

20 May 2020

Dear Parents and Grade 12 pupils,

Minister of Education, Mrs Angie Motshekga, announced in her media briefing on 19 May 2020 that schools will re-open for the Academic Year on 1 June.

Fourways anticipated the requirements to manage this return and have ensured in that process that we assessed all relevant Government Gazettes, including the Disaster Management Act, all Risk Adjusted Strategies as well as the Occupational Health and Safety Act.

We engaged with the Departments of Employment and Labour, Health, Basic Education, Gauteng Department of Education as well as School Governing Body organisations which included inter alia FEDSAS and the GBF.

Further, we have been participants in various critical webinars to assist us in preparing and managing the process of the re-opening of Fourways High School.

We commenced our planning on 20th April 2020 in preparation of for last night's announcement.

Fourways established a Covid Management Team with the following members:

- Mr Holliday (Acting Principal)
- Mr Elliott (Deputy Principal)
- Mr Neilson (Deputy Principal) - COVID-19 COMPLIANCE OFFICER / MANAGER
- Miss Skillicorn (Staff Liaison)
- Mrs Rametsi (Staff Liaison)
- Mr Poulton (Estate Manager)
- Mr Hutamo (24/7 Security Liaison)
- Mrs Glisson (Technical Hygiene Cleaning Liaison)
- Mr Ritchie (SGB – Finance)
- Mr Clayton (Grd 12 Head and Pupil Liaison)
- Mr Joyce (SGB – Chair)
- Mrs Selesnick (Covid Stock Control and Facilitation)
- Mr Mashimbye (OHSACT Supervisor)
- Mr Mongatane (School Caretaker)
- Mr Greyling (SGB – Covid 19 Liaison)

The following compliance policies and procedures will govern the Fourways High School COVID-19 response:

- ✓ Fourways High School Covid-19 Policy
- ✓ Fourways High School Covid-19 Management Plan
- ✓ Fourways High School Covid-19 Risk Assessment

The main functions of the Covid Management Team are, amongst others, the following:

- Identify safety and health risks to our learners, staff and any 3rd party stakeholders engaging on our campus
- Ensuring effective protocols and procedures for screening pupils and staff on entry to the school.
- Creating protocols on safe work and schooling practices
- Creating effective social distancing protocols, including classrooms and the campus in general.
- Procuring necessary PPE to reduce any exposure to the Covid-19 virus



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- Managing efficient usage of the classrooms and campus to facilitate the return of the Grade 12's and subsequent learners and staff.
- Establishing platforms for the training of all persons on campus

Focused action steps taken and delivered to date:

- Fourways Campus has been deep cleaned and disinfected – every classroom, office and toilet facility.
- Engaged with a sanitation company who will sanitise and disinfect the external areas of the school prior to the Grade 12s returning to campus on 1 June.
- Each staff member has been provided with their own masks and face shield to facilitate teaching. Further they have received individually labelled spray bottles filled with approved sanitizer for regular hand sanitisation.
- Classrooms and high traffic areas have been fitted with wall mounted sanitizer spray bottles to further assist with regular hand sanitisation.
- All classrooms and other areas in usage have been set up with social distancing requirements taken into account.
- Hands free soap and paper towel dispensers for all toilets facilities on campus have been procured as well as hands free sanitizer dispensers at entrance areas onto campus and other critical high-risk areas.
- Equipment to monitor and check temperatures on access to the campus are in stock and on site. Relevant signage and social distance markers for high traffic areas and venues are ready for final placement.
- Teams for the continuous cleaning and sanitisation of the campus during the school day and at its close have been put together.
- COVID-19 certified training to Fourways Leadership Team.

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.

The Covid Management Team will be finalising all necessary correspondence regarding the return to campus, including the steps and procedures that would need to be followed by all to ensure a safe and virus-free campus. Details of this will be forwarded before 29 May 2020.

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