



# Kabouterland

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Registration ref. numbers at SDS: Daycare C7982; Aftercare C20229

## SAFETY & CONTROL POLICY FOR COVID-19 PANDEMIC

As an industry, the Nursery school/day care environment, are faced with extreme and important challenges on how to ensure a safe environment and healthy children in our institutions. The COVID-19 virus is causing an outbreak of mostly a respiratory (lung) disease. **The health risks to children are relatively low.** In line with our lockdown regulations, it is extremely important to stop the spread of the virus at all costs, ensuring that social distancing and related hygienic measures are adhered to.

Following the announcements made by the Minister of Social Development on 21<sup>st</sup> of June, that our staff are allowed to go back to work, we have been working very hard to make a Kabouterland a safe environment for our children. We received the Standard Operating Procedures (SOP) from the DSD on Tuesday the 23<sup>rd</sup> of June, and I have been working day and night to assure that we adhered to all the protocols. The staff has been trained throughout and started to clean and arrange their classroom for opening. I want to share with you the preventative measures that will be adopted and implemented when we open Kabouterland, on the 7<sup>th</sup> of July. Please feel free to ask questions if you feel unsure about anything.

**Please read this document thoroughly.**

**Before your kabouter is allowed back to school, you will have to fill in these two Google forms:**

- Co-morbidities and emergency and contact details (a child will need a letter from a doctor to confirm the child can come back to school if a child has underlying health conditions that may put them at risk)
- Kabouterland parent checklist (this is to assure that you know all the policies and decide to send your child back to Kabouterland, voluntarily)

**YOUR CAREFUL ATTENTION AND IMPLEMENTATION OF THE FOLLOWING POLICIES AND PROCEDURES ARE REQUIRED:**

### 1. ACCESS CONTROL POLICY AND PROCEDURE

**Access control for parents and third parties:**

The Managers and Owner must ensure that:

1. Entry by visitors, parents, and vendors is prohibited unless it is totally necessary;
2. Strict access control measures are recognised and followed, including the screening and signing of a register by all visitors or parents who need to enter the school building.

**Staff screening and access:**

- ✓ All staff will wear face masks
- ✓ Staff screening will be documented via a Google forms electronically and temperature will be taken on arrival.
- ✓ Hand will be sanitised at the gate.
- ✓ They will proceed to the outside doors allocated to their different class groups.

- ✓ Shoes will be removed at the classroom's door.
- ✓ Hands will be washed with soap and water.

**Suggested Preschool Protocol Adaptations for dropping of Children in the morning:**

**Note:** Waiting class will not be operational during the pandemic.

- ✓ Google weekly screening have to be done every Monday before school. Parent have to fill it in and send it before entering the gate.
- ✓ Screening control upon arrival will be between 7:00 and 8:30. After 8:30 you will have to ring the bell to gain access.
- ✓ Parents and children are to stand on demarcated areas to approach the gate. Temperature screening will be done at the gates of both parent/guardian and child.
- ✓ When it rains, we will meet you at the car to do the temperature screening before you approach the gate.
- ✓ Children or parents with a fever (37.5°C and above) would not be allowed onto the premises
- ✓ Parents will only gain access from the main front gate and leave through the side gates in the morning.
- ✓ Hands will need to be sanitised and wearing of mask for parents and children, older than three is compulsory.
- ✓ Parent and child will then proceed to the outside door of your child's classroom and leave the school ground as soon as possible through one of the side gates.
- ✓ Allocated entrances:
  - Vlinders: Through the front door to their classroom door
  - Skilpadjies: To their outside door
  - Beertjies: To their outside door
  - Eendjies: To their outside door on the playground
  - Paddas: To their outside door
  - Pikkewyne: To their outside door
  - Hasies en Bytjies: To the first side door from the Aftercare's playground
  - Ladybirds: To the second side door from the Aftercare's playground
- ✓ Only our baby's parents are allowed to proceed to the baby's classroom door to drop and leave immediately. You will not be allowed in the classroom.
- ✓ Child will be met at the door
- ✓ Greet with foot or elbow.
- ✓ A full screening will be done by the teacher.
- ✓ Shoes will be removed at the classroom door and left outside until outside play time.
- ✓ Bag will be sanitised and put away
- ✓ Mask will be replaced by a clean one or a visor, where applicable.
- ✓ Hand will be washed with soap and water.
- ✓ Parents and Guardians will not be allowed to roam the school freely.
  
