

ACCESS POLICY

Here, we outline the required actions both staff and learners should take to protect themselves, their colleagues, learners, friends, parents and visitors from a potential COVID-19 infection.

School Hours

- 06:30am to 17:30pm Monday to Friday
- Drop off must be before at 08:00am
- Collection must be before 16:45 pm

Staff and learners with known underlying health conditions (comorbidities) that may place that staff or learner at a higher the normal risk, may not return to the Bright Future unless a medical practitioner has given written authorisation that it is safe for such staff member or learner to do so.

Learner Access Procedures

- A staff member will be at the entrance to receive the learner in the morning on arrival and again at collection time in the afternoon;
- No physical contact, such as, hand-shaking or hugging, is allowed;
- Parents /guardian / designated person are required to wear a face mask when accompanying the learner during the daily drop-off and collection routine;
- Parents / guardian / designated person and learners are required to maintain a 1.5m distance from other parents and follow the markers on the outside;
- Staff will check the learners in at the entrance, one learner at a time to allow for physical/ social distancing;
- Staff will request from the parent / guardian / designated person the parent home questionnaire, then proceed to complete the screening questionnaire regarding the health of the learner as well as the learner's immediate family;
- Where the learner arrives at the Bright Future without being accompanied or without the parent home questionnaire, the learner will be taken to the wooden class an appointed staff member or COVID-19 official to complete the child directed questionnaire;
- Staff will make a visual inspection of the learner for signs of illness which could include difficulty in breathing (without recent physical activity);
- Staff will use a non-contact thermometer to take the temperature of the learner;
- Forehead temperature of the learner must be less than 37.5°C to be admitted into the Bright Future;
- If temperature reading is 37.5°C or above, request the learner to take a seat at the table next to the entrance gate for re-testing in a few minutes (15 minute intervals);
- If reading is below 37.5°C, and all other requirements as outlined above have been met, allow the learner access;
- Sanitise learner's hands with the alcohol based sanitiser spray or wash hands with soap and water;
- Learner to step into the shoe sanitising tray / mat and proceed to the classroom;
- In cases where the initial temperature check indicated a temperature of 37.5°C or above, re-do the temperature check after a few minutes (15 minute intervals). If the reading is still 37.5°C or above, alert the principal /COVID -19 official who will investigate further.
- This learner must NOT be given access;

- Parent's / guardian's / designated person's visits should be brief as possible, and parents / guardians / designated persons are discouraged to enter Bright Future;
- Ideally, the same parent / guardian / designated person should be dropping-off and collecting the learner every day;
- If possible, people with comorbidities should not collect learners, as they are more susceptible to contradicting COVID-19.

Staff Access Procedures

- No physical contact, such as, hand-shaking or hugging, is allowed;
- If staff member is not wearing a mask, explain that access can unfortunately not be allowed;
- If staff member is wearing a mask, proceed to screening procedure;
- Staff members are required to maintain a 1.5m distance from other staff members and follow the markers on the floor;
- Principal / COVID-19 official will check the staff member in at the entrance, one staff member at a time to allow for physical/social distancing;
- Staff member will then proceed to complete the screening questionnaire;
- Staff member's hands will be sanitized with the alcohol based sanitiser spray;
- Principal / COVID-19 official will use a non-contact thermometer to take the staff member's temperature;
- Forehead temperature of the staff member must be less than 37.5° to be admitted into the ECD centre;
- If temperature reading is 37.5°C or above, request staff member to please take a seat on the table outside the gate for re-testing in a few minutes (usually 15 minute intervals);
- If reading is below 37.5°C, and all other requirements as outlined above have been met, allow the staff member access;
- Staff member who was given access will be reminded to sign the attendance register;
- Staff member to step into the shoe sanitising tray / mat before proceeding to the classroom;
- If the reading is still 37.5°C or above, request the staff member to go to the Covid-19 isolation area and alert the principal;
- The COVID-19 official will investigate further;
- This staff member must NOT sign the attendance register at this point;
- If a staff member is sent home with a fever, can only return to work when:
 - He or she has had no fever for at least three days without taking medication to reduce fever during that time;
 - Any respiratory symptoms (cough and shortness of breath) have improved for at least three days; and
 - At least seven days have passed since symptoms began;
- The staff member may return to work earlier if a doctor confirms the cause of the fever or other symptoms is not COVID-19 and provides a written release for the staff member to return to work.

