



COVID-19
STANDARD
OPERATING
PROCEDURES



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COVID-19

REINTEGRATION STRATEGY

1. GYMBO-KIDZ COVID-19 POLICY

STANDARD OPERATING PROCEDURES

1. PLANNING AND COMMUNICATION WITH SCHOOLS
2. COMMUNICATION WITH PARENTS
3. STAFF TRAINING
4. SCHOOL ENTRY
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8. LESSON END / TRANSITION BETWEEN SCHOOLS



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First things
first



GYMBO-KIDZ COVID-19 POLICY AIMS

The Gymbo-Kidz programme is an established Sport's and Movement programme that has provided weekly lessons at ECDs and primary schools on the South Coast of Kwa-Zulu Natal for children aged 18 months to 8 years for more than 11 years.

Under the current Covid-19 pandemic, we have developed a **policy** that:

- Aligns to the guidelines set out by the Department of Social Development for all ECD Centres and any organization that works with young children between the ages of 18 months and 8 years
- Is carried out in a manner so as to reduce the risk of the spread of the SARS-Cov-2 virus
- That places the safety of
 - the children in the class,
 - the teachers of each school
 - and the Gymbo-Kidz staffat the highest priority in the midst of the Covid19 Pandemic
- Provides a sport and movement programme that does not compromise it's standard of training and coaching, while still providing well adapted lessons that allow children to feel safe, secure and motivated to learn age appropriate movement and sports skills, vital for their physical and cognitive development.
- That expresses the **sensitivity** around the return to school and the **numerous steps taken by each school** to provide a safe learning environment for your staff and children.
- Strives to **remain an asset** and not a liability to the school through this pandemic.
- Reassures our **school teachers**, (especially our in-house schools where all children are enrolled in the programme), to see the time that Gymbo-Kidz classes are being carried out, as **opportunity for them to do necessary preparation** that they have to continue with, knowing that their children are being taken care of with **the same amount of caution and safety protocol** that the teachers would whilst the children are in their care.



GYMBO-KIDZ COVID-19 STANDARD OPERATING PROCEDURES (SOP's)

Planning
with schools

Planning and communicating with schools for the reintegration of Gymbo-Kidz

- Confirm a date of reintegration
- Confirm the venue to be used for classes (should it need to be a different venue to the one used prior to Covid-19 pandemic)
- Go through the process of entry /access onto school premises protocol for Gymbo-Kidz staff, including health check list
- Plan a new class time structure if it needs to be different to the structure prior to the Covid-19 pandemic
- Provide the school with the names of the children returning to Gymbo-Kidz class based on the response of parents to the new digital enrolment form.
- Plan the routine for fetching children from class to participate in the Gymbo-Kidz lesson. (will the children be sent to Gymbo-Kidz staff by a school teacher, or will Gymbo-Kidz staff collect the children from a specific area in the school.
- Confirm the schools toilet routine schedule and how to incorporate it at the start of the Gymbo-Kidz lesson.
- Confirm the Standard operating procedure for sanitizing of children
 - before and after Gymbo-Kidz class
 - The type of sanitizer that the school is pleased for Gymbo-Kidz to use (anti-bacterial / alcohol free, etc.)
 - hands and shoes
 - Will the school want the Gymbo-Kidz instructors to use their sanitizer or the school's sanitizer
- Confirm the Standard Operating Procedure that the school will want the Gymbo-Kidz team to follow should a child show symptoms associated with the SARS-Cov-2 virus during a Gymbo-Kidz class.



**Safety
first!**



Communication
with parents



All existing and new child and in-house school enrolments will be required to fill in an online *Post Covid-19 enrolment form*. The content of this form will give the parent a detailed explanation of the *Covid-19 Standard of Procedures*.

(no extra enrolment costs will be incurred by the parents)

- ❑ Parents and schools will be made aware that should their child be exhibiting any symptoms associated with Covid-19, that their child will unfortunately not be permitted to participate in class lessons on that day.
- ❑ The parent will be contacted by the child's instructor to be notified of the exclusion from class.
- ❑ Excluded children will still be able to make use of the online classes that will be available for that week to make up for the lesson missed.
- ❑ Symptoms associated with Covid-19, (as provided by the DSD Daily Learner Health report which each instructor will keep as a register) include:

- High Temperatures,
- Fever
- Continuous cough
- Headaches
- Sore Throat



- ❑ Parents collecting their children for classes that take place after school closing time will be asked to adhere to the schools personal protocol requirements when it comes to where a parent is permitted to wait to collect their child after a Gymbo-Kidz class.
- ❑ Parents will be sent a short video enactment of the lesson layout so as to help the children and parents know what to expect when returning to class.



GYMBO-KIDZ COVID-19 STANDARD OPERATING PROCEDURES (SOP's)

Instructor Protocol



All Gymbo-Kidz instructors are being **trained** in:
(copies of certificates will be provided for the DSD and schools) :

- WHO Covid-19 Risk Management as in line with the guidelines set out by the Department of Social Development. (DSD) for Early Childhood Development Centres
- First Aid Level 1 certificate renewal (last done in 2018)
- Have an up to date copy of their South African Police Clearance Certificate, as required by the South African Children's Act, for anyone working with children.



- It is important to note that all the safety protocol that the instructors are required to adhere to, will be in line with the protocol of the schools that we work with.
- The following Standard Operating Procedures have been put in place regarding instructors:

- Assistant instructors will be collected from their suburb by **Gymbo-Kidz staff members** until it is deemed safe for them to use public transport.
- All instructors will be required to fill in:
 - A history of activity check list** (which includes questions relating to traveling to high risk areas and the crossing of provincial borders)
 - A daily health screening check list**, including a temperature check before entering the work transport vehicle and or before arriving at the school premises.
- The daily health screen test will be filled in before the start of each day, at midday and after the last class before being leaving to go home.
- This health screening check list will be signed off and sent as a digital document to the area manager before the day's classes are allowed to begin and at the end of the day.
- Any staff member exhibiting symptoms related to Covid-19,
 - o will not be permitted to work or enter the work transport vehicle
 - o will be required to see a doctor and provide a doctor's note indicating the diagnosis.
 - o The school, and parents of the children that that instructor does classes for, will be notified of a change of instructor or the arrangement of an alternative day and time for classes to be done.





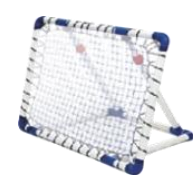
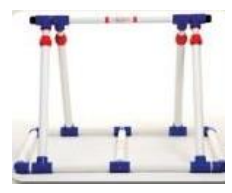
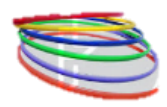
School Entry

All instructors before entering the schools that they teach at will submit to:

- Being tested by the designated school representative in the form of a temperature check, and the school health questions of that school (separate to the one done by the Gymbo-Kidz staff).
- Wear PPE's at all times while on the school premises.
 - a 3-ply cloth face mask and face shield
 - Have at least one additional work uniform shirt to change into between schools visited during the day.
- In order that school staff are satisfied that all equipment entering their school is sufficiently cleaned and disinfected, Gymbo-Kidz staff
 - will arrive at the school at least 15 minutes before the start of the class to:
 - Provide the school with a digital equipment daily cleaning check list, document signed off by the Gymbo-Kidz manager (This document contains a list of each item of equipment brought into the school and its daily cleaning and sanitising check list.
 - "Soap and Sanitize"**
 - 1) All equipment will be cleaned daily (the day before and the afternoon after all classes) using a Jik bleach and sunlight soap combination before being packed into the vehicles.
 - 2) All equipment will be sanitized before each school, during use by each child, during a given class, and after each class.
 - Unpack all equipment to be used for classes at that school,
 - Disinfect and dry all equipment with 70% alcohol liquid spray and baby wipes and / or paper towelling
 - Wash their hands up to their elbows with liquid soap spray for 20 seconds, before rinsing off with clean water and drying with a paper towel
 - Sanitizing their hands and shoes with an approved hand sanitizer



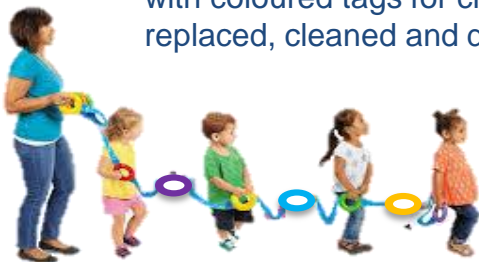
S & S



Lesson Preparation

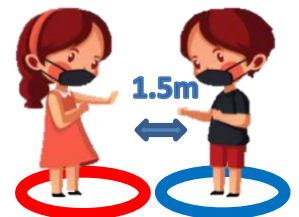
Gymbo-Kidz instructors will **prepare the designated** area required for doing classes in a safe and orderly manner:

- ❑ without disturbing the **routine** and **schedules** set out by the school.
- ❑ and in line with the **physical distancing** requirements to reduce the potential spread of the SARS-Cov-2 virus.
- ❑ The Gymbo-Kidz instructor will confirm details with a member of the school staff of all the children registered to do the Gymbo-Kidz class. The school staff representative will make the Gymbo-Kidz instructor aware of any child that is exhibiting symptoms related to Covid-19 the child's health check list. The children showing concerning symptoms will not be brought out to the class area. Sensitivity will be shown towards such a child so as to not make them feel like they have been treated unfairly or discriminated against. The children who have been excluded from class will in reality either be waiting in a sick bay or quarantine area or will have already have been collected by parents or family to be taken home.
- ❑ Instructors will be **required to align with the school's SOP's** as to the sending of children to the designated Gymbo-Kidz class area as well as the return of children to the designated area after Gymbo-Kidz classes in a manner that **supports the physical distancing protocol of the school.**
- ❑ Prior to the Covid-19 pandemic, it was common practise for the Gymbo-Kidz staff to use a rope for children to hold onto while walking to and from the Gymbo-Kidz lesson area. During Post Covid lessons, this rope will be marked with coloured tags for children to hold onto their designated tags, and will be, replaced, cleaned and disinfected before and after each use.



Colour coded
Line rope

Physical
distancing
protocol



- ❑ All equipment (cleaned and disinfected) before the start of each class will be placed out in the area prepared for the children in **well spaced stations** (see Lesson Layout). Equipment like **hula hoops** and **spot mats** will be used to allocate children to their personal space during the various stations in the lesson.
- ❑ Physical distancing will be taught and practised in a **fun, imaginative and energetic** way to help the children adjust to the new format of class interaction.

Start of Lesson

Children respond well to Routine.

It makes them feel:

- Safe & secure and relaxed
- Able to receive information
- Increases their ability to listen and learn and respond positively!

- ❑ Children will enter the Gymbo-Kidz class area, having washed their hands as per required protocol.
- ❑ Each school, may have their own protocol on whether or not they want the Gymbo-Kidz team or the school staff to sanitize the children's hands before and after each class.
- ❑ The children will be taught to stand in the colour hoop or spot mat that corresponds with the colour of the tag that they are holding onto.
- ❑ The class register will be taken using a cellular phone digital document. Information regarding each child's health check list on the day will be confirmed with the school and documented on the digital register. Children exhibiting symptoms listed previously will be discretely and sympathetically removed from the class and the parents notified and supplied with the online lesson for that week. (In reality the children showing concerning symptoms will not be brought out to the class area as the teachers will have already made the Gymbo-Kidz instructor aware of the child's health check list.
- ❑ The Gymbo-Kidz instructors will provide liquid soap, a water spray bottle and disposable paper towelling to wash each child's hands as the start of their class routine.
- ❑ The Gymbo-Kidz instructors will wash and sanitize their own hands before the collection of children for each class. They will carry a gel hand sanitizer on their person so as to be able to sanitize their own hands and children's hands during the lesson between stations and any unintentional contact between children.
- ❑ (It has been advised by health experts to send moisturizing cream to school for the replacement of natural oils removed from the skin after regular sanitizing)
- ❑ Children will have been sent to the rest room as part of their toilet routine, if it falls within the time period of the schools daily routine.
- ❑ Should a child need to go to the bathroom during a Gymbo-Kidz class, that child will be escorted by a Gymbo-Kidz assistant to a school staff member to be taken to the toilet.
- ❑ Children may be required to wear a cloth face mask or face shield, depending on the policy adopted at their child's school. (Children under 3 are not permitted to wear face masks for health reasons). Gymbo-Kidz is selling both Face Masks and Face shields, should parents want to purchase for their children.



