

# RETURN TO SCHOOL COVID-19

KNIGHTS  
PREPARATORY SCHOOL



# GET STARTED

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# OPENING STATEMENT

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The Minister of Education's announcement that schools will be returning in phases over the coming weeks has been met with mixed reactions as is evident from our published survey results. This is understandable as the risks attached to COVID-19 have not disappeared and yet these risks have had to be considered in light of the need for the economy to restart and for children without online education access not have their educational year compromised. This is not an easy balance and the return to school is a process that we have taken very seriously.

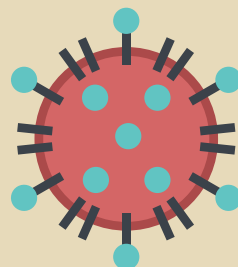
We do believe that the online teaching provided has been of a high quality yet remain firmly convinced of the many benefits that face-to-face schooling provides. The level of community, of meaningful interaction and engagement, of social and emotional development as well as the immediacy of the learning cycle are but a few examples to be mentioned after such a long period in lockdown. There is a recognition that with all the desire for a quick return, in this situation we need to go slow in order to go fast. We need to be

guided by available data, learn from what is working for others and be both agile and adaptable. There may be families who will choose not to send their children back initially yet our return to school is intended to be organised, paced to engender confidence and involve all of the necessary actions to mitigate possible risks. This is a time that is going to need partnership, co-operation and compliance from each and every one of us.

The approach adopted by the School Management Team is underpinned by a number of guiding principles.

These include:

- The safety of our learners, staff and parents.
- The imperative to revert to face-to-face teaching for the additional educational benefits inherent in such a model.
- The need to comply with all government guidelines and regulations.
- The social and emotional needs of our learners who will benefit greatly from being back in the school environment.



# A PHASED APPROACH TO RESUMING SCHOOLING

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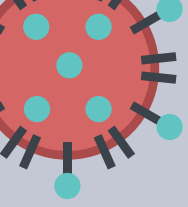
With permission from the Department of Education, independent schools have been given the dispensation to phase in schooling at a rate that differs to public schools. To ensure that we do not compromise on safety, the return dates for subsequent grades have been stipulated, as the school has announced in the memo sent on Tuesday 26th May. Adherence to physical distance requirements will necessitate that grades be staggered in a variety of ways once the school reaches its capacity. Online school will continue for all grades that have not yet returned to school or for those learners who are unable or unwilling to return.

## WHAT HAPPENS IF MY CHILD CANNOT RETURN TO SCHOOL?

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We are well aware that some learners will not be able to return due to having pre-existing medical conditions or are living with family members who may be in a high-risk category. It is the intent of the school to continue with online teaching for these learners and the model for this will be communicated in due time.





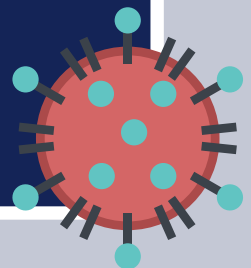
# SCHOOL ARRIVAL NOTES

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In order to ensure the ability to screen learners upon their arrival to school, we will be instituting the following:

- The school will initially have only one entry through which learners will have to enter upon arrival in the morning or at any time during the day - this is the parking entrance on Nerina Street.
- Different starting times for grades will be implemented to reduce traffic when meeting the screening requirements. This will be communicated to our parents as we phase in the different grades.
- Parents are encouraged to not drop children in the last few minutes of the allotted time as they will then possibly miss the start of the academic day.
- Parents will not be permitted to walk into the school at school arrival time but will drop off their children at the stairs who will then proceed into the hall for sanitization protocol as detailed in this document.
- Once more grades are permitted to return, additional access points will be opened as more grades phase in.