Visitors Access Procedures

- No physical contact, such as, hand-shaking or hugging, is allowed;
- Keep at least a 1,5-meter distance from visitors;
- Do not open the gate whilst performing visitor screening;
- Upon visitor's arrival at front door, welcome visitor and determine purpose of visit;
- If visitor is not wearing a mask, explain that access can unfortunately not be allowed;
- If visitor is wearing a mask, proceed to explain screening procedure i.e. Sanitising of hands, screening questionnaire, temperature check;

- Sanitise visitor's hands with the alcohol based sanitiser spray;
- Hand visitor the screening questionnaire for their completion;
- Check whether the screening questionnaire has been completed fully. If not, ask visitor to complete the outstanding information;
- If the answer to all questions is "No" and the visitor does not have obvious signs of respiratory illness, request permission from the visitor to perform a non-contact temperature check;
- If visitor refuses the performance of the temperature check, deny access;
- If all is in order, perform temperature check and record the result on the screening questionnaire;
- If temperature reading is 37.5°C or above, respectfully request that visitor to please defer their visit or request a virtual consultation;
- If reading is below 37.5°C, and all other requirements as outlined above have been met, open the gate to allow the visitor access;
- Escort visitor to the principal;
- It is now the responsibility of the principal to upon conclusion of their meeting escort the visitor from Bright Future premises;
- No visitor will be allowed to be left unattended at any stage whilst on Bright Future premises;
- No interaction or contact between visitors and any of our learners will be allowed;
- No visitors will be allowed beyond the reception area.

Screening for Staff, Learners and Visitors

- Bright Future has implemented screening procedures for all staff, learners and visitors;
- Bright Future will take temperature readings by using a non-contact thermometer;
- This includes asking all individuals about the symptoms, primarily, fever, cough, sore throat, redness of eyes or shortness of breathing;
- They will also be required to report any of the following additional symptoms, body aches, loss of smell, loss of taste, nausea, vomiting, diarrhoea, fatigue, weakness or tiredness and immediately inform the Bright Future that they or someone in their home might have;
- All individuals will be asked if they have had any exposure to another individual with suspected or positive COVID-19 case;
- Parents must notify Bright Future if a learner has taken any fever reducing medications in the last 72 hours and therefore, must not bring their child to the ECD centre;
- If a staff member or learner presents with symptoms or advises the COVID-19 official or principal of Bright Future of these symptoms, Bright Future will follow the centre's policy and procedures for isolation: –
 - The staff member or learner will not be permitted to enter the Bright Future or report to work or the learning programme;
 - If the staff member or learner is already at the Bright Future, they will be isolated from the general room population, provided with a face mask and the COVID-19 hotline:0800 02 9999 contacted for instructions;
 - The family member or parent will immediately be notified for collection and directed to act in accordance with the instruction provided by the COVID-19 hotline;
 - A risk assessment will be conducted to assess risk of transmission;
 - The isolation area, classroom and any other area that they may have entered, disinfected;

- Any other staff member or learner who may be at risk will be referred for screening and all appropriate measures will be taken to prevent possible transmission;
- If a staff member, learner or parent or a member of the same household is diagnosed positive for COVID-19, they will be required to undergo medical evaluation confirming that they have been tested negative for COVID-19, prior to returning to the Bright Future.
- Bright Future will closely monitor the staff member or learner for symptoms on return to Bright Future;
- All information will be recorded;
- The Department of Health, Department of Social Development and the Department of Employment and Labour will be contacted and informed should there be a known positive COVID-19 case at the Bright Future. The ECD centre will follow the guidelines provided by these departments;
- If Bright Future is directed by the Department of Health to close immediately due to the risk of transmission of COVID-19: -
 - Bright Future will inform parents immediately of such closure;
 - Inform the Department of Social Development in writing within 24 hours of such closure;
 - Adhere to the conditions and measures prescribed by the Department of Health with regards to the closure and the disinfection of all areas and equipment; and
 - Only reopen on the date as directed by the Department of Health.

Policy Name:	Access Policy
Date Approved :	20 June 2020
Date of Next Review:	20 June 2021
Related Documents:	Screening Registers
Capacity:	Principal Mariske Reynolds
Signature:	Mariske Reynolds