



St John's Educational Trust

COVID-19 RETURN-TO-SCHOOL PROTOCOL and PROCEDURES

INTRODUCTION

The coronavirus disease, COVID-19, has been declared a pandemic by the World Health Organization. The virus is spread via respiratory droplets from an infected person generated through coughing and sneezing and through touching contaminated surfaces and then touching your face where the virus enters the body via the eyes, nose or mouth. With the above in mind, we look to the protection of our College administrators, teachers, custodians and students by setting in place precautions and hygiene protocols necessary to prevent the potential spread, early detection and control of COVID-19 within our College boundary. Guidance for implementation of our COVID-19 return-to-school protocols have been taken from the World Health Organization, UNICEF and ATS Zimbabwe.

ACTION and PROCEDURE

Assisting and advising the St. John's Trust Schools First Aid Department is Cassy Addison from Ecomark Limited and Ecomed Manufacturing P/L. Cassy Addison has over 20 years of experience in the sanitisation and disinfection field and leads a team of trainers and product specialists. Together with her team and the St. John's Trust Schools First Aid Department, comprehensive protocols and procedures have been implemented. These include:

- Training of custodians on COVID-19, basic hygiene, the cleaning protocols and safe use of products.
- Training of College management and staff on COVID-19 precautionary measures and protocols.

Ecomed are supplying the College with cleaning, sanitisation and disinfecting products that are wholly Zimbabwean and have been tested and approved by the Standards Association of Zimbabwe. All products being used are considered environmentally safe, non-toxic to humans and containing low allergen properties. Product information and fact sheets will be displayed at the College in the First Aid room and copies can be given if required.

GENERAL COVID-19 REQUIREMENTS

With guidance from the World Health Organization (WHO), the Zimbabwean Government has outlined several rulings to be used in the prevention of spreading COVID-19, those of which are contained in the amended SI 110 of 2020; SI 83 of 2020 and SI 99 of 2020.



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In accordance with the above, the St. John's Trust Schools First Aid Department undertakes to implement the various rulings by :

1. Testing all members of staff belonging to the College Faculty for COVID-19 using C19 Rapid Testing kits. That being College management, teachers and admin (93 pax in total) and custodial staff (38 pax in total).

Dr Erin Collins, who is a Government accredited tester through the Covid-19 Zim Frontline Team, will be carrying out the above before the College opens for students. Any staff testing positive for COVID-19 will not be allowed on Campus and will need to follow COVID-19 isolation procedure.

2. Social distancing rules always apply outside the College premises and on the College campus. This is applicable to all faculty staff, students and visitors to the College. This will be achieved by:
 - Appropriate social distancing signage and one-meter demarcation lines will be placed in College public areas and in the classrooms. Students desks within the classrooms will be spaced 1m apart as per UNICEF recommendations.
 - Student movement within the College campus becomes a one-way system; single file only. Student grouping when walking in between lessons /during break to be discouraged.
 - PE lessons to be held outside if possible. Social distance of one meter to be adhered to and a limited number of students to be allowed in the change rooms at the same time. No contact sport allowed.
 - No College common rooms to be used. Free periods to be spent in a designated area where student desks are spaced 1 meter apart.
 - Tuck shop to remain closed until further notice.
 - No Assembly or House meetings to take place until further notice.
 - College Management responsible for organizing class sizes, morning registration and demarcated break time areas.



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3. Wearing of masks is mandatory. Masks to be either disposable/washable. It is suggested that:
 - the mask has 3 layers for maximum protection.
 - If one is using a washable mask, it is advisable to be in possession of two masks that can be swapped daily. Therefore, the used mask can be sanitized and allowed to rest for a day (preferably in the sun).
 - Training and information on wearing of masks to be given to faculty staff and students at appropriate times.

Temperature checking and hand sanitisation will be mentioned in the hygiene protocol section below.

SJET FIRST AID DEPARTMENT COVID-19 HYGIENE and PREVENTION PROTOCOLS

Apart from above mandatory ruling the St. John's Trust Schools First Aid Department intends to further implement COVID-19 prevention measures when the College Campus opens as follows –

There will be three entrances into the College in the morning:

- The main College gate for teaching staff ONLY on arrival for work from 6.15am onwards. This gate will then be closed from 8.00 a.m. onwards for the rest of the day.
- The Burnett Gate until 07.20 a.m. The Burnett pedestrian gate will remain open for visitors.
- The Welmoed Close Upper 6 gate until 07.20 a.m.

