



STANDARD OPERATING PROCEDURES FOR COMMUNICATION WITH THE DEPARTMENT OF EDUCATION AND THE DEPARTMENT OF SOCIAL DEVELOPMENT

A file has been created with the following information available for perusal to the above-mentioned Departments including:

1. A COVID 19 POLICY

2. STANDARD OPERATING PROCEDURES FOR:

- Daily routine for learners
- Learners entering St Martin's Pre-Primary School
- All staff entering St Martin's Pre-Primary School
- The children of general staff of St Martin's Pre-Primary School
- Visitors to St Martin's Pre-Primary School
- Treating and reporting minor injuries/ incidents during school time
- Learners exiting St Martin's Pre-Primary School at 12:30pm
- After-care
- Classrooms/ bathrooms/ school – Cleaning Procedures
- Action to be taken when a staff member appears ill or displays symptoms associated with COVID-19
- Action to be taken when a child or learner appears ill or displays symptoms associated with COVID-19
- Action to be taken when a learner appears ill or displays symptoms associated with COVID-19 during After-care
- Action to be taken when a learner may have been exposed to a confirmed case of COVID-19
- Action to be taken when a case of COVID-19 is confirmed in St Martin's Pre-Primary School
- Providing communication with the Department of Education and the Department of Social Development
- Providing emotional support to learners
- Providing emotional support to learners, teachers and non-teaching staff regarding stigmatism around COVID-19 and the symptoms thereof

3. CONTACT NUMBERS of the relevant authorities:

- National Department of Health **012 395 8000**
- NICD toll free emergency hotline for COVID-19 **0800 029 999**
- The South African Depression and Anxiety Group (SADAG) **0800567567**



STANDARD OPERATING PROCEDURES FOR CURRICULUM CHANGES

- The curriculum has been adjusted according to the information garnered from the ATPS provided by the Department of Education.
- In the interim the *No Limits+ Remote Learning Programme* will be offered both at home and at school.
- The classrooms have been set up in accordance with all COVID-19 protocols and regulations.