



Est. 1910

22 January 2021 - (**original dated 25 May 2020**)

GIBSON HOUSE COVID-19 policy document

PREAMBLE

This policy document is effective immediately, dated above. However, one must bear in mind that due to the nature of the pandemic, guidelines and regulations cascaded from statutory bodies will change in the future. Thus, this document will apply until further amendments are deemed necessary by the School COVID committee and Gibson House COVID committee.

FRAME OF REFERENCE

Gibson House must apply all the rules and regulations concerning COVID-19 applicable to school hostels as stipulated under Glenwood High School COVID-19.

Extra caution should be taken with regard to social distancing and hygiene practices in particular, as the hostel environment has a number of learners and employees living in an intimate setting.

Where this policy document applies to “*everyone*” – *everyone will* mean: learners, residents (including families), non-resident staff, support staff and any third party: parents, visitors, contractors and vendors.

Where this policy refers to “*premises*” - premises will mean all buildings and facilities within the boundary walls of Gibson House.

Where this policy refers to “*security*” – security will mean Vulindlela Security.

The following documents have been used in drafting this policy document:

- **Department of Basic Education Document:** Guideline for schools on maintaining hygiene during the Covid-19 pandemic – 8 May 2020
- **National Department of Education:** Standard operating procedure for the prevention, containment and management of Covid-19 in schools & school communities.
- **National Department of Education:** Coronavirus orientation for schools

1. Access control for parents, visitors, vendors and contractors (third parties)

- 1.1.1 Screening questions and temperature readings occur every time access is gained, not once a day; this will be done by our trained security staff.
- 1.1.2 Entry by third parties is prohibited unless it is essential.
- 1.1.3 Essential access is at the discretion of the Gibson House Superintendent only.
- 1.1.4 Application to enter premises must be sent in writing to gibson@glenwoodhighschool.co.za within 24 hours of requested visit.
- 1.1.5 Access authorized will then be noted and recorded on an appointment register and issued to security staff. The details will be displayed for verification purposes.
- 1.1.6 When access is authorized, masks are worn at all times.
- 1.1.7 Hands will be sanitized by security, staff and people entering will be required to sign the appointment / visitor register.
- 1.1.8 They will then report immediately to reception.
- 1.1.9 If a third party does not satisfy the screening procedure, they will **not** be allowed to enter the premises.
- 1.1.10 Within the premises social distancing of 1.5m is required at all times.
- 1.1.11 In the event that a parent or other visitors are allowed to visit his or her son, the visit must take place outside the premises.
- 1.1.12 There will be regular communication with third parties via newsletters, telephone, bulk SMS messages, emails, etc. to minimise meetings with learners and staff.
- 1.1.13 The delivery of fast-food is only permitted from 09h00 to 17h00 and access is not permitted by delivery person. Food must be collected outside the premises and security will sanitize everyone who collects food.

2. Access control for support staff

- 2.1.1 All support staff may only enter the premises at 07h30 daily and no earlier; security staff will screen employees.
- 2.1.2 Support staff will be required to have their hands sanitized and to wear masks upon entering.
- 2.1.3 Support staff may then proceed to their work stations.
- 2.1.4 Support staff may not leave the premises unless authorized by any member of the Gibson COVID-19 Committee.

3. Access control for residents (and families) and non-resident staff (residents)

- 3.1.1 Residents are to enter the premises with their masks on.
- 3.1.2 Residents must stop their vehicles at the main gate for screening and their hands sanitized by security before driving in.
- 3.1.3 Residents entering the premises by vehicle through the service gate must report immediately to the reception for screening.
- 3.1.4 Residents must be screened whenever they enter the premises.
- 3.1.5 Exit from the premises is limited to essential trips only, such as the travel to and from work, to seek medical care, buy food, medicine or other supplies or collect a social grant.
- 3.1.6 Residents who walk up to school will be screened outside Mr. Yunnie's office from 07h00 daily.

4. Access control for learners

- 4.1.1 Access control of learners is of paramount importance.
- 4.1.2 No exeats are allowed under any circumstances, unless permission is granted by the Superintendent in writing.
- 4.1.3 No week day Davenport shopping centre trips will be allowed.
- 4.1.4 No weekend mall trips or visit to friends' houses will be allowed.
- 4.1.5 Only parents and approved parent contacts may collect learners and follow the procedure set out in 1.1.4.
- 4.1.6 Parents and authorized family may **not** collect their sons during the week – unless they are removing learners from the premises.
- 4.1.7 Learner exeats are allowed only on weekends; boys are collected outside the premises by parents – no waiting in the foyer or reception. Parents must phone when they arrive. (Friday 3pm to Sunday 5pm).
- 4.1.8 Essential items needed for learners will either be delivered or purchased on the weekends by a master on duty.
- 4.1.9 No more than two (2) learners per vehicle is allowed and no more than four (4) learners allowed in the H1.
- 4.1.10 Masters will sign boys out at reception if they take boys to the shops.
- 4.1.11 The normal screening process must be followed as prescribed in 3.1.4.