Parents are to drop off their children at the Burnett Gate and will not be allowed on Campus unless by appointment. Parents are not encouraged to assemble in the College car park area. NB. Any person displaying symptoms of COVID-19 or flu or a cold or generally feeling unwell MUST not come to the College.

Entry to the College Campus Procedure

1. Sanitise hands first by using the hand sanitiser provided. Only sanitisers with an alcohol content of 70% are effective in eradicating the virus. We are using the Ecomed product called Viraforce. For those with religious beliefs that prevent use of Viraforce, Ecomed can provide an alternative.
2. Walk through a sanitisation tunnel and stand under a fine mist of Bactergent for a few seconds. The tunnels work on a manual system.



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3. Step into a Microl foot bath. The Microl kills residue on the bottom of the shoe rubber; it does not destroy the shoe.
4. Then have temperature screening with an infrared thermometer. If a temperature is recorded as being 37.2°C and above, the person will be asked to go home. If an employee or student is unable to return home, the College will undertake to provide suitable transport and the said person will be required to enter a designated isolation room until they are able to leave the Campus.
5. A daily register to be kept for all persons of the College Faculty. A register will also be kept on the movement of visitors to the Campus. All visitors need to make available their home address and contact number. This information will be kept confidential and will only be made available to Health Departments should it become necessary to perform an infection trace.
6. The staff will then proceed to their prospective work posts and teaching classrooms. Students are to place their school bags in their lockers maintaining social distancing. No cases or bags are to be lying around in the corridors.

All staff involved in the above process will be given personal protective equipment (PPE) to wear while they carry out their duties.

COLLEGE CAMPUS HYGIENE, CLEANING AND DISINFECTING PROCEDURE

Before the College opens custodial staff will assist in cleaning, sanitising and disinfecting all common areas, classrooms, labs, offices and ablution areas.

Hand sanitisation and hand washing

It has been found that approximately 48% of all hand sanitisers on the market in Zimbabwe have not been approved by the Standards Association of Zimbabwe. In order to achieve the same standard of hand sanitiser across the board and know that it does its job effectively, the St, John's Trust Schools First Aid Department will initially provide all faculty staff and students with a 100ml bottle of Viraforce sanitiser from Ecomed.

- All students will be required to carry this sanitiser on their person from home, at school and then to home.
- Hand sanitisers attached to a foot pedal post will also be placed around the College campus in prominent places for easy access.
- Hand washing with soap and water for 20 seconds remains the recommended disinfection tool of hands. Students are encouraged to wash their hands several times throughout the day. Adequate supplies of soap will be placed in all toilets, change rooms and kitchens.



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Classrooms

- All classrooms, the Science labs, IT labs, Music Centre and the Library will have antibacterial fogging with Bactergent twice per day. Bactergent is food safe as well as odourless. The fogging will be done at breaktimes and after the College closes.
- Each teacher and classroom will have a spray hand sanitiser bottle. The students will be required to sanitise their hands before coming into the classroom.
- Disinfectant fluid (Pynol) will be provided and used for workspace and equipment cleaning in the Science labs and Music Centre. The IT labs will be provided with console and key-board cleaner.
- Teachers encouraged to increase air flow and ventilation where climate allows by opening windows and using air conditioning if available.

Corridors, railings and communal areas

- Stairwells, bannisters, door handles and surfaces that are touched by students will be wiped down 2 to 3 per day with Pynol throughout the school.
- Lockers will be 'fogged' once a day after lessons end.
- Covered disposal units/bins are placed at strategic points around the campus and trash is removed daily and disposed of safely.
- Signage placed in clearly visible areas encouraging social distancing, respiratory hygiene, the one-way traffic system, hand sanitiser stations and disposal bin stations, plus signage promoting knowledge of COVID-19.

Toilets, ablution blocks and changing rooms

- A dedicated custodian for cleaning and disinfection of toilet areas.
- The soap dispensers, paper towel holders to be kept well supplied.
- Hand dryers (if available) to be checked and made sure that they are working.
- Rubbish/disposal bins to be made prominent with signage and students encouraged to use them.
- Sanitary/feminine hygiene units to be placed in each toilet cubicle in the Ladies toilets.
- The custodian will clean the toilets, tiles, showers, hand wash basins, urinals, taps and toilet door handles 3 times per day with concentrated toilet cleaner provided by Ecomed.
- Each custodian to be provided with personal protective clothing which they change into when cleaning the toilets. The PPE is to be left in the toilet area office after use and sanitized for use the next day.
- A check list of areas to be cleaned in the toilets to be provided and then signed when the job has been done.
- Signage promoting good hand washing and hygiene to be displayed prominently in the bathroom areas.



