



KEARSNEY COLLEGE

Founded in 1921

COVID-19 Standard Operating Procedures

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1. Introduction

1.1 The purpose of this policy is to manage and minimise the risk of transmission of COVID-19 on the Kearsney campus. It is Kearsney's responsibility to be proactive and precautionary to slow the transmission of the virus in our community. This policy is regulatory, and compliancy is required to provide a safe working environment for employees, pupils, parents, suppliers, service providers and visitors.

1.2 The extent of this outbreak in our country is still developing and, should we need to revise this policy, it will be updated from time to time.

2. Close Contact

Close contact, (per the NICD) means that you had face-to-face contact within 1 metre for more than 15 minutes with a person with COVID-19, without a mask. This contact must have happened while the person with COVID-19 was still "infectious", i.e. from 2 days before to 10 days after their symptoms first appeared.

3. Risk Categories

Risk Categories	Definition	Action Required
Positive case	Person tests positive for COVID-19	Follow NICD instructions. Notify and send confirmation of positive status to Mr Anthony Willows (pupils) and Mrs Val Dixon (employees)
Primary contact (high risk)	Had close contact with someone who has tested positive for COVID-19 (from 2 days before to 10 days after the infected person's symptoms began).	10 days' quarantine. Notify Mr Anthony Willows (pupils) and Mrs Val Dixon (employees) immediately. Return to school after 10 days if not experiencing COVID-19 symptoms.
Indirect contact (moderate risk)	Had close contact with someone who has had close contact with another person who has tested positive for COVID-19 (from 2 days before to 10 days after the infected person's symptoms began).	Maintain moderate social distancing (no close contact, remaining at least 2 meters away from people if not wearing masks) for 7 days and monitor for symptoms of COVID-19.
Indirect distant contact (moderate risk)	Had close contact with someone who has had close contact, who in turn has also had close contact, with a person who has tested positive for COVID-19 (from 2 days before to 10 days after the infected person's symptoms began).	Maintain moderate social distancing (no close contact, remaining at least 2 meters away from people if not wearing masks) for 7 days and monitor for symptoms of COVID-19.

4. COVID-19 Symptoms

- 4.1 Sudden onset of cough;
- 4.2 Sore throat;
- 4.3 Shortness of breath or fever (temperature of 37,5° C or higher);
- 4.4 Aches and pains – less common;
- 4.5 Nasal congestion – less common;
- 4.6 Conjunctivitis – less common;
- 4.7 Diarrhoea – less common;
- 4.8 Loss of taste or smell – less common;
- 4.9 Discoloration of fingers or toes – less common.

5. Regulations

- 5.1 Government Gazette 43372 302 29 May 2020
- 5.2 Government Gazette 43257 479 29 April 2020
- 5.3 Government Gazette 43381 304 1 June 2020
- 5.4 Government Gazette 43465 660 23 June 2020
- 5.5 Government Gazette 43521 763 12 July 2020
- 5.6 All regulations and policies are available on the Kearsney College intranet.

6. Personal Protective Equipment (PPE)

- 6.1 Wearing of masks on campus by all persons is mandatory.
- 6.2 All occupants of vehicles entering the campus must be wearing a mask.
- 6.3 Every staff member provided with two cloth masks.
- 6.4 Employees with underlying conditions, who are vulnerable, must disclose their conditions to the Resources Manager.
- 6.5 On recommendation from the employee's personal physician or general practitioner, the appropriate PPE may be provided by the College and suitable personal protective equipment will be sourced, or alternate arrangements made.
- 6.6 Masks help reduce the transmission of COVID-19 by acting like a shield to contain the respiratory droplets through which the virus spreads.
- 6.7 The purpose of the mask is to reduce droplets that come out of the mouth or nose during speaking, coughing and sneezing.
- 6.8 Avoid touching the mask or your face while you're out and when you get back home, wash the mask with soap and water immediately without using chemicals and wash your hands again.
- 6.9 After washing, the masks should then be ironed or left out in the sun to dry.
- 6.10 Do not share your mask with anybody else, and it is preferable if every person has two masks so they can be interchanged during washes.
- 6.11 Remember not to handle the inside layer of the mask when taking it off or putting it on.
- 6.12 Teachers may wear visors in the classroom.
- 6.13 Pupils may only wear a visor if also wearing a mask.

