

THE YARD – PREPARATORY ACADEMY

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Standard operating procedures to return to school Preparedness, Detection and Response to COVID-19

This policy is a working document and will be amended as and when necessary.

The standard operating procedures to return to school has been drawn up after consulting widely with other schools and organisations, in accordance with the requirements of the Department of Basic Education, Health and Social Development.

The safety and wellbeing of our children and our staff is the main priority.

This document will be reviewed and revised regularly in line with the changing situations relating to COVID-19 communicated by the Department of Health.

What is COVID-19?

SARS-CoV-2 is a new strain of Coronavirus that has not been previously identified in humans. The COVID-19 outbreak of respiratory illness was first detected in Wuhan, China.

Learn more to be ready for COVID-19

www.sacoronavirus.co.za

NICD Hotline 0800 029 999

WhatsApp "Hi" to 0600 123 456

What are the symptoms?

Symptoms of COVID-19 may include the following, and any of these symptoms may only appear within 2 days or only 14 days after exposure.

- High Fever
- Dry Cough
- Shortness of breath
- Sore throat
- Additional symptoms
 - Shaking Chills
 - Headaches
 - Redness of eyes
 - Loss of taste and smell
 - Tiredness, weakness and fatigue
 - Body pain
 - Nausea, vomiting, diarrhea

How is it spread?

COVID-19 is mostly spread from an infected person to another person by.

- Coughing, sneezing, talking
- Touching, hand shaking and holding
- On surfaces and objects which has the virus on it, then you touch your eyes, nose and mouth.

How can we prevent the spread?

- Social distancing of 1.5 meters
- Cough and sneeze into your elbow or into a tissue
- Wash your hands for 20 seconds with soap and water
- Alcohol-based hand sanitisers (A minimum of 70% alcohol content)
- Do not touch your face
- Sanitise and clean all objects and surfaces frequently touched
- Vaccinate, once the vaccine is available

Return to school

The Department of Basic Education Minister has Gazetted the return to school date for Grade R's in phases from the 06 July 2020.

We are waiting for the Department of Social Developments Minister to address the ECD Sector, regarding the return to school for our Pre-Schools, Grade R's, Grade RR's and Grade RRR's.

Parents and guardians will be informed as soon as we receive OFFICIAL information, regarding the regulations of the Standard Operation Procedures and the OFFICIAL re-opening dates for The Yard Preparatory Academy.

If a child or staff member is required to remain at home under medical instruction, the parent / guardian or staff member needs to furnish the Owner with a Medical certificate from a registered, contactable Medical Practitioner.

Parents / Guardians or Staff need to avoid travelling across provinces, visits to known COVID-19 "hotspots" and travelling abroad. Parents / Guardians or Staff that have travelled in the 14 days prior to the return of their children to school, need to discuss this information to the Owners.

General Safety Measures

No mask – No entry at all

Masks

- Parents / guardians or transporters walking in or remaining in their vehicles must also wear masks.
- Children must arrive wearing a mask. A scarf or buff cannot be used.
- Masks must cover MOUTH and NOSE and may not be pulled down.
- Masks must be washed daily in warm, soapy water.
- Help to train your children by getting them to practice wearing a mask at home before they return to school. (They must not touch their masks. They can only touch the string or elastic which affixes the mask to ears and not the mask itself.)

Entry point

- The Yard will only open its main gate at 07:00 to allow for our children's entry and screening to take place.
- The Yard will only have one entry point.
- All cars will need to park outside the school. Please do not leave any valuables visible or any other children inside the car.
- Every person must stand on the "X" marks and must wait their turn to be screened – in the parking area and under the carport.
- No socialising by parents, staff and children allowed in the parking area.
- Children must be under supervision by their parent / guardian, or transporters, until their parent / guardian, or transporters leave the property, which is only once the screening is complete.

Sanitising

- A staff member will spray each and every person's hands on entry.
- A staff member will also spray each and every person's school bags, all belongings and shoes on entry.

