



D - WCED Guideline: Screening of Staff and Learners

Branch: Institution Development and Coordination	D – WCED Guideline: Screening of Staff and Learners	
D – WCED Guideline	Issued: 15 May 2020	To be reviewed as and when necessary

Approved by the Head of Department:



BK Schreuder
Date: 2020-05-15

D – WCED GUIDELINES: SCREENING OF STAFF (TEACHING AND NON-TEACHING) AND LEARNERS

Objective

To provide guidelines to principals and SMTs on how to manage the screening process when staff, learners and/or any other people enter the school premises. The screening measures are necessary to protect teachers and learners and to avoid the spreading of or infection with the COVID-19 virus.

The Provincial Department of Health has indicated that screening is a simple procedure that does not require health officials or specialist training. It encompasses the asking of a number of questions and temperature screening (if thermometers are available). The Department of Health have further indicated that they do not have capacity to do screening at schools. Hence, schools must plan for or determine a roster of staff to do the screening.

1. Control of entrances

- The number of entrances used must be limited depending on the availability of screeners.
- Designate areas where screening can take place. Teachers must assist so that there is proper control.
- Principals must ensure that screeners receive the necessary orientation.
- Screeners must wear a mask and sanitise their hands frequently.
- No person should be allowed onto the school premises without a mask. Masks will be provided by the WCED – two for every teacher and learner.
- Schools can consider staggering the starting time in order to minimise congestion in the morning.
- If learners queue to be screened for admission to the school – social distancing must apply.
- The WCED will provide schools with digital thermometer scanners, which must be used to measure the body temperature of entrants.
- An application has been developed which could assist with this process.
- Any person who refuses to be screened, cannot be allowed onto the school premises.

2. Procedural aspects

The following should occur at the identified entrance points to the school:

- Screening staff must report on time for the screening process.
- Ensure that all the screening materials are ready and in working condition.
- Learners/teachers must be asked to queue for screening, observing the 1,5 m social distancing requirement.
- Markers on the ground/floor can be used to assist with social distancing.
- Ensure that individuals wear masks. No one must be allowed onto the premises without a mask.
- The temperature of every learner must be taken and recorded.
- The person must then answer five questions (the template with the questions will be provided to schools for duplication). The template will contain the following questions:

No	Question	Yes	No
1	Do you have a cough?		
2	Do you have a fever?		
3	Do you have a shortness of breath?		
4	Do you have a sore throat?		
5	Within the last 14 days, did you have direct contact with someone known to have contracted Coronavirus (COVID-19)?		

- If these questions indicate that an individual is a risk or the scanner reading is above 38°C, then that person must be requested to consult the COVID-19 hotline number (Western Cape Government 021 928 4102 or National Institute for Communicable Diseases 0800 029 999).
- After this process, the individual must proceed to the next point where he/she must wash hands or use hand sanitiser before proceeding to the administrative building or classrooms.
- The information of all teachers and learners screened must be recorded. The daily recording of screening is a requirement and must be complied with.
- The school must prepare the sick bay or any other room to temporarily keep teachers/learners who did not pass screening. Teachers must be requested to isolate for 14 days and take the necessary precautionary measures to prevent the further spread of the virus. A learner's parents must be contacted so that they can collect and take care of the learner. Such learners must isolate for 14 days and if necessary, consult a medical practitioner or call the hotline numbers.
- If the WCED app is available to your school, the data will be captured directly to the app.
- If the app is not available, a WCED template (Annexure D1) is provided below with the screening questions to be completed by the screener during screening. This can be adapted to class lists using the same questions.



D1: Screening Template

Name of learner/Teacher/Other	Grade/Class	Date

Temperature Reading:

No	Question	Yes	No
1	Do you have a cough?		
2	Do you have a fever?		
3	Do you have shortness of breath?		
4	Do you have a sore throat?		
5	Within the last 14 days, did you have direct contact with someone known to have contracted the Coronavirus disease (Covid-19)?		

Signature of Screener: