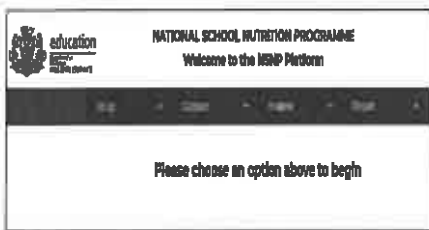


**UPDATE ON NSNP  
MONITORING,  
REPORTING &  
RESPONDING (MRR)  
DURING COVID**

2011

# Overview of Pre-covid MRR Data Flow Process



*Quarterly Provincial Narrative Report submitted to DBE (word)*

Province captures weighted average Indicator scores per district (online)



District captures ave Indicator scores per monitor into district report and generates a quarterly narrative report (excel)



Monitor visits school & calculates indicator scores on back page of tool (hardcopy)



Monitor captures school Indicator scores into a FW capture tool (excel)

H.M. W.H.

**CHANGES DUE TO  
COVID for Q1  
June 2020**

H.M.  
H.M.

## Monitoring Tool Changes – June (Gr 12/7)

**NORMAL**

**COVID**

	<b>NORMAL</b>		<b>COVID</b>
<b>Section A</b> School Details	Unchanged except time score removed		
<b>Section B</b> Record Keeping & Mgt Practices	10 question @ 1 point each (10)	→	5 questions @ 2 points each (10)
<b>Section C</b> Feeding	Unchanged (except use menu calculator instead of SSM to determine "should have cooked" based on no. learners eating on the day)		
<b>Section D</b> NE, Health & Safety	10 question @ 1 point each (10)	→	20 questions @ 1 point each (20)
<b>Section E</b> School Food Gardens	10 question @ 1 point each (10)	→	Section removed from tool
<b>Back Page</b>	KPI @ 100 RKMP @ 10 NEHS @ 10 SFP @ 10 Colour code	→	Feedback on time, quantity, balance RKMP @10 NEHS @ 20

20-11

SECTION D : NUTRITION EDUCATION, HEALTH AND SAFETY				
Area	Tool Question	Suggested Evidence/Guidance	Yes	No
School	1 Did the school conduct sanitization and screening at the school gate/entrance for all who enter the school?	Staff member(s) at the school gate(s) ensuring that all who enter: o Apply hand sanitizer AND o Have their temperatures taken	1	0
	2 Are hand sanitizers visible at all entrances to kitchen, storeroom, classes	Alcohol hand sanitizers should be visible at the entrances to the meal preparation area, the storeroom and all classrooms	1	0
	3 Has the school received and displayed COVID-19 hygiene practice guidelines?	Any COVID-19 relevant guidelines/materials/posters should be displayed in the preparation area	1	0
Food Handlers	4 Is there evidence that the food handlers have watched the KZN NSNP - Kitchen Safety Protocols video?	The likely evidence would be that Food Handlers should sign a register confirming that they have watched the video.	1	0
	5 Are the food handlers clean and appropriately dressed?	All need to be in place to get 1 point: o Do they appear clean? o Are they wearing face masks? o Are they wearing aprons? o Are they wearing appropriate head covering?	1	0
	6 Are food handlers observing the 1.5m social distancing rule at all times?	o Are food handlers more than 1.5m apart during the visit? (meal preparation area and during serving and washing up)	1	0
Meal Prep Area	7 Is there evidence that the food handlers are conducting the activities per the kitchen hygiene checklist on an hourly basis?	Check the "Hourly" Kitchen Hygiene Checklist to ensure that Food Handlers have confirmed that they have conducted the activities on an hourly basis on the day of monitoring.	2	0
	8 Is there evidence that the NSNP Educator or Chief Food Handler is checking and confirming that the food handlers are observing proper kitchen hygiene?	Check the "Weekly" Kitchen Hygiene Checklist to ensure that the NSNP Educator or Chief Food Handler has checked and confirmed that the food handlers have conducted the activities on an hourly basis for each day of the current week.	1	0
	9 Is the preparation area ventilated?	Windows and doors need to be open to reduce transmission the spread of the virus	1	0
	10 Is there a fire extinguisher in the meal preparation area and has it been serviced in the last 12 months?	Normally when fire extinguishers are serviced a sticker is placed on the extinguisher indicating the date of service and / or the date that the next service is due	1	0

with

Area	Tool Question	Suggested Evidence/Guidance	Yes	No
Meal Prep Area	11 If the school uses gas, is the gas canister outside, protected and locked?	If a school uses gas, all gas canisters should be kept outside in a lockable enclosure, protected from tampering and locked and food handlers should be familiar with the gas safety practices.  If the school uses wood or electricity to prepare the meal then they should get 1 point	1	0
	12 Are sanitizers being positioned/stored away from flames/ the gas stove?	Sanitizers are alcohol based and as such highly flammable. As such they should not be left close to an open flame/gas stoves	1	0
	13 Does the school have a basic First Aid Kit in the preparation area?	At a minimum the basic first aid kit should contain plasters/bandages.	1	0
	14 Is waste being managed correctly?	Rubbish bins should have lids, bin liners and be emptied and disinfected regularly and discard in pits	1	0
Store room	15 Is the storage area clean, safe and hygienic and correctly disinfected?	All need to be in place to get 1 point: o Is the storage area clean? o Is the food stored off the floor (shelves/pallets/bins etc)? o Is food stored away from chemicals/hazardous materials? o Is there evidence that the FIFO method is used to pack foods so that the oldest stock is used first?	1	0
	16 Is the food in the storeroom within its expiry date and in the original packaging?	It is not always practical to check the expiry dates and packaging on every product in the storeroom. It is suggested that you take a sample of products, focusing on the particularly high risk items (such as soya, which is often repackaged by suppliers)	1	0
Serving/ eating meals	17 Are all learners washing their hands before and after eating?	All learners should wash their hands with soap and running water before and after the meal i.e. the school should provide evidence of disinfectants used for the washing of hands	1	0
	18 Are learners eating in classrooms/dining hall, under the supervision of an educator and observing 1.5m social distancing?	o Learners should be supervised while eating in class o Learners should sit 1.5m apart o Learners should not share utensils	1	0
	19 Prepared food is covered	All cooked food should be covered and not on the floor (including when it is being taken to class for serving)	1	0
<b>NUTRITION EDUCATION, HEALTH AND SAFETY SCORE</b>			<b>120</b>	

