property

- 1.1.1 On a learner's first day of return to school, he/she will be required to submit a declaration (COVID 19: Health and Safety Compliance Declaration), signed by the parent/guardian, stating that the learner has been isolated with his/her family in the lockdown period and that, to the best of their knowledge, neither the learner nor a family member has been in contact with anyone infected with Corona Virus – Covid-19.
- 1.1.2 Parents are obliged to furnish the school with accurate and up to date information regarding their child's/ward's health and possible exposure to the Corona virus. This is imperative in order to avoid the schooling of all learners being further interrupted and compromised.

- 1.1.3 All learners entering the school to wear a double-layered mask of appropriate material and wear it for the full duration of their time on the school property. All masks are to be washed or replaced on a daily basis.
- 1.1.4 All learners entering the school property between 6:45 and 7:30 will do so via the “Learners Entrance Gate” (pedestrian gate located to the left of the school’s main driveway gate). You will have your hands sanitised. Learners will thereafter proceed directly to the “Screening Area” (SACC main entrance) where your temperature will be taken by Admin Personnel as well as Department of Health representatives. You will be asked questions to ensure that you are not displaying any symptoms of COVID-19. This process is mandatory. No learner shall bypass this and report directly to the classroom.
- 1.1.5 Any person with a temperature of 38°C or higher and/or answering YES to any of the screening questions will NOT be allowed on the school property. Such learners will be escorted to the “Isolation Area” located next to the SACC visitor parking area where your parent will be contacted. The parent will be asked to fetch the learner immediately.
- 1.1.6 Social distancing regulations will apply from the time of your entry into the school as well as whilst waiting to enter school via the school driveway. The school grounds, tarmac area, assembly area and the pavement alongside the main entrance have been marked to ensure that you maintain the minimum distance required by NICD regulations.
- 1.1.7 Once your screening is complete, you will move to your first lesson, as registration will commence at 07:45. If your screening is complete before this time you may wait in the area in front of the Monument Building, ensuring you maintain social distancing protocols by standing on the marked zones.
- 1.1.8 Learners are requested to minimise the items they carry between home and school.
- 1.1.9 Learners are required to use the toilets located at the ground floor of the SACC before the commencement of school.
- 1.1.10 The main Boys Toilet and Girls Toilet (Block E ground floor and first level) will be open for the use by learners during the first and second breaks only. Should you wish to visit the toilet at any other time, you must use the toilet on the Ground Floor of the SACC. A maximum of six learners are allowed to be within the main Boy’s/Girl’s toilet facility during the breaks. In the SACC toilets, a maximum of two learners can use the facility during the stipulated times.

1.2 Personal Protective Equipment (PPE)

- 1.2.1 Learners are to provide their own double layered mask of appropriate material which must be washed or replaced daily. All PPEs worn by learners are to be clearly marked with the learner’s name. Wash the mask with soapy warm water and dry in sunlight. Iron before use. Perform hand hygiene after touching or removing the mask.
- 1.2.2 Further personal protective wear in the form of visors may be worn by learners.
- 1.2.3 Learners are advised to change their uniforms daily and ensure that these are washed.
- 1.2.4 All classrooms have been equipped with a pedal operated hand sanitising dispenser, fixed to the wall alongside the classroom/specialist room entrance. It is compulsory that you sanitise your hands before entering any venue at school. Use the alcohol based sanitiser especially after contact with any person or after contact with frequently touched surfaces, i.e. door handles, flushing mechanism in toilet, etc.
- 1.2.5 Additional hand washing troughs with liquid soap have been located on the school sportsfield and assembly area. Please ensure that you wash your hands regularly for 20 seconds especially before eating. Only one person is allowed at the wash trough at a time.
- 1.2.6 Classrooms/specialist rooms will have disposable paper towels/tissue should you wish to wipe a surface or cover your nose and mouth when sneezing. Please dispose of the tissue in the plastic bins that are provided in each classroom and ensure that the bin lid remains closed. Wash/sanitise your hands immediately thereafter.
- 1.2.7 Cough in the fold of the bent elbow or cover the mouth with a tissue. Dispose of the tissue safely in the bin provided and close the lid. Wash/sanitise your hands immediately thereafter.
- 1.2.8 Please use the liquid soap provided in toilets to wash your hands after visiting the toilet.

