

# Sample School Pandemic Hygiene Plan

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Developed for the restart of physical presence  
of students on campus  
starting: Date



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## PREFACE NOTE

As an Independent Christian School, we seek to follow the guidelines set in place by the government of South Africa and the province of Gauteng. The policies below are passed down to us from those authorities. In areas where the policies don't translate perfectly due to the difference of our curriculum or structure in comparison to the CAPS school system, we have done our best to align with the nature and purpose of the policies set in place by our governmental authority.

All staff and students, as well as any other person on campus, should carefully observe the current hygiene instructions. School administrators and teachers should set a good example with regard to hygiene and at the same time ensure that the students take the hygiene instructions seriously and implement them.

At this time there is a suggested phased in approach to the start of school on (*date?*). We have determined that we will allow our Grade 12 grade classes back on the campus starting (*date?*). We will wait for further instructions regarding the return of other grade classes; as soon as we have more information, we will inform you immediately. These grades will continue in remote learning at this time. Any Grade 12 graders who cannot make it back to campus or choose not to attend physically can continue with remote learning. No student will be disadvantaged by continuing remote learning.

For those students and staff that will be physically present on campus the following guidelines will be in place in relation to our Campus Facilities:

### 1. CENTRAL HYGIENE MEASURES

The novel coronavirus is transmittable from person to person. The main transmission route is droplet infection via the respiratory tract. In addition, infection can also be transmitted indirectly via the hands, which then come into contact with the mucous membranes of the mouth, nose or eyes.

**The most important measures are as follows:**

- **Distance requirement:** Keep at least 1.50 m distance. This applies at all times, including class time, passing periods, and lunch/ break times.
- **Masks:** The use of 'fabric' face masks as an additional preventative measure against COVID-19 has been recommended for public use by the National Department of Health (NDoH). The spread of COVID-19 is mainly via respiratory droplets produced when an infected person coughs or sneezes, similar to how influenza and other respiratory pathogens spread. Therefore, wearing a fabric face mask is added as a prevention measure to help limit community transmission of the virus.
- The NDoH has compiled a document on recommended guidelines for the use of fabric face masks in the community that aims to address questions around how to make and effectively use fabric face masks aimed at the general public. The basic rules for using fabric masks can be accessed on <https://sacoronavirus.co.za/2020/04/10/dr-zweli-mkhize-recommends-the-widespread-use-of-cloth-masks/>

Amongst others, addressed in this guideline is:

- The basic performance requirements;
- The fabric selection impacting, comfort, disposal, and disinfection amongst others;
- The design for optimal functionality and safety; and
- Instruction guidelines for using fabric face masks.
- Moreover, it is important to follow the recommended guidelines and basic rules of usage such as the below:
- Face masks should never be touched when wearing them – fidgeting with the mask repeatedly is strongly discouraged as it is important to avoid touching your face with hands;
- Do not lower the face mask when speaking, coughing, or sneezing;
- The inner side of the face mask should not be touched with hands;
- Face masks should cover your nose and mouth entirely; and
- Wash fabric face masks with soap and water and iron when dry.
- Knowledge about COVID-19 continues to unfold, current knowledge is based largely on what is known about similar coronaviruses. It is important to mention that this interim guideline may be updated as needed and as additional information becomes available.
- **Take note**, wearing a mask is not a primary preventative measure and should not provide a false sense of protection that leads to a misuse of masks. COVID-19 preventative measures include the exercise of good hand hygiene and physical distancing.
- **Wearing a mouth-nose-cover:** The risk of infecting another person by coughing, sneezing or speaking can be reduced in this way (protection of others). Because it is challenging to maintain a safe 1.5 meter distance in our hallways during our passing periods due to the number of people changing classes, as well as in our public restrooms on campus, we will **require that a mouth and nose cover (mask) be worn while in the hallways during passing periods and in the restrooms.**
- **Thorough hand hygiene:** Good hygiene is an important measure to fight off infection and requires that we wash our hands effectively and often. We recommend washing hands after any activity that might cause your hands to be infected with any known contagion including, but not limited to, blowing the nose, coughing or sneezing, before and after eating, and after going to the toilet, by:
  - a) **Washing hands** with a skin-friendly liquid soap for 20 - 30 seconds  
**or, if this is not possible**
  - b) **Hand disinfection:** The proper disinfection of hands is useful when thorough hand washing is not possible. For this purpose, disinfectant must be given in sufficient quantity into the dry hand and massaged into the hands for approx. 30 seconds until they are completely dry. Make sure that the hands are completely moistened.
  - c) **ALL students and staff must pass through one of our three hand sanitizing stations when arriving at school in the morning. We will have stations at the main entrance to the Janz Building, entrance to the lower main building (brick patio doors) and the main front entrance to the school. (The 3 entrances where our key-validation points are located.)**
- We are asking that while at school students and staff do not participate in touching, hugging or shaking hands.

