



DIOCESAN COLLEGE (“THE SCHOOL”)
COVID-19 RISK ASSESSMENT PLAN

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RISK ASSESSMENT PLAN

A. INTRODUCTION

This Risk Assessment Plan must be read together with the School's COVID-19 Management Policy. The Plan includes protocols to be followed at the boarding houses and in respect of access to the School. This Plan may be amended from time to time depending on, *inter alia*, the outcome of further risk assessment processes, the identification of further as yet unknown risks, improvements in methods to mitigate existing risks, the nature and extent of any further regulations issued by the government and any other factor that may influence how the school deals with preventing the spread and minimising the impact of COVID-19 in the School.

1. REOPENING OF THE SCHOOL

The School will reopen, and staff and pupils will return in stages depending on dates and criteria set out by the Department of Education and stipulated below:

Date	The School Department/Contractor	Start Time
11 May 2020 – Monday	Key Administration staff	08h30
11 May 2020 – Monday	Turfworks	08h00
18 May 2020 – Monday	Cleaning staff (including Bidvest) Rest of Administration staff Grounds and Maintenance staff Naumann Construction	07h00 08h30 08h30 08h30
25 May 2020 – Monday	Dormitory staff	Variable times
29 May 2020 – Friday	Academic staff – including Chaplain, BSU, management	
01 June 2020 – Monday	Pupils – Grade 7 and 12 (including boarders)	Variable times
Other phased dates as determined by the school	Pupils – other Grades	Variable times
Still to be determined	Other contractors including Origin	Variable times

2. COVID-19 COMPLIANCE OFFICER

The COVID-19 Compliance Officer shall be Sean King (Business Manager). He will be responsible for addressing staff/pupil/parents concerns and keeping staff/pupils/parents informed of any important developments.

3. COMMUNICATION

3.1. A copy of the directive from the Department of Employment and Labour, the School's COVID-19 Management Policy for Return to School and this Risk Assessment Plan has been communicated to all Staff/Pupils/Parents/Contractors electronically. Where possible, these documents will be displayed on various notice boards and in other key areas. In addition, the Compliance Officer will give a brief overview of all salient points when required.

- 3.2. The School's COVID-19 Management Policy contains information on the dangers of COVID-19, the method of transmission and measures to avoid transmission. More details on measures to avoid transmission are contained in this Risk Assessment Plan.

4. **TIMETABLE FOR THE PHASED RETURN-TO-SCHOOL**

- 4.1. Staff/pupils shall teach/learn from home where reasonably practicable and in instances where this may be required depending on the circumstances. Staff who are 60 years and older are addressed under paragraph 6 below. Once pupils return to the School, staff will work from a teaching venue where they shall be required to maintain social distancing.
- 4.2. Some administrative staff shall work from home as far as reasonably practicable in the circumstances. They will return on a phased basis as and when required by management.
- 4.3. Cleaning Staff will return to work for training on the COVID-19 cleaning regime. Once complete, all designated school venues will be cleaned according to these guidelines.
- 4.4. Ground staff and contractors will return to work on a needs basis to maintain the School's property and to assist in the cleaning of venues. These staff will also be trained on the COVID-19 cleaning regime.
- 4.5. Pupils will return to the School under the guidance of the Department of Education which will communicate this to all parties accordingly. The School will be guided by ISASA for further returns of all grades to the School.
- 4.6. Dormitory staff and House Mothers will return to their respective boarding houses in time to prepare for the return of boarders. They will be trained in the COVID-19 cleaning regime.
- 4.7. All staff and contractors are required to exercise all the measures set out herein.

5. **STEPS TAKEN TO ENSURE THAT THE SCHOOL IS COVID-19 READY**

- 5.1. The School venues have been thoroughly sanitised and cleaned.
- 5.2. Cloth masks (2 per person) have been procured for all staff/pupils if required.
- 5.3. There are satisfactory facilities for washing hands and sanitising.
- 5.4. There are satisfactory arrangements for the cleaning of shared services and facilities.
- 5.5. Screens will be fitted on the reception counters and in all other high traffic areas requiring screen barriers.
- 5.6. There is adequate ventilation.
- 5.7. There are satisfactory arrangements for social distancing.
- 5.8. The measures set out herein satisfactorily cater for all identified risks.

- 5.9. Staff/pupils have been educated on COVID-19 and of the measures set out herein.
- 5.10. The Compliance Officer has nominated the Risk Manager to perform a daily risk and hazard assessment.
- 5.11. The Risk Manager shall provide a copy of all documented information on a weekly basis to the COVID-19 Committee.

6. **STAFF WHO ARE 60 YEARS OR OLDER AND STAFF/PUPILS WITH COMORBIDITIES WHO WILL BE REQUIRED TO STAY/WORK FROM HOME**

- 6.1. Staff who are 60 years or older have been identified and will not be permitted access to the School unless they have agreed otherwise by signing the Employee Daily Declaration Form. A list of these staff members has been compiled and is attached.
- 6.2. In the context of this Risk Assessment Plan, where COVID-19 is regarded as the “primary condition”, the staff/pupil that have any comorbidities (hypertension, diabetes, cardiovascular disease and respiratory system disease) which place them at a higher risk, have been disclosed on Employee/Parent Daily Declaration Form. This disclosure will be treated confidentially.
- 6.3. Satisfactory and to the extent special measures have and will be implemented to address the additional risk to these staff/pupils in the event of them attending the school.
- 6.4. In the event of any additional risk arising for any staff member, arrangements will be made for that person to continue working from home as far as reasonably practicable in the circumstances.

B. RISKS ADDRESSED

1. **STAFF/PUPILS/CONTRACTORS CONTRACTING COVID-19 OUTSIDE THE SCHOOL**

- 1.1. **Risk:** Staff/pupil contracting COVID-19 anywhere outside of the School.
- 1.2. **Measures:** Staff/pupils have been educated on taking appropriate measures to avoid contracting COVID-19 outside the School, including the following:
 - 1.2.1. Observing social distancing – staying at least 1.5m away from others;
 - 1.2.2. Limiting unnecessary movement outside of home apart from procuring essentials;
 - 1.2.3. Practising good hygiene by regularly washing hands and/or utilizing hand sanitiser;
 - 1.2.4. Wearing an appropriate cloth mask when outside of the home;
 - 1.2.5. Maintaining, as far as reasonably practicable, a strong immune system; and
 - 1.2.6. Seeking appropriate medical care where necessary.

2. **TRANSPORT**

2.1. **Risk:** Staff/Pupils/Contractors contract COVID-19 whilst utilizing transport to get to school.

