

**THE COVID-19 HEALTH AND SAFETY
COMPLIANCE PLAN AND
PREVENTION PROTOCOL
(THE COVID-19 HEALTH AND SAFETY
DOCUMENT)**





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1 Preamble and Introduction

- 1.1 On 19 May 2020, the Minister of Basic Education, Angie Motshekga (the “Minister”), announced the National Coronavirus Command Council and Cabinet’s approval of the phased reopening of schools on 1 June 2020. The Ridge School introduced and implemented a stringent health and safety compliance plan and prevention protocol. This has remained in place ever since the afore mentioned date.
- 1.2 As a starting point, The Ridge School (“the School”) must provide and maintain, in so far as is reasonably practicable, an environment that is safe and without risk to the health and safety of our boys, parent body, teachers, staff and third-party visitors to the school¹, including within the context of the contagious and unpredictable Covid-19.
- 1.3 This Health and Safety Compliance Plan and Prevention Protocol document (the “Covid-19 Health and Safety Document”) sets out the health and safety protocols and risk reduction measures the School has put in place to reduce the risk of the spread of Covid-19 at the School and provide a healthy and safe environment for learning and working.
- 1.4 The crucial points for a safe return to School include the basic principles of sanitising facilities, physical distancing, hand hygiene and the wearing of masks. This document explains these measures as well as other measures that will be implemented at the School. These include screening before entering campus, limiting who may access campus, limiting the number of boys in classrooms, spacing between desks, rigorous sanitisation, teacher supervision, education and awareness initiatives about how to mitigate against the spread of Covid-19, and staggered drop-off and pick-up times at School. This Covid-19 Health and Safety Document also confirms the process to be followed should a boy, teacher or staff member be suspected or confirmed to be infected with Covid-19; the applicable protocol regarding sick boys, teachers and other staff members being required to stay at home; and the process to be followed should boys, teachers or staff have existing co-morbidities (referred to in section 1.5 below) that make them more vulnerable to Covid-19.
- 1.5 It is vital that the School be informed should any of our boys, teachers or staff have underlying health conditions (so called “comorbidities”) which may put them at particular risk in the context of being on the School campus during the Covid-19 pandemic. This is to help the School ensure that we provide a safe and healthy learning and working environment for all. We appeal for your cooperation in providing us with the information (please refer to section 4.12 below) should this be relevant to you or your son.
- 1.6 Notwithstanding the above, it remains the responsibility of us all to stay healthy and safe. In order for the measures set out in this Covid-19 Health and Safety Document to be effective in mitigating against the risk of the spread of Covid-19, we require the whole School community (our boys, their families, our teachers and our staff) to understand the health and safety protocols as set out in this Covid-19 Health and Safety Document, and to take responsibility for their implementation as it applies to them. Please read this Covid-19 Health and Safety Document carefully, go through its contents with your boys and contact Mr Richard Stanley (our COVID-19 Compliance Officer) should you or your boys have any questions or concerns.

¹ See sections 8 and 9 of the Occupational Health and Safety Act, 1993



- 1.7 Importantly, and as emphasised by the Department of Basic Education in its Covid-19 guidelines (refer to Annexure “F”), the hygiene practices referred to in this Covid-19 Health and Safety Document should continue to be applied outside of School if we are going to mitigate against the spread of Covid-19 and keep our School community safe.

2 Officer

- 2.1 The School has appointed the Headmaster, Mr Richard Stanley, as the Covid-19 Compliance Officer. In this capacity Mr Stanley is responsible for, and will oversee, the implementation of this Covid-19 Health and Safety Document and adherence to the standards, guidelines and protocols set out herein. Should you have any comments or concerns in connection with the provisions or implementation of this Covid-19 Health and Safety Document, or in respect of any other measure related to the mitigation of the spread of Covid-19 at the School, please contact him as soon as is reasonably possible.

3 The dates and times for the reopening of the School campus

- 3.1 In accordance with the directive from the Minister of Basic Education and to enable appropriate measures to be taken to mitigate against the spread of Covid-19 at School:
- 3.1.1 Teachers and staff began a phased return to the School on 18 May 2020; and
- 3.1.2 The Grade 7 boys were set to return on 1 June 2020.
- 3.1.3 On 29 May 2020, the Minister issued new directions in terms of the Disaster Management Act of 2002 (the “Directions”). These Directions, amongst other things, delay the return to school of all grades other than Grades 7 and 12. The Independent Schools Association of Southern Africa (“ISASA”) sort clarity on and was granted permission to exercise discretion in terms of when to re-admit each grade of learners. This required an exemption from some of the obligations in the Directions. The School circulated a revised schedule for the return of each grade to the School or any other change that was necessary at that time.
- 3.1.4 As of January 2021, The Ridge School will continue to implement and enforce measures that are in line with and that obey to these same Directions.

4 The School’s Guiding Principles for reducing the risk of Covid-19 at the School

- 4.1 The Department of Basic Education sets out “Golden Rules” as guidelines for a safe learning and working environment in the context of Covid-19². These “Golden Rules” together with the provisions of The Occupational Health and Safety Direction³ and the other relevant regulations and guidelines (as set out in Annexure “F”) inform the

² Refer to the Department of Basic Education’s document headed “Standard Operating Procedures for teachers, non-teaching staff and learners on the coronavirus (2019-ncov) or covid-19 outbreak in South Africa” as set out in Annexure “F”

³ As issued by the Department of Employment and Labour on 28 April 2020 (see Annexure “F”)



measures and protocols set out in this Covid-19 Health and Safety Document, including the School's guiding principles set out below.

- 4.2 These guiding principles form the backbone of this Covid-19 Health and Safety Document, and are set out below. The remainder of this Covid-19 Health and Safety Document seeks to provide more information and clarity on the application and implementation of these guiding principles where necessary.

4.3 *Prevent direct contact with persons who are sick*

Boys, teachers and other staff members must not have been showing any symptoms of Covid-19 and must also not have been in contact with a suspected case or confirmed case of Covid-19 for a 10-day period *before resuming school or work at the School campus following the School's reopening*. The Department of Health lists the most common symptoms of Covid-19 as being fever, tiredness and a dry cough. They may also include aches and pains, nasal congestion, a loss of smell or taste, a runny nose, sore throat and/or diarrhoea⁴.

- 4.3.1 *After the School's reopening*, any boy, teacher or other member of staff showing any symptoms of Covid-19 (including as set out in this section 4.3) including a temperature of 38.0°C or above, will not be permitted onto the School campus until clear of symptoms for a 10-day period. A doctor's certificate confirming that the boy, teacher or other staff member is clear of any Covid-19 symptoms must be submitted to Mr Richard Stanley before he/she will be allowed back onto the School campus.
- 4.3.2 Boys, teachers and other staff must stay at home when feeling sick. A temperature of 38.0°C or above indicates a possible fever and the person must therefore not come to the School campus if they have a fever or any other of the symptoms listed above.
- 4.3.3 Every day - every boy, teacher, staff member or other person who intends entering the School will be screened for possible Covid-19 infection. This includes staff and teachers who live on the School campus. The screening involves a temperature check and the completion of a screening questionnaire (a short list of questions). For the list of questions please refer to Annexure "G".
- 4.3.4 The boys' temperature may also be taken at additional intervals as determined from time to time by the School or as required by regulations or guidelines issued by the government.
- 4.3.5 The temperature taking results and the screening responses will be recorded by the School as is required by the Department of Basic Education⁵.
- 4.3.6 Anyone that displays a temperature of 38.0°C or above at the School will have their temperature double-checked to ensure the temperature reading is consistent.
- 4.3.7 The procedure for assisting boys, teachers and staff who are found to have a temperature of 38.0°C or above at School is set out in section 8 below. No parents

⁴ <http://www.health.gov.za/covid19/about.html> (accessed 30 May 2020)

⁵ Refer to the Department of Basic Education's document headed "Standard Operating Procedures for teachers, non-teaching staff and learners on the coronavirus (2019-ncov) or covid-19 outbreak in South Africa" as set out in Annexure "F"



or visitors with a temperature of 38.0°C or above will be permitted to enter the School campus.