**WE URGE PARENTS TO BE PATIENT  
DURING THE DROP OFF AND  
COLLECTION PROCESSES AS WE  
NEED SAFETY NOT SPEED TO BE  
OUR PRIORITY!**



# GENERAL NON-NEGOTIABLE PROTOCOLS

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- There will be sanitizer at the gate which anyone entering will have to use it without exception.
- Screening temperature will be taken on entry and a person with a reading over 37.5 will be refused entry.
- Everyone entering the school is required to wear a material mask.
- Physical distancing of 1.5m is required at all times including classrooms and breaks while in school.
- Children will have hula hoops at all times to indicate and reinforce the physical distancing rule.
- Our Karri App (please ensure you have downloaded the app) has launched a questionnaire which parents will be required to fill in before 7:30am every Monday morning. Questions will include:
  - Have you or anyone in your family recently had any of the following symptoms: Fever, a cough, a sore throat or shortness of breath?
  - Do you have any of the following: Body aches, loss of smell or taste, nausea, diarrhea, fatigue, weakness or tiredness?
  - Have you or your family been in contact with anyone that has tested positive for COVID-19 or is awaiting test results?

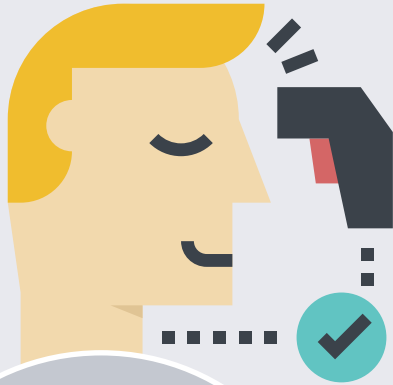
**Please note that should someone be feeling ill they should not wait for the screening at the entrance, they should remain at home for the day and join the online lessons.**



# PROTOCOL FOR DROP OFF

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UPON ENTERING THE SCHOOL, THE FOLLOWING PROCEDURE WILL TAKE PLACE:



## STEP 1:

Simon will check to make sure that all people entering are wearing a mask.

## STEP 2:

A thermal thermometer will be used to take a temperature reading of the driver of the vehicle. Any temperature below 37.5 is acceptable.

## STEP 3:

Simon will ensure that the driver entering uses sanitizer on their hands.

## STEP 4:

Proceed to the stairs next to the hall where the child's temperature will be taken and if acceptable, they will proceed to step 5. Parents to remain in car.