Screening

Screening means: Temperature recording / symptoms check list / a few questions to answer.

Screening is not TESTING

- Main Screening Hours: 07:00am to 08:00am and 13:00pm to 13:30pm
- Every person's temperature has to be recorded, a symptom list has to be checked, plus a few questions have to be answered and this will all be completed at the Screening station under the carport.

- If a child or staff members temperature has a reading of 37.4 degrees or more, they will first be sent to the Cooling Area.
- A cooling area is an area where you are given a few minutes before having your temperature retaken.
- If the temperature remains at 37.4 degrees or higher the child or staff member will need to go home.
- If the temperature reads less than 37.4 degrees and the symptoms list and the questions answers are cleared; you can continue into the school.
- Parents / guardians and all transporters must wait for the screening results before leaving The Yard.
- No Parents, Visitors, Transport drivers or deliveries will be allowed into the school. I.e: no entry beyond the 2 round lights next to the carport.
- A staff member or your child's teacher will collect your child at the 2 round lights next to the carport and take them into the school.
- Screening will be done for the children and staff during the day and at the end of the day before going home.

If anyone's temperature registers at 37.4 degrees or more, and / or they have symptoms, and the parent / guardian or transporters have already left the school property; your child or staff will be sent to the isolation / quarantine area to complete the screening questionnaire, after which your child or staff member will need to go home immediately to be isolated and to contact their Dr and / or the Department of Health to be tested. Do not go directly to the Doctor, first call.

Staff must leave the school property and parents / guardians must fetch their children immediately.

Training

- All staff and children will go through training upon their return to school regarding all health and safety precautions.
- We will put posters up to remind everyone to sanitise or wash hands, to wear a mask, and to social distance.

Preparing The Yard's property

- Personal protective equipment (PPE) will be provided to The Yard's staff.
Two cloth masks, a face visor and disposable gloves.
- The Yard will be deep-cleaned and disinfected.
- All areas will be re-invented to accommodate social distancing.
- 'white dot' marks will be visible on the floor to indicate where to stand.
- Alcohol-based hand sanitisers (a minimum of 70% alcohol content) will be available in every classroom, at the entrance and exit and in all rooms of the school.
- An Isolation / Quarantine area set up in the Aftercare Classroom (Wendy house).
- A screening area set up in the parking area.
- A cool down area set up, to re-take any elevated temperatures in the parking area.
- Paper towel to dry our hands with.
- Pump soaps at all hand washing areas.
- Bins will be placed in all areas where children, parents/ guardians or staff are present.
- Tissues will be placed in all areas where children, parents / guardians or staff are present.

Infection Control:

Social Distancing

- Strict social distancing measures will be put into place at The Yard during lessons and at any time between lessons, including during breaks.
- We will space the children's seating in all classrooms or teaching venues at least 1,5 meters apart.
- In cases in which the size of the current classroom does not physically allow this, we will use another teaching venue at The Yard or the number of children in the class will be divided into smaller groups. Assistants will be required in this case.
- Only staff or assistants will move between the classes or rooms in the school.
- The children will stay in their designated and sanitised areas.

Hand Washing

- Wet hands with clean, running water.
- Apply enough soap to cover wet hands.
- Scrub all surfaces of the hands – including backs of hands, between fingers and under nails – for at least 20 seconds.
- Rinse thoroughly with running water.
- Dry hands with a paper towel, or air-dry hands.
- Dispose used paper towel into the bin.

Hand Sanitising

- Upon entering the school at temperature-screening stations.
- At the start of the school day in the first teaching venue.
- Before and after eating and before and after using any school resources.
- After breaks or any outdoor activity before entering the next teaching venue.
- Upon exiting the final teaching venue of the day to go home.
- Before and after getting into or off any school transport.

Infection Control: Continued...

