

Reservoir Hills Secondary School

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COVID 19 – LEARNER ORIENTATION

The purpose of this condensed document is to outline our school's Standard Operating Procedures for the Prevention, Containment and Management of Covid-19, not only at our school but in our community.

UNDERSTANDING COVID-19

A. WHAT IS COVID-19?

Covid-19 is a respiratory illness caused by a novel (new) virus. There is currently no vaccine to protect against COVID-19. Thus, the best way to prevent infection is to avoid being exposed to the virus that causes it. Stopping transmission (spread) of the virus through every-day practices is the best way to keep people healthy.

Schools, working together with local health departments, have an important role in slowing the spread of diseases to help ensure learners and educators have a safe and healthy learning and working environment.

A safe environment can be achieved through elimination of infectious particles in the air and on surfaces by **always adhering to the Golden Rules:**

1. **Prevent direct contact with persons who are sick** – encourage educators, learners and staff to stay at home when feeling sick.
2. **Use of personal protective equipment (PPE)** – use protective face masks at all times.
3. **Environmental cleaning and disinfection** – reduce the risk of micro-organisms in the environment by cleaning and disinfecting frequently touched surfaces such as door handles, hand rails, desks, tables, windows, etc. hourly or less frequently depending on the circumstances.
4. **Social distancing** – Keep a distance of at least 1.5 meters between persons.
5. **Hand hygiene – Wash hands frequently with soap and water** for 20 seconds, especially after using the toilet, touching food and if hands are visibly soiled/dirty.
6. **Use alcohol-based hand sanitizer regularly**, especially after contact with any person or after contact with frequently touched surfaces, i.e. railings, door handles etc.
7. **Avoid touching your eyes, mouth, or nose** with unwashed/un-sanitised hands.
8. **Limit airborne transmission** – allow adequate cross ventilation in classrooms and office buildings. Limit visitors and the number of people that enter the school, office or classroom. Parents should enter the school by appointment only.
9. **Practice cough and sneeze etiquette** – cough in the fold of the bent elbow and sneeze in a tissue which should be discarded safely in a refuse bin with a lid. Wash hands immediately thereafter.

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B. HAND HYGIENE PRACTICES

WHEN TO WASH HANDS

- ✓ Wash your hands **after visiting the toilet;**
- ✓ Wash/sanitise your hands **before handling food or eating;**
- ✓ Wash/sanitise your hands **after taking care of sick people;**
- ✓ Wash/sanitise your hands **after touching surfaces;**
- ✓ Wash your hands **after sneezing or coughing.**

C. HOW TO SANITISE HANDS

- ✓ Apply the hand sanitizer to the palm of one hand.
- ✓ Rub your hands together. Rub the sanitiser all over the surfaces of your hands and in between fingers for at least 20 seconds until your hands are dry.

D. USE OF INFORMATION, EDUCATION AND COMMUNICATION MATERIAL Advocacy material on hand washing is available and displayed prominently around the school campus.

Important information messages include the following:

- Wash hands and sanitize hands frequently.
- Avoid touching eyes, nose and mouth without first washing/sanitising your hands.
- Cover the mouth and nose with your bent elbow or tissue when coughing or sneezing. If you use a tissue, then dispose of the used tissue safely in a bin with a lid.
- Maintain at least a one-and-a-half meter distance between yourself and others.
- Use a cloth mask or visor at all times while at school, on the way home and in public. Change masks daily and wash them.
- Do not share pencils, pens, calculators, phones and other learning objects.
- No hugging, touching or shaking hands.
- Do not share food and school lunch amongst friends.
- Do not share eating/drinking utensils. Do not share face cloths or face masks with anyone.
- Change clothes daily and wash them.
- Maintain personal hygiene – take a shower or bathe every day.

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E. HOW TO PUT ON, USE AND TAKE OFF OF A MASK

Note: Masks are only effective when used in combination with the other Golden Rules of prevention. Cloth masks need to be washed with warm soapy water and dried in the sunlight and ironed daily.