2.2. **Measures:**

2.2.1. Most Staff/Pupils/Contractors enjoy the benefit of private transport and the risk of contracting COVID-19 is accordingly minimal.

2.2.2. Staff/Pupils/Contractors who utilize public/shared transport and are required to come to the School should, as far as possible, utilize transport which is hygienic and allows them to maintain some social distancing. In addition, whilst utilizing public transport, Staff/Pupils/Contractors must ensure that they wear a cloth mask at all times and sanitise their hands immediately before and after utilising public transport.

2.2.3. Any staff member who uses shared or public transport will be provided with a personal hand sanitiser and will be required to utilise it daily when entering and exiting the vehicle.

2.2.4. As an additional measure, users of public/shared transport are encouraged to wear a dust coat on the journey to and from work. This coat should be hung away from all other clothes at the workplace and at home for complete airing.

2.2.5. Awareness material may be made available online and at predetermined venues for all Staff/Pupils/Contractors regarding safety measures that are to be followed when making use of public transport.

3. **SANITARY AND SOCIAL DISTANCING MEASURES AND FACILITIES AT THE ENTRANCE AND EXIT TO THE SCHOOL INCLUDING SCREENING FACILITIES AND SYSTEMS**

3.1. **Risk:** Staff/Pupils/Contractors or service providers/visitors may enter the School having contracted COVID-19 and do not adhere to the COVID-19 prescribed practices.

3.2. **Measures:**

3.2.1. All individuals entering the School will be screened to determine whether any of the symptoms of COVID-19 are present. These include the following: fever; cough; sore throat; redness of eyes; shortness of breath and/or difficulty breathing; body aches; loss of smell; loss of taste; nausea; vomiting; diarrhoea; fatigue; weakness or tiredness.

3.2.2. All individuals will be required to disclose whether they are experiencing any of the symptoms of COVID-19 or have been in contact with anyone experiencing these symptoms.

3.2.3. A temperature check will be performed on every individual seeking access to the School.

- 3.2.4. Meetings will be kept to a minimum with the preferred method of consultation being by way of video and teleconferencing.
- 3.2.5. School paperwork etc. shall be kept to a minimum where practicable. When the younger grades are brought back to the School, strict hand sanitising protocols will be taught and encouraged together with monitoring of mask usage throughout the day.
- 3.2.6. Due to the unavoidable use of paper in the administration block, very strict protocols with regard to hand sanitising and wearing of masks will be implemented.
- 3.2.7. The foot traffic through all the School venues including administration offices will be strictly controlled via the implementation of social distancing and the wearing of face masks.
- 3.2.8. Notwithstanding the above, individuals will be encouraged not to congregate anywhere on the School premises.
- 3.2.9. Posters promoting personal hygiene and COVID-19 preventative measures will be displayed throughout the school premises and at strategic places within the School.
- 3.2.10. Where possible, all doors will remain open so as to avoid individuals having to touch the door handles.
- 3.2.11. Any individuals entering any venue shall be required to utilise the hand sanitiser placed at the entrance for that purpose.
- 3.2.12. Individuals will not be permitted access unless they are wearing an appropriate face mask or screen.
- 3.2.13. Screens to be fitted to all reception desks and high traffic areas as a physical barrier to protect Staff/Pupils, service providers and anyone carrying out reception duties.
- 3.2.14. Awareness material may be made available online and at predetermined venues for all Staff/Pupils/Contractors regarding the procedures to be followed on arrival at the School's front entrance.

4. **SOCIAL DISTANCING OF STAFF/PUPILS/CONTRACTORS WITHIN THE SCHOOL**

- 4.1. **Risk:** Staff/Pupils/Contractors are unable to maintain social distancing at the School.
- 4.2. **Measures:**
 - 4.2.1. Staff/Pupils/Contractors will work no less than 1.5 metres from each other.
 - 4.2.2. Most administrative staff have their own offices and will be able to maintain social distancing whilst at their workstations. Those that share an office will

work no less than 1.5 metres from each other and will exercise all the measures set out herein.

- 4.2.3. Support staff and contractors will be allocated specific areas following low ratio/area protocols.
- 4.2.4. Staff/Pupils/Contractors will take turns in using common areas such as the kitchen, copying rooms, bathrooms, etc. and keep such use to a minimum.
- 4.2.5. Classes will be taught in venues which permit for social distancing.
- 4.2.6. Awareness material may be made available online and at predetermined venues for all Staff/Pupils/Contractors regarding social distancing.

5. **VENTILATION GENERAL**

5.1. **Risk:** Inadequate ventilation throughout all school venues.

5.2. **Measures:**

- 5.2.1. There is adequate ventilation both through natural means (windows and doors) and mechanical means (air-conditioners/fans).
- 5.2.2. Staff/Pupils/Contractors must ensure that windows are opened, or air-conditioners/fans are on so that there is adequate ventilation.
- 5.2.3. The air-conditioners/fans are maintained by competent and skilled individuals.
- 5.2.4. Awareness material may be made available online and at predetermined venues for all Staff/Pupils/Contractors regarding the importance of sufficient ventilation.

6. **GENERAL HYGIENE IN RELATION TO THE WORK AREA OF STAFF/PUPILS/CONTRACTORS AND COMMON AREAS**

6.1. **Risk:** High standards of hygiene are not maintained.

6.2. **Measures:**

- 6.2.1. The office/teaching venues will be sanitised and cleaned. This will take place on a regular basis.
- 6.2.2. Staff /Pupils/Contractors will be required to wash and/or sanitise their hands upon entering venues regularly throughout the day and after each interaction.
- 6.2.3. Paper towels are provided in the bathrooms.
- 6.2.4. Staff/Pupils/Contractors will be provided with sanitiser to regularly wipe down and clean their workstations including their keyboards and telephones/mobile devices.

- 6.2.5. Staff/Pupils/Contractors shall sanitise before using common areas such as the kitchen, copying rooms and bathrooms.
- 6.2.6. The driver shall be provided with hand sanitiser to utilise while outside of the office.
- 6.2.7. Staff/Pupils/Contractors shall wipe down touch points and clean common areas after use with the sanitiser provided.
- 6.2.8. Surfaces that Staff/Pupils/Contractors and members of the public come into contact with will be routinely cleaned and sanitized.
- 6.2.9. The bathrooms will be disinfected and are cleaned regularly by COVID-19 compliant cleaners.
- 6.2.10. Awareness material may be made available online and at predetermined venues for all Staff/Pupils/Contractors regarding hygiene in the work area.
- 6.2.11. Pupils will be allowed to wear civvies or their school uniform. This is to accommodate the daily washing of clothes.

