



Guidelines for Schools on Maintaining Hygiene during the COVID-19 Pandemic

May 2020

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ACRONYMS

COVID-19	Coronavirus disease 2019
DBE	Department of Basic Education
DoH	Department of Health
DoT	Department of Transport
DPSA	Department of Public Service and Administration
DSD	Department of Social Development
EOC	Emergency Operations Centre
EPWP	Expanded Public Works Programme
NDoH	National Department of Health
NICD	National Institute for Communicable Diseases
NSNP	National School Nutrition Programme
OHSA	Occupational Health and Safety Act
PED(s)	Provincial Education Department(s)
PHEIC	Public Health Emergency of International Concern
PPE	Personal Protective Equipment
PUI	Person Under Investigation
SARS-CoV-2	Severe Acute Respiratory Syndrome Coronavirus 2
SBST(s)	School-Based Support Team(s)
SMT(s)	School Management Team(s)
SOP(s)	Standard Operating Procedure(s)
TB	Tuberculosis
WHO	World Health Organization

PURPOSE OF THE GUIDELINES

Hygiene interventions play an important role in reducing and preventing the spread of the COVID-19 virus, and in developing the necessary knowledge to positively impact attitudes of personal and community hygiene practices.

These guidelines provide recommendations on hygiene measures to be implemented in the school environment, in order to prevent and reduce the spread of COVID-19. These measures include the use of Personal Protective Equipment (PPE), social distancing and hand hygiene practices.

School hygiene measures should include education and awareness of educators, learners and school support on COVID-19, the spread of the virus, symptoms thereof and personal protective measures. Importantly, these hygiene practices should continue outside of the school in households, learner transport and hostels, where these are an private entity, in order to keep the school community safe.

A. UNDERSTANDING COVID-19

i. What is COVID-19?

COVID-19 is a respiratory illness caused by a novel (new) virus, and we are learning more about it every day. There is currently no vaccine to protect against COVID-19. Thus, the best way to prevent infection is to avoid being exposed to the virus that causes it. Stopping transmission (spread) of the virus through everyday practices is the best way to keep people healthy. More information on COVID-19 is available from the National Institute of Communicable Diseases www.nicd.ac.za; the Department of Health www.health.gov.za and the Department of Basic Education www.education.gov.za .

Schools, working together with local health departments, have an important role to play in slowing the spread of diseases and help ensure that learners, educators and non-educator staff have a safe and healthy learning and working environment.

ii. How is the COVID-19 spread?

COVID-19 is spread by fluid droplets when coughing, sneezing or talking. It can be spread by a person who has been infected before they have symptoms, during illness and for a short period of time after they feel better. Researchers estimate that approximately 44% of infections are passed-on by people who are asymptomatic (i.e. who are not showing any symptoms). The virus can survive in the air for a short period of time and can remain on hard surfaces such as plastic or steel for a few days, if not removed with regular and appropriate cleaning. COVID-19 is spread by contaminated hands touching the hands of others or touching contaminated items such as money, (shared) assistive devices, credit cards, door handles and counters. When you touch your eyes, nose and mouth, after you have touched other people's hands and items with COVID-19 on them, then you may get infected.

iii. What are the symptoms of COVID 19?

Symptoms of Coronavirus Disease 2019

Patients with COVID-19 have experienced mild to severe respiratory illness.

Symptoms can include:

- COUGH**
Seek medical advice if you develop symptoms, and have been in close contact with a person known to have COVID-19 or if you live in or have recently been in an area with ongoing spread of COVID-19
- FEVER**
Symptoms may appear 2-14 days after exposure
- SHORTNESS OF BREATH**

Protect yourself and other from the disease

#coronavirusupdate # COVID-2019

B. STANDARD PRECAUTIONS OF INFECTION PREVENTION AND CONTROL

A safe environment can be achieved through elimination of infectious particles in the air and on surfaces by **always adhering to the Golden Rules:**

