**CORONAVIRUS ORIENTATION**

**SUPPORT STAFF**

### Risk Reduction at School

- **Everyone:**
  - Must wash or sanitise their hands at the entrance/gate
  - Should have their temperature taken
  - Keep a distance of 1.5 metres
  - Must be screened on daily basis

### The Golden Rules

1. **Wash your hands often with soap and water for at least 20 seconds.** If soap and water are not available, use an alcohol-based hand sanitiser.

2. **Avoid touching your eyes, nose and mouth with unwashed hands.**

3. **Avoid close contact with people who are sick.**

4. **Stay at home when you are sick.**

5. **Keep a distance of 1.5 metres from other people at all times.**

6. **Cover your cough or sneeze with a flexed elbow or a tissue, then throw the tissue in the bin.**

7. **Clean and disinfect frequently touched objects and surfaces.**

8. **Wearing a cloth mask.**

### Use of Personal Protective Equipment (PPE)

- Everyone must be instructed on the correct use of appropriate PPE.
- PPE usage varies, depending on risk.
- EVERYONE must wear a cloth face mask.
- TEACHERS may use visors instead of masks to be heard clearly.

### Food Preparation and Hygiene

- Food handlers or kitchen staff must sanitise food storage and preparation areas every day.
- Volunteers should eat their meals in the classrooms under the supervision of an educator.
- Staggered serving times should be considered to prevent queuing at the kitchen.

### Disinfecting rules

- Clean all offices, classrooms, bathrooms and kitchen twice a day with a disinfectant cleaner.
- Clean frequently used taps, doorknobs or reception desks hourly.
- Collect all waste bags from classrooms and offices. Tie the bin liners and place in big refuse bags, tying again and disposing of safely.
- Avoid spraying disinfectants near water sources and other vegetation.
- Complete cleaning rosters and checklists and sign off daily.

### Hand hygiene practices

- Wash your hands:
  - After visiting the toilet
  - Before handling food or eating
  - After taking care of sick people
  - After touching surfaces
  - After sneezing or coughing

### Duties of Volunteer Food Handlers

- Always use protective gear during preparation, cooking and serving of meals.
- Sanitise food storage and preparation areas constantly.
- Receive and wipe down food deliveries.
- Check the availability of stock for school meals.
- Wash and rinse fruit and vegetables thoroughly.

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[Image links: https://www.education.gov.za]