

**XANADU PRIVATE
SCHOOL**

COVID-19

PROTOCOL

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1. TITLE OF THE POLICY: COVID-19 PROTOCOL

2. EFFECTIVE DATE: 18 May 2020

3. DATE OF NEXT REVIEW: 18 May 2021

4. REVISION HISTORY: First Draft

5. PREAMBLE

According to the World Health Organisation (the WHO), COVID-19 is a disease caused by a new strain of coronavirus and is linked to the same family of viruses as Severe Acute Respiratory Syndrome (SARS) and some types of the common cold.

The symptoms of COVID-19 can include fever, cough, and shortness of breath and in more severe cases, an infection can cause pneumonia or breathing difficulties. These symptoms are similar to the flu (influenza) or the common cold, which are a lot more common than COVID-19. This is why testing is required to confirm if someone has COVID-19.

The virus is transmitted through direct contact with respiratory droplets of an infected person (generated through coughing and sneezing). Individuals can also be infected from and touching surfaces contaminated with the virus and touching their face (e.g., eyes, nose and mouth). The COVID-19 virus may survive on surfaces for several hours, but simple disinfectants can kill it.

The WHO proposes the following everyday preventative measures to curb the spread of the virus:

- *Persons who are sick must stay home.*
- *Persons must cover their mouth and nose with a flexed elbow or a tissue when coughing or sneezing.*
- *Wash your hands with soap and water often and for more than 20 seconds at a time; and*
- *Surfaces and objects must be cleaned regularly.*

It is against this background that the protection of children and educational facilities becomes particularly important. Precautionary measures are necessary to prevent the potential spread of COVID-19 in the school environment. Schools must take measures to prevent the entry and spread of COVID-19 by learners and personnel who may have been exposed to the virus while minimizing the disruption of teaching and learning.

6. PURPOSE

The purpose of this protocol is the implementation of preventative controls against the infections of COVID-19 at the school.

This protocol further aims to:

- *Minimise the risk of transmission of and exposure to COVID-19 on the school grounds.*
- *Provide guidance in the protection of every student of Hartbeespoort Academy.*
- *Provide guidance in the protection of employees of Hartbeespoort Academy employed at the School.*
- *Provide guidance in the protection of every parent/visitor of Hartbeespoort Academy.*

- Provide guidance in the implementation of preventative controls.
- Provide guidance in the basic measures to be undertaken by the school.
- Provide guidance in the case of suspected infections; and
- Provide guidance for the continuation of teaching and learning at the school with limited risks to exposure and transmission of the virus.

7. TERMINOLOGY AND ACRONYMS

7.1 Terminology

Term	Explanation
Cleaning	The removal of germs, dirt, and impurities from surfaces or objects by making use of soap (or detergent) and water to physically remove germs/dirt/impurities from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.
Disinfecting	Is the killing of germs on surfaces or objects by making use of chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.
Sanitizing	The lowering of the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

7.2 Acronyms

Term	Explanation
BCEA	Basic Conditions of Employment Act
LRA	Labour Relations Act
SASA	The South African Schools Act, No. 84 of 1996 as amended
P.A.	Parents Association
SMT	School Management Team

8. APPLICATION AND SCOPE OF THE POLICY

This document sets out the guidelines and protocols to be followed in the implementation of preventative measures against COVID-19 Corona Virus infections at the school.

These measures contained in this document should by no means be considered ample but should be constantly evaluated, updated, and enforced in an effort to optimize the prevention and control strategy. The school regards the well-being of learners, educators and supporting personnel and parents as a top priority and will always endeavour to act in the best interests of all parties.