1. **Prevent direct contact with persons who are sick** – Encourage educators, learners and non-educator staff to stay at home when feeling sick.
2. **Use of personal protective equipment (PPE)** – Use protective face masks and/or shields at all times.
3. **Environmental cleaning and disinfection** - Reduce the risk of micro-organisms in the environment by cleaning and disinfecting frequently touched surfaces and items, such as door handles, (shared) assistive devices, hand rails, desks, tables, windows, etc. at least hourly, depending on the unique circumstances. An effective disinfectant is diluted bleach disinfectant (20ml bleach per litre of clean water).
4. **Social distancing** - Keep a distance of at least 1.5 metres between persons where possible, avoiding gatherings and contact activities outside of the classroom, such as extra mural activities, contact sport, assemblies, hall gatherings and queuing at tuck-shops or for school feeding programme meals.
5. **Hand hygiene - Wash hands frequently with soap and water** for 20 seconds, especially after using the toilet, touching food and if hands are visibly soiled/dirty.
6. **Use alcohol-based hand sanitiser regularly**, especially after contact with any person or after contact with frequently touched surfaces i.e. phones, door handles, (shared) assistive devices etc.
7. **Avoid touching your eyes, mouth, or nose** with unwashed/un-sanitised hands.
8. **Limit airborne transmission** – Allow adequate cross-ventilation in classrooms, specialised rooms, hostels and office buildings. Limit visitors and the number of people that enter these places. This means that you have to determine the number of people that can be accommodate in

venues prior to the commencement of your meetings and ensure that this is adhered to. Parents should enter the school only if absolutely necessary.

9. **Practice cough and sneeze etiquette** – Cough in the fold of the bent elbow and sneeze in a tissue, which should then be discarded safely in a refuse bin with a lid. Wash hands immediately thereafter.

C. RISK REDUCTION METHODS FOR SCHOOLS

- a) Every person (parent, teacher, non-teaching staff member, learner or visitor) that enters or leaves a school must wash their hands or sanitise them at the entrance/gate, utilising hand hygiene stations equipped with soap (bar or liquid) and water or sanitise with a hand sanitiser with at least 60% alcohol base.
- b) Pens and pencils must not be shared amongst learners, non-teaching staff or teachers. Where pens are shared, sanitise them and place them as 'used' and 'sanitised', and ensure that people only use the sanitised ones.
- c) There should be no sharing of food or eating utensils.
- d) Social distancing must be adhered to at all times.
- e) Classrooms must be well ventilated.
- f) Classrooms must be cleaned at least twice a day with a disinfectant.
- g) Every person (parent, teacher, non-teaching staff member, learner or visitor) that enters a school should have their temperature checked with a digital thermometer scanner as follows. Where the person's temperature is 38°C and above, the person must not be allowed to enter and the procedures outlined below must be followed. When using the scanner:
 - Remove the protective scanner cap.
 - Switch the scanner on and wait for the '00' reading.
 - Scan the forehead of the person.
 - A reading of 38°C and above indicates a possible fever and should be referred for further investigation, as per the *DBE Standard Operation Procedure for the Prevention, Containment and Management of COVID-19 in Schools and School Communities* hereafter referred to as the "SOPs")
 - *Visitors and staff with a fever are not permitted on the school grounds.*

- Learners with a temperature of more than 38 degrees must be kept separate from other and isolated in the designated isolation space¹, equipped with a mask and the parents/caregivers notified to collect the child for further investigation by a health professional. The principal or his/her designate must contact the school health contact person or the nearest public primary healthcare facility. **The health facility must be informed if a COVID-19 infection is suspected so that they can make the necessary arrangements to receive and manage the patient safely to prevent contamination.**

NB: Each person conducting screening must wear a face mask and/or face shield and must regularly wash their hands for 20 seconds or use a hand sanitiser (at least 60% alcohol) during the course of screening. Screeners in Schools for the Deaf must be able to communicate in the South African Sign Language. However, if this is not possible, the school must arrange for interpretation to ensure that the information conveyed is accessible to the learners. Social distancing must be observed at all times.

In addition to the above, some categories of learners with disabilities may have trouble understanding information or practicing preventive measures, such as hand washing and social distancing, understanding how to keep themselves healthy or knowing if they are ill. Teachers and non-teaching staff must be trained on supporting non-verbal children, who may struggle or be unable to communicate about symptoms they may have if exposed to COVID-19.

In certain instances, social and physical distancing may be impossible where, for instances, learners must be carried or assisted at close range, which may expose staff and learners to infections. For these cases, the school must ensure that these members of staff are provided with appropriate personal protective equipment. Under these circumstances, schools must consider procuring more stock as the need to sanitise may be more frequent.

D. RISK REDUCTION METHODS FOR CLASSROOMS AND OFFICES

Each classroom and office must have access to the following:

- a) A portable handwashing station (avoid common bowls – use tippy taps), handwashing soap (bar or liquid) or hand sanitiser with at least 60% alcohol base. **Frequent hand hygiene must be part of the routine of**

¹ This space must be identified for this purpose before a case happens. Where there is no space, education authorities must be informed (prior to the happening of the case as part of the preparations for the reopening of schools)

everyday life in a school or office. Every person that enters a classroom, specialised room, hostel and office must wash their hands with soap and water or sanitise their hands, and again when leaving the classroom.

- b) A litter bin with a lid, lined with a bin liner in which all tissues, paper towels and possible contaminated waste must be discarded.
- c) Paper towels to dry hands or wipe surfaces. Used paper towels must be discarded safely in the litter bin with a lid.
- d) Protective face masks² (cloth masks) and/or visors must be worn at all times in classrooms.

Note:

- ***N95 masks are reserved for use by health official that are treating or looking after COVID-19 patients.***
- ***Do not use hand sanitiser after using the toilet – wash hands with soap.***

D. RISK REDUCTION METHODS FOR TOILETS/BATHROOMS

Each toilet/bathroom must have the following:

- a) A handwashing station and handwashing soap (bar or liquid) within 5m of the toilet for handwashing after using the toilet.
- b) Paper towels to dry hands, or air dry the hands. Used paper towels must be discarded safely in the litter bin with a lid. *Do not use a common hand towel.*
- c) A litter bin with a lid, lined with a bin liner in which all tissues, paper towels and possible contaminated waste must be discarded.
- d) Surfaces that are regularly touched, e.g. taps, doorknobs and toilet handles, must be wiped down hourly with 20ml bleach per liter water or disinfectant wipes.
- e) Daily cleaning of all surfaces at least twice a day with a disinfectant cleaner. Recommend sodium hypochlorite 0.5% (biocide sachets) or Bleach mixture (250ml of bleach to 5 litres of water).

² Only effective if used with regular handwashing. Cloth masks to be washed and ironed daily

E. HAND HYGIENE PRACTICES

a) When to wash hands?

- Wash your hands **after visiting the toilet**;
- Wash your hands **before handling food or eating**;
- Wash your hands **after taking care of sick people**;
- Wash your hands **after touching surfaces**;
- Wash your hands **after sneezing or coughing**.

b) How to wash hands?

How to wash your hands with soap and water?

1. Wet hands and apply soap.
2. Rub palms of hands together.
3. Rub in between the fingers, back of hands and wrist.
4. Clean underneath the nails.
5. Rinse hands with clean running water.
6. Dry with clean paper towel or shake hands in the air to dry.
7. Do not use a cloth or share a paper towel to wipe.



c) How to sanitise hands?

1. Apply the hand sanitiser to the palm of one hand (size of a R1/r R2 coin).
2. Rub your hands together.
3. Rub the gel over all the surfaces of your hands and in between fingers for at least 20 seconds until your hands are dry.



A note on alcohol-based hand sanitisers

- If you are not near a handwashing station and soap, use a hand sanitiser to clean your hands.
- Do not use a sanitiser after using the toilet and if your hands are visibly soiled - wash hands with soap and water.
- Sanitisers should have alcohol content of at least 60% for maximum protection. No more than 60% is required.
- Use a hand sanitiser only on dry hands.
- If using gloves, sanitise hands before and after use (of the gloves).
- Do not use a sanitiser on gloves.
- Do not sanitise and use water at the same time – it is harsh for your skin.

NOTE: Some learners, due to the nature of their disability, may need to be assisted to follow or carry out the above guidelines. Again, this suggests that non-educator staff responsible for these learners must be provided with appropriate personal protective equipment.

F. FOOD PREPARATION AREAS (SCHOOLS PROVIDING THE NSNP)

In addition to the general guidelines for schools, food storage and preparation areas for the National School Nutrition Programme (NSNP) must institute additional hygiene measures to ensure food safety and to prevent the spread of COVID-19. Additional measures include the following:

- Volunteer Food Handlers must wash their hands thoroughly before preparing food.
- Head gear, face masks, face shields (for Schools for the Deaf) and disposable plastic aprons must be worn to prevent droplet transmission. Closed shoes should be worn.
- All surfaces must be cleaned daily with disinfectant cleaner (recommend sodium hypochlorite 0.5% (biocide sachets) **or** bleach mixture of 250ml of bleach to 5 litres of water).
- Surfaces must be cleaned with at least 70% ethyl alcohol cleaner for wiping down in-between daily cleaning.
- Learners should eat their meals in the classrooms or dining halls under the supervision of educators.
- Staggered serving times should be considered to prevent queuing in the kitchen.

G. LEARNER TRANSPORT

The Department of Transport (DoT), is responsible for all matters relating to transport, including legislation, regulations, licensing, etc. and the enforcement thereof. The DoT ensures compliance by all road users to all applicable prescripts, including vehicles and operators that transport learners to school and back. All commuter transport services including passenger bus services, taxi services, and private cars transporting learners must adhere to the Regulations issued in terms of Disaster Management Act 2002 (Act no 57 of 2002) and all directives set out in the schedule to address and contain the spread of COVID-19 including **Loading capacity of learner transport: Regulation 11C as amended by the substitution Regulation by a; b and c as below:**

- (a) All minibuses must reduce seating capacity to mitigate the spread of the virus;
- (b) Bus services, taxi services and e-hailing services shall not carry more than 50% of the licensed capacity; and
- (c) Private vehicles shall not carry more than 60% of the licensed capacity, and that all directions in respect of hygienic conditions and the limitation of exposure of persons to COVID-19, are adhered to.

Provision of improved access and hygiene, disinfection control in learner transport:

- All operators of learner transport facilities must, on regular intervals, provide adequate sanitisers or other hygiene dispenser for washing of hands for learners.
- Operators must ensure that all learner transport vehicles are clean and tidy.
- Operators must ensure that public transport vehicles are disinfected before picking up and after dropping off learners.
- Operators must ensure that all learner transport vehicle door and window handles, armrests and handrails are sanitised before picking up and dropping off learners.
- All drivers and learners must wear a mask or face shield, where appropriate.
- Learners must sanitise their hands on embarking and disembarking from transport at all times. The sanitisers used to sanitise all learner transport vehicles must have a minimum of 60% alcohol content.
- All learner transport operators must provide disinfection information materials and procedures.

H. CONSISTENT AVAILABILITY OF HYGIENE PRODUCTS

The installation, supervision, and regular re-filling of hygiene products, stock and equipment is the responsibility of the school principal/head of the institution, as delegated to the factotum/cleaners, provided that the principal shall retain ultimate responsibility therefor.

The School Principal must ensure:

- a. The procurement and delivery of adequate quantities of products in the ***Basic and Essential Hygiene and Sanitation Package for Each School (Hereto annexed as Appendix 4)*** by timely ordering and filling-up stock. The Principal must be aware that quantities will not be similar for all schools, as school context differs. For instance, in a School for the Blind, there may be a need to sanitise more frequently, resulting in the need for a bigger quantity of sanitising substances.
- b. Hand hygiene training and reminders to learners, including refreshers as is necessary.
- c. Communication to parents about the importance of hand hygiene at home in preventing the spread of the COVID-19.
- d. Communication to operators of scholar transport on the necessary hygiene measures during transportation of learners.
- e. Training of cleaners and ground staff to prevent the spread of COVID-19.

