# LAERSKOOL LYDENBURG

# COVID – 19
# WERKSPLAN & BESTUURSBELEID
# WORK PLAN & MANAGEMENT POLICY

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# DOEL / PURPOSE

**By Laerskool Lydenburg is die welsyn van ons leerders, personeel, nie-onderwyspersoneel en ouers eerste prioriteit. Deur hierdie beleid word 'n plan in werking gestel om die skoolterrein en –omgewing so te beveilig om die gesondheid van elke persoon op die terrein te beskerm en die verspreiding van die COVID–19 virus so ver moontlik te bekamp.**

**At Laerskool Lydenburg, the wellness of our learners, educators, non-educators and parents is our priority. Through this policy we want to implement procedures to secure the school terrain and –environment in such a way to help protect the health of every person entering and to prevent the spread of the COVID–19 virus by any means possible.**

# INLEIDING / INTRODUCTION

**Die Corona- / COVID – 19 virus is 'n nuwe virus wat in Desember 2019 vir die eerste keer by mense gediagnoseer is. Die virus manifisteer vanaf 'n verkoue tot 'n ernstige siekte wat veral die longe en asemhaling aantas. Die virus kan tussen 2 tot 14 dae na besmetting in die liggaam bespeur word. Die virus word hoofsaaklik versprei deur vloeistof wat versprei word deur hoes en nies. Aangesien hierdie virus heeltemal nuut is, is daar geen duidelike riglyne vir die behandeling en hantering van die siekte nie.**

**The Corona- / COVID-19 virus is a new virus, first diagnosed in humans in December 2019. This virus manifests as a common cold to a more severe illness which specifically infects the lungs and breathing. This virus can be detected 2 to 14 days after infection. The main cause for spreading is through bodily fluids when coughing, sneezing and speaking. Due to the fact that this is a new virus there are no specific measures for the treatment and handling of this illness.**

# GRENDELREGULASIES / LOCK DOWN REGULATIONS

1. Poog om die verspreiding van die virus te verhoed en infeksies te beperk.
2. Geen persoon wat die Corona virus het, mag weier om ‘n mediese toets of ondersoek af te lê, behandeling te ontvang, in kwarantyn of isolasie geplaas te word nie, al bestaan daar slegs ‘n vermoede dat die persoon besmet is met die virus.
3. Fopnuus is ‘n kriminele oortreding.
4. Samekomste van meer as 50 mense gedurende fase 4 mag nie plaasvind nie.
5. Elke persoon word verplig om maskers te dra as hulle hul huise verlaat.
6. Hande moet gereeld gewas word en gesanitiseer word met ‘n mengsel met ‘n 70% alkohol basis.
7. Sosiale afstand van 1.5 - 2 meter tussen persone moet gehandhaaf word.

1. Aims to stop the spread of the virus and minimise infections.
2. No person confirmed or suspected of carrying the virus may refuse medical examination, treatment, isolation or quarantine, even if there is only a suspicion of his/her condition.
3. The spreading of fake news is a crime.
4. No public gatherings of more than 50 people during stage 4 may take place.
5. Every person must wear a mask when leaving their homes.
6. Hands must be washed regularly and sanitised with a mixture with a 70% alcohol base.
7. Social distancing of at least 1.5 - 2 metres between people are prohibited.

# VOORAFGAANDE PROSEDURES

1. Die skool sal (voor enige personeel of leerders terugkom skool toe) ontsmet word soos deur die Departemente Onderwys en Gesondheid voorgeskryf word.

2. Elke leerder en personeellid sal van 2 lap gesigsmaskers voorsien word.

3. Elke leerder moet handontsmettingsmiddel met ‘n alkoholbasis van 70% byderhand hê.

4. Elke klaskamer, kantoor, personeelkamer en badkamer word voorsien van ‘n handontsmettingsmiddel.

5. Badkamers word toegerus met papierhanddoeke om hande af te droog asook asblikke vir die weggooi daarvan.

6. Die skool beskik oor digitale temperatuurmonitors om elke leerder se temperatuur soggens te meet.

7. COVID – 19 inligtingsborde word op die skoolterrein aangebring om die prosedures en regulasies aan leerders te verduidelik.

8. ‘n Vertrek sal beskikbaar wees waar leerders met ‘n koors of moontlike besmetting geisoleer en onder kwarantyn geplaas kan word totdat die ouers en of die Department Gesondheid die kind kan kom haal.

9. Prosedures sal in plek geplaas word om die skool aan die einde van elke skooldag weer te ontsmet.

10. Personeel kry basiese opleiding oor die COVID-19 pandemie, regulasies en prosedures om gereed te wees om die nodige inligting korrek aan die leerders oor te dra.