9. LEGISLATIVE FRAMEWORK

- a) *The Constitution of the Republic of South Africa, Act 108 of 1996.*
- b) *The South African Schools Act, 84 of 1996.*
- c) *The Basic Conditions of Employment Act, 75 of 1997.*
- d) *The Labour Relations Act, 66 of 1995.*
- e) *The Compensation for Occupational Injuries and Diseases Act.*
- f) *The Occupational Health and Safety Act, 85 of 1993*
- g) *National Education Policy Act, 27 of 1996, as amended.*
- h) *Promotion of Access to Information Act, 2 of 2000.*
- i) *Promotion of Administrative Justice Act, 3 of 2000.*
- j) *Employment of Educators Act, 76 of 1998, as amended.*
- k) *South African Council of Educators, 31 of 2000.*
- l) *The Gauteng Schools Education Act, 6 of 1995.*
- m) *The Control of Access to Public Premises and Vehicles Act, 53 of 1985, including regulations made under it (“the Public Premises Act”).*
- n) *Regulations issued in terms of the Disaster Management Act, 57 of 2002, where applicable in the case of schools.*

10. RELEVANT POLICIES AND PROVINCIAL CIRCULARS

- 10.1 *Recommended Guidelines for Masks dated 20 April 2019.*
- 10.2 *Department of Basic Education Circular 1 of 2020.*
- 10.3 *UNICEF - Key Messages and Actions for COVID-19 Prevention and Control in Schools March 2020.*
- 10.4 *UNICEF, WHO and IFRC – Stigma Guide.*
- 10.5 *Code of Conduct of the School for Parents and Visitors.*
- 10.6 *School Code of Conduct and Rules for Learners.*
- 10.7 *Hygiene Guides of the Government of the Republic of South Africa for COVID-19.*
- 10.8 *School Health and Safety Policy.*
- 10.9 *School Policy for Medication for Learners.*

11. POLICY STATEMENTS

11.1 Role of the Health and Safety Committee and School Management Team of the school

The existing Health and Safety Committee and the School Management Team (SMT) of the School will play a crucial role in the execution of this protocol. The Principal of the school will act as chairperson of the committee for all matters related to COVID-19.

Steps to be taken by the committee and the SMT before the opening of the school:

1. *A risk assessment will be conducted to give effect to the minimum measures required by relevant directives issued by the government considering the specific circumstances of the school. **See Annexure B***
2. *A survey will be conducted amongst educators and other staff members to determine which persons have underlying medical conditions or are older than 60 years, making them more susceptible to COVID-19.*
3. *A survey will be conducted amongst learners, parents, educators, and other staff members which survey shall include at least the following information:*
 - a) *Do you have a cough?*

- b) *Are you experiencing shortness of breath?*
 - c) *Do you have a fever?*
 - d) *Do you have a sore throat?*
 - e) *Have you travelled outside of South Africa in the last 14 days?*
 - f) *Have you had direct contact with someone known to have contracted the Coronavirus disease (COVID-19) within the last 14 days?*
4. *A survey will be conducted amongst parents with regards to the necessity of the availability of a tuck shop and in accordance with said survey determine if tuck shop should be open or not.*
 5. *Arrangements shall be made for the cleaning and sanitising of all school buildings and facilities as prescribed by the GDE and DBE.*
 6. *A room or area to be utilised as a quarantine area will be identified and prepared.*
 7. *Training shall be arranged and training materials for learners, educators and other staff members shall be prepared with regards to COVID-19 and precautionary measures.*
 8. *Strict access control measures shall be prepared for persons entering onto the school grounds and the person who will be responsible for the enforcement of such rules will be equipped and trained to deal with such measures. All such persons must complete the health questionnaire and show their ID document or driver's licence.*
 9. *Signs/posters shall be made or procured for placement all over the school to encourage good hand and respiratory hygiene practices.*
 10. *Protective equipment for all staff members who will be dealing with members of the public (such as access control official and reception staff members) as well as for staff members responsible for sanitising and cleaning school buildings will be procured.*
 11. *Face shields or PVC screens shall be procured for the protection of staff members dealing with members of the public.*
 12. *All supplies necessary for the daily cleaning and sanitising of the school as well as the implementation of hygiene measures amongst learners, educators, and other staff members at school daily will be procured. These supplies include, amongst others, the following:*
 - a) *Thermometers for temperature taking*
 - b) *Soap for hand washing and cleaning*
 - c) *Paper towels in bathrooms where fabric towels are normally used.*
 - d) *Basic cleaning and reusable protective equipment*
 - e) *Hand sanitizers*
 - f) *fumigants and sanitising equipment and materials for buildings*
 - g) *Cleaning material and equipment for toilets, kitchens, etc.*
 - h) *Dedicated bins for disposing of material used in sanitising.*
 - i) *Separate plastic waste bags for such materials.*

