

All Grades

ALEXANDER ROAD HIGH SCHOOL
STANDARD OPERATING PROCEDURES
LOCKDOWN 2021



Preamble.

The purpose of these procedures is to safeguard the campus and to protect everyone who needs to make use of it. These procedures are not intended to be inconvenient or an indignity. They may result in delays in entry at peak times, and we ask for your patience. It must be noted that these measures can be adapted from time to time as the threat level changes.

Operating hours.

- The campus will be locked to **everyone** from **16H30 until 06H30** every day.
- Planned evening activities will be allowed.
- Pupils waiting for transport must wait under supervision in the designated area.
- The campus will remain locked over weekends and public holidays, except for planned activities.

Movement in passages.

- All pupils **MUST** observe the one-way corridor system (see plan).
- Pupils must walk in single-file, in two 'lanes'; one on the extreme left of the corridor and one on the extreme right of the corridor.
- Pupils must keep a safe following distance of 1,5m between themselves and the pupil in front of them.
- Teachers will station themselves in the corridor to monitor the pupils.
- No running. No overtaking.
- Teachers may move in any direction in the corridors but, where possible, will also follow the one-way system.
- The teachers' 'lane' is in the middle of the corridor.
- The IT office will monitor CCTV during high volume movement times and alert the staff if issues are detected.

Staircases.

- Some staircases will be **up only**, some will be **down only**.

- One staircase in the front corridor will be up and down.
- Except for obvious emergencies, there are to be NO exceptions to the one-way system.
- Clear signage will be posted at all the relevant areas, especially at turning points/T-junctions.
- Arrows will also be placed on the walls and floors.

Break Time Management.

- Learners must move to and from breaks according to the movement guidelines.
- In the event of rain, learners will stay in their last subject class for break. It is possible that at times pupils will be allowed to sit in the hall during rainy breaks, but this will be announced.
- Those learners going to the Heart/bathroom will return to their subject classes afterwards.
- Extra staff patrols will be on duty during breaks to monitor general behaviour, and social distancing.
- Student leaders and Senior groups will assist with this.
- Entrances and exits to the school after breaks are the same as for the start of each day (see plan).
- Staff on break duty will also monitor bathrooms.

The Heart.

- The Heart will operate in a limited capacity.
- It will not be open before school or after school.
- Pre-ordering of toasted sandwiches by pupils and staff will be completed during registration.
- The Heart will be cleaned/sanitised before any food prep is done; before each break commences; after each break; and at the end of the work day.
- Several serving points will be available.
- Anyone wishing to purchase items from the Heart will need to join the queue down the back ground corridor.
- 1.5m distance in the queue must be maintained.

- Pupils' hands will be sanitised on entry to the Heart
- No one will be allowed to sit in the Heart.
- Pupils will enter via the ground back corridor and exit via the hockey field doors.
- Pupils will fetch their orders at the first serving window, then move to the second window to pay. This will separate the handling of money and the handling of food.
- All goods brought into the Heart will be sealed and sanitised.

In the toilets.

- Sanitiser and paper, etc. will be provided.
- Each pupil must sanitise whatever surfaces they will be using or touching: toilet seats, door handles, etc.
- Hand dryers have been removed.
- There will be no towels for drying hands. The paper provided must be used.
- There will be a maximum number of pupils allowed in any bathroom at one time.
- For social distancing inside the toilet, spacing guides are provided at urinals and basins.
- Only one person per cubicle.
- Anyone who enters a toilet where there is no space, should leave until space becomes available.

General rules of safety.

- Everyone must ensure that they always wear face masks correctly.
- A distance of 1.5m from other people must be maintained at all times.
- No physical contact of any kind is permitted.
- Teachers will be on duty to ensure that these measures are adhered to.
- Parents are requested not to send their children to school if they are ill in any way.
- Pupils have been issued with cloth face masks. They are to wear a clean mask every day.
- They must wear the mask covering both nose and mouth at all times, both in and out of school.
- No sharing of stationery, utensils, or food.
- Birthday balloons unfortunately cannot be allowed.
- Benches may not be moved. They have been placed carefully to ensure social distancing.

Pupils not at school.