## STEP 5:

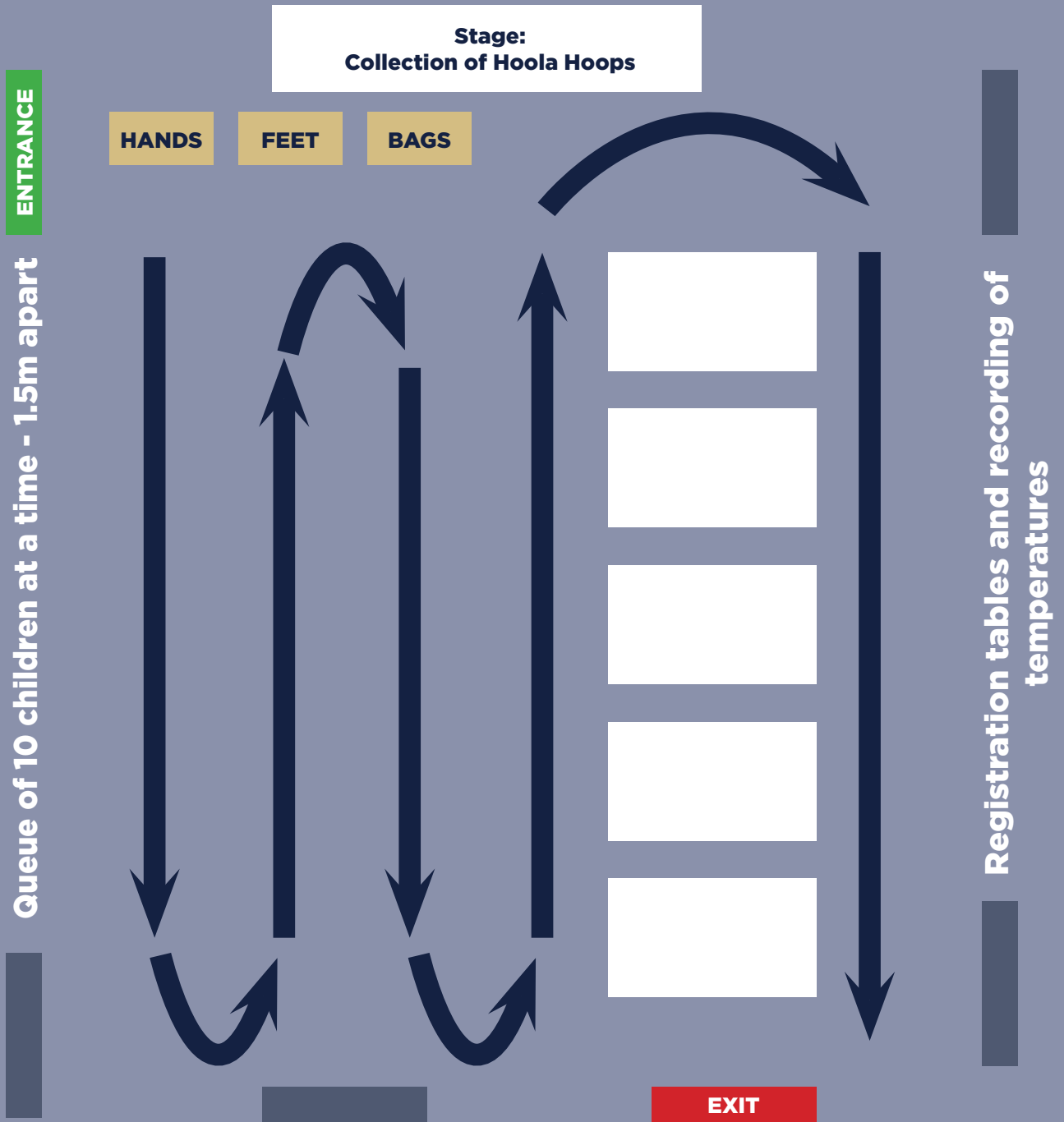
Learners will enter the hall for the following sanitizing protocol - see diagram attached - queuing out of the cold and moving through a hand sanitizing station, a shoe and bag sanitizing station, hula hoop collection and registration table where temperature is recorded.

## Step 6:

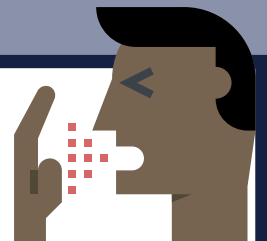
Exit the hall to the classrooms.



# HALL SETUP FOR DAILY SANITIZING



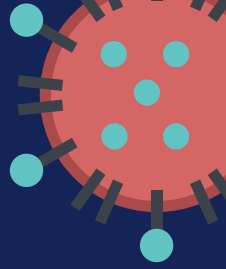
**NB: If the person screening has good reason to be concerned, the student or staff member may be asked to leave or be requested to move to the isolation area.**





# SCHOOL ORIENTATION

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On the first day back our learners will be given an orientation of all the requirements that upholds the highest standards of health and hygiene and it is imperative that everyone take these seriously and adhere to them. There will be implications for non-compliance as this places everyone in the environment at risk as well as the school's ability to operate. Staff have received a full document of their standard operating procedures, the consequences for non-compliance and will advise learners of the school rules in this regard. We have an appointed 'compliance officer' and a team working with them and due process will be instituted for any staff or learners not following the requirements. There will also be ongoing temperature monitoring during the day as is required by the Department of Education and should anyone's temperature be too high they will be placed in the designated isolated area until they can be fetched or are able to leave.

## THE SCHOOL WILL HAVE CLEAR HEALTH SIGNAGE REMINDING EVERYONE TO KEEP TO THE BASICS FOR PREVENTING INFECTION:

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- Washing in the correct manner.
- Sanitizing where washing is not available.
- How to cough and sneeze.
- Keeping physical distance.
- Wearing of masks including how to put a mask on and take it off.
- Avoid touching eyes, nose and mouth.

