



SAFETY & CONTROL POLICY FOR COVID-19 PANDEMIC

To all Parents, Guardians and Staff members,

4th May 2020

As a business, DreamTree school is faced with an important challenge on how to ensure a safe and healthy environment for both learners and staff.

Following the announcements made by the President recently, as well as the extension of the lockdown period, we want to share with you the preventative measures adopted and introduced we have introduced. Your careful attention and implementation of the following is required:

- The new type of coronavirus (abbreviated COVID-19) is causing an outbreak of respiratory (lung) disease. It was first detected in China and has now been spreading internationally, thus the declaration of a “Global Pandemic” by the World Health Organization. The immediate health risk in South Africa is relatively low but is increasing by the day. In line with our lockdown regulations, it is extremely important to stop the spreading of the virus at all costs, ensuring social distancing and related hygienic measures are adhered to.

- Concern over this new virus can make children and families anxious. While we don't know where and to what extent the disease may spread, we do know that it is contagious, that the severity of illness can vary from individual to individual, and that there are steps that we can take to prevent the spread of infection, without panicking at all.

Preventative measures applicable to schools are:

1. Staff training pre and post Covid 19:

When government decides to open school facilities, the school will have to adhere to the following actions, the week before the official opening. He/she will have to ensure that:

- **All staff who must report for normal duty are duly informed;**
- **Temperature checks on the staff are to be conducted, when he/she is entering and leaving the premises daily;**
The using of the battery-operated temperature meter is advised, this meter only scans the face of the individual, displaying the temperature of the individual on a little screen
- **Temperature readings obtained to be recorded on a specific daily temperature register used;**
- **All staff to be properly trained and or informed about the contents of the policy document shared;**
- **The entire facility is cleaned and disinfected to standards available in the media;**
- **All the necessary stock required is obtained;**
(i.e.; Masks, Antiseptic/disinfectant liquids, cleaning products etc.)

2. Pre-school Care (At home):

- **Parents are urged to bath children before school in clean hot water:**
Check the water temperature with your wrist or elbow – it should be comfortably warm, not hot. 36-38 degrees Celsius) Also make use of: Dettol / Savlon / or a similar Antiseptic/Disinfectant;
- **Clothe children in freshly washed set of school clothes, and always send an extra pair of clothes with;**
- **Ensure your child(ren) gets 8 hours of sleep every night.**
(The better they sleep, the better their immune systems fighting viral infections and diseases);

- **The usage of Vitamins such as Vitamin B and C is highly recommended;**
(i.e. Zinc and Omega 3 supplements)
- **The usage of foods high in these vitamins and minerals are also highly recommended;**
(Lots of fresh fruit, vegetables and less sweets, sugar and starch are recommended);
- **Children should drink at least 1 litre of water per day** (room temperature);
- **Personal hygiene and social intelligence forms part of any child's education.** Parents to start educating them as far as possible on this subject at home. Schools will continue with the educational process during the day making use of social stories, peer and adult modelling as well as visual reminders. This should become our new way of living.

2. Access Control (At DreamTree):

- **Only Parents and Guardians to accompany children to and from school;**
In instances where other arrangements are required, parents must ensure that this documentation is read and signed by driver.
- **Upon entering/ exiting the premises, hands of children, will be sanitized with an Alcohol based hand sanitizer, consisting of 60-95% alcohol base;**
- **Individuals that are visibly sick/and or not adhering to safety and preventative measures mentioned in this document, will not be allowed on the school premises.**
- **The taking of children's temperatures every morning and afternoon is essential and will be recorded two times a day according to temperature register;**
Using the battery-operated handheld device, just scan the face/neck area of the child, the temperature reading is then displayed on the little screen provided on the machine
- **Children with a relatively high fever (37.5° and above), should not be allowed onto the premises, and parents should follow the route of reporting it, by phoning the toll-free number: 0800029 999;**
- **Once the test outcomes/results are received, the school should be immediately be informed, allowing the school to plan and inform other parents accordingly;**

3. The wearing of Mask(s):

- **The wearing of face masks/protective shields by the parents is not negotiable and highly recommended for the children entering the premises;**
- **The correct mask/protective shields for preventing the virus should be used.**

5. Snack and lunch time:

- **All snack times to be handled in line with the hygiene measurements discussed in this document;**
- **Supervision during mealtimes is of the utmost importance;**
(The virus is easily spread via body fluids and children should at all cost not be allowed to:
 - eat together;
 - eat each other's food
 - touch each other while eating/drinking.(The cleaning of mouths and hands when finishing is of vital importance and should be handled with the greatest care.)

6. The washing/cleaning of hands:

- **Washing hands with an alcohol-based hand rub, should be instituted for all individuals entering and leaving the premises;**
- **Regular and thorough cleaning of children and staff's hands with disinfectant/ antiseptic soap and hot water, will be instituted, when:**
 - Toilet facilities are being used;
 - Before meals;
 - After meals;
 - Once hands should be washed after coughing/sneezing.

7. Social Distancing:

- **The staff at DreamTree are required to explain to children the concept of social distancing once we start school.**

- **At school, children will be educated in social distancing, and spaciouly divided within their different classes;**
- **It is advisable to maintain at least 3 metre distance between yourself and anyone who is coughing or sneezing;**
- **The 1 (one) meter distance between individuals is the norm and should always be adhered to;**
- **Classes will have separate play times and we will not allow more than 4 kids at a time on the playground with acceptable social distancing measures;**
- **Hands should be washed and sanitized after a sneeze or cough, and if necessary, the child be removed from the group and monitored for symptoms;**
- **Children who is coughing or sneezing regularly or shows a high fever, will be removed from class, the parents will be contacted and requested not to bring the child to school unless tested and or assessed;**

When someone coughs or sneezes, he/she spray small liquid droplets from their nose or mouth which may contain the virus and spread the virus to others.

