

23 May 2020

Dear #FHSlegend Staff Member,

PROTOCOLS FOR ARRIVAL AND SCREENING AT FOURWAYS HIGH SCHOOL:

1. Please ensure that you have a cloth face mask for your arrival at school and that you travel with same.
2. If you are travelling with other persons in your transport, please wear your face mask.
3. Ensure you have a soft copy of your permit with you for your first journey to school or a hard copy should you have been able to print out same.
4. You will be provided with the stamped original of same at school, which you should carry with you every time you travel.
5. Ensure you have proof of identification.
6. If traveling alone by private vehicle, please wear your face mask at all times as far as possible.
7. If stopped in a roadblock or by SAPS, please ensure you wear your face mask before opening your window, show them the permit and identification.
8. No person will be permitted entry to the Fourways campus without an acceptable cloth mask.
9. Entrance for staff to Fourways High School will only be permitted at the main gate on Kingfisher Drive.
10. NO ENTRY will be allowed at the top gate on Kingfisher Drive.
11. ON arrival at the Kingfisher Drive entrance, please use both gates for entry purposes per the following diagram:



If arriving on foot, please make use of the pedestrian gate at the Kingfisher Drive entrance.

Please make sure you are wearing your face mask the entire time you are on campus.



Kingfisher Drive
PO Box 1329
Fourways, 2055

Tel: (011) 465-1104/7
Fax: (011) 465-6103
Email:
Fourways@4ways.co.za

Your hands will be sprayed with sanitizer on your arrival, your temperature will be taken, and you will then be screened for Covid-19 symptoms.

Temperatures will be taken using an infra-red temperature scanner that is non-invasive.

24/7 security on duty will be daily screening all staff accessing at Kingfisher Drive entrance using the following document during your screening process:

DATE: _____		HAVE YOU / DO YOU HAVE?																					
SURNAME AND INITIAL	TIME	BEN IN CLOSE CONTACT OR CARET FOR SOMEONE WITH COVID 19		FEVER		COUGH		SORE THROAT		REDNESS OF EYES		SHORTNESS OF BREATH		BODY ACHES		LOSS OF TASTE AND SMELL		FATIGUE OR WEAKNESS		NAUSEA OR VOMITING		C°	SCREENERS INITIALS
		YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO				

The surname and initial column have been pre-completed and is populated in surname alphabetical order. Please answer the questions and initial accordingly.

If your name does not appear, please inform security who will add it accordingly.

Your hands will also be sanitised after the screening process.

Per Department of Health and Department of Basic Education guidelines, we will be using 38°C as our base temperature.

Please note that should your temperature be 38°C or higher you will be become a “person under investigation” and you will be directed, together with the Covid Compliance Officer or delegated Person, to the isolation room where you will be isolated and be referred for testing.

The Fourways High School isolation room is situated in the office next to V3 as well as the Team Fourways Changerooms should an overflow be required.

- Once you have passed your screening process, please make your way to the tuckshop where you will be provided with your PPE, unless already done.

You will be provided with the following PPE:

- 1 x individually labelled Sani Spray Bottle filled with sanitizer liquid. (Please be careful when handling same to prevent spillage of the contents)
- 2 x Cloth face masks
- 1 x Face Shield

NB – Please write your names on your face masks, face shield and spray bottle with a permanent marker

13. Staff arriving on Monday 25 May 2020 are to please then make their way to the hall for a briefing at 07:35 after collection of their PPE's. Further details for staff arriving from Tuesday 26 May 2020 will be forwarded.

Please note that the staffroom, until advised further, is not in use.

Please maintain social distancing at all times.

14. Tea and Coffee stations will be provided at the “Old” Tuckshop at both serving hatches.

Please observe social distancing protocols, do not share any cutlery or crockery and return same to the wash basin in the kitchen after usage.

Any personal items inter alia but not limited to food storage containers, bags etc are to be sanitised at home, prior to arrival.

Everything that has been and is still to be done is in the best interests and safety and security of every single person on campus.

We are in this together and as a united Fourways Family we can all play our part in stopping the virus as best we can.



Garth Neilson
Deputy Principal / Covid-19 Compliance Officer