- 4.3.8 All boys, teachers and staff must arrive at School in advance of their regular reporting time in order to complete the temperature check and screening questionnaire. All boys, teachers, staff and other persons lining up for screening must comply with physical distancing requirement of at least 1.5 meters between each person while waiting to be screened.

4.4 *Use of personal protective equipment (PPE)*

- 4.4.1 The Departments of Health, Basic Education and Employment and Labour require that protective face masks are to be used on the School campus and in public places at all times (unless otherwise specifically stated in this Covid-19 Health and Safety Document). This is to help reduce droplets being sprayed from people who may be infected with Covid-19.
- 4.4.2 All PPE must be used and cared for in the proper way (more guidance on this set out in section 9 below).
- 4.4.3 Perspex visors may be worn in addition to protective face masks at the School.
- 4.4.4 Buffs and Perspex visors are not an acceptable alternative to protective face masks at the School.
- 4.4.5 The PPE to be worn by the staff responsible for cleaning is detailed in the relevant section below.

4.5 *Environmental cleaning and disinfection*

- 4.5.1 Routine cleaning and disinfecting are key to maintaining a healthy and safe environment for our boys, teachers and staff. This is because frequent cleaning (that removes dirt and most germs, and is usually done with soap and water) and disinfecting (kills most germs, depending on the type of chemical, and when the chemical product is used as directed on the label) reduces the risk of micro-organisms in the School.
- 4.5.2 The ground and maintenance staff (“estate staff”) and cleaning staff at the School have received training on how to clean and disinfect in the context of Covid-19. This includes how to use the necessary chemicals. The School has ordered and received the necessary cleaning equipment.

4.6 *Physical distancing – Keep a distance of at least 1.5 meters between all persons*

- 4.6.1 This applies to learning and work both within and outside the classroom.
- 4.6.2 Unsupervised and random gatherings and contact activities outside of the classroom (such as contact sport, hall gatherings and queuing for food or drinks) are not allowed.
- 4.6.3 As a result, the school kitchen will be closed for food preparation, apart from daily lunches for estate staff, until further notice.



4.6.4 The school shop and Snazzy Max Café will also be closed until further notice.

4.7 *Hand and general hygiene*

4.7.1 It is important to wash hands regularly with soap and water for at least 20 seconds. This is especially important after using the toilet, before and after touching food or drinks, after sneezing or coughing and if hands are visibly soiled/dirty.

4.7.2 Every person (boy, parent, teacher, other staff member or visitor) should wash hands before coming to School and must wash or sanitise their hands on arrival and on exiting the School.

4.7.3 Every person (boy, parent, teacher, other staff member or visitor) must use alcohol-based sanitiser regularly in addition to hand washing and when it is not possible to wash hands. This is especially after contact with any person or after contact with frequently touched surfaces i.e. phones, door handles etc.

4.7.4 The School has installed hand sanitiser dispensing units in all classrooms, bathrooms and kitchens. Portable sanitizing units are in place at all entrances to the School and in the offices.

4.7.5 No common hand towels are to be used. Hands must be “air dried” or dried with a paper towel. Used paper towels are to be discarded in a dustbin with a lid.

4.7.6 Pens, pencils and other stationary must not be shared by boys, teachers or staff.

4.7.7 There should be no sharing of food, drinks or eating and drinking utensils. The boys, teachers and staff (other than the estate staff) must bring their own lunches to School and take their own utensils home to clean. Teachers and staff must bring their own mugs for tea or coffee and also take these home to clean.

4.8 *Avoid touching your eyes, mouth or nose with unwashed/unsanitised hands.*

4.9 *Limit airborne transmission*

4.9.1 Adequate cross ventilation in classrooms and offices will be provided to allow for the free movement of air.

4.9.2 Visitors and the number of people who enter the School, classrooms or offices will be limited. Parents and other third parties should enter the School only if absolutely necessary.

4.9.3 Breaks will be shorter and/or staggered and boys will be required to maintain physical distancing of 1.5 meters. Lawns and recreational areas are to be kept clean and presentable by the estate staff to enable physical distancing.

4.10 *Practise cough and sneezing etiquette*

4.10.1 Cough into the fold of a bent elbow and sneeze into a tissue (or bent elbow if no tissue is available). The tissue should be discarded in a dustbin with a lid. Wash hands immediately thereafter.



4.11 *Prevent the stigmatisation of boys, teachers and staff who may contract Covid-19; and emphasise the importance of the School community working together to mitigate against the spread of Covid-19*

- 4.11.1 Educate the School community on the facts of Covid-19 – how it is transmitted and what its effects are.
- 4.11.2 If the School learns that any boy, teacher, staff member or other person who has been in contact with the School is infected with Covid-19 or has tested positive for Covid-19, the School will advise of this fact but not be under an obligation to disclose the identity of such a person to anyone other than the relevant health, labour and education authorities (as is relevant in the circumstances).

4.12 *The protection of boys, teachers and staff who have underlying health or conditions (so-called “co-morbidities”)*

- 4.12.1 At present, the Department of Health lists the following conditions as co-morbidities:
 - (a) diabetes,
 - (b) hypertension,
 - (c) heart disease,
 - (d) chronic lung disease,
 - (e) moderate to severe asthma,
 - (f) obesity,
 - (g) chronic obstructive pulmonary disease,
 - (h) chronic kidney disease undergoing dialysis,
 - (i) liver disease,
 - (j) those who are immunocompromised. In this regard many conditions can cause a person to be immunocompromised, including cancer treatment, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.
- 4.12.2 In the event that a learner has one of the above conditions, they are required to notify Mr Richard Stanley who will then assess the situation with a view to determining the appropriate steps to take to ensure the health and safety of the learner and all concerned.



4.13 Application of the above guiding principles outside the School campus

- 4.13.1 Boys, teachers and other staff members not travelling in their own personal vehicle must wear protective face masks on their way to and from School⁶. Avoid taking public transportation if possible. Walking, riding a bicycle, or taking private cars is highly recommended.
- 4.13.2 If public transportation must be used, be sure to minimize contact with anything unnecessary during the ride. Wash your hands thoroughly after the ride as per the Hand Hygiene guideline above.
- 4.13.3 Please respect the requirement of physical distancing outside of School. Congregations of parents outside the School campus is prohibited and congregation at social gatherings outside of Schools must be avoided.
- 4.13.4 Wear a mask in public spaces.
- 4.13.5 Avoid touching surfaces that others have touched.
- 4.13.6 Avoid contact with farm or wild animals.
- 4.13.7 Try to stay in the open air or a well-ventilated space; avoid closed spaces with poor ventilation.
- 4.13.8 Avoid all unnecessary trips out and social gatherings during this epidemic season.
- 4.13.9 Wash your hands before and after handling produce and meat products.
- 4.13.10 Avoid touching the eyes, nose and mouth.
- 4.13.11 Avoid contact with wastewater.