7. **STAFF/PUPILS/CONTRACTORS WHO FAIL ON ANY ITEM OF THE DAILY SCREENING PROCESS OR DEVELOP SYMPTOMS DURING THE DAY**

7.1. **Risk:** The School community may be exposed to the COVID-19 virus.

7.2. **Measures:**

7.2.1. If a Staff member/Pupil/Contractor is already at the School, then:

- 7.2.1.1. he/she will immediately be isolated in the Gray Chapel if screening took place in the Memorial Chapel;
- 7.2.1.2. he/she will immediately be isolated in the Hockey Change Room in Woodlands if screening took place in Woodlands;
- 7.2.1.3. he/she will immediately be isolated in Rossall Pavilion if screening took place at the Prep;
- 7.2.1.4. boarders will be isolated in a room assigned in each boarding house until parents are able to fetch them;
- 7.2.1.5. he/she will transport him/herself home if in own vehicle to be self-isolated or for medical testing;
- 7.2.1.6. he/she will be transported in a manner that does not compromise other staff members if they arrived via public transport. An Uber will be arranged for such persons;
- 7.2.1.7. all potential touchpoints linked to such a person will be sanitised.

- 7.2.2. If a Staff member/Pupil has woken up feeling ill and is displaying one of the screening symptoms, then:
- 7.2.2.1. the person will be requested to remain at home for 24 hours and confirm their status the following morning;
 - 7.2.2.2. the Staff member's superior or teacher will be in contact with the person concerned the next day to advise them on the next step;
 - 7.2.2.3. The Staff member/Pupil/Contractor may return to work 24 hours after failing the daily screening process, provided no symptoms are present.

C. STAFF/PUPILS/CONTRACTORS WHO HAVE CONTRACTED COVID-19

1. Where a staff member or pupil tests positive for COVID-19, the School will, as far as practically possible:
 - 1.1. establish, from the infected person, the date 2 days prior to when the symptoms first appeared;
 - 1.2. trace all persons at the School that the infected person was in contact with, within a 1.5m range for 15 minutes or longer (use made of the Desk Occupancy Record and interviews); and
 - 1.3. request all those at risk of being infected to go into self-quarantine for a period of 14 days.
2. The Staff member's/Pupil's/Contractor's work area will be disinfected.
3. The Department of Health and the Department of Employment and Labour will be informed, and administrative support will be given to any contact-tracing measures implemented by the Department of Health.
4. The School Compliance Officer will review the current control with the Risk Compliance Framework in an attempt to identify processes that could be improved or adjusted.
5. Boarders who are unable to return home will be hospitalised if there are complications or isolated in the School Sanatorium isolation area. The pupil will remain here for 14 days after start of symptoms. No re-testing is required at the end of this period.
6. The necessary measures relating to sick leave, compensation for occupational injuries and diseases, TERS or UIF, will be available to the School staff.
7. Discrimination of any Staff member/Pupil/Contractor who tests positive for COVID-19 will not be tolerated.
8. The Staff member/Pupil/Contractor may return to school 14 days after symptoms start, and more serious cases 14 days after recovery, provided they have been tested as COVID-19 negative.

D. CLOTH MASKS

1. All Staff/Pupils/Contractors will be issued with 2 cloth masks which meet the required standards, and which must be worn while at work and while commuting to and from the School.
2. Staff/Pupils/Contractors are responsible for the daily washing and drying of their cloth masks.
3. Staff/Pupils/Contractors must fit their masks correctly covering their nose and mouth and are required to clean their hands before and after removing their masks. Daily washing of masks is required by everyone and no sharing of masks will be permitted.
4. Awareness material may be made available online and at predetermined venues for all Staff/Pupils/Contractors regarding the proper use and care of masks.

E. PRECAUTIONARY MEASURES – GENERAL

Staff/Pupil/Contractors must take the following precautionary measures:

1. Regularly wash their hands vigorously with soap and warm water for at least 20 seconds at a time. If soap and water are not available, Staff/Pupils/Contractors are required to use an alcohol-based hand sanitiser with an alcohol content of at least 70% or use a sanitiser in conjunction with washing hands.
2. Avoid touching the eyes, nose, and mouth with unwashed hands.
3. Avoid close contact with people who are sick.
4. No hand shaking will be permitted.
5. Avoid physical contact with colleagues, parents, suppliers, contractors, etc.
6. If not feeling well, it is prudent to stay at home and keep a safe distance from others.
7. Cover all coughs and sneezes with either a flexed elbow or a tissue and throw the tissue in the bin.
8. Clean and disinfect frequently touched objects and surfaces.
9. Avoid unnecessary face-to-face interaction, physical consultations and communication where possible.
10. Avoid unnecessary travel.
11. As far as possible avoid unnecessary gatherings. Where gatherings are essential, consider the number of people which will allow prescribed social distancing.
12. Make use of personal protective equipment at all times.

BOARDING HOUSE PROTOCOLS

Hygiene and control in Boarding Houses

Weekly boarding will be available at the School for those boys whose grades are back in the classroom. In addition, we will offer it to those boys whose home circumstances are not conducive to online learning (for instance; over-crowding or poor network connection or concerns about nutrition). This is done on the understanding that healthy teenagers are at very low risk in terms of a serious reaction to the Covid-19 virus. Individual families will need to consider the risk to the family and decide whether their son should return to boarding. We need to emphasize that it is safer for the family, in most instances, for a boy to remain at home and not board.

Boys with serious underlying health conditions which put them at particular risk may not return to boarding (e.g. diabetes, asthma) at the present time.

Boys may come back to boarding on the understanding that they will respect the need for controls to limit the spread of the virus. A boy not showing this respect will be sent home. Parents are asked to emphasize this with their son. Ill-discipline in this regard will put the House staff and other boys at particular risk and will be dealt with severely.

The protocols to be observed include:

1. Flu vaccination

- 1.1. All boys must have a 'flu-jab' before returning (Doctor's orders).
- 1.2. This can be done at various pharmacies and proof sent to the House Director. In addition, in the week prior to the School opening for a particular grade we will make time for vaccination (if vaccines are available) at the San.

2. Clothes

- 2.1. Boys must return to boarding with sufficient clothes to wear fresh clothes every day. Civvies may be worn.
- 2.2. Shirts must have collars to enable a sticker to be placed each day after screening.
- 2.3. A clothes bag or bin with a lid will be needed to contain dirty clothes.
- 2.4. On entering the House after being at home boarders will shower and put on fresh clothes.
- 2.5. Clothes that have been worn will be put into a washing bag or a bin with a lid and not used or touched again until washed.

