

THE CREATIVE ACADEMY’S PREPARATIONS AND STATE OF READINESS TO RESUME 2020 ACADEMIC ACTIVITIES ON CAMPUS

In order to continue with teaching and learning and save the 2020 academic year, the Creative Academy has switched to an Emergency Remote Teaching and Learning mode during the Covid-19 lockdown. We have adapted a stable cloud-based structure in which to organise our programme content and to enable effective online delivery to ensure our quality of teaching and learning will not be compromised. An international standard for content management, Google, provides the perfect platform for effective communication to individuals and groups, distribution of media-rich content and storage of recorded lectures and interactions. The academic year has been saved by shortening student holidays and extending the academic year till early December.

Although remote learning has proven to be successful and students have adapted very well to the online teaching and learning experience, the ideal is to return to campus for in-person learning, especially to present practical subjects that pose challenges for remote teaching. The Creative Academy is considering a phased approach towards the reopening of the campus, allowing only final-year students back first.

The Creative Academy Management is committed to provide a safe and healthy campus environment for our staff, students and visitors to the campus and implement measures to prevent and control the spread of the coronavirus. The management has prepared the following strategy in preparation for the reopening of our campus to resume in-person learning amid the Covid-19 pandemic, based on the guidelines provided by the Higher Education and Training Health, Wellness and Development Centre.

Communication

- A Covid-19 Response Team has been established since the outbreak of the coronavirus comprising the executive management of the Creative Academy to deal with all communication and decisions pertaining to Covid-19’s effect on the institution.
- Staff, students and parents are kept informed via each sector’s Google Classroom where notices regarding the Creative Academy’s response to the Covid-19 pandemic are posted on a regular basis.
- All government directives are made available to ensure accurate information is communicated.

All programmes offered by the Cape Town Creative Academy (Pty) Ltd are accredited by the **Council on Higher Education** and registered on the National Qualifications Framework on level 7 by the **South African Qualifications Authority**. The Cape Town Creative Academy is provisionally registered with the **Department of Higher Education and Training** as a private higher education institution under the Higher Education Act, 1997. Registration Certificate: **No 2014/HE07/009**

PROGRAMME	CODE	CHE REFERENCE NUMBER	SAQA REGISTRATION NUMBER	NQF LEVEL
Bachelor of Arts in Communication Design	BA (CD)	H/PR624/E001CAN	93546	7
Bachelor of Arts in Contemporary Art	BA (CA)	H/PR624/E004CAN	97970	7
Bachelor of Arts in Interaction Design	BA (ID)	H/PR624/E002CAN	91116	7
Bachelor of Arts in Motion Design	BA (MD)	H/PR624/E003CAN	93545	7

- Links to reliable sources including the [National Department of Health \(http://www.health.gov.za/\)](http://www.health.gov.za/), [NICD \(https://www.nicd.ac.za/\)](https://www.nicd.ac.za/) or other international reputable sources such as the [WHO \(https://www.who.int/\)](https://www.who.int/) will be shared to ensure that everyone in the institution knows how to access up-to-date information on how to prevent the spread of Covid-19.
- Clear codes of conduct for maintaining physical distancing on campus will be communicated and made widely available.
- Posters will be put up in hallways and outside studios reinforcing the preventative measures of:
 - Regular washing hands with soapy water for 20 seconds/using sanitiser;
 - Maintaining a physical distance of two metres from others;
 - Practising cough/sneeze etiquette by moving away to sneeze/ cough into your elbow, and
 - Staying at home when you/someone in your household is sick.
- Posters will be displayed listing the symptoms of coronavirus infection, including: cough; shortness of breath or difficulty breathing; fever; chills; muscle pain; sore throat; new loss of taste or smell, or other less common symptoms including gastrointestinal symptoms like nausea, vomiting, or diarrhea. Symptoms may appear 2-14 days after exposure to the virus.
- The protocol of alerting the Creative Academy of possible infection, with the relevant contact information, will be communicated on the Student Google Classroom and displayed on posters throughout the building.
- A Point Person has been identified who will implement the protocols.
- Contact numbers of the Creative Academy's Point Person, the NICD Public Hotline and the South African Depression and Anxiety Group 24-hour helpline will be displayed prominently on posters around the building as well as on Google Classroom.
- A designated member of the Student Representative Council will be included in the Covid-19 campus response team to assist with countering fake news and false information among their peers, and alert the response team of any Covid-19 related issues among the student community.
- An approach of kindness and understanding towards each other will be promoted, especially to those who are ill and those caring for ill family and friends.