5. Personal Protective Equipment (PPE)

- 5.1.1 Everyone is to wear masks at all times when in Gibson House except when they are alone in their rooms or residence, eating, sleeping and showering.
- 5.1.2 Before the mask is touched, hands must be sanitized.
- 5.1.3 Hands must be washed for 20 seconds after the removing, washing or discarding of the mask.
- 5.1.4 If a reusable mask is being used, it must be washed with warm soapy water and allowed to dry reuse.

6. Personal Hygiene & Safety protocols

- 6.1.1 Hand sanitizers will be available in the dining halls, prep rooms and common areas.
- 6.1.2 Regular hand washing is encouraged. Soap dispensers are available as is warm running water.
- 6.1.3 There will be foot pump sanitizer stations at the entry of Gibson House and outside Mr. Yunnies's office.
- 6.1.4 The gym facility is prohibited.
- 6.1.5 The use of the putt-putt facility and the large chess board pieces is prohibited.
- 6.1.6 Boys can braai but no more than 5 at a time and social distancing of 1.5m should apply.
- 6.1.7 Learners may use the games room but only to watch TV and must practise physical distancing measure (1.5m) at all times.

7. Cleaning Schedules and facilities

- 7.1.1 Chemical spray bottles or hand sanitizer units will be placed in each bathroom for boys to spray toilets and sinks before and after use.
- 7.1.2 All facilities will be sanitised regularly by support staff.
- 7.1.3 Cleaning staff will regularly disinfect and sanitize surfaces in all areas: hostel rooms, doors, walls, bathrooms, passages, dining halls, kitchens and study rooms.
- 7.1.4 The House will be fogged or "misted" by a fine chemical spray detergent once a day in common areas used by everyone.
- 7.1.5 Striped paint markings will be visible on the areas near dining halls and other common areas for everyone to maintain physical distancing.

8. Medical Protocol Learners - “who present ill”

- 8.1.1 The ill learner will be detected at screening in the morning at 06h30.
- 8.1.2 Learners’ parents will be contacted immediately
- 8.1.3 Learners who are mobile will be accompanied by masters on duty to the quarantine room.
- 8.1.4 Physical distancing of 1.5m is maintained at all times.
- 8.1.5 Further medical examinations will take place in the quarantine room in the BE, the school appointed medical officer will be summoned to investigate.

9. Medical Procedure Protocol - Learners – “WHO CANNOT MOVE”

- 9.1.1 Parents are to be contacted immediately.
- 9.1.2 Emergency medical response will then be contacted: ER24 on 082 943 1838 / 084 124 / Netcare911 on 082 781 8451 / 082 911.
- 9.1.3 Ambulance services will then be informed that there is an emergency at Gibson House that could potentially be Covid-19 related AND to use the main gate at 215 Esther Roberts Road; and report to reception.

10. Quarantine room

- 10.1.1 A room has been identified and sanitized where learners will be placed should they present ill or fail the screening process.
- 10.1.2 The quarantine room is not the sick bay, the sick bay is a separate facility and will be run as such.
- 10.1.3 No person may go the quarantine room unattended.
- 10.1.4 Once a learner or staff member is in the quarantine room, they will be attended to by a medical officer.

11. Screening of Learners

11.1.1 Learners who are at home and who are presenting symptoms must stay at home.

11.1.2 Learners who have existing health conditions must obtain medical clearance before they return to Gibson House.

11.1.3 Two types of screening questions will take place.

11.1.4 The daily screening for entry to and from the premises, learners going to school and staff going to work.

11.1.5 The “high risk screening” for everyone that has travelled recently, either out the city or away from the premises for longer than 24 hours, for example, boys returning from weekend parent exeats.

11.1.6 Both “daily” and “high risk screening” will be accompanied by a temperature check taken by a non-contact infra-red thermometer.

11.1.7 If the temperature is above 38 degrees, the person will be flagged and taken to the quarantine room where they will be attended to by a medical officer.

11.1.8 Daily screening - the following questions will be asked:

- Record Temperature.
- Do you have any of the following: cough, sore throat, shortness of breath, body ache?
- Can you taste and smell food normally?
- Is anyone in your household ill or displaying the above symptoms?

11.1.9 High Risk screening: the person will be asked if, in the past 14 days, they have:

- Travelled outside of South Africa to a country with COVID-19 cases or worked anywhere where there are a lot of international travelers?
- Travelled within South African to an area with local transmissions: Gauteng, Western Cape, Free State and, KwaZulu Natal and Eastern Cape?
- Had one close contact with someone who is suspected to have COVID-19 or has been diagnosed positive with COVID-19?
- Attended/visited/worked at a health care facility that has treated patients with COVID-19?

