



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

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DIRECTORS
CIRCUIT MANAGERS
SCHOOL PRINCIPALS
CHAIRPERSONS OF SCHOOL GOVERNING BODIES

KZN CIRCULAR NO. 57 OF 2020

PROTOCOL FOR MANAGING COVID-19 CASES AND DISINFECTING AT THE WORKPLACE/SCHOOL

1. The purpose of this circular is to further clarify protocols to be followed when COVID-19 positive cases are reported.
2. It must be read in conjunction with all Department of Health (DoH) regulations and directions on COVID-19; KZN Circular No. 44 of 2020 and Finance Circular No. 5 of 2020 issued by KwaZulu-Natal Department of Education. Also refer to Standard Operating Procedures for teachers, non-teaching staff and learners on the coronavirus (2019-ncov) or covid-19 outbreak in South Africa (DBE).
3. At the time when the safety of everyone is facing challenges that have never been experienced before, the Department has even a bigger responsibility to maintain a safe environment for everyone at the workplace/school.
4. In managing workplace/school health and safety against the threat of COVID-19, the Department will entirely rely on the regulations/directives/guidelines as provided by the Department of Health.
5. Such regulations/directives must be strictly adhered to in order to minimize the risk of possible spread of the virus.



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6. Obviously, no measures can replace strict adherence to Health protocols and regulations which include wearing of face masks, regular hand wash with water and soap or use of sanitisers.
7. Every day screening at the entrance/gate is compulsory. The screeners themselves must also be screened every day.
8. Principals of schools have a responsibility to protect staff and learners from the spread of the virus. They are therefore expected to immediately report positive cases to the Circuit Managers. The Department strongly warns against the hiding of positive cases.
9. DoH may sometimes be unable to present themselves immediately where positive cases have been reported. In instances where DoH advises that they will be available the following day, the school may have an early closure and advise the staff and learners to return to school the following day for guidance, screening and possible testing by DoH.
10. This document seeks to further emphasize that at all levels within the Department, including schools, people must allow DoH to take the lead in managing COVID-19 cases.
11. DoH has a responsibility to conduct situational analysis when they arrive at the place where a positive case has been reported.
12. They will then advise accordingly whether they need to test everyone or only test primary (close) contacts and screen the rest.
13. The Department advises against any temptation to instruct DoH officials on steps to be taken. Anything contrary to that may create unnecessary panic and chaos.
14. **Decontamination of affected areas:**

The guidelines provided below are informed by:

Cleaning and Decontamination of Workplace in the Context of COVID-19 (10 JUNE 2020) (Statement prepared by the Occupational Health and Safety academic group within the Occupational Health and Safety Workstream – Covid-19 Response).

- 14.1 It is crucial that at all level the guidelines provided below are adhered to in order to ensure uniformity and stability in the system. There has been confusion about the requirements for disinfection following identification of one or more cases at a workplace and that has resulted in inconsistent practices.
- 14.2 It must be noted that the disinfection procedure is not a requirement for areas that were unoccupied for more than one week.



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- 14.3 The Centre for Disease Control and Prevention guideline on cleaning and disinfecting school and community facilities states that no cleaning and disinfection is required for areas if the person that was diagnosed with COVID-19 did not visit or use the facility for more than 7 days.
- 14.4 The guideline also indicates that there is NO need to deep clean or implement any other form of cleaning in areas that were unoccupied for more than 7 days.
- 14.5 If the individual merely passed through the workplace without touching anything and without spending much time in face-to-face communication with other employees; then simple manual surface cleaning measures would be appropriate.
- 14.6 The DoH does not endorse or require deep cleaning that involves fumigation, etc. Nor does the Department require such a 'certificate of cleaning'.
- 14.7 Finance Circular No. 5 of 2020 provides further guidelines, including the appointment of service providers at district level who will be utilised to clean schools immediately after positive cases are reported.
- 14.8 The affected institution will be decontaminated following guidelines by the Department of Health before people can return.
- 14.9 Ordinarily it should take the DoE 48 hours (2 days) from the time the case is reported to decontaminate an affected school and thereafter allow teaching and learning to continue.
- 14.10 Principals of schools are advised against the suspension of teaching and learning without following proper channels. Only District Directors after consulting the Head of Department may advise the school to suspend classes for purposes of decontaminating affected areas.

15. Screening/Testing

- 15.1 Whenever a positive case is reported at a workplace/school, the DoH must be notified and invited to the premises to assess the situation and advise regarding necessary steps to be followed.
- 15.2 It is entirely on the basis of their advice, based on their knowledge and expertise, (informed by WHO/DoH regulations and directions) that the DoE will take any action.



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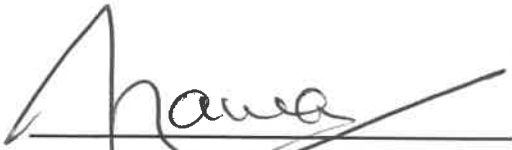
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- 15.3 Employees of the Department and learners will have to strictly adhere to DoH directions.
- 15.4 Following their protocols, DoH will identify and test primary (close) contacts and screen the rest.
- 15.5 Where DoH decides to test everyone, it will be entirely on their professional judgement.
- 15.6 An individual who tested positive will only be allowed to return to the workplace/school once certified by Department of Health as having recovered and no longer a threat to the lives of others.
- 15.7 There is no need to suspend classes for 14 days each time a positive case has been reported. Such a decision will be counterproductive. The HOD can make such a decision guided by DoH where necessary.

16. Report Lines

- 16.1 The District Officials are required to report suspected and positive cases to District Health and Safety Committees who will in turn report to the Provincial Health and Safety Committee for the cases to be recorded and attended to.
- 16.2 At school level, staff must report to the principal who will then report to the Circuit Manager. The Circuit Manager will then report to the District Director and the District Health and Safety Committee. From there the reports will be elevated to the Provincial Health and Safety Committee.
- 16.3 The Head Office officials are required to report suspected cases to OHS compliance officer in each building, who in turn will report to District Health and the Provincial Health and safety committee for cases to be attended to.

Your co-operation is highly appreciated.



Dr E V Nzama
Head of Department: Education
Date: 06/07/2020