Preventative measures

1. Deep Cleaning

- The Creative Academy will embark on the deep cleaning [disinfection and decontamination] of offices, lecture studios, and any other places that might expose students and staff to contract Covid-19 one week prior to commencement of academic activities.
- The services of a registered company specialising in deep cleaning and disinfecting premises during the Covid-19 pandemic will be contracted to assist with deep cleaning off all studios and offices.
- A certificate will be displayed after deep cleaning was done. Thereafter anti-bacterial “foggers” will be used weekly to assist in the disinfecting of the Creative Academy premises.
- The coronavirus particles may persist on surfaces for up to 9 days. Therefore, the cleaning and sanitisation of the premises, studios and other rooms that support the teaching and learning function will be an ongoing process in preventing transmission of coronavirus infection.

2. Cleaning Staff

The Creative Academy will focus on the following to ensure health and safety standards are met:

- All cleaning staff will receive appropriate training to understand the nature of Covid-19 and the importance of cleaning to reduce transmission.
- Cleaners are at the frontline of prevention and will be provided with adequate personal

- protective equipment.
- The requisite cleaning materials and relevant protective gear will be procured for the cleaning staff and others that might require it in the execution of their duties.
 - Cleaners will routinely clean frequently-touched surfaces (e.g., doorknobs, taps, light switches, countertops as well as equipment) with cleaning products according to the directions on the label.
 - Sanitisers (at least 70% alcohol) will be provided in areas which are highly frequented including entrances to buildings, lecture halls and classrooms, and lifts.

3. Access protocol

Building entry protocol will be put into place at the campus to protect employees, visitors, and students.

- A Point Person at the entrance will conduct the access control process and will be equipped with a facial screen, mask and gloves.
- Only one central point of entrance will be permitted per building where a screening booth will be stationed.
- Hand sanitisers, wipes and a covered bin for disposal of wipes will be available at the entrance to the building.
- All persons will be required to wear a face mask when entering the building and for the duration of their stay at campus. Any person without a mask will be denied access to the building.

Initial Screening Questionnaire

- An Initial Screening Questionnaire will be compiled and all persons entering the Creative Academy facilities must answer the screening questions.
- The questions must be asked and the screener will maintain a distance of 2 meters while asking the questions and completing the questionnaire.
- Individuals who answer YES to any question on the Initial Screening Questionnaire or refuse to participate in the screening process will be denied access to the facility.

Temperature Screening

- An infrared hand-held thermometer will be purchased for the temperature measurement of all persons entering the facilities.
- Temperature screening of employees, students and visitors to prevent the entry of people with elevated temperatures will be conducted daily and at each and every entrance to a building. After testing is conducted, each inspected employee/student's test will be marked as "completed" and, if applicable, have a temperature recorded. Where national or local authorities recommend action to be taken on detection of a lower temperature than 37.4°C, this will be complied with.
- If the scanner's reading result is within the normal range of body temperature (**equal to or less than 37.3°C**) it is considered safe to allow access to the building. If a person's temperature is equal to or in excess of **37.4°C**, the Point Person will follow the procedure to manage a person with symptoms and the person will **NOT** be allowed to enter the building. The person will be placed in an approved location until reassessment occurs.
- Temperature reading equal to or in excess of 37.4°C will be subject to further testing after a

period of 1 hour. A temperature reading after 1 hour that is equal to or in excess of 37.4°C will require a further 24 hour isolation.