# CLASSROOMS

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We are determined to keep sufficient physical distancing in class and in the school environment. This may lead to classes being divided where necessary or the use of larger venues where needed. In order to ensure that the classroom environment keeps to all health requirements, the following will be put in place:

There will be sanitizer in every class and venue and anyone entering or leaving the class will be required to use the sanitizer on their hands.

- Desks will be allocated to each student by the teacher. As per the Department of Education procedures, there will be an attempt to not move children around. That said, where there is a need for learners to move, then the surfaces and equipment will be cleaned in-between classes.
- Learners and staff will wear masks or visors at all times. Teachers will be permitted to wear face shields only when they remain 2m away from learners.
- Classroom doors and windows will be kept open if possible so as to keep natural ventilation. As such, please ensure that children dress warmly for school.
- There will be no sharing of books, stationery, tissues and equipment in the class during the day.

General Hygiene requirements will continue to be part of the school educational programme, this includes the correct etiquette when sneezing and coughing. While children are in class, the cleaning staff will be following their cleaning procedures in bathrooms and on other surfaces. When children are having breaks, the cleaning staff will do further cleaning of surfaces in the classrooms.



# SCHOOL BREAKS

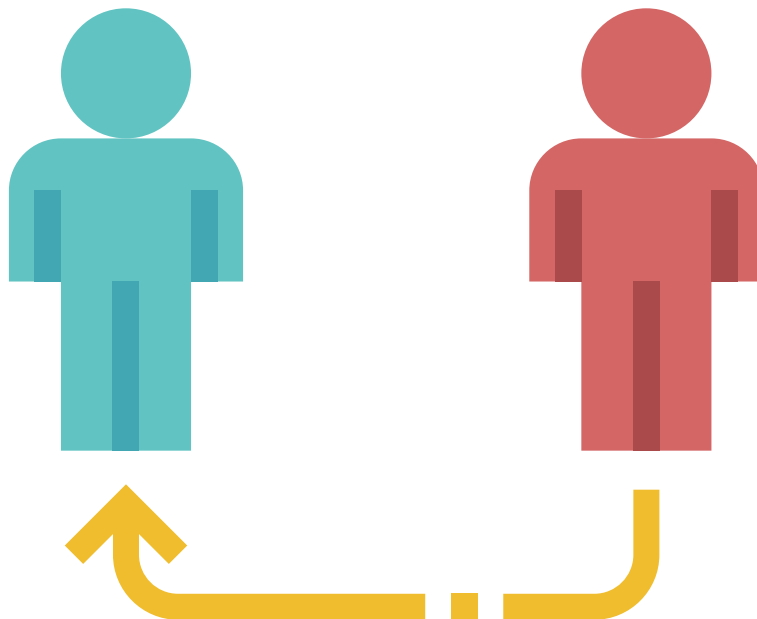
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Breaks during the day will be shorter so as to allow for eating and some relaxation and to avoid the need for learners to compromise the physical distancing requirements.

It must be noted that the tuckshop will not be opened until after mid term and as such learners must bring their own food for the day. The Grade 0000 will have their usual snack provided to them by the school.



- Learners will be required to keep physical distancing requirements in place during breaks.
- There will be no sharing of food.
- There will be no sport or group games during break.
- Learners will keep their masks or visors on unless they are eating.
- Everyone will sanitize their hands when leaving for break and then sanitize again when returning to the class.



# TEACHERS & SUPPORT STAFF

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This document does not go into detail with regard to the procedures that we have put in place for our staff, be it our teachers, administrative staff or support staff. Rest assured that we have put very clear operating procedures in place for everyone at school and the compliance officer will be monitoring all round adherence for everyone. Learners often want to show affection toward their teachers and vice versa, yet during these times this will not be allowed and will be explained to our learners in an appropriate manner.

It would also be helpful if parents explained this further to their children in a sensitive manner.



## ADDITIONAL KEY INFORMATION

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The regulations against gatherings of 50 people or more are still in place for schools and as such these gatherings will be avoided. This will impact on school assemblies and the manner in which it can take place. Furthermore, there will be:

- NO extra murals until the government guidelines permit them to resume.
- NO transport on buses until such time that we are able to ensure adherence to the requirements of the transport sector.