12. Daily Procedure:

- 12.1.1 Learners must shower and be ready in their dorms by 06h30 for roll call screening.
- 12.1.2 Screening and breakfast is compulsory for every boy, no one will be allowed to stay in their dorms.
- 12.1.3 Two masters will attend a dorm (at a later stage prefect to assist), one taking temperature and the other recording screening questions.
- 12.1.4 Once screening and roll call are done in the dorm, learners will immediately make their way down to the dining hall for breakfast.
- 12.1.5 Learners flagged at this point will be moved to the quarantine area.
- 12.1.6 Two masters will be in the dining hall, ensuring learners sanitize their hands and maintain physical distance as indicated by markings on the floor and seating arrangements.
- 12.1.7 Learners and staff must have their masks on at all times, as will staff.
- 12.1.8 Boys will line up inside and outside the dining hall, where there are paint markings to provide guidance for physical distancing.
- 12.1.9 There will be no more than 4 boys to a large table and they will sit at the same place for every meal.
 - 12.1.9.1 Once boys finish eating, they must scrap their plates as normal and remember to practice physical distancing.
 - 12.1.9.2 Boys can return to their dorms to brush their teeth and must vacate the BE by 07h20 as per the normal standards at Gibson House.
 - 12.1.9.3 All masters on duty must be present during all 3 daily meals to ensure safe practices are adhered to in the dining hall.
 - 12.1.9.4 After school, learners will be encouraged to leave the house to exercise alone.
 - 12.1.9.5 The compromise is that some learners may want to study; studying will take place in the grade 11 prep room next to Mr Yunnie's office.
 - 12.1.9.6 The boys have been locked down for a long time and getting out onto the field and exercising alone, will be good for them.
 - 12.1.9.7 There are no ball sports, throwing balls at each other, exercising together or anything similar; strict social and physical distancing must be adhered to at all times.
 - 12.1.9.8 Of the 4 masters on duty, 3 can oversee Boarders up at school as day scholars are not allowed to loiter after school.
 - 12.1.9.9 One (1) boarder master can oversee any studying at the BE.

- 12.1.9.10 Boys must be showered and dressed by 17:45 and ready for dinner at 18:00.
- 12.1.9.11 Punishment will continue as normal.
- 12.1.9.12 Prep will continue as normal with masters present in the prep room ensuring studying and physical distancing.
- 12.1.9.13 Roll call after prep will again be in the learner's dorms where screening will take place to check on the well-being of the learners

13. Physical Distancing Measuring

- 13.1.1 Boys are not allowed to visit other boarders' rooms.
- 13.1.2 Learners and teachers must observe physical distancing of 1.5 metres where possible, including between their beds.
- 13.1.3 Dining should be conducted under supervision to ensure that the recommended physical distancing is observed.

14. Personal Care and Ablutions

- 14.1.1 Learners must shower daily with warm water and soap and wear shoes to Bathrooms.
- 14.1.2 No sharing of beds, utensils inclusive of plates, cups, squeeze bottles, etc. is allowed.
- 14.1.3 Learners must shower in time for screening in the morning (06h30)
- 14.1.4 No sleeping in by prefects or matrices is allowed.
- 14.1.5 No queuing at showers is allowed.
- 14.1.6 Learners must call out when are done so another learner may enter the shower.
- 14.1.7 Bath towels and toiletries are not to be shared.

15. Managing staff and learners with co-morbidities

- 15.1.1 Staff and learners with existing health conditions must provide medical clearance / doctors certificate stating they are fit to assume duty or unfit to work / study.
- 15.1.2 Staff and learners with co-morbidities must provide medical clearance stating / doctors certificate they are fit to assume duty or unfit to work / study.
- 15.1.3 The Gibson Covid-19 committee will deal with each case on its merits in conjunction with the principal.

16. Co-curricular Activities

- 16.1.1 No formal organized inter-school sport, extra murals and practices are to take place.
- 16.1.2 Tours and visits are suspended indefinitely.
- 16.1.3 Every effort will be made to make safe supervised physical activity or exercise available for the learners.

17. Fake News and Stigma Prevention

- 17.1.1 No learner or staff may spread fake news on the Covid-19 virus.
- 17.1.2 No learner or staff may pretend to be sick or pretend to cough or sneeze as a joke to spread the virus.
- 17.1.3 This is in contravention of the State of Disaster Regulations and action will be taken against those found guilty of this offence.

18. Covid Committee

- 18.1.1 Chairman: Mr. Ingram (072 632 6931) gibson@glenwoodhighschool.co.za
- 18.1.2 Staff Liaison and training: Mr. Yunnie
- 18.1.3 Policies and Compliance: Mr. Kellerman
- 18.1.4 Learner support and mentorship: Mr. Ngcongco