



Brescia House School

14 Sloane Street Bryanston | PO Box 67019 Bryanston 2021
 +27 (0)11 706 7404
 primaryschool@brescia.co.za | secondaryschool@brescia.co.za

COVID-19 OPERATIONS PROTOCOL

Rev 8 – 17/05/2020

1. Purpose of this Protocol:

The purpose of this document is:

- 1.1. To ensure ongoing identification of Health and Safety hazards.
- 1.2. The assessment of Risk.
- 1.3. Specify implementation of relevant and necessary preventative and control measures to effectively identify and understand; minimise and mitigate the spread of the COVID-19 infection.

2. References and Abbreviations:

- 2.1. **OHS Act** - Occupational Health and safety Act 85 of 1993 and any amendments.
- 2.2. **COID Act** – Compensation for Occupational Injuries and Diseases Act, 130 of 1993 and any amendments.
- 2.3. Information from the National COVID-19 website: <https://www.gov.za/Coronavirus> .
- 2.4. Abbreviations:

PPE Personal Protective Equipment

OHS Occupational Health & Safety

FAQ Frequently asked questions

SOP Standard Operating Procedure

3. School Policy Statement (on the COVID-19 PANDEMIC):

Brescia House School has noted with concern the current outbreak of Coronavirus (COVID-19) which has reached South Africa and threatens to repeat the pattern of widespread infections observed in the rest of the world.

In response to this pandemic, Brescia House School commits to a plan of action aimed at combatting the spread of the virus, protecting all parties involved and continuing our mission of providing the best possible education for our pupils within the bounds of prudence.

To achieve these objectives, Brescia House School has a focused management team which actively monitors and manages the situation.

This team will have the following objectives:

- To protect pupils, staff, and parents.
- To remain informed and aware of all relevant current developments.
- To monitor all aspects of the outbreak at school and further afield.

- To apply all reasonable steps to mitigate disruption to the educational core activity we offer.

We have implemented these strategies as part of an integrated programme:

- A monitoring and information-gathering system (e.g. travel plans and reasons for absenteeism) is established to collect and analyze information pertinent to the programme.
- A risk-based approach is being followed in all decision making.
- An internal COVID-19 education programme is operational and has been conveyed to pupils, staff, parents, and suppliers.
- A personal protection and hygiene programme are implemented and enforced.
- A continuous cleaning programme by our cleaning company is in process and is being rigorously maintained.
- Activities including academic activities, sports events, cultural and religious activities, tours, and outings will be reviewed and may be adjusted or cancelled to reduce or eliminate risk of infection.

Given all the above, it is recognized that infections may occur, and that absenteeism will be the result. The pandemic will almost certainly not be over within a period of weeks. It will require months of concentrated effort to manage our way through this situation. This programme will continue for as long as necessary. Our objective is to minimize and manage the situation. Brescia House School will maintain a sense of calm and collected approach to this outbreak.

All parties are kept informed of developments through a continuous flow of information related to the programme.

This process will be continually reviewed and may be revised from time to time.

ADDENDUMS

- A. GOVERNMENT DECREE LOCKDOWN LEVELS** – amended and updated periodically.
- B. BRESCIA COVID-19 RISK REGISTER** – sample template.
- C. COVID-19 COMORBIDITIES AND SYMPTOMS** – amended and updated periodically.
- D. DECLARATION OF HEALTH**
- E. RETURN TO SCHOOL PROTOCOL**

RISK MITIGATION MEASURES

The School, its staff, pupils, and their respective families, need to work together to prevent the spread of the infection. The best way to prevent the spread of this disease is to avoid being exposed to the virus or minimise the viral load exposure.

