



Courtesy of Dale Elliott

# **QUEEN'S COLLEGE BOYS' HIGH SCHOOL**

***“Caring for you”***

***“Safe and supportive schooling”***

***“Overcoming together”***

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**COVID-19 Document**

**MODULE 4**

**The Workplace**

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## CONTENTS

- Executive summary
- DCTT-Portfolio Holders
- Risk Assessment
- Identification and Protection of the Vulnerable
- Education, Induction, Training and Compliance
- Employee / Teacher / Learner behaviour
- Logistics (movement)
  - Employee / Teacher / Learner travel
  - Arrival / departure from workplace
  - Safety access zones
- Health / Safety
  - Safe environment practices
  - Personal protective equipment (PPE)
  - Safety, security and visitors
  - Staff break time
  - Administrative work space
- Basic Sanitising / Cleaning
  - Areas and cleaning frequencies
  - Definitions and applications
  - Cleaner responsibilities
  - Ablution Facilities
  - Checklists
- Communication
  - Psychosocial support
  - Parental Support
  - Staff support
  - SGB support
  - Community support
  - Department of Education
- Signage
- Testing Positive
  - Guideline to symptom monitoring and management



## EXECUTIVE SUMMARY

The purpose of this document is to ensure that Queen's College Boys' High School applies and adheres to our Government's Covid-19 regulations, our in-house policy on the COVID-19 virus and to further ensure that:

- risk assessments are conducted;
- implementation of safety and protection measures are implemented;
- monitoring systems are in place to ensure compliance with safety.

**Queen's College has appointed a Designated Covid-19 Task Team (DCTT). The DCTT will be responsible for preparing all employees / teachers / learners to be COVID-19 ready**

## DCTT - PORTFOLIO HOLDERS

- **Operational Chairman** – Mr Janse van der Ryst
- **Communication and Co-ordination** – Mr Allister van Schoor and Mr Nkuli Gamede.
- **Basic Sanitizing and Cleaning** – Mr Henry van Oosten, Mr Richard Fietze and Ms Suzzette Villas
- **Covid-19 Education** – Mrs Margaret Myburgh
- **Equipment** – Mr Sean Russell and Mr Mike Boy
- **Health and Safety** - Mr Wayne Gilfillan
- **Hostels** - Mr Pierre Jacobs
- **Logistics** – Mrs Adré Bartis, Mr Murray Basset and Ms Melissa Sass.
- **Signage** – Ms Melissa Sass

## RISK ASSESSMENT

- DCTT has conducted a risk assessment. The results have been collated and a Coronavirus (COVID-19) document produced.
- All employees / teachers / learners are encouraged to understand and use the TTIS principle. (TEST, TRACE, ISOLATE and SUPPORT)

## IDENTIFICATION AND PROTECTION OF VULNERABLE STAFF:

- Employees / teachers older than 60 years and those with co-morbidities will be required to stay home and teachers need to work remotely from their homes.
- Alternatively, if the employee / teacher wants to work, a doctor's certificate must be produced advising that the employee / teacher is fit to work.
- *Co-morbidity is the presence of one or more additional conditions co-occurring with a primary condition.*



## **EDUCATION, INDUCTION, TRAINING AND COMPLIANCE**

- Every employee / teacher / learner should be informed about the COVID-19 virus and the importance of complying with regulations and maintaining good hygiene practices
- Every employee / teacher / learner should familiarise him/herself with this document and related procedures and protocols.
- Every employee / teacher / learner will be inducted and trained accordingly on all related procedures and protocols.
- The DCTT will hold regular meetings to ensure continued compliance with updated national regulations and in-house office protocols.
- The DCTT will be encouraged to keep abreast of existing and new regulations and inform all individuals accordingly.
- Employees / teachers / learners are encouraged to read all information regarding the Coronavirus on the World Health Organisation (WHO) website. The WHO has some relevant training videos on its website for employees to access.

## **EMPLOYEE / TEACHER / LEARNER BEHAVIOUR**

- Each employee / teacher / learner is expected to behave responsibly considering the COVID-19 threat and to respect the safety of fellow employees, their families, and the community at large. Employees are encouraged to become Health Ambassadors for the school in their respected communities.
- In addition to the obligation under the OHSA, all employees / teachers are obliged to comply with measures introduced by the school as required by the directive outlined in the document *(COVID-19 OCCUPATIONAL HEALTH AND SAFETY MEASURES IN WORKPLACES COVID-19 (C19 OHS), 2020)*
- Employees / teachers / learners are also required to comply with all regulations outside of the workplace as per the personal movement Covid-19 regulations.

## **LOGISTICS (Movement)**

### **Employee / Teacher / Learner Travel**

- Where practically possible, all employees / teachers / learners are encouraged to make use of single-person private transport. In instances where employees / teachers / learners do not have access to private transport, the use of public transport is discouraged and if possible, walking is suggested.
- If not possible and travelling with public transport, or more than one in a vehicle, it should be with the minimum number of people at any one time as per Government guidelines.



- Good ventilation (ie. keeping the windows open) and facing away from each other may help to reduce the risk of transmission.
- All vehicles being used should be cleaned regularly, using gloves and standard cleaning products, with particular emphasis on handles and other areas where passengers may touch surfaces.
- When travelling, employees / teachers / learners must wear a cloth face mask.

### Arrival / Departure from workplace

- Employees / teachers / learners will only be able to arrive / leave the property from the Memorial Hall in College Avenue; and boarders through the Bisset Hall entrance. All arrival / departure points will have a screening and sanitizing station. Additional arrival / departure points will be advised as necessary.
- Learners will be encouraged to be dropped off in College Avenue in the mornings; and also picked up after school, so as to avoid walking in groups, in town.
- Staff are to park off campus in College Street, in front of the school.
- To discourage congestion of staff and learners, staggered arrival and departure times will be implemented.
- **ARRIVAL TIME**  
**Teachers and ground staff – 07:00 until 07:20**  
**Learners 07:20 until 08:00.**
- **DEPARTURE TIME –**  
**14:30 until 15:15**
- Employees / teachers / learners will need to maintain good social distance while waiting to be screened and sanitized.
- Each time that the employee / teacher / learner arrives and departs from the workplace at any time the person will undergo the same procedure.
- When entering the workplace / classroom an employee / teacher / learner may remove his / her face cloth mask and replace it with a face shield. On departure the reverse must take place. Face shields are to be sanitized and stored in a suitable manner in the workplace / classroom at the end of a shift / school day.
- When departing the workplace, each employee / teacher / learner will undergo the same arrival / departure screening procedure.

### Safety access zones

**All areas in the building are to be controlled by coloured Safety access zones (High risk- Red, Medium risk- Orange, and Low Risk-Green).**

- **RED ZONES – NO ENTRY**  
Only employees / teachers working in certain areas will be allowed access to these areas, such as the Administrative office block, HOD offices, Discipline and Sports offices office and staff room. All red zones will be clearly marked.



## **ORANGE ZONES - RESTRICTED OR CONTROLLED ACCESS**

Employees / teachers and learners will be allowed into these areas. However, each area will be restricted to a certain number of persons being present at the same time. These restrictions will be clearly displayed. These areas are the Auditorium, learner ablutions, staff ablutions, printing rooms and staff kitchenettes. All Orange zones will be clearly marked.

- **GREEN ZONES – FULL ACCESS**

Employees / teachers / learners will be allowed into these areas such as all halls, classrooms, passages, school quads and the grounds.

- **All employees / teachers / learners are to understand that CROSS-CONTAMINATION is DISCOURAGED and must be eliminated at all costs.**
- **Teachers / learners are encouraged to work in their allocated classrooms and restrict their movement as much as possible.**
- **Employees are to be restricted to working only in their area of expertise and in their specific work space areas eg. a person working in the kitchen may NOT clean the ablutions.**
- **All employees / teachers / learners will be required to use their designated ablution facilities and break areas to avoid cross contamination.**

## **HEALTH / SAFETY**

### **Safe environment practices**

All persons:-

- are encouraged to practice good hygiene principles, wear a cloth face mask / face shield at all times, maintain social distancing, wash hands regularly and cough / sneeze into the elbow of his/her arm at all times.
- are to make use of the resources provided in the work environment which promote good personal hygiene. These include no touch refuse bins, hand soap, alcohol based hand rubs, disinfectants and disposable towels.
- are encouraged to sanitize their hands regularly between classes, when removing any personal protective equipment (PPE and before / after handling food).
- are to practice good respiratory hygiene and ensure good ventilation in areas where they work.
- are encouraged to wash hands regularly, and particularly after break times and when using the ablution facilities.
- are encouraged to maintain social distancing when walking in passages between classes. Social distancing is also encouraged between learners during break times.
- are discouraged from entering/ visiting classrooms that they are not supposed to be in during the school day.



- are to monitor that all chairs and desks in classrooms and common areas are to be placed the required distance away from each other (1.5m)
- are not allowed to borrow / loan any personal items / stationery / clothing to / from each other.
- Each employee / teacher / learner is encouraged to carry their own personal bottle of sanitizer at all times.
- There will be no assemblies or lines. Any information that needs to be disseminated will be given to learners via the intercom or WhatsApp groups.
- Each teacher / learner will be required to sanitize their own workstation / desk after each period is complete.
- E-Conference meetings are encouraged. In instances where physical meetings are necessary, the restricted number of persons in a room will apply.
- There will be no school sport, physical education and cultural activities.
- High risk students are requested to be tested prior to returning to school.
- The College Prefect's study on the Athlone side of the Memorial Hall will be used as an isolation room should there be a positive test for any person on campus. Mr Wayne Gilfillan (Health and Safety) needs to be notified should a positive test be made on campus.

### **Personal Protective Equipment (PPE)**

- Employees / teachers / learners must wear the required and appropriate PPE at all time.
- All PPE must be properly fitted and used in the correct manner.
- All PPE must be regularly inspected, maintained and sanitized as necessary.
- All PPE must be properly removed, cleaned and stored / disposed of, as applicable to avoid contamination of self, others, or the environment.
- The wearing of closed shoes is compulsory.
- When employees are disinfecting, a face mask is compulsory.
- When employees are emptying dustbins, the use of gloves is compulsory.

### **Safety, Security and visitors**

- Queen's College Boys' High School campus will be in lockdown once everyone is on campus until further notice is given by the DCTT.
- Accordingly, all vehicle- access gates will be kept closed and only accessed when live- in hostel staff need to use their vehicles. These staff members are responsible for the regular sanitization of their vehicles, especially the wheels.
- Parents / visitors will be able to communicate with office staff, at the front gate to the offices, under strict conditions; they will be screened and undergo sanitisation procedures in line with those applicable to employees, teachers and learners. In addition a parents / visitor's questionnaire must be completed. Visits will be registered.
- Parents will be able to make school fee cash payments, however all are encouraged to use alternative methods of payment.



- Parents are encouraged to communicate with the Principal and office staff via e-mail, phone calls or WhatsApp.
- Parents / visitors will not be allowed access if they do not have a face mask of their own.
- All parcels / post coming onto the premises will have to be sanitized. All regular newspaper deliveries will be cancelled.
- All teachers and learners must leave the premises at the closing time of school so that the cleaning staff can enter.

### **Staff Break time**

- Employees / teachers are encouraged to bring their sandwich packs from home. No take-out / delivery vehicles or delivery personnel will be allowed onto the property.
- Kitchen and staff room rest area spaces must be cleaned and sanitized after each use.
- Hands must be washed and sanitized before and after eating food.
- The use of shared food items is discouraged.

### **Administrative Workspace**

- The respective workstations in all offices are to be sufficiently spaced to comply with the social distancing spacing recommendations.
- Employees / teachers are also required to wash / sanitize their hands and sanitize their workstation's high touch areas regularly.
- All administrative staff are to enter and exit the building through the front door to prevent cross contamination.

### **Basic Sanitising / Cleaning**

Areas and Cleaning frequencies

See attached diagram

#### Definitions and Applications

Sometimes the terms "cleaning", "sanitizing" and "disinfecting" are used interchangeably. These terms all mean very different things and involve distinctly different solutions. It is important to know which solution to use for each application. Cleaning and sanitizing cannot be done at the same time. Best practice is to Clean, Rinse, and then Sanitize to reduce the spread of communicable illnesses.

- "Cleaning" involves scrubbing, washing and rinsing to remove visible soil and debris. The cleaning solution used is made up of detergent and water e.g. liquid soap and hot water.





