



# Bal Bharati PUBLIC SCHOOL

Sector-21, Noida

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## **STANDARDIZED OPERATING PROCEDURE** **A BROAD STRATEGY FOR IMPLEMENTATION POST COVID PERIOD**

*Let us plan for a Positive and Safe School post this Pandemic...*



Educational settings post COVID should be welcoming, respectful, inclusive and provide supportive environment to all.

Measures to be taken by the school post COVID period are to prevent the entry and spread of COVID-19 by students and staff.



*Together we will win our fight with* **COVID**

*Presented by: Asha Prabhakar, School Principal*

**The purpose of these guidelines / SOP is to provide clear and actionable guidance for safe operations.**

**It is said, maintaining safe school operations or reopening schools after a closure requires many considerations, but, if done well can promote public health.**

## **GUIDELINES FOR SCHOOL ADMINISTRATION/ HOUSE KEEPING STAFF**

**Bal Bharati Public Schools are advised to follow these guidelines to help control the spread of Corona Virus post lockdown period in schools across PAN India.**

**(A)Based upon the orders of the Central / State Govt. on reopening of schools, the House Keeping and Administrative Staff can be called first to check the INFRASTRUCTURE and ADMINISTRATIVE PREPAREDNESS.**

**A time span of 2-3 days should be given to the above staff to look into the following areas of concern before the staff and students join the school :**

**1** A.O/E.O to ensure disinfection of school premises which includes Classrooms, Labs, Libraries, Sports arenas, Play Ground and other areas of the school.

**2** Furniture to be wiped with warm water soap solutions.

**3** The purchase department of school upon seeking approval of the competent authority should procure disposable wipers for cleaning of furniture and other school equipment.

**4** To keep away the breeding of mosquitoes, fumigation of the school campus is suggested.

**5** The house keeping staff and administrative staff shall be given entry into the school premises only upon wearing of a Mask. Alcohol base sanitizer is to be made available in the Guard Room for the House keeping staff. The school will Provide soap/ hand wash facilities, hand sanitizers at multiple locations in the school premises.

**6** The school will procure Thermal Scanners / Temperature gun to screen employees / visitors and teachers and students on reopening of school.

**7** The school will disinfect buses / lift / material movement trollies / dust bins. All common facilities at a later time are to be disinfected regularly.(Use Sodium Hypochlorite at 0.5% for disinfecting surfaces and 70% ethyl alcohol for disinfecting of small items and ensure availability of the same to the cleaning staff).

**8** All sump tanks, water coolers, R.O. Plants. Aquaguards are to be cleaned and certified by the school principal suggesting the last date of cleanliness.



**9** AMC vendors are to check and ensure the functioning of various gadgets, i.e. Interactive panels and Smart boards, Air Conditioners, CCTVs, Public Address systems, Water Pumps (motors), Solar Panels, Intercom services and last not the least Internet services. The AMC vendors shall check ventilation systems and AC ducts.

**10**

E.O/A.O. are to ensure the cleanliness of Swimming Pool and in consultation with HOD Sports Dept. and start with filling of water in the pool. It is desired to abide the guidelines for running of the swimming pool, post lock down period keeping in mind the State / DOE norms for running of pool, if any received by the school(s). Also the schools are to review and ensure that the swimming pool guidelines are circulated amongst staff/parents in response to COVID-19. The pool In-charges are to ensure that there are no micro-biological hazards in the swimming pool water treated with disinfectants. The change rooms should not have humid environments and at the same time the pool staff should stay vigilant with their hygiene, when inside & outside water.

**11**

A.O/E.O shall ensure that the timings of lunch and tea of the House Keeping staff are staggered to ensure safe distance between the people.

**12**

All office doors, classrooms doors and other doors of the school are to be kept open to prevent touching points. All employees are to be trained to avoid touching of door knobs. At the same time, E.O. is to ensure personal protective equipment usage is mandatory for the cleaning staff.

