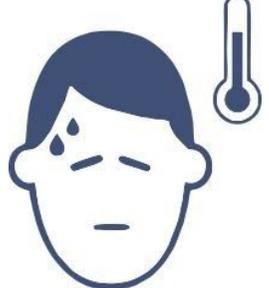
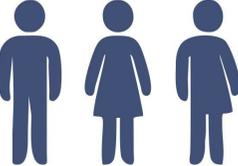
	<p><b>Uniform</b></p> <ul style="list-style-type: none"> <li>• Pupils are not expected to wear their school uniform every day, as the general health protocols demand that pupils' clothes are worn once only and then washed.</li> <li>• Pupils are allowed to wear comfortable and warm civvies (day wear) that is conducive to physical movement, school tracksuit or school winter jeans and fleece. They must wear a fresh set of clothes i.e. something different each day.</li> <li>• Pupils and staff members are required to wear cloth masks at all times (except when eating or drinking in designated spaces). Ideally pupils should pack a spare mask.</li> <li>• Parents should provide their child/ren with their own set of cloth masks (clearly marked) so that daily washing of the masks is possible.</li> <li>• Parents may send face shields for the pupils to wear but at this stage, the wearing of the cloth mask is mandatory even with the face shield.</li> </ul>
	<p><b>Learning Space</b></p> <ul style="list-style-type: none"> <li>• Upon returning to school, pupils will disinfect their books and stationery that they have brought back to school and where possible leave them at school. They are to avoid carrying unnecessary items back and forth between home and school. We therefore, request parents to set up a home learning area with the necessary stationery items to be used at home.</li> <li>• At school, pupils are requested to have their charged Chromebook, earphones (very important), bookbag, textbooks and workbooks, stationery, reader, packed lunch and water bottle, their own hand sanitizer for their desk and own box or packet of tissues, as well as an additional mask if required. Pupils will not be permitted to borrow any items from their peers.</li> <li>• Pupils will <u>not be required</u> to bring: PhysEd kit, sports equipment or any unnecessary personal items.</li> <li>• We will continue to use Google and our current distance learning platforms and pupils will be permitted to take their device home.</li> </ul>
	<p><b>Before Coming To School</b></p> <ul style="list-style-type: none"> <li>• Temperature Chart: We recommend that Parents keep a chart of their childrens' temperatures during each week, and most importantly the week before school commences. This will allow the pupils to become familiar with the procedures necessary at School.</li> <li>• If a pupil feels ill or feverish, they should inform their parents and not come to school.</li> <li>• If a pupil's temperature is 37.5°C or higher they must seek medical attention and not come to school.</li> </ul> <p><b>Observable symptoms of illness:</b> Parents should identify observable symptoms of illness, especially those associated with the Covid-19 virus, namely: <b>fever, cough, sore throat, redness of eyes or shortness of breath (or difficulty in breathing)</b>, and seek medical attention if concerned. Please keep the class teachers or mentors updated about your child's health and wellbeing.</p> <p><b>Additional symptoms:</b> Parents should also be vigilant of additional symptoms: <b>body aches, loss of smell or loss of taste, nausea, vomiting, diarrhoea, fatigue, weakness or tiredness</b>, and seek medical attention if concerned. Please keep the class teachers or mentors updated about your child's health and wellbeing.</p> <ul style="list-style-type: none"> <li>• Pupils who have any symptoms of illness, especially those associated with the Covid-19 virus, should not come to School.</li> <li>• Pupils should wash or sanitize their hands thoroughly before coming to School.</li> </ul>