5 Risk reduction measures for the School Community

5.1 Cleaning and disinfecting of the School

- 5.1.1 The School appointed cleaning company DynamiCX to carry out a comprehensive training programme for all the School's staff (cleaning, estate and maintenance) regarding how to clean and disinfect in the context of Covid-19, and how to avoid cross-contamination between various spaces and venues at the School. These are the staff who are responsible for cleaning and disinfecting the classrooms, offices, bathrooms and communal venues prior to the return of our teachers and boys, and following their return. This training has taken place.
- 5.1.2 The School will also be utilising the services of cleaning staff who work for Absolute Floorcare.

⁶ See page 17 of the Department of Education's document headed Coronavirus Orientation Guidelines for School (as set out in Annexure "F")



- 5.1.3 All the staff who clean at the School are required to follow the prescribed procedures as per the ISASA COVID-19 guidelines and the health and safety protocols as specified in the Occupational Health and Safety Act (Act 85 of 1993).
- 5.1.4 In addition to the wearing of masks, all cleaning staff and estate staff are required to wear heavy duty cleaning gloves, disposable aprons, goggles or Perspex visors and closed shoes when cleaning.
- 5.1.5 All cleaning staff have been provided with their own cleaning equipment dedicated to cleaning and disinfecting classrooms.
- 5.1.6 Cleaning and disinfection at the School will take place at least daily, making use of a dedicated cloth and equipment for each venue (no cloth or equipment may be used in multiple venues or more, depending on use patterns). This notwithstanding, classrooms will be cleaned at least twice a day with disinfectant.
- 5.1.7 Frequently touched surfaces and objects that will be cleaned frequently (as required by the circumstances) include:
- Doorknobs and handles
 - Stair rails and handrails
 - Classroom desks and chairs
 - Internal lockers/pigeonholes in classrooms
 - Tables and chairs outside classrooms
 - Other tables and chairs used at break
 - Countertops
 - Light switches
 - Equipment (e.g. projectors and remotes, smartboard pens, dusters, iPads, copiers, credit card machines)
 - Shared equipment for teaching
 - Shared toys
 - Shared remote controls
 - Shared telephones
 - Shared desktops
 - Shared laptops/computer keyboards and mouses.



- 5.1.8 Computer keyboards are difficult to clean. Shared computers must have signs posted instructing proper hand hygiene before and after using them to minimize disease transmission.
- 5.1.9 It is not necessary to routinely apply disinfectants to surfaces that are not high-touch or high-risk (e.g., floors, bookcases, tops of filing cabinets). Soft surfaces such as carpets, rugs, and drapes can be cleaned using soap and water or a cleaner appropriate for the material.
- 5.1.10 All bags with possible contaminated waste must be collected from classrooms and offices. Tie the bin liners and place in big refuse bags. Tie the big refuse bag and dispose of safely.
- 5.1.11 Complete cleaning rosters and check-lists to be checked and signed off daily.
- 5.1.12 Each classroom will be equipped with a dedicated cloth and a 500ml disinfectant bottle with spray nozzle should the teachers require this to clean surfaces.
- 5.1.13 To assist with the cleaning and disinfecting of the School, estate staff must:
- Mow all lawns
 - Turn beds
 - Clean outside-bins twice daily
 - Sweep/Rake up leaves in all communal areas
 - Follow strict cleaning protocols after completion of maintenance repairs
 - Clean and disinfect (as may be necessary) all external tables and chairs each day
 - Not share equipment as far as possible. If equipment must be shared, it must be wiped down with disinfectant before use.
- 5.1.14 The School's catering staff are responsible for the cleaning and disinfecting of the kitchen and its equipment, including crockery and cutlery, as well as all cooking equipment. The school kitchen will be closed for food preparation, apart from daily lunches for estate staff, until further notice. Therefore, no lunches will be provided for boys, teachers or other staff for the foreseeable future. Everyone will be required to bring their own lunches to school and take their own utensils home to wash. No utensils or crockery will be provided by the school. Tea, coffee, milk and sugar will be provided in the staff room, but staff are required to provide their own cups or mugs.

5.2 *Teachers and staff members*

In addition to the risk reduction measures set out in the guiding principles in section 4 above, teachers and other staff members are required to adhere to the following measures:

- 5.2.1 If teachers or other staff members suspect they have a fever, they must take their temperature at home before coming to work. A temperature of 38.0°C or above, or any other symptoms of Covid-19 (see section 4.3) means that the teacher or staff member must not come to work but must be tested for Covid-19 or referred to an identified testing site.



- 5.2.2 Teachers or other staff residing on the School campus are required to complete their temperature and screening check at an entrance of the School or at the sick bay next to the front office before starting their work day.

5.3 ***Delivery personnel and third party staff or contracted staff members***

In addition to the risk reduction measures set out in the guiding principles in section 4 above, the following measures apply to third party staff or contracted staff members:

- All such personnel must only enter the campus through the Main Gate, and have their temperature checked and screening process completed by the security guard present there. They may enter the School only if their temperature is below 38.0°C and if the screening process does not raise any concerns regarding possible Covid-19 symptoms and/or exposure.
- All personnel who are not regular school staff must wear a protective face mask when entering, and at all times while on The Ridge School campus.
- After entering The Ridge School, they should wash or sanitize their hands thoroughly. Hand sanitizer will be available at all school gates.
- As far as is reasonably possible, the staff referred to herein will be scheduled to enter the School campus during times outside of the regular school hours when boys are not present.

5.4 ***The boys***

In addition to the risk reduction measures set out in the guiding principles in section 4 above, the following measures apply to the return of the boys:

In preparation for returning to school

- All boys must not have been showing any symptoms of Covid-19 and must also not have been in contact with a suspected case or confirmed case of Covid-19 (see section 4.3) for a 10-day period before returning to the School campus.

Before coming to school

- If a boy feels ill or has a fever, they should inform their parents and not come to school. Those boys whose temperature is 38.0°C or above must go to a doctor/ clinic/hospital or other identified testing site to be tested for Covid-19 and not come to school.
- Boys who are showing any symptoms of Covid-19 or have been in contact with a suspected case or a confirmed case of COVID-19, must not come to school. They must go to a doctor/ clinic/hospital or other identified testing site to be tested for Covid-19.
- All boys must wash or sanitize their hands thoroughly before coming to school.
- Boys should plan to arrive at school at the time designated by the school. You will be provided with a drop-off and pick-up schedule in order to limit large gatherings at the drop-off and collection points.



On the way to school

- Boys must wear protective masks on their way to and from school if not travelling in their own parents' private vehicles or if not being driven by their parents or someone who lives with them e.g. an au pair.
- Boys should avoid taking public transportation (incl. Uber). Walking, riding a bicycle, or taking private cars is highly suggested.
- If a boy must take public transportation (incl. Uber), they must wear a mask and minimize contact with anything unnecessary during the ride. Boys must keep a distance away from other passengers if possible and must wash or sanitise their hands thoroughly after the ride. The same applies if a boy is driven in a private car by someone other than their parents e.g. an au pair.