There will always be between 2 and 3 instructors present on a school premises, each with specific responsibilities to oversee a maximum of :

- 2 children each (ages 2-3yrs)
- 5 children each (ages 3- 5 yrs.)
- 8 children each (ages 6-8yrs)



Lesson Layout

Because children will naturally want to greet

- at the very most, the elbow pump greeting will be used to reassure the children of our acknowledgement and acceptance of them.
- The instructors will wear a “Virtual Hug” Hoop until the children are able to understand and maintain a positive response to physical distancing during classes.



Stations

- Each lesson will be made up of 2 to 3 stations
- Each station will be run and managed by one or two instructors who will oversee their maximum number of children for the duration of their station.
- Smaller groups of children per class will be prioritized during the initial phase of reintegration into schools, so as to structure the stations according to OPTION 1 (BELOW)**



Station Transition

- OPTION 1:** (least amount of risk management required)
Small classes of children (5 to 6 children)
 - 1) Will begin with the cardio to music station
 - 2) On completion of that station, the children will remain in their hoops and the sanitized hand apparatus equipment will be brought out to the children.
 - 3) After the children have completed the hand apparatus station they will once again, remain in their hoop, and the instructor assistant will bring the sanitized gross motor equipment to where the group of children are sitting.
- OPTION 2:** (moderate amount of risk management required)
Medium to large classes of children (7 to 10 children)
 - 1) 2 to 3 stations will run simultaneously, with the appropriate number of instructors per station.
 - 2) On completion of that station the children in each station will remain in their hoop or spot mats, while performing a “WAITING GAME” (e.g.. Push ups, hopping in /out their hoops)
 - 3) The instructors from each station will move their hand apparatus / gross motor equipment to the new group of children waiting for them to begin the new rotation.
- OPTION 3:** (most amount of risk management required)
Medium to large classes of children (7 to 10 children)
 - 1) 2 to 3 stations will run simultaneously, with the appropriate number of instructors per station.
 - 2) If the children are able to respond responsibly, on completion of each station one group at a time will be instructed to move using a coloured tag line in a FUN- GAME BASED ROUTINE, to the new station set up with sanitized coloured hoops or spot mats corresponding to the colours of the tag line.

Stations

Continued...

- ❑ At the completion of the station workout, the children will:
 - 1) Perform the **“STOP!... DROP!... AND GO!”** activity:
 - ❑ **“STOP!”** where they are
 - ❑ **“DROP!”** –
 - ❑ those with their hand apparatus place their hand apparatus in a designated hoop (one child at a time)
 - ❑ Those without hand apparatus get off of the equipment that they are on
 - ❑ **“GO!”** – children return to their hoop or spot mat.
 - 2) Children remain in their hula hoops (performing a “Waiting game challenge”), while each instructor assistant
 - ❑ packs away used hand apparatus items into the container marked “used toys” (to be cleaned at the end of the class /station) and moves to the next group of children waiting for them with (see Station Transitions)
 - ❑ Sanitizes gross motor skill equipment to be moved to the next group of children waiting for them (see Station Transitions)

Warm up & Cardio

Cardio to Music Station

(Risk management required should children touch another child’s hoop or spot mat duration of this station)

- ❑ This station will be used to:
 - ❑ **Prepare** and **train** children to develop **physical distancing** and **space awareness drills** through **play-based activities** that become **second nature** for them.
 - ❑ This will help build their confidence to respond well to instruction and to know what to expect when instructors need to manage risk situations in the class.
 - ❑ One example of a play-based activity is **“STOP!... DROP!...GO!”** (refer to stations)

- ❑ The Cardio to music is an incredibly high energy and positive experience for the children!
- ❑ Each child will be spaced in their own hoop or spacing mat, at least 1.5 metres apart in a straight line or semi-circle
- ❑ They will follow the stretching, warm up and cardio-vascular exercises to high energy child appropriate songs from the safety of their own personal spaced hula hoop or spacing mat which they will use for the entire duration of the class.
- ❑ There will be **no apparatus or equipment** used in this station.



Station 1

Hand Apparatus

(Risk management of hand apparatus required throughout the duration of this station)

The hand apparatus class refers to items like:

- Balls
- Plastic covered bean bags
- Hula Hoops
- cones



- Each child will be spaced in their own hoop or spacing mat, at least 1.5 metres apart.
- Each child will have their own hand apparatus for the entire duration of the station.
- There will be NO SHARING of any items between children.
- Children will be verbally praised for responding **positively** to the NO SHARING policy.