7. Sanitising

- 7.1 Wash hands regularly and thoroughly (at least 7 times a day).
- 7.2 Use regulation quality sanitiser or soap and water.
- 7.3 Only regulation quality hand sanitiser is to be used.
- 7.4 Avoid touching eyes, nose, and mouth.

- 7.5 Coughs or sneeze into the crook of your elbow or into a tissue, then throw the tissue in a bin and wash or sanitise hands immediately.
- 7.6 Sanitise hands before and after receiving documents.
- 7.7 Academic, boarding, sporting and administration facilities deep-cleaned every day per government regulations.
- 7.8 Academic and boarding facilities are fogged every day.

8. Social Distancing

- 8.1 Do not make physical contact.
- 8.2 Maintain the required distance at all times.
- 8.3 Telephone, email and video conferencing facilities are to be used rather than face to face meetings.
- 8.4 No non-essential visitors permitted on campus.
- 8.5 No face to face parent meetings.
- 8.6 No staff children are permitted to be brought into the academic, boarding and administration facilities.
- 8.7 Any gatherings are social distanced.

9. Health Screening and Temperature Checks

9.1 Boarders' Screening and Temperature Checks

- 9.1.1 All occupants of vehicles will be temperature screened on arrival at the main gate before entering the campus.
- 9.1.2 All boarders will be temperature and health screened by Housemasters on arrival back to boarding.
- 9.1.3 All boarders will have on going screening twice daily between 06h30 and 07h30 and 18h30 and 19h30.
- 9.1.4 Each boy will have his temperature taken and recorded.
- 9.1.5 A symptom check will be conducted and recorded.
- 9.1.6 Boys' hands will be sanitised with 70% alcohol-based hand sanitiser.
- 9.1.7 When cleared, boys may proceed to school. Boys must wear masks.
- 9.1.8 Boys who have potential COVID-19 symptoms will follow the protocol as detailed in this document.

9.2 Dayboys' Screening and Temperature Checks

- 9.2.1 Dayboys must arrive between 06h45 and 07h45 for screening.
- 9.2.2 Entrance to the College is via the Kearsney College Road (top) gate and dayboys will be screened daily at the screening station (Medpost) next to the tennis courts.
- 9.2.3 Parents are to wait in their cars alongside the tennis pavilion until the screening process is completed and their son is cleared to proceed to class. The parent may then depart, exiting through the main gate on Founders Avenue.
- 9.2.4 The buses bringing dayboys to school must also enter via the Kearsney College Road gate.
- 9.2.5 Each boy will have his temperature taken and recorded.
- 9.2.6 A symptom check will be conducted and recorded.
- 9.2.7 Boys' hands will be sanitised with 70% alcohol-based hand sanitiser.
- 9.2.8 When cleared, boys may proceed to school. Boys must wear masks.

9.3 Employee and Visitor Screening and Temperature Checks

- 9.3.1 Temperature testing and health screening of employees and all visitors will take place on the campus for the safety of other employees and pupils.
- 9.3.2 If a person's temperature is found to be high or they do not pass the health check, they will be requested to leave the campus, or if resident on campus to return directly to their residence immediately and consult a medical professional.

- 9.3.4 Normal sick leave procedures apply.
- 9.3.5 Employees must stay at home if they feel unwell. If one has a fever, cough and difficulty breathing, they must seek medical attention.
- 9.3.6 The intention is that if all employees observe social distancing correctly, should a colleague test positive for COVID-19, no other employees should be required to self-isolate.

10. Pupil COVID-19 Procedures

- 10.1 Hands must be washed frequently with hand sanitiser or soap and water for at least 20 seconds.
- 10.2 Hands must be washed / sanitised when returning to the House or entering the dining halls, classrooms or the resource centre.
- 10.3 Wearing of an approved (three-layered) plain white masks is mandatory.
- 10.4 Each boy must have at least two masks.
- 10.5 Boarders' face masks laundered as part of their laundry.
- 10.6 1 metre social distancing must be maintained at all times.
- 10.7 Daily health screening and temperature testing for dayboys at the Medpost.
- 10.8 Dayboys must arrive, via Kearsney College Road gate (top gate) at the Medpost between 06h45 and 07h45 for screening in the morning.
- 10.9 Daily health screening and temperature testing for boarders at the boarding houses.
- 10.10 Each House has been supplied with four thermal thermometers.
- 10.11 Temperature checks and health screening for boarders takes place every morning from 06h30 to 07h30 and every evening from 18h30 to 19h30.
- 10.12 Accurate screening records are kept.
- 10.13 There will be no full school assemblies/chapel or social gatherings.
- 10.14 Boys may not greet others with a handshake or physical contact.

