



COVID-19 PROCEDURES FOR OAKRIDGE COLLEGE

28 May 2020

Dear Parents, Guardians, Learners, Staff and Friends of Oakridge College

As per the Minister of Education's confirmation that grade 12 learners are to return to school on Monday, 1 June 2020, we had our staff meeting yesterday for strategic planning and implementing procedures at Oakridge College during this time, which are in line with the guidelines from the Department of Education.

To ensure the safety of all role players, the following procedures have been put in place. I would ask that every person entering onto the Oakridge College premises adheres strictly to these procedures. That way we will all be safe and will look forward to a wonderful tomorrow.

To all learners, staff and other relevant stakeholders entering the school:

1. If you have any flu symptoms, please stay at home.
2. Social distancing is to be practised at all times on the school premises.

Staff entering the school:

1. All Oakridge College staff members will have their temperature tested when entering the premises. This will be done at the gate entrance area.
2. All Oakridge College staff are to wear masks and/or head-screens provided by the school.
3. All Oakridge College staff are to pass through the sanitising section when entering the premises.

4. A register will be taken at the gate when entering the school premises. This is VITAL for tracing purposes.

Staff while at school:

1. While at Oakridge College, teachers are to remain in their classrooms, unless moving to a new teaching venue. Learners, where possible, will remain in their designated classrooms and teachers will move to the classrooms where learners are sitting.
2. Only one staff member may be in the kitchen at a time.
3. All staff members are to practise social distancing and be at least 1,5m apart from each other at all times.
4. Teachers who can work from home, will continue with Zoom lessons online to classes that have not been allowed to come to school yet, and are expected to continue with lessons according. The weekly online lesson timetables will be sent out as it is currently being done via bulk email and through the D6.
5. Teachers only have to be at school 30 minutes before the start of their first lesson on a daily basis.
6. Teachers may, if they find it easier, use the school's internet to undertake online lessons, on condition it is undertaken from their individual classroom.
7. During this Covid-19 lock down all instructions that need to be written down are to be done on the white boards in the classrooms and not in the learners' books.
8. Staff members are not to gather in the staffroom at any time.
9. Teachers are to wear masks at all times except when working at the white board where they may choose to only wear a shield so that clear explanations can be given to the learners.

Learners entering the school:

1. Learners will line up outside the gate 1,5m apart to wait to be screened and have their temperature taken.

2. The temperature of each learner will be checked and if it is within an acceptable range, the learner may enter the school premises.
3. Learners whose temperature is out of the range will be asked to leave school immediately. For this reason parents and guardians must wait until their children are screened at the gate. Learners are to be dropped off between 7am and 7.30am to be screened and have their temperature checked before the start of first lesson. Please ensure your child arrives between these times so that they are not late for their lessons.

If a learner's transport has left and the learner may not enter the school premises, the learner will have to wait in the designated quarantine area until they are picked up by their parent or guardian.

4. Once temperature has been checked, the learner will enter through the sanitising section.
5. Once learners are on the school premises, they are to go to the classroom and wait for teacher. Learners will be required to stand 1,5m apart on the tape that will be marked out on the floor outside the classrooms.

There will be no morning or afternoon assemblies to accommodate the social distancing rule. Any important information will be given to the learners via their teachers at the end of a particular lesson if need be.

6. Learners may NOT leave the premises to go to shops. Learners need to have enough food for the day. The gates are to be kept locked during the day once the school day has started. The tuck shop will NOT be functioning during this time - this is to minimise the risk of infection.

Learners entering the classrooms and classroom conduct:

1. Teachers will allow one learner to enter the classroom at a time. Each learner is to be seated at a desk allocated by teacher before the next learner will be allowed in.
2. Learners may not move around the classroom.
3. Learners are to remain at their assigned desk for the duration of the day's lessons. Learners will sit at the same desk each day.

When learners are required to move to another classroom, the desks will be wiped down between this change.

4. NO sharing of textbooks, workbooks, stationary, masks, food or anything else is allowed.
5. Masks or shields are to be worn correctly by all learners at ALL times. The mask must cover the nose and mouth at all times. Masks may only be removed if eating food outside of the classroom during breaks.
6. Doors are to be latched open to minimise anyone touching of door handles.
7. No air-conditioners are to be used.
8. Desks will be set out 1,5m apart for social distancing purposes.
9. Learners may only enter or be dismissed from a classroom when instructed by a teacher. This needs to be one learner at a time to prevent any learners not social distancing.
10. Learners' hands are to be sprayed with sanitiser when entering any classroom.

Break time for learners:

1. Benches/chairs will be dispersed around the playground with at least 1,5m distances between them. Learners are to sit alone at a bench during break and before school. Therefore no sharing of a bench. This will be monitored by staff.
2. During rainy weather, learners will remain in designated classrooms with the social distancing rule of 1,5m in place..

Learners visiting the bathrooms:

1. Only one learner may enter the toilets at a time. This will be monitored by the cleaning staff. Before exiting the toilets, learners are to wash their hands with soap and water.

2. Toilets will be regularly sanitised. Parents are to please speak to their children about appropriate toilet manners and hygiene.

All other stakeholders entering the school:

As per the Department of Education directive, during school hours, the school may not allow any other people on the school premises for visits other than staff members and learners. Where possible, parent meetings are to be conducted via emails or online Zoom meetings. No visitors are to enter the school premises unless by an approved appointment.

Uniform:

Regarding school uniform, learners are required to wear school uniform. We are well aware of winter approaching and the financial difficulties for some people during this time and therefore we will allow learners to wear non-school branded items such as jackets, jerseys, gloves, beanies and scarves. Please ensure that school clothes are washed every day, including jackets, jerseys, gloves and scarves.

Absenteeism:

We understand that there may be times when learners will be absent, and we ask that all parents, guardians and learners follow the school rules by only informing Ms Keble directly at reception on 031 563 2221 or via contact@oakridge.co.za timeously, so that we can accommodate the learner with the necessary school work that has been missed. This is also important for us to be able to keep an accurate register record of who is and who is not on the school premises, especially during this Covid-19 period.

Learners with comorbidities/health concerns:

If your child has any health concerns such as asthma and you are concerned about them returning to school for lessons, please communicate directly with Mrs Collins via applications@oakridge.co.za so that we can assist you accordingly with the plan we have put in place for these circumstances.

Timetables:

The grade 12 timetable starting on Monday, 1 June, will be sent out via bulk email and through the D6 later this week, together with school times for the learners so that you know what times the learners need to be at school. Learners must not hang around after school and will be required to go home as soon as possible.

The grade 8 to grade 11 weekly online lesson timetables will be sent out at the end of this week as we have been doing on a weekly basis. These will also be sent via bulk email and through the D6.

Once we have dates from the Department of Education regarding the phased in return of the grade 8 to grade 11 learners, we will communicate this information to you.

Declaration:

Please find the attached COVID-19 Health and Safety Compliance Declaration form that is a compulsory document that needs to be read through, signed by you and your child and then returned to the school before your child returns to school on Monday, 1 June. You can complete this document and email it back to contact@oakridge.co.za. Alternatively, you can print and fill in a hard copy which your child will need to hand in on Monday, 1 June, at the school gate before entering the school premises or a hard copy will be provided at the school gate on Monday morning, 1 June, for parents to complete and hand in at the gate before your child enters the school premises.

If we work together we can get to the end successfully and provide our learners with the best possible academic success.

Thank you for your continued support during these trying times. We are all working extremely hard to provide the best possible support to our learners and to enable them to continue to learn as best as possible.

Regards,
Mr DC Franks



PRINCIPAL