



Est. 1906

Brebner High School

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PROTOCOL FOR BREBNER HIGH SCHOOL FOR RE-OPENING OF SCHOOL AND HOSTEL:

RE-OPENING OF SCHOOL:

Schools will re-open for Grade 12 learners at 8.00. NB: School will finish at 16.00.

- Learners will be screened every day and must report for screening at the designated area before school every morning. Failure to do so will result in being sent home.
- Learners will get a Covid-19 number and must remember the number at all times. Learners must report to the quarter deck on the 1st day to get their numbers and class. Remember social distancing.
- During the phasing-in of learners, while only Grade 12 learners will attend school, only the main gate will be open.
- Parents who drop learners off at school must note that unauthorised vehicles may not be allowed on the premises.
- Buses will run as per adjusted routes.
- Learners' hands must be sanitized before entering the buses.
- Learners must wear masks on the buses. Learners must sit apart on the buses.
- Classes will be split up with smaller numbers of learners in each class. Learners will get timetables on the first day.
- Periods will be as follows: **Per. 1:** 8.00-8.55, **per 2:** 9.00-9.55, **per.3:** 10.00-10.55, **short break:** 11.00-11.20, **per 4:** 11.25-12.20, **per.5:** 12.25-13.20, **long break:** 13.20-13.55, **per.6:** 14.00-14.55, **per.7:** 15.00-16.00.
- Basic food will be sold at the school every day.
- The Entrepreneur programme is cancelled. No learner may sell anything at school.
- Learners may not leave the premises during the school day, without permission.
- Any learner not following Social Distancing rules will be sent home.

CREATING A SAFE SCHOOL ENVIRONMENT:

- The safety of all learners and staff is imperative and non-negotiable.
- Right of admission to the school premises is reserved, based on the Covid-19 safety regulations.
- NO learners or staff who are ill or who show Covid-19 symptoms will be allowed to attend school and must declare any symptoms by law.
- No vehicles (except staff) will be allowed on premises. Visitors must park outside.
- Classrooms will be sanitized and cleaned daily.
- Sanitation packages will be provided to learners on a daily basis.
- The wearing of masks by both the learners and staff will be compulsory.
- Everyone must ensure that their masks are washed daily.
- Books, stationery and text books must be wiped off regularly with a disinfectant, for example a bleach product. Learners may not share any of these.
- Hand sanitizers will be available when entering every classroom for both learners and staff.
- The temperature of learners and staff will be taken daily with thermometers, on arrival at school.
- Learners and staff who wake up in the morning with flu symptoms must NOT go to school, but must inform the office of their absence.
- Please inform the school without delay if a learner or family member tests positive for Covid-19.
- If a learner's temperature is too high (above 38 degrees), the learner will be taken to an isolation area and the parents will be contacted to collect the learner without delay or the learner will be taken home.
- These learners will only be allowed back to school if they test negative for Covid-19 and after the prescribed isolation period according to DoE protocols.
- Staff members whose temperatures are too high will also be requested to return home and will also have to adhere to the same requirements before returning to school.
- The school is not a Covid-19 testing centre and can, therefore, not test anyone for the virus, only screen learners.
- Irrespective of how cold it is, the classroom windows, as well as windows in all other venues, must be opened during occupancy (at least 25% of windows). Learners and staff should therefore dress warmly.

ACADEMIC PROGRESS:

- Every learner's academic progress is extremely important to both school and staff.
- The school realizes that learners will not all be on the same academic standard after the lockdown period. Catch-up by learners is thus essential. The staff will cover the syllabus but will obviously work at a faster pace. Learners must work extra hard to keep up.
- The May-June examinations will not take place.
- Grade 12's will still write their Preliminary Examinations later in the year. Final matric exams will also start later.
- The annual SBA mark for all learners will consist of all the formal adjusted 2020 assessment marks, as determined by the DoE.
- The new school dates will be communicated when available.

EXTRA-MURAL PROGRAMME:

- The school's extra-mural programme has been cancelled. All non-academic activities are thus cancelled.
- No learners from other schools will be permitted to enter Brebner High School premises without obtaining prior permission from the office.

