

SOP'S FOR RE-OPENING POST COVID-19

Taking into account the safety guidelines proposed by NABET, HRD Ministry and QCI to be implemented for schools post reopening, outlined below are some protocols which will need to be adhered to prevent the spread of the virus while in school.

School Entrance:

- All children entering the school must wear a face mask compulsorily.
- There will be a marked queuing area with 3 feet distance at the security gates. Parents are advised to drop off their ward and leave; not to crowd at the gate.
- Children will be allowed to enter one-by-one. All the 3 entry gates will be operational to avoid crowding.
- All children will be checked with an infrared thermometer before entering school premises.
- Entry will be allowed only when student is healthy. Parents are advised not to send their child in case he/she displays any signs of sickness including cold, cough, fever, etc.
- Children need to sanitize their hands with the automatic dispensers installed and proceed inside.
- The school team will be present to monitor the movement of children once inside.

Transportation:

- It is advisable to use own transport wherever possible
- School buses will ply on a staggered schedule with permissible capacity only so as to ensure appropriate social distance, and will follow safety protocols such as disinfecting handles, holding bars and seats after completing each route.
- Bus didi will check body temperature through thermal scanner before child boards the bus
- Wearing mask is mandatory while entering bus & through the journey.

Corridors / Lifts:

- There will be walking paths drawn on the floors to guide students & staff and ensure social distance.
- Students will not be allowed to leave the classroom or move around in the corridors without permission of the teacher-in-charge.
- All indoor areas such as corridors & staircases, elevators, classrooms, staff corners will be mopped with a disinfectant every 4 hours.
- All high contact surfaces such as elevator buttons, handrails / door- handles, desks, chairs will also be cleaned frequently with a disinfectant.
- Use of elevator will be restricted and lift attendant will allow only 1/3rd capacity.
- Staircase to be used wherever possible.
- Students & staff will be instructed to open door(s) using their leg & elbow/ arm as much as possible.

Classroom Teaching / Activities:

- It is mandatory for each student to wear a face mask while in school and carry their own Safety Kit (which includes a sanitizer, spare mask, handkerchief, wet-wipes)
- Seating arrangement will be done in such manner so as to maintain 1.5 meter distance between students.
- Lines will be drawn on the floor and students will be instructed not to cross over or move closer to fellow classmates.
- Students must not switch places or exchange desks / chairs

- Students will need to carry their own books, study material, stationery, water bottle, tiffin, etc. Strictly no borrowing will be allowed.
- We will try for minimal movement within school such as students moving to laboratory/ library.
- Activities that involve gathering or group physical contact will be avoided. (e.g. assemblies, sports, etc)

Munch Break:

- Munch break will be staggered across different grades.
- Students are expected to follow social distancing norms during munch break & avoid gathering in the corridors.
- Students must avoid exchanging food items and bring their own water bottle.
- Parents are advised to send healthy nutritious food.
- Canteen facility will not be operational for the time being for safety reasons

Washroom Hygiene:

- House-keeping staff will be present outside the washroom to supervise social distancing within toilets.
- Students should wash hands with liquid soap after using the toilet.
- Washrooms will be cleaned appropriately at frequent intervals with disinfectants.

Medical Surveillance:

- In case student(s) develops any symptoms within school hours, he/she will be isolated and attended by the on-duty school nurse while observing all of the safety precautions and the parent will be called to come and immediately take the child home.
- Parents need to inform the school of any Covid cases / travel history among their families & neighbors.
- Parents need to update school about the medical history of children and any health condition that may compromise the body's immune system.
- A parent may agree or disagree to sending their ward to attend school. In either case, the parent or legal guardian must submit a consent letter of their decision..

Dispersal:

- Dispersal will be done grade-wise in accordance with the social distancing norms.
- Crowding around the school gate will not be permitted.

School Re-opening Plan:

- School will work on blended learning model i.e. a mix of online (Virtual), Off-line and face to face experiences.
- Our school mobile app will be integrated with G-suite functionalities so that online classes can be conducted smoothly via App, Google classroom & Google Meet.
- Pre-recorded video lessons and virtual lessons by our school teachers will be used for teaching-learning accompanied with regular online assignments and worksheets.
- There will be online doubt-solving sessions conducted periodically.
- Formative assessments will be conducted online.

Instructions & Etiquettes for Virtual Learning Sessions:

- Student must download Google Classroom & Google Meet and register on the app
- Each student will be provided a unique login id for the virtual meet
- Student is expected to wear school uniform only as it is a formal online school.
- During online class, the students' microphone will be muted for optimum efficiency.
- It is ideal to use headphones as it will reduce the echo and disturbance that may occur when lessons are taught.

- It is advised to create a positive learning environment at home
- In case of doubts during the session, the student can post their queries.
- You are also expected to maintain the decorum as in a classroom.
- The student should have a good internet connectivity facility for a seamless online session
- We understand that there may be concerns with regard to internet issues / broadband connectivity, so recorded sessions of virtual class will also be posted for students to refer.
- Keep the required textbooks, study material and stationery along with drinking water ready with you before the session commences.
- Short breaks for a few minutes will be given between teaching sessions.
- Attendance is mandatory and will be recorded.
- The topics covered during the online sessions may not be repeated when regular school begins.

Physical Attendance:

Commencement of physical classrooms will depend on GR from Education department / Government directives and that too in staggered form to conform to the social distancing norms.(For e.g.working alternate days and that too in shifts with only a half or a third of class capacity)

Details will be shared in due course of time.

Miscellaneous:

- No parent/vendor/visitor will be allowed inside school premises without prior permission and unless absolutely necessary
- The entire staff and students will be inducted about the safety and hygiene protocols
- Posters highlighting key social distancing guidelines and safety norms will be displayed in all prominent areas on each floor.
- The AarogyaSetu App must be downloaded by all members of staff.

Recommendations to Parents:

- Teach your child the importance of hand-washing, hygiene, social distancing, wearing a mask in school.
- Talk positively about the school experience and not scare children with too many do's and don'ts.
- We urge parents not to stress too much on academic skills as it is a difficult period for children and a very different world and behaviour that they are adjusting to.
- It is important that we join forces and work collaboratively to manage the situation and address the associated challenges successfully. Your cooperation and support will go a long way in creating a positive learning environment for our children.