- Ensure adequate, clean and separate toilets for girls and boys.
- Clean and disinfect school buildings, classrooms and especially water and sanitation facilities twice a day (or between learning sessions if morning and afternoon sessions are in place), particularly surfaces that are touched by many people (railings, lunch tables, sports equipment, door and window handles, toys, teaching and learning aids, etc.).
- Increase air flow and ventilation where the climate allows, open windows.
- Avoid air conditioning, heaters, fans, closed windows and overdressing, etc...
- Ensure trash is removed daily from classrooms and from any room with a bin and disposed of safely.

Children's PPE

- Parents at The Yard must please make sure they have 2 washable cloth masks for their children to wear, daily.
 - One cloth mask must be worn to school.
 - The second cloth mask, to be worn on exiting the school.

If your child has an issue or difficulties with their cloth mask during the school day, The Yard will assist them with a disposable mask until home time.

This disposable mask must be thrown away safely and the second cloth mask must be put on, on exiting the school.

Place the used cloth mask into a sealed container or plastic bag, to travel home with.

- Parents must also supply a pack of wet wipes for their child to use during the course of the day.
- Parents are to please wash and iron the masks daily.
- Cloth masks should have 3 layers or re-usable filters.
- All children in Grade RRR, RR and R must wear a face mask at school at all times.
- It is highly recommended that children should carry their own small bottle of hand sanitisers with them at all times of the day.
- Please clearly label all masks and hand sanitisers with your child's name and surname plus grade onto it.

A mask must be worn at all times while at school.

The only exception is at break times when the children have their snacks and lunch, outside, unless it is raining.

When the children get to their classes, both before school and after breaks, they will sanitise their hands and be given a sanitising wet wipe to use to wipe their desks down with. (This will be dependent on the age or the Grade of the child)

These wipes must be placed in the bins in the classrooms directly after use.

Staff PPE

- A face visor must be worn together with the cloth mask during all school activities.
- A cloth mask must be worn at snack time, lunch time and all outdoor activities. The face visor is not necessary during snack time, lunch time and outdoor activities.
- A cloth mask must be worn at all times.
 - One cloth mask must be worn to school.
 - The second cloth mask, to be worn on exiting the school.

If a staff member has an issue or difficulties with their cloth mask during the school day, The Yard will assist them with a disposable mask until home time.

This disposable mask must be thrown away safely and the second cloth mask must still be put on, on exiting the school.

Place the used cloth mask into a sealed container or plastic bag, to travel home with.

- Hand sanitisers must be with you at all times.
- Disposable gloves must be used when marking the children's books and art etc...and then to be discarded inside out, then knotted and placed into the bins.
- Disposable gloves must be worn when dealing with sick or injured children.
- Disposable gloves must be worn when dealing with children in the isolation / quarantine area.
- Disposable gloves must be discarded inside out, then knotted and placed into the bins.

Daily cleaning

General

- Wear disposable rubber gloves.
- Use a cloth per room, or a disposable cloth if necessary.
- The cleaning products per room must be clearly labelled.
- Mops must be soaked in a solution/disinfectant in a safe area (buckets of water pose risks).
- Wear a disposable plastic apron.
- Use hot water and detergent.
- Use a sodium hypochlorite solution at 0,5% (equivalent 5 000 ppm) for disinfecting surfaces and a 70% ethyl alcohol solution for disinfecting small items.
- Children's tables and chairs should also be wiped down after every use with a 70% ethyl alcohol solution.
- Household rubber gloves are appropriate for undertaking household tasks. These gloves should be washed with soap or detergent and hot water, both inside and outside, after use and hung up to dry. If the gloves are properly cleaned, support staff do not need to use a different pair of gloves in each school area.

Toilet cleaning

Use a toilet brush with a cleaning agent containing bleach (e.g. JIK) to clean toilets. Wipe the outside and rim of the bowl with a damp cloth that is specifically used for that task and the same type of cleaning agent. Wash the cloth in hot water and detergent before using it again.

