

From the desk of the School COVID-19 Compliance Officer....

Dear Parents and Staff

A. Statistics and general information about Case History

As of today's date, we have had the following case history:

- **Total Case History:**
 1. **34** People
- **Positive COVID-19 Cases:**
 1. **School Staff:**
 - **14** X cases total (mixture between positive, close contact and casual contact)
 - 2 X Operations Support Staff
 - 1 X was not at school when diagnosed positive, isolated over an extended period and completed full isolation period and has since returned to work
 - 1 X positive, recovered, completed full isolation period but has not returned to work for other reasons
 - 1 X Education Support Staff
 - Positive, recovered, never arrived on site, completed a full Isolation period and has since returned to work
 - 3 X Admin (IT Support)
 - 1 X recovered, completed full isolation period and has since returned to work
 - 2 X Casual Contacts, completed relevant isolation period – no symptoms and have since returned to work
 - 5 X Admin (general)
 - 2 X positive, recovered, completed full isolation period and have since returned to work
 - 2 X Casual Contacts, completed relevant isolation period – no symptoms and have since returned to work
 - 1 X Close Contact, completed relevant isolation period – no symptoms and has since returned to work
 - 3 X Teachers
 - 1 X positive, was not at school when diagnosed positive, completed full isolation period and has since returned to work
 - 2 X Close Contact, completed relevant isolation period – no symptoms and have since returned to work
 - 2. **Pupils & family/household:**
 - **20** cases total (mixture between positive, close contact and casual contact)
 - 2 X pupils' positive cases: both have recovered and completed their isolation periods. One was at school but those closest to her were notified and they self-isolated for the prescribed period and showed no symptoms and have since returned to school. The second one was not at school and has since recovered and completed her quarantine period.
 - 18 X family members of pupils who were either positive cases or were Close Contacts. As a result, all 18 families/households self-isolated and have all since been cleared to return to work/school etc.
- **Infection vectors:**
 1. No single positive case has been identified from school property contact.

2. Point 1 above is excellent news and confirmation of the mitigation process control in place at school:
 - Regular sanitising through provision of sanitising stations
 - Masks mandatory in any close contact, indoors etc.
 - Ventilation of all indoor venues, cross-ventilation with open doors and windows, and no mechanical aircons when rooms occupied by more than one individual
 - Comprehensive cleaning regimes and touch-point cleaning schedules
 - Zone division of school into HS, IP and FP
 - Room capacities minimised to provide adequate social distancing
 - School cohort minimised on-site to relevant Lockdown Level percentages
 - Timetabling and hybrid teaching process
 - Extra-curricular activities suspended or appropriate mitigation measures in place
 - Inner perimeter access control – only pupils, staff and relevant visitors and Service Providers are granted access
 - Appropriate paperwork and system management
3. Most of the cases are as a result of social gathering contact.
 - *Maintain social distance when socialising, wear masks when indoors especially, preferably socialise outdoors; keep contamination vector surfaces and items sanitised and do not share implements where possible, apply reasonable doubt and caution – if someone is sick with any symptoms stay clear. Practice appropriate self-isolation when contact occurs, or suspected contact occurs.*
4. Please continue to apply absolute caution when going out in public, wear your mask, sanitise hands, keep appropriate social distancing.
5. Please remember there is a Health Declaration Form which is signed and submitted to the school for all persons entering the property. Abide by this declaration always and act appropriately.

B. Process Control

At the start of Term 3 I remind you about our COVID-19 Protocols. Notification of a positive case, Close Contact with a positive case, Casual Contact with a positive case, or Suspected Contact with a positive case - the communication process is as follows:

1. Notification is received by the School COVID-19 Manager

- a. Via email preferably: operations@brescia.co.za
- b. CC respective Head on either: pshead@brescia.co.za or hshead@brescia.co.za
- c. And, if required, call or WhatsApp: Paul Matthews on 072 5971821

2. Covid-19 Manager communicates as follows:

- a. Email sent out to affected person/s (or parent/s) providing case specific information
- b. Casual/Close Contacts are notified, and they are also provided with case specific information
- c. In the event of school contact, an email is sent to the DBE as well as the Health Department providing all details, contact tracing details and relevant information on case, cleaning regime and protocols being followed.
- d. The Heads communicate with the family as required.
- e. The Grade Co-ordinator or Teacher additionally communicates with pupils as required.
- f. Brescia House School respects individuals' rights to privacy and thus all names are kept confidential.
- g. School Counselling Department is notified, and they contact affected families and provide support and are the communication link to school for duration of isolation period.

C. Practical Information

The school has provided much communication around what to do, how to act and what to look out for over the past few months. We also conduct on-site induction for every new arrival group, from operational support staff, to educators, to every pupil grade return group. We have issued several direct communication links to information or documents we have established. I therefore again provide some of those specific links for your refresh review below:

- [Brescia House COVID-19 Video](#)
- [COVID-19-OPERATIONAL-PROTOCOL- Rev-8-17.05.2020-1.pdf](#)
- [COVID-19-Process-Update-Rev-3-27.07.2020.pdf](#)

D. Summary

Brescia House School issued a school policy statement on the COVID-19 pandemic early on in this process. We abide by this statement and we act accordingly thereto.

Our “new normal” is going to continue for some time. As a community we need to work together to face this together. This is a team effort and we are protecting both our own lives as well as those of others. Complacency is our enemy. We need to keep up the protocols, the safety mitigation measures and remain focused. We can return to a semblance of normalcy, but with strict observance of all the safety measures at work, at school and in our homes. Do not let the ongoing changes to process and regulations, “the noise”, affect your commitment to maintaining a safe operating procedure both professionally and personally.

In the spirit of teamwork, please do not hesitate to communicate directly with myself on 072 5971821 or operations@brescia.co.za if you have questions or need clarification.

Kind regards, be safe, be responsible and remain focused: this too shall pass.

Paul Matthews

Operations Manager

COVID-19 Manager and Compliance Officer

Via email preferably: operations@brescia.co.za

If necessary, call or WhatsApp 072 5971821



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