



ST ANDREW'S PREPARATORY
SCHOOL

Policy for the Re-opening of Prep post COVID-19-19 Lockdown

Version 1 (22 May 2020)

This policy replaces the Policy for the phased re-introduction of boarders into boarding (12 May 2020) and the COVID-19-19 School Readiness Policy (15 May 2020)

Introductory Notes

This policy has been drawn up to govern the re-introduction of children and staff once National COVID-19-19 restrictions allow and the COVID-19-19 Planning Committee and Prep School Management Team (SMT) has declared the school ready to accept children.

The overriding principle behind this policy is that at all times it must be read to have the best interests of the children and staff at heart and that the safety of both parties is paramount.

This policy is intended to provide workable structures to manage the risk, whilst at the same time making it a viable option for children to return to school.

Members of the SMT along with key shared personnel such as House Parents will assume shared and specifically allocated responsibility for the policies outlined in this document.

It is important that this document is managed as a live document and as such needs to be continually added to and acted upon as and when issues arise.

Headmaster: Brendan Brady BA, HDE (UKZN)

contactprep@saprepschool.com • www.saprepschool.com • Tel: +27 (0) 46 603 2400 • Fax: +27 (0) 46 622 7044
Leicester Street • PO Box 187, Grahamstown 6140, South Africa

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1) Conditions necessary for the re-opening of the school

- a) National directives as per the Department of Basic Education (DBE) and National lockdown directives allow for the re-opening of schools.
- b) The St Andrew's Prep COVID-19 Risk Assessment Framework indicates that the associated risks are mitigated to an acceptable level by the COVID-19 Planning Committee of St Andrew's College (herein after referred to as the CPC) and the Prep Senior Management Committee (SMT). The CPC meets weekly and will review risk and this policy weekly, or more frequently if circumstances dictate.
- c) National directives from the Department of Social Development

2) Obligation to Return

- a) There is no obligation for children to return until the online programme is discontinued.
- b) The online programme will continue until all children have reasonable opportunity of returning.

3) Key Considerations

- a) We have planned for the return of all day scholars (Grade R to 7) in a phased manner and Grade 6 and 7 boarders. Actual return as allowed by the DBE and confirmed by ISASA will be communicated to parents as allowed. The "bubble" concept will be maintained as much as is possible with the integration of day-scholars and boarders for purposes of group management and risk mitigation.
- b) The Prep SMT shall determine the second phase of re-integration of boarding, the re-opening of the Grade 000 and 00 sectors as allowed by National policy, and review the management of Prep's protocols on a weekly basis.
- c) There are inherent risks associated with COVID-19 that cannot be eliminated by "bubble" group management, especially in a dynamic school environment with a mix of day-scholars and boarders.
- d) This policy places emphasis on:
 - i) work environment, hand and respiratory hygiene, physical distancing, and limitations on the size of gatherings and
 - ii) behavioural aspects to limit contact between Children and staff, in accordance with the advice of
 - iii) the World Health Organization, School setting and ability to maintain COVID-19 prevention and control measures, Considerations for school-related public health measures in the context of schools 10 May 2020.

4) Returning to School

- a) The school shall give two weeks' notice of readiness to open.
- b) A comprehensive workplace plan is in place governing all matters relating to the workplace requirements of the management of COVID-19 as required by the Department of Labour and all other statutory commitments, including but not limited to the staff training, the screening of staff, and the provision of PPE where required.
- c) A comprehensive COVID-19 Medical Framework is in place.
- d) The St Andrew's COVID-19 Medical Framework, and the Policy for re-opening of St Andrew's Prep post COVID-19 Lockdown documents will be provided to parents when notice of the intention to re-open is given.
- e) Travel for boarders returning to Prep should be undertaken with as few breaks as possible, cognizant of the infection risks associated with public spaces.

- f) Where possible, travel to Prep for boarders returning should be in a private vehicle, per family.
- g) Where flights are possible, they should be by charter to PE charter terminal, from which school transport will be provided.
- h) Children are required to adhere to physical distancing, mask use, and sanitization procedures at all times.
- i) Boarders returning to Prep are required to travel in casual clothing, with clean uniform packed.