11. Employee COVID-19 Procedures

- 11.1 Any employee displaying symptoms or identified as a primary contact the school requests the employee to go and see their doctor and go for a COVID-19 test.
- 11.2 This is required due to limited staff capacity to keep the school operational.
- 11.3 If the test result is negative the employee may return to school.
- 11.4 Any employee, positively diagnosed with the COVID-19 virus, must report in writing to the Resources Manager immediately, in addition to following the reporting protocol as outlined by the Department of Health and the NICD.
- 11.5 If an employee is identified as a primary contact, they must report in writing to the Resources Manager immediately.
- 11.6 A contact register will be maintained by the Resources Manager.
- 11.7 Looking after one's mental health during times of crisis is important.
- 11.8 Employees are encouraged to maintain a healthy lifestyle and to exercise.
- 11.9 If one is experiencing anxiety, please reach out to colleagues and friends or contact the Ask Nelson helpline for assistance.
- 11.10 Employees who are not compliant with the requirements set out in this policy will be subject to disciplinary measures.

12. Sanatorium COVID-19 Protocol**12.1 Pupil has a Positive COVID-19 Test Result**

	Mild/moderate symptoms	Severe symptoms
Weekly boarder	He is isolated immediately in the isolation facility until his parents are able to collect him and continue the isolation process for 10 days until he is symptom free.	Contact parents to take him hospital until he is stable enough to return home. He must be sent home to continue isolation for 10 days from being stabilized/discharged.
Termly boarder	He is isolated immediately in the isolation facility until his parents are able to collect him and continue the isolation process for 10 days until he is symptom free.	He is sent directly to hospital until he is stable enough to return home. He must be sent home to continue isolation for 10 days from being stabilized/discharged.
Dayboy	He is isolated immediately at home and kept in isolation for 10 days from the onset of symptoms. He is de-isolated after 48 hours of no symptoms or 10 days from positive test if he had no symptoms.	He is sent directly to hospital until he is stable enough to return home. He must be sent home to continue isolation for 10 days from being stabilized/discharged.

12.1.1 Repeat testing is not indicated to de-isolate a patient.

12.1.2 In all cases if there are no symptoms, a patient is de-isolated after 10 days of a positive test.

12.1.3 In all cases where a positive result is returned, the NICD need to investigate and follow up with all boys who were in contact with the pupil who tested positive.

12.1.4 Sister to notify Head of Houses and COVID Compliance Manager.

12.2 Pupil has a Negative COVID-19 Test Result

The pupil may return to school.

12.3 Primary Close Contact

12.3.1 Monitor symptoms and if necessary, consult with your doctor.

12.3.2 Consider yourself as potentially infectious.

12.3.3 Dayboys and boarders that live close enough are to quarantine at home for 10 days.

12.3.4 Termly boarders are quarantined in a dorm in the san or in an approved B&B to house the correct numbers to maintain social distance and Barrier nursed.

12.3.5 Signs and symptoms are monitored three times daily.

12.3.6 They are to be quarantined for 10 days from day of contact and after the 10th day, if no they do not present with symptoms, the individual is allowed to de-isolate. However, if symptoms appear during the quarantine period, the contact is tested and follows the positive test protocol.

12.3.7 Repeat testing is not indicated to de-isolate a patient.

12.4 Quarantine

12.4.1 Clean your hands with soap and water frequently (at least 7 times a day). You may also use 70% alcohol sanitisers.

