



8 January 2021

Ortloff's COVID19 Protocols

All COVID19 protocols will remain the same as in 2020, with that said, herewith outlined the most important points to note :

- All learners must be screened at the allocated gates, each morning.
- Wearing a mask is compulsory
- If no mask is worn, you will need to buy a paper mask @R15 from the school / office
- If you have ANY FLU-LIKE SYMPTOMS – PLEASE REMAIN AT HOME
- **Gates to be used :**
 - Gate 1 (Small gate in Ruiters road) – Grade 4, 5, 6
 - Gate 2 (Big sliding gate in De Klerk street) – Grade 1, 2, 3
 - Gate 3 (Pink gate in De klerk street) – OFFICE USE ONLY
 - Gate 4 (Small gate in De klerk street) – Grade R and all Kindergarten learners
- The learners and teachers will sanitize between each classroom / break time movement.
- Classrooms are cleaned during each break time.
- Toilets and bathrooms are cleaned regularly
- The whole premises, including the staircases, will be sanitized twice a day (After break times)

Should we have a positive case at Ortloff's:

- We will immediately contact the local authorities, which will give us guidelines. And also inform all parents.
- We will close the grade / phase as specified by the local authorities.
- Thereafter we will disinfect the classes and playground by a professional company, which will hand us a certificate of proof.
- After isolation the learners will return to school as before

Please remember the following:

If you get in contact with a positive COVID19 case, or you / family member test positive, please inform us immediately in order for us to follow the correct protocols as soon as possible.

FIRST DAY OF SCHOOL : MONDAY 11 JANUARY 2021

Risk Assessment Form – To avoid queues on Monday, please print this form and complete it – send the completed form with your child. All children making use of Ortloff's transport MUST complete this form and give it to the drivers (Carina and Samuel)

All learners must complete a Risk Assessment form, and parents to sign it. This risk assessment form will ask whether you travelled to any hotspot areas, it is compulsory to complete this form on the first day of attending. If you travelled to any hotspot areas in less than 5 days, please remain home until you are symptom free after 5 days.

Parents are still not allowed on the premises, if you need to come to the office, only 5 parents will be allowed to enter the premises at a time. So please be aware that you will find a queue.

Afternoon collection of learners:

Grade 1 – 6 - Big sliding gate in De klerk street

Grade R & Kindergarten – New small gate in De Klerk street (Closer to the traffic light)

Regards

Ortloff's