11. Stel ‘n COVID-taakspan aan wat alle regulasies beheer, implementer en organiseer.

12. Elke klas sal voorsien word van kontakbesonderhede van die Departemente van Onderwys, Gesondheid en Welsyn.

# PRECAUTIONARY PROCEDURES

1. Before any learner or staff member come to school, the whole school will be sanitised as prescribed by the Departments of Education and Health.

2. Every learner and staff member will be issued with 2 face masks.

3. Every learner must have hand santiser handy.

4. Hand sanitiser will be available in every classroom, the office, staff room and bathrooms.

5. Bathrooms will be have paper towels to dry hands and dustbins to discard these towels in.

6. The school will have digital monitors to test the temperatures of learners every morning.

7. COVID – 19 posters will be put up on the school ground to remind learners of the necessary procedures and regulations.

8. A room will be prepared to serve as a place where learners with a fever or possible infection can be isolated and put under quarantine until the parents come to collect him/her.

9. Procedures will be in place to sanitise the whole school again after every school day.

10. Educators will get basic training about the COVID-19 pandemic, regulations and procedures to ensure that the correct information will be given to the learners.

11. Appoint a COVID – task team to manage and implement all regulations.

12. Every classroom will get the contact information of the Departments Education, Health and Wellness.

# DAG 1

1. Alle leerders sal slegs deur die hoofingang die skoolterrein kan betree.

2. Geen leerder mag die terrein sonder ‘n gesigmasker betree nie.

3. Leerders sal elkeen m.b.v ‘n digitale monitor geskandeer word om hul temperature te toets.

4. Leerders sal eers hul hande moet ontsmet voor hulle in ‘n klas kan ingaan.

5. Klasse sal in kleiner groepe verdeel word om sosiale distansie te verseker. 24 Leerlinge.

6. Leerders sal in die klasse so geskuif word dat die leerders so vêr moontlik alleen by ‘n tafel sit anders nie meer as twee leerders by ‘n tafel nie.

7. Onderwysers sal leerlinge terug verwelkom, die COVID–19 regulasies by Laerskool Lydenburg sal met hulle bespreek word om seker te maak almal verstaan dit.

8. Daar sal omgesien word na die leerlinge se welstand en die COVID-19 pandemie sal in die klasse bespreek word om onsekerheid, misverstande en paniek by leerlinge te voorkom.

# DAY 1

1. All learners must enter the school ground through the main gate.
2. No learner will be allowed to enter the school ground without a face mask.
3. Learners will each be scanned with a digital monitor to test their temperatures.
4. Learners will have to santise their hands before entering the classroom.
5. Classes will be divided into smaller groups (20 learners) to ensure social distancing.
6. Learners will be moved in class to try and seat learners 1 per table.
7. Teachers will welcome all learners back and discuss the COVID-19 pandemic regulations and procedures at Laerskool Lydenburg with them.
8. The wellness of learners will be looked after. The COVID-19 pandemic will be discussed in the class to ensure that everybody understands it, that there are no misconceptions and panic amongst learners.

# STANDAARD DAAGLIKESE PROSEDURES / STANDARD DAILY PROCEDURES

**Infrastruktuur en Meubels:**

1. Ontsmet oppervlaktes en toerusting in klaskamer elke dag met sanitêre vloeistof.
2. Ontsmet leerlinge se hande voor hulle die klaskamer binnekom.
3. Leerlinge mag nie sonder ‘n masker op die terrein of in die klaskamer wees nie.
4. Banke mag nie teen mekaar geskuif word nie (minimum sosiale afstand van 1,5 - 2m).
5. Badkamers word ontsmet na pouses en aan die einde van die skooldag.

**Infrastructure and Furniture:**

1. Sanitise surfaces and equipment in classrooms every day.
2. Sanitise learners’ hands when entering the class room.
3. No learner is allowed to be without a face mask on the terrain or in the class.
4. No clustering of desks in the class room (minimum social distancing of 1.5 - 2m).
5. Bathrooms will be sanitised after every break and at the end of the school day.

VOORWAARTS

## Vervoer:

1. Busse en taxi's moet met sanitêre vloeistof gespuit word, alvorens leerlinge vervoer kan word.
2. Leerlinge se hande moet met sanitêremiddel gespuit word voor hulle op 'n bus klim om vervoer te word.
3. Verseker dat die beginsel van sosiale afstand op busse gehandhaaf word om onnodige kontak te vermy.
4. Die dra van maskers op 'n bus is verpligtend.

## Transport:

1. Buses and taxis must be sanitised prior to any trip.
2. Children's hands must be sanitised upon entering the bus.
3. Manage the seating distance between learners in the bus (social distancing).
4. Wearing of face masks is compulsory when boarding the bus or taxi.