12.4.2 Do not allow visitors.

- 12.4.3 Wear a mask when you are in the same room as any other people.
- 12.4.4 Stay in a specific room and use your own bathroom (if possible), otherwise carefully sanitise after use. Only come out of the room when necessary, wearing your mask and having sanitised your hands.
- 12.4.5 Practice good cough and sneeze hygiene - into a tissue, discarding it immediately afterwards into a closed bin and washing your hands thoroughly.
- 12.4.6 Wash all your household laundry at the highest temperature (60 degrees is recommended). Tumble dry (if possible) and iron fabric. Wear gloves and an apron when handling soiled materials if possible. Clean all surfaces around the washing machine and laundry.
- 12.4.7 Avoid sharing household items and wash your household items separately (e.g. cutlery and crockery).
- 12.4.8 All high-touch surfaces like tabletops, counters, toilets, phones, and computers should be frequently thoroughly cleaned.
- 12.4.9 Monitor symptoms and seek prompt medical attention if your symptoms worsen.

12.5 Boys with Respiratory Infections

All boys with respiratory symptoms will be sent home for 10 days until symptoms disappear per NICD regulations.

12.6 Dayboy Showing COVID-19 Symptoms

- 12.6.1 Parents inform the school that your son is sick at home.
- 12.6.2 Confirm symptoms.
- 12.6.3 Parents to take their son for immediate assessment by their doctor, with details of symptoms and contacts.
- 12.6.4 Manage son at home or hospital, if required, while awaiting the test results.
- 12.6.5 Contact the Sister at the Kearsney San to keep the school informed of the boy's condition and management.
- 12.6.6 Sister to notify Head of Houses and COVID Compliance Manager of the ongoing progress.

12.7 Boarder Showing COVID-19 Symptoms

- 12.7.1 The boy must remain outside of the San. Sister to confirm symptoms.
- 12.7.2 Patient will be assessed by the San Sister at Station 1 outside the San.
- 12.7.3 Treatment will be given.
- 12.7.4 Parents will be contacted and the protocol explained to them.
- 12.7.5 The Sister will contact the doctor with details of the patient and contacts.
- 12.7.6 Referral to a testing facility will be made.
- 12.7.7 Contact parents or host family to accompany individual to the testing facility.
- 12.7.8 Safely transfer the patient to the testing facility.
- 12.7.9 If parents are not available, the patient is transported by Kearney staff to the host family designated by him, to be isolated until results are available.
- 12.7.10 If there is no designated host family, the boy must be accommodated off campus and may not stay in the San while waiting for the results.
- 12.7.11 Standard test results take 72 hours. Tests for boys that are high risk take 48 hours.

12.8 Dayboy or Boarder (with parents in close proximity) Showing COVID-19 Symptoms

- 12.8.1 Confirm symptoms.
- 12.8.2 The boy must remain outside of the San.
- 12.8.3 Patient will be assessed by the San Sister at Station 1 outside the San.
- 12.8.4 Treatment will be given.
- 12.8.5 Parents will be contacted and protocol explained to them.
- 12.8.6 The boy will be isolated promptly in Isolation Station Unit 2, alongside the San, until collected by parents.

