



STANDARD OPERATING PROCEDURE

Document subject	Safe Working Procedures for ECD and Aftercare Facilities		
Document Number	HSE/PROC/ECD/A01	REV	A01

Policy: To ensure risks associated with the infection and transmission of the COVID19 are reduced to acceptable levels by implementing safety measures as directed by National Government for the safe return to School for staff and learners.

Purpose: This safe working procedure is intended to outline necessary steps to be taken when returning to school during and post COVID19.

Scope: Somerset House Oakwood and Aftercare Facilities

Responsible: COVID Compliance Officer (**CCO**), Oakwood HOD (**OHOD**) (COVID Compliance Assistant), Oakwood Teaching Staff (**OTS**), Teaching/Aftercare assistants (**TA**), Housekeeping staff (**HS**) and Grounds staff (**GS**).

References: Disaster Management Act 2002, Section 27(2) Regulation 4(3), 4(10) and Regulation 10(5)
Government Notices NO.43364, NO.R.480

Safe Working Procedures for Managing Risks associated with COVID19

General Measures	Responsible
1. Screening protocols are always in place and adhered to.	OHOD/ CCO
2. Logistical arrangements for reopening of ECD programme, cleaning of premises and the orientation of all staff.	CCO
3. Ensure the necessary PPE for staff and learners are in place as per Govt Regulations.	OHOD/ OTS/ TA
4. Social distancing is always maintained in the classroom and outdoors. Arrangements for indoor and outdoor activity duty rosters are in place.	OHOD
5. Ensure all staff and learners have access to hand washing facilities, preferably soap and water for the learners (paper towels	HS



<p>no cloth towels are to be used). Report shortages to Facilities department immediately.</p> <p>6. All Oakwood and aftercare staff and learner self-declaration forms are completed.</p> <p>7. Ensure all staff and learners have had the necessary COVID19 orientation training, refresher training and discussions are held regularly.</p>	<p>OHOD</p> <p>OHOD</p>
Classroom Hygiene Measures	Responsible
<p>1. Classroom cleaning schedules are implemented.</p> <p>2. All premises surfaces are disinfected daily.</p> <p>3. Sufficient classroom cleaning materials are available. Stock checked daily.</p> <p>4. Open windows on entry, ensure adequate ventilation (artificial or natural). <u>NO HEATERS ALLOWED</u></p> <p>5. Shared play equipment, apparatus and manipulatives used for teaching and learning activities are sanitized/ disinfected after every use. (only teaching staff may hand out such equipment)</p> <p>6. PPE must be used at all times.</p>	<p>HS</p> <p>OTS/ TA/ HS</p> <p>CCO/ HS</p> <p>OTS/ TA</p> <p>OTS/ TA</p> <p>OHOD/ OTS/ TA</p>
Ablution Hygiene Measures (Toilets and Changerooms)	Responsible
<p>1. Ablution facility cleaning schedules are implemented.</p> <p>2. Always accompany learners to toilets and ensure toilets pans are closed before flushing.</p> <p>3. Sanitize/ Disinfect toilet surfaces after use.</p> <p>4. Ensure learners wash their hands with soap and water before returning to classrooms.</p> <p>5. Limit use of toilets to one area for aftercare to ensure COVID19 procedures are adhered to.</p>	<p>HS</p> <p>OTS/ TA</p> <p>OTS/ TA</p> <p>OTS/ TA</p> <p>OHOD</p>
Communal Areas (Staff Room)	Responsible
<p>1. No shared cutlery or crockery. All staff are required to bring their own items from home. NO additional appliances will be allowed in classrooms (i.e. kettles). Unsafe appliances will be removed and</p>	OHOD/ OTS/ TA



<p>destroyed.</p> <p>2. Strict social distancing protocols to be adhered to, no more than two people in the staffroom at a time. No face-to-face meetings to be held. Staff meetings should be online and where this is not possible meetings must be held in the oakwood hall to allow for social distancing. <u>Face masks must be worn at all times.</u></p> <p>3. Shared IT Equipment such as shared telephones, computers and printers must be disinfected regularly.</p>	<p>OHOD/ OTS/ TA</p> <p>OHOD/ OTS/ TA</p>
Playground Equipment and external furniture	Responsible
<p>1. Playground equipment and furniture cleaning schedules are implemented.</p> <p>2. All equipment and furniture are disinfected daily.</p> <p>3. Social distancing measures are always adhered to on playground equipment and furniture.</p> <p>4. Learners wear masks when making using of playground equipment.</p> <p>5. Outdoor activities are done in small groups under the supervision of Teaching staff.</p>	<p>CCO/ GS</p> <p>CCO/ GS</p> <p>OHOD/ OTS/ TA</p> <p>OHOD/ OTS/ TA</p> <p>OHOD/ OTS/ TA</p>
Administration Measures	Responsible
<p>1. Safe working policies are implemented and adhered to.</p> <p>2. COVID19 Risk assessments and current safe working procedures are reviewed and updated periodically.</p> <p>3. Regular COVID19 specific Inspections are carried out to ensure adherence to Regulations.</p> <p>4. Planned Job Observations are carried out and feedback provided regularly to ensure strict compliance to COVID19 control measures.</p>	<p>OHOD/ CCO</p> <p>OHOD/ CCO</p> <p>OHOD</p> <p>CCO/ OHOD</p>