



ST MARTIN'S PRE-PRIMARY SCHOOL HEALTH AND SAFETY COVID 19

WHAT?

At St Martin's Pre-Primary School, health and safety is about making the school environment safe and healthy for all who work, play and learn there.

WHY?

The Occupational Health and Safety Act No 85/1993 requires all employers "to provide for the health and safety of persons at work". The South African Constitution also states that individuals have a right to "an environment that is not harmful to health" and encourages "the protection of the environment and to promote conservation".

Therefore, health and safety is a legal commitment and a Constitutional right.

WHO?

The Department of Labour is responsible for ensuring the provision of Health and Safety in the work place and may conduct inspections at any time.

The Principal oversees health and safety and ensures compliance of the necessary requirements.

The representative at the School, an elected member of staff, liaises with staff and Principal to promote an awareness of health and safety and an appreciation of the environment.

It is everyone's responsibility to ensure a safe and harmless school setting.

WHEN?

The maintenance of health and safety is an on-going task, but staff meetings serve as a valuable and regular forum for evaluation and review. It is also necessary that whenever an accident or incident occurs, that it is reported, investigated and the contributing circumstances evaluated and eliminated. All serious accidents must be recorded in the Incident Book.

From time to time, it is important to update and further qualify members of staff in first aid and safety measures.

BACKGROUND

COVID-19 is caused by the SARS-CoV-2 virus and spreads from person-to-person through respiratory droplets produced when an infected person coughs or sneezes, and from touching contaminated surfaces.

Close contact with people with known infection should be avoided and remains the mainstay of current prevention measures (physical distancing) Predominant symptoms include those of the respiratory tract including cough, fever, sore throat and shortness of breath; although other symptoms are increasingly being reported.

Current experience indicates that 80% of COVID-19 infections will be mild; 20% will be more severe, and some will require ICU treatment; most people will recover.

In general, the severity of COVID-19 infection is associated with older age groups and vulnerable populations with comorbidities.

Children and adolescents usually exhibit mild or no symptoms.

The specific rate of transmission within schools remains unknown but is likely to be a source of transmission in the community; the large degree of mixing and contact among and between children and adults in the traditional school environment presents many challenges to achieving physical distancing.

Guidance is required regarding:

- 1) school closures,
- 2) implementation of hygiene and physical distancing measures,
- 3) managing learners and staff who have had contact with individuals who have suspected or confirmed COVID-19 infection or are displaying symptoms of COVID-19.

HYGIENE

It is the personal responsibility of both learners and staff to wear clean cloth masks appropriately, if mandatory, and to follow advice on how put on and take off.

The hand sanitization and thorough hand washing of both learners and staff is also mandatory to practice at all times

HOW TO PUT ON, USE AND TAKE OFF OF A MASK

Masks are only effective when used in combination with the other Golden Rules of prevention. Cloth masks need to be washed with warm soapy water and dried in the sunlight and ironed daily. Communication should be distributed to parents, learners, educators and all staff on taking care of the cloth masks.

Steps to follow:

Before touching the mask, clean hands with an alcohol-based hand rub or soap and water.

Take the mask and inspect it for tears or holes.

Orient which side is the top side for the nose.

Ensure the proper side of the mask faces outwards (the coloured side).

Place the mask to your face.

Pull down the mask's bottom so it covers your mouth and your chin.

Place the elastic loops behind the ears or tie at the back of the head so the mask is snug.

Adjust as necessary so that the mask covers the nose and chin comfortably.

After use, take off the mask by removing the elastic loops from behind the ears or untie the mask while keeping the mask away from your face and clothes, to avoid touching potentially contaminated surfaces of the mask.

Place the mask in a safe area immediately after use.

Perform hand hygiene after touching or discarding the mask - Use alcohol-based hand rub or wash your hands with soap and water.

Wash the mask with soapy warm water and dry in sunlight. Iron before use.

WHAT TO DO AT SCHOOL EACH DAY?

Physical distancing

It is the personal responsibility of both learners and staff to maintain adequate physical distancing and to follow instructions of teaching staff.

The learners and parents are to alert staff if they develop symptoms or have had contact with an individual with confirmed or suspected COVID-19.