- ✓ If any child has a symptom or a temperature higher than 37.5 °C you will be to remain at home and seek medical attendance.

**Note:** The following protocol will stay in place through out the Covid-19 pandemic:

- ✓ For the duration of the Covid-19 pandemic, children will only be allowed to wear shoes or sandals that are easy to remove and easy to sanitise. These will be left outside the classroom door.
- ✓ No one will be allowed to enter the premises without a protective face covering.
- ✓ Upon entering and exiting the premises, hands of all people will be sanitised with an alcohol-based hand sanitiser, consisting of a 60-95% alcohol base.
- ✓ Temperatures will be taken upon arrival.
- ✓ Individuals that are visibly sick and/or are not adhering to safety and preventative measures mentioned in this document, will not be allowed on the daycare/school premises.
- ✓ The taking of children's temperatures every morning and afternoon will be performed.

- ✓ (We will use a battery-operated hand-held infra-red device, just scan the face/neck area of the child and this will be recorded on a form for each class group)

## 2. PERSONEL PROTECTIVE EQUIPMENT POLICY AND PROCEDURES

**All staff members will receive the following PPE's :**

- ✓ 3x face masks
- ✓ Face shield or visor
- ✓ Key ring with emergency Covid-19 number
- ✓ Small bottle of hand sanitiser to be kept on your person at all times
- ✓ Gloves will be provided for deep cleaning
- ✓ Gloves will be provided for changing of nappies
- ✓ Hand sanitisers will also be available through out the school
- ✓ Anti-septic soap and paper towels will be provided through out the school at wash basin
- ✓ Cleaning material will be provided:
  - ❖ Handsanitser
  - ❖ Jik
  - ❖ Disinfectant
  - ❖ Sunlight Liquid
  - ❖ Anti-bacterial soap

**Adults will have to wear a face mask or visor at all times while on school ground**

### **Face Masks:**

- ✓ All children over the age of five and all staff must wear face masks or visors at school. All, visitors must also adhere.
- ✓ Children and babies under two years of age **must not** wear face masks; it can increase their risk of suffocation.
- ✓ Parents/guardians are required to supply their children with face masks and/or any other form of PPE.
- ✓ We will keep a supply of masks on hand to issue for those children who may have forgotten to bring face masks.
- ✓ We will provide visors for the children older than two to wear in class.
- ✓ Our under two years old can wear a beanie visor, that will be provided

### **Hand Washing:**

Hand satisers will be availabe, **but washing of hands with soap and water is recommended**

## 3. SCREENING FOR COVID-19 POLICY AND PROCEDURES

**Kabouterland will have the following screening forms available:**

- ✓ Google screening form to fill in once a week for children and staff
- ✓ Screening for staff will be done with a Google form
- ✓ Screening for children done at classroom door
- ✓ Screening form for visitors at the front gate
- ✓ Every staff member and child will need to fill in a weekly Google screening form, send to them by WhatsApp.

The symptoms and fever will be screened as somebody arrives at the gate

### **SYMPTOMS that will be screened:**

- Fever - Above 37.4°C
- Dry cough
- Tiredness
- Sore throat

- Diarrhoea - (runny tummy)
- Conjunctivitis - (red eyes)
- Headaches
- Loss of taste & smell
- Rash on skin
- Discolouration of fingers/toes
- Shortness of breath
- Chest pain or pressure
- Loss of speech or movement

If the screening is of no cause for concern, the staff member or child may enter the premises, and/or continue their day as normal according to Covid-19 SOP.

#### 4. QUARANTINE / ISOLATION PROTOCOLS

NB. If the temperature taken at screening is higher than 37.5°C or any one of the questions on the screening form are answered “Yes”, the child/employee will become a “person under investigation” (PUI) and must be isolated and referred for testing where applicable.