3. Masks

- 4.1. Boys will be given 2 masks by the School.

- 4.2. Each night a boy will have to hand wash his mask with soap. This will be checked at lights-out by the teacher/intern on duty.
- 4.3. A clean mask must be put on each day. (Boys may bring extra cloth masks in order to have a clean one for each day if they so wish.)
- 4.4. Masks must be worn at all times, except when a boy is in his study or cubicle, is in the shower, or is eating or drinking.

5. Sanitizers

- 5.1. Although sanitizing the surroundings is the responsibility of the School and strict daily protocols and regimes will be set up, boarders are encouraged to return with an appropriate spray and soft cloth to keep the surfaces in their studies/cubicles sanitized.
- 5.2. Although hand sanitizers will be present and used throughout the school day, boarders are encouraged to bring their own for additional use in the House. However, hand washing with soap will be encouraged as a more thorough means of cleansing.
- 5.3. On entering the House at any time boys will have to sanitize their hands with a solution provided.

6. Screening

- 6.1. Boys must be screened at home before returning. No parent must bring their son to school if he is not well. He can do online learning at home. In addition, if a member of the family has 'flu-like symptoms the boy should remain at home.
- 6.2. Boys will be screened on returning to school by having his temperature taken and a series of prescribed questions answered. Boys will be sent home should they not 'pass' the screen.
- 6.3. All boarders will be screened before breakfast every day. A boy who 'fails' the screen will be isolated and sent home.

7. Return times for boarders

- 7.1. Boys may only return to boarding on Sunday between 17h00 and 19h00 and must be screened at the entrance to their Boarding House as arranged by House staff, before entering any other area of the House.
- 7.2. Boarders may return on Monday morning before school/tutors and must be screened in the Memorial Chapel **before** going to the House.
- 7.3. The Monday morning screening protocol will be the same every week-day for boarders who choose not to board.

8. Physical distancing

- 8.1. As far as possible boys must be 1.5 m or more from one another at all times.

- 8.2. This will be enforced at all meals and in all classrooms.
- 8.3. While boys MUST take responsibility for physical distancing at other times staff will also check and remind boys periodically in recreation rooms and other spaces.
- 8.4. No boy may enter another boy's study or cubicle.

9. Ventilation

- 9.1. There is adequate ventilation in the Boarding Houses.
- 9.2. Boarders and House Staff must ensure that air-conditioners are on or windows are open so as to ensure that the viral load in the air is reduced through proper ventilation.

10. Boarder falling ill or 'failing' a screening

- 10.1. Any boarder failing a screening will be isolated in the House immediately in a room set aside for this eventuality. Parents will be phoned and must collect him and take him home. They should then contact their doctor and follow his/her instructions. The House Director will keep in contact with the parents. If Covid-19 infection is suspected and the doctor recommends a test, the result must be communicated to the House Director as soon as it is available.
- 10.2. If a boy tests positive for Covid-19 tracing will identify which other boys/parents and staff should be informed. After discussion these boys may need to return home for 14 days. A boy who cannot return home will be isolated in the House for 14 days as far as possible.

11. Cleaning protocols

Support staff will follow a strict recorded regime of cleaning and sanitizing at various prescribed times in the day. This will include wiping down gates, door handles, locker handles, taps, shared kettles, toilets, common surfaces etc. with effective solutions

12. Visiting other Boarding Houses

Boys may visit other Houses but must sanitise hands on entering and leaving, wear a mask and keep physical distancing at all times.

13. Parents visits

- 13.1. We recommend that parents do not visit their sons. If they do then they must be screened on arrival at the Woodlands Pavilion and receive a sticker to indicate this has happened.
- 13.2. Other friends may not come onto campus to visit boarders.

14. Food deliveries and visits to Silwood shops

- 14.1. No food deliveries will be permitted.
- 14.2. A boy may not go to the Silwood shops during the week. The tuckshop will operate.

14.3. At weekends boys must get signed permission to go to the Silwood shops.

15. Staff

15.1. All staff coming into the boarding House must have been screened at school. This includes those living in the House.

15.2. Staff must sanitize hands on entering and leaving the House.

15.3. Staff must wear a mask at all times in the House unless eating and drinking.

15.4. Physical distancing must be ensured at all times.

15.5. Staff staying at the House may not enter the parts of the House where boys are if they 'fail' a screen. (Interns/stooges will need to go home or, where not possible, be isolated. The doctor must be contacted and instructions followed.)

ACCESS/SCREENING PROTOCOLS AT THE COLLEGE CAMPUS

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A. INTRODUCTION

1. **COVID-19 Management Committee**

The School has formed a COVID-19 Management Committee to implement all Government Gazetted protocols required to open the School. As a consequence, access to the School will be very strictly controlled. Every person entering the campus must report to their appointed screening station BEFORE moving to any other venue on the campus.

2. **Protocol objectives**

The primary objectives of this Protocol are to:

- 2.1. prevent the spread of COVID-19; and
- 2.2. keep traffic free flowing.

3. **Traffic Direction**

- 3.1. There will be only one direction of traffic through the College Campus:

IN through the top gate on *Campground Road* and **OUT** through the bottom gate on *Riverton Road*. There will be NO exceptions to this rule.

- 3.2. The bottom gate will be manned as usual but only one gate will be opened as required to allow vehicles to leave campus.
- 3.3. No access onto the College Campus will be permitted through the bottom or side gates.

B. CONTROL PROCESSES

1. **ARRIVAL AT BISHOPS COLLEGE**

The Committee has identified five distinct groups that will need to be streamlined in through the main entrance every morning, Mon – Fri, during term. Traffic will be directed/identified at the first entrance through the white pillars by means of the currently used coloured vehicle stickers:

Pedestrians:	Any staff/Contractors/Pupils	Pedestrian Gate (only pedestrian gate available)
Green:	Bishops Teaching Staff	Right Hand Side Boom
Red:	Support Staff/Contractors	Right Hand Side Boom
Pink:	Parents/Self-drive pupils	Middle Boom
No stickers:	Visitors/Other	Left Hand Side Boom

Left Boom	Middle Boom	Right Boom	Pedestrian Gate
<u>Visitors/Other</u> NO STICKERS	<u>Parents/Pupils</u> PINK STICKERS	<u>Teachers</u> GREEN STICKERS	<u>Pedestrians</u>
		<u>Contractors/Grounds/ Maintenance/Cleaning/ Admin</u> RED STICKERS	

2. **PARKING / DROP OFF**

Once traffic has passed through the booms, security staff will need to ensure that the cars travel to their designated screening venues.

