

Sacred Heart College



COVID-19 Community Handbook

Finding the possible...



MARIST WAY – I see you. You see me.

I care for you. You care for me.

I protect you. You protect me.



I see you. You see me.

I care for you. You care for me.

I protect you. You protect me.



Let's protect one another by –

- | washing our hands
- | wearing our masks
- | not touching our faces, and
- | keeping our distance.





Guidelines for returning to our school

Safely from home, to school and back –

- | Message from College Executive Committee
- | Key guiding principles
- | Preparing and travelling to work
- | Arriving at work
- | Safety in the workplace
- | Classrooms, quads, cloakrooms and offices
- | Emergency contact details

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Message from

The College Executive Committee

“Nothing can be accomplished without the hope of accomplishment.”

Jennifer Arnold, Physician

The Covid-19 pandemic has affected us all in so many ways, and as we return to campus, it is vital that each member of the Sacred Heart College community plays their part in providing a safe, healthy and supportive environment. Key to this are clear health protocols, screening and sanitization. Our COVID-19 response team has been planning this return together with our school nurse and estate manager.

Our return to school task team, with its depth of expertise, has allowed us to consider and plan for the multi-faceted challenges that lie ahead. This handbook provides a brief summary of the key measures that are being implemented to ensure that we meet these challenges.

Our campus will not be the same as when we left it because we have changed and so has our world. Balancing safety with the need for physical connection will be a challenge. We will need to see social distancing as an act of care, and find new ways to express warmth of welcome, kindness and connection. We have the courage, compassion and renewed faith to do this. The spirit of Ubuntu is still strong at Sacred Heart College.

Our Marist values are the foundation of what we undertake to do as we return to the campus. By being present to ourselves and to one another, we see each other, care for each other and protect each other. Our love of work ensures that our teachers, together with our other staff, continue to provide safe, innovative and supportive educational spaces and opportunities; our students engage and offer their best efforts. Through perseverance, we follow in Mary's way and make sure that our interactions are open, honest and sincere. All of this continues to build a community that embodies family spirit where everyone feels welcome and included.

Kind regards, Heather Blanckensee and The Team



The Marist Way



Presence

I see you. You see me.
I protect you. You protect me.

Simplicity

Walking the talk, living the values.
I serve you. You serve me.

Family Spirit

We're in this together.
I care for you. You care for me.

Love of Work

Aiming for excellence, serving all.

In Mary's Way

Rooted in Love, open to the new,
all are welcome.





and so...

I protect you. You protect me.

Together we protect our school spaces.

We can defeat **COVID-19** and prevent it from damaging our shared spaces and family lives.

Together we are stronger.

We are in this together.



Key Guiding Principles

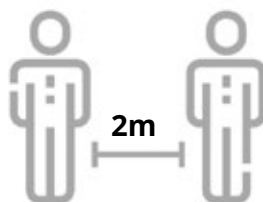


1



Make everyone feel safe and secure

2



Create spaces and places for everyone to feel safe

3



Remember to wash hands and sanitise often

4



Stay informed of our proactive measures to prevent infection



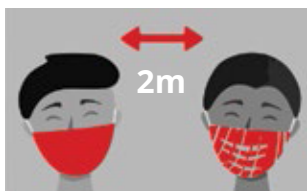
KEY COMMUNITY GUIDELINES



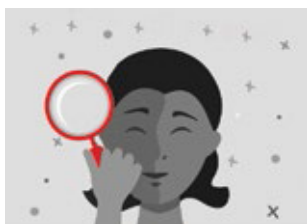
Hand washing



Wear a mask in public



Social distancing



Keep track of contacts

1. We are SHC family. Together we can defeat the COVID-19 virus and protect our school.
2. If we are unwell: We do **NOT** report for work or come to school. We stay at home, call the school nurse or our doctor and report to our Section Manager.
3. We will not blame or stigmatise any person, if infected or absent, due to COVID-19.
4. We will sanitise before and after touching any surfaces and wear our masks correctly at all times.
5. We will present ourselves for daily screening (temperature check) at the screening station.
6. We will complete a daily health check with our supervisors.
7. We will practice social distancing in our school at all times.
8. We will keep our space clean at all times (staffroom, quad, classroom, office).
9. We will minimise movement in the school and use the designated zones and areas. We will keep track of people we come into contact with, to enable tracing in case of any infection.
10. We will take personal responsibility for sanitising our immediate workspace before starting work or learning.