# VISITORS TO THE SCHOOL DURING THE SCHOOL DAY (INCLUDING PARENTS)

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In order to maintain adherence to protocols, the school will minimise access during the school day. Anyone who is permitted to enter will be screened in accordance with the arrival protocols. The Department of Education operating procedures require that meetings, if needed, should take place online if it is not necessary to meet in person.

**We do ask that parents please respect this requirement.**

All visitors will access the school from the Milner Rd entrance and enter the school through the admin office where the following protocols will be in place:

## **STEP 1:**

Use the wall mounted hand sanitizer.

## **STEP 2:**

EVERYONE WILL BE ASKED TO COMPLETE THE ENTRY FORM:

- All personal details including ID and cell number.
- Have you or anyone in your family recently had any of the following symptoms: Fever, a cough, a sore throat or shortness of breath?
- Do you have any of the following: Body aches, loss of smell or taste, nausea, diarrhea, fatigue, weakness or tiredness?
- Have you or your family been in contact with anyone that has tested positive for COVID-19 or is awaiting test results?

## **STEP 3:**

TEMPERATURE WILL BE RECORDED.

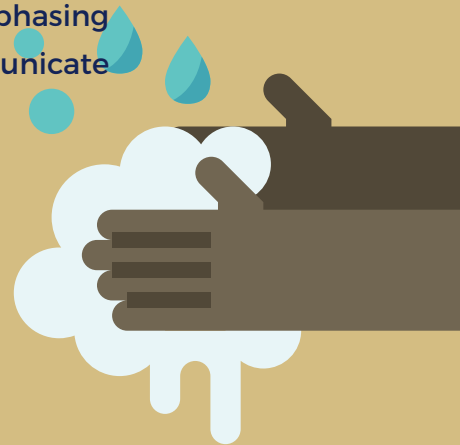
## **STEP 4:**

FORM SIGNED.

# PROVISION OF PERMITS & MATERIALS

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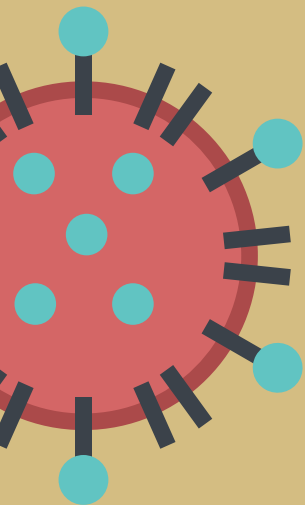
Once the regulations for schools change, you may be required to have a permit issued from the school. If this is the case, then we will ensure that these are sent to families. We also anticipate being able to provide materials to those learners who are continuing their studies at home due to the phasing or due to not being able to go to school. We will communicate with you about the collection of such materials.



# FETCHING OF LEARNERS FROM SCHOOL

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Upon leaving school, learners will once again be required to sanitize or wash their hands. Parents will not be permitted to enter the school block so as to avoid gatherings or groups that contravene the requirement of physical distancing. All children will be taken to the tennis courts and placed in their classes 1.5m apart. Their hands will be sanitized and parents will collect them from the palisade gates next to the chess garden. Parents are reminded to limit socializing where possible. The exit gates will be the same as the access gates.



# WILL IT BE SCHOOL AS NORMAL?

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What is clear from the above, is that even with schools returning, it will not be school as normal. There will also be some changes in the delivery of the curriculum where required. Every effort will be made to focus on core subjects upon the return to school so as to ensure that learners are fully up-to-date in Literacy (all languages) and Numeracy. Thus, school time tables may be different initially as our school consolidates key areas.



<b>Date</b>	<b>Grades to Return</b>
01 June 2020	Grade 7 and Bridging Classes
08 June 2020	Grade 1 and Grade 6
17 June 2020	Pre School and Grade 5
22 June 2020	Grade 2, Grade 3 and Grade 4
29 June 2020	Mid Term Break
06 July 2020	All Grades back

# STANDARD OPERATING PROCEDURES FOR COVID-19 CONTAINMENT

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The school has completed a full risk assessment and in response to these have instituted operating procedures so as to mitigate the transmission of the virus. The operating procedures are in accordance with those gazetted and are considered to be reasonable so as to avoid the spread of the virus.