Steps to follow:

1. Before touching the mask, clean hands with an alcohol-based hand rub or soap and water.
2. Take the mask and inspect it for tears or holes.
3. Orientate the mask to determine the top side for nose.
4. Put the mask to your face.
5. Pull down the mask so it covers your mouth and your chin.
6. Place the elastic loops behind the ears or tie at the back of the head so the mask is snug. Adjust as necessary so that the mask covers the nose and chin comfortably.
7. After use, take off the mask by removing the elastic loops from behind the ears or untie the mask while keeping the mask away from your face and clothes, to avoid touching potentially contaminated surfaces of the mask.
8. Place the mask in a safe area immediately after use.
9. Perform hand hygiene after touching or discarding the mask. Use alcohol-based hand rub or wash your hands with soap and water.
10. Wash the mask with soapy warm water and dry in sunlight. Iron before use.

F. SCREENING FOR COVID-19

Below is an example of screening questions from the Department of Health:

Do you have a high temperature?

Do you have a cough?

Do you have a sore throat?

Do you have difficulty breathing (shortness of breath)?

Do you feel weak and tired today?

Can you taste food and drinks normally?

Can you smell normally?

If the answer to all the questions is “No”, the session can end and the learner will enter the school for a temperature check.

NB. If the temperature taken is higher than 38°C or any one of the questions are answered “Yes”, the learner will become a “person under investigation” (PUI) and will be isolated and will be requested to seek additional medical attention.

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G. ACTION TO BE TAKEN WHEN A CHILD OR LEARNER APPEARS ILL OR DISPLAYS SYMPTOMS ASSOCIATED WITH COVID-19

When a child/learner appears to be sick or displays symptoms of COVID-19, such as dry cough, high fever, respiratory distress or shortness of breath, or report a sore throat, the procedure below will be followed:

- 1) **Isolate** the learner and keep them separate from other learners and staff until they can be assessed by a health professional.
- 2) Provide the learner with a **face mask** if he/she doesn't already have one on.
- 3) **The parents or guardians of the child/learner must be informed immediately.**

H. THE DAILY PROCEDURE FOR ENTRY AT RESERVOIR HILLS SCHOOL IS AS FOLLOWS:

1. Only learners of Reservoir Hills Secondary School are to enter the premises. There will be only ONE entrance to the school – the main front gate.
2. No Parent or Transporter is permitted to enter.
3. Every learner must wear a mask (learners will be provided with a mask). These **MUST** be worn at all times.
4. On arrival at the school gate, the temperatures of learners will be taken. Those with a temperature reading of 38°C or above will be asked to return home.
5. Learners must sanitize their hands before entering the school campus and then proceed to their form rooms, always maintaining physical distancing.
6. Learners must sanitise their hands on entry to each classroom. A sanitizer will be available on entry to every classroom.
7. Each learner is to remain at an allocated desk/chair. No trading of places should take place.
8. Do **NOT** borrow or lend pens, pencils, calculators or any other equipment.
9. Learners are to practice social distancing when entering and exiting a classroom. (This will be controlled with only 5 learners entering/exiting a room at a time).
10. **NO SMOKING** – this is obvious as it is not only an illegal activity in a public space but contravenes the school's code of conduct. More especially, at this point, sharing of cigarettes encourages the spread of the Covid-19 virus.

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I. VERY IMPORTANT NOTE TO PARENTS

1. A tuck-shop service will be available in school. Please encourage your child/ward to carry a pre-packed lunch. No learners will be allowed to leave school to purchase lunch. Learners will NOT be permitted to drink from the tap by placing their lips over it. It is therefore advised that learners carry their own cup/water bottle for drinking purposes.
2. Transport for your child is a weak link in the journey to and from school. Please insist on the transport operator following all regulations strictly for the protection of your child/ward, e.g. sanitizing of vehicle before and after the journey, no overloading, etc.
3. No sharing and no physical contact with anyone at any time.
4. Toilet breaks will be monitored however learners must refrain from unnecessary movement to the toilets.
5. Learners will be allocated desks and chairs in the room, which must be occupied by them at all times, without swopping places.
6. Learners must report to school between 07:30am and 07:45am.
7. Please ensure learners do not remain too long after school terminates. **LEARNERS ARE TO BE PICKED UP IMMEDIATELY.** If not, it could lead to socialising between learners.
8. **Please note that learners who are unwell in any way must remain at home.** Parents/guardians must inform the school telephonically of his/her absence.

"PARENTS ARE ENCOURAGED TO CHECK THAT YOUR CHILD CARRIES HIS/HER OWN MASK ON A DAILY BASIS."

Ultimately, we must remember that each one of us has the responsibility to make sure that we follow these safe practices, not only for ourselves, but for each other. The success of these practices lie entirely in our hands; yours, mine and each individual's in our society.