**13**

A Special Attention Room under the supervision of VPL / HMs is to be created with all hygiene practices for isolations.

# PREPARATION OF ISOLATION AREA:

Ensure hand washing & hand-hygiene supplies are available.

Ensure adequate room ventilation.

Post sign on the door that the space is an isolation area.

Keep a roaster of staff working in the isolation area for possible investigation and tracing.

Remove all non-essential furniture to clean the area regularly.

Place appropriate bins, tissue wipes & necessary items for attending to the personal hygiene of the student(s).

Set up a telephone or other method of communication in the isolation room to communicate with the concerned staff.

**14**

The School Doctor and Nurse will ensure the medicines related to cough, sneezing, headache, fever and other related diseases are available in the school's Medical Room. Also, the Doctor in consultation with the Principal will monitor the consistently sick employees and students of the school on weekly basis.

**15**

The School Principal before the reopening of the school shall update an emergency contact list for staff and students and preferably parents also and ensure the lists are accessible in key locations. For example, it should be known how to reach your local or state health department in case of an emergency.

**16**

The school may seek declaration from visitors about the current state of health. The Security Officer / Supervisor is to strictly restrict and closely monitor the in and out of all visitors on a day-to-day basis. Also, it is to be ensured that there are no mass gatherings within the premises and on various locations of the school gate. All contractors / vendors / visitors are to wear mask compulsorily before gaining entry into the school premises.

**17**

The School Principal should initiate inspection by trained personnel as and when required for identifying employees and students with symptoms.

**18**

Ensure trash / garbage is removed and disposed daily from school premises.



# **(B) TEACHER PREPAREDNESS**



**A self declaration will be required that there are no symptoms of illness, including in the family (sample format is being developed).**

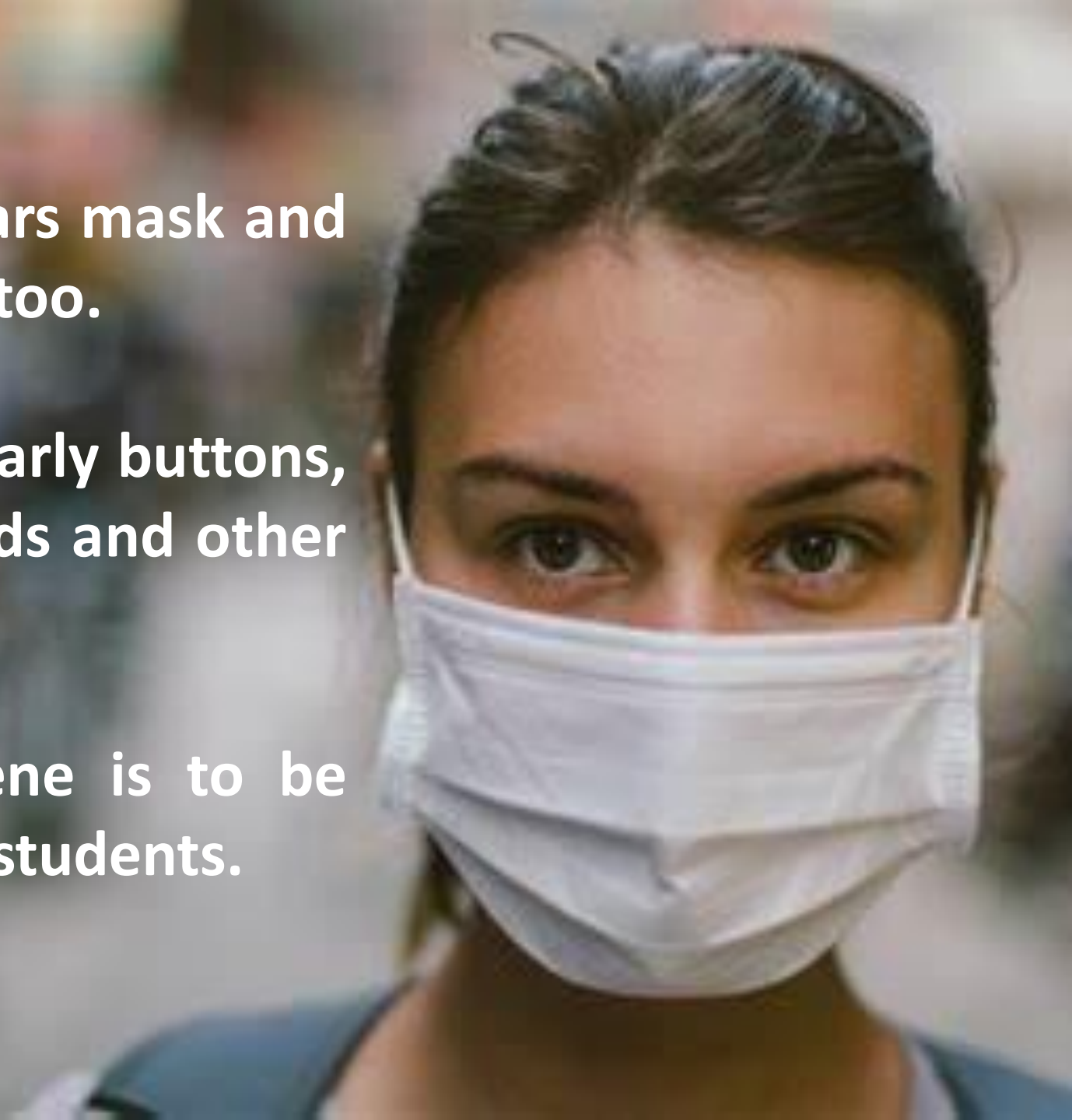
**Also declare that off late, in the event of travel out of town or out of country on personal or official travel, the respective families have been declared safe.**



**Teachers to ensure, he/she wears mask and all her/his students wear mask too.**

**Keep work place clean, particularly buttons, switches, work tables, keyboards and other equipment.**

**All time the respiratory hygiene is to be maintained by the teacher and students.**



**Teachers are to make use of audio/video films on COVID-19 for student awareness.**

**Teachers are to organize short skits (2-3min.) during break hours for sensitizing students for civic sense, especially the EWS students.**

**Teacher is required to report any suspicious case to the Principal / Vice Principal / School Doctor on an immediate basis.**





**Teachers are to ensure that soap water, hand sanitizers are at multiple locations as well as the wash rooms are cleaned 3-4 times during school hours. Also, it is to be ensured common touch points in class rooms are sanitized.**

**Teachers are to avoid mass meetings, gatherings, within the premises and outside.**

**Teachers in consultation with the Principal are required to display awareness posters on corona in English / Hindi / Local language in large scale across the school premises.**



**Teachers are to avoid use of wash and use items like tea mugs, breakfast plates etc. and try to use disposable items.**

**While signing the attendance, teachers are to maintain social distance and maintain a distance of minimum 2-3 mtrs. Biometric machines and its usage be put off in schools on a temporary basis.**





Teachers may circle the seating arrangement within class rooms or make arrangements to take care of social distancing as shown.



**All assemblies, QCT, Play Pen time, MPT, House Meetings, Major School Programmes are to be postponed till further notice.**

## **BREAK TIMINGS**

**The purpose of staggered timings is to ensure social distancing, hand hygiene and respiratory hygiene. There should be at least 20 minute overlapping time between the two breaks of each wing. HMs and VPL must ensure that the students come out of the class room as per the stipulated staggered time. Wash rooms are to be sanitized after each break.**

**Also, the students venturing in corridors during break hours must maintain social distance.**

**It is to be ensured by each class teacher that students take their meals individually & do not share with the peers for the time being.**



**Principal, Vice Principal, HMs for the time being are to stop physical meetings or gathering people.**

**They may utilize Google Hangout or Microsoft Teams and conduct virtual meetings. Teachers are to preferably give emphasis on e-learning during school hours.**