Additional Preliminary Questions need to be answered:

- ❖ **In the past 14 days, have you had close contact with someone who is suspected to have COVID-19 or has been diagnosed?**
- ❖ If an employee, parent or visitor answers “Yes” to one or more of the questions in the above table over the past 14 days, they are at high risk of COVID-19 infection and the necessary precautions should be instituted immediately for screening.

**A Quarantine Room will be available for anybody who needs to be quarantined immediately, to be picked up as soon as possible to be seen by a health practitioner**

#### 5. HYGIENE

##### Learner and staff hygiene

Learners and staff should be encouraged to:

- ✓ Wash their hands frequently, always with soap and water for at least 20 seconds
- ✓ Regular and thorough cleaning of children and staff’s hands with disinfectant/antiseptic soap and hot water will be instituted when:
  - ✓ Arriving at school
  - ✓ Toilet facilities are being used
  - ✓ Before and after meals
  - ✓ After meals
  - ✓ After any outdoor activities
  - ✓ After coughing/sneezing
  - ✓ Regularly throughout the day
- ✓ Hands will be washed or sanitised after a sneeze or cough, and if necessary, the child be removed from the group and monitored for symptoms.
- ✓ Children who are coughing or sneezing regularly, or show a high fever, will be removed from class. The parents will be contacted and requested to not bring the child to school unless tested and/or assessed.
- ✓ When someone coughs or sneezes, he/she sprays small liquid droplets from their nose or mouth which may contain the virus and thereby spread the virus to others.
  - ✓ Keep their nails and teeth clean;
  - ✓ Refrain from touching their eyes, mouth and face;
  - ✓ Not to share cups, eating utensils, food or drinks with others;
  - ✓ Sneeze or cough into a bent elbow or tissue, and to discard the tissue safely in a bin with a lid, then wash their hands immediately;
- ✓ **Greet with foot or elbow;**
- ✓ Share what they have learn about preventing disease with their family, friends, and

siblings;

- ✓ Tell their teacher or parents, if they feel sick, and to stay at home if they are ill.
- ✓ Carpets will be removed where possible and foam mattresses will be used instead.

#### Hygiene to be taught to all children by the parents:

- ✓ Parents are required to directly explain to children the concept of not touching the eyes, nose and mouth. This is the reason for using the option of a visor.
- ✓ Children will be advised/educated not to touch their eyes, nose and/or mouth.
- ✓ **Why?:** Hands touch many surfaces and can pick up viruses. Once the surface is contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.

#### Respiratory Hygiene:

- ✓ We will try to educate our children to follow good respiratory hygiene.
- ✓ This means covering your mouth and nose with a bent elbow or tissue when coughing and/or sneezing, distancing, hand washing, etc.
- ✓ The tissue used should then immediately be disposed of.
- ✓ Children will be asked/assisted to have a tissue handy for sneezing and coughing purposes. Tissue(s) used must be thrown into a special bin and disposed of on a regular basis by the appointed cleaners.
- ✓ All the other staff and cleaner(s) will be trained on how to dispose of such tissues and other related material)
- ✓ Hands will regularly be washed and sanitised after a sneeze or cough.
- ✓ (If the child sneezes/coughs more than normal, he/she will be removed from the group and it has been recommended that he/she be monitored for further symptoms) A special isolation room will be made available for these purposes.
- ✓ **Why?:** Droplets spread virus. By following good respiratory hygiene, you protect the people around you from the virus, cold, or flu.
- ✓ If children have a fever, cough, and have difficulty in breathing, report it on the toll-free number 0800 029 999 and seek further medical care, if necessary.  
(Such children must stay/be kept at home. It is the parent(s)/guardian(s) responsibility to immediately contact the toll-free number and seek further medical assistance if necessary.)

Educational classes/sessions on the COVID-19 virus will be incorporated at Kabouterland. Daily program are to be changed and altered, ensuring that the necessary/required COVID-19 information is included and shared with learners/children)

- ✓ Sterilising hands with an alcohol-based hand rub will be necessary for all individuals entering and leaving the premises. Please wait until the sanitiser dries before touching anything.