- “Sanitizing” is covering the cleaned area with an approved suitable sanitizing solution. The best practice recommendation is to leave the sanitizing solution on the surface for a minimum of 2 minutes before wiping it dry. It can also be left to air dry. This will kill and clean away enough germs so that it would be unlikely that someone could become ill from contacting that surface. This process may be completed using a smaller spray bottle. Be aware of using a bleach based solution for hands or chairs, this may damage clothing.
- “Disinfecting” is covering an already cleaned area with a suitable **stronger** disinfecting agent. This kills all of the germs on a surface. Best practice recommends leaving the disinfecting solution on the surface for a minimum of 2 minutes or left to air dry. This process may be completed by using a larger backpack spray bottle. When disinfecting areas like walls and floors a bleach based solution may be used.
- “Fogging” is a technique for disinfecting, by producing a suitable fine disinfectant mist which is directed by an electric blower. The use of a fogging machine has the benefit of being faster than a normal spray application.

### **Cleaner responsibilities**

These Include:

- Refilling all dispensers with the relevant solutions timeously.
- Checking that disposable paper towelling is replaced timeously.
- Completing and filling out of necessary checklists and rosters.
- Adhering and working to the correct work time schedules.
- Risk related areas and surfaces must be cleaned according to the correct cleaning time schedules.
- Endeavouring to clean all available surfaces in all areas using the correct sanitizer/ disinfectant solutions and applications
- Reporting any shortage of bulk cleaning material / solution / liquid soap to management.
- Promoting and creating a safe and healthy environment by taking the necessary health safety precautions and wearing the correct PPE (Personal Protective Equipment.)
- Storing any sanitizer / disinfectant in a secure lock up area.
- Promoting good hygiene behaviour.
- Using all PPE equipment in the manner for which it is intended.
- Creating good ventilation in areas, where possible.
- Disposing of contaminated trash in a responsible way.



### **Ablution facilities**

- Hands must be washed or sanitized before and after using the facilities.
- The cleaning regimes for toilet facilities (particularly door handles, locks, and the toilet flush) will be enhanced and a compliance roster will be instituted.
- Paper hand towels are to be provided in all ablution facilities and suitable, sufficient rubbish bins for paper towels must be provided. Waste must be regularly removed and disposed.

### **Checklists**

These include:

- Roster / time schedule / checklist for general cleaning / disinfecting of each area of the home.
- Roster / time schedule / checklist for the hourly sanitizing of the ablutions facilities.
- Stock list for all consumables and cleaning material that are being used.

## **COMMUNICATION**

### **Psychosocial support**

- The psychosocial approach from the school will look at individuals in the context of the combined influence that [psychological](#) factors and the surrounding social environment have on their physical and mental wellness and their ability to function. Psychosocial assessment considers several key areas related to psychological, biological, and social functioning and the availability of support.
- Accordingly, a Google online survey was created: "Covid-19 questionnaire". The intention of the questionnaire is to assist the school in determining any possible risk. Households with essential workers, healthcare workers and elderly will be closely monitored. <https://bit.ly/35F9Min>

### **Parental support**

- Communication is key during times of uncertainty, thus we will ensure that regular Headmaster's newsletters, D6 letters and links to relevant articles are shared with our parent body. With the huge amount of hype and fake news on social media it is vital to keep our parents adequately informed.

### **Staff support**

- A Google online survey was created: "Covid-19 staff questionnaire". The intention of the questionnaire is to assist the school in determining possible risk. Households with essential workers, healthcare workers and elderly will be closely monitored.
- A separate staff wellness survey was compiled and sent to all members of staff. This is to determine if there are any underlying issues that need to be brought to the school's attention. This is with the intention of the school intervening where they can to ensure that our staff are well taken care of during the lockdown period.



### **SGB support**

The School Governing Body must ensure that:

- the Designated Covid -19 Task Team is established DCTT
- the appointed DCTT liaise with each other
- the appointed DCTT are fulfilling their respective mandates
- all staff are properly informed and adhere to the school policy
- compliance checklists are developed and maintained
- visitors' attendance records are kept and maintained
- sufficient financial resources are allocated to maintain compliance
- all third parties gaining access to the property are Covid-19 compliant.