Any person that arrives without a Bishops Security Sticker on their vehicle will be directed to meet with security behind the security hut to the left of the avenue.

<u>Vehicles WITHOUT a Bishops Security Sticker</u>	<u>Vehicles WITH a Bishops Security Sticker</u>		
<u>Any Vehicle/Person</u> BEHIND SECURITY	<u>Parents/Pupils</u> MEMORIAL CHAPEL	<u>Teachers</u> MEMORIAL CHAPEL	<u>Pedestrians</u> WOODLANDS
		<u>Contractors/Grounds/ aintenance/Cleaning</u> WOODLANDS	
		<u>Admin Staff</u> ADMIN	

2.1. **Parents/Pupils (Memorial Chapel)**

- 2.1.1. Parents dropping boys will be required to drive down the avenue until the road that leads to School House.
- 2.1.2. Here they will turn right and proceed along the ring road to the Memorial Chapel where they will drop their son. At no time may they leave their vehicle or turn the ignition off. The process has to be policed by designated Bishops staff. (Possibly our drivers)
- 2.1.3. After the drop-off they will pass the front of Founders and then proceed to the exit of Bishops at Riverton Road.
- 2.1.4. Any parents who need to visit the admin building will be required to drive further to the demarcated 'Admin Parking' area.

2.2. **Teachers (Memorial Chapel)**

- 2.2.1. Teachers **may not park** in any of the following areas:
 - 2.2.1.1. The ring road past Schoolhouse/Memorial Chapel and Woodlands;
 - 2.2.1.2. Sandown road parking area as the gates will be permanently locked;
 - 2.2.1.3. The road down to Frank Reid/Dayboy dining room.
- 2.2.2. Teachers may park on Founders Terrace that is accessed via the road to Oaks Pavilion.
- 2.2.3. Teachers must walk directly to the Memorial Theatre for the daily screening process.

2.3. **Grounds/Maintenance/Cleaners/Admin (Woodlands)**

- 2.3.1. Staff will park at Woodlands for their screening and then proceed to their place of work thereafter.
- 2.3.2. All Academic Staff and Pupils who arrive later than 09h00 will be directed to the Woodlands parking area for screening at Woodlands.

2.4. **Visitors (Security Hut)**

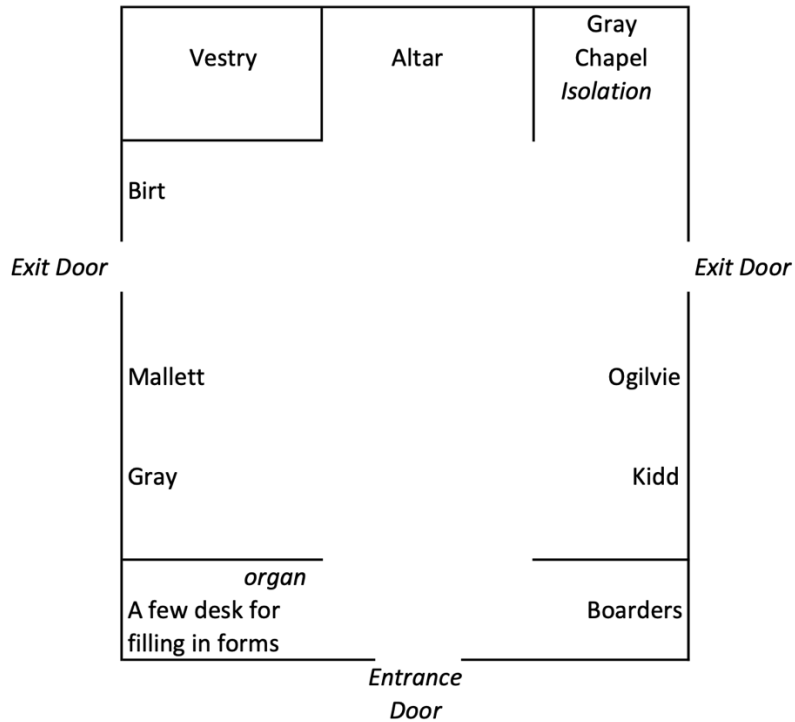
All visitors who arrive at Bishops will pass through the boom and security will direct them to the area to the left of the security hut. All visitors' appointments need to be confirmed by security with the appointment organiser.

3. **SCREENING AREAS**

3.1. **Pupils/Teachers (Memorial Chapel)**

- 3.1.1. Entrance to the chapel is only through the Main Doors at the back (near the organ) and boys should move directly to the area clearly marked for their House. Boys must maintain 1.5m in any queue that might result while waiting to be screened, whether inside or outside the chapel.

Memorial Chapel



3.1.2. Boys will exit the chapel by the nearest side entrance only.

3.1.3. ANY boy arriving at school on any day after 09h00 should go directly to the Woodlands Pavilion for screening and follow the signage as presented there.

3.2. **Boarders (Boarding Houses)**

3.2.1. Boarders will be screened in their houses before Breakfast each morning with House staff.

3.2.2. Weekly Boarders arriving on a Sunday evening must return between 17h00 and 19h00 only.

3.2.3. Boys will be screened at the entrance to the house BEFORE entering the house, and this will be done in conjunction with House staff.

3.2.4. Boarders arriving on a Monday morning will be screened in the Memorial Chapel. Parents to remain at the school in their cars until their sons have completed the screening. Only after screening can boarders take their belongings with them into the boarding house.