#### 5. SOCIAL DISTANCING POLICY AND PROCEDURES

Class to apply the 1 m physical distance norm (as described in the SOP of DSD, everywhere possible). Consequently, we are lucky at Kabouterland that we have enough indoor and outdoor space to accommodate all our children that were enrolled pre-lockdown.

Efforts for maximum preschool social distancing (May not be very practical!):

- ✓ We will rearrange our classrooms.
- ✓ Seat fewer children at tables, when tables are used.
- ✓ We are going to use chairs with trays to keep children apart. Visible markings will be made on the floor.
- ✓ Hula hoops will be used to make social distancing fun.
- ✓ Break time will be rearranged to ensure children from different groups will have different time slots.
- ✓ Segregated playground area could be allocated for each class. Playground -

Teachers/assistants will need to remain with their classes on the playground.

- ✓ Each child will receive a container with stationary and equipment (parent can provide this or the school will provide if preferred. Please pay this money and use your child name and class name as reference).
- ✓ Teachers will give different toys and activities for free play, all to be sanitised between play time.
- ✓ We will make sure there is ample ventilation in classroom.

Viable and creative approaches to enforce distancing protocols will have to be found using trial and error for each cohort age as each age group will demand that we adjust our approach to meet that group's demands.

- ✓ Parents are required to directly explain to children the concept of social distancing
- ✓ Staff will have physical contact with children when necessary. No facial contact will be allowed. Strict hygiene measures will still be in place.
- ✓ At school, children will be educated in social distancing and spaciouly divided within their different classes.
- ✓ We all know that it will be impossible to keep children at a distance away from each other all day long.
- ✓ A distance of 1,5 metre between children will be adhered to while doing activities or morning ring.
- ✓ Posters with visual symbols will be hung up to illustrate important behaviour, such as having a quiet mouth, keeping hands to oneself, and sitting down.
- ✓ We will have distraction games available when needed.

## 6. SLEEPING ARRANGEMENTS:

- ✓ Children will not sleep with face masks.
- ✓ Each child's bedding (mattress covers, pillow case, and blanket) will be placed in a marked see through refuse bag to store away every day. Please send a marked bag with clean bedding to school on the first day upon reopening.
- ✓ Children will sleep head to toe to ensure distance between their faces.
- ✓ Mattresses will be spaced out on the floor.
- ✓ Sleeping mattresses will be sanitised before use.
- ✓ Bedding will be sent home every Friday. Please remember to provide us with a clean marked set every Monday.
- ✓ This is very important as there will be no other bedding available.

## 7. BABIES (3 MONTHS TO 2 YEARS - VLINDERS, SKILPADJIES, BEERTJIES AND EENDJIES:

- ✓ Social distancing is not possible for babies who need physical care. However, staff will take the necessary cleaning and sanitising precautions as well as do screening through out the day.
- ✓ Each child will be allocated to a specific staff member.
- ✓ Visors will be used so that babies can see the faces of their carers.
- ✓ Each child will still sleep in his or her bed / mattress.
- ✓ No Soft toys are allowed.
- ✓ Toys will be kept in container for each child where possible.
- ✓ We have enough pillows so that the younger ones who are not crawling yet can only use their own pillow on the floor (Vlinders).
- ✓ The nappy changing regime will include sterilising of the station before and after use. Hands will be washed before and after nappy changes and gloves will be used.
- ✓

### Nappy changing:

- Ensure that the water, sanitation and waste-management facilities are all functioning efficient.
- Gloves will be used when nappy is changed.
- Dirty nappy and gloves will be put in plastic bread bag and disposed of.