### **Community support**

The School must ensure that:

- Regular communication is kept with the key stakeholders of QC. This would include communicating with the QCOBA, the Chamber of Commerce, the local authorities and the greater Queenstown [Komani] community.

### **Department of Education**

The School must ensure that we:

- keep communication lines with the Department of Education open and ensure that we stay informed.
- receive all relevant circulars and regulations as published by the Department of Education, scrutinise these and make any urgent amendments to our Covid-19 policy. This would ensure that we conform to all decisions made and implemented by the relevant Departments of Education and Health.

### **SIGNAGE**

- Signage and safety regulations related to Queen's College Senior policy on the Coronavirus and safety protocols will be prominently displayed.
- Essential visitors must be instructed to take note of the signage and safety regulations.

### **TESTING POSITIVE**

Guideline to symptom monitoring and management

The aim of this guideline is to enable:



- **Early and timeous identification and diagnosis of all persons at risk of COVID-19 infection**
- **Early referral for appropriate treatment, care and timeous return to work of affected persons**

**The protection of other unaffected persons related to employees / teachers and learners of the school**

- **If an employee has been diagnosed with COVID-19, the Health and Safety officer must**
  - **inform the Department of Health and the Department of Education. Contact Person: Dr Praden (071 640 8456)**
  - **and investigate the cause including any control failure and review its risk assessment to ensure that the necessary controls and PPE requirements are in place; and**
  - **it must give administrative support to any contact-tracing measures implemented by the Department of Health.**
- **Employees / teachers / learners on duty during lockdown will be required to be screened for COVID-19 related symptoms. All information is to be recorded.**
- **Employees / teachers / learner's currently on leave and working from home will be required to fill out a health pre-screening questionnaire and then be screened before they may return.**
- **All employees / teachers / learners will have to proceed through a sanitising station when accessing the property.**
- **At the start and at the end of each shift, the security guard must check with employees / teachers / learners whether they have experienced a sudden onset of any of the following symptoms: cough, sore throat, shortness of breath, body aches, redness of eyes, loss of smell or loss of taste, nausea, vomiting, diarrhoea, fatigue or weakness or fever/chills (or  $\geq 37.9^{\circ}\text{C}$  measured temperature). These are the current criteria for the identification of persons under investigation for being positive for Covid-19.**
- **Should an employee / teacher / learner report any of the above mentioned symptoms, school management should be immediately notified. The employee / teacher / learner will not be permitted to enter the workplace or report to work and management will immediately contact the necessary authorities for instruction, and direct the employee to act in accordance with those instructions.**
- **Should an employee / teacher / learner report any other additional symptoms s/he should be referred for further clinical evaluation and requirement for COVID-19 testing. The person will not be allowed onto the premises.**



- If the employee / teacher / learner was travelling with staff transport or by taxi, with other staff members before he/she reported for duty, all names must be recorded. All of these employees must be sent home for immediate self-isolation. All of this must happen simultaneously, to avoid employees coming on site, if one person has a result of a temperature of 37.9 °C and above. Employees / teachers / learners are encouraged to travel in separate transport or taxis to prevent contamination to many persons at a single time.
- Management will arrange screening and/or testing for all those who have now gone into self-isolation depending on the results of the employee /teacher / learner who had initially tested a high temperature result. This result should be available within approximately 48 hours of submission.
- On receiving their results, the employee and/or health professional supporting the employee / teacher / learner should notify the school so that the employee / teacher / learner is managed accordingly. The workplace should proactively take steps to obtain this information to avoid any delays in reporting.
- A positive COVID-19 test of an employee / teacher / learner will require immediate isolation of that person, provide the infected person with a FFP1 surgical mask and arrange for the person to be transported in a manner that does not place other people or members of the public at risk.
- A positive COVID-19 test of an employee / teacher /learner will require all potential contacts in the workplace to be traced and the workplace disinfected if applicable. Notification to the necessary authorities is compulsory.
- A positive COVID-19 test in an employee / teacher / learner will require that person to be quarantined for the required period before returning to the workplace.
- Any employee / teacher / learner who has been in contact with a person who has tested positive, must self-isolate for the required period.
- A positive COVID-19 test of any employee / teacher / learner will require the DCTT (Medical Practitioner) to analyse and examine the exposure and risk to the school without delay. The possibility of any control failure must be investigated and amended.
- If all tests are negative the employee / teacher / learner is allowed to return to work, with continued monitoring for symptoms, and must seek medical re-evaluation if respiratory symptoms recur or worsen.
- All employees / teachers / learners should also stay at home if they have had to take simple medications, which may mask symptoms of infection.
- Families / parents to any person testing positive or experiencing coronavirus symptoms will be notified immediately.
- The Employer must ensure that the employee / teacher / learner is not discriminated against on grounds of having tested positive for COVID-19 in terms of section 6 of the Employment Equity Act, 1998 (Act No. 55 of 1998);