Entering The Ridge School campus

- All boys must be wearing their masks when entering the School campus.
- All boys must have their temperature taken before entering the school building concourse and applicable to their drop-off.
- Boys can enter The Ridge School campus only if their temperature is below 38.0°C.
- Hand sanitizer will be available at the gates and all boys must sanitize their hands when entering.
- Any boy who has a temperature that is 38.0°C or above will have his temperature double checked to ensure the reading is consistent. His name will be recorded and tracked on a "temperature record sheet" and they will be sent immediately back to their vehicle if it is still present, or to an appropriate isolation venue (small dining room, utility rooms under the Hall, Nicolson Hall, multi-purpose rooms in the JP, etc) to wait while a parent of the boy is contacted to take the boy home. A First Aid representative will implement proper protocols for isolation as necessary.
- All cases of suspected or confirmed illness shall be reported and recorded by a member of staff, assigned by the Headmaster.

5.5 *Parents*

- 5.5.1 Parents are to remain in their cars at the Pick-up and Drop-off points.
- 5.5.2 Parents will unfortunately not be permitted to enter the School campus on foot until further notice except as provided for below.
- 5.5.3 If a parent has urgent business that requires an exception to the rule of not entering the School campus on foot, they will need to first obtain permission from a member of the Senior Management team, and have their temperature checked and recorded upon entry at the Main gate. Permission for access will only be granted if their temperature is below 38.0°C and if the screening process does not raise any concerns regarding possible Covid-19 symptoms and/or exposure. Upon being allowed access to the campus, parents must report directly to the JP office (for JP parents) or the front office (SP parents).
- 5.5.4 Hand sanitizer will be available at the Main gate and parents must sanitize their hands when entering The Ridge School campus, after said permission is granted.



- 5.5.5 Any parent who enters The Ridge School campus after said permission is granted, must wear a mask at all times.
- 5.5.6 A detailed record of their visit, such as their whereabouts on campus and who they had contact with, will be kept.
- 5.5.7 A special rotation for dropping off and picking up boys at pick up and drop off points will be established in order to avoid large gatherings at these funnel points. Parents must obey and follow all rules with regards to this system.
- 5.5.8 Parents who would like to communicate with their son's teacher/s are encouraged do so via e-mail or by scheduling an online meeting.
- 5.5.9 Parents will be asked to sanitize any and all items brought into school when said items are taken home. Their son's clothing will need to be laundered following his return home each day.

5.6 *Visitors*

- 5.6.1 Visits to The Ridge School campus by non-essential individuals will be discouraged and limited. Permission from a member of the School's Senior Management team must be requested and granted in advance for any visitor to enter. Visitors are encouraged to communicate via e-mail or by scheduling an online meeting rather than coming to the School campus.
- 5.6.2 Visitors will need to have their temperature checked and recorded upon entry.
- 5.6.3 In addition to requiring the permission referred to in section 5.6.1 above for access, final permission for access will only be granted if the visitor's temperature is below 38.0°C and if the screening process does not raise any concerns regarding possible Covid-19 symptoms and/or exposure.
- 5.6.4 All visitors to the School campus must wear a mask at all times.
- 5.6.5 A detailed record of their visit, such as where they went on campus and who they had contact with, will be kept.

6 DAILY MONITORING OF THE RIDGE SCHOOL COMMUNITY MEMBERS

6.1 *Morning Temperature Checks*

6.1.1 *Morning Temperature Checks*

(Responsibility: Class Teachers/Associate Teachers/Assistants)

- 6.1.2 The Ridge School will check the temperature of all boys each day.
- 6.1.3 Boys entering The Ridge School gates will have their temperature checked by staff/security and any assistants.



- 6.1.4 Temperature screeners must wear masks and may choose to wear disposable gloves. Fabric face masks should be washed daily and gloves should be changed daily or immediately in the event of suspected case of infection.
- 6.1.5 Thermometers (a non-contact device) should be disinfected using sanitary wipes if used to check a suspected case, or upon changing hands to a different screener.
- 6.1.6 If a boy has a temperature of 38.0°C or above, the temperature screener must wait 15 minutes before taking a second temperature reading with a different thermometer. If the reading is again 38.0°C or above, the temperature screener must escort or send the boy to the front office. Be sure the boy is wearing a mask and does not interact with others along the way. Sanitize your hands before and after taking a boy's temperature as well as sanitizing the thermometer.

6.2 *Daily Monitoring and Training of the boys*

6.3 (Responsibility: Academic Administration and Teachers)

- 6.3.1 Throughout the school day, the boys' health conditions should be closely monitored.
- 6.3.2 Parents are requested to email their son's class teacher if the boy is absent from school. For the boys absent without parent correspondence, the utility staff should contact parents to find out the reason. If a boy is absent because he has symptoms of Covid-19 or a confirmed illness, a record of this will be kept.
- 6.3.3 Continued education on the prevention of the spread of the coronavirus will be given to all boys, who will be guided to continue developing good hygiene habits.
- Hand washing: Each class teacher should instruct his/her class on proper hand washing techniques.
 - Boys should be instructed to wash or sanitize their hands frequently throughout the day but always:
 - when entering and exiting the classroom,
 - before and after eating,
 - before and after using the bathroom, and
 - after sneezing or coughing.
 - Hand sanitizer will be available in each classroom and at various points throughout the school. All teachers should monitor to ensure that boys are washing their hands regularly.
 - Covering the nose and mouth: Boys are expected to wear a protective fabric face mask at all times. Fabric masks, issued by the school, should be washed with soap and water immediately **WITHOUT USING CHEMICALS**, as per the guidelines set out by the Department of Health and Safety. After washing, the masks should then be ironed or left out in the sun to dry.
 - Boys must be instructed to:
 - always cover their nose and mouth if they cough or sneeze,
 - wash or sanitize their hands after they cough or sneeze,
 - avoid touching their nose, mouth and eyes as much as possible,



- not share food with anyone (classmates or teachers),
- not to place any object, other than their own food, in their mouth.
- Boys must be encouraged to carry with them sanitizing wipes to clean work surfaces before each use. The cleaning staff will sanitize work surfaces, toys and play equipment during the day.
- Depending upon the age of the boys, they should be informed regarding how viruses and diseases spread from person to person.

If a boy becomes ill

- Be sure the boy is wearing a protective face mask.
- Escort or send the boy to one of the isolation rooms immediately.
- The school will take action to send the boy home and follow up with making a record of the illness accordingly (see protocols in section 8).

6.4 Daily Monitoring of Staff Members

Responsibility: Senior Management Team and HR

- 6.4.1 All staff must wear masks at all times when on The Ridge School campus. All employees must have their temperature taken before starting work, as detailed above.
- 6.4.2 If a staff member feels unwell during the workday, they need to go immediately to one of the isolation rooms. If their temperature is 38.0°C or above, they should be observed in an isolation room and have a secondary temperature reading taken. If the temperature monitored remains 38.0°C or above for two or more times, the staff member must immediately go to a doctor/clinic/hospital or other identified testing site to be tested for Covid-19.
- 6.4.3 For staff who do not come to work because they are ill, they must follow the regular reporting procedures for their absence and also include HR in the communication. The HR office will follow up on any suspected cases of Covid-19 and inform the Headmaster.

6.5 Daily Monitoring of Other Staff Members

Responsibility: Business Manager

- 6.5.1 Contract employees and third-party staff members must wear masks and keep a safe distance from each other while on The Ridge School campus. All employees must have their temperature taken before starting work, as detailed above.
- 6.5.2 If any such staff member feels unwell during the workday, they need to go immediately to the Business Manager. If their temperature is 38.0°C or above, they should be observed in an isolation room and have a secondary temperature reading taken. If the temperature monitored is 38.0°C or above for two or more times, the staff member must immediately go to a doctor/clinic/hospital or other identified testing site to be tested for Covid-19. Under no circumstances should a staff member go to work whilst ill.
- 6.5.3 For staff who do not come to work because they are ill, they must follow the regular reporting procedures for their absence. The Business Manager will be responsible



for ensuring that the reporting procedures are followed and must follow up on any suspected cases of Covid-19 and inform the Headmaster.

