



## **KING EDWARD VII SCHOOL, COVID-19, GRADE 12 BOARDERS**

### **GRADE 12 BOARDING RETURN 31 MAY 2020**

- **How can you prevent infection?**

The following can provide protection against infection from Coronaviruses and many other viruses that are more common in South Africa:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitiser.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Stay at home when you are sick and try and keep a distance from others at home.
- Cover your cough or sneeze with a flexed elbow or a tissue, then throw the tissue in the bin.
- Clean and disinfect frequently touched objects and surfaces.

### **PRESENT SITUATION:**

All Schools including their Boarding houses are closed at present due to a Nationwide Lockdown. The lifting of the lockdown at schools is to be implemented on the 1 June 2020 for grade 12 learners. Staff (Educators and support staff) to return on 25 May 2020.

### **PROPOSED STAGGERED RETURN OF LEARNERS:**

A staggered return of learners is dictated to King Edward VII School by the DBE as the School is a public School. In all probability the return of learners will be staggered which is best practice for social distancing. A staggered return means that different grades will enter at different days/dates with a time period between each grade. The grade 12 learners (matrics) will enter school first. Thereafter the return will be in a hierarchical manner with Grade 11's, then Grade 10's following and thereafter the GET Phase namely Grade 9 and finally Grade 8.

### **SENIOR AND DUTY MASTERS:**

- All Senior and Duty Masters are to have completed/read/studied the various documents on Covid-19, namely:
  1. Covid DBE, coronavirus orientation guidelines.
  2. Orientation Manual for parents, teachers, non-teaching staff and learners, May 2020.
  3. Covid-19 DBE guidelines.
  4. Covid SOP.



### **RETURN DATES:**

Grade 12 – 1 June 2020.

Grade 12 Boarders to return **31 May between 15h00-16h00**. Please refer to e-mailed correspondence on the 22 May 2020.

Other/remainder grades return dates will be announced by the DBE (Department of Basic Education).

### **HAND WASHING:**

Regular washing of hands will take place, Housemasters, Duty Masters as well as 'Mentors' are to facilitate compulsory hand washing. This 'over and above' the 'regular' hand washing that a learner may do. This is before every meal as well as before 'lights out'.

### **Washing of hands should happen when:**

- On leaving the Boarding house to attend School.
- On leaving of home to return to Boarding House.
- After using the toilet/urinal.
- After breaks, sporting or physical activities.
- Before food preparation.
- Before meals.
- Before eating any food, including snacks.

### **HAND SANITIZERS:**

Hand sanitizers have been placed at strategic areas. Duty Masters are to assist cleaning staff to report low/empty hand sanitizers.

### **SOAP DISPENSERS:**

New soap dispensers have been installed. Duty Masters to also assist cleaning staff by reporting low/empty dispensers.

### **SOCIAL DISTANCING:**

- Implemented for dormitories, dining room and common areas in boarding houses.
- Duty masters to be particularly vigilant in passages where learners may congregate.
- Social distancing will be best practiced and applied as per norms and standards prescribed.
- Visiting in dormitories will be banned and the meeting of friends etc. will take place in larger well-ventilated areas like the common gardens. Groups not larger than 10 people may meet at a time and social distancing must be practiced.



- Common rooms must be limited to number of learners at a time with adequate distancing.
- Common garden areas are areas where learners can congregate and may do so in limited numbers with adequate distancing.

#### SHOWERING TIMES:

- Showering times will have to be flexible, allowing boarders to shower/clean in small groups throughout the late afternoon and evening. Showering will also be allowed before breakfast/school from 06h00.
- Grade 12's, as the first group, particularly at Buxton must use more shower blocks or bathrooms to avoid large groups. Senior Housemaster at Buxton to coordinate accordingly. Senior Housemaster to allocate bathrooms accordingly and publish lists.
- As and when other grades enter, as proposed recommendations, policy will be amended as well as procedures.

#### DORMITORIES:

- Staggered return dates will assist with regards to social distancing.
- With the eventual phasing in of other grades the number of learners will rise.
- As policies, especially at this time are 'fluid', dorm allocation will be reviewed constantly when each grade returns.

#### FEDICS (SUPPLIER AND CATERER):

- The current service provider FEDICS is to supply the management of the School its plan on how it is managing Covid-19 in their space (School kitchen and dining room). This includes how they are educating their staff to prevent possible contamination and spreading of Covid-19 within their own workspace as well as protecting the staff and learners of the school.
- Fedics have confirmed their commitment to upholding and implementing all the prescribed health amendments and rules.