Steps to be taken by the committee for as long as the declaration of a national disaster published in Government Gazette 43096 on 15 March 2020 remains in force:

** As per guidelines from the World Health Organisation*

1. *Promote and demonstrate regular hand washing and positive hygiene behaviours and monitor their uptake.*
2. *Ensure adequate, clean, and separate toilets for female and male learners.*
3. *Ensure soap and safe water is available at age-appropriate handwashing stations.*
4. *Ensure that educators, staff members and learners are encouraged to wash their hands frequently and thoroughly (at least 20 seconds).*

5. *Ensure that alcohol-based hand rubs (hand sanitizers) with an alcohol content of at least 70% is available in toilets, classrooms, halls, and near exits where possible.*
6. *Ensure that all school buildings, classrooms and especially water and sanitation facilities at least once a day, particularly surfaces that are touched by many people (railings, lunch tables, sports equipment, door and window handles, toys, teaching and learning aids etc.) are clean and disinfect*
7. *Ensure that sodium hypochlorite at 0.5% (equivalent 5000ppm) is used for disinfecting surfaces and 70% ethyl alcohol for disinfection of small items and ensure appropriate equipment for cleaning staff.*
8. *Ensure increased airflow and ventilation where the climate allows (open windows, use air conditioning where available, etc.).*
9. *Ensure that trash is removed daily and disposed of safely. All waste that might have been in contact with an infected individual, including used tissues, and masks if used, should be put in a plastic rubbish bag, and tied when full. The plastic bag should then be placed in a second bin bag and tied.*

11.2 Covid-19 contact person and media spokesperson

a) Contact person

- *The school will nominate one person as a contact person to deal with COVID-19 enquiries and arrangements.*
- *This person's contact details will be made available to all learners, parents, educators, and other staff members.*
- *This person will deal with enquiries from parents, educators, other staff members, learners, and other interested parties.*
- *The person will refer any queries from the media to the principal or where the person is not able to answer any queries.*

b) Media spokesperson

- *The school will nominate one member of the PA as media spokesperson with regards to matters relating to COVID-19.*
- *This spokesperson will only speak to or communicate with the media in so far as he/she is mandated to do so by the PA and after consultation with the principal and only in accordance with the contents of the mandate issued to him/her. (See existing guidelines of the school in dealing with the press).*

11.3 Basic measures the school will undertake

Daily screening measures:

All staff members, educators and learners will be subjected to daily screening measures as follows:

1. *Upon arrival at school, all staff members and educators will be screened and sanitised by a designated person for any of the observable symptoms associated with COVID-19, namely fever, cough, sore throat, redness of eyes or shortness of breath (or difficulty in breathing). See **Annexure A**.*
2. *Upon arrival at school, all learners will be screened and sanitised by a designated person for any of the observable symptoms associated with COVID-19, namely fever, cough, sore throat, redness of eyes or shortness of breath (or difficulty in breathing).*
3. *All educators, staff members (to a designated person) and learners (to their class teacher) will be required to report:*

- a. *whether they suffer from any of the following additional symptoms: body aches, loss of smell or loss of taste, nausea, vomiting, diarrhoea, fatigue, weakness or tiredness; and*
- b. *immediately upon experiencing any of the observable symptoms mentioned above whilst at school.*

General school measures:

1. *Learners will be asked to arrive at school between 7:00-8:00 in the morning. There will be only one entry point to the school grounds where learners will first need to be sanitised and temperature screened before entering.*
2. *No sick or recovering learners, educators or other staff members or persons are allowed at school until a medical practitioner has certified that they will not be a threat to other persons.*
3. *Alcohol-based hand rubs (hand sanitizers) with an alcohol content of at least 70% will be available upon entry of learners onto the school grounds and learners must sanitize their hands before entering the school grounds.*
4. *The school shall ensure that school buildings, classrooms and especially water and sanitation facilities are cleaned and disinfected at least once a day, particularly surfaces that are touched by many people (railings, lunch tables, sports equipment, door and window handles, toys, teaching and learning aids etc.)*
5. *Alcohol-based hand rubs (hand sanitizers) with an alcohol content of at least 70% will be placed in each classroom, at entrances and exits, and near lunchrooms and toilets in so far as possible.*
6. *Learners will be released for break one grade at a time.*
7. *There will be no school assemblies, sports games or other school activities.*
8. *All educators and other staff members shall wash their hands with water and soap on a regular basis.*
9. *The school shall post signs/posters throughout the school to encourage good hand and respiratory hygiene practices.*
10. *All educators shall promote and ensure social distancing amongst learners whilst they are on playground duty.*
11. *No learners will be allowed to leave their classrooms except where they are going to the bathroom or on break time and only then when they are in possession of the necessary permission slip/pass from their educators.*
12. *The attendance of educators, staff members and learners shall be strictly recorded as per the school's existing policies to assist with contact tracing.*