It is incumbent on every individual to keep to these requirements, and for parents to insist that their children adhere to these requirements at all times. Non-compliance or the use of any bullying tactics related to the virus or any form of discrimination against someone who may have tested positive for the virus will be seen in the most serious light.



# COVID RELATED QUERIES

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## **WHAT HAPPENS IF SOMEONE HAS OR IS SUSPECTED TO HAVE COVID-19?**

**Guidelines for suspected or confirmed Covid-19 cases  
in the school.**

While every effort and precaution will be taken to avoid infections within the school environment, we do need to be realistic with the knowledge that COVID-19 will be with us for many months to come. It is for this reason that the National Institute for Communicable Diseases (NICD) have put protocols in place for schools to follow.

# WHAT WILL THE SCHOOL DO IF THERE IS A SUSPECTED OR CONFIRMED CASE OF COVID-19?

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## **IF A STUDENT OR STAFF MEMBER APPEARS ILL OR DISPLAYS SYMPTOMS ASSOCIATED WITH COVID-19:**

- They will be isolated from other learners and staff in the designated area.
- In the case of a learner the parents will be contacted.
- In the case of a staff member, arrangements will be made for them to get assessed by a health professional.

## **IF A LEARNER OR STAFF MEMBER IS CONFIRMED TO HAVE COVID-19:**

- They will be isolated from the other learners and staff in the designated area.
- Arrangements will be made for them to leave the school premises.
- The relevant public health officials will be contacted who will then conduct a risk assessment and give recommendations for the management of learners and staff.
- In most cases a school closure will not be necessary yet the school will be guided by the NICD in this regard. If a school is closed, it will be required to consult with the NICD before opening once again.

## **IF A LEARNER OR STAFF MEMBER MAY HAVE BEEN EXPOSED TO SOMEONE WHO IS SUSPECTED OF HAVING COVID-19:**

- No restrictions are required while awaiting the outcome of the laboratory tests.
- There is no need for that learner or staff member to remain at home.

## **IF A LEARNERS OR STAFF MEMBER WERE EXPOSED TO A CONFIRMED COVID-19 CASE:**

- All close contacts of confirmed cases are required to quarantine at home for 14 days while being monitored for symptoms and may not attend school.
- Secondary contacts (i.e. those who came into contact with the person who was in contact with the positive case) do not need to take precautions unless they begin to develop symptoms.



# INDEMNITY FORM

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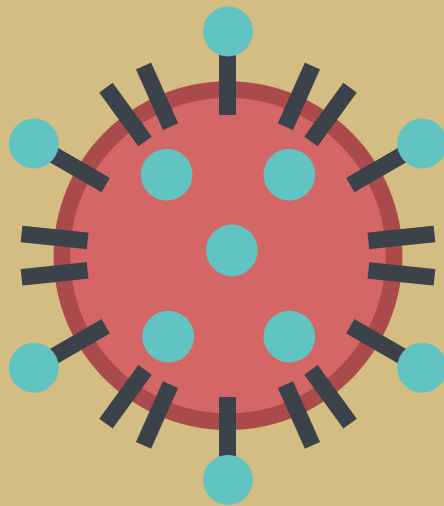
**PLEASE DOWNLOAD  
THE INDEMNITY FORM  
THAT WE REQUIRE  
TO BE SIGNED AND  
RETURNED TO THE  
ADMIN OFFICE BEFORE  
LEARNERS RETURN TO  
SCHOOL.**

# CONCLUSION

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In conclusion, the above steps are intended to be the reasonable, in line with the Minister's announcement for schools to return. Knights Prep intends to follow such reasonable procedures and staff, parents and learners are all responsible in assisting us to adhere to these procedures.

## THANK YOU AND BE SAFE



**KNIGHTS**  
PREPARATORY SCHOOL



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