



COVID-19 CLASSROOM POLICY OF 2KO AFRICA

Dated: 21 April 2020

COVID-19 Classroom Policy of 2KO Africa is a working document and updated as new information is released and becomes available. 2KO Africa will follow both the guidelines and regulations set out by the South Africa Government, WHO and the Government Authority in cases where onsite training takes place outside of South African borders.

2KO Africa will continue to strive to offer top standard training within a family-style environment and has made alternative training options available (Online and Virtual Training), for delegates not able to travel to Classroom Based training.

2KO has taken strong precautions with regards to the prevention of spreading the COVID-19 virus. We are continuously working towards the safety of our staff and delegates.

The following measures have been implemented:

1.1. Onsite

When we conduct onsite training, we will follow and align our guidelines to the organisation being trained. Nevertheless, the recommended guidelines for onsite training are:

- Packed lunches will be provided to delegates, to reduce the risk of spreading COVID-19 via plates and utensils.
- All PC, Keyboards, Mouse, Screens and Training items will be disinfected daily.
- All training to start with a mandatory video
 - <https://www.youtube.com/watch?v=2WCtGFNENYU>
 - <https://www.youtube.com/watch?v=d914EnpU4Fo>
- All delegates must be deemed to be healthy in order to attend training.
- If any of the group is diagnosed with COVID-19 within 30 days of attending the training, they are to inform 2KO Africa immediately.



- Temperature checks coming into the office: will be as per administrative protocols in section 1 of this document.
- Training will be limited to a maximum 7 delegates
- A 1m space between seats will be maintained in all classrooms.
- Attendance registers must be clearly signed and will include crucial information (Full home address, Work address, Employment, ID Number, 2 Contact numbers, Email Address, Transport details)
- 2KO Africa will strive to (where possible) assist with anxiety and mental health issues that might arise through resources, relooking at course deadlines (per individual needs), relaxing cancellation policies etc.
- Good Ventilation - as per administrative protocols in section 1 of this document.
- No visitors or unauthorised personal will be permitted in the training environment.
- Nno touch bins will be provided as per administrative protocols in section 1 of this document.
- It is compulsory to wear a mask in the training centre; and masks must be washed each day, as per administrative protocols in section 1 of this document.
- 2 X Masks will be provided to each staff member.

1.2. Offsite

This is where training is done at a conference centre. We will follow the specific regulations of the venue; however for the classroom setup, the following will be the essential requirements:

2. All students will be given hand sanitizers so that they can clean their hands.
3. All PC, Keyboards, Mouse, Screens and Training service will be disinfected each day.
4. All training to start with a mandatory video
 - 4.1. <https://www.youtube.com/watch?v=2WCtGFNENYU>
 - 4.2. <https://www.youtube.com/watch?v=d914EnpU4Fo>
5. All delegates must be deemed healthy when attending the training, as per administrative protocols in section 1 of this document.
6. If any student is diagnosed within 30 days of attending our training, they are to inform 2KO Africa immediately.
7. Temperature checks will be conducted as per administrative protocols in section 1 of this document.



8. Training will be limited to 7 delegates.
9. 1m space will be maintained between seating, as per administrative protocols in section 1 of this document.
10. Clear attendance registers are to be signed, as per administrative protocols in section 1 of this document.
11. 2KO Africa will strive to where possible to assist with anxiety and mental health issues that might arise, as per administrative protocols in section 1 of this document.
12. Ventilation to be maintained, as per administrative protocols in section 1 of this document.
13. A bin and tissues will be provided, as per administrative protocols in section 1 of this document.
14. Mask policy will be maintained, as per administrative protocols in section 1 of this document.

14.1. 2KO Africa

This is for training that is done at our offices @ 35 Rose Street, Bo-Kaap, Cape Town.

- All students will be given hand sanitizers to ensure that they keep their hands clean.
- All PC, Keyboards, Mouse, Screens and Training items will be disinfected each day (no sharing of any staff items).
- No sharing of catering equipment will be permitted.
- All training to start off with a mandatory video
<https://www.youtube.com/watch?v=2WCtGFNENYU>
<https://www.youtube.com/watch?v=d914EnpU4Fo>
- All delegates to be deemed healthy when attending the training, as per administrative protocols in section 1 of this document.
- 1m space to be maintained between seats, as per administrative protocols in section 1 of this document.
- If any of the group is diagnosed within 30 days of attending the training with COVID-19 to inform 2KO Africa immediately.
- Temperature checks to be performed on everyone coming into the office, as per administrative protocols in section 1 of this document.
- Good Ventilation to be maintained, as per administrative protocols in section 1 of this document.
- Clear attendance registers to be signed,

- 2KO Africa will strive to where possible to assist with anxiety and mental health issues
- No visitors or unauthorised personal will be permitted within the training area.
- Tissues and bins to be provide, as per administrative protocols in section 1 of this document.
- It is compulsory to wear a mask within the training environment, as per administrative protocols in section 1 of this document.
- If there is a reasonable risk of anyone that might have be sick through the day (with high fever), a deep cleaning of the office will be done immediately and all other staff members will be sent home.

15. Training Phases

Phase 5	No classroom-based training. Training is only done via Virtual and Online Training.
Phase 4	No classroom-based training. Training is only done via Virtual and Online Training.
Phase 3	Training at 2KO Africa and Onsite Training (maximum of 7 per group, and strong regulations)
Phase 2	Training at 2KO Africa, Johannesburg training venue and Onsite Training
Phase 1	All Training as per normal, keep social distance



COVID-19 PANDEMIC



Call centres and Hotlines

Family Violence, Child Protection and Sexual Offences Unit: 0800 150 150	PostBank call centre: 0800 53 54 55	SASSA call centre: 0800 60 10 11
Persons with disabilities: SMS 'help' to 31531	Women Abuse Helpline: 0800 150 150	Child line: 0800 055 555
GBVF-related service complaints: 0800 333 177	National Human Trafficking Helpline: 0800 222 777	Suicide Helpline: 0800 567 567
National Institute for Communicable Diseases: 0800 029 999	AIDS Helpline: 0800 012 322	Coronavirus Hotline: 0800 029 999
Gender-based violence command centre 0800 428 428 or *120*7867# (free)	South African Police Service 08600 10111	Department of Home Affairs: 0800 601 190
Support to SMMEs in distress: 0860 663 7867	National Crisis Line: 0861 322 322	Department of Water and Sanitation: 0800 200 200
	Reporting undue price increases: 0800 141 880	Department of Tourism: 0860 868 747
	Department of Trade and Industry 080 000 6543	Presidential Hotline 17737
	WhatsApp: 060 012 3456	