Measures for educators and other staff members:

1. *No staff meetings of more than ten persons will be held.*
2. *Face to face meetings must be kept to a minimum and will be reserved for urgent matters and educators or other staff members must adhere to social distancing rules during such meetings.*
3. *Educators will not go to the staff room during break times but will rather remain in their classrooms or attend to terrain duty **OR staff members will go to the staff room on a rotation basis to ensure adherence to social distancing measures.***
4. *All educators and other staff members will receive awareness training with regards to the symptoms of the virus and measures to curb the spread of the virus.*

5. *Educators will observe the behaviour of learners during teaching, learning and assessment and immediately inform the principal of any unusual behaviour or symptoms.*

Classroom measures:

1. *All educators shall ensure that learners in their classes wash their hands with water and soap on a regular basis and dispose of used paper towels in the proper manner.*
2. *All educators shall promote and ensure social distancing amongst learners in their classes.*
3. *All learners will sanitise their hands before entering the classroom and before they leave the classroom. Each classroom educator will have a sanitiser available for this.*
4. *Learner desks will be placed at least one meter apart where possible.*
5. *Where learners are not able to have a distance of at least 1m apart, screens will be placed on the desks to separate the learners.*
6. *Learners will be educated with regards to the virus and measures to curb the spread of the virus on a regular basis. Disease prevention and control should be integrated into daily activities and lessons.*
7. *All classrooms shall have tissues readily available and a closed bin shall be provided for the disposal of used tissues.*
8. *No more than 25 learners will be allowed in a classroom at a time.*
9. *No learners will move between classes. Instead, educators will move between classes where necessary from Grade 1 – 9 where all learners have the same subjects.*
10. *For Grade 10-12 where learners do not have the same subjects, learners will change classes but each learner will have his/her own assigned desk with their name and grade on where only they will be allowed to sit in each class. Our small numbers make this possible. So, no desks will be shared by any learners during the day.*
11. *All standard classroom rules and prescriptions of the school's code of conduct will still apply.*

11.4 Measures to prevent the entry of the virus onto the school grounds:

1. *No person or learner shall be allowed on the school grounds without a fabric mask.*
2. *Access to the school grounds will be limited to learners, educators and essential other staff members in so far as it is possible.*
3. *Access control and reception shall keep a register of all persons (who are not learners, educators, or staff members) who enter upon the school grounds to assist in contact tracing procedures. This register shall include at least the following details: date, time, name, surname, identity number, residential address, contact number and e-mail address. See **Annexure C**.*
4. *Access control shall also ask all persons (who are not learners, educators, or staff members) who want to enter upon the school grounds the following questions before allowing such persons onto the school grounds:*
 - a) *Have you travelled internationally in the last 14 days?*
 - b) *Have you had contact with anyone with a confirmed case of COVID-19 in the last 14 days?*
 - c) *Have you recently experience symptoms such as fever, cough or difficulty breathing?*

See Annexure C.