1.3 De-concentration and Social Distancing

1.3.1 Interaction in the classroom

- 1.3.1.1 The daily class timetable will be amended and venues for some classes will change to allow for social distancing.
- 1.3.1.2 Form rooms have been reorganised to allow for a maximum of 20 learners per room. Learners are not allowed to change the seating arrangements. Only one learner is allowed per desk.
- 1.3.1.3 All venues will be sanitised daily.
- 1.3.1.4 Physical Education lessons (LOS Sport) will not be undertaken until the Department of Education declares it is safe to do so.
- 1.3.1.5 No sport/sporting events/social games/coaching will be permitted.
- 1.3.1.6 No shaking of hands, hugging or intimate contact is permitted.
- 1.3.1.7 Learners are to maintain the 1.5 metre distance when interacting with other learners or members of academic/non-academic staff as well as service providers/visitors on the school premises.
- 1.3.1.8 Sathsang/Namaaz and Christian Assembly is temporarily suspended until further notice.
- 1.3.1.9 Practical subjects e.g. Dramatic Arts and Consumer Studies, will redesign content to ensure social distancing; the practical components of the Grade 12 curriculum will be adjusted in accordance with Department of Education guidelines.
- 1.3.1.10 There is to be no sharing of any items including textbooks, modules, stationery, eating utensils, food or drink with others.
- 1.3.1.11 Learners are to avoid touching their eyes, mouth or nose with unwashed/unsanitised hands.
- 1.3.1.12 Learners are to refrain from teasing anyone about being sick. You may instead raise your concerns via the Covid-19 Liaison Representative.

1.3.2 **Movement around the school**

- 1.3.2.1 Movement on corridors will be minimised as far as possible.
- 1.3.2.2 Educators will monitor the release of learners from classrooms at 1.5m intervals and extra time for change over between lessons will be allocated to accommodate this staggered release and movement.

1.3.3 **Break Times**

- 1.3.3.1 Social distancing to be maintained when visiting the toilet and at all times during the break. The tarmac area, assembly area and area adjacent to the SACC have been marked to enable social distancing.
- 1.3.3.2 There will be no sharing of food.
- 1.3.3.3 The school Tuckshop is operational in the Kiosk at the entrance of the SACC. No hot food will be sold. Please follow the markings in front of the tuckshop to maintain social distancing.
- 1.3.3.4 Signage and posters have been placed at all strategic points round the campus as reminders of social distancing and health and sanitization measures. Please familiarise yourself with the contents of these posters.

1.3.4 **Assembly**

- 1.3.4.1 Current regulations do not allow for gatherings.
- 1.3.4.2 There will be no morning assembly.
Instead, important communications with learners will take place via the form educator or through virtual meetings (through the use of the projectors located in each of the classrooms).

1.3.5 **Extra and co-curricular activities**

- 1.3.5.1 Extra and co-curricular activities will not be allowed.
- 1.3.5.2 School tours and excursions will not be allowed.
- 1.3.5.3 The Media Centre will be open for learners but under Covid-19 regulations to ensure social distancing.

1.4 Sick Bay

1.3.6.1 The Sick Bay will be closed.

1.3.6.2 It is imperative that sick learners do not come to school.

1.3.6.3 As we approach the flu season, it is expected that learners will cough or sneeze. Please cover your mouth or nose with a tissue and dispose this in the bins provided. Wash/Sanitise your hands immediately thereafter. Under no circumstances will teasing/bullying of learners who cough/sneeze be permitted.

1.3.6.3 Should a learner take ill during the school day; the learner is requested to bring this to the attention of the educator who will alert the school's security personnel. The learner will be escorted to the "Isolation Zone" where the parent will be contacted and asked to take the learner home immediately. An appointed Admin Assistant will record the details of the learners taking leave. A learner who tests positive to Covid-19 or who has been exposed to a confirmed case of Covid-19 is required to quarantine in his/her home for 14 days while being monitored for symptoms. They may not attend school.

1.5 Covid-19 Liaison Representatives

1.5.1 Each class will elect a Covid-19 Liaison Representative and Deputy who will liaise with the Form educator/Grade Controller any concerns/grievances/suggestions relating to Covid-19.

1.6 Isolation

1.6.1 Any learner exhibiting Corona Virus - Covid-19 symptoms including a high temperature, will be isolated in the Isolation Zone (rear entrance of SACC) until he/she is fetched by the parent/guardian. An appointed Admin Assistant will record the learner's details before the parent is allowed to take the child.

1.7 Transport

1.7.1 Transport to and from school remains the responsibility of the parent.

1.7.2 Learners are requested to ensure they implement health safety measures on their way to and from school; this includes hand sanitising, social distancing and the use of masks when using any form of transport.

1.7.3 Learners waiting for transport after school hours may do so whilst maintain social distancing. Please stand on the demarcated spaces outside the school driveway.

1.7.4 Learners are not allowed to congregate before/during or after school hours. Learners must proceed directly to their awaiting transport after school.

2. PSYCHO-SOCIAL SUPPORT FOR LEARNERS

2.1 Learners who require psycho-social support are encouraged to book an appointment with the Guidance Counsellor.

2.2 Learners identified as struggling or learners previously identified as vulnerable will be contacted by Grade Controllers and the School Counsellor.

2.3 Learners are advised to be sensitive to the challenges experienced by some learners at this time, including possible biases or stigmas.

3. REVISED SCHOOL CALENDER

3.1 An amended 2020 school calendar will be issued to learners. This includes revised holidays.

3.2 Extra hours of schooling outside the normal school day will only be utilised if deemed essential.

The information presented above is crucial for the safe running of the school during this unusual period of crisis and uncertainty. We are confident that all learners will comply with these amended regulations to ensure the safety and well-being of the Sastri College community in the "new normal".