



**education**

Lefapha la Thuto la Bokone Bophirima  
Noordwes Departement van Onderwys  
North West Department of Education  
**NORTH WEST PROVINCE**

# GUIDELINES FOR COVID-19 COMPLIANCE FOR STRONGROOMS

AUGUST 2020



**BE SAFE  
STAY AT HOME**

**WASH YOUR  
HANDS OFTEN**

**WEAR A MASK WHEN  
GOING OUTSIDE**

**MAINTAIN SOCIAL  
DISTANCING**



## 1. Introduction

The advent of Covid-19 pandemic has necessitated the need for an alternative approach to the general conduct, administration and management of national examinations. It is imperative for officials trusted with the responsibility of administering and managing the collection of question papers (QP) and return of answer scripts to ensure that the necessary precautions aimed at protecting both officials and Chief Invigilators from contracting Covid-19 are instituted at all storage rooms, nodal and distribution points where the examination material are collected and returned. The need to maintain social distancing as one of the strategies instituted by the World Health Organization (WHO) to combat the spread of Covid-19 has a direct impact on the processes followed during the collection of question papers and return of answer scripts. This protocol aims at providing precautionary measures that are to be put in place as guidelines to be followed when managing the following processes during the collection of question papers and return of answer scripts:

- (a) Minimum standards of the storage/nodal/distribution room
- (b) Preparation of the storage room (decontamination, adherence to social distancing, provision of hand sanitizers, availability of cloth face masks)
- (c) Admitting Chief Invigilators to collect the Question Papers (procedures)
- (d) Handling of Examination material
- (e) Monitoring of the writing (monitor behaviour)

### 1. **Minimum standards of the storage/nodal/distribution point**

- 1.1 All storage rooms should have a security guard appointed, one during the day and one at night as long as the Question Papers are kept in the storage facility.
- 1.2 Where there are security companies an additional official are required during the day to assist the present number of security guards.
- 1.3 All officials who are deployed at distribution points must have Private Security Industry Regulation (PRISA) identity cards.
- 1.4 **Minimum standards for the official at the storage point:**
  - 1.4.1 It should be borne in mind that the Department of Basic Education (DBE) monitoring team has set up the standard that the storage room Manager Level must be (Salary Level) SL8 and above and the manager can have assistants who work under him/her.
  - 1.4.2 These assistants must be on SL5 to 7.
  - 1.4.3 Drivers can be appointed but if carrying QP or answer scripts they must be accompanied by an official on SL5 to SL7.



**BE SAFE  
STAY AT HOME**

**WASH YOUR  
HANDS OFTEN**

**WEAR A MASK WHEN  
GOING OUTSIDE**

**MAINTAIN SOCIAL  
DISTANCING**



## **1.5 Minimum PPE to be availed at the storage, nodal or distribution point**

- 1.5.1 The storage manager and assistant must have the following PPE during the conduct and distribution of the papers:
  - 1.5.1.1 Face Mask.
  - 1.5.1.2 Face shield.
  - 1.5.1.3 Disposable Gloves.
  - 1.5.1.4 Disposable apron.
  - 1.5.1.5 Sufficient alcohol-based (70% alcohol) sanitizers to be made available for each storage-room for the examination period.
  - 1.5.1.6 Box of pens for principals to sign in as they collect the QP and when bringing the scripts, these pens must be sanitized and be rotated alternatively Chief invigilators must bring along their pens.
  - 1.5.1.7 Infrared Forehead Thermometer to take temperatures of Chief Invigilators and monitors as they arrive at the storage point.

## **2. Preparation of the Storage room/Nodal or Distribution point (decontaminating, adherence to social distancing, provision of PPE)**

- 2.1 Identify an official (Preferably Security Guards) who will assist with the screening of Chief invigilators and monitors as they enter the centre premises (at the main gate).
- 2.2 The screening team must ensure that Chief Invigilators and monitors complete a health profile form everyday they enter the centre premises.
- 2.3 Ensure that adequate space is identified so that the storage room complies with COVID-19 protocol on social distancing.
- 2.4 Ensure that adequate furniture, light, electricity is available.
- 2.5 A sanitization station must be set up for use by both storage officials, monitors and Chief invigilators at each storage room.
- 2.6 Prepare reserves in case an official may have to be excluded due to displaying COVID-19 related symptoms (or simply test positive) before the end of the examinations.
- 2.7 Conduct deep cleaning of the identified storage room and keep the storage room locked to avoid unauthorised entry before collection by Chief Invigilators.
- 2.8 Have a deep-cleaning service provider on call in case of emergency.
- 2.9 Prepare an isolation room in the event it may be found that an official is displaying COVID-19 related symptoms.
- 2.10 In the event a COVID-19 case is found in a particular storage room, such a venue must be decontaminated before it can be utilized for storage again.