- In case of **signs of illness** (e.g. fever, dry cough, breathing problems, loss of sense of taste/odour, sore throat), always stay at home and seek medical advice/treatment, if necessary.

## **2. ROOM HYGIENE: CLASSROOMS, FACILITIES AND CORRIDORS**

**Distance requirement:** A distance of at least 1.50 m will be maintained in school operations. Desks in the classrooms have been adjusted and must remain in position. Room locations will change if not adequate for the number of students.

When conducting lessons, the distance requirement must be observed at all times. Partner and group work will not be given at this time.

Our gym and accompanying facilities remain closed at this time.

Teachers are encouraged to ventilate their rooms during passing periods and when possible to leave windows open or “Kipp” them. We would even encourage leaving the door open for cross ventilation if sound disturbance isn’t an issue.

School entrances and hallway doors will be propped open during the school day to reduce the amount of necessary touching of door handles.

**Cleaning:** The school will work to maintain cleanliness. We have hired additional workers to clean the school regularly and will have staff on hand to ensure that daily cleaning and disinfecting is done. Special daily attention will be taken in these areas:

- Door handles,
- Stairs and handrails,
- Light switches,
- Common areas (cafeteria, student center, hallways, etc.).

Teachers and staff will work daily to ensure the cleanliness of their own classrooms and/or office space including:

- Classroom desks and chairs,
- Tables, telephones, photocopiers (hand contact surfaces),
- All other areas of touch, such as computer mice and keyboards.

Cleaning supplies will be made available to teachers and staff.

The teacher using a classroom for the final class of the day will disinfect the classroom desks and chairs and then lock the classroom for the evening.

## **3. INFECTION PROTECTION DURING PASSING PERIODS AND BREAKS**

As mentioned earlier, **mouth and nose cover (masks) must be worn while in the hallways during passing periods** as it is impossible to maintain a safe 1.5 meter distance in our hallways during our passing periods due to the number of people changing classes.

(see section 1 for guidelines on mouth and nose covers) Mouth and nose covers will not be needed in the hallways if it is not a passing period or in classrooms or lunch areas as long as distance standards are maintained.

**Mouth and nose covering must be worn in the restrooms** on campus since it is difficult to maintain distance requirements, as well as monitor the number of people using the facilities at any given time.

**To help alleviate congestion, the stairwells in the other building will be One-Directional only.** The main stairs in the middle of the Building will be “Up” and the outside metal stairs on the end of the Janz Building will be “Down” including the stairs outside the 3rd floor library exit (you will use the exit past the book racks). **The stairwells in the Main Building will be multi-directional.**

#### **4. GENERAL BEHAVIORS RELATED TO THE HYGIENE PLAN**

Our campus will be a “closed” campus. Once students arrive on site they will be asked to remain on campus until the end of the day. Our campus is also closed to visitors at this time.

Care should be taken by students as they travel to and from school each day. Social distancing should be a priority for those walking to the campus. It is important to remember that our community watches us and we want to do what we can to demonstrate responsibility to others.

#### **5. AT-RISK GROUPS**

Any student or staff that falls within the "At-Risk" group or lives with someone in that group may be especially concerned about being on campus. These include individuals in these categories:

- Any person over 60 years of age.
- A pregnant woman
- Any person with relevant previous illnesses such as:
  - Diseases of the cardiovascular system (e.g. coronary heart disease and high blood pressure)
  - Chronic diseases of the lungs (e.g. COPD)
  - Chronic liver diseases
  - Diabetes mellitus (diabetes)
  - Cancer diseases
  - A weakened immune system (e.g. due to a disease associated with an immunodeficiency or due to the regular intake of medications that can influence and lower the immune defense, such as cortisone).

No family, at risk or not, should feel pressure to send their child back to campus. All attendance is voluntary. The same applies to staff.

## **6. OBLIGATION TO REPORT**

### **Information on Coronavirus COVID-19**

Whatsapp: Say "Hi" to 0600 123 456

For medical enquiries: National Institute for Communicable Diseases 0800 029 999

<https://sacoronavirus.co.za/>

<http://www.nicd.ac.za/>

### **COVID-19 National Crisis Helpline**

0861 322 322

## **SUMMARY**

Priority in these days is for the health and safety of our students and staff, as well as the community in which we live. As we continue to improve our health and hygiene plan here at School, please understand that procedures will be modified, deleted, or added based on experience and adaptation to regulations. Many of these guidelines are new to us and may take us out of our comfort zone and we recognize that. It is our desire that in this ever-changing world we can respond to what is asked of us in ways that bring Christ honor, both as a school and individually.