- Persons changing nappies must wash hands before and after change and also clean the hands of the baby with a wet wipe after changing the nappy.
- ❖ Ventilation will be increased by opening windows or adjusting ventilation if necessary. No air-conditioning will be allowed. Please clothe your little one with warm clothes.
- ❖ Children will stay in their own classrooms all day long and play outside in their designated play area..
- ❖ Only the staff working in a particular group will be allowed in the class.
- ❖ **No toys from home will be allowed.**

## 8. CLEANING POLICY AND PROCEDURES

**Kabouterland will have the following cleaning forms available:**

- ❖ Quarantine Cleaning Schedule
- ❖ Kitchen Cleaning Schedule
- ❖ Toilet Cleaning Schedule
- ❖ Classroom Cleaning Schedule
- ❖ Outdoor playground Cleaning Schedule

### Cleaning Protocols:

**Full and thorough cleaning and sanitising will be done once a day before leaving the premises.**

- Cleaning time tables were compiled. The responsible staff member will log each physical sanitising and sterilising action,
- Class rooms will to be decluttered to help keeping surfaces that need to be wiped down to a minimum
- Toilets need to be washed and basins cleaned after use
- A toy procedure and cleaning policy should be put in place to ensure all toys are cleaned daily and that it is done in accordance to health regulations and requirements
- Trash cans need to be emptied regularly and bags disposed of in the correct way
- Hard surfaces need to be wiped down after use
- Outdoor areas should be marked well and cleaned on a schedule daily including taps, toys, slides and metal surfaces.
- Potty trainers potties need to be wiped down after being used
- Nappy changing stations need to be wiped down and diapers disposed of in the correct manner
- Office equipment like computers and card machines all need to be wiped down
- Separation desk screens need to be wiped down.
- Quarantine area needs to be deep cleaned if a suspected case waited there for collection.

### **CLEANING WILL BE DONE AS FOLLOWS:**

1. Wear disposable rubber gloves.
2. Use a specific marked cloth per cleaning area
3. The mop per room must be clearly marked.
4. Mops must be soaked in a solution/disinfectant in a safe area (buckets of water pose risks).
5. Use a sodium hypochlorite solution at 0,5% (equivalent 5 000 ppm) for disinfecting surfaces and a 70% ethyl alcohol solution for disinfecting small items.
6. Children's tables and chairs should also be wiped down after every use with a 70% ethyl alcohol solution.
7. Household rubber gloves are appropriate for undertaking household tasks. These gloves should be washed with soap or detergent and hot water, both inside and outside, after use and hung up to dry.

### **Hand washing**

- Wash hands as per Covid 19 instruction.
- All areas in which hand washing takes place should have paper towels in a holder.

- Do not use hand towels.
- Sanitiser spray must be **applied** to all **taps** before and after use.

#### **Play and learning equipment**

- Toys must be stored in plastic storage boxes and marked
- No soft toys or teddies are allowed.
- After use, toys must be cleaned and left to air-dry Storybooks must be wiped down daily if used.
- A roster must be compiled allowing children to play outside class by class.
- Social distancing must be ensured during line-up time. (Play a game!)
- Bathroom routines need to allow for only a few children to use the bathroom at one time.

#### **Play in sandpits**

- No play in sandpits will be allowed.

#### **Outdoor equipment**

- Spray plastic motor bike handles.
- No water play or group sensory play areas are permitted until further notice.
- Practise hand-sanitising routines on returning to class.
- All jungle gyms will be sanitised once an day.

### **9.FOOD HANDLERS**

**Covid-19 is an air-born virus and not a digestive one.**

**Do date, there have not been any reports of transmissions of Covid-19 by food. (WHO)**

Transmission of COVID -19 must always be kept in mind so all handlers of food must keep very good hygiene at all times. Cooking food thoroughly and observing good hygiene practices when handling and preparing food are effective at preventing contamination.

#### **Food handlers must:**

- ✓ Wash their hands with soap and water before and after touching any food during preparation;
- ✓ Wash their hands with soap and water before serving food to learners;
- ✓ Clean and sanitise all work surfaces (i.e. tables, stoves and other resources) sinks and floors regularly;
- ✓ Keep all appliances clean;
- ✓ Wear clean kitchen attire at all times;
- ✓ Wear head gear and masks to cover their mouths and noses;
- ✓ Wear closed shoes to protect feet;
- ✓ Ensure proper food storage practices;
- ✓ Rinse all foodstuffs thoroughly before cooking; and also fruit before serving to learners;
- ✓ Cook food thoroughly; and
- ✓ Ensure that learners do not share utensils, food or drinks.