- An employee/student whose temperature reading is equal to or in excess of 37.4°C for more than 24 continuous hours will be subject to further testing and quarantine action for a period of 14 days.

4. Maintaining physical distancing

- Clear codes of conduct for maintaining physical distancing on campus will be communicated.
- The reception desk will be fitted with a screen.
- Markings will be placed outside the building to guide responsible queuing practices.
- Theory subjects with the largest class sizes will be taught remotely until the end of the year.
- Only learning outcomes that require the physical infrastructure of the institution will be offered in-person.
- Time slots will be customised so that students arrive at campus at different times (maximum 30 students at the same time), avoiding the gathering of people and allowing the Point Person enough time to do access control before allowing students to enter the building.
- Students must arrive at least 30 minutes before the start of a class to go through the safety procedures.
- An hour will be available between classes to allow students enough time to leave and the next group to enter a studio, and to disinfect the studio, workspaces and equipment before the next group enters.
- Practical classes will be staggered to avoid gathering.
- Practical classes will accommodate a maximum of 15-18 students per session.
- Workstations will be repositioned to enable students to maintain a distance of at least 2 meters between each other.
- Lecturers will maintain a distance of 2 meters between them and the students.
- Lecturers and students must wear masks during class.
- Hand sanitisers will be made available to lecturers and students to use before and after class.
- The use of the lift will be restricted to students with disabilities. Students must make use of the stairs leading to the different levels.
- The Auditorium will be converted into a space (maximum 15 students at a time) for working between classes. Students must book slots and sanitation will be done between slots.
- The Library will be closed to students until a directive has been received allowing the reopening of the facility.
- The Student Lounge may be used and physical distancing must be practiced. Occupancy will be limited and students must leave a seat open between them.
- The Student Cafeteria will not sell any fresh food, but only take-away snacks.
- Students must sanitise the workspaces and equipment they have used at the start and end of each class.
- Lecturers will keep attendance registers for students attending classes in order to facilitate contact tracing.
- Lecturers will work from home and only come to campus for their class.
- All meetings will be conducted online.

5. Absenteeism

- Foreign students who are subject to travel restrictions, and students living with high-risk individuals, such as people with underlying health conditions or in the 60+ age group, or students who suffer from poor health conditions/comorbidities themselves, will be accommodated online while needed. Students must provide proof of their situation to the Creative Academy Management.
- Students, academic and support staff should not attend class or work when sick. Remote teaching and learning will be conducted, and extensions will be given to students for the time they are indisposed.

Approach to Covid-19 infections when campus is operational

The following procedures will be implemented when Covid-19 infections occur at the Creative Academy campus when in-person academic activities have resumed:

- **Isolation:** A period during which someone who is suspected or confirmed to have Covid-19 is separated from people who are healthy. The period stops if they test negative or, if they test positive, they remain in isolation until they are well. Isolation can be involuntary if demanded by the State.
- **Quarantine:** A period during which someone who has been exposed to someone who is confirmed to have Covid-19 is separated from healthy people and observed for development of symptoms of Covid-19. This is usually for a period of 14 days in the case of Covid-19. Quarantine can be involuntary if demanded by the State.
- **Self-isolation:** A term that implies that an individual who either has Covid-19 or has been exposed to someone with Covid-19 voluntarily selects to separate themselves from other healthy people. It thus covers both the terms of 'isolation' and quarantine' and is also used to refer to healthy unexposed individuals staying at home.

The following Covid-19 scenarios that pose a risk to the health and welfare of the Creative Academy will be managed with the same degree of urgency. An isolation room will be set up on campus in case a student/staff member is required to be isolated immediately. The isolation room will be easy to locate, well ventilated, be minimally furnished and provided with a clean supply of medical masks and sanitiser.

In all scenarios, a student or staff member must inform the Creative Academy Point Person immediately of their situation. The Point Person will implement the appropriate campus protocol.