1. School Administration:

- 1.1. Minimising the quantity of people on site to appropriate operational levels:
 - 1.1.1. Working from home, where appropriate and possible, is favoured.
 - 1.1.2. Flexi-hours and/or staggered working hours, where appropriate and possible, are applied.
 - 1.1.3. Remote learning, where appropriate and possible, is implemented.
 - 1.1.4. Conservative and staggered approach to pupil return.
- 1.2. Minimise person to person contact:
 - 1.2.1. Use of technology where appropriate and possible.
 - 1.2.2. Use of physical separation where appropriate and possible.
 - 1.2.3. Conservative and staggered approach to pupil return.
- 1.3. Safe working practices:
 - 1.3.1. Ensure PPE is used correctly.
 - 1.3.2. Ensure washing of hands.
 - 1.3.3. Sanitising as and when necessary.
- 1.4. Communication and Information:
 - 1.4.1. There are clear concise communication protocols and channels for FAQ's; feedback and updates; receiving of information relevant.
 - 1.4.2. Regular communications, updating all relevant stakeholders, are issued by the School Heads.
 - 1.4.3. The School ensures, only verified information informs decisions, actions and is circulated.
 - 1.4.4. The School provides training and education on the appropriate response to this pandemic.
 - 1.4.5. Posters indicating the safe use of PPE, school equipment, physical distancing and other preventative measures required are displayed prominently throughout the school.
- 1.5. Brescia COVID-19 Risk Register:
 - 1.5.1. This document is a subsidiary document to the existing school Risk Register and is called COVID-19 Risk Register.
 - 1.5.2. The document is populated with information, which will be amended from time to time.
 - 1.5.3. Sample template (ADDENDUM B).

2. School Facilities:

2.1. Cleaning Routines:

- 2.1.1. Standard Operating Systems (SOP) and cleaning routines comply with the COVID-19 requirements for companies operating. This includes record keeping and procedural documentation.
- 2.1.2. Cleaning and Support staff are fully briefed and trained in amended SOPs and cleaning routines.
- 2.1.3. Routines for cleaning are carefully choreographed to ensure it follows the venue usage closely.
- 2.1.4. Housekeepers sign a venue cleaning and inspection schedule, which is posted in every venue.
- 2.1.5. Door jamb seal stickers, which break when opened, are attached to the door of a venue once cleaning is completed.
- 2.1.6. Procedures allow for touch point cleaning and disinfect of frequently touched surfaces are implemented for:
 - 2.1.6.1. Classroom equipment.
 - 2.1.6.2. IT equipment.
 - 2.1.6.3. Telephones.
 - 2.1.6.4. Backs of chairs.
 - 2.1.6.5. Door handles.
 - 2.1.6.6. Cupboard and drawer handles.
 - 2.1.6.7. Window handles.
 - 2.1.6.8. Wheelie-bin lid handles.

2.2. Sanitising Stations:

The following items are installed in each classroom; bathrooms; and common areas:

- 2.2.1. A wall mounted hand sanitiser/soap dispenser.
- 2.2.2. A wall mounted paper towel/folded tissue dispenser.
- 2.2.3. A wall mounted dustbin (with plastic inner lining).

2.3. Restriction of movement between the three sections of the school, namely the High School; Intermediate Phase and Foundation Phase:

- 2.3.1. Staff and pupils, where possible, remain separate.
- 2.3.2. Each section of school has its own designated entrance.
- 2.3.3. Signage and physical barriers assist in the communication and implementation of cross contamination prevention.

2.4. Preventative measures in school areas:

2.4.1. Classrooms:

- 2.4.1.1. Education Department advisory on distancing and capacity requirements for schools:
 - 2.4.1.1.1. 1,5 metre physical spacing.
 - 2.4.1.1.2. Minimise movement between venues.

- 2.4.1.1.3. Maximum capacity of 1 person per 1,5 sqm per venue, with a maximum of 40 children per classroom.
- 2.4.1.1.4. Maximum of two children per desk.
- 2.4.1.2. Brescia House School:
 - 2.4.1.2.1. To achieve social distancing guideline of 1,5 m, consideration is given to:
 - 2.4.1.2.1.1. Split classes.
 - 2.4.1.2.1.2. Using larger venues.
 - 2.4.1.2.1.3. Other remedial actions.
 - 2.4.1.2.2. To limit movement and cross-contamination, specific groups of pupils, where possible, are allocated to classrooms and only teachers move around.
 - 2.4.1.2.3. All entry points; exit points and potential bottlenecks are carefully monitored.
 - 2.4.1.2.4. Classrooms have a maximum capacity of 28 pupils and 2 members of staff per classroom (average of 60 to 70 sqm).
 - 2.4.1.2.5. Desk sharing, where possible, is restricted.
- 2.4.2. Sporting Activities:
 - 2.4.2.1. All sport activities are cancelled, until reasonable safety levels are reached.
- 2.4.3. Music Centre:
 - 2.4.3.1. Cleaning and sanitisation of shared musical instruments (such as piano) between use.
 - 2.4.3.2. The minimisation of shared musical instruments. (No wind instruments are shared).
- 2.4.4. Resource Centre and School Hall:
 - 2.4.4.1. Maximum capacity of 1 person per 1,5 sqm, with no more than 50 people in total (based on Government Regulations).
 - 2.4.4.2. Signage indicating maximum number of people is provided.
- 2.4.5. IT Support Centre:
 - 2.4.5.1. Maximum capacity of 1 person per 1,5 sqm, with no more than 4 people in total (based on Government Regulations).
 - 2.4.5.2. Appropriate cleaning and sanitisation routines are implemented.
 - 2.4.5.3. Signage indicating maximum number of people is provided.
- 2.4.6. Outdoor furniture and equipment:
 - 2.4.6.1. Appropriate cleaning and sanitising routines are implemented.
 - 2.4.6.2. Signs, indicating safe use procedures, are displayed.
 - 2.4.6.3. All use of playground equipment is prohibited, until reasonable safety levels are reached.
 - 2.4.6.4. When safety levels are reached:

2.4.6.4.1. Monitored, and managed use of playground equipment will be allowed.

2.4.7. Waste disposal:

2.4.7.1. Designated Waste area in Pytchley carpark:

2.4.7.1.1. Disposal of the school's general and recycling waste.

2.4.7.1.2. Disposal of recycling waste by third parties is prohibited.

2.4.7.2. William Nicol Haz Waste yard:

2.4.7.2.1. Disposal of waste from wall mounted waste bins at sanitiser dispense stations.

2.4.7.2.2. Disposal of any discarded PPE, tissues, and hand wipe paper towels.

2.4.7.2.3. This waste is safely disposed of, without mixing with the general nor recycling waste.

3. School Community:

3.1. All individuals must undertake the following mitigation measures to prevent the spread of the disease:

3.2. Comorbidities:

Any staff member, support staff employee or pupil who has a comorbidity (See ADDENDUM C) that could affect their reaction to infection of COVID-19 must notify the school and provide the relevant medical confirmation.

3.2.1. The school assists where possible in ensuring the additional stringent physical distancing methodology and additional PPE relevant to the comorbidity are applied to the individual.

3.2.2. The school ensures that the relevant work or schooling, where appropriate and possible, continues in a remote basis.

3.3. Declaration of Health (See ADDENDUM D)

3.3.1. Brescia House School respects the individual's right to privacy.

3.3.2. All the declared information is maintained in a secure and confidential manner, easily accessible for authorities, should the need arise.

3.3.3. All school staff; pupils, and Service Provider staff:

3.3.3.1. Submit a Declaration of Health form on first return to property.

3.3.3.2. Adults must sign and submit the form to COVID-19 COMPLIANCE OFFICER (BRESCIA) designate.

3.3.3.3. Pupils, with a parent or guardian's co-signature, must sign and submit the form to their class/registration teacher.

3.3.4. All Visitors:

3.3.4.1. Must sign and submit a Declaration of Health form on every site entry to security.

3.3.4.2. Must declare all areas of the School to be visited and only visit the declared areas.

3.3.5. All individuals will:

- 3.3.5.1. Confirm, if they have a Comorbidity that is likely to increase their risk from exposure to COVID-19.
- 3.3.5.2. Notify school management if health status changes.
- 3.3.5.3. If they have any symptoms, all individuals will self-isolate and have a COVID-19 test to confirm status. Should this be positive, they will remain off site until clear.
- 3.3.5.4. Provide all traceable contact details and address details that would allow for easy tracking/tracing should these details be requested by the relevant authorities.
- 3.3.5.5. Always act responsibly and follow authorised instructions.
- 3.3.5.6. Notify Brescia House School of any provincial and/or international travel.
 - 3.3.5.6.1. Brescia House School assesses the risk and advises the individual on additional provisions that may be required or access denial due to travel.

3.4. Personal Protection Equipment (PPE):

3.4.1. All individuals will:

- 3.4.1.1. Always wear an appropriate face mask, and relevant PPE.
 - 3.4.1.1.1. Masks must comply with appropriate standards: cloth mask with three layers or disposable surgical mask.
 - 3.4.1.1.2. In addition, transparent plastic face shield may also be worn.
 - 3.4.1.1.3. Masks must be washed daily, or a new disposable mask must be worn daily.
- 3.4.1.2. Avoid touching face (eyes, nose, or mouth).
- 3.4.1.3. Wash hands often with either soap and water or use hand sanitiser.

3.4.2. All pupils are required to provide their own mask(s).

3.4.3. Masks and/or PPE, where the individual cannot provide their own, are sourced and provided by the School for the following categories of people:

- 3.4.3.1. Staff.
- 3.4.3.2. Pupils.
- 3.4.3.3. Service Providers.

3.4.4. Any PPE issued by the school has an indemnity signed by the recipient, which nullifies any claim the recipient may have against the school for the performance of the PPE issued.

3.5. Identifying Symptoms Actions:

3.5.1. Symptoms (See ADDENDUM C).

3.5.2. Daily Temperature Reading:

- 3.5.2.1. Handheld thermometers (type that is held at forehead / throat without touching the person):
 - 3.5.2.1.1. Are located at every access point of entry:
 - 3.5.2.1.1.1. Sloane Control Room
 - 3.5.2.1.1.2. Pytchley Entrance Guardhouse

- 3.5.2.1.1.3. Pytchley Exit Guardhouse
 - 3.5.2.1.1.4. Grade R Guardhouse
 - 3.5.2.1.1.5. Church/Chapel pedestrian gate
 - 3.5.2.1.2. Are located at every sickroom/reception:
 - 3.5.2.1.2.1. High School Reception
 - 3.5.2.1.2.2. Intermediate Phase Reception
 - 3.5.2.1.2.3. Foundation Phase Reception
 - 3.5.2.1.3. Are in every Head's office:
 - 3.5.2.1.3.1. Secondary School Head
 - 3.5.2.1.3.2. Primary School Head
 - 3.5.2.2. Daily temperature reading of every individual who accesses the site occurs.
 - 3.5.2.2.1. Should an individual present high temperature, they are given a ten-minute cooling off period, before their temperature is retaken, as their temperature may be due to environmental factors.
- 3.6. Action taken if an individual is identified with symptoms:
 - 3.6.1. The individual will be notified by the screening personnel.
 - 3.6.1.1. Access to the school premises is denied.
 - 3.6.1.2. The individual must leave the school premises immediately.
 - 3.6.1.3. The individual should have a COVID-19 test and notify the school the school of the test date, and the result.
 - 3.6.2. The screening personnel will inform School Management.
 - 3.6.3. The incident will be recorded in the relevant documentation.
- 3.7. Actions to be taken if an individual is confirmed as having the COVID-19 infection after testing:
 - 3.7.1. School Management will take any appropriate actions, as determined by Risk Analysis, and Regulations.
 - 3.7.2. If the individual, within the previous seven days, was on the school premises, then the School will commence with the following actions:
 - 3.7.2.1. Deep-clean those sections of the school, with which the individual may have had contact.
 - 3.7.2.2. Advise those people with whom the individual may have had recent contact with (in writing) and keep a record of this information.
 - 3.7.2.3. Remind all those who may have had direct contact to self-isolate.
 - 3.7.2.4. Request all those who may have had direct contact, to have a COVID-19 test and notify the school of the test date, and the result.
 - 3.7.2.5. Advise the school community (in writing) via email.
 - 3.7.2.6. Advise the COVID-19 Government Response team.
- 3.8. Mental Health:
 - 3.8.1. Looking after one's mental health during times of crisis is important.

- 3.8.2. Everyone is encouraged to maintain a healthy lifestyle and permitted exercise.
- 3.8.3. If one is experiencing anxiety, reach out to colleagues and friends or contact the School Social Worker or Educational Psychologist for assistance, or referral.

3.9. Travel Permits:

- 3.9.1. COVID-19 COMPLIANCE OFFICER (BRESCIA) designate prepares and issues permits for Essential Services staff travelling during lockdown, as per Government regulations.
- 3.9.2. COVID-19 COMPLIANCE OFFICER (BRESCIA) designate prepares and issues permits for any staff members travelling during lockdown, as per Government regulations.
- 3.9.3. COVID-19 COMPLIANCE OFFICER (BRESCIA) designate prepares and issues permits for any pupils travelling during lockdown, as per Government regulations.