- Kitchen staff are to be trained before the reopening and subsequent material/guidelines are to be shared with all kitchen staff.
- The risk of preparing food and serving food to children should be handled with the greatest care and treated accordingly.
- Supervision during mealtimes is of the utmost importance.
- The virus is easily spread via body fluids (not skin) and children should at all costs not be allowed to:
  - Eat each other's food.
  - Touch each other while eating/drinking.  
(The cleaning of mouths and hands after finishing is of vital importance and should be handled with the utmost care.)

**CHILDREN WILL BRING HIS OR HER LUNCH IN A PLASTIC ZIPLOCK BAG. A BOTTLE OF WATER MUST ALSO BE SUPPLIED EVERY DAY.**



## 10. ILLNESS:

### **Staff Absence due to illness**

In the case of absence due to illness, staff is required to provide the following to their school: A medical certificate indicating the cause of illness and confirmation that the diagnosis is not COVID-19, before returning to work, also the expected date of their return to school.

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

### **Children:**

**Please keep all sick children at home**

**If a child is sick or has a fever they will be removed from class and accommodated in the quarantine room. Parent will be contacted to pick them up immediately and seek medical assistance. Before they are allowed back we will need a doctor's note to confirm the child has not Covid-19.**

### **POSSIBLE POSITIVE CASE REPORT:**

#### **ACTION TO BE TAKEN WHEN A CHILD OR LEARNER APPEARS ILL OR DISPLAYS SYMPTOMS ASSOCIATED WITH COVID-19:**

When a child/learner appears to be sick and displays symptoms of COVID-19, such as dry cough, high fever, respiratory distress or shortness of breath, or report a sore throat, the procedure below must be followed by Kabouterland:

- ✓ Isolate the learner and keep them separate from other learners and staff until they can be assessed by a health professional, a well marked child friendly quarantine room will be available.
- ✓ The parents or guardians of the child/learner must be informed immediately.
- ✓ Call the nearest health facility, the NICD Toll-free emergency hotline for COVID-19 (0800 029 999) or the provincial health officials whose details are listed.
- ✓ The ECD and partial care Centre will be advised on any further actions to be taken.

**Treat adults with symptoms in the same manner. If they cannot drive themselves, they will need to go to a quarantine area**

### **POSITIVE CASE PROTOCOLS**

#### **ACTION TO BE TAKEN BY KABOUTERLAND WHEN A CASE OF COVID-19 IS CONFIRMED:**

- ✓ The ECD and partial care Centre will be contacted by the relevant public health officials to discuss the case, to identify people who have been in contact with the infected person and advice on any further actions or precautions that should be taken.
- ✓ If an ECD Centre has not been contacted regarding a possible case of COVID-19 in the centre, the administrators must contact the NICD toll-free emergency hotline for COVID-19 on 0800 029 999 for referral to the relevant contact.
- ✓ Public health officials, with the assistance of relevant staff, will conduct a risk-assessment and give recommendations on the management of children and staff.
- ✓ **In most cases, closure of the ECD Centre will not be necessary. The decision to close will be centre- and context-specific and must follow the procedures.**

#### **ACTION TO BE TAKEN WHEN A CHILD/LEARNER MAY HAVE BEEN EXPOSED TO A SUSPECTED/PROBABLE CASE OF COVID-19, OR A SUSPECTED CASE FOR WHOM TESTING FOR COVID-19 IS INCONCLUSIVE AS REPORTED BY THE LABORATORY:**

- ✓ If a child has been in contact with a suspected case of COVID-19 in an ECD and Partial Care Centre as a preventative measure parents are required until the laboratory test results for COVID-19 have been received to keep the child at home.
- ✓ **Until the case is confirmed there is no need to close the centre but parents can be contacted and informed awaiting the outcome of the tests.**