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- 12.8.7 Parents must take their son for immediate testing by their doctor, with details of symptoms and contacts.
- 12.8.8 Manage the patient at home or hospital, if required, while awaiting the test results.
- 12.8.9 Standard test results take 72 hours. Tests for boys that are high risk take 48 hours.
- 12.8.10 Parents are to contact the Sister at the Kearsney San to keep the school informed of the boy's condition and management.
- 12.8.11 Sister to communicate progress to the Head of Houses and COVID Compliance Manager.
- 12.9. Boy Screens Positive at Daily Screening for Potential COVID-19 Symptoms**
- 12.9.1 The School Sanatorium Sister will discuss the symptoms with the parent and the protocols as detailed in this document will apply.
- 12.9.2 It will be the responsibility of parents to confirm with the San Sisters what the boy's diagnosis and treatment is.
- 12.10 Protocol for After-hours at the San (16h30 until the following morning)**
- 12.10.1 A boarder in the boarding house reports possible symptoms.
- 12.10.2 Confirm symptoms.
- 12.10.3 Report to the Housemaster or Duty Master.
- 12.10.4 The Housemaster contacts the Sister in the San.
- 12.10.5 The Housemaster accompanies the boy to the San. The boy does not enter the San.
- 12.10.6 The Housemaster monitors the San while San Sister proceeds to Station 1.
- 12.10.7 The boy will be assessed by the San Sister at Station 1 outside the San.
- 12.10.8 Treatment will be given.
- 12.10.9 Parents will be contacted and the protocol explained.
- 13. Dispensing of Medication**
- 13.1 To ensure all requirements are met and precautions taken to avoid cross-infection and to prevent transmission of the coronavirus to colleagues, staff and pupils on the Kearsney campus, boys are to visit the San to take scheduled medication only. This must be done individually and not in groups - staggered at 15-minute intervals.
- 13.2 On arrival at the San boys should do the following:
- 13.2.1 Maintain social distancing of 1 metre apart whilst waiting outside the Sanatorium. Demarcations on the path and on the floor inside indicate the required spacing.
- 13.2.2 Boys must wear a face mask.
- 13.2.3 Both doors to be open to allow space for entry.
- 13.2.4 The boys needing to collect scheduled medication are to sanitise their hands and enter the san one person at a time.
- 13.2.5 On entering, boys will maintain the social distancing of 1 metre apart, as indicated by demarcations on the floor.
- 13.2.6 Medication will be administered to each boy by the Sister on duty directly from their container into their hand, without making direct contact with the medication. The appropriate PPE will be worn by the San sister, which will include a gown and a face mask.
- 13.2.7 Boys are required to sanitise their hands again before leaving the San.
- 13.3 During this period, all vitamins, non-schedule medication and asthma pumps are to be stored in the boys' own cupboards and taken in the Houses. All boys who are required to come to the San must be staggered by Grade.

- 13.4 Parents will not be allowed in the San between 06h30 and 08h30 as this period is devoted to administering medications to boys. Parents are requested to contact the Sanatorium by phone during the course of the day should there be a need to communicate.

14. School Routine

- 14.1 40-minute periods with a 4-minute walking period between lessons.
14.2 The Resource Centre will be open in the afternoons from 14h00 until 17h00.
14.3 Support teaching lessons (as arranged) will be from 14h45 to 15h30.
14.4 The weights gym will be closed.
14.5 There will be no cycle tests on Saturdays until further notice.

15. Academic Block Regulations

- 15.1 Boys must enter and leave a venue one at a time.
15.2 Avoid the use of handles.
15.3 Masks must be worn throughout the lesson by staff and boys.
15.4 Hand sanitiser dispenser in every classroom and at sanitising stations.
15.5 Each teacher must draw up a seating plan for each of their classes. Boys must remain in those positions.
15.6 Layout of classroom desks to be in a rectangular or square matrix at least 1 metre apart.
15.7 Desk locations to be marked out on the floor.
15.8 Ensure that desks remain 1 metre apart after each lesson.
15.9 Removal or placement of non-essential furniture for social distancing.
15.10 No sharing of desks or chairs during lessons.
15.11 Boys must not borrow or share stationery or equipment.
15.12 Boys should remain in their seats for the duration of a lesson unless necessary to move.
15.13 Teachers must not walk amongst boys but remain at the front of their class.
15.15 Windows and doors to remain open for ventilation.
15.16 Camera equipment to be set up for synchronous teaching.
15.17 All resource centre doors to be opened. No borrowing books from the resource centre. Use of computers will be restricted. Boys will need permission from their teachers to use the equipment.
15.18 Specific corridors will have one-way traffic flow. Boys must follow the signage on that corridor and follow the arrows.
15.19 There must be at least 1 metre distance between any two people.
15.20 All computers and other equipment used in your classrooms by different sets of students must be sanitised and/or cleaned after each use. This includes keyboards, screens, lab equipment and tools.
15.21 Group work must observe all social distancing protocols.
15.22 Encourage electronic submission of work, where possible.
15.23 Teachers must place work materials on the desk before the class is let in.
15.24 Boys may not “pass” materials to each other.
15.25 Boys must not share books such as set works, etc.; electronic copies must be displayed on the board where necessary.

16. Boarding House Regulations

- 16.1 Beds must be at least 1.2 metres apart. (Note beds in all the Houses are between 1.2 metres and 1.9 metres apart).
16.2 Boarders may not enter any House which is not their own.