Remove and **R**eplace

Any **swapping** out of apparatus, as a result of one child **unintentionally** touching or taking another child's apparatus, will be managed by implementing the "STOP!..DROP!.. AND GO!" activity explained under "Stations".

The "used" hand apparatus will be placed in the container marked "**used toys**" by the instructor / instructor assistant (to be sanitized at the end of the class / station).

The instructor / instructor assistant will replace the hand apparatus from the "**clean toys**" container. (ensuring that his / her hands are sanitized during this process)

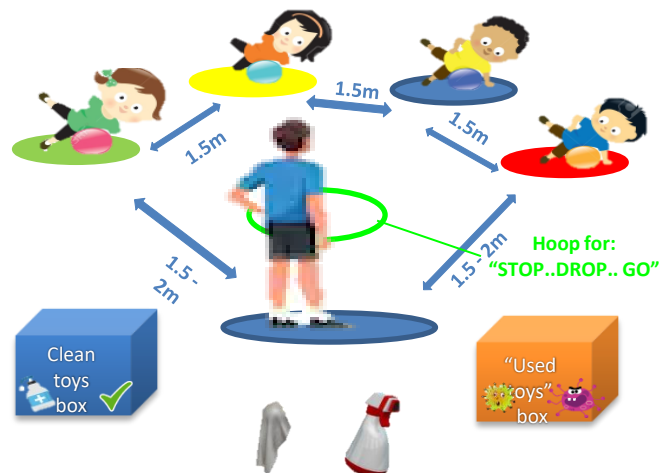
R & R

- To reduce the risk of the spread of the SARS –Cov-2 virus, any activity or movement that could result in children unintentionally touching or taking another child's hand apparatus will be carried out:
 - one child at a time
 - at the most two children at a time
these two children being at least 3 metres apart (being child 1 and 3 or child 2 and 4)

Examples are:

- Throwing and catching a bean bag
- Dribbling a soccer ball between cones

- At the completion of the station workout, the children will
 - Perform the "**STOP!.... DROP! ... AND GO!**" activity
 - Remain in their hula hoops (performing a "Waiting game challenge") while each instructor assistant packs away used hand apparatus items into the "Used Toys" container.



Gross motor equipment

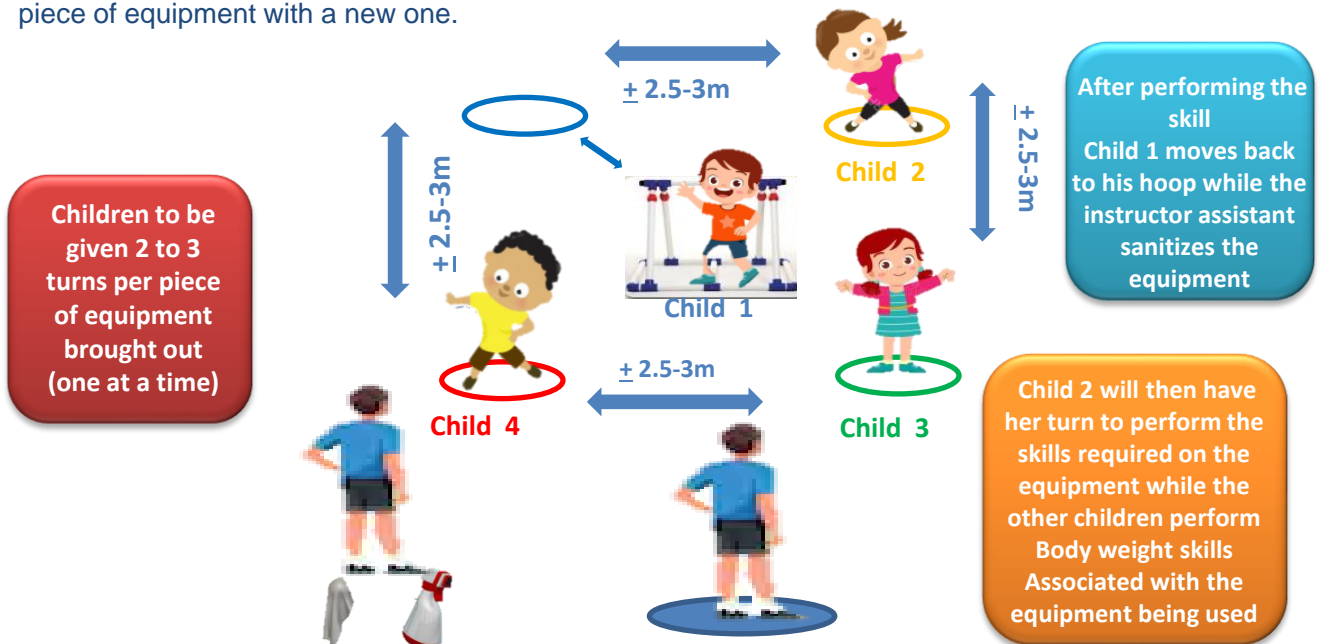
(Risk management of gross motor apparatus required throughout the duration of this station)

Station 2 Phase 1

This phase will be introduced **first** to help the children build confidence in and develop a **natural habit** of:

- Not sharing equipment or hand apparatus
- Learning to respond well to an instruction to wait their turn during activities like: "STOP!... DROP!... GO!"
- Learning to perform their skills and activities within in the spaces allocated to them

- Each child will be spaced in their own hoop or spacing mat, at least 2.5 metres apart
- The children will be spaced in a straight line formation or in a square formation to maintain practical social distancing practise. (a square formation will allow for the least risk of children having to cross paths with each other).
- Here the children will be explained the skills to be performed for the piece of sanitized equipment provided.
- Once all instruction has been done, Child 1 will be allocated to that piece of equipment or small group of equipment to perform age appropriate skills while the other children remain in their hoops or on their spot mats performing body weight skills associated with the piece of equipment being used.
- On completion of the skill for the first time the children will return to his/her hula hoop in the whilst the instructor assistant will sanitize that piece of equipment.
- Child 2 will now be given a turn to participate on the piece of equipment concerned.
- Any touching of the equipment by a child not meant to be on the equipment, will result in the children called to play the "Stop!....Drop!... Go!" activity in their hoop, while the instructor disinfects the equipment and provides hand gel sanitizer for the children concerned, before returning the appropriate child to play.
- All gross motor equipment will be marked with hand or feet stickers in appropriate places so as to minimize the surface area that each child is in contact with.
- This routine will be repeated sufficiently to allow each child at least 3 turns on the apparatus giving the child sufficient amount of time to repeat the skill and complete the skill successfully to develop muscle memory and with enough challenge so as to eliminate boredom.
- At the completion of the routine for that piece of equipment, the children will carry out a game based activity in their hoop to keep their focus whilst the instructor assistant disinfects and replaces the first piece of equipment with a new one.



Gross motor equipment

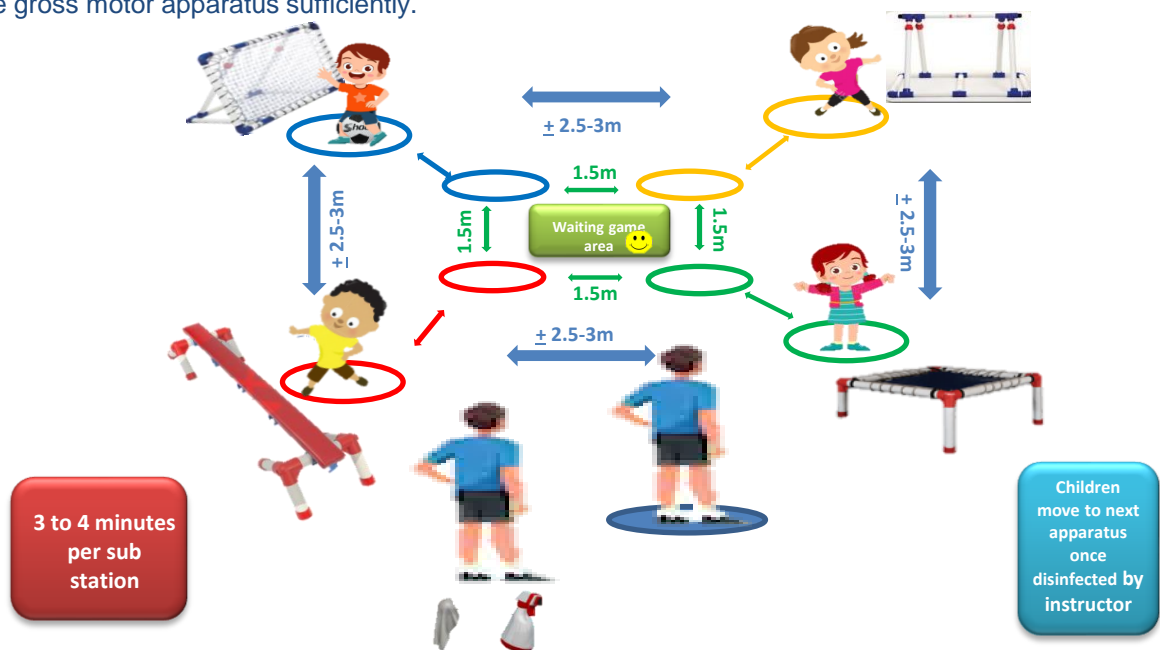
(Risk management of gross motor apparatus required throughout the duration of this station)

