

Guidelines on keeping After School facilities Coronavirus safe

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- General resources on COVID-19 can be found here: <https://sacoronavirus.co.za/>. Please refer to this site for COVID-19 definitions, symptoms and prevention tips.
- These guidelines are drawn from best practice and C-19 Occupational Health & Safety: https://www.gov.za/sites/default/files/gcis_document/202004/43257gon479.pdf
- With these guidelines, we intend to support ASPs in putting the necessary measures in place to ensure the safety of both staff and learners as they return to programming.
- The guidelines are effective until advised differently by government and should be adjusted accordingly as the COVID-19 regulatory framework changes.
- For more detailed and additional guidelines, please also refer to the DBE website: <https://www.education.gov.za>

As the COVID-19 regulations ease, lockdown levels slacken and schools reopen, After School facilities are also resuming programming. The Learning Trust and its partners have been exploring new ways to ensure the continuity of After School activities during the COVID-19 pandemic. In addition to increased online engagement (via WhatsApp, Zoom and other platforms) by many ASPs, there are various printed learning resources that have been produced and distributed, including our very own [Treasure Box Activity Pack](#).

Of course, these measures cannot replace in-person contact with your learners, and so if you are planning to resume your programme alongside the reopening of schools, here are some basic guidelines on how to operate After School Programmes safely during the pandemic.

General Procedures

- Identify and appoint a person(s) in charge of the implementation of these guidelines.
- All staff and volunteers should be trained on procedures prior to learners returning.
- Outline a clear process to identify the most effective and sensitive way to refer a learner or staff member that displays COVID-19 symptoms.
- Adhere strictly to the guidelines set out by your organisation and enforce them at all times.
- Develop clear and simple rules by means of signage/posters, and visibly display them throughout your facility to reinforce [messaging](#).

Social Distancing

- A distance of at least 1.5m must be maintained between individuals at all times. This applies to both staff and learners.
- Where 1.5m distance between people cannot be maintained, barriers can be erected. This could be glass/perspex partitioning between work spaces.
- Social distancing must be maintained in common areas such as the kitchen, playgrounds, and lavatories.
- Enforce a maximum number of people per room to maintain the appropriate distance. This could be achieved through a rotation schedule to ensure a manageable size per classroom.
- Place clear markings on the floor/chairs/desks to illustrate where people can stand or sit.

Screening and monitoring:

Ideally, only one entry/exit point should be designated. Entry/exit points must be resourced with personnel to monitor movement of people. All those accessing the facility must be registered and screened for symptoms as follows:

- Design a questionnaire (incl. name & contact) for a daily record of whether a person:
 - Suffers from any of the symptoms associated with COVID-19
 - Has been exposed to someone who has been diagnosed with COVID-19
- Where possible, take and record a temperature for each person entering the facility. Should temperature be higher than 37.5 degrees, isolate, monitor and/or refer the individual to a health care facility. In the case of learners, please inform parent/caregiver.
- Care should be taken to ensure the mental health and well-being of individuals in general, but particularly when they record high temperatures, display symptoms or are otherwise affected by COVID-19.
- Train your staff and volunteers to recognise and report signs of child abuse, which has been assumed to have been underreported when children and youth were not engaging in school and After School activities.

Maintaining sanitary conditions:

Where possible, provide for and maintain good levels of Personal Protective Equipment (PPE) on site.

- Face masks/shields must be worn by all persons accessing the facility at all times. Provisions must be made for all those who do not have face masks/shields.
- Sanitisers must be provided at all entry/exit points, for all to sanitise as they enter and leave the facilities.
- Running water and soap must be provided for continuous washing of hands, especially in the kitchen and lavatories.
- Functional and hygienic lavatories must be provided and cleaned regularly.
- Shared equipment, materials and stationery must be disinfected after every use.
- Common surfaces must be cleaned and disinfected regularly. A schedule can be drawn to guide staff on cleaning intervals.
- After School facility must be decontaminated prior to your return, and then well-ventilated to reduce any viral load while in use.
- A risk assessment is to be done on a regular basis as a proactive measure.

Serving meals:

- Where possible, encourage that learners and staff bring their own meals from home.
- If this is not possible, all meals are to be prepared on site (under strict food service guidelines) as a way to provide the most control. *Various guidelines are available from local soup kitchens and Community Action Networks.*

Staff ratios and group sizes:

- The Department of Basic Education has stipulated a ratio of one adult to every 5 learners.
- Ensure that your staff and volunteers can take breaks or step away when necessary, by providing for an additional adult per group.
- A maximum of 20 people (including staff and learners) at any given time is recommended to minimise risk of disease transmission within the facility.

Feel free to reach out to us at info@thelearningtrust.org for additional information or guidance.