

HOËRSKOOL RICHARDSBAAI



COVID-19

**ENTER & EXIT PROCEDURE –
POST LOCKDOWN**

I. Entering of the school – (Learners, staff, parents, deliveries and other services – Screening/Sanitizing/Wearing masks/washing hands):

- The Only entrance gate that will be used is the one in the front of the school at the hall, the small gate at the sportsgrounds (Arboretum Primary gate) will be locked. The Staff will be permitted to use the staff gate and will be screened by a security guard at the gate and they will have to sign the Covid19 register there. The sliding gate at the workshops must be locked and may not be used except for emergency services.
- No parent, no visitor, no service providers, no person making deliveries will be allowed access to the general grounds and buildings and must report directly to the admin office, by prior appointment only; the person must sign the Covid19 guest register.
- Screeners at the gate will sanitize all persons entering the school and inform them to adhere to social distancing tape on the floor. There will be two screening stations at the small gate in front of the school, forming lines in opposite directions of each other and keeping social distancing regulations in mind.
- All persons entering the school will subject themselves to temperature screening at the entrance. (Touch free thermal scanners to be supplied.)
- Should a person show two or more of the following symptoms: sore throat, coughing, sneezing, runny nose, vomiting, nausea, diarrhea, loss of smell or taste, battling to breathe, tiredness, weakness, fever won't they be permitted on the school ground. They will be referred to a Quarantine venue (tents set up on the tar surface at the gate nearest the tennis courts, to comply with social distancing regulations).
- When a person's fever is more than 37.7 degrees they will then be repeatedly screened for the next hour, with 20min intervals in between screens (this data must be recorded on the screening register). If the fever persist then the person will be asked to seek medical advise from a health care professional, once the person can produce a medical clearance certificate only then will they be permitted to enter the school premises again.
- Staggered entrance and exit to take place.
- Social distancing and compulsory to stand on yellow tape.
- Anyone entering the school showing signs of infection will not be permitted to enter the premises.

- If a learner or staff member falls sick at school – then they must be kept in a separate room (tent at tar surface) until they can be taken to a testing station by parent / guardian. Must supply school with a clearance certificate from a health care professional before the learner will be allowed back to school.
- If a staff member or learner were in contact with a COVID-19 + case, then they are to be screened by a health care professional and self-isolate for a minimum period of 14 days. Will follow / conduct classes from home during this period. May only return to school when a clearance certificate from a health professional has been received.

II. Screening:

- At entry – screening will be done by screeners / security guards.
- 2 lines of entry to ensure social distancing when screening takes place.
- 2 Security guards / trained staff to do screening.
- If a person displays symptoms – entry will be refused and referred to Quarantine venue (tents at tennis courts).
- No mask, no entry.
- Every person’s hands will be sprayed with sanitizer.

III. Exiting school – (Learners, staff):

- Staggered exit.
- 2 lines of exit.
- Screening by security guards / trained staff.
- To throw all disposables masks and gloves in a designated waste bins.
- For each grade to leave separately, open up the all exit points /gates and use that for a certain grade to exit, so not all gushing out of gate. Ensure Marshals in place to monitor kids entering a leaving.
- When bell rings, Grade 8’s will leave first, intercom announcement 2 minutes later Gr 9’s to leave, 2 minutes later intercom announcement Gr 10’s to leave, 2 minutes later intercom announcement Gr11’s to leave, 2 minutes later intercom announcement Gr 12’s to leave. To prevent clogging and to ensure staggered exit.