5. *No persons will be allowed to wait in the reception area of the school. Parents are requested to remain in their vehicles until such a time as they are notified by reception that they may enter into the reception area. **OR Persons in the reception area will be limited to 2 at a time and will observe strict social distancing measures whilst in the reception area and will be required to use hand sanitiser at the door when entering and upon leaving the reception area.***

11.5 Measures for the transportation of learners (other than transportation provided by the department of education):

1. *The bus or combi/taxi must be sanitized before and after the transportation of learners.*
2. *Learners must remain seated for the duration of their transportation.*
3. *No learner is allowed to stand whilst being transported.*
4. *Busses or combi's/taxis will only be allowed to transport half of the number of learners normally allowed with reference to the total capacity of the vehicle.*
5. *Learners should be seated at least one seat from one another in so far as it is possible.*

11.6 Measures the school will take when it is expected that a learner, educator, or other staff member has been infected with the virus:

1. *Isolate the learner, educator, or other staff member from the rest of the school in the identified quarantine area. (Kids Zone or Mothers Room)*
2. *If it is a learner: Contact the learner's parents and arrange for the learner to be collected from school by his/her guardian/parent as soon as possible. Meet the parent/guardian at the gate rather than allowing the parent to enter onto the school grounds. Strictly adhere to guidelines with regards to social distancing and masks in this regard.*
3. *If it is an educator or staff member: Arrange for transportation of the educator or staff member for medical examination and testing in a manner that does not place other educators, staff members or learners at risk.*
4. *Contact the learner's parents/caregivers and arrange for collection of the learner by his/her parents for purposes of medical examination and testing.*
5. *Assess the risk of transmission, disinfect the area and the educator or staff member's workstation or the learner's desk.*
6. *Refer learners, educators and staff members who may have been at risk of transmission for screening.*
7. *Be aware of any stigmatisation of such person and address it immediately.*

11.7 Measures when the school is informed that a learner, educator, staff member or other connected person has tested positive for the virus:

The childcare or educational institution will be contacted by the relevant public health officials to discuss the case, identify people who have been in contact with them and advice on any actions or precautions that should be taken. If you have not yet been contacted please contact the public hotline 0800 029 999 who will refer you to the relevant contact.

An assessment of each childcare or education institution will be undertaken by the public health officials with relevant staff. Advice on the management of learners and staff will be based on this assessment.

If there is a confirmed case, a risk assessment will be undertaken by the educational establishment with advice from the public health officials. In most cases, closure of the facility or school will be unnecessary. This decision will be facility or school-specific, based on various factors such as establishment size and pupil mixing.

Further measures applicable to Educators and Other Staff Members

1. *Place the educator or other staff member on paid sick leave in terms of section 22 of the BCEA or if the employee's sick leave entitlement under the section is exhausted, make an application for an illness benefit in terms of clause 4 of the Directive issued on 25 March 2020 on the COVID-19 Temporary Employer Relief Scheme under regulation 10(8) of the Regulations promulgated in terms of section 27(2) of the Disaster Management Act.*
2. *Ensure that the employee is not discriminated against on grounds of having tested positive for COVID-19 in terms of section 6 of the Employment Equity Act, 1998 (Act No. 55 of 1998).*
3. *If there is evidence that the worker contracted COVID-19 as a result of occupational exposure, lodge a claim for compensation in terms of the Compensation for Occupational Injuries and Diseases Act, 1993 (Act No. 130 of 1993) in accordance with Notice 193 published on 3 March 2020.*

Return of learners, educators, and other staff members to school subsequent to testing positive for COVID-19

Learners, educators, and other staff members may only return to school once the following conditions have been complied with:

1. *The learner, educator or other staff member has undergone a medical evaluation confirming that the worker has been tested negative for COVID-19.*
2. *Written proof of such medical evaluation and the negative test has been submitted to the Principal.*
3. *The designated person or class teacher ensures that personal hygiene, wearing of masks, social distancing, and cough etiquette is strictly adhered to by the educator, staff member or learner.*
4. *The designated person or class teacher closely monitors the educator, staff member or learner for symptoms on return to school.*

Basic guidelines regarding face masks

1. *Face masks should never be touched when wearing them.*
2. *Do not lower the face mask when speaking, coughing, or sneezing.*
3. *Ensure the use of tissues after coughing or sneezing or blowing the noses and then within 1.5 metres of any other person.*
4. *A standby mask must be issued in case of sneezing or a need to blow the nose. Place the mask in a sealed plastic bag for the learner to wash at home. Adults must also adhere to this precaution.*
5. *The inner side of the face mask should not be touched with hands.*
6. *Face masks should cover your nose and mouth entirely.*
7. *Wash fabric face masks with soap and hot water and iron when dry.*

12. SHORT TITLE

This document shall be known as **the school's COVID-19 PROTOCOL.**

13. AMENDMENTS

The SMT and PA may from time to time amend, supplement, modify or alter this policy.