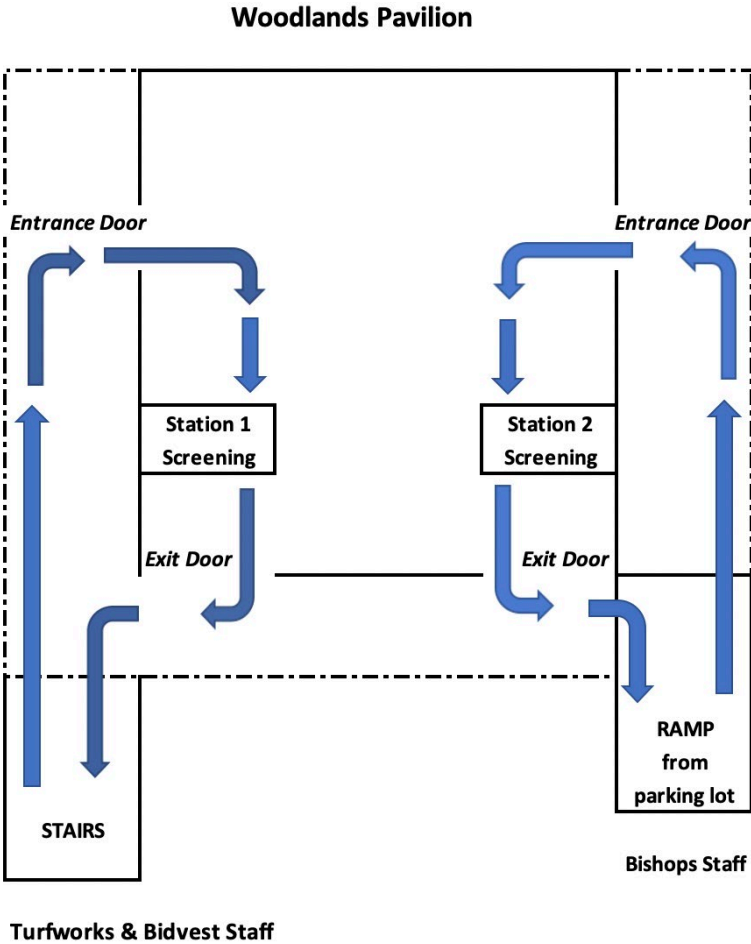
3.2.5. If boys belonging to a boarding house choose not to board at all, they should be screened each morning in the chapel as for day boys, but at the station marked for "Boarders".

3.3. **Academic Staff (Memorial Chapel)**

- 3.3.1. Academic staff arriving before 09h00 will report to the chapel for screening. They should report to the House station of which they are a tutor.
- 3.3.2. Academic staff who are not tutors should report to the “Boarders” station for screening.
- 3.3.3. Any academic staff member arriving after 09h00 should go to the Woodlands for screening

3.4. **Support Staff (Woodlands)**

- 3.4.1. Staff to queue outside the Woodlands building following 1.5m social distancing requirements.
- 3.4.2. Staff will be split into two groups to avoid crowding, with one group moving under Woodlands to come up on the opposite side of the Astro turf.



3.5. **Visitors**

Once an appointment has been confirmed, all visitors are to be escorted to Woodlands for the screening process.

4. **SCREENING PROCESS AT EVERY VENUE**

The screening process will be the same at every venue:

- 4.1. Masks on;
- 4.2. Queue 1.5m apart;
- 4.3. Screening questions as signed off on Daily Declaration Form;
- 4.4. Temperature recorded;
- 4.5. Current day's stickers placed visibly on collars to identify screening process completed.

NOTE: An umbrella may be required on rainy days since access to roof cover will be limited due to distancing requirements.

ACCESS/SCREENING PROTOCOLS AT THE PREP CAMPUS

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2. Protocol objective

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 - 2.2 Teachers and Admin Staff Stanmore/VDB area
 - 2.3 Support Staff/Contractors Stanmore Field
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 - 3.1 Pupils Jagger Hall
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A. INTRODUCTION

1. COVID-19 Management Committee

The School has formed a COVID-19 Management Committee to implement all Government Gazetted protocols required to open the School. As a consequence, access to the School will be very strictly controlled. Every person entering the campus must report to their appointed screening station BEFORE moving to any other venue on the campus.

2. Protocol objective

The primary objectives of this Protocol will always be:

- 2.1. to prevent the spread of COVID-19; and
- 2.2. to keep traffic free flowing.

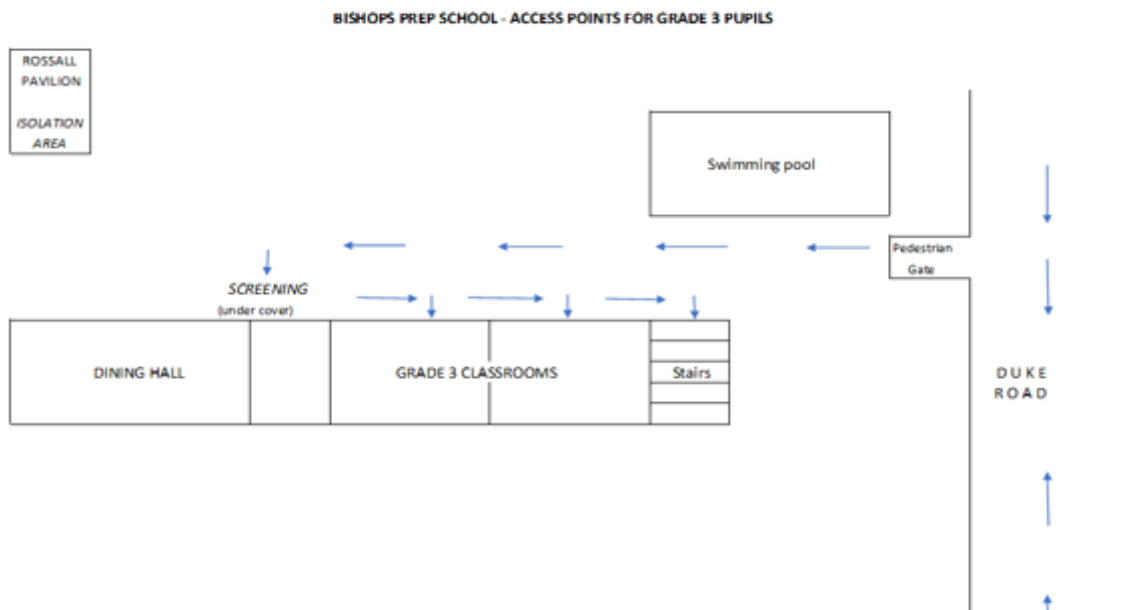
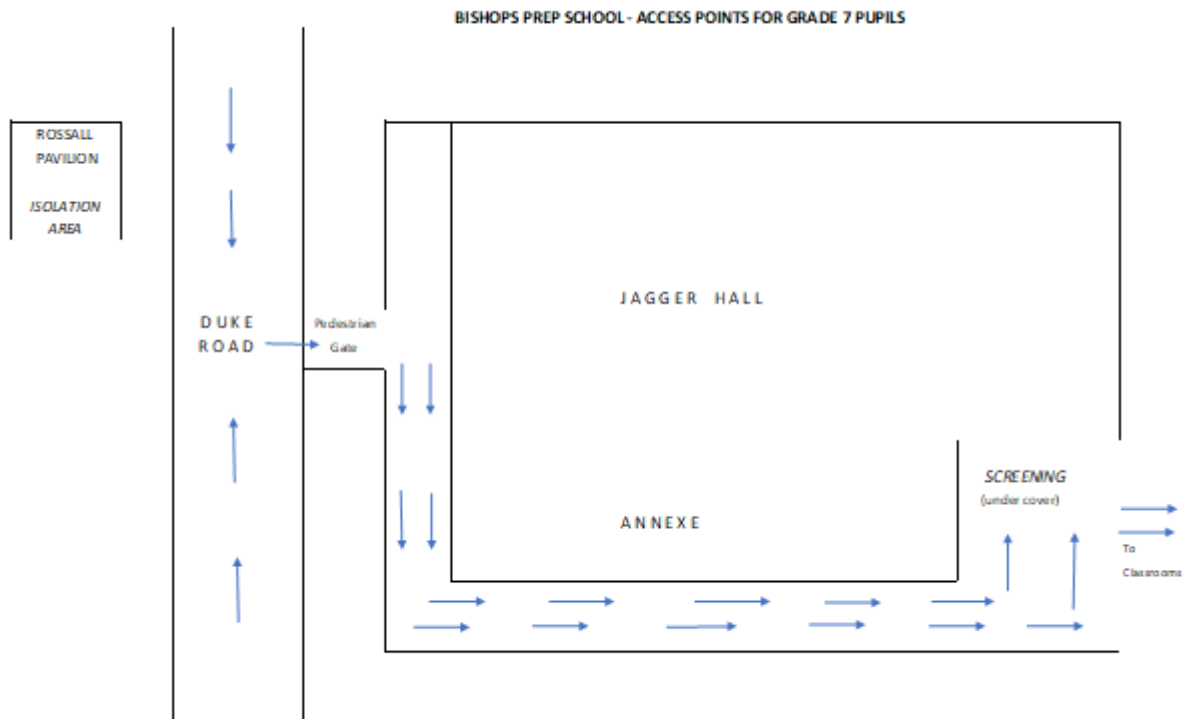
B. CONTROL PROCESSES