I. CLEANING AND DISINFECTION

Routine environmental cleaning is an essential part of disinfection. Organic matter can inactivate many disinfectants. Cleaning reduces the soil load, allowing the disinfectant to work. Removal of germs such as the virus that causes COVID-19, requires thorough cleaning followed by disinfection.

a) Cleaning of minimally touched surfaces

Minimally touched surfaces such as floors, walls, ceilings, blinds, etc. should be thoroughly cleaned and cleaned as follows;

- Detergent solution/wipes should be used as per manufacturer's instructions.
- Damp mopping is preferable to dry mopping.
- Walls and blinds should be cleaned when visibly dusty or soiled.
- Window curtains should be regularly changed in addition to being cleaned when soiled.
- Sinks and basins should be cleaned on a regular basis.

b) Cleaning and disinfection of high touch surfaces

Frequently touched surfaces are a high-risk for cross-transmission by pathogens that are transferred from people's hands. Items such as **door handles, (shared) assistive devices, light switches, lift buttons, working surfaces, tables, railings etc. are frequently touched in public places** (shopping malls, public amenities, airports and other public places where people gather in numbers).

- High touch areas in public places should be cleaned and disinfected regularly and daily.
- Clean general surfaces and fittings when visibly soiled and immediately.
- Routine cleaning and disinfection of high touch surfaces should be done with clean water and a neutral detergent. Detergents usually have no killing ability, but do remove organic matter which contain microbes and thereby reduce environmental contamination.
- Detergent solution must be used as per manufacturer's instructions. Can use, with the exact choice of detergent determined by the nature of surface and likely degree of contamination.
- Detergent-impregnated wipes may be used but should not be used as a replacement for the mechanical cleaning process.

c) General cleaning and disinfection of high touch surfaces

Routine environmental cleaning is an essential part of disinfection. Organic matter can inactivate many disinfectants. Cleaning reduces the soil load, allowing the disinfectant to work. Removal of germs such as the virus that causes COVID-19 requires thorough cleaning followed by disinfection.

The length of time that the SARS-COV-2 virus (the cause of COVID-19) survives on inanimate surfaces will vary from hours to days, depending on factors such as the amount of contaminated body fluid, such as respiratory droplets present and environmental temperature and humidity. In general, Coronaviruses are unlikely to survive for long once droplets produced by coughing or sneezing dry out.

Regular cleaning and disinfection in schools, scholar transport and in households is critical in controlling the spread of the COVID-19 virus. **Surfaces should be thoroughly cleaned before applying disinfectants to further reduce bioburden.**

d) Application of spray disinfectants

Because COVID-19 infection is spread by droplets either through coughing, sneezing or from hands to surfaces, outdoor areas have less risk than crowded indoor areas, in part due to ventilation. Therefore, air spraying of outdoor environments is not essential. Focus should be on indoor crowded areas:

- Spray floors, walls and other internal surroundings in areas of high human traffic.
- Spray communal showers and toilets.

Avoid spraying disinfectants near water sources, plants and other vegetation. Under no circumstances should human beings be sprayed with a disinfectant.: If an alcohol-based sanitiser is used in the classroom or school environment, this MUST be carefully managed. The sanitiser must be stored out of reach and monitored to ensure that learners do not have access to it without supervision. In addition, the smell of the sanitiser might also upset some learners. Therefore, if possible, fragrant-free, odourless sanitiser or solution may be the best option.

e) Technical specifications and use of disinfectants

- Alcohol-based solutions with at least 60% alcohol. Disposable alcohol based wipes may be used;
- SABS approved detergents and disinfectants;
- Ethyl alcohol (60%) to disinfect small areas between use and cleaning cycles;
- Chlorine, hypochlorite (strength: 1000-10,000 ppm);
- Sodium hypochlorite (household bleach) at 0.5% (equivalent to 5000 ppm); and

- Hydrogen peroxide gas – for general disinfection of classes and offices.

f) Cleaning Procedures

- Perform hand hygiene before and after removing gloves;
- Use heavy duty gloves. Elbow-long gloves are recommended;
- Eye protection may be worn, such as goggles or visors, where necessary (e.g. where physical distancing is not practical);
- Clean with water and disinfectant. **Follow the instructions on the label** to ensure safe and effective use of the product.
- Gloves (if disposable), masks and other waste generated during cleaning should be placed into a waste bin with a lid and disposed of safely.

g) Daily Duties of Cleaners

- a) Clean all surfaces e.g. floors, bathrooms, twice daily with a disinfectant cleaner.
- b) Surfaces that are frequently touched, e.g. taps, doorknobs, reception desks must be cleaned hourly or wiped down with disinfectant wipes.
- c) Collect all the bags with possible contaminated waste from classrooms, specialised rooms and offices. Tie the bin liners and place in a big refuse bags. Tie the refuse bag again and dispose safely.
- d) Complete cleaning rosters and checklists, which must be signed-off daily.