#### MANAGEMENT OF SICK BAY:

- Guided by the professionals, namely the school doctor/consulting doctor or medical practitioner, Health Department as well as Mibern Medi-call (service provider).
- Follow protocol set out by Government and what has been published as per best practice.
- Sick-bay a temporary place for weekly boarders – return home protocol for weekly boarders **within 8 hours.**
- Termly boarders to be quarantined and to return home within **24 hours.**
- Testing through thermometers and active monitoring.
- Sickbay can only house effectively 8 learners at a time and therefore weekly boarders who exhibit symptoms must be sent home with instruction to be checked by a medical professional.



- Additional space has been allocated as temporary sickbays for learners who have other illness or symptoms **NOT** related to Covid-19. Namely downstairs dormitory/tutor room by Mr E Marx's (Senior Housemaster) flat which is used for tutors and for festivals only. This can accommodate 2 – 3 learners. Furthermore, if emergencies arise the vacant outside dormitory which is used for festivals only, adjacent to the 'stooges' accommodation can accommodate up to 8 learners. These will be temporary sickbays if needed. Isolation will occur in the sickbay area only so constant monitoring can occur.
- Termly boarders to be taken to doctor (not at school expense) or hospital when or if required.
- Only learners with a 'clearance certificate' may return after being ill and may enter back into boarding to prevent further infection in communal living. In other words that they (learner) have been cleared by medical professional to return.
- Early detection of symptoms:
  1. Isolate in sick bay.
  2. Early referral for appointment, treatment and care.

#### **PREVENTION OF SPREAD**

- Prompt identification.
- Quarantining in sick bay.
- Effective return to Boarding School practices.

#### **MANAGEMENT OF BOARDING LEARNERS WITH SYMPTOMS:**

- Guided by the professionals.
- Follow protocol set out by Government.
- Any learner who feels ill will report to the Senior Housemaster to assess. He will then accordingly be sent to the sick bay for assessment. This is normal procedure. However, the Senior Housemaster is now more aware of possible symptoms and any of these symptoms displayed will be escalated to sick bay for an assessment.

#### **GUIDELINES FOR LEARNERS AND STAFF:**

##### **Self-monitoring:**

- Learners and staff can monitor themselves and check or feel for increased temperature. If staff or learners are concerned or have any doubt, they are to report to the sick bay for their temperature to be taken effectively.
- Learners or staff must report to sick bay or consult Senior Housemaster for referral to sick bay if they develop a fever.



### **Active monitoring:**

- There must be, through the Senior Housemasters and Duty Masters, regular communication with learners and staff who have potentially been exposed, to assess for the presence of a fever or symptoms of Covid-19 as understood.
- Communication through the Senior Housemaster and Duty Master with and between the sick bay at least 2 x day. Once in the morning and once in the evening.

### **TYPES OF SCREENING IN THE BOARDING HOUSES:**

- **Temperature screening:** The Boarding Houses will be 'steered' or instructed by the sickbay who will temperature screen when a staff member or learner exhibits a temperature.
  1. Temperature measured for a temperature of 38°C or above.
  2. Duty masters are to take boarders temperature at all meals and at 'lights out'.
  3. There is an understanding that a fever may be intermittent or not present in some 'patients'.
  4. If a staff member or learner has a temperature of more than 38°C they will have to be evaluated by a medical practitioner if they have other symptoms such as muscle aches, nausea, vomiting, diarrhea, abdominal pain, runny nose or loss of taste.

### **IF A LEARNER BOARDER PRESENTS SYMPTOMS:**

- Provided with a mask if they do not have one. Masks are compulsory.
- Report to sickbay.
- Parents contacted.
- Referred to medical practitioner, clinic or hospital if required.
- On receiving results, the learner through his parents or guardian must notify the Boarding House and School.
- If a test is positive for Covid-19 the NICD will also be notified.

### **RETURNING TO BOARDING HOUSE:**

- A 'clearance certificate' is needed for a learner/staff member to return to boarding from a medical practitioner, clinic or hospital on return.
- A learner or staff member may only return once ALL symptoms have been resolved and that 14 days have passed once onset of symptoms.
- Boarders or staff members who have returned after isolation or quarantine should follow the general guidelines:
  1. Have undergone medical evaluation with a clearance certificate that they may return and be at the Boarding House.
  2. Wearing of material (approved) mask.
  3. Appropriate social distancing.
  4. Continued self-monitoring.