Bathroom cleaning

Clean hand basins with JIK or a similar cleaning agent that contains bleach. Use a well-known brand of household cleanser for general bathroom cleaning. Separate cleaning cloths should be used for the bathroom.

Dishes

- Dishes should be washed according to the standards required in the existing policy.
- Dishes should be rinsed in hot water and allowed to air-dry.
- Any cutlery or crockery that is slightly cracked or damaged should be replaced.

Sleeping equipment and areas

- Take sleeping mats outdoors and spray and restack them within two hours.
- Blankets, if any must be taken home every day. Blankets must be washed every day.

Handwashing

- Conduct this as per policy.
- Dry hands with a paper towel, or air-dry hands.
- Paper towels stored in containers / boxes.
- Do not use hand towels.

Learning equipment

- All posters on walls must be laminated / DC fixed so they can be wiped and sanitised.
- Toys must be stored safely in storage or storage boxes.
- Avoid sensory play materials eg: playdough, waterplay, sandplay
- No fluffy toys or teddies are allowed.
- A maximum of two boxes of toys may be taken out at a time.
- After use, toys must be cleaned and left to air-dry (not left out on the grass to dry).
- Storybooks must be wiped down daily.

Play equipment

No play-equipment such as sandpits and jungle-gyms may be used until the all clear is given.

~~Play in sandpits No more than five children may play in the sandpit at one time to allow for social distancing.~~

- ~~• Exchange toys for clean ones every 15 minutes.~~
- ~~• After use, clean the toys and leave them to air-dry.~~
- ~~• Sandpits must be treated with coarse salt at the end of every week.~~

~~Practise hand-sanitising routines on returning to class.~~

Outdoor equipment

~~Spray jungle gyms after every playtime.~~

~~Spray bike handles.~~

~~No water play or group sensory play areas are permitted until further notice.~~

~~Practise hand-sanitising routines on returning to class.~~

Daily routine and general rules

- Daily distancing
Children must be spaced 1.5meters apart from each other.
- Social distancing must be ensured during any line-up times.
- A roster must be compiled allowing children to eat at different times.
- A roster must be compiled allowing children to play outside at different times.
- Bathroom routines need to allow for only a few children to use the bathroom at one time.
- Avoid carpet activities where possible.

Seating arrangements

- Children should sit in rows and not opposite each other.
- They can also sit in a circle facing inwards.

Morning ring

- Sit in a hoola hoop
- Use masking tape to tape an area
- Sit on a rubber mat

Eating time

- Wash hands before and after eating
- Show the children the correct way to remove and put on their cloth masks
- Wash hands or sanitise before and after touching their masks

Lesson times

- Divide the class into 3 to 4 groups to support physical distancing.

- Each child must have his / her own 2l ice-cream container with resources inside.
- Everything must be sanitised before and after use.
- No sharing allowed at all. No sharing of stationery, books or any other items is permitted.
- Children will rotate.
- All equipment used, must be sanitised before and after rotations.

Groups divided into:

- At the tables - Doing the main activity of the day
- Inside activities
- On the carpet
- Reading in the corner
- Outside activities

Outdoor Activities and Free Play

- Children must play in different areas.
- The staff must walk around sanitising the children's hands and making sure they are practicing physical distancing.
- No sharing during this time at all.
- Allow different classes to go outside at different intervals.
- Small groups will go out and the area must be sanitised before the next group may enter the area.

Play time

- A play surface like a tray or a 2 litre ice-cream tub for a child to play with their own toy supplies in one space.
- Each child's belongings must be kept separate and it must be labelled clearly with the child's name.

Activity stations

- 2 children per station, then rotate to have access to each activity and resource.
- Resources to be sanitised before and after each use.
- Move the sanitised resources to the different stations.

Story time

- Children must spread out.
- Cross legged and hands in the basket.

Resting time

- Implement a top-to-tail resting or sleeping arrangement.
- One child is allowed per mat.
- Sleeping mats must be taken outdoors and sprayed with a disinfectant solution after every use.
- Temperatures to be recorded and taken before and after lying down.

Drinking water

- No drinking directly from any of the inside or outside taps is permitted.
- Your child's drinking cup will be put away for the time being for safe keeping.
- Each child and staff member must bring their own leak proof water bottles to school each day, the water bottles will be refilled at the taps around the school.
No refilling is permitted from any bathroom taps.
- Please clearly label all water bottles with your child's name and surname plus grade onto it.

Communication Tools

- The Yard will only make use of electronic communication during the COVID-19 lockdown period.
- The Yard will not be sending any books, any paper or any artwork home.

This is to ensure no contaminants are spread to the home and school.

We will continue using the following platforms to share, send and receive information with our parents / guardians of The Yard.

- **d6 Connect app**
This d6 Connect application must be installed by all Parents at The Yard.
The Yard will only use the d6 Connect app for all future communication.
The d6 Connect app will be replacing The Yard's school diary.
- Website www.tyfa.co.za for updates
- Facebook page for information
- Email and SMS / WhatsApp for reminders
- Zoom meeting invite links for all meetings

Public Events

- The Yard will need to cancel all events such as concerts, certificate ceremonies, speech festivals, bus trips and shows.
- We have to cancel all assemblies, line ups and events that create crowded conditions.
- Extramural activities that subscribe to the social distancing protocols may resume.
- YSports and Music can continue
- Computer lessons are suspended for now.
- No swimming is allowed
- Annual photos will only be taken if social distancing protocols can be organised and controlled.

Uniform

- The Yard uniform is to be worn by all staff and children on Tuesdays and Fridays.
- Appropriate civvies can be worn on Mondays, Wednesdays and Thursdays.
- Remember to wear warm clothing, but beanies, jackets and jerseys must be washed daily.
- Please ensure that your clothing is washed and ironed daily.
- Do NOT wear the same clothes more than once unless they have been washed and ironed.
- No scarves or gloves will be permitted at all.
- Change your clothing and accessories as soon as you arrive home.
- Place all items into the wash.
- You should bath or shower before sitting, lying down or doing anything in your home.

Meetings and Appointments

- A register will be kept at the office for all visitors to complete.
- Screening applies to every person entering the school property.
- No parent will be allowed to enter the school premises for any meeting or other business unless an appointment has been made in advance.
- No parent / guardian meetings will be convened until further notice.
- Should it be necessary to meet with individual parents, permission must be sought from the Owner, without exception, before any arrangements can be made.
- Staff meetings will be held, but they will be set up in accordance with required social distancing practices, placing individuals at least 1.5 meters apart.
- Parents / guardians or staff need to avoid travelling across provinces, visits to known COVID-19 "hotspots" and travelling abroad. Parents / guardians or staff that have done so must discuss this information to the owners.

Payments

- Please make use of EFT for all payments.
- Cash payments will be accepted by appointment only.

School Hours

- School Hours: 08:00am to 13:00pm
- Screening Hours: 07:00am to 08:00am and on exiting the school property.
- The school gate will be closed at 13:00 for the end of the school day.
- All children **MUST** be off the school property by 13:30.
- Staff members **MUST** remain on the school property after 13:30; to sanitise, clean and prepare the school for the following school day.

Full Day (Aftercare) Hours

- Full day (Aftercare) will continue for The Yard children.
- Full day (Aftercare) Hours: 13:00 to 17:00
- Screening Hours: On exiting the school property.
- The school gate will be closed at 17:00 for the end of Aftercare.
- All children **MUST** be off the school property by 17:30.
- Staff members will need to remain on the school property after 17:30; to sanitise, clean and prepare the school for the following school day, if required to do so.
- All protocols as set out in this document will apply to the Full Day (Aftercare) children, parents / guardians and staff.

Emergencies

If there is any emergency due to illness, accident or injury, your child will be treated by the staff and must be collected immediately by the parent / guardian.