- 6.5.4 Disposable rubber gloves, disposable masks and other protective equipment worn at work must be discarded in an appropriate manner at the end of the work-day. Equipment that can be recycled must be disinfected after use.

6.6 *Going Off-Campus for Business*

- 6.6.1 You are required to wear a mask if going off-campus for business.
- 6.6.2 Wash or sanitize your hands thoroughly upon entering and exiting the place of business.
- 6.6.3 Avoid crowds and areas that are highly frequented by people.
- 6.6.4 Keep a distance of at least one and a half meters away from other people.
- 6.6.5 Keep in mind that the longer the duration of time a person is in a high-risk area, the greater the risk of contracting the virus.

6.7 *Other Prevention and Safety Management Measures*

- 6.7.1 Staff must wear masks at all times. The Ridge will provide two fabric masks for each staff member. Fabric masks must be washed with soap and water at the end of the day, and WITHOUT USING CHEMICALS, as per the guidelines set out by the Department of Health. After washing, the masks must be ironed or left out in the sun to dry.
- 6.7.2 Hand sanitizer will be available in key areas around the school.
- 6.7.3 All personal packages and items delivered to the school will be disinfected using a spray and kept at the guard hut at the Main entrance. They must be picked up in a timely manner, and hands washed or sanitized thoroughly thereafter.
- 6.7.4 For school purchased deliveries, the outer packing will be disinfected using a spray before placing them into the various storage rooms. Staff members must wash or sanitize their hands thoroughly after handling the packages.
- 6.7.5 Smoking anywhere on The Ridge School campus is strictly prohibited.

6.8 *After Work/School*

- 6.8.1 If you wear a protective mask on your way home, take off the mask and disinfect or dispose of it properly after you return home. Fabric masks must be washed with soap and water immediately WITHOUT USING CHEMICALS, as per the guidelines set out by the Department of Health. After washing, the masks must then be ironed or left out in the sun to dry.
- 6.8.2 Wash or sanitise your hands when you leave school. Wash or sanitise your hands immediately when you get home.



- 6.8.3 Use a disinfectant wipe or 70% alcohol to sanitize cell phones and keys.
- 6.8.4 All staff members should avoid going out, especially to crowded public places, in their off-hours.
- 6.8.5 Teacher residents should use the Delivery Gate or Lighthouse Gate of the school after hours.
- 6.8.6 Enhance your physical fitness to build immunity. Eat a balanced diet. Get an adequate amount of rest and avoid excessive fatigue.
- 6.8.7 Keep the environment in your home clean and ventilated. Open the window for ventilation several times a day for 20-30 minutes each time.

7 SAFETY PROTOCOLS FOR THE RIDGE SCHOOL SPACES

7.1 *Classrooms*

- 7.1.1 All boys must sanitize their hands each time they enter and exit a classroom.
- 7.1.2 Boys will not rotate or move to different classrooms throughout the day, except as may be directed by the School with respect to specific subjects. Teachers will move to the various classrooms for their designated teaching periods.
- 7.1.3 Boys must sit in an assigned seat in their classroom throughout the day.
- 7.1.4 A seating arrangement must be utilized that creates the most space possible between boys. There must be at least 1.5 meters between boys when they are seated. Boys must not be facing each other while seated.
- 7.1.5 Classrooms will be disinfected at least twice during the school day.
- 7.1.6 Work surfaces must be sanitized whenever a student uses a new space.

7.2 *Dining room and Hot lunch*

Unfortunately, the kitchen will be closed until further notice. Boys and staff will need to provide their own lunches.

7.3 *Rules for break time*

- 7.3.1 Alternate break times for each phase will be arranged in order to avoid overcrowding of the relaxation areas in order to enforce the Physical Distancing regulations and protocols.
- 7.3.2 During break time, boys are required to stay in their designated relaxation areas.
- 7.3.3 No more than four boys should sit with each other. Boys must be spaced according to the Physical Distancing regulations and protocols and must not sit facing one another.
- 7.3.4 No large gatherings of boys or staff at any time is allowed, including break times.



7.4 *Library, Music rooms, OSIC, Project rooms, Tech labs, etc.*

Unfortunately, some of these venues will be closed until further notice.

7.5 *Nicolson Hall, Auditoriums and Quads*

- 7.5.1 Boys must wash their hands when entering and leaving the Nicolson Hall, Auditoriums and before and after break time.
- 7.5.2 Contact sports are not permitted until further notice.
- 7.5.3 Individual fitness routines rather than group activities are recommended.
- 7.5.4 Boys must adhere to the Physical Distancing regulations and protocols at all times.
- 7.5.5 The use of the Nicolson Hall will be limited to a maximum number of boys in a particular Grade.
- 7.5.6 The use of the auditoriums is limited to a class at any one time.

7.6 *Play Structures*

The use of the play structures and jungle gyms is allowed but needs to be carefully monitored to ensure that safety protocols are being adhered to at all times.

7.7 *Drop-Off and Pick-up Points*

- 7.7.1 A schedule and routine for dropping off and picking up boys has been established and communicated through to parents.
- 7.7.2 A limited number of trained staff will guide the drop-off and pick up process.
- 7.7.3 Parents, guardians, family members and drivers should not leave their vehicles and must adhere to the drop off and pick up rules.

7.8 *Other Spaces*

- 7.8.1 Staff workspaces and other public areas should not be over-crowded. If there is a large number of people in a given area, you must try to avoid adding to the crowd.
- 7.8.2 The front entrances, board room, teacher work rooms, admissions office and other public areas in the school will be disinfected every four hours.

7.9 *Office spaces and rules for staff*

- 7.9.1 Keep all desktop and office workspace surfaces and areas sanitized and clean.
- 7.9.2 Wear a mask when working near others or in the same area with many people.
- 7.9.3 Wash your hands frequently, especially before and after eating, after coughing and sneezing as well as before and after using the bathroom.
- 7.9.4 Keep at least a 1.5 metres distance from colleagues while working.



7.9.5 Reduce face-to-face communication by trying to communicate more online.

7.10 *School Shop*

Unless the school shop is able to utilize an online ordering system, unfortunately it will be closed until further notice. Should an online service become available, the protocols will be communicated.

7.11 *Snazzy Max Café*

Due to the nature of gatherings, the Snazzy Max Café within the School grounds will unfortunately be closed until further notice.

8 PROTOCOLS FOR MANAGING SUSPECTED OR CONFIRMED CASES OF COVID-19 IN THE SCHOOL COMMUNITY

8.1 *For a Student Case*

Possible scenarios:

- 8.1.1 A boy has a fever, cough or other Covid-19 symptoms.
- 8.1.2 A boy reports he has been in contact with a suspected case or confirmed case of Covid-19.
- 8.1.3 A boy vomits or has diarrhoea.
- 8.1.4 Any other event or incident which may lead to the spread of the Covid-19.