	<p><b>On The Way To School</b> Pupils should adhere to all safety protocols on the way to School, by touching as few surfaces as possible, wearing their masks and practicing social distancing.</p>
	<p><b>School Arrival</b></p> <ul style="list-style-type: none"> <li>• Healthy pupils should plan to arrive at school at the time designated by the School. This schedule is to ensure that large gatherings do not occur at the school entrance.</li> <li>• The Prep School area will be shut down by 14h00 and our College at 14h30 daily to allow our Support Staff to clean the classrooms thoroughly. We are therefore unable to offer any afternoon supervision to ensure that this cleaning schedule is not compromised.</li> <li>• We will make alternate arrangements for younger siblings to be dropped off and picked up with older siblings if necessary. Pick up times are important, as pupils will need to wait in their classrooms if not picked up at their pick up times.</li> </ul>
	<p><b>Drop-Off and Pick-up Area</b></p> <ul style="list-style-type: none"> <li>• All pupils need to enter at the designated points and go to the designated screening area to be screened.</li> <li>• As Parents will not be able to access the campus except for emergencies or to pick up sick pupils from the Separation Room, we expect the pupils to walk into School independently. Staff members will be at the entrance to welcome, screen and direct the pupils.</li> <li>• Drop off and pick up zones will be clearly marked.</li> <li>• Pupils will not be carrying additional sports or music equipment so they should be able to hop out of the car safely.</li> <li>• Parents, guardians, family members and drivers should not leave their vehicles.</li> </ul>
	<p><b>Entering School and Screening</b></p> <ul style="list-style-type: none"> <li>• The pupils will be welcomed, screened and directed to their classrooms when entering the School gates.</li> <li>• Hand sanitizer will be available at the screening station and all pupils should sanitize their hands when entering.</li> <li>• <b>Pupils temperatures will be taken and they will be asked 5 key questions: 1) Do you have a cough? 2) Do you have a sore throat? 3) Do you have shortness of breath? 4) Do you have a loss of smell or taste? 5) Have you been in contact with someone known or suspected to have CoronaVirus within the last 14 days?</b></li> <li>• If any pupil displays any symptoms of illness, we will contact the Parents to collect. While waiting for the parent to arrive, the pupil will wait in the designated separate quarantine room, which will be disinfected regularly.</li> <li>• Should a person not pass the screening, their name will be recorded by the screener and the respective Compliance Officer informed i.e. All cases of suspected illness or confirmed illness must please be reported to the class teacher and Mr Cross in the Prep School and the mentor and Mr Purchase in the College.</li> </ul>
	<p><b>Designated Separation Room and Holding Area</b></p> <ul style="list-style-type: none"> <li>• If pupils are not well, or display the symptoms of illness, we will discretely escort them to the designated separation room and call their parents to fetch them.</li> <li>• The designated area is the English classroom (Mrs Cloete) at the front entrance of the school. It will be sanitised regularly.</li> <li>• We are hoping that with the health and safety protocols in place, particularly the hand washing routine, the pupils will be less susceptible to other winter germs and infections.</li> </ul>

	<p><b>Responding to a Person with Symptoms</b></p> <p>If a staff member or pupil presents or reports typical Covid-19 related symptoms:</p> <ul style="list-style-type: none"> <li>• She/he will not be permitted to enter the school or report to work</li> <li>• If already at school or work, she/he will be immediately isolated and provided with a surgical mask and transported for a medical examination or testing or isolation</li> <li>• The school will immediately assess the risk of transmission and if appropriate, will temporarily close to disinfect the classroom or zone..</li> </ul>
	<p><b>Corridors and Pathways</b></p> <ul style="list-style-type: none"> <li>• Each phase of the school will be allocated stickers and tape on the ground to guide them along the appropriate pathways to follow into their classrooms.</li> <li>• Communication has been customised for the different phases of the school and we hope that this and other elements will help to allay any anxieties.</li> </ul>
	<p><b>Washing and Sanitizing</b></p> <ul style="list-style-type: none"> <li>• Hands must be sanitized with the provided school sanitizer or personal hand sanitizer at least every 40 minutes.</li> <li>• Additional handwashing with soap and running water is required: <ul style="list-style-type: none"> <li>• After going to the bathroom</li> <li>• Before and after eating</li> <li>• Before, during and after preparing food</li> <li>• After blowing your nose</li> <li>• Coughing or sneezing</li> <li>• When hands are visibly dirty</li> <li>• After handling worksheets or books</li> </ul> </li> <li>• When coughing or sneezing, nose and mouth must be covered with a flexed elbow or tissue. The tissue must be disposed of thereafter in a closed bin.</li> <li>• Glove use is strictly prohibited unless specifically required as part of an identified risk's control measure</li> </ul>
	<p><b>Bathrooms</b></p> <ul style="list-style-type: none"> <li>• There are designated bathrooms for the different phases of the school. College (Grade 8 -12) pupils will use the College bathrooms, Prep pupils (IP and FP) will use the Prep bathrooms only and Little Oaks will use their class-specific bathrooms.</li> <li>• Bathrooms to be cleaned hourly when in regular use</li> <li>• Waste containers in the bathrooms to be cleared on a regular basis</li> <li>• Only two people are allowed in the bathroom at the same time.</li> </ul>

	<p><b>Classrooms</b></p> <ul style="list-style-type: none"> <li>• Academic staff will be required to sanitise their hands at the beginning of every lesson and when entering the teaching venue in the College and at regular intervals in the Prep and Little Oaks.</li> <li>• All pupils must sanitize their hands each time they enter a classroom. This will be administered by teachers.</li> <li>• Pupils and teachers are required to ensure the classrooms are well ventilated.</li> <li>• All pupils are expected to keep their own books and stationery well sanitised and in one place.</li> <li>• Classroom waste containers to be cleared on a regular basis within a three hour interval.</li> <li>• Grade 10-12 pupils will move within a designated zone for their subject lines.</li> <li>• Other than Grade 10-12, pupils will not rotate or move to different classrooms throughout the day. Classrooms have been set up to adhere to the social distancing protocols and some classes will be split further across teaching spaces. Each team of teachers undertakes to oversee and teach the pupils in their areas, these teams include each class teacher and one or two specialist teachers.</li> <li>• Teachers will devise varied ways for their marking and will include pupils self marking with the use of memos.</li> <li>• Desks should be at least 1-1.5m apart and will be marked very clearly creating appropriate spaces around the pupils.</li> <li>• Pupils will use their assigned space at all times. Outside spaces are also identified for movement and physical activity outside and staff and pupils will use those spaces exclusively.</li> <li>• Classrooms will be disinfected twice throughout the school day and the pupils and staff members are encouraged to practice health, and safety protocols at all times.</li> </ul>
	<p><b>Break Times</b></p> <ul style="list-style-type: none"> <li>• Break times and areas will be specified and shorter/staggered for each grade and pupils will be briefed on the requirement of physical distancing.</li> <li>• Pupils will not be allowed to share their lunches due to safety protocols.</li> <li>• Teachers are planning to use fun visual aids during break times to assist our pupils in arranging their spaces to adhere to the social distancing concept. In addition, we request parents to keep packing sensible and healthy snacks and lunches.</li> <li>• External tables and chairs will be wiped down each day. The use of playground and other equipment will not be permitted at this stage.</li> <li>• Outside bins will be cleared twice daily</li> <li>• All pupils must sanitize their hands before and after their break times</li> </ul>
	<p><b>After School</b></p> <ul style="list-style-type: none"> <li>• Pupils should adhere to all safety protocols on the way home from School, by touching as few surfaces as possible, wearing their masks, practicing social distancing and washing their hands on arrival at home.</li> <li>• If visiting other spaces away from home pupils should adhere to all relevant health and safety protocols.</li> </ul>



### Transport and Buses

- All minibuses must reduce seating capacity to mitigate the spread of the virus
- Bus and taxi services shall not carry more than 50% of the licensed capacity
- Private vehicle and school owned buses shall not carry more than 60% of the licensed capacity
- All school buses will be sanitized before any trip. Passengers will be required to wear a mask and sanitise their hands prior to entry.
- **Passengers will be screened for temperatures before getting onto the bus. Parents are to wait until their child has passed the screening before departing.**
- All directions in respect of hygienic conditions and the limitation of exposure of persons to Covid-19 are adhered to.



### At Home After School

We would encourage pupils to :

- Follow a scheduled movement programme at home, so that they enhance their physical fitness to build immunity.
- Eat a balanced diet and get adequate rest to avoid fatigue.
- Complete all homework tasks timeously.
- Share and express their fears and worries with parents, guardians and their teachers or our school counsellors.
- Keep their environment in their home clean and ventilated by opening the windows for ventilation frequently for 20-30 minutes each time.



### General Reminders

- Maintain physical distancing and avoid shaking hands, hugging and direct contact.
- Wash hands frequently with water and soap. Where water is not available use an alcohol-based hand sanitiser to disinfect hands.
- Minimise touching the face (i.e. eyes, nose, mouth) with your hands.
- Wear a cloth mask at all times.

**#BeSmart**  
**#StaySafe**  
**#StayHealthy**