1. ARRIVAL AT BISHOPS PREP SCHOOL

The Committee has identified five distinct groups that will need to be streamlined in through the main entrance every morning, Mon – Fri, during term:

Contractors	Fir Road gate
Bishops Teaching Staff	Fir Road gate
Support Staff	Fir Road gate
Parents	Fir Road gate
Visitors	Fir Road gate
Boys	Duke Road gate/ VDB gate

2. PARKING / DROP OFF



Security staff will need to ensure that people entering the campus are notified of the designed screening venues:

Visitors/Other	Park in Fir or Duke Road
Parents	Park in Fir or Duke Road
Bishops Teaching Staff	Stanmore/ Rossall
Support Staff/Contractors	Stanmore Campus
Admin Staff	Stanmore/ Rossall

2.1 PARENTS

- 2.1.1 Parents dropping boys may not park inside the Prep grounds
- 2.1.2 Any parents who need to visit the admin building will be required to enter the Prep campus via the Fir Road pedestrian gate.
- 2.1.3 All parents who arrive at Bishops will pass through the Fir Road pedestrian gate and security will direct them to the screening area of the Stanmore House.

2.2 TEACHERS AND ADMIN STAFF

- 2.2.1 Teachers will be permitted to park at any of their usual parking areas.
- 2.2.2 Teachers must walk directly to Stanmore House for their daily screening process.
- 2.2.3 The front door will remain locked at all times.

2.3 SUPPORT STAFF/CONTRACTORS

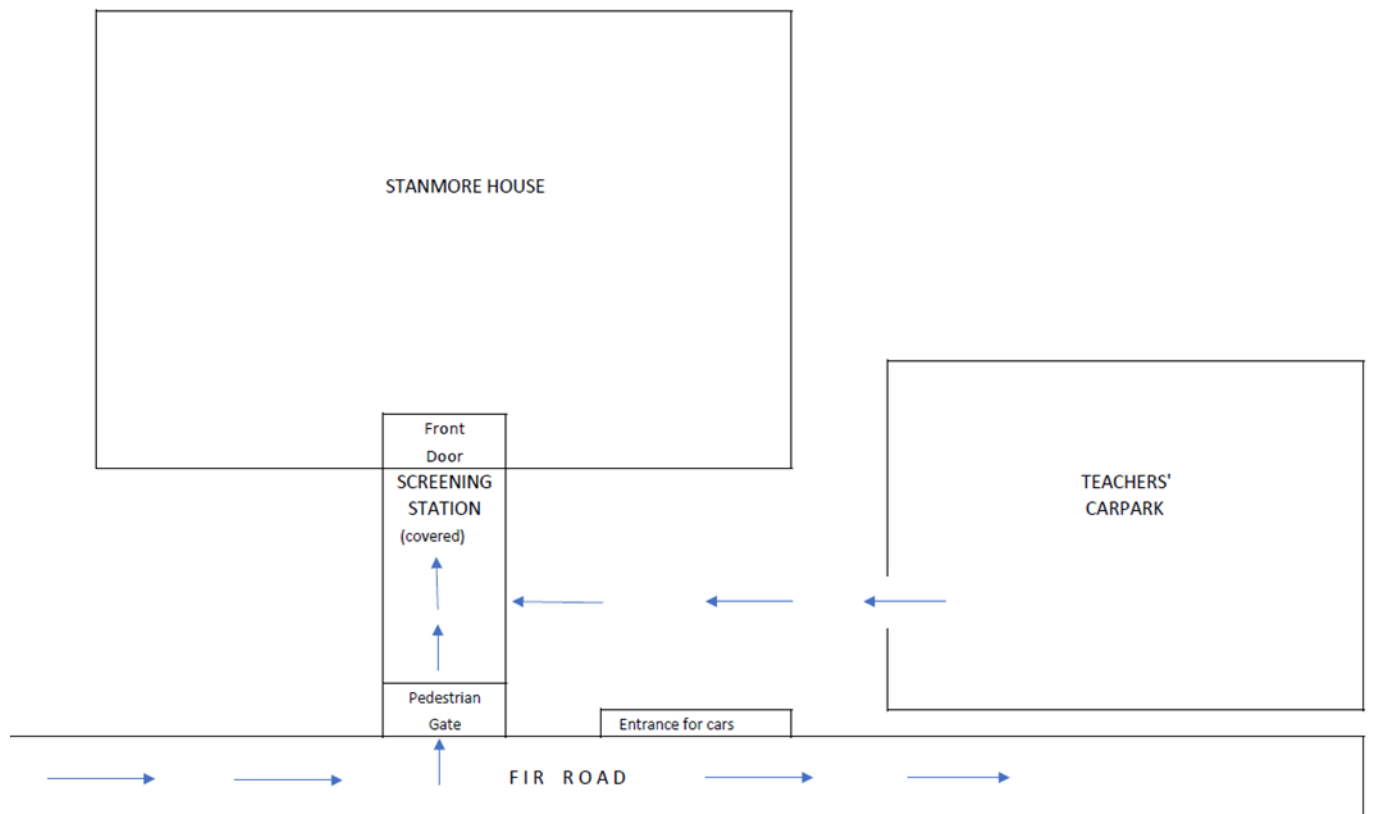
All Support Staff must walk directly to Stanmore House for their daily screening process.