J. USE OF INFORMATION, EDUCATION AND COMMUNICATION MATERIAL

Advocacy material on handwashing must be available and displayed prominently in each classroom, hall, toilet facility and office building. However, schools must ensure that these messages are accessible and can be understood by all learners, including those that use alternative augmentative communication, the South African Sign Language and Braille. Important information messages for schools should include the following:

- Wash hands and sanitise hands frequently.
- Avoid touching eyes, nose and mouth.
- Cover the mouth and nose with your bent elbow or tissue when coughing or sneezing, then dispose of the used tissue safely in a bin with a lid.
- Maintain at least a one and a half meter distance between yourself and others.
- Use a cloth mask or visor at all times while at school, in the hostel, on the way home and in public.
- Clean masks and shields daily and wash them. Never wear them twice without cleaning appropriately.
- Do not share pencils, pens, toys and other learning objects.
- No hugging, touching, kissing or shaking hand. Rather elbow greet or foot tap. However, elbow greeting may pose a risk where learners are blind and must use other people's elbows for mobility.
- Do not share food and school lunch amongst friends.
- Do not share eating utensils amongst learners.
- Change clothes daily and wash them.
- Wash daily- take a shower, bath or bathe every day. This implies that there must always be an adequate supply of warm water and soap.
- Do not share tooth brushes or face cloths with anyone.
- Do not share utensils of sick people with others.

APPENDIX 1: BASIC AND ESSENTIAL HYGIENE AND SANITATION PACKAGE FOR EACH SCHOOL

- Cloth masks or face shields
- Liquid soap dispensers
- Bracket (for hand sanitiser) Medical grade stainless steel to fit hand sanitiser
- Paper hand towels
- Germ kill liquid soap
- Hand sanitisers (minimum 60% alcohol) 500ml Pump action long nose pump
- Gloves - Surgical & Examination - Natural Rubber Latex
- Gloves - Heavy Duty, elbow length if possible
- Plastic Aprons (disposable)
- Goggles/Face-Shields/Visors
- Biohazard bin liners
- Cleansing wipes
- Disinfectant
- Digital thermometer scanner
- Biohazard bags
- Deep cleansing kit (1 per school)
- Respirators

APPENDIX 2: GUIDELINES ON USE OF PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment (PPE) usage is based on the risk assessment of each situation and the need for PPE is based on the extent to which staff and learners are exposed to the risk of transmission from infected individuals.

PPE is classified into categories: **eye and face protection** (goggles, visors, plastic shields – for spray disinfecting), **hand protection** (various types of gloves), **body protection** (apron, coats) and **respiratory protection** (depending on risk – various types of masks). All employees and learners should always adhere to the Golden Rules and need not necessarily always require PPE.

In addition, it is recommended that **cleaners and disinfecting staff** should have access to:

- Heavy duty gloves
- Face masks or face shields
- Disposable plastic aprons
- Protective eye gear
- Closed shoes