5) Hygiene – Screening and Drop-Off

- a) Children and staff will be issued three 4-ply cloth masks for use on campus.
- b) Children and staff are required wear school-issued masks at all times in public spaces.
- c) It is required that all children will use a clean school-issued mask every day.
- d) Children will be screened as follows:
 - i) Boarders
 - (1) Boarders are screened by the House Parents in their dorms before breakfast, by the duty staff at lunch and at evening stand to. Screening will include a temperature check and a symptom checklist. Where a child feels unwell, displays symptoms, or has a temperature above 37.5°C, the procedures described in the St Andrew's COVID-19 Medical Framework apply.
 - (2) School issued masks are to be worn from wake-up to lights out. Clean masks are handed out at morning screening daily. Children do not sleep with masks.
 - ii) Day scholars
 - (1) Day scholars will be screened prior to entering campus every day, and again at snack time. Screening will include a temperature check – the first check while still in the vehicle at drop off – and a symptom checklist. Where a child feels unwell, displays symptoms, or has a temperature above 37.5°C, the procedures described in the St Andrew's COVID-19 Medical Framework apply.
 - (2) School issued masks are to be worn to campus, while on campus and while leaving campus. Clean masks will be issued at the screening points every day and used ones taken in for laundering.
 - iii) Day Scholar Drop Off
 - (1) Drop off times and timetables will be staggered to manage the screening, flow and physical distancing requirements.
 - (2) Pre-Primary children will be dropped off at the screening station above the stairs leading from Fairlawn Field to the JP/PP blocks between 8:15 and 8:30 every day.
 - (3) Junior Primary children will be dropped off at the screening station above the stairs leading from Fairlawn Field to the JP/PP blocks between 7:30 and 7:55 every day.
 - (4) Younger siblings may be dropped off at the earlier drop-off should this be required. They will be supervised in their classrooms.
 - (5) Grade 4 and 5 day scholars will be dropped off at the Leicester Street gate pedestrian crossing ON THE SCHOOL SIDE OF LEICESTER STREET ONLY between 7:30 and 7:50 every day.
 - (6) Grade 6 and 7 day scholars will be dropped off at the Leicester Street gate pedestrian crossing ON THE SCHOOL SIDE OF LEICESTER STREET ONLY between 8:10 and 8:25 every day.

- (7) Older siblings may be dropped off with their younger brothers at the earlier drop-off should this be required. They will be supervised in their classrooms.
- iv) Day scholars will be required to observe physical distancing regulations (1.5m spacing) at all times. Day scholars will not, under any circumstances, be allowed into the boarding houses.
- v) Staff Screening
 - (1) All staff are required to wear school-issued masks at all times.
 - (2) Fairlawn staff will report to the designated screening person at Fairlawn in the Fairlawn foyer for daily screening. This will include temperature checks and a symptom checklist. Where a staff member feels unwell, displays symptoms, or has a temperature above 37.5°C, the procedures described in the St Andrew's COVID-19 Medical Framework apply.
 - (3) Top Prep staff will report to the designated screening person in the Robert House foyer for daily screening. Screening will include temperature checks and a symptom checklist. Where a staff member feels unwell, displays symptoms, or has a temperature above 37.5°C, the procedures described in the St Andrew's COVID-19 Medical Framework apply.

6) School Responsibility - Boarding

- a) It is envisaged that a return to boarding will be phased, starting with Grade 6 and 7. In order for that to happen, Prep will ensure the following takes place:
 - i) Parents will be given at least two weeks' notice, notifying them of the return date to boarding.
 - ii) Boarding facilities comply with physical distancing best practice. Refer to Prep House COVID-19 protocols (9 below).
 - iii) All staff and children will be screened daily as per the SAC/Prep screening protocol.
 - iv) All staff will be informed of what to look out for in terms of detecting a possible COVID-19 case.
 - (1) Symptoms
 - (2) Requirements needed in their workspaces to prevent a viral spread in the workplace.
 - (3) The procedure to be followed when someone presents with symptoms whilst in boarding and in the classroom.
 - v) All boarding facilities have been sanitized and cleaned. Cleaning and sanitizing will continue daily.
- b) All boarding houses have hand-sanitizer dispensers at all entrances.
- c) All bathrooms have paper towelling available, as well as soap dispensers.
- d) Clear expectations of what is expected from the children with regards to sanitising, hygiene, and physical distancing within the boarding houses will be posted on electronic screens, in bathrooms and common areas.

7) School Responsibility – Day Scholars

- a) It is envisaged that a return to school will accommodate all day scholars from Grade R to 7. In order for that to happen, Prep will ensure the following takes place:
 - i) Parents will be given at least two weeks' notice, notifying them of the return date to school.
 - ii) Classroom and common facilities comply with physical distancing best practice.