# SOSIALE DISTANSIËRING / SOCIAL DISTANCING

## IN DIE KLASKAMER

1. Leerlinge moet sover moontlik alleen by ‘n tafel sit.
2. Beperk die rondbeweeg van leerders in die klaskamers.
3. Vermy enige groepwerkaktiwiteite in die klaskamers.
4. Geen handskud, “high fives” of drukkies mag tussen leerders plaasvind nie.

## IN THE CLASSROOM

1. Learners must sit one per table if possible.
2. Limit the movement of learners in the classroom.
3. Avoid any group work activities in the classroom.
4. No hand shakes, high fives or hugs between learners.

## GEDURENDE KLASWISSELING

1. Leerders moet hul gesigmaskers ten alle tye op hê.

2. Die wisseling tussen klasse moet sover moontlik ingeperk word. Leerders bly in hul klasse en onderwysers swerf.

3. Veredere opsies is om klasse te laat wissel op verskillende tye om druk verkeer te verminder.

4. Personeel staan op die stoepe en monitor die wisseling tussen klasse. Leerders handhaaf 'n sosiale afstand.

## CHANGE CLASSES

1. Learners must wear their face masks at all times.

2. Movement between classes must be limited as much as possible. Learners can stay in their classes and teachers can change between classes.

3. Another option is to let classes change at different times to prevent peak traffic.

4. Teachers stand in the corridors to monitor the process of changing classes. Learners will keep the social distancing.

## GEDURENDE POUSES en DIE EINDE VAN DIE DAG

1. Leerders moet ten alle tye hul gesigmaskers dra.

2. Ekstra personeel sal aan diens wees gedurende pouses.

3. Leerders sal opgedeel word om in klein groepies op verskillende plekke op die terrein te sit gedurende pouses onder toesig – "Bubble konsep".

4. Sodra meer groepe skool begin bywoon kan die opsie vir pouses op verskillende tye oorweeg word.

5. Aan die einde van die dag sal klasse 2 minute uitmekaar verdaag om samedromming by die hek te voorkom.

6. Personeel stap saam met hulle klasse tot by die vlagpaal waar hul afgesien word.

7. Ouers moet hul kinders dadelik oplaai en vertrek.

## DURING BREAK TIME and THE END OF THE DAY

1. Learners must wear their face masks at all times.
2. Extra staff members will be on duty during break.
3. Learners will be divided into smaller groups to sit on various places on the terrain during break under supervision – "Bubble concept".
4. When more groups come to school different times for break can be implemented.
5. At the end of the day classes will be dismissed 2 minutes apart to prevent crowding at the gate.
6. Teachers will escort their classes to the flag pole where they will be dismissed.
7. Parents must pick up their children immediately and depart.

## MASSA DEELNAME

**Om die verspreiding van COVID-19 te beperk mag geen geleenthede gereël word wat groot skares trek nie. GEEN sportbyeenkomste, sportoefening, kultuurgeleenthede, sosiale of feesgeleenthede word toegelaat nie.**

## SNOEPIE

**Die snoepie sal oopmaak sodra die BL dit goedkeur. Geen warm kosse sal voorsien word nie. Sosiale distansies tussen kliënte van 1.5 - 2m moet gehandhaaf word. Werkers in die snoepie moet ook alle Covid – regulasies volg. Handskoene moet gedra word waar met kos gewerk word.**

## MASS PARTICIPATION

**To prevent the spread of the COVID-19 virus, no event which will gather crowds of people will be organised. NO sporting events or practise. No cultural events. No social or any other festivities will take place.**

## TUCK SHOP

**The tuck shop will open as soon as the SGB approves it. No warm foods will be prepared and sold. Social distancing between clients must be 1.5 - 2m. All Covid regulations must be adhered to. Gloves must be worn were people work with food.**

# OUERS / BESOEKERS

**By Laerskool Lydenburg is ons leerlinge en personeel se gesonheid van uiterste belang en ons wil enige moontlike blootstelling aan die COVID-19 virus tot die minimum beperk.**

**Geen ouers of besoekers word op Laerskool Lydenburg se terrein toegelaat sonder ‘n afspraak nie.**

**Enige transaksies of kommunikasie wat nodig is moet telefonies of elektronies gedoen word.**

**Ouers word versoek om hulle kinders by die skool se hoofhek op en af te laai en dan die terrein te verlaat.**

**Geen ouer sal toegelaat word om hul kinders by die klasse te gaan haal nie.**

**Ouers wat wel die skoolterrein betree met ‘n afspraak moet:**

**‘n masker dra, geskandeer word by die hek, die vorms by die hek voltooi en ontsmet word voor hul toegelaat sal word.**

**Enige ouer of besoeker wat nie bogenoemde prosedure volg nie, mag toegang geweier word.**

# PARENTS / VISITORS

At Laerskool Lydenburg the health of our learners and staff is of the utmost importance. Therefore we want to limit any possible exposure to the COVID-19 virus as much as possible.