8. Touching eyes, nose and mouth:

- **Parents are required to explain upfront to children the concept of not touching the eyes, noses and mouths;**
- **Children will be advised/educated not to touch their eyes, nose and or mouth;**

Hands touch many surfaces and can pick up viruses. Once the surface is contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.

9. Respiratory Hygiene:

- **Make sure you and the people around you, are following good respiratory hygiene;**
This means covering your mouth and nose with a bent elbow or tissue, when coughing and or sneezing, distancing, hand cleaning etc.
- **The tissue used should then immediately be disposed;**
- **Children will be asked / assisted to have their face towels and or tissue paper handy for sneezing and coughing purposes.**

- **Tissue(s) used, must be thrown into a special bin and disposed on a regular basis by the appointed cleaners;**
(All staff to be trained how to dispose of such tissues and other related material)
- **Hands will regularly be washed and sanitized after a sneeze or cough;**
(If the child sneezes/coughs more than normal, he/she be removed from the group and it be recommended that he/she be monitored for further symptoms)
Droplets spread virus. By following good respiratory hygiene, you protect the people around you from the viruses, cold, flu.
- **If children have fever, cough and have difficulty in breathing, report it on the toll-free number 0800 029 999 and seek further medical care, if necessary;**

Such children must stay/ be kept at home. It is the parent(s) responsibility to immediately contact the toll-free number and seek for further medical assistance, if necessary.

10. The safe keeping of the facility:

All staff, teachers and children will be encouraged to:

- **Practice good personal hygiene on the premise;**
- **Use other non-contact methods of greeting;**
(Elbow greeting if necessary, or avoid touching each other totally)
- **Clean hands by washing with hot water and anti-bacterial/ antiseptic soap and sanitizing hands at regular intervals;**
(Use clinically proven disinfectant soap or hand sanitizer (60–95% alcohol based).
- **Create habits and reminding children to avoid touching their faces and cover coughs and sneezes;**
- **Classes, toilets and all other facilities at DreamTree will be disinfected regularly;**
(Surfaces like doorknobs, tables, countertops, kitchen areas, electronics, desks, toys, play frames in the play areas, handrails etc. will be regularly disinfected and or cleaned)
- **Ventilation will be increased by opening windows or adjusting ventilation if necessary;**
- **The use of other buildings on Somerset College campus like the library, kitchen etc, is prohibited till further notice**

- **Increase space between people at the school to be adhered to;**
The 1-meter distance required, will be adhered to)
- **Educational classes/sessions on COVID-19 virus will be incorporated at school making use of videos, social stories and modelling.**
Lessons to be changed and altered, ensuring that the necessary/required Covid 19 information, is included and shared with learners.

11. Setting the example:

- **Parents is urged to remember, that setting the correct example to the children/learners will provide the correct results at the end of the day;**
- **It is very important to remember that children are looking up to adults for guidance or how to react to stressful events;**
(If parents seem overly worried, children's anxiety may rise.)
- **Teaching children positive preventive measures, help them to cope more about their fears, can help reduce anxiety. We will assist parents in this by making use of social stories and video clips if needed. Please communicate directly to the school.**
- **DreamTree to adapt/change their curriculum, to incorporate the required information and facts around the Corona (Covid 19) virus.**
 - **Specific guidelines are recommended in this regard:**
 - Remain calm and familiarize yourself with the latest facts on the Covid 19 virus;
 - Children will react and they will follow your verbal and non-verbal reactions;
 - What you say and do about COVID-19, current prevention efforts, and related events can either increase or decrease your children's anxiety;
 - Emphasize and re -assure your children, that they and your family are fine;
 - Remind them that you and the adults at DreamTree are there to keep them safe and healthy throughout the lockdown period and thereafter;
 - Allow children to talk about their feelings and help re-frame their concerns into reality and perspective, sharing the correct facts about the virus;
 - Children may need extra attention from you and may want to talk about their concerns, fears, and questions they might have;
 - Engage your child in games or other interesting activities instead;
 - Maintain a normal routine and keep to a regular schedule, as this can be re-assuring and promotes physical health;

- In the absence of information, children often imagine situations far worse than what they are/the reality;
- We have learnt at DreamTree that all our children understand far better than what we expected and they are also very sensitive towards other people's emotions.
- If we stick to the basics, avoid touching surfaces and or objects unnecessary, protect ourselves by adhering to the hygiene rules and regulations, we will be fine.

12. Symptoms of COVID-19 that should be well known to all:

Symptoms that could appear in a period of 2-14 days, if exposed and or infected with the virus, are:

- **Fever;**
- **Cough;**
- **Shortness for breath;**
- **For some people the symptoms are like having a cold; for others are quite severe or even life threatening.**

In either case it is important to check with your healthcare provider and to follow instructions about staying at home or away from public spaces to prevent the spreading of the virus

13 Communication methods:

- **Looking at the importance of the matter and high priority it deserves nationally and worldwide, all communication will have to be fast and in writing, where possible;**
- **Due to the importance and impact of social distancing, most of the communication will take place telephonic call, WhatsApp or voice notes.**
- **We ask that you please try to avoid coming into the building unless it is of utmost importance.**
- **We would like to encourage the drop and go system.**

For any additional information or the reporting of possible Covid 19 infections, contact the number 0800 029 999. If no response, contact your doctor, school and principal or nearest health centre.

Stay aware of the latest information on the COVID-19 outbreak, available on the World Health Organization website (<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>) and through your national and local public health authority(ies).

You're sincerely,

Elaine Brand

Principal

I _____ the Parent/Guardian/Staff Member of

The DreamTree School acknowledge receipt of the policy document submitted and implemented, with immediate effect.

Signature

Date