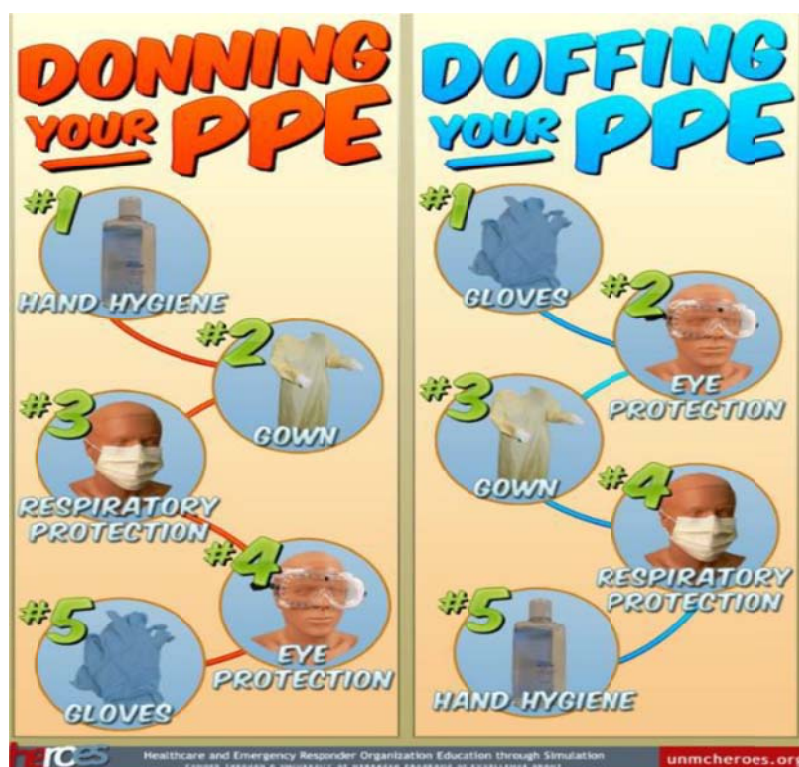
Correct use, necessary hygiene practices and proper disposal of PPE is important to avoid cross contamination from PPE to the user's hands or clothes. Cleaners should perform hand hygiene using the proper techniques before putting on protective gear for cleaning and after removing it, when changing gloves or after any contact with waste material.

The procedure to put on protective gear (see left side of diagram below):

1. Wash hands with soap and water
2. Put on the plastic apron
3. Put on the face mask or face shield
4. Put on the eye protection
5. Put on the gloves

The procedure to take off protective gear (see right side of diagram below):

1. Wash the gloves with disinfectant and dry with a paper towel. Place the paper towel in a bin.
2. Remove the gloves and put it on a disinfected surface.
3. Remove the eye protection.
4. Remove the plastic apron and place it in a bin with a liner.
5. Remove the face mask and place it in a bin with a lid and bin liner (plastic bags).
6. Wash your hands with soap and water.



APPENDIX 3: HOW TO PUT ON, USE AND TAKE OFF OF A MASK

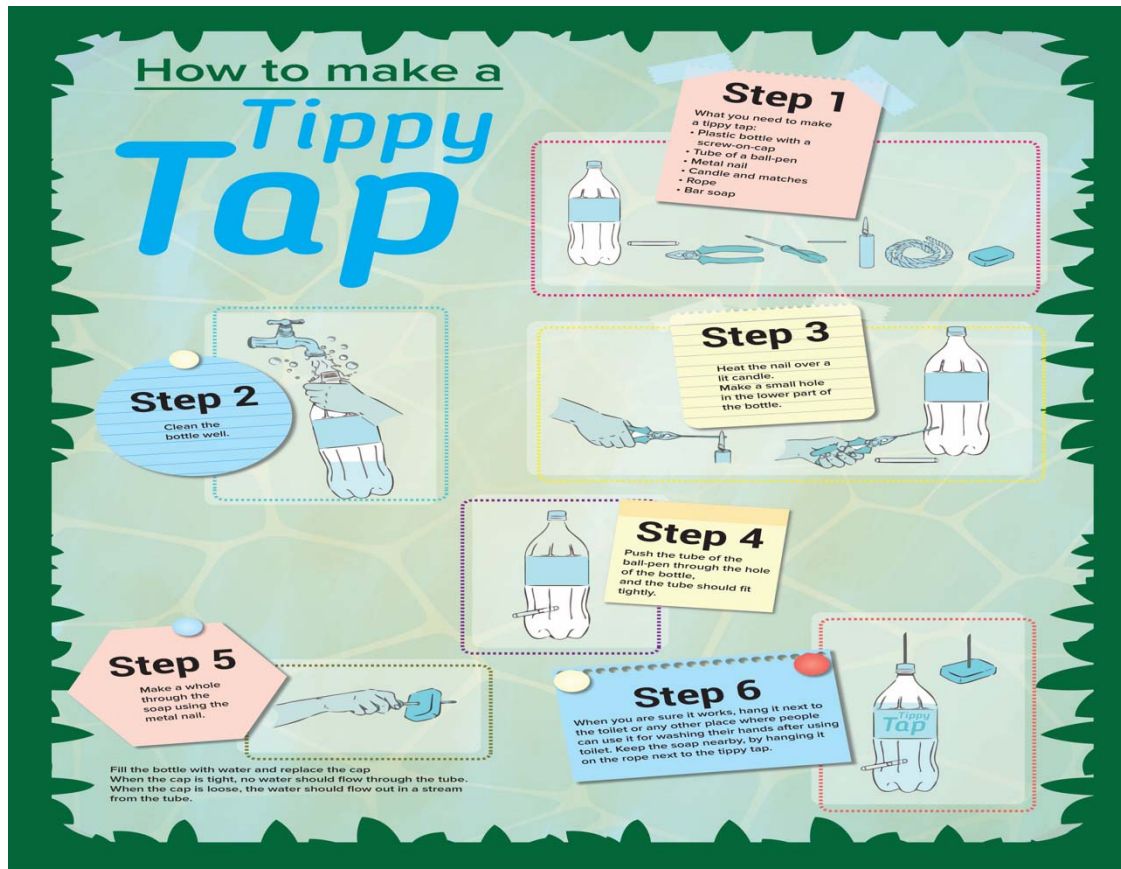
Note: Masks and face shields are only effective when used in combination with the other Golden Rules of prevention.

