

FOUNDATION PHASE  
RETURN TO CAMPUS  
**COVID-19 GUIDE**



**Penryn**

# AMENDED TERM DATES

In an effort to make up some of our lost academic time at the start of the COVID-19 crisis, we have taken the decision to shorten our July holidays by a few days.

## TERM 2

Ends on  
19 June

## TERM 3

Resumes on  
8 July

# RETURN TO CAMPUS

## PLEASE TAKE NOTE OF THE FOLLOWING:

- Parents will not be permitted to exit their vehicles and walk onto the scholar areas during school arrival times.
- Every grade will have a screening protocol as described in the “**Screening procedure**” on the following page.
- There will be sanitiser at every entrance which anyone entering will have to use without exception.
  - Parents are required to take the temperatures of themselves and their children prior to arrival on campus.
  - Everyone (scholars and parents) entering campus is required to wear a material mask, which covers their nose and mouth.
  - *Penryn branded masks will be available for purchase at Reception. These are optional, and scholars & parents are welcome to provide their own masks / face shields.*
- Physical distancing of 1.5m is required upon entry and at all other times.



 **Penryn**  
PPA

**FACE MASKS R60.00** per mask  
AVAILABLE AT MAIN RECEPTION

**PRODUCT FEATURES**  
FABRIC MASK  
ADJUSTABLE ELASTIC STRAPS  
3 LAYERS OF PROTECTION WITH FILTER  
(MEDICALLY APPROVED)  
WASHABLE

T&CS: These masks & shields do not guarantee the prevention or transmission of infection. Masks and shields need to be wiped and cleaned after each use. For hygiene reasons, exchanges and returns will not be facilitated.

# ENTERING AND DROP OFF PROCEDURE

1



We ask that when Parents drop off their children, that they kindly follow this procedure :

- Parents need to enter the car park from the first entrance, drive to the stop sign, and proceed to one of the screening points in their vehicle as directed.

2

Scholars will be screened, by staff on duty, in the vehicle. Scholars are required to exit the car from the right hand backdoor of the vehicle.

The staff member will then take a temperature reading of the scholar. If the scholars temperature is within the **acceptable range**, they will be allowed to go through and walk on the designated route to their zone.



37.5

In the event that the scholars temperature is over 37.5 degrees the scholar will not be allowed to go any further on to the campus and their parents will be contacted to collect them and to take the necessary medical precautions. The COVID-19 Compliance Officer and response team will be notified immediately and the necessary measures and protocol will be followed.



They will then be directed by a staff member to walk straight to the main Foundation Phase entry gate in the designated area where they will sanitise their hands and feet before being led to their classrooms.

If there are scholars in a queue, the scholars must keep at least a 1,5 metre spacing between each other, using the markers on the ground as a guide line to stay 1,5 metres apart.



**Parents must stay in the vehicle and not climb out.**

3

Once parents have dropped off their child they must **leave** the drop-off zone.

# EXIT AND PICK-UP PROCEDURE

1

Parents needs to be at the drop off / pick up parking area before scholar goes through the screening procedure again. (Not in the drop off zone)

**Again parents are requested to stay in their vehicle and not climb out at all.**

2

At the screening stations there will be staff members on duty to complete the screening procedures:



Scholars' hands are sanitised, temperatures taken and recorded by a staff member.



The staff member will then take a temperature reading of the scholar.

3

When the temperature has been written down the scholar may go through and depart with their parent.

4

In the event that the scholars temperature is over **37.5 degrees** the parents will be notified immediately, the scholar will need to go straight to the vehicle in order for the parents to take the necessary precautions.