4. Non-Compliance

- 4.1.1. Employees who are not compliant with the requirements set out in this Protocol will be subject to disciplinary measures.
- 4.1.2. Pupils and their parents have signed a code of conduct with the School. This will be referenced in the Declaration of Health. Please act in accordance with this code of conduct, and any non-compliance will result in disciplinary measures.
- 4.1.3. Service Providers and all visitors are expected to abide by this Protocol. A copy of this will be readily available for anyone who needs to review it.
- 4.1.4. Any transgressors to these School Protocols, will be removed from the premises. The school retains the right to report these transgressions to the relevant authority.

ADDENDUM A

GOVERNMENT DECREE LOCKDOWN LEVELS:

This is the basis for all the risk preparedness/mitigation measures being implemented:

Summary of alert levels

| ALERT LEVEL 5 | ALERT LEVEL 4 | ALERT LEVEL 3 | ALERT LEVEL 2 | ALERT LEVEL 1 |
|---|--|--|---|--|
| OBJECTIVE | | | | |
| Drastic measures to contain the spread of the virus and save lives. | Extreme precautions to limit community transmission and outbreaks, while allowing some activity to resume. | Restrictions on many activities, including at workplaces and socially, to address a high risk of transmission. | Physical distancing and restrictions on leisure and social activities to prevent a resurgence of the virus. | Most normal activity can resume, with precautions and health guidelines followed at all times. Population prepared for an increase in alert levels if necessary. |

WHATSAPP SUPPORT: 0600 123 456
 EMERGENCY NUMBER: 0800 029 999

ADDENDUM B

BRESCIA COVID-19 RISK REGISTER:

1. This document will form a subsidiary document to the existing school Risk Register, and will be called COVID-19 Risk Register
2. To be populated with information, and amended from time to time
3. Sample template:

| ISO 22301 Toolkit Risk Register | | | | Brescia - COVID-19 Risk Register | | 2020/05/07 | | | | | | | | | | | | | |
|---------------------------------|---------------|-----------------|-------------------|----------------------------------|--|------------------|----------------------|------------------|----------------------------|------------------------|-------------|---------------------|------------------------|------------------------|-------------|-----------------------|-----------------|-----------------|---------------------------|
| Risk No. | Risk Type | Date Identified | Date Last Updated | Description | Applicable to Lockdown Level NO & Down | Pure Risk Values | | | Residual Risk Values | | | | | | | Likely Cost of Impact | Countermeasures | | |
| | | | | | | Likelihood 1-5 | Potential Impact 1-5 | Risk Level (LxP) | Control Value - Likelihood | Likelihood Mitigation | Reduction % | Residual Likelihood | Control Value - Impact | Impact Mitigation | Reduction % | | | Residual Impact | Residual Risk Level (LxP) |
| 1 | Please Select | | | | 4 | 4 | 5 | 20 | 3 | Controls are Effective | 40% | 2,4 | 0 | There is No Mitigation | 0% | 5 | 12 | | |

ADDENDUM C

COVID-19 Comorbidities and Symptoms

1. Currently listed known comorbidities as follows, subject to amendment and addition:

- 1.1. Hypertension
- 1.2. Heart disease
- 1.3. Age
- 1.4. Auto-immune disease
- 1.5. TB
- 1.6. Pulmonary disease
- 1.7. Diabetes
- 1.8. Cancer.

2. Currently listed known symptoms as follows, subject to amendment and addition:

- 2.1. Fever.
- 2.2. Cough.
- 2.3. Shortness of breath.
- 2.4. Sore throat.
- 2.5. Loss of taste or smell.
- 2.6. Rash on palms of hands; toes or torso.

ADDENDUM D



Brescia House School

14 Sloane Street Bryanston | PO Box 67019 Bryanston 2021
+27 (0)11 706 7404
primaryschool@brescia.co.za | secondaryschool@brescia.co.za

COVID-19 Declaration of Health Form

Rev 8 – 17/05/2020

| | |
|----------------------------------|--|
| Name | |
| My contact number | |
| Residential Address | |
| Other Contact name/number | |
| Reason for site access | |

1. If I have a comorbidity that is likely to increase my risk from exposure to COVID-19:
 - 1.1. I will notify Brescia House School under a separate process, about my comorbidity information.
 - 1.2. Based on my comorbidity – Brescia House School will apply a risk assessment process and determine a course of action/accessibility to site.
2. I hereby submit this unconditional acceptance of declaration of health, and confirm I will not enter the school property at any time when I exhibit any of the following signs/symptoms:
 - 2.1. Fever.
 - 2.2. Cough.
 - 2.3. Shortness of breath.
 - 2.4. Sore throat.
 - 2.5. Loss of taste or smell.
 - 2.6. Rash on palms of hands; toes or torso.
3. If I have any symptoms, I will self-isolate and I should get a COVID-19 test to confirm my status. Should this be positive, I will remain off site until clear.
4. I confirm, to the best of my knowledge, I have not been in close contact with anyone exhibiting COVID-19 symptoms.
5. I confirm, to the best of my knowledge, I do not have COVID-19, nor have tested positive. If I have previously test positive, then I will provide a doctor's letter and proof of positive test after I have been self-isolated or quarantined and are now clear of the disease.
6. I will provide all Traceable Contact details and address details that would allow for easy tracking/tracing should these details be requested by the relevant authorities.
7. I will wear an appropriate face mask, and relevant PPE always when on the property.
8. I will always act responsibly and follow authorised instructions.
9. I understand and agree to abide by the Brescia House COVID-19 Operational Protocol
10. If I am a school pupil or parent – I accept and understand the Brescia House School Code of Conduct and that this code is implicit in this declaration.

| | | | |
|------------------|--|---------------------------|--|
| Signature | | Guardian Signature | |
| Date | | Date | |

ADDENDUM E



Brescia House School

14 Sloane Street Bryanston | PO Box 67019 Bryanston 2021
+27 (0)11 706 7404
primaryschool@brescia.co.za | secondaryschool@brescia.co.za

COVID-19 RETURN TO SCHOOL PROTOCOL

Rev 8 – 17/05/2020

PURPOSE OF THIS PROTOCOL

1. **Detail the practical return to school strategy / process controls per the relevant Risk Assessment.**
2. **Application of the COVID-19 Operational Protocol in practice, with specific reference to:**
 - 2.1. Cleaning.
 - 2.2. Progressive return of staff/students.
 - 2.3. Training/information.
 - 2.4. Alignment.
3. **Communicate to interested parties as needed, including:**
 - 3.1. Ursuline Sisters.
 - 3.2. BOG.
 - 3.3. School staff.
 - 3.4. School pupils.
 - 3.5. Parents/Guardians/Caregivers.
 - 3.6. Service Providers.
 - 3.7. Service Provider deployee.
 - 3.8. Dept. of Labour.
 - 3.9. DBE / ISASA.
 - 3.10. Neighbours.
 - 3.11. Site Visitors.
 - 3.12. Media.
 - 3.13. Any other interested parties on request.

SCHEDULED STAFF AND PUPIL RETURN PROCESS:

- 1. Follows the Government Lockdown Levels.**
- 2. Follows, where appropriate, the Department of Education Government Notices and Guidelines.**
- 3. Principles:**
 - 3.1. Minimising the quantity of people on site to appropriate operational levels:
 - 3.1.1. Working from home, where appropriate and possible, is favoured.
 - 3.1.2. Flexi-hours and/or staggered work hours, where appropriate and possible, are implemented.
 - 3.1.3. Remote learning, where appropriate and possible, is implemented.
 - 3.1.4. Conservative and staggered approach to pupil return.
 - 3.2. Minimise person to person contact:
 - 3.2.1. Use of technology, where appropriate and possible, is implemented.
 - 3.2.2. Use of physical separation, where appropriate and possible, is implemented.
- 4. Restrictions:**
 - 4.1. Visitors:
 - 4.1.1. Only visitors for essential school purposes are permitted onto the school premises.
 - 4.1.2. Every person coming onto the school premises is required to comply with this policy.
 - 4.2. Meetings:
 - 4.2.1. Meetings with third parties, where possible, are conducted over the phone or via video conference.
- 5. Communication:**
 - 5.1. Brescia House School physical distancing informatic of the School return and cleaning processes.
 - 5.2. Training information/schedules to be issued for each phase of return.
 - 5.3. For each phase of return, individuals will be adequately informed of all protocols via either face-to-face training or a recorded presentation.
 - 5.4. Face-to-face training and the recorded presentation will include use of sanitising stations and other relevant aspects of the safety and cleaning processes.
- 6. Alignment:**
 - 6.1. Brescia House School ensures that all Service Providers safety measures and protocols align with the Brescia House School COVID-19 Protocols.
- 7. Non-Compliance:**
 - 7.1. Employees who are not compliant with the requirements set out in this policy will be subject to disciplinary measures.
 - 7.2. School pupils and their parents have signed a code of conduct with the School. Please act in accordance with this code of conduct, and any non-compliance will result in disciplinary measures.

- 7.3. Any transgressors to these school protocol rules will be removed from the premises. The school retains the right to report these transgressions to the relevant authority.

PHASE ONE

- 1. Only entrance available for will be Sloane Street main entrance and parking.**
- 2. Process Individuals:**
 - 2.1. Subjected to screening temperature.
 - 2.2. Read and sign Declaration of Health for filing.
 - 2.3. Maintain physical distancing and wear a mask.
 - 2.4. Confirm understanding and acceptance of School COVID-19 Operational Protocol.
 - 2.5. Move to relevant office/venue as required/directed.
- 3. Identify and inform COVID-19 COMPLIANCE OFFICER (BRESCIA) designate of any issues arising, concerns, lapses of protocol and observations.**
- 4. Operational and Operational Support staff return to conduct maintenance and cleaning.**
- 5. IT Support Centre operating protocol:**
 - 5.1. All communication with the IT Support Centre staff via electronic means, for example: Telephone Calls, Microsoft Teams, Teamviewer.
 - 5.2. Essential IT Services staff to operate from IT Support Centre, subject to maximum venue capacity, physical distancing measures, cleaning, and sanitising protocols.
 - 5.3. All individuals requiring IT support for their device(s) must:
 - 5.3.1. Schedule an appointment with IT Support staff.
 - 5.3.2. Remain in their vehicles in Sloane parking; wear masks and apply appropriate physical distancing and hygiene measures.
 - 5.3.3. IT Support and/or Security staff will deliver and/or collect the device(s) from the vehicle.
 - 5.3.4. All individuals will have to sign receipt of the device(s), and therefore will need to bring a pen.
 - 5.3.5. Parent's must show the pupil's ID card to collect the device(s).
- 6. Senior Management Team, Administration and Administration Support staff return as required and where necessary.**

PHASE TWO

- 1. Only entrance available for will be Sloane Street main entrance and parking.**
- 2. Process Individuals:**
 - 2.1. Subjected to screening temperature.
 - 2.2. Read and sign Declaration of Health for filing.
 - 2.3. Maintain physical distancing and wear a mask.
 - 2.4. Confirm understanding and acceptance of School COVID-19 Operational Protocol.
 - 2.5. Move to relevant office/venue as required/directed.

- 3. Identify and inform COVID-19 COMPLIANCE OFFICER (BRESCIA) designate of any issues arising, concerns, lapses of protocol and observations.**
- 4. IT Support Centre operating protocol:**
 - 4.1. All communication with the IT Support Centre staff via electronic means, for example: Telephone Calls, Microsoft Teams, Teamviewer.
 - 4.2. Essential IT Services staff to operate from IT Support Centre, subject to maximum venue capacity, physical distancing measures, cleaning, and sanitising protocols.
 - 4.3. All staff requiring IT support for their device(s) must:
 - 4.3.1. Schedule an appointment with IT Support staff.
 - 4.3.2. Take their device(s) to the IT Support Centre, subject to maximum venue capacity, physical distancing measures, cleaning, and sanitising protocols.
 - 4.4. All pupils requiring IT support for their device(s) must:
 - 4.4.1. Schedule an appointment with IT Support staff.
 - 4.4.2. Remain in their vehicles in Sloane parking; wear masks and apply appropriate physical distancing and hygiene measures.
 - 4.4.3. IT Support and/or Security staff will deliver and/or collect the device(s) from the vehicle.
 - 4.4.4. All individuals will have to sign receipt of the device(s), and therefore will need to bring a pen.
 - 4.4.5. Parent's must show the pupil's ID card to collect the device(s).
- 5. Academic and Academic Support Staff return as required and where necessary.**

PHASE THREE:

- 1. Entrances as follows: Sloane; Pytchley and Grade R - based on defined use.**
- 2. Sector of school access – based on defined use.**
- 3. Process Individuals:**
 - 3.1. Subjected to screening temperature.
 - 3.2. Read and sign Declaration of Health for filing.
 - 3.3. Maintain physical distancing and wear a mask.
 - 3.4. Confirm understanding and acceptance of School COVID-19 Operational Protocol.
 - 3.5. Move to relevant office/ classroom /venue as required/directed.
- 4. Identify and inform the relevant Class/Registration Teacher who will in turn inform COVID-19 COMPLIANCE OFFICER (BRESCIA) designate of any issues arising, concerns, lapses of protocol and observations.**
- 5. IT Support Centre operating protocol:**
 - 5.1. All communication with the IT Support Centre staff via electronic means, for example: Telephone Calls, Microsoft Teams, Teamviewer.
 - 5.2. Essential IT Services staff to operate from IT Support Centre, subject to maximum venue capacity, physical distancing measures, cleaning, and sanitising protocols.
 - 5.3. All staff and pupils at school requiring IT support for their device(s) must:

- 5.3.1. Schedule an appointment with IT Support staff.
- 5.3.2. Take their device(s) to the IT Support Centre, subject to maximum venue capacity, physical distancing measures, cleaning, and sanitising protocols.
- 5.4. All pupils, who have not yet returned to school, requiring device support must:
 - 5.4.1. Schedule an appointment with IT Support staff.
 - 5.4.2. Remain in their vehicles in Sloane parking; wear masks and apply appropriate physical distancing and hygiene measures.
 - 5.4.3. IT Support and/or Security staff will deliver and/or collect the device(s) from the vehicle.
 - 5.4.4. All individuals will have to sign receipt of the device(s), and therefore will need to bring a pen.
 - 5.4.5. Parent's must show the pupil's ID card to collect the device(s).
- 6. Brescia House School Grade 12 pupils return as required in the context of Brescia House School, subject to Education Department Government Notices and Guidelines.**
- 7. Staggered return of pupils, per grade, as required in the context of Brescia House School, subject to Education Department Government Notices and Guidelines.**

PHASE ONE - DAY ONE DESCRIPTION

- 1. First day: 08H00 first return group:**
 - 1.1. Supercare Housekeeping Staff
 - 1.2. Supercare General Workers staff
 - 1.3. Vibing Gardens Staff
 - 1.4. Bekabee Staff
 - 1.5. Brescia Operations staff
 - 1.6. Grade R Assistants
- 2. Process Individuals:**
 - 2.1. Will be subjected to screening temperature.
 - 2.2. Will need to read and sign Declaration of Health for filing.
 - 2.3. Will always maintain social distancing, and wear masks.
 - 2.4. Will not change into work uniform, nor congregate in the Housekeepers' changeroom, nor the men's kitchen.
 - 2.5. Will wait outside the nominated training venue, whilst maintaining social distance until ready for training.
- 3. First day: 08H00 TO 12h00:**

The above group of people attend a training session as follows:

 - 3.1. Operations Manager – Paul Matthews
 - 3.1.1. Discuss regulations in overview:

- 3.1.1.1. Disaster Regulations.
- 3.1.1.2. Relevant Gazette Sectoral notices.
- 3.1.1.3. Any other notices or advisories issued by COVID-19 Command Council or relevant Minister.
- 3.1.2. COVID-19 Brescia House School Protocol:
 - 3.1.2.1. Explanation of process and needs.
 - 3.1.2.2. Discussion and summary.
 - 3.1.2.3. Confirmation of understanding.
- 3.1.3. COVID-19 Risk Register:
 - 3.1.3.1. Explanation of process and needs.
 - 3.1.3.2. Discussion and summary of relevant sections.
- 3.2. Supercare Area Manager – Lizette Hough
 - 3.2.1. Site Induction and Training for cleaning per Supercare COVID-19 training process and initialisation.
 - 3.2.2. MSDS (Medical Safety Data Sheet) information on all new products.
 - 3.2.3. New product introduction and new cleaning techniques.
 - 3.2.4. Practical lessons on-site at various locations.
 - 3.2.5. Testing and confirmation of understanding.
 - 3.2.6. Documentation of training.

4. First day: 13H00

- 4.1. All service providers staff and Ops Staff return home.
- 4.2. From next day - services commence with following process:
 - 4.2.1. Small groups, split schedule of staff 50/50 where possible on alternate days until next Phase Two and Three start.
 - 4.2.2. Ongoing training continues for Phase One
 - 4.2.3. Introduction of enhanced cleaning regime and scheduling per training commences.