Cloth masks and face shields need to be washed with warm soapy water and dried in the sunlight and ironed daily. Communication should be distributed to parents, learners, educators and all staff on taking care of the cloth masks.

Steps to follow

1. Before touching the mask or face shield, clean hands with an alcohol-based hand rub or soap and water.
2. Take the mask or face shield and inspect it for tears or holes.
3. Orient which side is the top side for the nose.
4. Ensure the proper side of the mask faces outwards (the coloured side).
5. Place the mask or face shield to your face.
6. Pull down the mask's or face shield bottom so it covers your mouth and your chin.
8. Place the elastic loops behind the ears or tie at the back of the head so the mask is snug. Adjust as necessary so that the mask covers the nose and chin comfortably.
7. After use, take off the mask by removing the elastic loops from behind the ears or untie the mask while keeping the mask away from your face and clothes, to avoid touching potentially contaminated surfaces of the mask.
8. Place the mask in a safe area immediately after use.
9. Perform hand hygiene after touching or discarding the mask or face shield – Use alcohol-based hand rub or wash your hands with soap and water.
10. Wash the mask or wipe the face shield with soapy warm water and dry in sunlight. Iron the face mask before use.

APPENDIX 4: HOW TO CONSTRUCT SELF-MADE HANDWASHING FACILITIES



An example of a handwashing station



APPENDIX 5: MEASURES FOR THE HEALTH AND SAFETY OF LEARNERS (WITH DISABILITIES) AT SCHOOLS, HOSTELS AND OFFICES

Some learners may struggle to adhere to the requirements and regulations for containing the spread of COVID-19. Specific interventions may be thus be required to assist learners to adhere to these requirements, , which may include the following:

- Some learners may require alternative ways of communication and repetitive explanations to understand and do what is required from them.
- Learners with difficulties in gross and fine motor skills, e.g. cerebral palsy, may need support with carrying out hygiene requirements, e.g. sanitising and washing hands.
- Learners should receive instructions in the mother tongue, including the South African Sign Language and other alternative augmentative communication, to remove the language as a barriers to accessing critical information about the COVID-19.
- The frequency of sanitation in some schools, especially those with learner with disabilities, may be increased, and increasing the volume of sanitising material or frequency of cleaning may thus be necessary.
- There is a need for flexibility regarding the issue of face mask and face shield.
 - Learners, teachers and non-teaching staff in Schools for the Deaf must be provided with face shields instead of face masks (to ensure easy lip-reading).
 - Learners who are blind may require a face shield instead of a face mask, which may obscure a sense of smell.
 - Learners who are partially sighted may require a face mask as a face shield may obscure their vision.
- In cases where learners are drooling, or where physical distancing is a challenge, alternative ways may be considered to ensure virus containment. There may be a need for the provision of full personal protective equipment.