FINANCES:

- The payment of school fees is still compulsory and essential for the school to function properly and to ensure the retention of SGB staff, as well as the maintenance of the school premises.
- Fees will not be charged for April and May, but if the school is still open at that time, fees will be charged for November and December.
- Parents are urged to try as far as possible to pay school fees so that the school is able to fulfil all its commitments. If a parent cannot pay school fees due to a change in circumstances, it is essential that a form is completed with Mrs. Lochner. All info will be kept strictly confidential.

TEACHING STAFF:

- Teaching staff will register at staffroom office upon arriving at school. Upon signing in, have temperature checked and submit a completed screening tool.
- Report to area or duty where assigned.
- Ensure that every learners' hands are sanitized at the sanitation station upon entering the class. Also ensure that learners use sanitation package to wipe their chairs and desks before being seated. Have a spray bottle of sanitizer readily available during class if required.
- Preferably teach with a Perspex face shield.
- Wear cloth masks at all other times.
- Ensure that learners always wear masks in class and that they wipe their chairs and desks before being seated.
- If staff members wake up in the morning with fever and/or sore throat, contact a general practitioner and do NOT come to school, but INFORM the school about possible respiratory symptoms. If, after completing the screening tool, before entering the school premises, the recommendation is to self-quarantine or contact a healthcare practitioner, then notify the office telephonically and do not come to the school premises. Follow DoE protocols.
- If a teacher tests positive for Covid-19, or if any member of a teacher's family was in contact with the virus, the school must immediately be informed.
- Teaching staff must always maintain social distancing and must also ensure that learners maintain social distancing at all times.
- Dept. Staff with co-morbidities or underlying risk-factor medical conditions as defined in the Dept. Circular MG no 7 of 2020 as amended, will be treated according to DoE protocol. This includes staff whom school management defines as a risk to the wellbeing of the school at large.
- SGB paid staff with co-morbidities or underlying risk factor medical conditions as defined in the Dept. Circular MG no 7 of 2020 as amended, will be placed on Incapacity leave and referred to UIF for UIF benefits.

LEARNERS:

- Learners must wear masks at all times.
- Line up at screening area in the morning, keeping 1,5m distance from one another.
- Collect sanitation package and take note of temperature.
- Each learner must complete screening tool during period 1.
- Sanitize hands before every period with sanitizer which will be available at the class. Wipe the chair and desk before being seated.
- Wash mask every afternoon. The masks can also be ironed as an extra precaution.
- Ensure hands are sanitized when leaving a toilet.
- Do not borrow equipment from one another, including pens and stationery.
- Maintain a social distance of 1,5 m between one another at all times.
- If sneezing or coughing, do it in a bent elbow.
- Used tissues must be disposed of in a dustbin.
- If a learner wakes up in the morning with a fever and/or sore throat, get medical advice and do NOT come to school, but INFORM the school about possible respiratory symptoms.
- If feeling sick at school, report to the office immediately and go to the sickbay.
- If a learner tests positive for Covid-19, or a family member was in contact with the virus, inform the school office immediately.
- Clean all stationery, books and covers of text books regularly at home by wiping down with a bleach solution.

NON-TEACHING STAFF:

- All staff's hands must be sanitized before entering the buses.
- Staff must wear masks on the buses. Staff must sit apart on the buses.
- Wear a cloth mask when entering the premises and for the full duration of the work day.
- All assistants and cleaners must register at the screening office to get temperatures checked. All general and garden workers report to Mrs. Burger to get temperatures checked and submit or complete a screening tool. All hostel staff to report to the matron on duty when entering the hostel premises for screening and temperature checks. All admin staff to report at staffroom for screening.
- Social distancing should be maintained for safety reasons. Wash hands regularly with soap and water after completing a task. Also sanitize hands before and after tea and

lunch. Only the permitted number of people may enter the restroom at a time. Number will be displayed on the door.