W.H

# FW Capture Tool and June Summary

Province	FREE STATE	NSNP Monthly Indicator Capture Tool								
DISTRICT		FIELDWORKER NAME					Jun-20			
<b>Decentralised Primary</b>										
No.	EMIS No.	School Name	Date of Visit	Grade 7 Learners			RKMP	NEHS	Observations/ Challenges Identified	Recommendations / Action Required
				Fed?	Time Finished Feeding	No. Food Groups Served				
1										
2										
3										



	No. Monitoring Visits	GRADE 7 / 12 LEARNERS							RKMP	NEHS		
		No. Fed	Time Finished Feeding				No. Food Groups					
			Before 10:00am	10:00 - 10:30am	10:31 - 11:00am	After 11:00am	3	2			1	10
<b>Decentralised Primary</b>	0	0	0	0	0	0	0	0	0	0	0.0	0.0
<b>Decentralised Secondary</b>	0	0	0	0	0	0	0	0	0	0	0.0	0.0
<b>Farm Primary</b>	0	0	0	0	0	0	0	0	0	0	0.0	0.0

W.H  
W.H

# CHANGES DUE TO COVID for Q2 - July to Sept



W.H.H.

## Monitoring Tool Changes – Jul to Sept

	NORMAL		COVID	
<b>Section A</b> School Details	Unchanged except time score removed			<i>Feeding of learners not yet phased in incorporated</i>
<b>Section B</b> Record Keeping & Mgt Practices	10 question @ 1 point each (10)	→	5 questions @ 2 points each (10)	
<b>Section C</b> Feeding	Unchanged (except use menu calculator instead of SSM to determine "should have cooked" based on no. learners eating on the day)			
<b>Section D</b> NE, Health & Safety	10 question @ 1 point each (10)	→	20 questions @ 1 point each (20)	
<b>Section E</b> School Food Gardens	10 question @ 1 point each (10)	→	Section removed from tool	
<b>Back Page</b>	KPI @ 100 RKMP @ 10 NEHS @ 10 SFP @ 10 Colour code	→	Feedback on time, quantity, balance RKMP @10 NEHS @ 20	<i>Feedback on feeding of learners not yet phased in incorporated</i>

W. H

## Monitoring Tool Changes – Jul to Sept

<b>SECTION A</b>  <b>Interview and School Details</b>	School enrolment					
	No. of NSNP approved learners					
	No. of voluntary food handlers engaged					
	Which grades are currently phased in?					
	By what time is the feeding of learners attending school completed?					
	By 10:00am		10:00 - 10:30am	10:31 - 11:00am	After 11:00am / no feeding	
	Are learners in grades not yet attending school being offered food/meal?		Y	N		
	A16		If 'YES' to A15	Estimate the % of learners in grades not yet attending school are taking advantage of this food/ meal?	< 25%	+/- 50%
					+/- 75%	All/ Most
	A16		If 'YES' to A15	How are the learners receiving the food/ meal?  Circle the most appropriate answer(s)	Come to school and eat the meal on site	
Collect cooked meals to eat at home						
Collect food parcels from school to take home						
Collect food parcels from a designated venue to take home						
Other						
A17		If 'NO' to A15 then indicate why not	We are not ready to be able to offer this yet			
		Circle the most appropriate answer(s)	We were not aware that we had to do this			
			Learners in those grades don't come to school			
			Other			

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# FW Capture Tool and Jul-Sept Summary

Discentralised Primary														
No.	EMIS No.	School Name	Date of Visit	Learners Phased In			Learners NOT Phased In				RAMP	NEHS	Observational Challenges Identified	Recommendations / A/c
				Fed?	Time Finished Feeding	No. Food Groups Served	Fed?	% Fed	How Fed	Reason not fed				
1														
2														
3														



	No. Visits	Learners Phased In							RAMP		NEHS		Learners NOT Phased In													
		No. Schools Feeding	Time Finished Feeding				No. Food Groups			10	20	No. Schools Offering Food/ Meals	% Fed				How is food provided				Reason not fed					
			Before 10:00	10:00 - 10:30	10:31 - 11:00	After 11:00	3	2	1				Below 25%	+/- 30%	+/- 75%	Most / All	Eat meal on site	Collect & eat at home	Collect food parcel at school	Collect food parcel elsewhere	Other	Not ready to offer	Not aware we had to	Learners don't come	Other	
Dec Primary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dec Secondary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Farm Primary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	0	0										0														