## **ACTION TO BE TAKEN WHEN A CHILD/LEARNER MAY HAVE BEEN EXPOSED TO A CONFIRMED CASE OF COVID-19**

- ✓ All close contacts of a confirmed COVID-19 case are required to quarantine in their homes for 14 days while being monitored for symptoms. They may not attend the ECD Centre.
- ✓ **Learners who are not contacts of a confirmed case may attend. Family and friends who have not had close contact with the confirmed case do not need to take any precautions or make any changes to their own activities such as reporting to school or work, unless they begin to develop symptoms.**
- ✓ Learners who have interacted with a healthy contact of a confirmed case, specifically,
- ✓ should not be excluded from attending. A person who comes into contact with the healthy contact of a confirmed case, unlikely to result in transmission.
- ✓ All case contacts who become symptomatic will be immediately tested by health authorities for COVID-19 and if they test positive for COVID-19, active contact tracing and self-quarantine of all contacts will be implemented.

**NB. Keeping learners at home or closing ECD Centres is a serious decision which may restrict the learners' ability to acquire education, amongst other considerations. The decision to direct learners to stay at home, because of possible exposure to, or infection with COVID-19 should be justified.**

### **THE FOLLOWING STEPS MUST BE FOLLOWED if:**

An employee tested positive for COVID-19

- ✓ The relevant public health officials will discuss the case, identify people who have been in contact with the patient, and advice on any action or precautions that should be taken.
- ✓ **Kabouterland** should formally grant approval for sick leave, in accordance with the Determination and Directive on Leave of Absence, or in capacity leave and ill-health retirement processes, if the employee has exhausted their normal sick leave.
- ✓ An assessment will be undertaken by the public health officials and advice on the management of pupils or learners and staff will be based on this assessment.
- ✓ A risk assessment will be undertaken by the educational establishment, advised by the public health officials.
- ✓ **Kabouterland** should formally grant approval for all employees who worked closely with the infected employee to self-quarantine for a period of 10 days, in accordance with Public Service Regulation 51 of the Public Service Regulations, 2016, to ensure that the infection does not spread.
- ✓ A list of these employees must be kept and contact must be maintained with such employees as a means of monitoring and support.
- ✓ Thorough cleaning and disinfection of the infected person's workspace must be conducted.
- ✓ If an employee has been diagnosed with COVID-19 and isolated in accordance with the Department of Health Guidelines, an employer may only allow an employee to return to work on the condition that they have undergone a medical evaluation confirming that the employee is well.
- ✓ **Kabouterland** must ensure that all the workspace(s) of those exposed are cleaned and disinfected thoroughly.
- ✓ Contact must be maintained with employees in quarantine as a means of monitoring and support.

ALL CASES MUST BE REPORTED TO THE DPSA, IN THE REQUIRED FORMAT, VIA

the dedicated email address: **COVID-19@dpsa.gov.za** if an employee appears ill and reports for duty displaying symptoms associated with COVID-19 .

If an employee presents with symptoms consistent with COVID-19 such as a fever, respiratory distress and a dry cough, they must be advised to contact the NICD toll-free emergency hotline for COVID-19 on 0800 029 999, consult a medical professional and follow the NDOH protocol for COVID-19. The employee should be temporarily isolated in the sickbay or a room identified for temporary isolation, while arrangements are made for them to be transported to a medical facility. Any further action must be taken once there is a

diagnosis confirmed by a medical professional. All cases must be reported to the DPSA, in the required format, via the dedicated email address: [COVID-19@dpsa.gov.za](mailto:COVID-19@dpsa.gov.za)

**Employees must be encouraged to seek medical attention if they display flu-like symptoms and to not report for duty.**

#### **Closure of an ECD and partial care Centre if an employee has tested positive for COVID-19 :**

Preparing for the possible closure of an ECD and partial care Centre should only be considered following recommendations from the accountable public health official. Temporarily closing an ECD Centre is a possible strategy to prevent or slow the continued spread of COVID-19 in the ECD Community. School administrators are not expected to make decisions about dismissals or closure of ECD Centres and must follow the Departmental procedures in this regard. ECD Centres must seek guidance from local health officials to determine if, when, and for how long to take these steps. Large event cancellations or school dismissals may be recommended for 14, if advised by local health officials, the Provincial Head of Department, and the DSD. The nature of these actions (i.e. the scope and duration) may change as the local situation evolves.

