



RUTH PROWSE

SCHOOL OF ART

HEALTH AND SAFETY COVID-19 POLICY

1. POLICY BRIEF AND PURPOSE

- 1.1 In terms of regulatory requirements, a clear plan on expending Health and Safety processes and protocols has been generated specifically in relation to COVID-19.
- 1.2 This policy includes the measures RPSA is actively taking to avoid the spread of COVID-19 in our school and to create a safe environment for teaching and learning.
- 1.3 You are instructed to follow all these rules diligently, in order to sustain a healthy and safe school in this unique environment, as required by the applicable South African legislation.
- 1.4 It is important that we all respond responsibly and transparently to the regulations and rules as depicted in the policy.
- 1.5 This COVID-19 company policy is susceptible to changes with the introduction of additional governmental guidelines or should circumstances in the school change. If so, we will update you as soon as possible via email.

2. SCOPE

This policy applies to all the administrative, academic, support and service staff of RPSA, the students of RPSA, full-time and part-time, and the employees of contractors and all visitors.

These measures to be put in place are designed to protect the health and safety of everyone that includes the administrative, academic, support and service staff of RPSA, the students of RPSA, full-time and part-time, and the Staff of RPSA of contractors.

3. PERIOD OF APPLICATION

This policy will remain in force for as long as the declaration of the national disaster published in *Government Gazette* 43096 on 15 March 2020 remains in force.

4. REGULATORY COMMITMENT

- 4.1 RPSA will be arranged in such a manner to ensure that staff and students are at least one and a half meters apart, or place physical barriers between them to prevent possible transmission of COVID-19 where the former is not possible.

- 4.2 RPSA will provide staff and full-time students with 2 cloth masks or require staff and full-time students to wear some form of cloth mask which covers their mouth and nose while at school.
- 4.3 RPSA will provide staff and students with hand sanitiser, soap and clean water and ensure staff and students practice appropriate hygiene in the school by washing their hands and cleaning / disinfecting their work stations;
- 4.4 RPSA will not permit staff who display symptoms of COVID-19 to work.
- 4.5 RPSA will not permit students, full-time and part-time, who display symptoms of COVID-19 to onto the school premises.
- 4.6 RPSA commits to reporting any diagnosis of Covid-19 at the school to the Department of Health and to the Department of Employment and Labour.
- 4.7 RPSA will contact the COVID-19 hotline on 0800 02 9999 and instruct staff and students to act in accordance with the communicated instructions.
- 4.8 RPSA will investigate the possible source of the exposure and take appropriate measures.
- 4.9 RPSA will contact their service provider, Lindol Hygiene Services (Pty) Ltd, on 021 797-9551 to forensically deep clean in the event of a staff member or student testing positive.
- 4.10 RPSA will support any contact tracing measures that are initiated by the Department of Health.
- 4.11 RPSA will keep up to date with recommendations from agencies such as the National Institute for Communicable Diseases and the National Institute for Occupational Health on the appropriate steps to take to prevent transmission in their schools and for the provision of PPE.
- 4.12 RPSA must take any other measures necessitated by a risk assessment as detailed in 5. below.

5. RISK AND HAZARD ASSESSMENTS

- 5.1 RPSA has appointed Eunice Geustyn as the Compliance Officer. The Compliance Officer will appoint Helga to ensure that a daily risk and hazard assessment is done.
- 5.2 Appropriate risk analyses must be done at the office before any work is resumed. Measures necessary to eliminate or control those risks must be identified and implemented.

5.3 The representative as selected above shall provide a copy of all documented information on a weekly basis to the Compliance Officer of RPSA before RPSA closes every Thursday.

5.4 The analysis should consist of, at least, the following:

The identification of all possible hazards and risks;

An analysis of the nature of the risks;

Steps to be taken to eliminate or control these risks.

6. THE PLAN

6.1 All staff of RPSA and students will be notified of the plan and the implementation thereof.

6.1.1 This will be e-mailed to all staff and students.

6.1.2 This will also be sent in message form to all staff without computers or e-mail.

6.1.3 All course presenters who hire studio spaces must notify their students of the plan and the implementation thereof.

This will be e-mailed to the relevant presenters.