Adult / Staff bathrooms

- The bathrooms may only be used by staff.
Parents and visitors will be informed of this with signage and communication.
- Paper towels must be used.
- Hands must be washed according to the policy.

Staff breaks

- Staff tea and lunch breaks will be staggered.
- Staff must ensure that all hands are washed properly before and after meals and snacks.
- No food items may be left open.
- Used cutlery and crockery must go directly to the kitchen and must be washed in a suitable solution and left to air-dry.
- Staff will wash their own eating and drinking utensils.
- Staff must pack their own eating and drinking utensils away.
- Do not dry cutlery or crockery with a tea towel or kitchen towel.

Transport to and from The Yard

Parents / Guardians must please make sure of the following when arranging transport for your children to get to and from The Yard.

- Each vehicle must have the required permits for travelling.
- All providers of school transport services must sanitise their facilities at regular intervals. They must also provide adequate sanitisers or other hygiene dispensers for washing of hands as well as disinfection equipment for users of school transport services for the duration of the directions.
- Providers of school transport facilities must put measures in place to adhere to physical distancing to curb the spread of the virus.
- The sanitisers used to sanitise all school transport vehicles must have a minimum of 70% alcohol content.
- All children must be encouraged to sanitise after they enter the vehicle and after getting off the vehicle.
- Operators must ensure that all school transport vehicles are clean and tidy.
- A temperature screening test using an approved device must be conducted on every passenger boarding the vehicle. Any person whose temperature exceeds 37,4 °C must not be permitted to board the vehicle.
- All drivers and passengers must wear a face mask inside and outside of the vehicle.
- A mask must be worn when entering The Yard.
No Mask – No Entry.
- Transport must wait for each child's screening results before leaving The Yard. Children that do not pass the screening test; Parents will be contacted, and the child must be taken home immediately to be isolated and checked.
- No transporters are allowed into the school, beyond the 2 round lights next to the carport.

Extra do's and don'ts

- No toys / fluffy toys may be brought to school.
- School bags are allowed.
All school bags, lunch bags and belongs will be sprayed, on a daily basis.
- Please place any change of clothes and disposable lunches or airtight containers in a clear plastic ziplocked bag. Please clearly label this clear plastic ziplocked bag and all its contents too.
- Drop-off items left at home and lunch / birthday cakes etc... for children will not be allowed.
- The selling of food / sweets at our Tuckshop is suspended for now.
- Staff and children shouldn't wear jewellery on their hands/arms to school.
- Staff and children's nails should be kept short and clean.
- Children's hair must be tied up to prevent them from touching their faces or to wipe hair from their faces

Risk of infection

Sick children and staff must not come to school. Parents and Staff must familiarise themselves with ALL COVID-19 symptoms, as well as atypical symptoms and the call must be made to keep sick children and sick staff at home.

Absence due to illness

In the case of absence due to illness, staff or parents' / guardians' children are required to provide the following to the schoolteacher, manager or owner,

- If a child or staff member is required to remain at home under medical instruction, the parent / guardian or staff member needs to furnish the Owner with a Medical certificate from a registered, contactable Medical Practitioner.
- Immediately inform The Yard of any changes in the child's or staff's health.
- Your child or staff may only return if a medical certificate states a clean bill of health.
- The expected date of your return to school.

Stay at home

If any child or staff is sick or has flu, a cold or Covid-19 symptoms, please stay at home.

- Seek medical advice and isolate.
- Try avoiding contact with people in your home.
- Stay at home until your child is better (at least a week)
- You will not know if it is COVID-19 or just flu or a cold unless your child is tested.
- Isolation, plenty of rest, keeping healthy, following basic hygiene practises, help to keep you well.
- Take Paracetamol to reduce any fever.
- Not eating for a few days is ok but must be monitored and reported to your GP if necessary.
- Take in plenty of fluids.
- Wear your face mask even in your home.
- Use own utensils, wash everything carefully including surfaces.
- If your child develops shortness of breath, access medical care immediately!

Stay at home

For those children and staff at The Yard who have underlying pre-conditions such as.

- Any diagnosed immune-compromising conditions
- Type 1 Diabetes
- Severe Obesity
- Severe asthmatic conditions and respiratory conditions
- Serious heart conditions
- Chronic kidney disease undergoing dialysis
- Liver disease
- Cancer
- HIV / Aids
- TB

and are required to remain at home under medical instruction, the parent / guardian or staff member needs to furnish the Owner with a Medical certificate from a registered, contactable Medical Practitioner.

If any child or staff exhibits symptoms during the school day, they will have to be isolated in the quarantine area until collected and the staff member must go home immediately. Parents / guardians will be contacted immediately to come and collect their child asap, to be isolated and to get medical advice telephonically.

Sick children left at school for longer periods and without arrangement being made will be seen in the serious light of placing other children and staff at risk and will be reported to the health officials.

Tested Positive for COVID-19?

- If a child or staff member is confirmed to be ill with COVID-19, they will be advised to self-quarantine at home for a minimum period of 14 days, and will require to produce a doctor's clearance certificate upon their return to school.
- Where a child or staff member has tested positive for COVID-19 and has recovered, The Yard will only permit the child or staff member to return when.
 - The child, staff member has undergone a medical evaluation confirming that they have been tested negative for COVID-19.
 - Written proof of such medical evaluation and the negative test has been submitted to the Owner.
 - The designated person or Owner ensures that personal hygiene, wearing of masks, social distancing, and cough etiquette is strictly adhered to by the staff member or child and
 - The designated person or Owner closely monitors the staff or children for symptoms on return to school.
- These measures automatically extend to the parents and siblings or other persons in that residence.
- The Yard will make the necessary arrangements for the child and parents as to the manner in which schoolwork will be dealt with during this time, including formal and informal assessment.

The Department of Health, Department of Education and the Department of Social Development has to be notified, should your child or any of our staff be tested positive for COVID-19.

The school will have to close immediately to be sterilized and sanitised urgently, so we can resume school as soon as possible.

Measures when an infection case is confirmed.

The Yard will contact the public hotline 0800 029 999 who will refer us to the relevant contact.

An assessment of the school will be undertaken by the public health officials with relevant staff. Advice on the management of the children and staff will be based on this assessment.

If there is a confirmed case, a risk assessment will be undertaken by the educational establishment with advice from the public health officials. In most cases, closure of the facility or school will be unnecessary. This decision will be facility or school-specific, based on various factors such as establishment size and people mixing.

Stigma and Alerts

- The Yard will do our utmost best to prevent any drama and stigma attached to COVID-19.
- The Yard will use facts and remind the children to be considerate of one another.
- We will encourage adherence to healthy practices.
- We will also explain Coronavirus to the children by means of stories and posters.
- Information pertaining to all children, parents / guardians who are suspected of having or have confirmed, after testing, the coronavirus must be reported to admin@tpa.co.za.
- People Privacy will be maintained.
- Once test results have been received, please inform the Owner in order for us to keep a record of cases in our environment.
- We will have to alert our local health authorities about large increases in child and staff absenteeism due to respiratory illnesses.

- All staff, parents and guardians should alert The Yard and healthcare authorities if someone in their home has been diagnosed with COVID-19 and stay at home.
- The Yard will not medicate any child at school.
- In the event of any emergency closing of the school, the parent / guardian will be notified via email or by telephone.
- The Yard will remain open until all children have been released to a parent / guardian
- A medical certificate will be required indicating the cause of illness and confirmation that the diagnosis is not COVID-19.

Misbehaviour

- Both parents, children and staff have to agree to uphold and obey ALL safety rules and protocols in place for their own safety and safety of others.
- Any child or any person who does not obey our safety protocols and rules and who purposely breaks a rule or plays any sort of prank which could lead to non-adherence to a safety rule, will NOT be permitted to remain at school.
- Any form of bullying or harassment towards a person that is sick, experiencing symptoms of COVID-19 or share any characteristics with people linked to COVID-19 is strictly prohibited.
- Parents will be notified immediately and will have to fetch their child.
- Disciplinary proceedings may be instituted against any child or any person who violates the rules / regulations.