#### **Considerations for keeping a school open after dismissal of learners :**

During ECD Centre dismissals, schools may stay open for staff members (unless they are ill) while learners stay home. Keeping facilities open will allow educators to develop and deliver lessons and have access to teaching resources and materials remotely, thus maintaining continuity of teaching and learning. Furthermore, it will allow other staff members to continue to provide services and help with additional response efforts. If ECD Centres are dismissed, administrators should discourage learners and staff from gathering or socialising anywhere e.g. meeting at a friend's house, a restaurant, or a local shopping mall.

#### **An important consideration is how to ensure the continuity of education during dismissal the ECD and partial care Centres should:**

Review continuity plans, including plans for the continuity of teaching and learning;  
All learning should be FUN! And AGE APPROPRIATE !  
Implement e-learning plans, including digital and distance learning options, if feasible and appropriate;  
Determine, in consultation with district officials, if necessary:  
✓ How to convert face-to-face lessons into online lessons and how to train educators to do so;  
✓ How to triage technical issues if faced with limited IT support and staff;

And arrange for activity pack drive through pick ups so that the children can have the adequate supplies to continue learning at home.  
Design strategies to avoid transmission in settings where people might gather in a group or crowd, if there is community spread of COVID-19, e.g. "grab-and-go" packed lunches or grocery pack distribution.

### **11. AFTERCARE TRANSPORT**

The Department of Transport is responsible for all legislation, regulations, licensing and enforcement thereof, of all matters of transport including vehicles transporting learners to school and back. All commuter transport services including passenger bus services, taxi services, and private cars transporting learners to school must adhere to the regulations issued in terms of the Disaster Management Act, 2002 (Act no 57 of 2002), and the amendments thereto, as well as all the directives set out in the schedule to address and contain the spread of COVID-19 according to the lock-down level.

**Kabouterland will adhere to the following:**

- ✓ All operators must ensure that transport vehicles are cleaned and disinfected before picking up and after dropping off Staff.
- ✓ Operators must ensure that all transport vehicles' door and window handles, armrests and handrails are cleaned/wiped with a disinfectant before picking up and after dropping off staff. Operators must ensure that all transport vehicles are clean and tidy. All drivers and passengers must wear a mask.
- ✓ Hand sanitisers with a minimum of 60% alcohol content must be available in the vehicle at all times. Transport coordinators must ensure that children sanitise their hands before getting into the vehicle. Vehicles should be monitored for compliance by departmental officials.
- ✓ Children will be screened before they are allowed into the vehicle.
- ✓ If the transportation is to be resumed, the implementation of serious hygiene measures will be discussed, explained, and adhered to.
- ✓ Full screening will be done before entering KAbouterland.

No outings will be done during lockdown

**12. EMOTIONAL SUPPORT TO CHILDREN, TEACHERS AND OTHER STAFF MEMBERS**

The World Health Organisation (WHO) indicates that a major pandemic entails a psychosocial disturbance that may exceed the affected population's capacity to manage. The COVID-19 pandemic is such a state. The most common reactions include anxiety, distress and depression. These reactions may result from a fear of contracting the illness, the ability to recover from the illness or even experiencing the death of family members, colleagues or classmates. Children, educators and management have a responsibility to care for themselves and each other.

What can the ECD do to help:

- ✓ Talk to each class about the emotional effects of COVID-19, age appropriately.
- ✓ Teach on a developmentally appropriate level about identifying and interpreting emotions: how to handle or react to fear or anxiety; how to identify the signs of depression.

For Staff and Parents: Depression and Anxiety Group (SADAG) offers free remote counselling (SADAG helpline 0800567567 or send a SMS to 31393).

I know this is a lot to take in, but you need to be informed and ready for action when needed.

Kind regards

Reana

**Whatever you write on the heart of a child, no water can wash away**