Steps for managing these scenarios:

- **Step 1:** Ensure the boy is wearing a protective face mask and is escorted to the front office for isolation. Inform Zoe Zuke (JP) or Ntombi Semoko (SP). **Person responsible: The Teacher or Associate Teacher**
- **Step 2:** Inform a member of the Senior Management team.
Person responsible: Zoe Zuke (JP) or Ntombi Semoko (SP)
- **Step 3:** Notify the parents and request that they pick up the child and take the child to an appropriate doctor/clinic/hospital. Request parents to inform the relevant medical facility that a possible Covid-19 infection is suspected so that the facility can make the necessary arrangement to receive the boy.
Person responsible: Zoe Zuke (JP) or Ntombi Semoko (SP)
- **Step 4:** Notify the Estate Manager so that he can request the cleaning staff to clean and sanitize any areas necessary.
Person responsible: The Senior Management Team
- **Step 5:** Notify the Headmaster.
Person responsible: The Senior Management Team
- **Step 6:** For other boys and anyone who had close contact with the patient, have them stay in their classroom and wait for further instructions from higher authorities.
Person responsible: The Teacher or TA
- **Step 7:** Assess the risk of transmission of Covid-19. This must include understanding whether there has been any control failure, and a review of the risk assessment to ensure



that the necessary controls and PPE are in place. Notify the Chairman of the Board, ISASA and the NICD. If the case is confirmed as Covid-19, notify the Department of Health⁷ and communicate the incident to the entire school community. This will be sensitively handled so as protect the boy and his family concerned, and in ways that will sensitise against stigmatizing. The message should be informative but not cause undue panic. Instructions to the community should be provided. The School, or a cohort part of the School, may be closed for a period of at least two weeks in the event that a confirmed case is found within the community, if contact has been had outside of a specific class group. The above assessment must be undertaken in consultation with the Department of Health, the NICD and ISASA. The Board of the School will make the decision as to whether The School, or a cohort part of the School must then be closed for a period.

Person responsible: The Headmaster and the Board of the School

- **Step 8:** Boys and anyone in close contact with a confirmed patient must be under medical observation and/or in quarantine for 10 days, based on the advice of the government authorities.

Person responsible: The Headmaster and School Executive Team

- **Step 9:** Provide support and counselling to any boys or community members as necessary. **Person**

Person responsible: The Psychological Counsellor and Pastoral Care Team

- **Step 10:** A doctor's certificate confirming that the boy is clear of any Covid-19 symptoms must be submitted to Mr Richard Stanley before being allowed back onto the School campus.

Person responsible: The Headmaster and School Executive Team

8.2 *For Teacher, Staff or Campus Resident Cases*

Possible scenarios:

- 8.2.1 A teacher, staff member or resident has a fever, cough or other Covid-19 symptoms.
- 8.2.2 A teacher, staff member or resident reports he or she has been in contact with a suspected or confirmed case.
- 8.2.3 A teacher, staff member or resident vomits or has diarrhoea outside of their home.
- 8.2.4 Any other event or incident which may lead to the spread of the Covid-19.

Steps for managing these scenarios:

Step 1: Inform a member of the Senior Management team and proceed to the sick bay or an isolation room for isolation. The teacher, staff member or resident is to be provided with a FFP1 surgical mask. Arrangements must be made for the teacher, staff member or resident to be transported for self-isolation or testing in a way that does not place anyone else at risk of contracting Covid-19.

⁷ A report to the Department of Health may be made to the Covid-19 hotline: 0800 02 9999.



Person responsible: The Teacher, Staff member or Resident and the Senior Management staff.

Step 2: Inform the Headmaster.

Person responsible: The Senior Management staff

Step 3: Notify the Estate Manager so that he can request the cleaning staff to clean and sanitize any areas necessary.

Person responsible: The Senior Management staff

Step 4: Assess the risk of transmission of Covid-19. Notify the Chairman of The Board and ISASA.

Person responsible: The Headmaster

Step 5: Notify the NICD. Should a case of Covid-19 be confirmed, the Department of Health⁸ and the Department of Labour and Employment must be notified.

Person responsible: The Headmaster

Step 6: For anyone who had close contact with the patient, have them stay in their office or classroom and wait for further instructions from higher authorities.

Person responsible: The Teacher or Associate Teacher

Step 7: If the case is confirmed as Covid-19, communicate the incident to the entire school community. This will be sensitively handled so as protect the teacher, staff or resident member concerned, and in ways that will sensitise against stigmatizing. The message should be informative but not cause undue panic. Instructions to the community should be provided. The School, or a cohort part of the School, may be closed for a period of at least two weeks in the event that a confirmed case is found within the community, or if contact has been had outside of a specific class group. The above assessment must be undertaken in consultation with the Department of Health, the NICD and ISASA. The Board of the School will make the decision as to whether The School, or a cohort part of the School must then be closed for a period.

Person responsible: The Headmaster and the Board of the School

Step 8: Anyone in close contact with a confirmed patient must be under medical observation and/or in isolation for 10 days, based on the advice of the government authorities.

Person responsible: The Senior Management Team

Step 9: Ensure that the necessary administrative measures are taken in terms of placing the patient on paid sick leave. If this leave is exhausted the Senior Management Staff must make an application on behalf of the patient for an illness benefit under the Covid-19 Temporary Employer Relief Scheme. If there is evidence that the patient contracted Covid-19 at the School, lodge a claim for compensation for the patient in terms of the Compensation for Occupational Injuries and Diseases Act of 1993.

Person responsible: The Senior Management Team

Step 10: Provide support and counselling to any boys, teachers, staff, residents or other community members as necessary.

Person responsible: The Psychological Counsellor and Pastoral Care team

Step 11: A doctor's certificate confirming that the teacher, staff member or resident is clear of any Covid-19 symptoms must be submitted to Mr Richard Stanley before being allowed back onto the School campus.

Person responsible: The Headmaster and School Executive Team

⁸ A report to the Department of Health may be made to the Covid-19 hotline: 0800 02 9999.



9 GENERAL PERSONAL PROTECTION

9.1 *Hand-Washing*

To protect yourself from Covid-19, the best practice is to wash your hands frequently using the proper technique. The washing of hands is recommended as a means of disease prevention by authorities such as the National Centres for Disease Control and Prevention in many countries and the World Health Organization (WHO).

9.2 *When you need to wash your hands*

Wash your hands:

- at the start and end of each day,
- before and after eating or handling food,
- before and after using the bathroom,
- before and after going into public,
- before and after passing documents, money, pens or equipment,
- before and after touching your eyes, nose or mouth,
- after coughing or sneezing,
- after touching public surfaces such as elevator buttons, handrails or door knobs,
- after contact with animals or their droppings,
- after garbage disposal,
- before and after visiting hospitals or clinics, or
- whenever you notice that your hands are dirty, etc.

9.3 *The proper technique for washing your hands*

- Wash your hands with soap and running water for 20 seconds.
- Dry your hands with a disposable paper towel or, when at home, a clean towel.
- **Step 1:** Rub the palms of your hands together five times.
- **Step 2:** Rub between the fingers of both hands five times with the palm of one hand facing the back of the other hand.
- **Step 3:** Rub between the fingers of both hands five times with the palms of both hands facing each other.
- **Step 4:** Rub the palms of both hands with your fingertips five times.
- **Step 5:** Hold the thumb of one hand in the other and rub it five times.
- **Step 6:** Bend your fingers and rub the knuckles in the palm of the other hand. Do this five times with both hands.
- **Step 7:** Rub each arm from wrist to elbow by rotating the palm around.



9.4 *What to use to wash your hands as an alternative to soap and water*

You can use an alcohol-based disinfectant to clean your hands. Human coronavirus is not resistant to acid or alkali and is sensitive to organic solvents and disinfectants. 70% alcohol inactivates the virus, so alcohol-based disinfection products that reach a certain concentration can be used as an alternative to washing hands with soap and running water.

