



Brescia House School

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COVID-19 COMMUNICATION 1

Rev 1 – 17/07/2020

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

Dear Parents and Staff

This is a feedback communication to provide COVID-19 specific information pertaining to the school.

A. Statistics and general information about Case History

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

- **Total Case History:**
 - 24 People
- **Positive COVID-19 Cases:**
 - **School:**
 - 5 X Cases Total
 - 1 X Operations Support Staff
 - Third week of Isolation
 - 1 X Education Support Staff
 - Recovered, never arrived on site, and has since completed a full Isolation period
 - 1 X Admin (IT Support)
 - In beginning of isolation period
 - 2 pupils: one who has recovered and completed her isolation period and the second who is in the third week of isolation
 - **Family/Household:**
 - 18 People
 - **Third-Party:**
 - 1 Person
- **Casual Contact:**
 - 9 people
 - Casual Contact is defined as follows:
 - Short period of contact in an environment where masks were mandatory, social distancing was observed and open/cross-ventilation air occurs
- **Close Contact:**
 - 15 people
 - Close Contact is defined as follows:
 - Contact over a longer period, in confined space, or direct family/household contact of any sort
 - Most of these people were classed as close contact due to household/family contact

B. Process Control

The school is implementing our COVID-19 Protocols in all aspects. As a result, we communicate directly with affected persons when we are notified about a positive case in either a Close Contact or a Casual Contact setting. 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 (or parent) 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 family as required.
 - e. The Grade Co-ordinator or Teacher additionally communicates with pupils as required.
3. Brescia House School respects individuals' rights to privacy and thus all names are kept confidential.
 4. 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 provide hereunder some of those specific links for your refresh review:

- [Brescia House School Process Update \(Rev 2 - 03.07.2020\)](#)
- [Brescia House School COVID-19 Operational Video](#)
- [Brescia House School COVID-19 Operational Protocol \(Rev 8 - 17.05.2020\)](#)

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.

The priority in this pandemic is safety. Safety of pupils, staff, service providers and the school community.

We are doing everything we can to mitigate the spread of this disease, we are applying latest verified information as it becomes available, we track the regulations as they are issued and amended, we apply stringent cleaning regimes and social distancing practices. We have a complex process of management regarding our implementation of mitigation measures, and we track our venues, people and our activities in a comprehensive process which has involved many people within the school organisation and outside.

We trust that the above communication provides good, clear and concise feedback and keeps the information transparent as possible.

We will be issuing a public view Dashboard which is essentially a live information tool, for all the school community to easily review live statistics and general information regarding the school process and protocol implementation and management.

The Heads will continue to provide communication letters which talk to practical school matters and sometimes include COVID-19 relevant information.

This pandemic has brought on a "new normal" and we have had to adapt much of how we operate as a school and as a society. For as long as this pandemic remains with us, the directions may change as we learn more and as we go through the troughs and peaks of the pandemic. South Africans are renowned for their teamwork and our school is no different. This is a team effort, and everyone is working towards the same goal: safety for oneself and others.

In the spirit of teamwork, please do not hesitate to communicate directly with myself or with either Head when you have questions or need clarification.

We take all information, process it, verify and action it accordingly and appropriately. We will not always get this 100% correct, but we will always aim for that.

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