

Date:

Dear Staff

**REMINDER- Let’s continue to ensure a safe working environment and to stop the spread of the**

**COVID-19 virus.**

You need to commit to the following:

* 1. Sanitize hands at entry into the school. Teaching staff will be required to sanitize their hands at the beginning of every lesson and at regular intervals.
	2. Use sanitiser upon entering classrooms/venues during the school day.
	3. Additional sanitising or handwashing with soap and running water is necessary:

After going to the bathroom

Before and after eating

After blowing your nose

Coughing or sneezing

When hands are visibly dirty

After handling work sheets / books.

* 1. Always to wear masks or visors on the school grounds.
	2. Check that learners are wearing masks and enforcing the COVID-19 protocols.
	3. Practise social distancing. No physical contact, including shaking of hands or hugging allowed. A social/physical distance of at least 1 to 1.5 meters must be maintained between all persons, especially during breaks.
	4. Checking that learners are practicing social distancing.

If you are still unsure of the COVID-19 protocols, please consult the COVID-19 policies. It is the employee’s responsibility to contact management should he/she have any queries.

If a staff member breaches these policies and protocols the necessary disciplinary action will be taken.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, (employee number/ ID number) hereby agree that I have been reminded about the COVID-19 protocols and have committed to familiarise myself and understand the contents of the COVID-19 protocols and policies.

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| **Employee signature as receipt hereof** |  |
| **Date**  |  |