



## Dealing with a Suspected COVID19 Case Guidelines

### What to do if you suspect a person of being infected with COVID19

1. Report your symptoms to teacher or the HR department Immediately.
2. If you display one or more persistent symptoms of COVID19 you should stay at home, report your absence at first opportunity to your class teacher or the HR department.
3. Monitor symptoms for a period not less than 7 days and not exceeding 10 days.
4. The suspected case is to continue with online learning/ teaching for the self-isolation period.
5. In the case of an employee, the employee must work from home where possible.
6. Please see your Doctor before returning to school or work, you will be required to supply proof supporting your absence.
7. If an employee required COVID19 testing, proof of testing or doctor's referral for testing will be required. Normal sick leave procedures will be applied.

### What to do if someone starts to present symptoms whilst at school.

8. Ensure you are wearing sufficient PPE (face masks, hair nets, aprons, gloves, face shields, etc.)
9. Take the person(s) to the isolation area(s).
10. Change face masks of person(s)
11. Sanitize or wash hands thoroughly.
12. Contact the person(s) emergency contact/ parent or guardian to collect the person immediately.
13. In the case of an employee, the employee must leave work immediately.
14. Follow steps 2 to 7 before returning to school/ work.
15. Employees and pupils who have been in contact with the suspected case will be notified in order to monitor themselves for symptoms.
16. Keep the class parents and employees who were in contact with the suspected case informed of progress with the case.
17. For information on COVID19 testing please contact the Department of Health
  - **DOH hotline** **0800 029 999**
  - **W/app** **0600 123 456**
  - **WC COVID19 Hotline** **021 928 4102**
  - **Website** [www.health.gov.za](http://www.health.gov.za)

**ALL SUSPECTED AND CONFIRMED CASES MUST BE REPORTED TO THE COVID19 COMPLIANCE OFFICER TO IMPLEMENT DECONTAMINATION AND CLEANING PROTOCOLS**

COVID19 COMPLIANCE OFFICER:	CLINTON BLOEM
ENTRANCE GATE:	DICKENS AVENUE
WORKSTATION:	SHELTERS
TEL:	067 070 2354
SPEED DIAL:	119
EMAIL:	<a href="mailto:cliblo@somersethouse.co.za">cliblo@somersethouse.co.za</a>