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Kitchens

There are three kitchens that operate on the College campus. Before school opens the following needs to take place:

- A once off pest control and fumigation using a reputable company and thereafter a follow up to be done by one of the kitchen staff. The person selected will be properly attired with PPE and have training on the use of the Ecomed product.
- Deep cleaning of the main kitchen paying attention to all fridge rubbers, oven warmer drawers, microwaves, coffee machines and water coolers.
- Attention needs to be paid to the back of the fridges. It is recommended that vacuuming of the area happen to remove cockroaches and their egg nests.

Staff room

- Until further notice the College will not be supplying meals of any kind. Hot and cold water plus tea, coffee, milk and sugar will be supplied for break times.
- Each staff member needs to have their own mug/glass and keep it in their pigeonhole. It is suggested that staff also wash their own mugs.
- Usual use of the staff room is discouraged and when inside the staff room, please remember social distancing and the wearing of face masks.
- If one wants to have tea in the staff area, it is best to sit outside.

Front and Bursars Office

- Each office is supplied with safety screens.
- Office personal supplied with masks and hand sanitiser.
- Hand sanitiser provided for the visitor on arrival and the visitor must wear a mask.
- The offices will be fogged with Bactergent once a day.

Staff living on College Campus

- All resident staff, be it custodial or teachers, will be required to follow the entry to campus protocol every morning as stated above.
- This procedure will be carried out at the U6 carpark gate.
- No visitors are allowed at the staff accommodation.

Transport Department

The Trust Schools have a fleet of vehicles which include trucks, mini vans and buses. School transport is being provided for the support staff to come to and from work – this service will continue as long as it is needed. The following protocols need to be adhered to:



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- All vehicles to be equipped with small First Aid boxes and each vehicle to carry hand sanitiser.
- Each vehicle to be thoroughly cleaned and disinfected before College opens again.
- When carrying passengers, social distancing rules to apply therefore each vehicle to transport half the number of passengers.
- After transporting passengers, the vehicle used to be fogged with Bactergent and fogged daily even if not in use.

Swimming Pool Area

The swimming pool area will be closed during the Winter months. If the area is used for any reason, disinfecting 'fogging' will be used.

SJET FIRST AID DEPARTMENT COVID-19 SANITORIUM PROTOCOL

DUTIES

The School Nurse on duty will be responsible for:

- overseeing the smooth running of the above protocols
- making sure that there is enough product in stock and daily issuing of product
- collecting health records of all faculty staff and students and identifying
 1. any medical conditions and vulnerabilities
 2. recent contact, illness or symptoms suggestive of COVID-19
 3. special circumstances in the home environment
 4. special considerations regarding school transport
- maintaining CONFIDENTIALITY always
- daily cleaning, sanitising and disinfecting of the First Aid room

ISOLATION ROOM

If anyone develops any symptoms of illness consistent with COVID-19 and as published by the management:

- ONLY the School Nurse wearing full PPE to manage the sick person.
- The person to be isolated in a separate room whilst they wait to be picked up. If the person is deemed to be a likely COVID-19 case, they will need to be transferred via ACE ambulance to a designated COVID-19 Centre (St Anne's) for further testing.
- The next-of-kin needs to be informed.
- After the sick person leaves the isolation room, the area will be cleaned and disinfected as well as high touch surfaces and equipment used.



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- After the cleaning procedure has finished, the School Nurse must dispose of the PPE and disinfect any PPE that will be used again.
- The School Nurse will dispose of waste used in a safe manner.

EDUCATION and AWARENESS

The SJET First Aid Department along with the Ecomark partners will be responsible for:

- making sure that appropriate signage is in place throughout the College
- ensuring continuous COVID-19 training of all Faculty staff and students
- updating and informing Faculty staff of COVID-19 protocols
- informing the St. John's Trust Schools parent body of COVID-19 protocols
- providing information to the SJET community on Zimbabwean COVID-19 centres, health hotline numbers and accredited institutions for quarantine, testing and treatment