



**basic education**

Department:  
Basic Education  
REPUBLIC OF SOUTH AFRICA

## **CRITERIA FOR RE-OPENING OF SCHOOLS BASED ON DECONCENTRATING AND SOCIAL DISTANCING IN SCHOOLS AND OFFICES GUIDELINES**

The checklist must be completed by the school principal and confirmed by the delegated official monitoring the school. Any of the criteria indicated by a red colour after a “**NO**” response indicates a compulsory requirement that if not met, a school cannot open. The determination of the reopening of a school is therefore not determined by the aggregation and averaging of mandatory criteria. One compulsory criteria is enough to allow the school remain closed

**NAME OF PROVINCE:** \_\_\_\_\_

**DISTRICT:** \_\_\_\_\_

**CIRCUIT:** \_\_\_\_\_

**NAME OF SCHOOL:** \_\_\_\_\_

**EMIS NO.:** \_\_\_\_\_

**GRADES OPENING:** \_\_\_\_\_ **AND** \_\_\_\_\_ **DATE OPENING** \_\_\_\_\_

**NAME OF PRINCIPAL:** \_\_\_\_\_ **NAME OF CIRCUIT MANAGER:** \_\_\_\_\_

**EMERGENCY NUMBERS: PRINCIPAL** \_\_\_\_\_ **CIRCUIT MANAGER:** \_\_\_\_\_

## CRITERIA AND CHECKLIST FOR THE RE-OPENING OF SCHOOLS

STAFFING AND CURRICULUM	COMPULSORY CRITERIA	IMPLIMENTATION DATE	N/A	YES	NO	DECISION IF NO	REVISED IMPLEMENTATION DATE	REVISED OPENING DATE
	The school has re-worked the school's time-table in line with the department's recovery plan, curriculum reorganisation and trimming, start and end time adjusted to maximise social distancing	4-5 May		YES	NO			
	There are teachers available to teach all resuming classes according to curriculum reorganisation and trimming	4-5 May		YES	NO			
	Teachers with comorbidities identified by the DH (teachers with pre medical conditions such as asthma, diabetes, hypertension) have been identified for leave or substitution including teachers over 60 years old	4-5 May		YES	NO			
	The school has a monitoring programme for teachers during breaks to prevent learners from congregating	4-5 May		YES	NO			
	There is a strategy to have teachers that present with raised temperature isolated and tested	4-5 May		YES	NO			
	There is a plan to support learners with premedical conditions and those who cannot attend school owing to COVID19	4-5 May						
	There is a plan in place for alternative coverage of critical staff positions , including access to a database of unemployed teachers available to fill vacancies at short notice.							

BASIC SANITISING AND HYGIENE	COMPULSORY CRITERIA	IMPLIMENTATION DATE	N/A	YES	NO	DECISION IF NO	REVISED IMPLEMENTATION DATE	REVISED OPENING DATE
	Temperature Test Kits have been made available and measures are in place to do daily temperature testing of learners and teachers	4-5 May		YES	NO			
	Hygiene and Sanitisation Packages have been made available as per the document "Standard operating procedures for the containment/management of Covid-19 for childcare facilities, schools and school communities" (SOPS) published by the DBE	4-5 May		YES	NO			
	There are measures in place to escalate non-delivery of sanitation package to District or Head Office.							
	There is a process in place for monitoring the depletion of hygiene and sanitisation packages and timeous re-ordering							
	There is adequate water supply	4-5 May		YES	NO			
	There is a plan available and key personnel identified to conduct screening for every teacher, learner and visitor entering the school	4-5 May		YES	NO			
	There is a plan to enforce the sanitisation of hands at the gate for teachers, learners and visitors entering the school premises and insist on the wearing of masks	4-5 May		YES	NO			
	The school has been deep cleaned and disinfected prior to reopening.	4-5 May		YES	NO			
	The school is able to clean and disinfect all school facilities at least twice daily	4-5 May		YES	NO			
	There is a monitoring programme during breaks to prevent learners from congregating	4-5 May		YES	NO			
	Cleaning service providers or cleaning staff have been appointed.							
	There is a process in place to regularly conduct refresher training about hygiene standards and practices							
	There is a process in place to sanitise isolation areas after occupation by learner/staff with suspected COVID-19 symptoms							
There is a waste removal process in place in line with the SOPS issued by the DBE.								

SCHOOL INFRASTRUCTURE	COMPULSORY CRITERIA	IMPLENTATION DATE	N/A	YES	NO	DECISION IF NO	REVISED IMPLEMENTATION DATE	REVISED OPENING DATE
	There are enough desks to allow for social distancing	4-5 May		YES	NO			
	The school has floor plans for every class indicating available furniture and spacing for social distancing	4-5 May		YES	NO			
	Windows and desks etc. are in proper condition	4-5 May		YES	NO			
	There is a strategy to have a single entrance to the school to ensure that all teachers, learners and visitors are screened	4-5 May		YES	NO			
	The school is adequately fenced to control movement in and out of the school							
	There are adequate ablution facilities							
	Isolation facility identified in school to temporarily contain learners/staff identified with possible COVID-19 infection, whilst they await transfer to a health practitioner.							

SCHOLAR TRANSPORT	COMPULSORY CRITERIA	IMPLENTATION DATE	N/A	YES	NO	DECISION IF NO	REVISED IMPLEMENTATION DATE	REVISED OPENING DATE
	The measures in respect of learner transport as contained in the SOPS have been implemented.							
	Learners should ensure that they sanitise their hands when they enter and alight the public transport and that masks are worn at all times							
	Sufficient Service providers have been appointed to transport learners.							
	Transport providers have been informed to adhere to the Disaster Management Act regulations particularly with regards to social distancing. Learners must be made aware of the risks of hugging and close contact on public transport and must avoid this at all times							
	Transport providers have been informed to sanitise buses and other transport as per Disaster Management Act regulations.							

ORIENTATION OF STAFF AND LEARNERS	COMPULSORY CRITERIA	IMPLENTATION DATE	N/A	YES	NO	DECISION IF NO	REVISED IMPLEMENTATION DATE	REVISED OPENING DATE
	An orientation programme is conducted, with relevant supporting material highlighting safety and hygiene measures as well as the roles of learners and teachers, has been compiled for learners and staff about COVID-19.							

SCHOOL NUTRITION PROGRAMME	COMPULSORY CRITERIA	IMPLENTATION DATE	N/A	YES	NO	DECISION IF NO	REVISED IMPLEMENTATION DATE	REVISED OPENING DATE
	There is a feeding and monitoring plan that allows for social distancing during serving and eating	4-5 May		YES	NO			
	Are there enough plates and utensils to avoid the sharing of food	4-5 May		YES	NO			
	There is a plan to avoid congregation of learners at the tuckshop during breaks	4-5 May		YES	NO			
	There is a plan in place to conduct orientation on COVID-19 health guidelines with food handlers.							

COMMUNICATION	COMPULSORY CRITERIA	IMPLENTATION DATE	N/A	YES	NO	DECISION IF NO	REVISED IMPLEMENTATION DATE	REVISED OPENING DATE
	There is a plan to collect data on teacher and learners attendance and follow-up	4-5 May						
	There is a plan to report regularly on school activities and challenges around COVID- 19	4-5 May						
	There is a policy to protect teachers and learners from stigmatisation after testing positive to the COVID 19	4-5 May						

	There is a plan to make essential contact details of the Department, Department of Health and the Department of Social Development available, as well as to communicate the re-opening of school and safety measures around COVID-19 to the staff, learners, SGBs and parents,	4-5 May						
	All staff is informed of the measures contained in the SOPS published by the DBE.							
	A communication process has been compiled for communicating with parents/guardians, health-professionals and Head Office/District office about learners/staff identified with COVID-19 symptoms							
	There is a process in place to ensure that all decisions for individual school closures are approved by the Provincial Head Office.							

PSYCHOSOCIAL SERVICES	COMPULSORY CRITERIA	IMPLIMENTATION DATE	N/A	YES	NO	DECISION IF NO	REVISED IMPLEMENTATION DATE	REVISED OPENING DATE
	The School Based Support Team is functional	4-5 May						
	There are plans in place for the utilisation of school psychologists, District of psychologists from the Department of Social Development	4-5 May						
	There is a referral system within the school in place for teachers and learners to access psychosocial services	4-5 May						
	Contacts have been made with the Department of Social Development for common planning	4-5 May						

FOCUS AREA	COMPULSORY CRITERIA	IMPLIMENTATION DATE	N/A	YES	NO	DECISION IF NO	REVISED IMPLEMENTATION DATE	REVISED OPENING DATE
SCHOOL GOVERNING BODY SUPPORT	School policies are adapted where possible to make Regulations and Guidelines applicable to your school	May-June		YES	NO			
	There is a policy to deal with stigmatisation	May-June		YES	NO			
	The school budget is amended to shift funds from non-essentials to respond to the demands of COVID- 19	May-June		YES	NO			
	There is a plan to utilise the maintenance budget to create a conducive learning environment	May-June		YES	NO			
	All contracts for the hire and use of school facilities by external parties are suspended	May-June		YES	NO			
	The selling of food by vendors at the school is suspend	May-June		YES	NO			
	Regulate the transportation of learners by parent transport providers	May-June		YES	NO			

FOCUS AREA	COMPULSORY CRITERIA	IMPLIMENTATION DATE	N/A	YES	NO	DECISION IF NO	REVISED IMPLEMENTATION DATE	REVISED OPENING DATE
PARENTAL SUPPORT	To avoid unnecessary litigations have parents been made aware of the symptoms of COVID-19 and acknowledge in writing that they will:	May-June		YES	NO			
	Report any suspicious COVID 19 symptoms immediately	May-June		YES	NO			
	Enforce good hygiene practices such as washing and sanitising of hands, coughing or sneezing into a tissue paper or bent elbow, and ensuring that their children's face masks are washed daily	May-June		YES	NO			
	Transport their child/children to school where possible or arrange transportation where children will be transported in smaller groups according to Regulation	May-June		YES	NO			
	Discourage children from playing or forming groupings and provide a lunch pack where applicable to avoid children buying food from vendors or queuing at the tuckshop	May-June		YES	NO			
	Ensure that the child leaves home with the provided sanitary bag and is wearing a face mask	May-June		YES	NO			
	Collect their children immediately after school or ensure that the child is transported home immediately	May-June		YES	NO			

	Adhere to all Regulations and Guidelines provided by the School and Government	May-June		YES	NO			
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**PRINCIPALS:** \_\_\_\_\_ **CIRCUIT MANAGER:** \_\_\_\_\_ **PROVINCIAL OFFICIALS:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_