2.4 VISITORS/OTHER

All visitors who arrive at Bishops will pass through the Fir Road pedestrian gate and security will direct them to screening area of the Stanmore House. All visitors' appointments need to be confirmed by security with the appointment organiser.

3. SCREENING AREAS

BISHOPS PREP SCHOOL - ACCESS POINTS FOR STAFF, PARENTS AND VISITORS



3.1 PUPILS

- 3.1.1 Pupils will be dropped off in Duke Road.
- 3.1.2 Entrance to the campus for Gr 7s is through the pedestrian gate at Jagger Hall. No parents may enter this gate. Boys must maintain 1.5m in any queue that might result while waiting to be screened. Screening will take place in front of the annexe.
- 3.1.3 Gr 3s enter the campus via the VDB pedestrian gate next to the swimming pool. No parents may enter this gate. Boys must maintain 1.5m in any queue that might result while waiting to be screened. Screening will take place in front of the VDB dining hall.
- 3.1.4 ANY boy arriving at school on any day after 9am should go directly to Stanmore House for screening via the Fir Road entrance

3.2 TEACHERS AND ADMIN STAFF

- 3.2.1 Teachers and admin staff will be screened at the entrance to Stanmore House on arrival at school.
- 3.2.2 From here teachers will proceed to assist with screening of boys and to enforce COVID-19 regulations eg mask wearing/social distancing/no touching.

3.3 SUPPORT STAFF

3.3.1 Support Staff will be screened at the entrance to Stanmore House on arrival at school.

3.3.2 From here they will proceed to their designated work areas.

3.4 VISITORS

All visitors who arrive for an appointment at the Prep to be screened at Stanmore House.

4. SCREENING PROCESS AT EVERY VENUE

The screening process will be the same at every venue:

4.1 Masks on

4.2 Queue 1.5m apart

4.3 Screening questions asked as signed off on Daily Declaration Form

4.4 Temperature recorded

4.5 Current day's stickers placed visibly on collars to identify screening process completed

NOTE: An umbrella may be required on rainy days since access to roof cover will be limited due to spacing requirements.

COVID-19 ACCESS PROTOCOLS PRE-PREP CAMPUS

A. INTRODUCTION

1. COVID-19 Management Committee
2. Protocol objective

B. CONTROL PROCESSES

1. Arrival at Bishops Pre-Prep School
2. Parking / Drop off
 - 2.1 Parents Parking
 - 2.2 Parents Drop-off
 - 2.3 Staff
3. Parent Access
4. Support Staff / Contractors
5. Screening Process
 - 5.1 Pupils
 - 5.2 Teachers and Admin Staff

A. INTRODUCTION

1. COVID-19 Management Committee

Bishops has formed a COVID-19 Management Committee to implement all Government Gazetted protocols required to open Bishops. As a consequence, access to Bishops will be very strictly controlled. Every person entering the campus must report to their appointed screening station BEFORE moving to any other venue on the campus.

2. Protocol objective

The objective will always be:

- 2.1 to prevent the spread of COVID-19
- 2.2 to keep traffic free flowing

B. CONTROL PROCESSES1. ARRIVAL AT BISHOPS PRE-PREP SCHOOL

The Committee has identified two distinct groups that will need to be streamlined into the Pre-Prep every morning, Mon – Fri, during term:

Pupils/Teachers	Corner Sanddown/Campground Road (“SC Gate”)
Pupils/Teachers	Sanddown Road Drive-through (“Drop and Go”)

2. PARKING / DROP OFF

2.1 PARENTS PARKING

- 2.1.1 Parents who wish to walk their sons to the gate and stay with them while they are screened for entry, may do so only at the SC Gate.
- 2.1.2 Parking will be as usual in the area close to the security hut and queueing at the gate will be strictly controlled to ensure safe social distancing of 1.5m.
- 2.1.3 No parents will be permitted onto the school grounds.

2.2 PARENTS DROP-OFF

- 2.2.1 Parents may enter through the Drop and Go drive-through access gate in Sanddown road, drop their son and proceed to the exit immediately to avoid traffic build up into Sanddown road.
- 2.2.2 No parent may park their car on Bishops property in any instance.
- 2.2.3 Boys will enter the small pedestrian gate close to reception and line up inside the property along the wall.
- 2.2.4 Staff and security will be present to assist with social distancing.

2.3 TEACHERS AND ADMIN STAFF

Teachers will be permitted to park at the SC Gate parking area or at the Drop and Go area.

3. PARENT ACCESS

- 3.1 Parents dropping boys may not park inside the Pre-Prep grounds.
- 3.2 No parent will be permitted to visit the school without an appointment having been set up.
- 3.3 Any parent who needs to visit a staff member at the Pre-Prep will be required to enter the College campus via Campground Road.
- 3.4 No entry is permitted without a face mask.
- 3.5 Once the appointment is confirmed with the applicable staff member, the parent will be screened at Woodlands. From there they will be directed to walk across the field to the Pre-Prep and proceed directly to the reception area.

4. SUPPORT STAFF / CONTRACTORS

- 4.1 No support staff will gain access to the Pre-Prep through either entrance.
- 4.2 Access will only be via the College main entrance in Campground Road where screening will take place in the Woodlands building.

5. SCREENING PROCESS

5.1 PUPILS

- 5.1.1 Pupils will approach the desk.
- 5.1.2 Their hands will be sanitised.
- 5.1.3 The screener will observe the pupil for any of the identified COVID-19 symptoms.
- 5.1.4 The pupil's temperature will be taken on his forehead and recorded on the online app.
- 5.1.5 The pupil will have a dated sticker placed on his collar to identify him as having been successfully screened.

5.2 TEACHERS AND ADMIN STAFF

- 5.2.1 Staff will approach the desk.
- 5.2.2 Their hands will be sanitised.
- 5.2.3 The screener will observe the staff member for any of the identified COVID-19 symptoms.
- 5.2.4 The staff member's temperature will be taken on her/his forehead and recorded on the online app.
- 5.2.5 The staff member will have a dated sticker placed on her/his collar to identify her/him as having been successfully screened.

NOTE: An umbrella may be required on rainy days since access to roof cover will be limited due to spacing requirements.