- Pupils who are not due to be at school on a certain day will be marked as “working at home” in the attendance register. This will count as being “present” for that academic day.
- If pupils are identified as being at risk by entry screening, they will be self-quarantined until the risk has passed. They will be marked as “absent” on the days they were supposed to be at school in the register. They will be marked as “working from home” on the days they were not supposed to be at school. They can return to school when they are deemed to no longer pose a risk, in consultation with parents and medical professionals.
- Some at-risk pupils will be allowed to remain at home after consultation with the school.
- Clear communication must be maintained daily with parents on the attendance status of pupils.
- Pupils will only be granted permission to work at home every day after it has been confirmed that they have access to the work being generated.
- Pupils whose parents choose to have them stay home must take responsibility for ensuring that their children are able to access and keep up with the work being circulated.

Zone allocation of campus.

- The campus has been divided into two notional zones.
- The area inside the front fence, along Alexander Road, up to the front of the school building or barriers is to be known as the Quarantine Zone.
- This zone is considered to be potentially containing the virus and all care must be taken to prevent people crossing the quarantine zone from carrying the virus into the building.
- The area from the entry doors all the way to the back fences is considered to be the safe zone.
- People and goods must cross the quarantine zone and pass through the screening and cleaning protocols before being allowed into the safe zone.
- When they leave the campus, pupil traffic will be controlled.
- Anyone wishing to re-enter the campus must subject themselves to screening and cleaning procedures via the reception area.

- Allowances will be made for classes that must cross the road to teaching venues off campus.

School Dress.

- Learners have the option either to wear school uniform, variform, full school tracksuit or their own clothes.
- All other elements of the code of conduct must still be adhered to, e.g. no make-up may be worn; no tattoos may be visible; boys must remain clean shaven, etc.
- Learners can alternate between school attire and their own clothes if they wish, but may not mix any item of school clothes with civvies.

Arrival in the morning.

- The gate near the fig tree and the main pedestrian gate at reception will be the only access points for the campus.
- Screening for pupils will be conducted at the tennis court gate
- Anyone wishing to enter the campus, clothing shop and off-site teaching venues will be subject to the following screening test:
 - o Temperature check with digital thermometer.
 - o Health questions.
 - Do you have a cough?
 - Do you have a sore throat?
 - Do you have difficulty breathing (shortness of breath)
 - Do you feel weak and tired today?
 - Can you taste food and drinks normally?
 - Can you smell normally?
 - Have you been in close contact with anyone who has tested positive for the new corona virus.
- If the temperature is over 38 degrees, or the answer to any question indicates possible infection, the pupil will be directed to the quarantine area in the hall foyer. In these cases, health department officials will be notified, parents will be contacted.

- If the temperature is within the acceptable range and the answers to these questions indicate low risk of infection, the pupil's hands will be sprayed with sanitiser and they may proceed into the school safe zone.
- Pupils are required to enter via the fig tree gate, which will only be open for entry from 06H45 until 08H00 on weekdays.
- Visitors must only enter via the main gate at reception.
- Anyone wishing to enter after 08H00 must make use of the reception main gate.
- After undergoing screening and entering the campus, all pupils are to proceed to open areas of the campus, which will be designated during the orientation period.
- Bells for the start of registration will go at 07H43 and 07H45. Pupils are to report to register classes as normal.
- The fig tree gate will be open **for exit only** from 14H00 until 16H30.

Latecomers.

- Pupils who arrive between 07H43 and 08H00 will be admitted at the tennis court gate following normal latecomer procedures.
- After 08H00, latecomers will be treated the same as other visitors. They must enter through the main gate at reception.

Arrival at Class.

- Pupils should enter the classroom as soon as they arrive.
- Pupils should only line up if the teacher is not yet at the classroom, as in the case of roving teachers.
- 1.5m social distancing must be observed
- Sanitisation must happen on arrival at **every** classroom.
- The teacher will spray sanitiser on each pupil's hands on arrival at class at the beginning of the lesson.
- A second bottle of hand sanitiser will be available in each class. The teacher must spray all the desks.
- Each pupil will receive a paper towel to wipe the sanitiser on his/her desk and ensure it is properly sanitised.

During class time.

- Any necessary movement in the classroom must always meet social distancing norms.
- Work and books to be handed in must be managed in a sanitary manner.
- Work handed out, worksheets, etc. must be managed in a sanitary manner.
- Opening and closing of windows, moving of equipment and furniture, etc., must be supervised by the teacher and sanitised where appropriate.
- No borrowing or lending of any equipment is allowed.