Important

- Ensure all contact details are up to date
- Please be sure to answer your phone at all times, in case of an emergency.
- The d6 Connect app is essential for The Yard parents to use.
All letters, notices, alerts, reminders, homework and reply slips etc... will be accessible on the d6.

Forms

- A compulsory Questionnaire and Agreement Form sent out on Google Forms for The Yard parents / guardians to answer and submit.
- Details regarding the necessary travel permits, and certificates required to return to school, will be sent out separately.
- All persons require a permit and or certificate to access The Yard Preparatory Academy.

Be safe. Prevent the spread. Flatten the curve.

Drafted by Rhonda de Chermont
Owner
24 June 2020

The Yard's document contains the standard operating procedures and guidelines for an Early Childhood Development programme and/or partial care facility, which were developed by the Department of Social Development in collaboration with the Department of Basic Education, UNICEF and inputs from participating civil society organisations ie: eduXSA, to prepare towards the re-opening and to provide for measures to address, prevent and combat the spread of COVID-19.

If deemed necessary, The Yard's document will be amended to provide updated information and guidance.

Resources and References

- Department of Social Development Standard Operating Procedures
<https://toolsforschool.net/wp-content/uploads/2020/06/SOP-and-Guidelines-ECD-Reopening-Protocols-JUNE-2020.pdf>

Parents Checklist - Parents are not required to submit the checklist.

<https://toolsforschool.net/wp-content/uploads/2020/06/SOP-Parents-Checklist-June-2020.pdf>

Circular and Self-Assessment – dated 21 June. Completed and submitted by The Yard Preparatory Academy on Friday 26 June.

<https://toolsforschool.net/wp-content/uploads/2020/06/SOP-DSD-Circular-on-the-planning-for-the-reopening-of-ECD-programmes-and-or-partial-care-facilities-that-provide-an-After-school-service-21-June-2020.pdf>

- Department of Basic Education Supplementary Standard Operating Procedures and Guidelines for Grade R and pre-Grade R
<http://section27.org.za/wp-content/uploads/2020/05/dbe-standard-operating-procedure-for-covid-19.pdf>
<http://sachildcare.net/wp-content/uploads/2020/06/SOP-Independent-schools-and-Early-Childhood-Development..pdf>
- DSD Workstreams
- Regulations in terms of section 27(2) of the Disaster Management Act, 2002, published by Government Notice No R.480 of 29 April 2020 (Government Gazette No 43364), or amended thereof.
https://www.gov.za/sites/default/files/gcis_document/202006/43465gen343.pdf
- Directions on Health and Safety Measures in the Workplace by the Minister of Employment and Labour in terms of regulation 4(10) of the Regulations R480 of 29 April 2020 issued by the Minister of Cooperative Governance and Traditional Affairs in terms of section 27(2) of the Disaster Management Act, 2002 (Act No. 57 of 2002) by Government Notice No. R. 639 of 4 June 2020 (Government Gazette No. 43400), or any subsequent Directions that may be issued.
<https://toolsforschool.net/wp-content/uploads/2020/06/SOP-Directions-issued-by-the-Minister-of-Employment-and-Labour-consolidated.pdf>
- Department of Health Guidelines for symptom monitoring and management of essential workers for COVID-19 related infection, issued by the Department of Health in April 2020.
https://cdn.ymaws.com/www.saioh.co.za/resource/resmgr/docs/2020/9_2020_v4_14_4_2020_guidance.pdf
- THE NATIONAL INSTITUTE FOR COMMUNICABLE DISEASES (NICD)
Wearing a cloth mask
<https://www.nicd.ac.za/diseases-a-z-index/covid-19/advice-for-the-public/covid-19-frequently-asked-questions-masks/>