Station 2 Phase 2

This phase will be introduced **only** once the children have become well established in the routine of

- ❑ Not sharing equipment or hand apparatus
- ❑ Learning to respond well to an instruction to wait their turn during activities like: "STOP!... DROP!... GO!"
- ❑ Learning to perform their skills and activities within in the spaces allocated to them

- ❑ To **reduce** the possible spread of the SARS-Cov-2 virus, the **volume** of gross motor equipment will be reduced **significantly**, while increasing the body weight movements and skills associated with the equipment that is used.
- ❑ Any physical contact with children will be eliminated, unless a child is putting himself or another child in physical danger whilst performing the skills concerned.
- ❑ Each child will be spaced in their own hoop or spacing mat, at least 1.5 metres apart in the "Waiting Game" area.
- ❑ Here the children will be explained the skills to be performed at each of the pieces / small group of equipment.
- ❑ Once all explanations have been done, each child will be allocated to their own piece / small group of equipment to perform age appropriate skills for a period of 3 to 4 minutes, giving the child sufficient amount of time to repeat the skill and complete the skill successfully to develop muscle memory and with enough challenge so as to eliminate boredom.
- ❑ At the end of the 3 to 4 minutes the children will return to their hula hoop in the "waiting game" area to perform a challenge activity (push ups, hopping in and out the hoop, etc.) whilst the instructor responsible for that station and his/her assistant disinfect each of the gross motor apparatus sufficiently.
- ❑ Any touching of another child's equipment within the 3 to 4 minute activity, will result in the children called to play the "STOP...DROP... AND GO in their hoop, while the instructor disinfects the equipment concerned, before returning the children to play.
- ❑ All gross motor equipment will be marked with hand or feet stickers in appropriate places so as to minimize the surface area that each child is in contact with.
- ❑ At the completion of the gross motor equipment station workout, the children will return to their hula hoop in the "Waiting Game" whilst the instructor responsible for that station and his/her assistant disinfect each of the gross motor apparatus sufficiently.



Lesson end /
School
Transition

- At the completion of the final station, the children will sing the Gymbo-Kidz song with the instructor responsible for that station
 - They will be given the opportunity to wash their hands with liquid soap and spray water and dried with a disposable paper towel in a fun game routine.
 - Each school, may have their own protocol on whether or not they want the Gymbo-Kidz team or the school staff to sanitize the children's hands before and after each class.
 - They will be dismissed (by using the colour coded line rope system) back to their designated class to continue with their normal school routine.
 - Lesson "Stickers" will be sent via WhatsApp to the child's parent by the end of the day. (no physical stickers or stamps will be given out in class).
 - Assessment reports will be emailed to parents at the end of the specific term. (no hand written reports will be sent to parents until it is deemed safe to do so).
 - Once the class is completed, the instructors and assistants will clean and disinfect each item of equipment and apparatus before packing the vehicle, and then washing and disinfecting their hands before leaving to travel to the next school.
 - The instructor will confirm the details of his/her class register with the owner or manager of the school before saying good-bye and leaving for the next school.
-