- Tools, equipment and utensils should be sanitized daily before and after use.
- If a staff member wakes up in the morning with a fever and/or sore throat, get medical advice and do NOT come to school, but INFORM the school about possible respiratory symptoms.
- Kitchens and bathrooms will have to be cleaned upon instruction from the supervisor and all other duties carried out as instructed, even if they normally are not designated duties.
- Wash masks as well as uniforms in hot water every evening.
- All staff must be ready to adhere to changes in shift times to be able to sanitize and clean the school and hostel.
- Dept. Staff with co-morbidities or underlying risk-factor medical conditions as defined in the Dept. Circular MG no 7 of 2020 as amended, will be treated according to DoE protocol. This includes staff whom school management defines as a risk to the wellbeing of the school at large.
- SGB paid staff with co-morbidities or underlying risk factor medical conditions as defined in the Dept. Circular MG no 7 of 2020 as amended, will be placed on Incapacity leave and referred to UIF for UIF benefits.

HOSTEL:

HOSTEL LEARNERS:

- All hostel learners will be screened upon entering the hostel premises after returning from home and will be required to submit a completed screening tool. If after completing the screening tool, the learner appears to be a Covid risk, the learner will not be allowed on the premises and will be taken home. The learner will only be allowed back at the hostel once proof of a negative Covid test is submitted.
- Enter the premises with a cloth mask. A cloth mask should be worn on the premises at all times.
- Hands should be sanitized upon entering as well as exiting the hostel and also at regular intervals.
- Social distancing should be maintained at all times.
- Do not visit in other rooms, as rooms are too small to ensure social distancing for more than the allocated number of persons.
- Learners should wear footwear to the bathrooms.
- Social distancing must be maintained in all common areas.

- Learners should sneeze or cough into a bent elbow or tissue, and discard used tissues safely in a bin with a lid, then wash their hands immediately.
- Hands should be sanitized upon entering as well as exiting the bathroom.
- Wash hands regularly with soap and water.
- Maintain social distancing in the dining hall.
- Learners should not share cups, eating utensils, food or drinks with others.
- Sanitize hands upon entering and exiting the dining hall.
- If a learner wakes up in the morning with a fever and/or sore throat, INFORM the Block Supervisor immediately of respiratory symptoms. (Boarders will be required to complete a screening tool every morning). Parents will be phoned to fetch their children with immediate effect. All learners who came into contact with the unwell learner will have to be screened.
- If a learner tests positive for the coronavirus, or one of the family members were in contact with the virus, inform the hostel warden immediately.

FOOD PREPARATION AND SERVING:

Cooking food thoroughly and observing good hygiene practices when handling and preparing food are effective at preventing contamination. Food handlers must:

- Wash and sanitize their hands with soap and water before and after touching any food during preparation.
- Wash their hands and sanitize their hands before serving food to learners.
- Must clean and sanitize all work surfaces regularly.
- Keep all appliances clean.
- Wear clean kitchen attire at all times.
- Wear head gear and masks to cover their mouths and noses.
- Wear closed shoes to protect feet.

MANAGEMENT OF SCHOOL HOSTELS:

- Hostels will have infra-red thermometers for easy screening of all hostel learners and staff.
- Hostel staff including supervisors will be trained on Covid-19.
- Sanitizers will be readily available at all times in the hostel.
- Learners and staff must maintain social distancing at all times in the hostel.

- Cleaning staff must regularly disinfect and sanitize surfaces in all areas: hostel rooms, doors, walls, bathrooms, passages, dining halls, kitchens and study rooms.
- Preparation of meals should be under strict adherence to health and hygiene rules.
- Meals should be conducted under supervision to ensure that social distancing is maintained.
- Everyone in the hostel should wear a mask.
- A learner, teacher or staff member not feeling well should immediately be isolated and referred for medical advice.

ACCESS CONTROL FOR PARENTS AND THIRD PARTIES:

- Entry of hostel buildings by visitors, parents or other family members is prohibited unless it is essential.
- Strict access control measures are established and must be adhered to, including the signing of a register by all visitors.
- All visitors must wear a face mask and sanitize their hands at the reception area.
- All visitors will be screened at the reception office.
- Social distancing should be maintained at all times.