9.5 *Masks*

How to choose a mask

9.5.1 General Public: For the general population a simple fabric mask with three (3) layers is recommended and will provide some protection.

9.5.2 High-Risk Individuals: The elderly and those with pre-existing medical conditions are more susceptible to infection. The debate around whether young children are more susceptible to infection is currently inconclusive. For high-risk individuals who may come into contact with suspected or confirmed cases, it is recommended to wear a medical protective mask (N95 and above). Patients with certain cardiopulmonary diseases should consult a professional physician before wearing the mask. Individuals with special medical conditions should choose the appropriate mask under the guidance of a professional physician. Eye protection is also recommended for high-risk individuals.

9.6 *Proper use of mask*

9.6.1 Masks are only effective if worn and used properly.

9.6.2 Make sure your hands are clean when putting on and removing the mask.

9.6.3 Do not touch the mask while wearing it.

9.6.4 Personnel should change their masks any time they have come into contact with suspected or confirmed cases.

9.7 *Use of masks for specialized tasks*

Personnel such as those who prepare food, wash dishes, clean the school, etc. should take more stringent protective measures when engaged in their duties. In addition to high grade protective masks, they should also choose appropriate protective clothing, goggles or protective face screens, protective gloves and shoe covers.

10 ADDITIONAL GUIDELINES

10.1 *Guidelines for our Ridge boys during the Covid-19 Crisis Effective: 1 June 2020 and reactivated on the 18th January 2021*

10.1.1 Dress Code for all boys whilst at School: boys will wear regular Ridge uniforms

10.1.2 The boys must arrive at school in fresh, clean uniforms every morning. The previous day's clothing ought to be washed or laundered



- 10.1.3 Depending on the year group, the school day will run (staggered) from 08:00 / 08.30 am to 12.30 / 13:30pm daily for the time being. Please refer to section **Error! Reference source not found.** above. Other details will be communicated separately. We will follow the usual attendance procedures in terms of which boys must have written parent permission if they miss a portion of the school day.
- 10.1.4 If a boy shows any signs of illness, he is not permitted to come to school.
- 10.1.5 Boys must wear a protective mask when at school, except while eating lunch or having something to drink. Be sure to wash your hands before putting on or taking off the mask. Avoid touching your eyes, nose or mouth at all times.
- 10.1.6 Your temperature will be taken twice per day - when you enter campus and after break. If you have a temperature of 38.0°C or above at any time, you will be put in isolation in the sick bay or another isolation room and be sent home as soon as possible.
- 10.1.7 You must wash or sanitize your hands as you enter The Ridge School campus, before and after you eat, before and after you use the bathroom, before and after using any shared device or equipment or as deemed necessary throughout the day and as directed by a teacher. Hand sanitizer will be available in every classroom and at various points around The Ridge School.
- 10.1.8 You will have an assigned seat in a designated classroom which you must stay in throughout the day except for one or two subjects (to be directed by the School at a later stage) and when given a designated break. You must sit at least 1.5 meters apart from your neighbour and must not be facing another boy.
- 10.1.9 If utilizing a device, the teacher supervising the classroom must be able to see your screen at all times. You must only be doing schoolwork at all times.
- 10.1.10 The normal corrective procedures will follow for boys who misbehave, are off task or who are not following the safety protocols.
- 10.1.11 During the designated breaks, physical activity, play and interaction that may lead to close physical contact will be prohibited. Unless told otherwise, you will keep your face mask on during break. If you need to use the bathroom, you may only go one at a time and with the permission of the teacher.
- 10.1.12 You are not permitted to share devices or any equipment with another boy unless absolutely necessary. Pens, pencils and paper must not be shared. You should always sanitize your hands before and after using any shared equipment. You should also wipe the computer keyboard or equipment with a disinfectant anytime it is used by another boy.

10.2 Guidelines for The Ridge School Onsite Academic Educators

- 10.2.1 The school day will run (staggered) from 07:30 to 14h00 daily for the time being. above. All related and other details will be communicated separately. Take attendance at the start of each day and be sure that any boy who leaves early has written permission from a parent and that the front office is aware.



- 10.2.2 Wear a protective mask throughout the day and insist that all boys wear a protective mask throughout the day except when special permission is granted in order for them to eat their lunch or have something to drink. Remind boys to wear it properly and to sanitize their hands before and after touching their mask. The mask should cover their nose and mouth and not be pulled down for any reason other than to eat or drink.
- 10.2.3 If a boy has a temperature of 38.0°C or above and is showing in some other form Covid-19 like symptoms, the staff member will wait fifteen minutes before taking the reading a second time with a different thermometer. If the reading is again 38.0°C or above, the boy will be escorted or sent to the front office. Staff members concerned will be sure that the boy is wearing a mask and does not interact with others along the way. Sanitize your hands before and after taking a boy's temperature as well as sanitizing the thermometer.
- 10.2.4 Make sure all boys are sitting in their designated seat. The seats must be prearranged to allow for a spacing of 1.5 meters between boys. Boys must not be facing one another.
- 10.2.5 There will be a phase-staggered break time during the day. Different phases will have different breaks so that there is no crowding or unnecessary interaction during the break time. Please follow the schedule for breaks and if on duty, stay with your class to supervise them. If a child needs to use the bathroom, please allow them to go only one boy at a time. The boy should sanitize their hands upon leaving the bathroom and entering the classroom again.
- 10.2.6 Be sure that all boys are on-task, working on their assigned learning activities. You should position yourself and be sure that all boys' computer screens are visible throughout the lessons.
- 10.2.7 The normal corrective procedures will follow for boys who misbehave, are off task or who are not following the safety protocols.
- 10.2.8 Boys must not share devices or any equipment unless absolutely necessary. Pens, pencils and paper must not be shared. They must always sanitize their hands before and after using any shared equipment. They must also wipe the device or equipment with a disinfectant anytime it is used by more than one boy.



11 CONCLUSION

- 11.1 The Headmaster will complete a CEO declaration form (Annexure “A”) confirming that the necessary risk assessment has been completed and that the school is compliant with applicable regulations and directives to allow for the return of staff and pupils to the school.
- 11.2 ALL employees will also be requested to complete an employee declaration and information form (Annexure “B”) on their return to work.



The Ridge School

Est. 1919

ANNEXURE A

18 May 2020

DECLARATION OF COMPLIANCE TO OPERATE UNDER LEVEL 3 LOCKDOWN Disaster Management Act, 2002. Amendment of Regulations Issued in Terms of Section 27(2)

I, Richard Stanley (Headmaster of The Ridge School) declare the following with regards to operating within the regulated permissions and restrictions of level 4 lockdown:

Permit to operate

I am permitted to operate in terms of the provisions of the National Disaster Act regulations, at level 4 and have prepared a Covid-19 Workplace Readiness Plan.

Location of service delivery

Services are being delivered from the following locations only:

Description of business	District and Province	Description of services	No of staff on shift (including management and support staff)
School	Westcliff, Gauteng	Education	50

Compliance with applicable regulations and directives

I confirm that The Ridge School is following the Covid-19 regulations and guidelines applicable to schools as published in the Government Gazette.

I have developed a plan for the phased-in return of employees to the workplace, which I have retained for inspection. This plan outlines which employees are permitted to work, how return of employees will be phased in and what the health protocols are in place to protect employees from Covid-19.