Pupils leaving classroom during class time.

- Corridor Passes must be sanitised when pupils leave the classroom and upon their return.
- Each pupil is responsible for their own safety and sanitisation.
- The pupils' hands are to be sanitised on their return to the classroom.

Departure from class.

- Teachers will dismiss and supervise the exit of learners.
- Only the teacher should touch door handles, etc.
- Teachers will be in passages monitoring the exit of pupils, movement in passages, and their arrival at classes.
- Each teacher using a teaching venue will indicate to pupils coming in where they may sit.

General.

- No pupils will be allowed to go to other teachers' classrooms during class time.
- All pupils must empty their lockers and keep their books at home. Lockers must be cleared during the orientation day.
- No pupils may be sent to the photocopy room during class time.
- If a pupil starts to feel sick during the school day, they must report their symptoms to their teachers immediately.
- If a teacher suspects that a pupil is sick, that pupil must be taken to the office immediately for checking.
- If a pupil or staff member is tested positive for the new corona virus (there is evidence that they were on the campus while infectious), contact tracing procedures must be initiated.
 - Everyone who had close contact with that person must go into isolation for 10 days.

- o Contacts must be tested; the school will contact the health department.
- o The school will be closed until it has been properly sanitised.

Main reception area.

- Security guards will be on duty at the outside gate at all times to screen and direct visitors.
- Security guards will stand inside the gate, and buzz people in so that no one will need to touch the button.
- Visitors will be allowed to wait in the school grounds outside the glassed-in pre-reception area.
- The security guard team will question all visitors regarding who they want to see and will allow people entry according to maximum numbers (see below).
- A member of the screening team will conduct a temperature check and ask screening questions, then sanitise hands in the pre-reception area.
- In order to avoid congestion, a maximum of three visitors and two pupils (in two separate queues) will be allowed in the reception area at any time.
- All visitors must fill in a register – name, temperature and contact details.
- Exit of visitors must also be through the main pedestrian gate.
- The reception door leading into the front corridor will be kept open to reduce the touching of handles.

Main reception area at break time (high pupil needs).

- The office is to be closed to visitors during break time (+- 10 minutes before break) to prevent crowding.
- Messages for pupils – wherever possible, these will be handed out in the Jubilee Quad to prevent crowding.

Bursars.

- Visitors will be allowed to go to the bursars' office, and must queue in a cordoned-off section at the windows.

- Pupils walking past on the way to class are to merge into one lane at that point.
- A maximum of three people will be allowed in the queue at the bursars' office at any time.
- Additional pupils will wait in the jubilee quad.
- Safe queuing distances will be marked with tape on the floor.
- Pupils are ONLY allowed at the bursars' office at break time.

After School Management.

- Students may need to be dismissed grade by grade to avoid congestion.
- No pupils are allowed in the corridors after 14:40 unless accompanied by a teacher.
- The quarantine zone in the front of the school will be the waiting area for those pupils who are not being fetched immediately.
- Part of the hockey field will also be used to wait for lifts, but the tennis court gate is one way (exit only).
- If any extra lessons are taking place (computer users, extra maths, etc.) then the normal classroom and school protocols apply.
- The teacher in charge of these extra lessons will be expected to accompany pupils out of the school afterwards.

Quarantine.

- The Hall foyer has been designated as the quarantine waiting area for students.
- At-risk visitors will be asked to leave the premises and to get themselves tested.
- Any pupil who is refused entry as a result of screening will be accompanied to the hall foyer.
- These pupils will wait in the hall foyer under supervision until they can be fetched for testing by parents or guardians. The Health Department will be notified.

Deliveries.

- All goods arriving at school must first be delivered to the hall foyer.
- Sanitising of the incoming goods must take place before these goods can be moved into the school safe zone.

Public transport.

- Learners will be advised to wash their hands immediately after using public transport and advised that their clothes should be washed at the earliest opportunity.

Staff.

- The number of people in the staff room at any one time will be limited.
- The screening team will be selected from existing staff members and outside sport staff.
- The screening team will be trained in effective use of the IR thermometers and the recording of important screening data.
- The screening of pupils and the management of queues are the responsibility of the screening team.

Teaching duties/classroom duties.