6.2 All staff and students including the administrative, academic, support and service staff of RPSA, the students of RPSA, full-time and part-time, and the employees of contractors agree to the health and safety protocols to be allowed on the premises.

6.2 Staff of RPSA must stay at home if they have any Covid-19 symptoms. and the sick leave policy will apply. Where the staff member has no sick leave, the RPSA will apply for Covid-19 UIF TERS benefits.

6.3 All students who have Covid-19 symptoms, must stay at home and RPSA will assist as far as possible with on-line tuition and remediate classes and learning.

6.4 As per law, staff and students must notify RPSA if they have tested positive for Covid-19.

6.5 The Executive Head will address any concerns of the Staff of RPSA and students.

6.6 RPSA will take measures to minimise the contact between the administrative, academic, support and service staff, the students of RPSA, full-time and part-time, and the employees of contractors and the public to prevent the transmission.

6.6.1 This will be effected through the restructuring of the timetable.

6.6.2 Classes will be split and the lecturer to present the classes as many times as is required to minimise social distancing.

6.6.3 Classes will utilise multiple spaces to ensure optimum social distancing.

6.6.4 Lecturers will work from home pertaining to administration, theoretical assessment and documentary preparation.

- 6.7 RPSA will take measures to minimise contact between the staff and between the students and the public to prevent the transmission and implement social distancing.
- 6.7.1 No visitors will be permitted to walk through the school.
 - 6.7.2 Exhibitions will have no public opening events and will be available online for viewing. Individual visitors will be allowed subject to safety protocols.
 - 6.7.3 No social visitors to staff and students will be permitted.
 - 6.7.4 Work and academic places will be arranged to ensure a minimum of 1.5 metres between the staff member and the student.
 - 6.7.5 Studio spaces will have clearly demarcated spaces. In academic spaces such as computer labs, physical barriers will be erected. In administrative spaces such as the admin office, physical barriers will be erected.
- 6.8 Social distancing will be implemented in all common areas of the school to prevent crowding, including in the lecture theatre and studios, staff offices and the kitchen.
- 6.8.1 Only 1 person may sit on each of the 2- seater couches in the kitchen. Only 2 people at a time may utilise the kitchen at a time- one at the sink and 1 at the urn or microwave.
 - 6.8.2 Hands must be sanitized before touching the urn or microwave.
 - 6.8.3 Students and staff may only occupy spaces relevant to their classes and teaching. Thus students may not visit their peers in other studio spaces.
 - 6.8.4 Furniture will be moved and placed to apply social distancing protocols. No staff member or student may move chairs or furniture.
- 6.9 Staff and students will be supplied free of charge with the appropriate Personal Protective Equipment such as gloves, face shields and masks.
- 6.10 All staff and students will be screened upon entering the school for a high temperature.
- 6.10.1 The Security Guard will screen all who enter the school with the Fever Detector.
 - 6.10.2 All access to the school will only be through the Front Door of the Manor House.
 - 6.10.3 If the temperature exceeds the norm, they will be requested to return home and/or go for testing/ call the Covid hotline.
- 6.11 Staff and students with symptoms will be placed in isolation and arrangements made for their safe transport for a medical examination or for self-isolation.
- 6.12 All staff and students will be required to immediately inform the Executive Head if they experience any symptoms such as a cough, a fever, a sore throat, shortness of breath or difficulty breathing, body aches, loss of sense of smell, or loss of taste, nausea, vomiting, diarrhoea, fatigue or weakness.
- 6.12.1 They will be placed in isolation in the sick bay which will be sanitized after their departure.

6.13 Staff and students with who recover from Covid-19 may return to RPSA after a medical evaluation and subject to ongoing monitoring, in line with instructions of the Department of Health.

6.14 RPSA will ensure that work surfaces, equipment and common areas such as toilets, door handles and shared equipment are regularly cleaned and disinfected; and RPSA provide adequate facilities for hand washing with soap and clean water and sanitisers.

6.15 Staff and students will be reminded by signage to follow the protocols and sanitise and wash hands frequently. Staff have been issued with sanitiser dispensers that they can use to sanitise themselves and students and all will also utilise the hands-free sanitiser dispensers.