I, Richard John Patrick Stanley, ID 5809135138088, rstanley@ridgeschool.co.za, mobile 0833010487, have been appointed as the school's Covid-19 compliance officer.



Risk assessment and Response Framework

I confirm that the school has conducted a risk assessment which assessed the risk of transmission of Covid-19 at the workplace.

I further confirm that the school has designed and implemented a response plan to address Covid-19 related occupational health and safety risks. The response plan aligns with all applicable legislation, regulations and directives and takes into account, *inter alia*, the following risk control measures:

- Vulnerable workers;
- Physical Distancing;
- Hygiene Standards;
- Personal Protective Equipment (PPE);
- External risks controls;
- Testing, screening and reacting to positive results; and
- Worker communication, engagement and communication

Monitoring and Reporting

I undertake to perform ongoing monitoring of Covid-19 risks applicable to The Ridge School and to report if required.

Verification

The Ridge School is available during all operating hours for inspection and verification by any authorised law enforcement officials and I undertake to co-operate with such law enforcement officials to assist them in fulfilling their duties.

Declaration

I hereby declare that, to my knowledge, the foregoing is true and correct. I accept that a false declaration may carry legal penalties.

Yours sincerely

SIGNATURE

Richard JP Stanley

HEADMASTER

Email address: rstanley@ridgeschool.co.za

Cell Phone: 0833010487



The Ridge School

Est. 1919

31 MAY 2020

ANNEXURE B

DECLARATION BY THE RIDGE SCHOOL EMPLOYEE UNDER LEVEL 3 LOCKDOWN

Every Ridge School employee will, during each of the levels of lockdown and for the foreseeable future thereafter, have to adhere to detailed occupational health and safety protocols.

On a regular basis and in line with Government protocol, The Ridge School will be required to re-examine their activities, work environment and policies in the light of the Covid-19 pandemic and may need to change, adapt or enhance these in order to operate within the required framework.

These protocols will be communicated to you. It is your responsibility to ensure that you have read, understood and adhere to them without exception.

The Ridge School employees will be required to assist in maintaining an environment that is safe and without risk to the health of staff, pupils, parents and visitors to the campus.

In the context of the Covid-19 pandemic, this means that Ridge School employees will be required to ensure that following health and safety protocols are adhered to at all times:

- 1) Enter/exit the campus only through the designated gate at the times provided
- 2) Remain at the entry point until the required screening has been done – temperature check with infrared thermometer
- 3) Wear a mask at all times, except when eating/drinking
- 4) Ensure that said mask/s are laundered correctly after wear, at least daily
- 5) Adhere to physical distancing measures at all times
- 6) Avoid handshakes, hugs and direct contact



- 7) Adhere to the sanitisation protocols of the application of sanitiser at all entry points to the campus and buildings and wash hands at regular intervals throughout the day
- 8) Minimise touching the face (i.e. eyes, nose and mouth) with your hands.
- 9) Eat and drink in designated areas only
- 10) Use only the bathrooms designated

Certain information is required by The Ridge School in order to ensure the health and safety of staff, pupils, parents, service providers and any other person entering the campus. Please complete the section below:

FULL NAME/S: _____

ID NUMBER: _____

DESIGNATION: _____

Please place a tick in the space provided if you fall into the categories listed in the table below:

I have been diagnosed as Covid-19 positive in the last 14 days	
I am over the age of 60	
I have underlying health issues which place me in the 'at risk' category for contracting Covid-19 E.g. chronic lung disease or moderate to severe asthma, diabetes, serious heart conditions; chronic kidney disease undergoing dialysis; liver disease and those who are immunocompromised. (In this regard many conditions can cause a person to be immunocompromised, including cancer treatment, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications)	
I have an immediate family member who lives with me that has a current medical condition which places them in the 'at risk' category above	
I utilise public transport to get to work	
I have left South Africa in the last six months	

Declaration

I hereby declare that to my knowledge, the information that I have filled in is true and correct. I accept that a false declaration may carry legal penalties.

Yours sincerely



The Ridge School
Est. 1919

**ANNEXURE C
COVID-19 COMPLIANCE OFFICER APPOINTMENT**

Date:

Employer:

Address:

I, the undersigned, herewith appoint Richard John Patrick Stanley, ID 5809135138088, as the Covid-19 compliance officer for The Ridge School:

1. participating in the development and implementation of the Covid-19-ready Workplace Plan prior to the reintroduction of employees into the workplace;
2. such development and implementation must take place in accordance with the regulations issued in terms of section 27(2) of the Disaster Management Act and specifically, Annexure E thereof;
3. ensure close monitoring of the plan post re-opening; and
4. ensure adherence to health and safety protocols as issued and those identified in the risk and hazard assessments.

I herewith instruct him to dispose of the responsibilities as set out below:

1. participating in the development and implementation of the Covid-19-ready workplace plan prior to the reintroduction of employees into the workplace;
2. ensuring that the above takes place in accordance with the applicable regulations issued in terms of s27(2) of the Disaster Management Act, 57 of 2002, specifically Annexure E thereof;
3. in performing the required monitoring of such plan, post the re-opening of the above workplaces; and
4. ensuring compliance with all health and safety protocols as issued and those identified in the risk and hazard assessments.

Signature of employer representative

Name of employer representative:

Designation of employer representative:

Contact details:

Date:

Acceptance of appointment of Covid-19 compliance officer



I, Richard John Patrick Stanley (ID 5809135138088), accept the above appointment as the duly appointed Covid-19 compliance officer and warrant that I understand and appreciate the roles and responsibilities assigned to me and, furthermore, that these may not be limited to what has been set out above.

Signature of compliance officer
Designation of compliance officer: Headmaster
Contact details: rstanley@ridgeschool.co.za
Date:



The Ridge School

Est. 1919

ANNEXURE F

This is a non-exhaustive list of the regulations and guidelines that have been taken into account in the preparation of this Covid-19 Health and Safety Document:

- 1) The Occupational Health and Safety Direction issued by the Department of Employment and Labour on 28 April 2020
- 2) Section 16(6) and Annexure E of Regulation 480 issued in terms of the Disaster Management Act (2002) on 29 April 2020 (available at https://www.gov.za/sites/default/files/gcis_document/202004/43258rg11098gon480s.pdf)
- 3) The Department of Education's *Guidelines for schools on maintaining hygiene during the Covid-19 Pandemic*
- 4) The Department of Education's *Standard Operating Procedure for the Prevention, Containment and Management of COVID- 19 in Schools and School Communities* (available at: <http://section27.org.za/wp-content/uploads/2020/05/dbe-standard-operating-procedure-for-covid-19.pdf>)
- 5) The Department of Education's *Coronavirus Orientation Guidelines for Schools*: <https://kfmulaudzi.files.wordpress.com/2020/05/coronavirusguidelinesweb.pdf>
- 6) The Department of Education's *Guidelines for the Development of School Timetables*: <https://kfmulaudzi.files.wordpress.com/2020/05/guidelines-for-timetabling.pdf>



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ANNEXURE G

Basic List of Covid-19 Screening Questions

DO YOU HAVE ANY OF THE FOLLOWING SYMPTOMS?

- A fever?
- A runny nose?
- A sore throat?
- Redness of the eyes?
- Shortness of breath?
- Unusual aches/pains?
- Loss of smell and/or taste?
- Nausea and/or vomiting?
- Diarrhoea?
- Fatigue and/or weakness?

Have you, to your knowledge, had any contact with a person infected / suspected of being infected with Covid-19 in the last 10 days ?