



STAFF COVID-19 RULES AND REGULATIONS

MAKING LOMAGUNDI SAFE

As a respiratory disease COVID-19, is transmitted through direct contact with droplets from an infected person. During this time of Corona Virus pandemic, we must be aware that the virus can remain alive up to 72 hours on some surfaces. All surfaces and main traffic areas can be disinfected by a cleaning agent such as diluted bleach. It must be remembered that children are not avid carriers of the virus and they do not react badly to the virus unless they have an underlying condition. To them it will feel like a normal bout of flu.

BASIC PRECAUTIONS

There will be certain precautions that need to be carried out every day. Please take note of the following measures which were put in place to keep the campus as safe as possible:

1. Wash hands frequently with soap and water. Alternatively, use hand sanitizer where soap and water are not available.
2. Staff are to sanitize their work space after use, especially when using a computer.
3. All staff are to carry their own sanitisation bottle with them to work. Sanitisation liquid will be supplied by the school.
4. Please enforce physical distancing at all times on and off campus. (A minimum of 1:5 m)
5. Cover your mouth and nose when coughing or sneezing.
6. Use a face mask in ALL public spaces (including the School Hall, Computer Laboratory, Classrooms, Staff Rooms and in the Green & Gold.)
7. If you fall ill and are showing symptoms of COVID 19, please stay at home and self – isolate for 14 days. You should also get tested.

EATING IN THE HALL

All staff are expected to sanitize their hands or wash their hands before and after eating in the hall.

1. Social distancing when eating, needs to be maintained. There must only be 4 staff members per table.
2. When acquiring food from the food hatch, staff are expected to maintain a distance of 1.5m from each other at all times.
3. Staff are requested to place their used glasses, cutlery and crockery outside in the containers provided.
4. Staff are to use their own personal mugs/cups.
5. Facilities will be sanitized daily by the Sanitizing Team.

SPORTS AND EQUIPMENT

1. Low Risk Category sports activities are allowed to take place on the school campus.
2. All school sports equipment will be sanitised after use.
3. Individual sports equipment must be sanitised by the player.
4. Players may not share equipment.

TOILETS

1. Please wash or sanitize their hands before and after use of the ablution facilities.
2. Air drying of hands or the use of disposable paper towels.
3. All handles, doors, sinks and taps are, through the day, to be regularly sanitised (early morning, midday, afternoon).

ENTERING CAMPUS

1. All staff and visitors are expected to sanitize their hands by allowing the guard to use a sanitizing spray on every entry to the College.
2. All staff and visitors are requested to sanitize their footwear by stepping into the shallow footbath. Therefore all passengers are expected to get out of the car to do this.
3. All visitors are expected to have their temperature taken.
4. A reading above 37.2 °C. needs to be confirmed three times by having the person reading taken inside the guards' office. If it consistently reads above 37. 2 °C, the individual will not be allowed on the premises and will be advised to return home.
5. Permission needs to be obtained for personal visitors from the Principal, Headmistress OR Deputy Heads.
6. If prior permission has not been given, the visitors will not be allowed on campus.
7. ALL visitors need to complete the Screening Questionnaire before entering the campus.
8. The College reserves the right to refuse entry to the campus to those who visit.
9. A Register of visitors will be kept at the gate.

TRANSPORT FOR WORKERS

1. All workers are expected to sanitise their hands before getting on the bus.
2. The Foreman or Driver will spray their hands.
3. All workers are expected to sanitise their footwear by stepping into the shallow footbath before entering the bus.
4. All workers are expected to have their temperatures taken.
5. A reading above 37.2 ° C. needs to be confirmed three times by having the person reading taken in a facility out of the wind.
6. If it consistently above 37. 2 ° C, the individual will not be allowed on the bus and is advised to return home
7. All passengers are expected to sit at least 1m apart from each other.
8. The bus is to be sanitised before going to pick up the staff and after the staff leave the bus. This entails all surfaces to be sprayed. Door handles are to be sanitised.

REGULATIONS FOR THE ADMINISTRATION OFFICES

1. As much as possible all of the schools' administration for parents and Staff is to be done online.
2. There should only be one Staff member at a time consulting with the respective Administration Staff at the Front Office.
3. Staff are to wait outside in the passage way and should only enter office once called. Please wait outside to be called, if there is more than one member of Staff in each of the offices.
4. Staff members are to abide by the social distance measures put in place.
5. Hands need to be sanitized before and after the distribution of documents at any given point.
6. Outside visitors will only be entertained by prior appointment via email.
7. All visitors need to complete a Screening Questionnaire

SUSPECTED FOR COVID-19 INFECTION

1. The individual concerned needs to be taken to Sick Bay where they will be isolated.
2. The Principal and Headmistress need to be informed.
3. The Next of Kin or Parent needs to be informed.
4. ACE medical personal will be asked to come on site to test and take history of symptoms
5. If the symptoms are confirmed, the individual will be asked to go home and self-isolate for 14 days.
6. The Rapid Response Team (RRT) will be notified for further management and direction
7. After the 14 days, the person will be tested again
8. If negative the person will allowed back to work
9. If positive, the person will be asked to continue to self-isolate for a further 14 days.
10. He/she will need to be tested again

11. If the person's conditions deteriorate, ACE Ambulances will be called to assist with possible hospitalisation
12. All suspected cases will be documented. This information will be kept secure with the Sick Bay Matron or Principal
13. The Sick Bay will need to be thoroughly sanitized after use

CRITERIA FOR THE NEED TO BE TESTED

1. Acute respiratory illness (fever and at least one sign/symptom of respiratory disease for example coughing or shortness of breath.

AND one of the following:

1. A history of contact with a confirmed or suspected positive case in the last 14 days prior to the onset of symptoms **OR**
2. A history of travel to a residence in a location reporting community transmission of Covid-19 virus during 14 days prior to the onset of symptoms **OR**
3. Serious symptoms requiring hospitalization in the absence of an alternative diagnosis

SUSPICION THAT ONE HAS THE COVID-19 VIRUS

1. In the event that a staff member shows signs of flu or other Covid-19-like symptoms, he/she is advised to stay home for 14 days before returning to work. They then need to be tested.
2. The Estate Manager or his appointed person need to be informed.
3. The Ministry of Health and Child Care need to be called. On the following Toll-free Hotline Numbers: 2019, 0714 734 593, 0774 112531
4. The staff member should wear a face mask and avoid physical contact. A distance of at least 1 metre from your household members.
5. The staff member should not visit public areas.
6. They should practice all recommended hygiene measures to protect themselves and all those around them.
7. They should monitor their symptoms.
8. If the symptoms persist or worsen, they should call their doctor or the health facility **before** going to them.

HOW TO DEAL WITH STRESS

1. It's normal to feel sad, worried, angry and confused during these difficult times.
2. Staff members are encouraged to talk about their feelings with someone they trust.
3. Staff members are encouraged to maintain a healthy lifestyle which includes:
 - Eating a healthy diet
 - Getting regular sleep

- Regular exercise
 - Regular social contact with significant others via appropriate social media
 - Avoid smoking as a coping mechanism.
 - Decrease the time spent watching upsetting media reports
 - Seek help when having to deal with conflict
4. If feelings of stress persist seek help. Mental health is as important as your physical health.