Scenario 1: A single student/staff member has been exposed to a person outside the institution who is being tested for Covid-19:

- A student or staff member who has been exposed to an individual who is suspected to have Covid-19 needs to self-quarantine until that individual has tested negative for the virus. If the test is negative, the student or staff member can return to campus.
- As soon as it is known that the student or staff member has been exposed to an individual who has laboratory-confirmed Covid-19, that person should remain in self-quarantine, and should not attend the Creative Academy for a period of 14 days.

Scenario 2: A single student/staff member has been exposed to a person outside the institution who has a laboratory-confirmed positive test for Covid-19:

- In order to contain the spread of the virus, all staff or students who have had close contact with an individual with a laboratory-confirmed positive test for Covid-19 should self-quarantine at home for 14 days while they monitor themselves for symptoms. They may not attend the Creative Academy at any time.
- Students and staff who are not direct contacts of an individual who has tested positive for Covid-19 may continue to attend campus. For example, friends of students whose family members have been diagnosed with Covid-19 have a low risk of contracting Covid-19. Family and friends who have not had close contact with the individual who has tested positive do not need to take any precautions. They do not need to make any changes to their own activities unless they become unwell.
- Students or staff who have interacted with a healthy contact of an individual who has tested positive for Covid-19 should not be removed from the Creative Academy. This guidance may change as the epidemic moves to wider community transmission and we understand more about asymptomatic carriage and community transmission.

Scenario 3: Covid-19 is diagnosed in a single student/staff member at the Creative Academy

- When Covid-19 is diagnosed in a single person, the Creative Academy will immediately consult local public health officials who will discuss the situation and assist with identifying staff, students and others who have been in contact with them.
- Persons who have been in direct contact with the individual positive for Covid-19 case will be requested to self-quarantine at home or other appropriate place for 14 days after exposure.
- In the case of a student, direct contacts might include close friends, people living in the same residence, members of study groups or members of sporting teams who have had close contact with the case. Who is a contact will depend on the date when the person became ill with symptoms and the activities that have taken place. In the case of a staff member who is diagnosed with Covid-19, direct contacts may include people living in the same residence, students or staff who the staff member has had close interactions with.
- Assessment of who is a close contact will be done on an individual basis and public health officials will advise on specific actions or precautions that should be taken.
- The Creative Academy will contact the NICD public hotline **080 002 9999** or designated local health officials who will refer the campus to appropriate authorities for advice.

Scenario 4: Covid-19 is diagnosed in more than one single student/staff member at the Creative Academy

- When Covid-19 is diagnosed in more than one student in the same student group, the Creative Academy will immediately consult the public health officials who will discuss the situation and identify staff, students and others who have been in contact with them. Persons who have been in direct contact with the individuals who have tested positive for Covid-19 case will be requested to self-quarantine at home or other appropriate place for 14 days after exposure.
- In the case of students in the same group, direct contacts would include other students in the group and possible staff members who have been in close contact with the student, depending on the date when the students became ill with symptoms and the campus activities that have taken place.
- In the case of a staff member, direct contacts may include some students who have had close contact

with the staff member and certain colleagues. The officials will advise on any actions or precautions that should be taken. The Creative Academy will contact the **NICD public hotline 080 002 9999** who will refer the campus to appropriate public health consultants.

Scenario 5: Covid-19 is diagnosed in multiple students/staff members at the Creative Academy

- When Covid-19 is diagnosed in multiple students and or staff members across different areas, the Creative Academy will immediately consult the public health officials who will discuss the situation and identify staff, students and others who have been in contact with them.
- The Creative Academy will work with the relevant local or provincial department of health and other relevant leadership to communicate the possible Covid-19 exposure to the campus community. This communication to the community should align with the communication plan related to the institution's emergency operations plan. In such a circumstance, it is critical to maintain confidentiality of the person(s) involved.
- More radical physical distancing steps may be considered if the campus closure is not considered necessary by health officials and may become usual practice as lockdown regulations are gradually lifted. These may include:
 - Cancellation or postponement of group activities and large events.
 - Temporary closure of affected parts of the Creative Academy for in-person teaching may be considered. Temporarily suspending classes is a strategy to stop or slow the further spread of Covid-19 in communities. When classes are suspended, the Creative Academy may stay open for staff or faculty (unless ill) while students temporarily stop attending in-person classes. The Creative Academy will work in close collaboration and coordination with health officials to make decisions on closing parts of the campus or cancelling in-person classes.
 - Class suspension and event and activity cancellation may be recommended for at least 14 days, or possibly longer if advised by local health officials. The nature of these actions (e.g. geographic scope, duration) may change as the local outbreak situation evolves.

The following preparations will be made to sensitively manage students or staff who may have COVID-19 symptoms

- The name and contact details of the Point Person who is responsible for implementing protocols for managing student and staff infection will be published on posters around the campus and on Google Classroom noticeboard so that everyone knows who to contact should a student or staff member require isolation.
- The Point Person will prepare the isolation room and ensure it is ventilated and a supply of sanitiser and clean masks are available.
 - The Point Person will ensure that the necessary telephonic contact details for the local response team are clearly visible on a poster in the room.
 - The Point Person will ensure that the cleaning manager is familiar with the protocol for cleaning the isolation room.

The following protocol will be followed when student or staff member has been exposed to a person with suspected or confirmed COVID-19, or has COVID-19 symptoms

- If the individual is seriously ill or injured or their life is at risk call the Creative Academy Management member and note that the individual is a contact or may have Covid-19.
- If the individual's life is not at risk or is not seriously ill, the designated Point Person must be contacted immediately to implement the protocol and hand-over procedure to the designated Creative Academy

- Management member.
- The Point Person must immediately do the following:
 - Reassure and comfort the individual.
 - Ensure that there is no stigmatisation and that the process ensures little or no emotional trauma.
 - Provide the individual with a new medical face mask.
 - Accompany the individual to the adequately lit isolation room and if possible, shut the door if adequate ventilation is assured e.g. open window.
 - Do not allow friends or others to sit with the individual – allow 2 metres between any other people in the vicinity.
 - Ask the individual to avoid touching people, surfaces and objects and be advised to cover their mouth and nose with a disposable tissue when they cough or sneeze and put the tissue in the bin. If no bin is available, put the tissue in a bag or pocket for disposing in a bin later. If no tissues are available, they should cough and sneeze into the crook of their elbow.
 - If they need to go to the bathroom whilst waiting for medical assistance or transfer to their isolation or quarantine venue, they should use a separate bathroom if available.
 - Wash hands well according to handwashing guidelines.
 - The Point Person must contact the designated local public health care official to await further instructions for transfer of the individual.
 - The Point Person must arrange for the isolation room to be cleaned once the student or staff member has been transferred.

At risk employees

Higher-risk individuals include adults of 60 years and older, people who have underlying health conditions (such as high blood pressure, heart disease, lung disease, cancer or diabetes), people who are "immunosuppressed" or "immunocompromised"; and people with "autoimmune issues," (such as heart disease, lung disease, cancer, diabetes or asthma, as well as those who take medications that treat lupus, rheumatoid arthritis, cystic fibrosis and Crohn's disease). Those with chronic health conditions are more susceptible to the virus, and they may have more severe symptoms and a more difficult recovery, too.

Employees who fall into these categories may apply to work from home to perform their duties during the coronavirus pandemic. Those who serve as caregivers of minors or live in a household with someone who has an immune deficiency disorder may also show greater concern and apply to the Creative Academy Management to work/study from home.

Procedures for students and staff who are sick (with any illness) on-campus

The following procedure will be followed when an employee or student falls ill at the campus:

- A local public health official will be identified who will be the main point of contact for any concerns regarding sick individuals on campus. The contact details of this official will be made available on all notice boards and communication platforms.
- When students, staff, and faculty become sick (with any illness) on campus they should report to the First Aider appointed and rapidly be isolated in the sickbay. The local health care official will be contacted to advise on further management.
- Covid-19 can present with symptoms ranging from mild flu-like symptoms to pneumonia, but many other forms of non-respiratory symptoms are increasingly recognised, such as loss of smell and taste, and gastrointestinal symptoms (diarrhoea and vomiting). For this reason, all ill individuals should be

considered infected until healthcare officials advise otherwise.