**BE SAFE  
STAY AT HOME**

**WASH YOUR  
HANDS OFTEN**

**WEAR A MASK WHEN  
GOING OUTSIDE**

**MAINTAIN SOCIAL  
DISTANCING**



- 2.11 Chief Invigilators and officials must wear masks at all times in the storage room.
- 2.12 Storage room officials must also make sure that the tables they are using are sanitized every session.
- 2.13 One to two Chief Invigilator must be allowed to enter the storage room at a particular time.
- 2.14 Ensure that Chief Invigilators and examination officials are seated 1.5 m apart from each other.
- 2.15 Disinfect and sanitize all surfaces in all storage rooms on a daily basis before each session starts.
- 2.16 Physical distancing of the furniture of storage room officials should be kept at 1.5m.
- 2.17 Ensure adequate ventilation in the storage room.
- 2.18 Set up a sanitization station at the entrance of each storage room.
- 2.19 Adequate Covid-19 signage must be displayed in every storage room.

### **3. Admitting Chief Invigilators to collect the Question Papers (procedures)**

- 3.1 Chief Invigilators should arrive at least one hour before the collection of Question papers.
- 3.2 All Chief Invigilators are to be screened before entering the storage room. No Chief Invigilators will be allowed inside the storage room without being screened. Should a Chief Invigilators refuse to be screened he/she will not be allowed access into the storage venue.
- 3.3 The screening of the Chief Invigilators to include providing answers to the five COVID 19 protocol questions. Should a Chief Invigilators answer “yes” to any one or more of the five questions, the monitor will not be allowed to fulfil his/her duty at the storage point.
- 3.4 Chief Invigilators whose temperatures are high (above 38 degrees C) will be isolated for 10 minutes and will be rescreened before they are allowed access into the storage room. Should the temperature test normal on rescreening **and** the Chief Invigilators responses to the Covid-19 protocol questions were “no” , the Chief Invigilators will then be allowed access into the storage room.
- 3.5 All Chief Invigilators to sanitize their hands before entering the storage room and frequently whilst busy executing their duties inside the storage room such as when checking the package of their school.
- 3.6 All Chief Invigilators must wear facemasks at all times inside the storage room.
- 3.7 Chief Invigilators without facemasks will not be allowed into the storage room.
- 3.8 All Chief Invigilators must adhere to the social distancing protocol of 1.5 metres during monitoring.
- 3.9 Chief Invigilators are allowed to bring in their own sanitisers into the storage room.

### **4. Handling of Examination Material**

- 4.1 Strong room Managers must ensure that Chief Invigilators wear masks at all times during the collection of question papers and return of answer scripts and have access to a working sanitization station at each storage room.
- 4.2 The packaged question papers must be sanitized before distributing to the Chief Invigilator.



**BE SAFE  
STAY AT HOME**

**WASH YOUR  
HANDS OFTEN**

**WEAR A MASK WHEN  
GOING OUTSIDE**

**MAINTAIN SOCIAL  
DISTANCING**



- 4.3 Storage Managers or assistants must personally distribute question papers to Chief Invigilators after sanitising their hands.
- 4.4 Chief Invigilators should not be used to pass question papers to one another.
- 4.5 Chief Invigilators must sanitise their hands before collecting examination material.
- 4.6 Chief Invigilators must use own pen or sanitized pen placed at the strong/nodal/distribution point, to write on the control register.

## 5. Monitoring of the storage point

- 5.1 Monitors should arrive at least one hour before the collection of Question papers.
- 5.2 All monitors are to be screened before entering the storage room. No monitor will be allowed inside the storage room without being screened. Should a monitor refuse to be screened he/she will not be allowed access into the storage venue.
- 5.3 The screening of the monitors to include providing answers to the five COVID 19 protocol questions. Should a monitor answer “yes” to any one or more of the five questions, the monitor will not be allowed to fulfil his/her duty at the storage point.
- 5.4 Monitors whose temperatures are high (above 38 degrees C) will be isolated for 10 minutes and will be rescreened before they are allowed access into the storage room. Should the temperature test normal on rescreening **and** the monitors responses to the Covid-19 protocol questions were “no” , the monitor will then be allowed access into the storage room.
- 5.5 All monitors to sanitize their hands before entering the storage room and frequently whilst busy executing their duties inside the storage room such as when checking package of schools.
- 5.6 All monitors must wear face masks at all times inside the storage room.
- 5.7 Monitors without face masks will not be allowed into the storage room.
- 5.8 All monitors must adhere to the social distancing protocol of 1.5 metres during monitoring.
- 5.9 Monitoring instruments to be completed electronically and emailed to the PED responsible official.
- 5.10 Monitors are allowed to bring in their own sanitisers into the storage room.



BE SAFE  
STAY AT HOME

WASH YOUR  
HANDS OFTEN

WEAR A MASK WHEN  
GOING OUTSIDE

MAINTAIN SOCIAL  
DISTANCING

