



STANDARD OPERATING PROCEDURE FOR ACTION TO BE TAKEN WHEN A STAFF MEMBER APPEARS ILL OR DISPLAYS SYMPTOMS ASSOCIATED WITH COVID-19

- When a staff member appears to be sick or displays symptoms of COVID-19, such as a dry cough, high fever, respiratory distress or shortness of breath, or reports a sore throat, the procedure below must be followed:
- Isolate the member of staff in the designated isolation room (Blue Group Classroom) and keep them separate from other learners and staff.
- The member of staff must then be assessed by a health professional on leaving the school premises.
- Call the nearest health facility, the NICD tollfree emergency hotline for COVID-19 **0800 029 999**.
- Should the member of staff test positive for COVID-19, the school will be advised on any further actions to be taken.
- However, the staff will conduct its own tracking and staff and learners with whom the infected person has come in contact will go into two weeks self-isolation. The tracking is easy to do as the children are working in clearly identified zones during the school day.
- The isolation area will be sanitised after occupation by staff with suspected COVID- 19 symptoms.
- Only the Department of Basic Education and the Department of Health may determine if the school should be closed.