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REPUBLIC OF SOUTH AFRICA \* Website: [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

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**TO:** DDG - CM & D  
ADDG - EDC & IOM  
ACFO  
ALL CHIEF DIRECTORS AND DIRECTORS  
ALL DISTRICT DIRECTORS  
PRINCIPALS OF SCHOOLS  
SCHOOL GOVERNING BODIES  
LABOUR ORGANISATIONS


**FROM:** SUPERINTENDENT-GENERAL

**SUBJECT:** INSTRUCTION NOTE 22 - PREVENTION AND MANAGEMENT OF  
CORONAVIRUS (COVID-19) – DAILY REPORTING

**DATE:** 01 JUNE 2020

1. This Instruction note must be read in conjunction with all instructions previously issued.
2. To enable the Head of Department (HoD) to accurately report on readiness of schools and the Province as a whole, accurate information is required daily from all School Principals, Circuit Managers with the assistance of District EMIS Coordinators as per attached annexure (**Annexure 1**). This tool is automated for easy use by all responsible.
3. Note that the contents of Instruction Note 19 are fused into this template. This template therefore replaces the template provide as an addendum to Instruction 19.
4. The following must be adhered to:
  - 4.1 The School Principal is personally responsible to provide accurate information (using the tool) daily to the Circuit Manager by 10h00.
  - 4.2 The Completed tool with the required information must be submitted to the Circuit Managers who in turn must ensure that such information is correctly consolidated and provide a summary of their respective circuits.
  - 4.3 The Circuit Managers should work with District EMIS Coordinators and CMC Heads to interphase all information.
  - 4.4 District Directors to quality assure this report and submit it daily in electronic version, to the Cluster Chief Directors - not later than 10h00.
5. District Directors are responsible for monitoring and ensuring that a district report is complete, authentic, and submitted on a daily basis as indicated above.

Yours faithfully,

  
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**MR. T. S. KOJANA**  
SUPERINTENDENT-GENERAL

01/06/20  
DATE





**ANNEXURE A:**

**CHECKLIST FOR THE TRACKING OF READINESS OF THE REOPENING OF SCHOOLS**

To be completed by the Principal of the school.

A.	MAINTAINING SAFE HYGIENE PRACTISES	MARK WITH AN X		IF NO, BY WHEN WILL IT BE DONE?	RESPONSIBLE PERSON
		YES	NO		
1.	<b>Delivery of PPEs</b>				
	• Have PPEs been delivered to the school?				
	• Did the principal sign the delivery note for PPEs?				
	• Who oversees the management and procurement of the PPEs?				
	• Date of delivery.				
	• Have the PPEs been counted and listed on the inventory list?				
	• Have the hand sanitisers been transferred to smaller bottles?				
	• Have the PPEs been handed out to all the teaching, non-teaching staff?				
	• Is there a safe storage place for the PPEs?				
	• When will procurement of the next batch of PPEs take place?				
2.	<b>Orientation on the use of PPEs</b>				
	• Have teachers been trained on the use of PPEs?				
	• Have teachers, learners, parents been trained on correct hygiene practises?				
	• Has a core group of cleaners been contracted to clean and sanitize the school?				
	• Has the cleaning staff been trained on how to sanitize the school?				
	• Has a programme been worked out to sanitize the school before the opening of schools?				
	• Has a programme been worked out to sanitize the school during and after school hours?				