No parents or visitors will be allowed on Laerskool Lydenburg's school ground without an appointment.

Any transactions or communication must take place telephonically or electronically as far as possible.

Parents are requested to drop off and pick up their children at the school's main gate and immediately leave the premises.

No parent will be allowed to fetch their child from the classroom.

Parents who have an appointment must:

Wear a mask, must be scanned and fill in the forms at the gate.  They must sanitise before entering the premises.

Any parent or visitor who does not comply with these procedures will be denied access to the premises.

# INDIEN ‘N LEERDER / ONDERWYSER POSITIEF TOETS

**Indien ‘n leerder of personeellid positief getoets word of moontlike simptome van die COVID-19 virus toon sal so ‘n persoon onmiddelik geisolleer word in ‘n plek wat deur die skool voorberei is vir so ‘n geval.**

**Indien dit ‘n leerder is, sal die ouers dadelik gekontak word.**

**Die persoon sal die skoolterrein so gou moontlik moet verlaat.**

**Die Departement van Gesondheid moet ingelig word.**

**Indien die persoon wel positief gediagnoseer word met COVID-19 sal enige ander persone, klasmaats en ander personeel ingelig word en toetsings en kwarantyn word aanbeveel.**

**So ‘n leerder of personeellid mag slegs terugkeer nadat hy/sy deur die medici gesond verklaar is en hy/sy 14 dae onder kwarantyn deurgebring het.**

# IF A LEARNER OR STAFF MEMBER IS TESTED POSITIVE

In the case of learner of staff member shows any possible symptoms or has been tested positive for the COVID-19 virus, that person will immediately be isolated in a room which is prepared by the school for such a case.

If it is a learner the parents will be contacted immediately.

Such a person will have to leave the school grounds as soon as possible.

The Department of health must be notified.

If a person is tested positive with the COVID-19 virus, any other person, staff members or classmates who were in contact with that person will be notified and quarantine and testing will be recommended.

Such a learner or staff member can only return back to school if he/she was under quarantine for 14 days and again tested by a medical practitioner and declared fit and healthy to return.

# KURRIKULUM

## HERSIEN ROOSTER

Klasse word in kleiner groepe verdeel.   1 leerder per bank word toegelaat. 'n Rooster word uitgewerk om die klasse te akkommodeer om maksimale onderrigtyd te verseker.

## HERSIEN KURRIKULUM – 'RECOVERY PLAN'

Die Department van Onderwys het die kurrikulum met 20% gesny en Laerskool Lydenburg val daarby in.  Die eerste 3 weke nadat 'n groep terugkeer skooltoe word gebruik om alle werk wat gedurende die grendeltyd gestuur was te hersien.

## GENOEGSAME PERSONEEL

Personeel wie se grade nog nie terug is by die skool nie sal optimaal gebruik word om te help met die leerlinge wat wel by die skool is.

## LEERDERS WAT AFWESIG WAS

Personeel sal daagliks die werk wat in die klas behandel is op die huidige graadgroepe plaas sodat leerders wat afwesig was dit kan kry en opvang.  Laerskool Lydenburg is nie 'n tuisonderrigsentrum nie en ouers wat die opsie oorweeg moet met die Departement van Onderwys in kontrak tree.

# CURRICULUM

## REVISED TIME TABLES

Classes will be divided into smaller groups. 1 learner per table. A time table is set up to accommodate these classes to ensure maximal teaching time.

## REVISED CURRICULUM – 'RECOVERY PLAN'

The Department made a cut of 20% of the current curriculum. Laerskool Lydenburg will adhere to it. During the first 3 weeks, after a group has returned to school, revision of the work given during the lock down time, will be done.

## PERSONNEL

All educators whose learners are not back at school yet will be utilised optimally to help with learners who are already back at school.

## ABSENT LEARNERS

Educators will still make use of the existing Whatsapp groups to send daily work to those learners who were absent to ensure that they don't fall behind. Laerskool Lydenburg is not a home-education centre. Parents who would consider this option must contact the Department of education.

# SKOOLGEBASEERDE ONDERSTEUNING / SCHOOL BASED SUPPORT TEAM

Die skool se berader tesame met die skoolbestuurspan sal saam werk om enige leerder, personeellid of ouer by te staan en te ondersteun met akademie, gesondheid en emosionele welstand so ver moontlik.

The school counsellor as well as the school management team will work together to support any learner, educator or parent with academics, health and emotional wellness as far as possible.

# BL ONDERSTEUNING / SGB SUPPORT

**Die Beheerliggaam van Laerskool Lydenburg is op 'n gereedheid grondslag om die skool en personeel by te staan in enige omstandighede.**

**The School Governing Body of the school is available to help the school and staff in any situation when needed.**