- iii) All staff and children will be screened daily as per the SAC/Prep screening protocol.
 - iv) All staff will be informed of what to look out for in terms of detecting a possible COVID-19 case.
 - (1) Symptoms
 - (2) Requirements needed in their workspaces to prevent a viral spread in the workplace.
 - (3) The procedure to be followed when someone presents with symptoms whilst in boarding and in the classroom.
 - v) All academic facilities have been sanitized and cleaned. Cleaning and sanitizing will continue daily.
- b) All bathrooms have paper towelling available, as well as soap dispensers.
 - c) All classrooms have a spray bottle of hand-sanitizer to be used on entering classrooms and also for cleaning their spaces upon leaving the class. This will be administered by the teacher.
 - d) Clear expectations of what is expected from the children with regards to sanitising, hygiene, and physical distancing within the classrooms and common areas will be posted in classrooms, corridors, bathrooms and common areas.

8) Parent Responsibility

- a) It is requested that parents ensure the following takes place before their child returns to school:
 - i) Ensure that your child has had a flu vaccination, if possible.
 - ii) Ensure that your child is not presenting with symptoms, or has not knowingly been exposed to someone who has tested positive for COVID-19 for at least two weeks prior to returning.
 - iii) Inform the school should your child have been ill with any COVID-19 symptoms whilst having been away from school.
 - iv) Complete and return the screening survey which will be sent out prior to your child's return to Prep (required).
 - v) Take necessary precautions to isolate children returning to boarding for 14 days before returning to Prep.

9) Daily House Protocols - Boarders

- a) Children will be screened by a designated staff member in their respective boarding houses at morning *Stand To*, at lunch, and at evening *Stand To*.
- b) Children will be expected to abide by the physical distancing regulations at all times.
- c) Common Areas of the Boarding House will have clear physical distancing markings.
- d) Meal times will be staggered, floors and seating areas have been marked to ensure physical distancing is enforced.
- e) Children and staff will be expected to sanitize their hands upon entering and leaving the Dining Hall area.
- f) Children and staff will be expected to follow the Health and Safety regulations in the dining hall as prescribed by the contracted caterers.
- g) Boarders will be expected to sanitize their hands upon entering and leaving the Boarding House with the sanitizer provided.
- h) No town leave is permitted for boarders.

- i) No deliveries of food or goods are allowed.
- j) Shower times will be staggered and rostered by the House Parents.
- k) Boarders are not permitted to leave their sleeping area (cubicle) after lights out.
- l) Dayboys are not permitted into boarding houses.
- m) All boarders are required to sanitise correctly before and after leaving any ablution facilities.
- n) The sharing of clothes, food and drink is not permitted.
- o) Boarders are required to be vigilant about keeping their own areas hygienic and are expected to keep mobile devices and work spaces clean.
- p) Clear expectations of what is expected from the children with regards to sanitising, hygiene, and distancing within the boarding houses will be posted on electronic screens, in bathrooms and common areas.
- q) Boarders will be offered physical recreation opportunities overseen by staff on four afternoons per week. All physical recreation activities will comply with physical distancing.
- r) Full weekend programmes will be offered by duty staff which comply with all sanitizing and physical distancing requirements.

10) Daily Classroom Protocols

- a) The academic programme will accommodate a blend of the Learning at Home programme through live teaching sessions which will be shared online until such time as a decision is taken to discontinue the Learning at Home offering.
- b) Physical distancing of 1.5m must be maintained when moving between classes, and as far as possible within classes.
- c) Face masks must be worn at all times between lessons and in classrooms.
- d) Hands must be sanitised on entering and leaving each classroom. This will be managed by the teacher allocated to that classroom.
- e) Children will be allocated a desk in a classroom and teachers will rotate between classrooms.
- f) A seating plan for each classroom will be retained by the teacher and children are required to sit in the same seat each day.
- g) Classrooms must be well ventilated.
- h) Children may not queue outside classrooms.
- i) Children must follow the human flow directions around campus, in stairwells, in corridors and as directed by staff during the academic school day.
- j) In the IT Lab children must sanitise the computer mouse and keyboard with the provided alcohol swab before using a desktop computer.
- k) All returned library books shall be 'quarantined' or disinfected before being returned to the shelves. Textbooks, notebooks, stationery and devices may not be shared or borrowed.

11) Cleaning and Disinfection of Facilities

- a) Cleaning standards are defined in the document Cleaning and Disinfection for Community Facilities (US National Centers for Disease Control and Prevention) (Interim Recommendations for [US] Community facilities, 26 March 2020)
- b) These standards are outlined in detail in the St Andrew's College and St Andrew's Preparatory Cleaning Policy.

This policy is reviewed weekly.