Mental Health Support

The psychological effect of Covid-19 is not only evident among those who are sick or succumb to the virus, but also among those who experience the consequent stress, anxiety, anger, fear of dying and fear of losing loved ones. Some students may also experience stigma related to Covid-19 or anxiety and stress due to the prolonged nature of the pandemic and the changes caused to their circumstances.

- Plans are in place to support students, academic and support staff who may feel overwhelmed by Covid-19 and associated events on campus.
- The continuity of established mental health and substance abuse services by the designated Campus Counsellor and even the service of offering remote counselling is in place and will be communicated to all students.
- Students and staff will be encouraged to seek help if they are feeling overwhelmed with emotions such as sadness, depression, anxiety, or feel like wanting to harm themselves or others. They will also be encouraged to seek help if they are using substances, especially to deal with anxiety and uncertainty around Covid-19.
- The contact details of the Campus Counsellor for mental health counselling as well as national helplines, such as the South African Depression and Anxiety Group 24-hour helpline 0800 456 789 and the suicide line 0800 567 567 will be displayed on posters around campus and also on Google Classroom.

Cleaning and waste disposal after a student/staff member or visitor has been diagnosed with Covid-19

- Covid-19 is mainly transmitted through droplets which contain infective virus particles, and through direct contact of virus particles on hands, followed by 'self-inoculation' by touching eyes, nose or mouth.
- The coronavirus particles may persist on surfaces for up to 9 days. Therefore, cleaning of the environment is an important part in preventing transmission of coronavirus infection. The coronavirus is easily destroyed by usual household cleaning agents such as bleach and ammonium compounds.
- All surfaces that are frequently touched by people should be cleaned using disposable cloths and household detergents. These include:
 - surfaces and objects which come into contact with body fluids such as toilets,
 - high-contact areas such as toilet handles, door handles, telephones, desk surfaces,
 - common tools, equipment used by multiple students and staff,
 - high contact areas such as campus cafeteria or social areas.
- Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with body fluids do not need to be specially cleaned and disinfected. If a person becomes ill in a shared space, these should be cleaned as detailed above.
- All waste that has been in contact with the individual, including used tissues, and masks if used, will be put in a plastic rubbish bag and tied when full. The plastic bag will then be placed in a second bin bag and tied and then be put in the normal waste.

Possible future temporary closure of the Creative Academy due to Covid-19

- Since much of the coronavirus is still unknown and the duration of the Covid-19 pandemic is uncertain, the Creative Academy will prepare for possible repeated closures in the future.
- The Creative Academy will follow government protocols regarding nationwide/provincial/district lockdowns but could also close the campus at additional time-points based on its own assessment of risks according to the Covid-19 situation on campus, in consultation with local public health officials. The Department of Higher Education and Training (DHET), the Department of Health (DoH) and the NICD will be informed should the closure of the Creative Academy be deemed necessary.
- The Covid-19 Response Team will monitor the situation at campus closely and meet weekly to assess any risks.
- In the event of a temporary closure, remote teaching and learning will resume immediately.

CAMPUS COVID-19 RESPONSE KEY STAFF

Point Person [Silo] / First Aider 1	Thandi Mkhunqa	
Point Person 2 [409]	Rowan Smith	
Designated Management member	Francisca Gebert [CEO]	
SRC Representative	To be appointed	
Campus Counsellor for mental health counselling	Katy Menell	

IMPORTANT NUMBERS

Local public health care official	To be assigned....
NICD Covid-19 24-HOUR HOTLINE NUMBER	0800 029 999
NICD Covid-19 WhatsApp number	0600 12 3456
Mental Health Information Line	0800 567 567
South African Depression and Anxiety Group 24-hour helpline	0800 456 789