



K - WCED Guideline: Managing hostel safety during Covid-19

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| Branch: Institution Development and Coordination | K – WCED Guideline: Managing hostel safety during Covid-19 | |
| K - WCED Guideline | Issued: 22 May 2020 | To be reviewed as and when necessary |

Approved by the Head of Department:



BK Schreuder
Date: 2020-05-22

K – WCED GUIDELINE: MANAGING HOSTEL SAFETY DURING COVID-19

1. Purpose

These guidelines are to prepare school and hostel management for the return of learners to hostels and how to manage the hostel environment during Covid-19.

2. Preparation for the return of learners to the hostel.

- 2.1. Hostels must be cleaned before learners return to the hostel. Please see E- WCED Guideline: Cleaning of schools and maintaining hygiene.
- 2.2. Rooms must be prepared, taking into account physical distancing measures.
- 2.3. Rooms, exclusively for sleeping, should be prepared. Ensure beds in rooms are spaced at least 2 metres apart.
- 2.4. Hand sanitizer or liquid soap for handwashing must be made available for learners to use at all times.
- 2.5. Ensure that there is a facility at the hostel to temporarily isolate a learner or hostel staff member if needed.
- 2.6. Suitable place(s) for learners to study or do homework under supervision should be arranged so that social distancing is effected.
- 2.7. Plan timetables for the use of bathroom facilities in the morning and at night.
- 2.8. Arrange staggered times for learners for meals so as not to congest dining room facilities. Consideration must be made in terms of the numbers and seating arrangements whilst eating.
- 2.9. In the initial phases of learners returning to the hostel, room allocations could take into account the need to separate learners as much as possible.

3. When learners return

- 3.1. All learners, including hostel staff, must be screened on arrival at the hostel. (Please see D- WCED Guideline: Screening of staff and learners).
- 3.2. Hostel staff must be screened every morning.
- 3.3. All the information collected through screening must be recorded.
- 3.4. Screening at hostel is separate from screening at school, i.e. learners in a hostel must also be screened every morning when going to school.
- 3.5. Learners are to be orientated regarding health and safety in the hostel during the pandemic. (Please see C- WCED Guideline: Orientation of staff and learners.)
- 3.6. Learners at hostels to keep a safe distance from one another at all times.
- 3.7. Learners should not visit other rooms.
- 3.8. Learners not to gather in groups in rooms.

- 3.9. Learners to study or do homework under supervision, in a suitable environment adhering to physical distancing.
- 3.10. Learners to adhere to timetables prepared on the use of bathroom facilities in the morning or at night.
- 3.11. Learners to adhere to staggered meal times.
- 3.12. Learners do not need to wear a mask when in the hostel but must wear it when leaving the hostel.
- 3.13. Learners must be taught how to care and wash their masks. If possible, learners in hostels should have use of a third mask.
- 3.14. Learners must not use one another's masks.
- 3.15. Staff who do not live in the hostel must be screened every day on arrival and wear masks at all times.
- 3.16. Kitchen staff to wear PPE when preparing food and feeding learners.
- 3.17. Learners and staff should avoid shaking hands, hugs and direct contact.
- 3.18. Should a learner or staff member become ill, the school should follow the guidelines provided in L- WCED Guideline: Managing Covid-19 cases in schools.
- 3.19. The principal must be informed immediately if a learner, educator or hostel staff member has been in direct contact with a confirmed Covid-19 case, or if they are diagnosed with COVID-19.
- 3.20. If learners go home over weekends, they must be screened on return.

4. If there is a suspected case of Covid-19 in the hostel

- 4.1. Should a hostel learner show symptoms associated with Covid-19, isolate the learner must be isolated until they can be collected or taken home.
- 4.2. Parents/Guardian of the learner should be informed immediately.
- 4.3. On collection of the learner, the parent should be provided with information on what to do when a learner displays symptoms of Covid-19.

5. If there is a confirmed case of Covid-19 in the hostel

- 5.1. The principal must report all confirmed cases to the Circuit Manager/District Director immediately, as well as, information of the case, such as:
 - When last was the learner at school or in the hostel?
 - With whom they shared a room?
 - With whom they were in **direct** contact?
 - And with whom they were in **casual** contact?
- 5.2. An assessment of the hostel will be undertaken by the Department in conjunction with the principal and the Department of Health. The school will be advised by the district on actions to be taken. These could include:

- Learners (or some learners) being isolated in the hostel for a period of up to 14 days.
 - Sections of the hostel being closed and decontaminated.
 - The hostel being closed and decontaminated, after which, it could re-open.
- 5.3. Remember that only the Head of Department can authorise the closure of an education institution. The Head of Department will be advised by the Department of Health.