Our Declaration and Commitment

We, the Sacred Heart College community, fully commit to support our Government, the people of South Africa and our Sacred Heart Community in the fight against Covid-19. We will comply with all statutory and regulatory requirements, and will take comprehensive measures to support and protect our staff, students and our Sacred Heart community, visitors and contractors.

"To emerge from this crisis will require extraordinary efforts."

— President Cyril Ramaphosa



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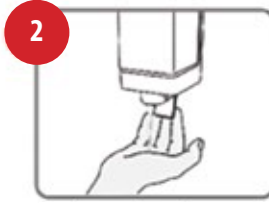


12 Step Hand Washing Guide

Follow Key Guiding Principles while washing for 20 seconds



Wet hands with water



Apply enough soap to cover all hand surfaces



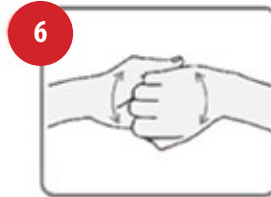
Rub hands palm to palm



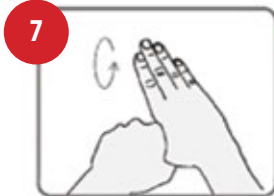
Rub back of each hand with palm of other hand with fingers interlocked



Rub palm to palm with fingers interlaced



Rub with back of fingers to opposing palms with fingers interlocked



Rub each thumb clasped in opposite hand using a rotational movement



Rub tips of fingers in opposite palm in a circular motion



Rub each wrist with opposite hand



Rinse hands with water



Dry thoroughly with a single use of paper towel



Use paper towel to turn off tap and then dispose of in rubbish bin

... and your hands are safe!



Preparing for work + school

If you are **unwell** check for Covid-19 symptoms: →

- | fever
- | difficulty breathing
- | coughing
- | headaches
- | vomiting or diarrhoea
- | loss of smell or taste



↓ **Stay home**



Seek early medical care



Do not report to work + school:

Inform your Section Manager/ Secretary



- | If you experience any of the above symptoms, please sms or whatsapp the school nurse, Peta-Anne, on **073 262-2647**
- | Please notify your relevant Section Manager, Deputy Principal or Secretary





Travelling to work + school

WHAT TO DO

✓ Ensure face mask is washed and ironed **every** day.

✓ Maintain space/open seat spacing when travelling.

✓ Ensure adequate ventilation in vehicle. Open windows.

✓ In a private vehicles, max 3 people per vehicle.

✓ Passenger to be seated **diagonally** to driver.

WHAT NOT TO DO

Do not forget to wear a face mask.

Do not touch vehicle surfaces.

Do not stand close to others and in groups when waiting for transport.

Do not touch anyone or their belongings.



Arriving on campus

Guiding principles for reducing risk of infection

and ensuring community wellness

Preconditions for entry onto the campus **every day** -

- | every one must wear a clean, ironed **mask**
- | everyone to maintain **social distance** of 2 metres
- | all staff to have a **temperature scan** when arriving
- | a **health check questionnaire** must be completed with a section screener



ENTRANCE

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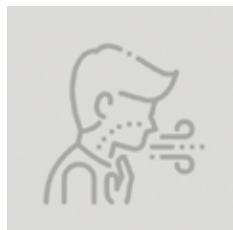
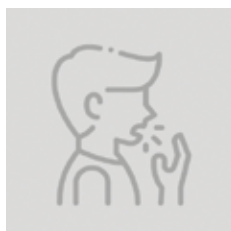
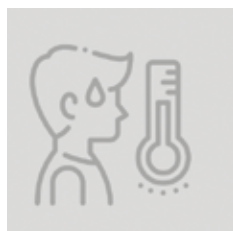
I protect you. You protect me.



In your work + play

What to do

- ✓ Maintain social distancing at all times.
- ✓ Keep to designated zones.
- ✓ Take personal responsibility for sanitising your personal workspace before starting work.
- ✓ Report to your Section Manager if you notice any symptoms (fever, difficulty breathing, coughing, headaches, vomiting or diarrhoea and loss of smell or taste) in yourself or in others (including suppliers and contractors).



What not to do

- ✗ Do not walk in groups.
- ✗ Do not walk beside or close to other people.
- ✗ Do not blame any infected person.
- ✗ Do not avoid his / her workplace as it will be cleaned and sanitised immediately.
- ✗ Do not be afraid to report cases to the School Nurse as this benefits your whole community.

