



**DEPARTMENT OF EDUCATION**  
**Office of the Secretary**

**SECRETARY'S CIRCULAR INSTRUCTION NO: 5 OF 2020**

**DATE: 24 April, 2020**

**FILE: CM2-4-2**

**TO: ALL SCHOOLS  
ALL TEACHERS  
ALL EDUCATION AUTHORITIES  
ALL NATIONAL AND PROVINCIAL EDUCATION OFFICIALS**

**SUBJECT: NEW NORMAL ACTIONS TO TAKE TO PREVENT AND  
CONTROL THE SPREAD ON COVID - 19 WHEN SCHOOLS  
RESUME CLASSES**

**1. AUTHORITY**

The Authority of this Secretary's Circular Instruction (SCI) is the National Education Act (Chapter 163) Section 28 as amended in 1995. This SCI is to be read in conjunction with the Ministerial Policy Statement 4/2020 and Secretary's Circular Instruction 4/2020.

This Secretary Instruction has been cleared by the Department of Health and approved by the State of Emergency Controller for release.

**2. APPLICATION**

This Circular applies to all schools operating under the National Education System, and permitted schools providing education in the general education sector beginning on the 27<sup>th</sup> April 2020.

**3. PURPOSE**

The purpose of this Circular Instruction is to inform authorities on the key messages and actions for COVID-19 Prevention and Control Measures in Schools.

#### **4. INSTRUCTIONS ON Resumption of Classes**

Schools will resume for Term 2 on Monday 27th April, for teachers and students on 4<sup>th</sup> May, 2020.

##### **4.1. Attendance to school is NOT compulsory.**

It is important for students to come to school and attend lessons.

However, parents are allowed to make a decision to keep their children at home if they think that it is unsafe for them to go to school. In such a case, the school must be informed.

The Department will provide lessons on TV, radio and online for those who do not attend classes, but these are not the same as face-to-face lessons.

#### **5. PREVENTION INSTRUCTIONS : Key Actions for Covid-19 Prevention and Control in Schools**

All Schools MUST take the following actions when they resume classes from 27 April, 2020.

- 5.1. Every point of Entry into a school must be controlled. Schools must set up an Entry Point, if there is no fencing and school gate;
- 5.2. Every student and teacher must wear a face mask approved by the Department of Health;
- 5.3. At the Gate: If a Student, teacher or Staff is sick, have flu, cold or fever he/she must not enter the school. Schools are encouraged to buy and use temperature guns.
- 5.4. At the entry Point there must be hand sanitizers and or hand basins with soap for the washing of hands. Every person who enters the school MUST have his/her hands sanitized or wash their hands for 20 seconds;
- 5.5. Hand washing with soap is scheduled for every recess break, at lunch time and before the students and teachers go home. A number of options for Hand Washing Facilities is attached and can be considered;

- 5.6. Within the School Social - physical distancing practices must include;
- (i) Shift teaching can be considered where there are huge class sizes. Planning and approval of education authorities is necessary;
  - (ii) Assemblies, sports, PE and other events that create crowded conditions are suspended;
  - (iii) Where possible, create space for children's desk to be at least one meter apart;
  - (iv) Impose strict measures to maintain social distancing; and
  - (v) Meals in dining halls are avoided, and instead served in 'take away' packs.

## **6. IMPORTANT PREPARATIONS AND ACTIONS SCHOOLS TO TAKE IN THE EVENT OF A STUDENT OR STAFF SUSPECTED OF CONTRACTING COVID - 19**

- 6.1. Schools must identify the key teacher (s) to whom students and teachers will report to in the event of a case in the school;
- 6.2. A clinic or classroom or dormitory is identified and designated as an isolation room;
- 6.3. A suspected student or teacher must be isolated in the designated room. However, schools must be very thoughtful and careful in handling any such case;
- 6.4. Immediately contact a qualified health worker, the local health authorities or the COVID - 19 operational center on phone 1800 200 for advice and directions;
- 6.5. You must contact the parents or guardian of the suspected student or teacher;
- 6.6. Ensure there is a local emergency management plan in place to avoid panic, fear and disorder. Emergency drills with students and teachers must be planned and exercised regularly; and
- 6.7. In an orderly manner and where possible seek appropriate advice from the Provincial Education Authority to suspend classes.

## **7. OTHER HEALTH AND HYGIENE ACTIONS**

- 7.1. Clean and disinfect school buildings at least once a day, particularly surfaces that are touched by many people (railings, lunch tables, sport equipment, door and window handles, toys, teaching and learning aids, etc.).
- 7.2. Ensure school garbage/waste is removed and disposed daily;

- 7.3. Provide adequate, clean and separate toilets or latrines for girls and boys as per the ratio of 1: 40 boys and 1: 25 girls as stated in the Policy & Standards for Water, Sanitation and Hygiene (WaSH) in Schools Policy (2018-2023);
- 7.4. Integrate disease prevention and control in daily activities and lessons. Ensure content is age-gender, ethnicity and disability-responsive and Activities; and
- 7.5. Regular and daily awareness: Stay updated and understands basic information about COVID -19, including its symptoms, complications, how it is transmitted and how to prevent the transmission through the reputable sources such as National Department of Health, WHO and UNICEF. Beware of fake information/myths that may circulate by word of mouth or online.

## **8. FUNDING OF COVID 19 RELATED ACTIONS**

Schools are directed to use the Government Tuition Fee Subsidy (GTFS) funds and other available funds to support the COVID 19 AND WASH programs in order to prevent the spread of the COVID -19.

## **9. CONCLUSION**

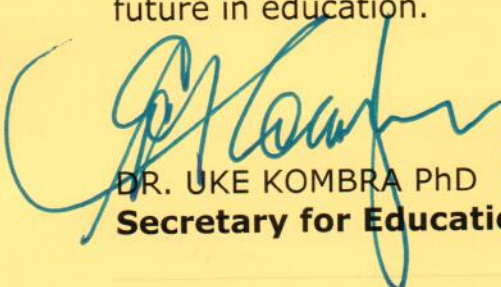
The Department of Education in consultation with the SOE Controller and the Department of Health is issuing this Circular Instruction on the "New Normal"

Prevention is always better than cure so we request all schools to secure the health/hygiene of all students, teachers and administrators in all our schools during this time of uncertainty.

All schools are directed to implement the basic health precautions such the application of sanitizers, social distancing and safe personal health/hygiene measures.

For compliance, all School Inspectors are instructed to monitor its successful implementation.

This is for your adherence to prevent and defeat COVID-19 to secure our future in education.

  
DR. UKE KOMBRA PhD  
**Secretary for Education**



## **INSTALLATION OF HAND WASHING FACILITIES MODELS**

For the convenience of all schools, below are the two standard designs for schools to choose to build the group hand-washing facilities as per the Policy & Standards for Water, Sanitation and Hygiene (WaSH) in Schools.

### **OPTION A: TO BE CONNECTED WITH THE MAIN WATER SUPPLY (COST: K3000.00)**



### **OPTION B: TO BE CONNECTED WITH THE MAIN WATER SUPPLY OR TANK (COST: K10 -K15, 000)**



### **OPTION: C**

School can purchase their own sink, taps and other plumbing necessities to construct them in their schools. This will depend on the number of students.