B.	SAFE MANAGEMENT OF SCHOOLS	YES	NO	IF NO, BY WHEN WILL IT BE DONE?	RESPONSIBLE PERSON
<b>1.</b>	<b>Preparing the school for reopening</b>				
	<ul style="list-style-type: none"> <li>Has the school selected staff that will manage the sanitisation of hands in key areas of the school such as:               <ul style="list-style-type: none"> <li>the gate</li> <li>reception area</li> <li>in every classroom</li> <li>outside of the ablution services</li> </ul> </li> </ul>				
	<ul style="list-style-type: none"> <li>Have markers been set on the playground to manage social distancing?</li> </ul>				
	<ul style="list-style-type: none"> <li>Have markers been set in the reception area to manage social distancing?</li> </ul>				
	<ul style="list-style-type: none"> <li>Has the school decided on how to use classrooms to maintain social distancing?</li> </ul>				
	<ul style="list-style-type: none"> <li>Have desks been set in every classroom in such a way to manage social distancing?</li> </ul>				
	<ul style="list-style-type: none"> <li>Have all classrooms and resources been sanitized?</li> </ul>				
<b>2.</b>	<b>Attending to infrastructural damages to the school</b>				
	<ul style="list-style-type: none"> <li>Does the school have adequate water for hygiene purposes?</li> </ul>				
	<ul style="list-style-type: none"> <li>Are there water tanks delivered to your school between 25<sup>th</sup> May and today?</li> </ul>				
	<ul style="list-style-type: none"> <li>Has the school procured fresh water from Municipal budget?</li> </ul>				
	<ul style="list-style-type: none"> <li>Has the school fixed the water tank from Municipal budget?</li> </ul>				
	<ul style="list-style-type: none"> <li>Has the school received water for the bore hole from Municipal budget?</li> </ul>				
	<ul style="list-style-type: none"> <li>Has the school been vandalised?</li> </ul>				
	<ul style="list-style-type: none"> <li>Has the school and district made an assessment of infrastructural damages</li> </ul>				
	<ul style="list-style-type: none"> <li>Has the school costed the infrastructural damages</li> </ul>				
	<ul style="list-style-type: none"> <li>Has the school put plans in place to procure a service provider to fix the damages?</li> </ul>				
<b>3.</b>	<b>Staff and learner attendance</b>				
	<ul style="list-style-type: none"> <li>Has the school listed the number of teachers and non-teaching staff that attended school for every day of the first week? Is the register readily available?</li> </ul>				
	<ul style="list-style-type: none"> <li>Has the school received notices of teachers with pre-medical conditions?</li> </ul>				
<b>4.</b>	<b>Identifying learners with pre-medical illnesses</b>				
	<ul style="list-style-type: none"> <li>Have learners with pre-medical illnesses been identified?</li> </ul>				

	<ul style="list-style-type: none"> <li>Have parents of the learners with pre-medical illnesses been notified to keep the learners at home until it is safe to come back to school?</li> </ul>				
	<ul style="list-style-type: none"> <li>Has the school provided learners with work to do at home?</li> </ul>				
<b>5.</b>	<b>Management of the safe feeding of learners</b>				
	<ul style="list-style-type: none"> <li>Has the place where food is prepared being sanitised?</li> </ul>				
	<ul style="list-style-type: none"> <li>Have all the utensils being sanitised?</li> </ul>				
	<ul style="list-style-type: none"> <li>Did all Volunteer Food Handlers (VFH) receive PPEs?</li> </ul>				
	<ul style="list-style-type: none"> <li>Have all VFHs been trained to manage safe hygiene practises and to follow the social distance protocols?</li> </ul>				
	<ul style="list-style-type: none"> <li>Did the school develop a programme for feeding to maintain social distancing?</li> </ul>				
<b>6.</b>	<b>Management of the safe transportation of learners</b>				
	<ul style="list-style-type: none"> <li>Have the drivers for learner transport been trained on the management of safe hygiene practises and social distancing within the vehicles?</li> </ul>				
	<ul style="list-style-type: none"> <li>Do all learners in the vehicles have protection masks during travel?</li> </ul>				
<b>7.</b>	<b>Management of safe Hostels</b>				
	<ul style="list-style-type: none"> <li>Has the school selected staff that will manage the sanitisation of hands in key areas of the hostel such as: <ul style="list-style-type: none"> <li>The reception area</li> <li>Dining hall</li> <li>Bedrooms and dormitories</li> <li>the ablution services</li> </ul> </li> </ul>				
	<ul style="list-style-type: none"> <li>Have markers been set in and outside the hostel area to manage social distancing?</li> </ul>				
	<ul style="list-style-type: none"> <li>Has the school decided how to use bedrooms and dormitories to maintain social distancing?</li> </ul>				
<b>C.</b>	<b>MANAGEMENT OF THE SAFE SPECIAL SCHOOLS</b>	<b>YES</b>	<b>NO</b>	<b>IF NO, BY WHEN WILL IT BE DONE?</b>	<b>RESPONSIBLE PERSON</b>
<b>1.</b>	<b>Preparing the school for reopening</b>				
	<ul style="list-style-type: none"> <li>Has the school selected staff that will manage the sanitisation of hands in key areas of the school such as: <ul style="list-style-type: none"> <li>the gate</li> <li>reception area</li> <li>in every classroom</li> <li>inside/outside of the ablution services</li> </ul> </li> </ul>				
	<ul style="list-style-type: none"> <li>Have markers been set on the playground to manage social distancing?</li> </ul>				