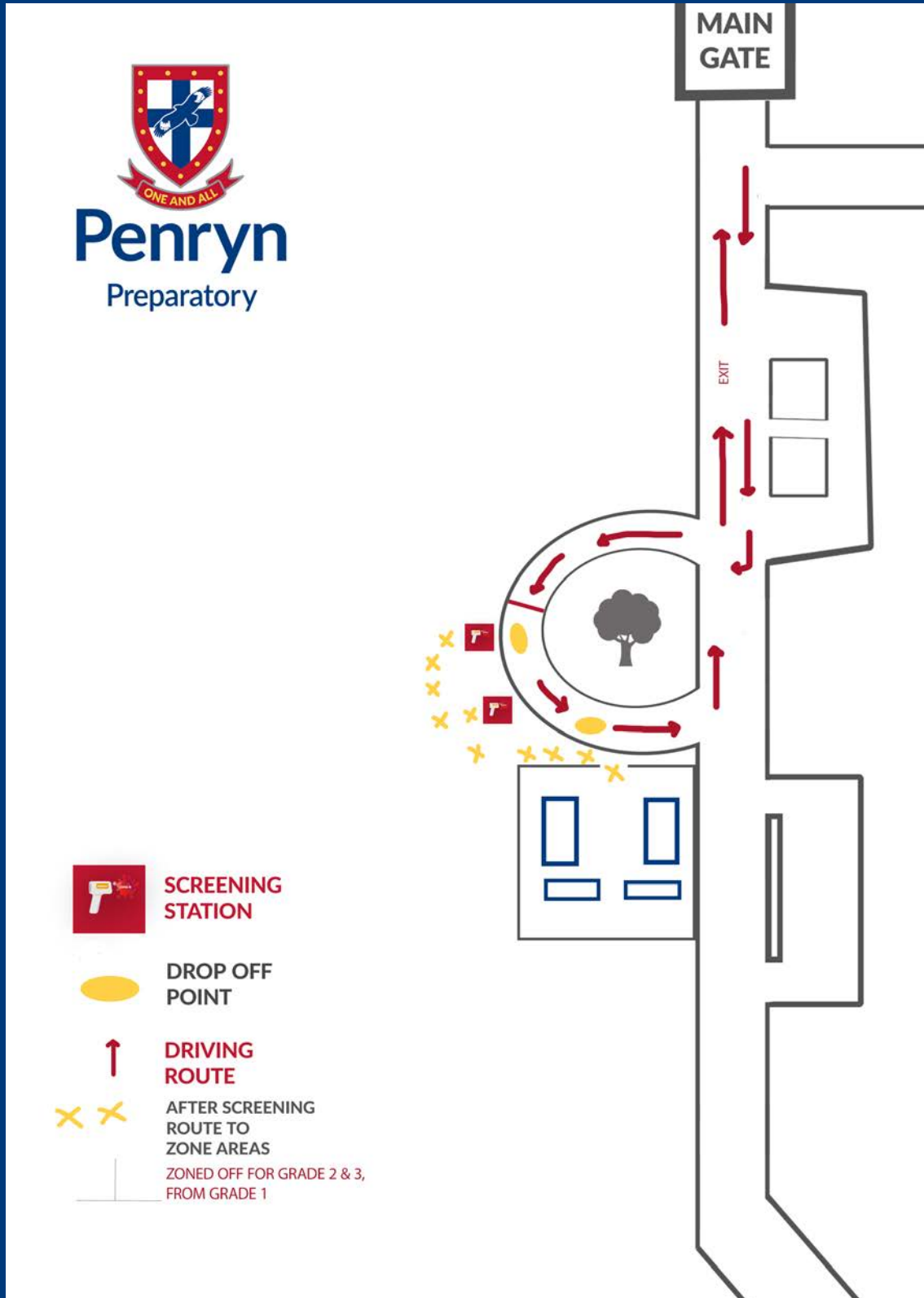


**37.5**

The COVID-19 Compliance Officer and response team will be notified immediately and the necessary measures and protocol will be followed.

# KNOW YOUR WAY AROUND CAMPUS

## GRADE 1,2 & 3 MAP

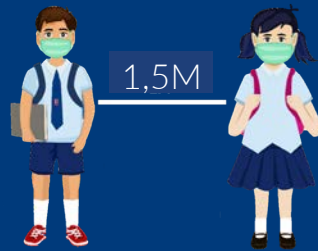


MAPS FOR EACH SPECIFIC GRADE WILL BE SHARED AS EACH GRADE RETURNS TO CAMPUS.

