



Brescia House School

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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.