	<ul style="list-style-type: none"> <li>Have markers been set in the reception area to manage social distancing?</li> </ul>				
	<ul style="list-style-type: none"> <li>Have the school decided how to use classrooms to maintain social distancing?</li> </ul>				
	<ul style="list-style-type: none"> <li>Have desks been set in every classroom in such a way to manage social distancing?</li> </ul>				
	<ul style="list-style-type: none"> <li>Have classrooms and resources been sanitized?</li> </ul>				
<b>2.</b>	<b>Identifying learners with pre-medical illnesses</b>				
	<ul style="list-style-type: none"> <li>Have learners with pre-medical illnesses been identified?</li> </ul>				
	<ul style="list-style-type: none"> <li>Have the parents of the learners with pre-medical illnesses been notified to keep the learners at home until it is safe to come back to school?</li> </ul>				
	<ul style="list-style-type: none"> <li>Has the school provided learners with work to do at home?</li> </ul>				
<b>3.</b>	<b>Delivery and use of devices</b>				
	Has the school counted and logged the technical devices received?				
	<ul style="list-style-type: none"> <li>Has the school received training on the use of the devices?</li> </ul>				
<b>D.</b>	<b>CURRICULUM RECOVERY PLAN</b>	<b>YES</b>	<b>NO</b>	<b>IF NO, BY WHEN WILL IT BE DONE?</b>	<b>RESPONSIBLE PERSON</b>
<b>1.</b>	<b>General Requirements to support the curriculum</b>				
	<ul style="list-style-type: none"> <li>Does the school know the number of learners returned to school</li> </ul>				
	<ul style="list-style-type: none"> <li>Does the school know the number of learners that did not return to school and reasons?</li> </ul>				
	<ul style="list-style-type: none"> <li>Does the school know the number of educators returned to school?</li> </ul>				
	<ul style="list-style-type: none"> <li>Does the school know the number of educators that did not return to school and reasons?</li> </ul>				
	<ul style="list-style-type: none"> <li>Does the school know the number of the non-teaching teaching staff that returned to school?</li> </ul>				
	<ul style="list-style-type: none"> <li>Does the school know the number of the non-teaching staff that did not return to school and reasons?</li> </ul>				
<b>2.</b>	<b>Planning to implement the curriculum</b>				
	<ul style="list-style-type: none"> <li>Has the school received the curriculum guideline on how to manage the curriculum post lockdown?</li> </ul>				
	<ul style="list-style-type: none"> <li>Is the school aware of the revised school calendar of the DBE?</li> </ul>				
	<ul style="list-style-type: none"> <li>Did the school decide on a model for maintaining social distancing?</li> </ul>				

