

COVID-19 ADDENDUM TO THE CODE OF CONDUCT OF HOËRSKOOL RICHARDSBAAI

Recommended measures to prevent infection include frequent hand washing, maintaining physical distance from others (especially from those with symptoms), quarantine (especially for those with symptoms), covering coughs, and keeping unwashed hands away from the face.

1. PROTECTIVE PERSONAL EQUIPMENT (PPE):

- Everyone must wear masks.
- Each learner will be supplied with one mask from the DBE.
- Face visors, to serve as a double layer of PPE in addition to only masks.
- Additional PPE may be allowed at own cost and on voluntary basis.
- Masks and sanitizers are compulsory.
- Students must wear school uniform to school.
- Masks to be washed daily at home.
- Encourage children to discuss their questions and concerns. Explain that it is normal they might experience different reactions and encourage them to talk to teachers if they have any questions or concerns. Provide information in an honest, age-appropriate manner. Guide students on how to support their peers and prevent exclusion and bullying.
- Tell teacher if I feel sick.

Washing hands properly:

- Step 1: Wet hands with safe running water.
- Step 2: Apply enough soap to cover wet hands.
- Step 3: Scrub all surfaces of the hands – including backs of hands, between fingers. and under nails – for at least 20 seconds.
- Step 4: Rinse thoroughly with running water.
- Step 5: Dry hands with a clean, dry cloth, single-use towel or hand drier as available.
- Wash your hands often, especially before and after eating; after blowing your nose, coughing, or sneezing; going to the bathroom/toilets/latrines and whenever your hands are visibly dirty. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water, if hands are visibly dirty.

2. **SOCIAL DISTANCING – (ENTRANCE OF SCHOOL, FOYER, FINANCIAL OFFICE, CLASSES, PLAYGROUNDS):**

- All persons must adhere to the social distancing tape on the floor and maintain a 1.5-meter distance from any other person at all times.
- Smaller class sizes (e.g. 20 children per class room) and desks to be placed on social distancing tape 1.5 meters apart. The hall, Team teach room and A304 will be used to accommodate larger classes.
- The sportsgrounds must be divided into 5 areas, equal in size for the different grades in order to comply with social distancing regulations.
- At the beginning of each period the teacher will remind learners:
 - wipe your desk, spray your hands, desk on yellow line
 - Social distancing must be adhered to during break times when learners go outside.
 - All doors and windows to be opened for maximum ventilation.
 - Every teacher and learner must have a mask and sanitizer at all times.
 - No touching of door handles, walls, doors, surfaces. Doors to remain open.
 - No hugging / handshaking.
 - No sharing of stationery.
 - Suitcases outside.
 - Only one person in the bathrooms at all times.

3. **HANDLING OF PAPER, MONEY, BOOKS FOR MARKING, SCRIPTS FOR ASSESSMENT.**

- Children to mark their own work as far as possible in class – teachers will provide answers – to prevent cross-contamination.
- All marking to be done at school to create a controlled environment.
- Teachers to mark assignments, tests with gloves / sanitize hands frequently.
- Money to be dealt with gloves / sanitize hands frequently.

4. **MISCONDUCT:**

- A Misconduct committee has been selected to handle all misconduct with regards to the COVID19 regulations and the HSRB “Safe return to school” Protocol.
- Students found guilty of misconduct must exit the school grounds immediately after hearing and may only return the following day. Repeat offenders will be subject to the normal disciplinary process of Hoërskool Richardsbaai.