- 16.3 Boys must sanitise their hands when entering their House.
- 16.4 Common room areas – masks to be worn and 1 metre spacing between boys must be maintained.
- 16.5 Boys may not study together.
- 16.6 No duties to be carried out by junior boys.
- 16.7 No bell duties.
- 16.8 Matrics must make their own coffee, toast, etc.
- 16.9 Each boarder is responsible for drying their own towels each day.
- 16.10 Boys must wear footwear when walking around the House, including in bathrooms.
- 16.11 Boarders may only remove their face masks when alone in their cubicles. Boarders must observe strict social distancing when they remove their masks.
- 16.12 Entry into the Boarding Houses is restricted to boarders and associated duty staff in the particular House.
- 16.13 Boarders may not roam between Boarding Houses; boarding will be House-specific
- 16.14 Parents dropping boys at the Houses must kindly refrain from entering the Boarding House.
- 16.15 Dayboys may not enter any Boarding House.
- 16.16 Full boarding is still provided to all boarders who wish to remain in on weekends.
- 16.17 Weekend exeats for boarders may be taken immediately after school on a Friday and boys may return either by 20h00 on a Sunday or 07h20 on a Monday morning.
- 16.18 Number 1s with blazers must be worn by boarders when taking exeats and when returning to the College.
- 16.19 Exeats may only be taken to parents or legal guardians.
- 16.20 Boarders and their parents should travel between home and school with the necessary permits.
- 16.21 Boarders will be health screened at their respective Houses upon their return.
- 16.21 Evening prep: Session 1 from 19h15 to 20h00.
Session 2 from 20h15 to 21h00.
- 16.23 Laundry for boarders, including masks, will be done twice a week.

17. Dayboy Regulations

- 17.1 Dayboys may not enter any Boarding House.
- 17.2 Dayboys who need to change for the extra-mural programme must use the SportZone change rooms.
- 17.3 Dayboys are to wait to be collected outside the Kit & Clothing shop or outside the Coffee Shop after their school commitments and depart from there, either with parents or on the dayboy bus.
- 17.4 Exit via the main gate on Founders Avenue.

18. Meals

18.1 Tea

Grade 12: Finningley Dining Hall

Grade 11: Pembroke Dining Hall

Grade 10: Gillingham Dining Hall

Grade 9: Sheffield Dining Hall

Grade 8: SportZone

- 18.2 All meals are rolling.
- 18.3 Dayboys are welcome to have lunch in the Dining Halls and SportZone (booking will be required).
- 18.4 Dining Halls – 1-metre spacing between pupils applies at all times.
- 18.5 Boys may remove their masks only to eat and drink.

18.6 Breakfast

- Grade 8s from 06h30 in the SportZone (boys must be out of these venues 06h50)
- Grade 9s from 06h30 in respective dining halls, (boys must be out of the dining hall by 06h50)
- Grade 10 from 06h40 in respective dining halls (must be out of the dining hall by 07h00)
- Grade 11 from 07h00 in respective dining halls (must be out of the dining hall by 07h20)
- Grade 12 from 07h20 in respective dining halls (must be out of the dining hall at 07h40)

18.7 Lunch

- Grade 8s from 13h00 in the SportZone (must be out of these venues by 13h20)
- Grade 9s from 13h00 in respective houses (must be out of these venues by 13h20)
- Grade 10 from 14h00 in respective dining halls (must be out of the dining hall by 14h20)
- Grade 11 from 13h45 (in the SportZone, must be out of the SportZone by 14h05)
- Grade 12 from 13h45 in respective dining halls (must be out of the dining hall by 14h05)

18.8 Supper

- Grade 8s from 18h00 in SportZone (boys must be out of these venues by 18h20)
- Grade 9s from 18h00 in respective dining halls (boys must be out of these venues by 18h20)
- Grade 10 from 18h10 in respective dining halls (must be out of the dining hall by 18h30)
- Grade 11 from 18h20 in the SportZone, (must be out of the SportZone by 18h40)
- Grade 12 from 18h30 in respective dining halls (must be out of the dining hall by 18h55)

18.9 Weekend Meals

- 18.9.1 All weekend meals from Friday night supper to Sunday night supper will be in the respective House dining halls.
- 18.9.2 Breakfast – 08h30
- 18.9.3 Lunch – 13h00
- 18.9.4 Supper – 18h00

18.10 Eatfresh Tuckshop

The Eatfresh tuckshop is open from 14h00 to 17h00 on weekdays and 08h00 to 12h00 on Saturdays.