5. Seek medical re-evaluation if respiratory symptoms reoccur.

#### **MANAGEMENT OF ANXIETY/STRESS OF LEARNERS AND STAFF:**

- Guided by the professionals. Mr P Galbraith the school counselling psychologist to advise. Any learners showing anxiety or distress are to be referred to Mr Paul Galbraith by the Senior Housemaster.
- Staff have access to the staff wellness programme 'Ask Nelson'.
- Within tutor groups regular assessment to prevail. Tutors are to see and 'touch base' more regularly with those in their groups (small) to monitor levels of stress and anxiety amongst learners/boarders.
- Management of staff and learners, including prejudice and anxiety with regards to people contracting 'regular seasonal flu'.

#### **EXTREMELY VULNERABLE:**

Senior Housemasters to identify learners or staff who are extremely vulnerable:

- Solid organ transplant patients.
- Cancer patients:
  1. Chemotherapy, radiotherapy or other ongoing or recent treatment.
  2. Cancers of the blood.
  3. Stem cell transplants in the last 6 months.
- Severe respiratory conditions such as:
  1. Cystic fibrosis.
  2. Asthma.
  3. Severe chronic obstructive pulmonary (COPD).
  4. Learners and staff on immunosuppression therapies.
  5. Pregnant staff with heart disease, congenital or other.
- Other vulnerable learners and staff:
  1. Age greater than 60 years.
  2. Cardiovascular disease.
  3. Diabetes mellitus.
  4. Chronic renal disease.
  5. Staff or learners on immunosuppression therapies.
  6. HIV diagnosed who are virally suppressed.

#### **OPENING OF BOARDING HOUSES:**

- Reinforce the need for standard precautions.
- Stress importance of hand hygiene, cough etiquette and respiratory hygiene.
- Have staff and learners regularly self-monitor for fever and symptoms.
- Remind staff to avoid reporting for work when ill and that learners report to sick-bay when ill.



### **STAFF AND LEARNERS REGARDING PPE:**

- Masks compulsory.
- Washing hands regular.
- Using soap and sanitizer supplied.

### **CALLOVERS/ROLLCALL:**

- Done in dormitories to avoid large groups.

### **MEALS (COMMON DINING ROOM):**

- **Breakfast** staggered at present. Dining room opening at 06h30 for Grade 12's. Learner groups to be identified. Duty masters present to facilitate 3 x sittings at present:
  1. Sitting 1 at 06h30.
  2. Sitting 2 at 06h45.
  3. Sitting 3 at 07h00.
- **Lunch** will be staggered as per 'X' and 'Y' split:
  1. Second Break sitting 1 at 13h10 – 13h40
  2. Second Break sitting 2 at 13h40 – 14h10
- **Teatime** first break:
  1. At present the tea time at break has been cancelled, however learners will receive a snack and juice/milk, in proper 'long life' containers at breakfast to be consumed at first break to compensate for no 'teatime' at break and they will take and consume at school during break.
  2. Teatime or first break is also broken into 2 x session to assist with reduced numbers on the school fields and so social distancing is easy to practice. First break 1 at 10h30 – 11h00 and First Break 2 at 11h00-11h30.
- **Supper:**
  1. Group 1 to be served at 17h30.
  2. Group 2 to be served at 17h45.
  3. Group 3 to be served at 18h00.
  4. Learners and staff must take cognisance of the fact that Fedics need time to clean and clear kitchen and use public transport. Therefore NO loitering or sitting around in the dining room.
- Hands to be washed and sanitized before entry into dining room.
- Sanitizers are strategically placed inside and outside of the dining room.
- As and when other grades enter the boarding houses as per proposed recommendations, policy will be amended as well as procedures.
- Please note that the dining room can seat over 300 people, therefore with grade 12's entering first they will be 'spread out' accordingly and have the relevant social distancing.



### **CLEANING AND SANITIZING OF DORMITORIES, TOILETS, BATHROOMS, COMMON ROOMS, DINING ROOMS AND KITCHEN:**

- Professional outsourced and approved company completed sanitizing on the 27 April 2020 of all 3 x Boarding Houses.
- The Boarding Houses were deeply cleaned, including mattresses just before the “lockdown”.
- Use of correct disinfectants.
- Aware of porous, non-porous and semi-porous surfaces.
- Aware of following for cleaning products to be used by cleaning staff:
  1. Concentrations.
  2. Ingredients.
  3. Applications.
  4. Storage.
  5. pH.
  6. Contact time.
  7. Compliance.
  
- Safety and cleaning agents:
  1. Product labels and instructions.
  2. Wash hands.
  3. Moisturize.
  4. Increase air circulation.
  5. Correct use of PPE.
  6. Contactors must be appropriately approved.