- The staff member assigned to manage the classroom during a lesson might not be a teacher in that subject, but can still manage the flow of work as well as possible live streams that are generated by teachers working from home.
- During lockdown, much of the online work sent out was not considered compulsory for pupils to do. This will now change - all work, whether at school or online for pupils at risk, will be compulsory as per normal term time as soon as that grade returns to school.

Pupil groupings.

- Re-orientation will be conducted for all pupils when they return to school.
- New pupils to Alex will undergo orientation for Covid-19 procedures as part of the normal orientation.
- No pupils will be allowed into the school without having attended the orientation.
- During that day, they will be trained in our new procedures and our expectations will be clearly laid out.

- All pupils have been divided into one of two groups, named **green** and **blue**.
- In making this allocation, families, smaller subjects, lift clubs and requests from parents have been carefully considered.
- Details of how the grouping will work, together with the timetable, will be circulated in due course.
- Requests for changing from one group to another, for whatever reason, will be handled by the school counsellors, on the first day that the grade returns (for orientation).
- The grouping data and associated calendar will be circulated to parents as soon as the calendar is gazetted.
- Only one group will attend school each day in order to allow mandated social distancing.
- Pupils may only attend school on their allocated day.
- **Note.** Days on the timetable are called Day 1 to Day 7.
- Groups will attend school on alternate days.
- Both groups will do exactly the same work.
- After two and a half weeks we will have completed one cycle of the timetable. We will, however, have covered two and a half weeks worth of work, but half of it will have been done at home.

ALEXANDER ROAD HIGH SCHOOL COVID-19 DISCIPLINE

ADJUSTMENTS

Hairstyles and Shaving

Application of the code of conduct remains unchanged.

School Uniform

Learners may wear casual clothing instead of school uniform. This should not be considered 'civvies' but rather a clothing alternative for hygiene purposes, therefore all other school rules regarding appearance still apply (hair, jewellery, make-up etc). Learners may wear tracksuits to school. There may be no crossing of school uniform with casual clothing at all. All learners should be dressed appropriately for school.

Normal Offences

The default system remains in place as does Detention. Teachers should fill out any default forms in their entirety and the learner must just sign it with their own pen. Some offences, which will be highlighted below, are being considered more serious than our current system warrants, and it is recommended that the consequences of these be escalated.

Covid-19 Related Offences

Owing to the danger that this virus poses the following TEN areas will be dealt with in a far stricter manner:

1. Removing your mask at any time during the school day, except during break when in an appropriately socially distanced area, and only to eat/drink lunch.
2. Coughing/sneezing on another person.
3. Committing any act, or threatening to commit any act, that places another person at higher risk of contracting Covid-19.
4. Breaking social distancing rules put in place by the school.
5. Sharing food or other items including but not limited to stationery, tissues, clothing or books.
6. Refusing to use sanitiser as required by the school's Covid-19 protocol.
7. Smoking at school.
8. Eating/drinking in the school building, unless doing so when learners are forced to remain in class during break due to inclement weather and while being supervised by a teacher.
9. Not complying with the corridor movement instructions.
10. Refusing to follow instructions from members of staff which leads to a situation of potentially increased risk.

The following must take place should any of the above occur:

1. Students causing difficulty in class may be removed from class but remain in the passage standing directly outside the door of the classroom. If more than one student is removed from class social distancing protocol must be put in place by the teacher taking the action.
2. The teacher will use the intercom to call down to the office and request the assistance of a staff member who can escort the student to a waiting area where the Grade Head or Deputy Principal can then attend to the problem student without leaving their class or having the student roaming around the school unsupervised looking for the grade head.

3. Students who are in breach of any of the ten Covid-19 Related Offences will be placed into the quarantine waiting area while their parents/guardians are contacted in order for them to be collected from school. They will not be allowed to return to school until the parents and student have met with school management (in the form of an internal disciplinary meeting) to determine whether or not they will be able to attend school without creating a greater risk of exposure for other students and staff.
4. Any student who commits any of the ten offences on more than one occasion and who has already had an internal disciplinary meeting must be considered a threat to others and could be suspended from school pending a formal disciplinary hearing.

It is essential that ALL staff comply with these instructions and take on board the seriousness of this situation. It must be understood that there can be no complacency from the staff on these issues and that these ten offences must all be treated in exactly the same manner for every student by every staff member, without exception.