14. APPROVAL

Recommended by Health and Safety Committee		Signature:	
Date:			
Recommended by Principal		Signature:	
Date:			
Approved by PA Chairperson		Signature:	
Date:			

SCHOOL STAMP

ANNEXURE A

Personal Symptoms Risk Assessment Questionnaire

** Every educator and other staff member must complete this questionnaire daily upon their arrival at school and submit same to their direct supervisor or as otherwise determined by the school management team.*

Name					
Surname					
Contact number:					
Residential address:					
Monitoring of symptoms:					
Date:					
Symptoms:					
Shortness of breath					
Cough					
Sore throat					
Body aches					
Redness of the eyes					
Loss of smell					
Loss of taste					
Nausea					
Vomiting					
Diarrhoea					
Fatigue/weakness					

ANNEXURE B

Risk assessment questionnaire information

The school shall conduct a risk assessment to determine the risk of exposure to the COVID-19 virus at school and the outcome of such risk assessment shall be communicated to all interested persons such as educators, non-educator staff and parents.

Purpose of the risk assessment

- To identify the potential risk of exposure to the COVID-19 virus.
- To identify the current control measures (or lack thereof).
- To provide recommendations to school management and the SGB.

Objectives

- To identify and assess the potential risk of exposure to the COVID-19 virus at the school.
- To identify control measures (or the absence of control measures) and assess the effectiveness of such control measures to prevent exposure to the COVID-19 virus.
- To inform school management and the SGB of the risk of potential exposure to the COVID-19 virus and additional controls that might be required.

High Risk Areas

Anticipated high exposure areas will need immediate assessment are areas such as:

1. Entry points to the school
2. Bathrooms
3. On-site canteen and similar dining areas
4. Waiting/Reception areas
5. Evacuation and gathering places

Individuals are exposed to different levels of risk and the Department of Labour published a guideline for workplace preparedness detailing these different levels of exposure as follows:

a) Very High Exposure Risk

This level includes very high exposure risk jobs with a high potential for exposure to known or suspected sources of COVID-19 during specific medical, post-mortem, or laboratory procedures such as healthcare workers and morgue workers.

b) High Exposure Risk

This level includes high exposure risk jobs with a high potential for exposure to known or suspected sources of COVID-19 such as healthcare delivery and support staff and medical transport workers.

c) Medium Exposure Risk

This level includes medium exposure risk jobs that require frequent and/or close contact with (i.e. within 2 meters of) people who may be infected with COVID-19, but who are not known or suspected COVID-19 patients such as persons who may have frequent contact with travellers returning from international locations with widespread COVID-19 transmission or persons who 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).

d) Lower Exposure Risk

This level includes lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being infected with COVID-19, nor frequent close contact with (i.e. within 2 meters of) the general public. Workers in this category have minimal occupational contact with the public and other co-workers.

With reference to the abovementioned guidelines, the school poses a medium exposure risk.

ANNEXURE C

HARTBEESPOORT ACADEMY	
ACCESS CONTROL INFORMATION AND QUESTIONNAIRE	
DATE:	
Time:	
Full name:	
Surname:	
ID number:	
Residential address:	
Contact number:	
E-mail address:	
Have you travelled internationally in the last 14 days?	
Have you had contact with anyone with a confirmed case of COVID-19 in the last 14 days?	
Have you recently experience symptoms such as fever, cough or difficulty breathing?	
DATE:	
Time:	
Full name:	
Surname:	
ID number:	
Residential address:	
Contact number:	
E-mail address:	
Have you travelled internationally in the last 14 days?	
Have you had contact with anyone with a confirmed case of COVID-19 in the last 14 days?	
Have you recently experience symptoms such as fever, cough or difficulty breathing?	
DATE:	
Time:	
Full name:	
Surname:	
ID number:	
Residential address:	
Contact number:	
E-mail address:	
Have you travelled internationally in the last 14 days?	
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