19. Sport

- 19.1 No official sport will take place until further notice.
- 19.2 Boys may not play rugby, touch rugby, hockey, basketball, soccer, squash or any contact sport.
- 19.3 Tennis and table tennis will be allowed.
- 19.4 Boys may swim.
- 19.5 The campus fields and conservancy will be available in the afternoons.
- 19.6 MTB bikes may be used in the conservancy.
- 19.7 Boys can participate in the Wellness Committee-approved exercise programme every afternoon from 15h30 to 17h30.

20. Stigmatisation

Should any pupil or employee test positive for the coronavirus they must be protected against any stigmatisation as a result of the infection.

21. COVID-19 Committee

The COVID-19 Committee consists of the following members:

Mrs Sandy Dunnett (COVID Compliance Manager)

Mr Elwyn van den Aardweg (Headmaster)

Mr Peter Kirsten (Academics)

Mr Anthony Willows (Pupils)

Mr Keith Thompson (Screening, Logistics and Pupils)

Mrs Karen Seals (Screening, Logistics and Sanitising)

Mr Cliff Hunter (Estates and Security)

Mrs Catherine Mowat (Employees and Policies)

CHECKLIST A – PUPIL POSITIVE CASE AND CLOSE CONTACT TRACING FOR COVID-19

If a pupil tests positive for COVID-19 the tracing steps below must be followed:

Step	Action	Person Responsible
1	Remain calm	All
2	San reports details of pupil sent for testing to COVID Compliance Manager and to Headmaster's PA	San
3	San to record the following details while awaiting test results: What was the first date that symptoms showed? What was the date of the test? What was the date of the test result? What date were they last on campus?	San
4	Headmaster's PA to trace pupils and staff in close contact through timetables, classroom plans and boarding arrangements while awaiting test results. No communication is made until positive test result is confirmed.	Headmasters PA
5	San reports positive pupil case to the Headmaster and Compliance Manager	San
6	COVID Compliance Manager reports positive case to the NICD and co-ordinates the execution of the NICD's processes.	COVID Compliance Manager
7	Director of Marketing informed to prepare communication to parents, staff and outsourced service providers. Grade and House to be included in communication.	Director of Communications
8	Headmaster's PA to inform Resource Manager of list of staff in close contact	Headmasters PA
9	Deputy Head: Head of Houses to contact pupils on the list and advise accordingly in terms of policy	Deputy Head: Head of Houses
10	Resource Manager to contact staff on the list by email and WhatsApp and advise accordingly in terms of policy. Tutor, grade head and housemaster to be included in communication.	Resource Manager
11	A NICD Contact List must be completed for the pupils and staff identified as being in Close Contact	Headmasters PA
12	Completed NICD Contact List to be given to the COVID Compliance Manager	Headmasters PA

CHECKLIST B – EMPLOYEE CLOSE CONTACT TRACING FOR COVID-19

If an employee tests positive for COVID-19 the tracing steps below must be followed. Note that if employees have been observing social distancing correctly on the campus, no other employees should be identified as being in Close Contact.

Step	Action	Person Responsible
1	San reports positive employee case to the Headmaster	San
2	Positive employee case to be reported by the Headmaster to the Commercial Director and COVID Compliance Manager	Headmaster
3	COVID Compliance Manager reports positive case to the NICD and co-ordinates the execution of the NICD's processes.	COVID Compliance Manager
3	Commercial Director contacts Resources Manager with the employee details	Commercial Director
4	Resources Manager to contact employee directly and record the following information:	Resources Manager
5	What was the first date that symptoms showed?	Resources Manager
6	What was the date of the test?	Resources Manager
7	What was the date of the test result?	Resources Manager
8	What date were they last on campus?	Resources Manager
9	Academic staff member - Communicate details to Headmaster's PA to trace pupils in close contact.	Resources Manager
10	A NICD Contact List must be completed for the pupils identified as being in Close Contact	Headmasters PA
11	Academic staff and admin staff: NICD Contact List to be completed by the infected employee and given to the Resources Manager.	Employee
13	Completed Employee and Pupil NICD Contact Lists to be given to the COVID Compliance Manager	Headmasters PA and Resources Manager