# FOUNDATION PHASE CLASSROOM

# PROCEDURE

- 1** After entering school at the the screening area, the scholars will be in their designated zones. They will be required to wait until the lessons start. Once lessons are due to begin, they will be asked to queue 1.5 metres apart outside the classroom, using the ground markers as a guide.



Upon entering the classroom the teachers will sanitise all scholars' hands.

- 2** When a scholar has left the classroom for break or the bathroom their hands will be sanitised on exit and again when they re-enter the classroom.



- 3** The Foundation Phase scholars will not be moving from classroom to classroom, they will remain in one classroom for the duration of the teaching day.

The teachers will move from classroom to classroom and take the necessary precautions to sanitize when leaving the classroom as well as sanitize the work area they were working at.

Teachers will only be permitted to teach in allocated zones and will not be crossing over more than two grades.

After every day's lessons the classrooms will be deep cleaned and disinfected.

# WHAT HAPPENS IF MY CHILD CANNOT RETURN TO SCHOOL?

**We are well aware that some students will not be able to return due to having pre-existing medical conditions. It is our intention to continue with online learning and teaching for these scholars.**

## VISITORS TO THE SCHOOL DURING THE DAY

**In order to maintain adherence to protocols, the school will minimise access to campus during the school day. Anyone who is permitted to enter will be screened in accordance with the arrival protocols.**

**The Department of Education operating procedures require that meetings, if needed, should take place online if it is not necessary to meet in person. We do ask that parents please respect this requirement and all meeting appointments need to be made 24 hours in advance in order for the lists to be updated at the gate for entry.**

## FETCHING FROM SCHOOL

**Upon leaving school, scholars will once again be required to sanitise or wash their hands. Parents are also reminded to remain in their cars and limit socialising where possible.**

## ADDITIONAL INFO

**The regulations against gatherings of 50 people or more are still in place for schools and as such these gatherings will be avoided. This will impact on school assemblies and the manner in which devotions will take place. Furthermore, there will be:**

- **NO extra murals until the government guidelines permit them to resume**
- **NO cooked lunches or after school care will be offered until further notice**
- **Online extra murals or enrichment will still be offered**

## COVID-19 MEMORANDUM OF UNDERSTANDING

**This will be mailed to parents for acceptance when a scholar is returning to on-site teaching. Parents are requested to go through it carefully.**

# WHAT WILL THE SCHOOL DO IF THERE IS A SUSPECTED OR CONFIRMED CASE OF COVID-19?

1

## IF A SCHOLAR OR STAFF MEMBER APPEARS ILL OR DISPLAYS SYMPTOMS ASSOCIATED WITH COVID-19:

- They will be isolated from other scholars and staff in the designated area.
- In the case of a scholar the parents will be contacted.
- In the case of a staff member, arrangements will be made for them to get assessed by a health professional.

2

## IF A SCHOLAR OR STAFF MEMBER IS CONFIRMED TO HAVE COVID-19:

- They will be isolated from the other scholars and staff in the designated area.
- Arrangements will be made for them to leave the school premises.
- The relevant public health officials will be contacted who will then conduct a risk assessment and give recommendations for the management of scholars and staff.
- In most cases a school closure will not be necessary yet we will be guided by the NICD in this regard. If the school is closed, it will be required to consult with the NICD before opening again.

3

## IF A SCHOLAR OR STAFF MEMBER WERE EXPOSED TO A CONFIRMED COVID-19 CASE:

- They will be isolated from other students and staff in the designated area.
- In the case of a scholar the parents will be contacted.
- In the case of a staff member, arrangements will be made for them to get assessed by a health professional.

*The school is required to keep daily attendance as well as screening results. These would be used, if required by health officials, for tracing purposes.*





**FOR ANY FURTHER INFO  
PLEASE FEEL FREE  
TO CONTACT US AT  
[info@penryn.co.za](mailto:info@penryn.co.za)**