### **GRADE 12 RETURN**

- Grade 12 Boarders to return **31 May** to be at school for 1 June.
- Letter was mailed to parents regarding their son’s/ward’s return.
- Return date for Grade 12 Boarders **31 May**.
- Return time between **15h00-16h00 only**.
- Gates (at Boarding Houses) to open at **15h00** only as there will be a controlled entrance for boarders.
- Tape to be placed outside (Buxton pavement) with 1,5m spacing while the boarders’ line-up to be checked before entrance into the Boarding House.
- All Senior Housemasters to be present on arrival at main gate of their respective Boarding House.
- Each learner must be in possession of a medical questionnaire, learners will be provided with one if they do not have a questionnaire.
- Questionnaire must be completed, and Grade 12 learners must have temperature taken at the gate.



- Once questionnaire and temperature have been checked and taken and are of the accepted standard, a laminated card (vetting card) must be given to the learner to enter the Boarding Establishment.
- When entering, the boarders must sanitize their hands.
- Boarders may then enter and unpack their bags in their respective dormitories.
- All duty masters must be present to assist and to prevent the boarders gathering due to excitement of seeing their peers and friends.
- At 16h00 the gates will be locked, and no further entry allowed.
- At 16h00 the Senior Housemaster to address the grade 12 Boarders in small groups, no larger than 10 learners in a well-ventilated area where social distancing is easy to affect. Senior Housemasters to explain and orientate Grade 12 learners with regards to Covid-19 and the 'new normal' in the Boarding House. The key elements of the orientation:
  1. Sanitizing of hands at entry and exit points.
  2. Washing of hands regularly.
  3. Cough and sneeze etiquette.
  4. Social distancing.
  5. Self-Monitoring.
- Dinner to be served at 17h30.
- Duty master and Senior Housemaster to be present to affect social distancing with regards to the following:
  1. Standing in line to receive meal - 1,5m. Dining room is clearly marked.
  2. Supervise seating where the grade 12s sit alternating opposite across from each other with 1,5m between each other. Markings will be in place.
  3. Ensure boarders 'eat and leave'
- Grade 12s to shower in staggered fashion.
- Grade 12s to go to their dormitories to unpack (if needed) and prepare for school and complete any work needed.
- Duty masters to take temperature within dormitories of all grade 12s.
- 21h30 'lights out' (bedtime).
- Rising bell at 06h00, staggered showering where necessary.
- 06h30 dining room open. Social distancing to be observed.
- Temperature taken by duty master at breakfast.
- Duty master to ensure each learner has his medical questionnaire for school.
- 07h10 boarders leave to school. Dormitory surfaces must be cleared, no books, stationery, clothing etc. to be left lying around as surfaces will be cleaned and sanitized each and every day.
- Duty master to accompany the boarders. Boarders must be on campus by 07h20 latest.
- School procedures to take place.
- 'Teatime' - see meals and protocol as a snack is taken to school. Collected at breakfast.
- Staggered 2<sup>nd</sup> break lunch - see lunch protocol.
- Return to Boarding House after school's last lesson at 15h15.
- 15h15 to 17h00, relaxing time upstairs or in communal areas within houses.



- 16h30 and onward is showering time. Showering time will be extended throughout the evening to accommodate the extended showering period as small groups must occupy shower blocks.
- Dining room opens at 17h30 with serving closing at 18h15 for the Fedics staff to clean.
- Prep times are flexible to allow showering.
- Essentially prep time is from 18h30 -21h00. It can be earlier or later, but Houses must adjust to the needs of the learners and constraints that exist.

#### **VISITORS:**

- Visitor protocol to be followed as per the School and Government Policy.
- Essentially there are **NO** visitors to the Boarding House.
- Visitors, i.e. parents 'dropping' off work, washing etc. will be discouraged/not allowed.
- **NO** food or take-out deliveries at all, this is an extension of the House rules. See Boarding Establishment rules.
- **NO** tutors allowed in/at the Boarding establishment.

#### **DUTY MASTERS:**

- Only duty master on that day is present in the dining room. Therefore 1 x Master per House with Senior Housemaster overseeing meals and assisting.
- Duty masters must sit at least 1,5m away from colleague in dining room.
- Weekly duty masters meeting to take place in well ventilated room, no more than 10 x people per meeting.
- Masks are always compulsory for duty masters.

#### **WEEKLY BOARDERS:**

- **All boarders are to return on Sunday** evening and not on Monday until further notice.
- We highly recommend that weekly boarders explore the option of staying in over the weekends at/in boarding.
- Weekly boarders are to adhere to lockdown regulations when returning home. We discourage weekly boarders going to the shops or malls when returning home, even if it's to help with shopping. The reason for this is to limit exposure when returning to the Boarding Establishment.