6.16 Staff and students must wear masks at school. RPSA will provide each employee and full-time student, free of charge, with at least two cloth masks to wear while at work or commuting.

6.16.1 All staff and students must agree to wash masks in boiling water at home and dry safely as required. RPSA will also require members of the public entering the school to wear masks.

6.17 RPSA will ensure that the school is well- ventilated.

7. AWARENESS

RPSA will make the following information available to facilitate awareness. This will be sent digitally to all students. This is reinforced by the Awareness Posters that are placed at the school.

THE SPREAD OF COVID-19

1. It is mandatory that all staff and students familiarise themselves with how COVID-19 is spread .
2. When someone is infected with COVID-19 coughs or exhales, they release droplets of infected fluid.
3. Most of these droplets fall on nearby surfaces and objects - such as desks, tables or telephones.
4. People are infected with COVID-19 by touching contaminated surfaces or objects – and then touching their eyes, nose or mouth.
5. If people are standing within one meter of a person with COVID-19 they can be infected by breathing in droplets coughed out or exhaled by them.
6. In other words, COVID-19 spreads in a similar way to the flu.
7. Most persons infected with COVID-19 experience mild symptoms and recover quickly.
8. Some experience more severe symptoms and may require hospitalisation.



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RULES AND MEASURES

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| The Staff of RPSA may not engage in unnecessary meetings. Where applicable, virtual meetings should take place. |
| The Staff of RPSA should regularly wash their hands with soap and water for a minimum of 20 seconds. |
| The Staff of RPSA must stay home, isolate and or/ be tested if they show any flu-like symptoms. They will notify the EH on 082 9330122 if they cannot come to work. |
| The Staff of RPSA must ensure that all equipment, stationary, and tools are thoroughly cleaned and sanitized after use. |
| No handshakes or other physical contact is allowed between the Staff of RPSA and the students of RPSA and visitors/clients. |
| The Staff of RPSA must cough into the fold of their elbow or into a tissue which must be discarded in a separate and dedicated waste bin afterwards, and then wash their hands immediately afterwards as set out above. |
| The Staff of RPSA should sanitise their hands regularly with alcohol-based hand sanitiser, with an alcohol content of at least 70%, after contact with any person or after contact with frequently touched surfaces. |
| The Staff of RPSA must disclose all travel history or health issues daily. |
| The Staff of RPSA must wear their face masks or other facial protective equipment at all times while on the School premises. |
| The Staff of RPSA must immediately, or within a reasonable time, report any sign of illness, whether it be themselves or a co-employee. |
| The Staff of RPSA will undergo screening daily with the fever thermometer. |
| The Staff of RPSA must practice social distancing of at least 1.5 meters away from any other person in all circumstances. |

NAME:

SIGNATURE:

DATE:



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RULES AND MEASURES

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| Students of RPSA may not engage in unnecessary gathering. |
| Students of RPSA must regularly wash their hands with soap and water for a minimum of 20 seconds. |
| The students of RPSA must stay home, isolate and or/ be tested if they show any flu-like symptoms. They must notify the EH on 082 9330122 if they cannot attend classes. |
| Students of RPSA must sanitise communal equipment that they intend to use before and after use. Students may not share personal equipment. |
| No handshakes or other physical contact is allowed between the students of RPSA, or between the students and staff of RPSA. |
| The students of RPSA must cough into the fold of their elbow or into a tissue which must be discarded in a separate and dedicated waste bin afterwards, and then wash their hands immediately afterwards as set out above. |
| The students of RPSA should sanitise their hands regularly with alcohol-based hand sanitiser, with an alcohol content of at least 70%, after contact with any person or after contact with frequently touched surfaces. |
| The students of RPSA must disclose all travel history or health issues daily. |
| The students of RPSA must wear their face masks or other facial protective equipment at all times while on the School premises. |
| The students of RPSA must immediately, or within a reasonable time, report any sign of illness, whether it be themselves or a fellow student. |
| The Students of RPSA will undergo screening with the fever thermometer. |
| The Students of RPSA must practice social distancing of at least 1.5 meters away from any other person in all circumstances. |

NAME:

SIGNATURE:

DATE: