



COVID-19 Policy

CEDAR INTERNATIONAL ACADEMY NPC

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Preamble

- 1) The nature of the global spread of the COVID-19 pandemic calls for stringent and extensive protocol to be developed and maintained. Critical aspects include the need for screening, contact tracing, self-isolation, and increased hygiene measures in an effort to prevent and mitigate the spread of COVID-19.

Purpose

- 2) This policy provides guiding principles and basic strategies for the implementation of Cedar's COVID-19 Policy and ensures that Cedar makes every effort to provide a safe learning environment for students entering and residing on the campus. Similarly, the Occupational Health and Safety Act 1993 requires an employer to provide and maintain, as far as reasonably practicable, an environment that is safe and without risk to the health and safety of employees. Thus, the policy includes measures regarding infrastructure, teaching and learning spaces, screening of staff and students, and hygiene protocols in keeping with government regulations.

Scope

- 3) The policy applies to all staff and students of Cedar and contractors or general public entering the campus.

Objectives

- 4) Measures to create a safe workplace and learning space shall be implemented as daily/weekly routines that promote safe practices and increased hygiene. This is to ensure that staff and students are able to enter the Cedar campus as safely as possible because the mitigation of health and safety risks are built into the daily life and work of Cedar.

Guiding Principles

- 5) Technology, such as remote conferencing, shall be utilised to achieve social solidarity wherever possible until the virus threat subsides.
- 6) Because of the nature of the virus, student and staff numbers have an influence on protocol design and implementation.
- 7) Work integrated learning will not be permitted where the safety of students may be compromised. In such situations, alternative arrangements will be considered.
- 8) The design of people flows and teaching and learning spaces must be considered in the light of social distancing principles.
- 9) Social distancing will adhere to the 1.5m spacing rule for classrooms and gatherings. Indoor gatherings shall not exceed 250 persons and outdoor gatherings shall be limited to 500 persons. In all cases, gatherings will maintain the social distancing rule.
- 10) Non-pharmaceutical interventions such as masks, physical distancing and hygiene will be implemented to prevent the spread of COVID-19.
- 11) The use of common and shared spaces will be carefully considered and minimised.

- 12) Residences will minimise room sharing and encourage physical distancing, increased hygiene measures and reporting.
- 13) The use of risk assessments will help to identify potential risks and weak points in protocol and COVID-19 prevention.
- 14) Protocol will be designed and considered in the broader context of Mission Kwasizabantu (hereafter called KSB) and their stringent requirements, within the scope of relevant legislation.
- 15) Staff and visitors over the age of 60 or with existing medical conditions will be considered 'high risk'. Special consideration will be given for keeping staff in the high-risk category safe, which may include working in separate offices.

Responsibilities

- 16) All staff and students must agree to abide by COVID-19 protocol and conform to Cedar's daily requirements and expectations.
- 17) Staff and students coming onto the campus must complete the self-screening checks before commencing work.
- 18) Students have responsibility to sanitise each desk and chair they come to, to ensure that no residual virus remains before commencing studies. As a further measure, students are encouraged to use the same desks, chairs or facilities such as computers, to mitigate potential virus spreading.
- 19) Staff that have outside visitors coming to Cedar shall ensure that each visitor completes screening and the COVID-19 Record of Visitor form.
- 20) Lecturers have responsibility to ensure that students keep to the social distancing rule in class.
- 21) The COVID-19 Compliance Officer with the assistance of the COVID-19 Action Group has responsibility to develop, implement and maintain COVID-19 related protocols and confirm that risk assessments are carried out regularly to ensure responsiveness to ongoing issues and developments.
- 22) The CEO has responsibility to maintain stock of sanitising agents and equipment, and that the equipment is in working order.

Implementation Strategies and Procedures

- 23) The use of masks, handwashing/sanitising and physical distancing is required of all staff and students.
- 24) Cedar will provide at least two masks for each person at Cedar.
- 25) Any temperature readings above 37.5 degrees Celsius shall be checked 3 times. If the readings are all high, the person shall be isolated immediately.
- 26) Any staff, student or contractor presenting symptoms associated with the COVID-19 must self-isolate and not come to work.
- 27) Anyone presenting symptoms already on the premises, shall be isolated immediately and sent home. The area will be thoroughly disinfected.
- 28) In the event of a COVID case, the COVID Action Plan will be activated for the relevant Residence. The Action Plans are accessed on the server I:\Staff share\Health and Safety\COVID-19\COVID Action Plans

- 29) Cedar will work closely with the KSB COVID Committee, resident doctor and relevant health departments should there be any evidence or suspicion of virus infection.
- 30) Cedar will provide workers and students with information that raises awareness including leaflets and notices, warning about the dangers of the virus, transmission, and measures required to reduce transmission. Any official COVID-19 communications to staff and students are recorded in the communications log.
- 31) Signage will be appropriately located throughout Cedar buildings and facilities.
- 32) A daily self-screening process will be maintained according to the requirements of section 21 of the [DoL Directive](#).
- 33) Cedar will provide:
 - a. adequate facilities for washing of hands with soap and clean water;
 - b. paper towels for drying hands after washing (no fabric towels permitted);
 - c. surface disinfectant; and
 - d. hand sanitiser dispensers
- 34) Buildings will be ventilated by natural means as reasonably practicable.
- 35) The name of the Compliance Officer will be displayed prominently in the main Admin building.

Cleaning

- 36) As cleaning staff are at the frontline of prevention, cleaning staff shall receive appropriate training to understand the nature of COVID-19 and the importance of cleaning to reduce transmission.
- 37) The cleaner will routinely clean frequently touched surfaces (e.g., doorknobs, taps, light switches, countertops) with cleaning agents typically used.
- 38) Buildings are sprayed with sanitiser/disinfectant on a weekly basis inside and outside. Key areas sprayed are common areas, bathrooms, workspaces etc.
- 39) Any waste that has been in contact with a COVID-19 symptomatic individual, including used tissues, and masks if used, should be in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied. It can then be put in the normal waste.
- 40) A thorough clean of each learning space will be conducted at the end of each day, including classroom desks and chairs, doorknobs and handles, light switches, shared learning equipment, shared remote controls, and computer keyboards and mice. Lecturers will coordinate students to perform this final cleaning step before closing the day.
- 41) Commonly touched surfaces in the offices will be sanitised before work commences each day.
- 42) Hand sanitiser dispensers will be filled in preparation for the next day.

Staff and the Workplace

- 43) Staff must complete Daily Self-Screening procedures before commencing work.
- 44) Daily screening includes temperature checks, surface sanitising, hand sanitising and the completion of the online [Daily Self-Screening Form](#).
- 45) Hand sanitisers shall be made available at each entrance of every facility building.

- 46) The Compliance Officer will ensure that ongoing cleaning and sanitising of common contact surfaces is maintained.
- 47) Daily risk assessment, monitoring and reporting will be maintained for Cedar staff at the workplace.
- 48) The Compliance Officer will ensure that social distancing measures are maintained and that staff workstations are at least one and a half metres apart. Where this distance cannot be achieved, physical barriers will be erected between workstations.
- 49) If an employee is diagnosed with COVID-19, it will firstly be reported to KSB COVID Committee. The KSB COVID Committee will carry out further reporting with the Department of Health and the Department of Employment and Labour as required. In conjunction with the COVID Committee, Cedar will also investigate the cause to establish whether any control failure can be determined, and protocols reviewed.

Students and Learning Spaces

- 50) Students must be screened and sanitised before commencing their daily routines.
- 51) Student numbers shall be limited to a number that allows for social distancing to be maintained in every classroom.
- 52) Any smaller rooms can only allow student numbers up to an amount where social distancing measures can be observed following the government guidelines of one and a half metres minimum distance between people.
- 53) Lecturers will monitor social distancing to ensure that students maintain at least one and a half metres distance.
- 54) Whilst interacting with their class, lecturers must wear a face shield, visor or face mask.

Onsite Accommodation (Residences)

- 55) Resident students and staff must sign a code of conduct to ensure that they adhere to the strict regulations in place.
- 56) Daily risk assessment, monitoring and reporting will be maintained for Cedar Residences with a person appointed the task of reporting for each Residence.

Reporting

- 57) If any cases of COVID-19 cases should arise, the Department of Health shall be contacted: Coronavirus 24-hour hotline 0800 029 999.

Cedar COVID-19 Compliance Officer:

Mr Latha Mrwetyana

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Glossary

COVID-19 means Coronavirus Disease 2019

DoL Directive means Department of Employment and Labour directives 29th April 2020 Gov Gazette No. 43257 – COVID-19 Occupational Health and Safety Measures in Workplaces COVID-19 (C19 OHS), 2020.

Reference Materials

Department of Employment and Labour. (2020). *COVID-19 occupational health and safety measures in workplaces COVID-19 (C19 OHS), 2020*. Retrieved from <https://www.gov.za/>

Department of Higher Education and Training. (June 2020). *Risk adjusted strategy for the COVID-19 pandemic for public and private higher education: Criteria for return to campuses*. Retrieved from <https://www.gov.za/>

Disaster Management Act, 2002: Amendment of Regulations Issued in Terms of Section 27(2) Amended 2021. (Department of Co-operative Governance). Retrieved from <http://www.dhet.gov.za>

Ramneek, A. (May 2020). *Protocol on routine cleaning for COVID-19 prevention within post school education and training (PSET) institutions*. Higher Health: Higher Education and Training Health, Wellness and Development Centre. Retrieved from <http://www.chec.ac.za>

Return2Work. (n.d.). *Business resources and practice note: Workplace readiness*. Retrieved from https://www.return2work.co.za/business-resources/#five_step_roadmap

Related Internal Documents

COVID Action Plan

COVID-19 Daily Self-screening form for staff

<https://forms.office.com/Pages/ResponsePage.aspx?id=z4QpSqahb0uD9St3h9RnkFxFxSocVxfNZPnHJJ-KnVr-xUNDZaVVI5S1E1NUJFVDFRUEIXMkJaMkxERi4u>

COVID-19 Daily Self-screening form for students

<https://forms.office.com/Pages/DesignPage.aspx?origin=Marketing&lang=en-za#FormId=z4QpSqahb0uD9St3h9RnkJRJz5QuNT5Cm6JyTGBUcHVUMjQU0MwMFizSOQyVOVTVUhH UjdHTFk4MS4u>

COVID-19 Record of Visitor Form

Risk Assessment registers

Staff Indemnity Form

Student Indemnity Form