All employees on returning to work after **isolation** or **quarantine** period should follow general work restrictions that include:

- Undergoing medical evaluation to confirm that they are fit to work
- wearing of masks at all times while at work for a period of 21 days from the initial test
- implementing social distancing measures when required (in the case of health workers avoiding contact with severely immune compromised patients)

**Queen's College Boys' High School reserves the right to modify, suspend, change, or terminate this document at any time.**

**Janse van der Ryst**  
**Headmaster**  
**Queen's College Boys' High School**

23 May 2020

**(See attached Diagram re Basic Cleaning and Sanitising)**

## SCHOOL & HOSTEL – BASIC SANITISING & CLEANING

### Touch - Areas / Surfaces- Frequency

				Responsible
Area	Surfaces	Sanitizing Type	Frequency	Person
Administration	Walls / Floors	Deep Sanitizing / Fogging	Once Daily	Cleaner
Administration	Desks / Chairs	Bottle Sanitize	2 - 3 Hours	Self
Administration	Coffee Tables/ Chairs	Sanitize	2 - 3 Hours	Cleaner
Administration	Own Touch items	Bottle Sanitize	2 Hours	Self
Administration	Shared Touch Items	Sanitise	Before / After Use	Self
Ablutions	Walls / Floors	Deep Sanitizing / Fogging	Once Daily	Cleaner
Ablutions	Toilets / Hand Basin	Sanitise	Hourly	Cleaner
Ablutions	Hands	Soap & Water	Before / After Use	Self
Classrooms	Walls / Floors	Deep Sanitizing / Fogging	Once Daily	Cleaner
Classrooms	Teacher Desk / Chair	Bottle Sanitize	Before & after Period	Self
Classrooms	Learner Desk / Chair	Bottle Sanitize	Before & after Period	Self
Classrooms	Hands	Bottle Sanitize	Before & after Period	Self
Classroom with Basin	Hands	Soap & Water	Before & after Period	Self
Passages	Walls / Floors	Deep Sanitizing / Fogging	Once Daily	Cleaner
Staff Room	Walls / Floors	Deep Sanitizing / Fogging	Once Daily	Cleaner
Staff Room	Coffee Tables/ Chairs	Sanitise	Before / After use	Self
Staff Room	Kitchenette tops	Clean / Sanitize	Before / After use	Cleaner
Halls	Walls / Floors	Deep Sanitizing / Fogging	Once Daily	Cleaner
Halls	Chairs	Sanitise	Before / After use	Cleaner



**Queen's College**  
BOYS' HIGH SCHOOL  
Founded 1858

Kitchen	Walls / Floors	Deep Sanitizing/ Fogging	Once Daily	Cleaner
Kitchen	Work Tops	Clean / Sanitize	Before / After use	Self
Kitchen	Basin / Taps	Clean / Sanitize	Hourly	Cleaner
Kitchen	Kitchen Appliances	Clean / Sanitize	Before / After use	Self
Hostel	Walls / Floors	Deep Sanitizing/ Fogging	Once Daily	Cleaner
Dormitories	Walls / Floors	Deep Sanitizing/ Fogging	Once Daily	Cleaner
Lounge	Walls / Floors	Deep Sanitizing/ Fogging	Once Daily	Cleaner
Lounge	Coffee Tables / Chairs	Sanitise	Before / After use	Self
Prep Rooms	Walls / Floors	Deep Sanitizing/ Fogging	Once Daily	Cleaner
Prep Rooms	Desks / Chairs	Bottle Sanitize	Before / After use	Self