	<ul style="list-style-type: none"> <li>Did the school decide on a timetable to suite the model of social distancing and that is in line with the adapted curriculum?</li> </ul>				
	<ul style="list-style-type: none"> <li>Does every grade and subject have a teacher</li> </ul>				
	<ul style="list-style-type: none"> <li>Did the school make provision for the subjects that do not have teachers?</li> </ul>				
	<ul style="list-style-type: none"> <li>Did the school make provision for lessons to learners with pre-medical conditions who will need home schooling?</li> </ul>				
	<ul style="list-style-type: none"> <li>Does the school deal with educators above age 60 with underlying conditions?</li> </ul>				
	<ul style="list-style-type: none"> <li>Did the school prepare work for the teacher to do from home?</li> </ul>				
<b>3.</b>	<b>Teaching and Learning Grades R-11</b>				
	<ul style="list-style-type: none"> <li>Did the school receive the adapted curriculum for Grades R-10</li> </ul>				
	<ul style="list-style-type: none"> <li>Have teachers been orientated on the adapted curriculum in line with the new school calendar?</li> </ul>				
	<ul style="list-style-type: none"> <li>Have learners been taken through a baseline assessment in every subject to determine the level of readiness for teaching and learning?</li> </ul>				
	<ul style="list-style-type: none"> <li>Have all teachers reorganised their lesson plans and SBAs in line with the adapted curriculum?</li> </ul>				
	<ul style="list-style-type: none"> <li>Has teaching and learning started in the school?</li> </ul>				
<b>4.</b>	<b>Teaching and Learning Grade 12</b>				
	<ul style="list-style-type: none"> <li>Does the school have a plan on how to support Grade 12?</li> </ul>				
	<ul style="list-style-type: none"> <li>Have teachers been oriented by the Subject Advisors on a plan for the support of Grade 12.</li> </ul>				
	<ul style="list-style-type: none"> <li>Have all Gr 12 learners been orientated on the new expectations?</li> </ul>				
	<ul style="list-style-type: none"> <li>Did the school have a meeting with the parents to inform them of the support to Gr 12 learners?</li> </ul>				
	<ul style="list-style-type: none"> <li>Do all Gr 12 learners have their textbooks, stationary?</li> </ul>				
<b>5.</b>	<b>Hand out of tablets to all Grade 12 learners</b>				
	<ul style="list-style-type: none"> <li>Have all schools verified the learners in Grade 12?</li> </ul>				
	<ul style="list-style-type: none"> <li>Have the school received the Gr 12 learner devices?</li> </ul>				
	<ul style="list-style-type: none"> <li>Did the school check if the devices are sufficient and in working condition?</li> </ul>				
	<ul style="list-style-type: none"> <li>Does the school have a person in place that will oversee IT troubleshooting?</li> </ul>				

	<ul style="list-style-type: none"> <li>Did the district orientate the Principal, IT person and Gr 12 learners on the use of the device?</li> </ul>				
<b>E.</b>	<b>MAINTAINING SAFE DISTRICTS &amp; COMMUNITIES</b>	<b>YES</b>	<b>NO</b>	<b>IF NO, BY WHEN WILL IT BE DONE?</b>	<b>RESPONSIBLE PERSON</b>
<b>1.</b>	<b>Management of Occupational Health and Safety (OHS)</b>				
	<ul style="list-style-type: none"> <li>Does the school contact their local clinic, hospital in case of an emergency?</li> </ul>				
	<ul style="list-style-type: none"> <li>Does the school pay its municipal services for the supply of water and electricity?</li> </ul>				
	<ul style="list-style-type: none"> <li>Does the school have an area to quarantine a learner with ill-health until s/he is collected by the parent?</li> </ul>				
<b>2.</b>	<b>Meeting with Parents</b>				
	<ul style="list-style-type: none"> <li>Did the school have a meeting with the parents or sent them notices to inform them of the new regulations around COVID-19?</li> </ul>				
	<ul style="list-style-type: none"> <li>Did the school inform parents of their responsibilities between the home and the school?</li> </ul>				
<b>3.</b>	<b>Meeting with Stakeholders</b>				
	<ul style="list-style-type: none"> <li>Did the school meet with relevant stakeholders to manage the COVID-19 situation?</li> </ul>				
	<ul style="list-style-type: none"> <li>Has a plan been drawn by the Joint stakeholder committee to manage the COVID-19 situation?</li> </ul>				
<b>F.</b>	<b>OTHER</b>				

Name of Principal and Contact Number: \_\_\_\_\_

Name of SGB Chairperson and Contact Number: \_\_\_\_\_