School responsibility

The school is to promote physical distancing for all learners and staff in the school and to avoid close contact (no hugging or shaking hands).

The school is to actively encourage authentic information and communication regularly regarding COVID-19.

The school is to discourage all stigma and discrimination regarding COVID-19.

St Martin's will be staggering classes to reduce size of class. (Parents will have the option to continue online home school should they prefer)

We are limiting classrooms to the number of learners that still permits adequate physical distancing.

We have considered the usage of large venues (e.g. school halls) for teaching in settings where crowded classrooms will not permit adequate physical distancing.

All entrances to the school premises, security and frontline personnel are provided with PPE and access to the school will be controlled.

All visitors to the schools are discouraged and will only be allowed by appointment.

The School is to promote the practice of regular hand-washing for 20 seconds and cough and sneeze etiquette for all learners and staff.

The learners and staff are to be encouraged to inform staff if they develop symptoms or have had contact with an individual with confirmed or suspected COVID-19, so that the necessary transfer to the Isolation Room can begin. Our School is to follow national guidelines for isolation and quarantine of learners or staff who meet criteria as informed by the local health authorities.

The provision of hand-washing or hand sanitization points are at easily accessible sites throughout school.

Sanitization will be provided at entrances to classrooms and any gathering venues.

The training of how to wear a cloth mask appropriately, to only touch the ear-strings, not the mask itself, and how to clean it.

Provision of masks and visors to all teachers and guidance on adequate wearing and cleaning.

Ensure that there are no activities where students are expected to hold hands or walk directly behind each other, or next to each other.

Cleaning staff are to regularly clean frequently-used surfaces including door handles, doorknobs, light switches, tables, countertops, desks, phones, keyboards, toilets, taps and sinks. (Essentially any surface that people touch regularly.)

The school is to ensure that cleaning staff have adequate cleaning supplies, are adequately trained, and have appropriate personal protective equipment. If the isolation room requires cleansing, the school is to ensure that appropriate personal protective equipment is available for designated trained cleaning staff.

The school will ensure that there is an adequate water supply and hand-washing facilities as well as provision of sanitizer before learners should be permitted onto school property.

RISK-REDUCTION METHODS FOR CLASSROOMS & OFFICES

Each classroom and office must have access to the following:

A portable handwashing station (avoid common bowls - use tippy taps), handwashing soap (bar or liquid) or hand sanitizer with at least 70 % alcohol base.

Frequent hand hygiene must be part of the routine of everyday life in a school or office. Every person that enters a classroom must wash their hands with soap and water or sanitise their hands, and again when leaving the classroom.

A litter bin with a lid, lined with a bin liner in which all tissues, paper towels and possible contaminated waste must be discarded.

Paper towels to dry hands or wipe surfaces. Used paper towels must be discarded safely in the litter bin with a lid. Protective face masks (cloth masks) and/or visors must be worn at all times in classrooms.

RISK-REDUCTION METHODS FOR TOILETS/BATHROOMS

Each toilet/bathroom must have the following:

A handwashing station and handwashing soap (liquid) close to the toilet for handwashing after using the toilet.

Paper towels to dry hands, or air dry the hands. Used paper towels must be discarded safely in the litter bin with a lid. Do not use a common hand towel.

A litter bin with a lid, lined with a bin liner in which all tissues, paper towels and possible contaminated waste must be discarded.

Surfaces that are regularly touched, e.g. taps, doorknobs and toilet handles must be wiped down hourly with 20 ml bleach per litre water or disinfectant wipes.

Daily cleaning of all surfaces at least twice a day with a disinfectant cleaner. Recommend sodium hypochlorite 0.5% (biocide sachets) or Bleach mixture (250ml of bleach to 5 litres of water).

HAND-HYGIENE PRACTICES

When to wash hands:

Wash your hands after visiting the toilet;

Wash your hands before handling food or eating;

Wash your hands after taking care of sick people;

Wash your hands after touching surfaces;
Wash your hands after sneezing or coughing.

How to wash hands with soap and water:

- Wet hand and apply soap
- Rub palms of hands together
- Rub in between the fingers, backs of hands and wrists
- Clean underneath the nails
- Rinse hands with clean running water
- Dry with clean paper towel or shake hands in the air to dry
- Do not use a cloth or share a paper towel to wipe

ISOLATION ROOM REGULATIONS

The Blue Group classroom has been designated as the appointed Isolation Room for the Morning Programme and for the afternoon Programme, the Yellow Group classroom has been appointed. In these rooms, we will have a mattress, chair, a table, hand sanitizer, paper towel and gloves if needed. These rooms will be thoroughly cleaned twice a day. All windows and doors will remain open throughout the day to allow for sufficient ventilation of the room. We will monitor the learner at the correct distance until the learner is collected. We will allow for a separate entry and exit point in these circumstances.

STANDARD OPERATING PROCEDURE FOR DISINFECTION

Recommended disinfection method for public places

Surface disinfection: Disinfection of frequently touched surfaces.

Spray disinfection: Disinfection of larger outdoor spaces or environments.

Equipment requirements for cleaning and disinfectants

Cleaning detergents with warm water.

Disposable universal wipes which combine cleaning and disinfection soap;

Hand held spray disinfectants and wiping cloths, preferable disposable paper towels.

Cleaning and Disinfection procedure for frequently touched surfaces

Thoroughly clean surfaces using detergents and warm water.

Apply disinfectant to surfaces using disposable alcohol wipes, paper towel or a disposable cloth. If a non disposable cloth is used, ensure they are laundered and dried before re-using. Ensure surfaces remain wet for a period of time required to kill the virus. (Leave for at least 10 mins)

Procedure for cleaning and disinfection larger outdoor environments

Floors and walls should be hosed down with water and cleaning detergent.

Ventilate areas with fresh air for a minimum of 30 minutes. Spray other areas accordingly.

Waste disposal

All waste generated including masks, gloves, paper towels, etc shall be treated as general waste.

The waste shall be placed in plastic rubbish bags and tied when full.
The plastic rubbish bags shall be placed with the normal waste for collection, removal, transportation and disposal by the relevant municipality.

STANDARD OPERATING PROCEDURES FOR CLASSROOMS/BATHROOMS/GENERAL SCHOOL

All staff will report to work at 7:00 am.

The domestic staff will be given new areas for cleaning as well as having to maintain their old areas. (Bearing in mind that children will not have access to all areas)

Each domestic worker will be given a set of rubber gloves and disposable gloves to be worn whilst cleaning.

All top surfaces to be cleaned regularly which include (tables, doorknobs, light switches, countertops, handles, desks, keyboards, toilets, sinks and faucets).

Cleaning detergents, as well as other sanitizers, will be used for daily cleaning, ensuring that the school is cleaned.

MDU/VUSI/CELIWE/SIZAKELE:

to clean floors with **CLASS MOP** using soapy water with one measure of bleach

Sweep and tidy up garden area

Water garden where necessary

Clean walls and doors with the **PINK CLOTH** using soapy water

Clean counter tops with the **PINK CLOTH**

Make sure the classroom is clean and sanitized with **CLASS CLOTH** by 7.10am and before going home.

Pedal rubbish bins – take out the plastic bag, tie it tightly and put it in the bin

Take the anti-waste off the shelves and clean the shelves

ALL TEACHERS:

Each teacher is in charge of cleaning classroom equipment, stationery, white boards etc

Each teacher is to clean door handles and light switches with **CLASS CLOTH** every time they open or close classroom door

BATHROOMS:

Use soapy water with one measure of bleach to clean in bathrooms

Toilets: BLUE CLOTH - use this to clean the toilet and toilet seat

PINK CLOTH - use this to clean the toilet tank and toilet handles

PINK CLOTH - use this to clean basins and other surfaces

Walls: clean walls as far as you can reach with the **PINK CLOTH**

Floor: use the **RED MOP** to clean the floor

Bins: change the plastic bag in the new bathroom rubbish bin and put a new one in the bin.

Put the old plastic bag in the rubbish bins near the kitchen

KITCHEN:

Wash and disinfect all counter tops, stoves and switches with the **ORANGE CLOTH**

Clean all handles with the **ORANGE CLOTH**

Open all windows where necessary