- ✓ Report to your Section Manager if you have been in close contact with any infected person.





Preparing the **classroom**

What to do:

- Clear classroom of excess clutter and furniture.
- Roll up carpets and remove.
- Lock away shared equipment.
- Students seated so as to maintain social distance.
- Hand sanitiser and tissues available at classroom entrance.
- Area outside classroom marked for safe distance.
- Windows and doors open for ventilation.
- Teacher to wipe down desk area before and after use.

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What not to do:

- Do not use equipment without wiping down before and after use.
- Do not use other's items such as pens, books, and iPads.
- Do not allow students to return to class without sanitising their hands.

☐
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In your work + play



WHAT TO DO in communal spaces

Adhere to number of persons permitted into shared spaces at any one time.

Stagger timing when making tea/coffee.

Use own cups, plates, cutlery and water bottles.

Sanitise desks, telephones, computer equipment and general machinery when arriving and leaving each day.

WHAT NOT TO DO in communal spaces

Do not keep others waiting when making tea and coffee.

Do not crowd in the kitchen.

Do not use another person's cup, plate, cutlery.

Do not forget to sanitise your work area when arriving and leaving each day.



in Meetings



WHAT TO DO

- ✓ Ask if everyone is feeling well before meeting.
- ✓ Take a register at each meeting.
- ✓ Maintain social distancing.
- ✓ Set up and hold virtual meetings (video conferencing e.g. Zoom and Google Meet).
- ✓ Keep doors open and ensure sufficient airflow.



WHAT NOT TO DO

- ✗ Please do not proceed with meeting if numbers exceed meeting protocol.
- ✗ Please do not hold meetings with large groups of people.
- ✗ Please do not close office doors.
- ✗ Please do not forget to disinfect equipment.



Ablutions + Changerooms



DO

- | Sanitise on entry.
- | After use, wash hands with soap and water for 20 seconds, and use paper towel to wipe and dry hands. Dispose of paper towel in rubbish bin.

DON'T

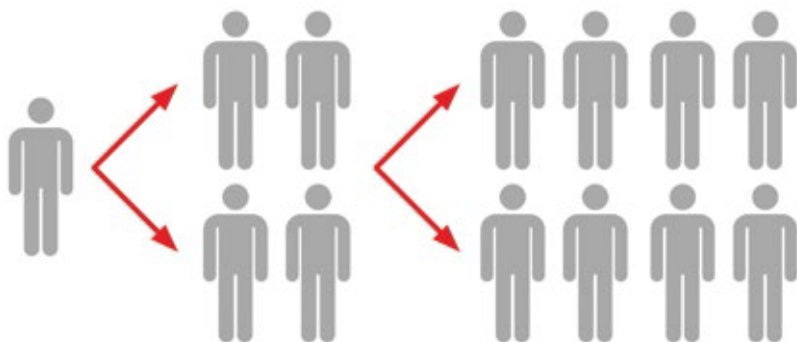
- | Do not enter ablutions if busy.
- | Please do not open door with hands where possible.
- | Do not forget to wash hands with soap and water for 20 seconds.



Let's limit exposure

The nature of COVID-19 is that a person might be infected and not even know it because symptoms can take up to 14 days to display.

The recommended practice therefore is to minimise contact.



Those with higher risk are encouraged to work from home. If you can't work from home you will be given lower risk responsibilities.

Remember to always sanitise, wear a mask and use PPE to protect yourself and others in your community.



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Emergency Contact Details

Sacred Heart Staff Nurse Peta-Anne – **073 262 2647**

Please sms or WhatsApp her before calling.

The Department of Health has identified the following hospitals to deal with any cases:

Province	Site	Contact Number	Working Hours
Gauteng	Tshwane Academic Hospital	Tel: 012 319 2670	Testing is available daily including weekends.
		Tel: 012 319 2618	
		Tel: 012 319 2509	
		Tel: 012 319 2954	
		Tel: 012 319 2351	
		Tel: 012 319 2257	
		Tel: 012 319 2249	
	Dr George Mukhari Hospital	Tel: 012 521 4227	08:00 – 17:00
		Tel: 012 521 4217	
	Charlotte Maxeke Academic Hospital	Tel: 011 489 8853	07:00 – 19:00 (Seven days a week)
		Tel: 011 489 8880	
Nationwide	Private Laboratories		
	Lancet	0861 526 238	South Africa COVID 19 HOTLINE 0800 029999
	Pathcare	0800 205 356	