**Important social distancing practice that may include :**

**Staggering the beginning and end of the day. All classes are to follow a designated path for to & fro movement while in school.**

**Cancelling assemblies, Sports & Games and other events that create crowded conditions.**

**Teachers to teach and model creating spaces and avoiding unnecessary bonding.**



# C) GENERAL GUIDANCE



**Children must be kept in small groups not more than 23 per class rooms including teachers. There must not be absolutely large group activities. Social distancing practice should be in place which means different group of children should not be in contact with one another.**

**Student care services must follow hand wash practice with soap and water for atleast 20 seconds especially –**

**Upon arrival  
at school**

**After going  
to the  
washroom**

**Before  
eating**

**After  
blowing  
ones nose**

**When visibly  
dirty**

**There should be no outside visitors and volunteers with the exception of employees or required support staff visiting the class room.**

**Teachers are to communicate about COVID-19 with students and model respiratory etiquettes from time to time.**


**Teachers may use various communication channels including direct communication (face-to-face) letters, electronic communications or through social media and PTA meetings to share updates on Corona Policy of the school.**





**D) PLANNING FOR  
POSSIBLE  
ACADEMIC CHANGES**



 **Reviewing school Syllabus (class-wise) as per instructions laid down by CBSE.**

 **Rescheduling examination calendar.**

 **Rescheduling Inter House Activities.**

 **Rescheduling Major School Functions.**

 **Reorganize the list of holidays and Breaks in consultation with Academic Council, CES.**

 **Running of various Clubs, i.e. Astronomy, Robotics, Aerosapiens, Rubik Cube Club etc. be independently be considered by each unit.**

 **Arrange online tutoring / remedial classes for all those students who have been behind during online virtual classes during the month of April and May.**

 **Arrange for staff recruitments, if any.**



# **E) GENERAL GUIDELINES FOR SCHOOL PRINCIPALS**

## Staggered Approach on Re-opening of Schools in July' 2020

Students have been absenting from schools which were closed on Mar'2020 due to the spread of Covid-19. It will be worthwhile mulling a 'Staggered Approach' to re-open schools in July'2020, ending the Corona Virus Lockdown period.

It may be taken into consideration to Re-open the school with Half of its population (Roll No.1-23) present on the first day, and Second Half of its population (Roll No.24-46) present on the second day.

Considering Saturdays to be working days, each child of the School will get an opportunity to be physically present 3 times in a week.

Various Reports suggest that it is not SAFE to have every one back at the same time and in such circumstances, it is advisable to have Staggered School Routines for the Pre Primary and Primary, Middle and Secondary & Senior Secondary wings.

**Owing to timelines towards completion of Syllabus in Classes X & XII and IX & XI, the schools may Re-open with these Classes and subsequently take the joining of other classes after a week or fortnight as applicable and suggested by the School Managing Committees/Govt. Guidelines/ State/DOE.**

**Establish procedures, if staff and students become unwell plan ahead with local / State Health Authorities, School Doctor and Nurse and update emergency contact lists. Ensure a procedure for separating such students and staff from those who are well – without creating stigma – and a process for informing parents / care givers and consulting with Health Authorities wherever possible. Share procedures with staff, parents and students ahead of time.**

### **Promote Information Sharing**

Utilize Parent Teacher Association and teacher committees to promote information sharing. Also be sure to address, children's questions and concerns, including through the development of child friendly materials such as posters which can be placed on Notice Board, in rest rooms and other central / multiple locations.

### **Monitor School Attendance**

Implement school absenteeism monitoring systems to track students and staff absence and compare against usual absenteeism patterns of the school.

### **Avoid Gatherings Inside School**

All Parent Teacher Meetings to be conducted using Web Conferencing tools to avoid large gatherings and maintain Social Distancing.



### **Adapt School Policies where appropriate**

**Develop Flexible Attendance and Sick Leave Policies that encourage students and staff to stay home when sick, when caring the sick family members. Discourage the use of perfect attendance awards and incentives. Plan an alternative coverage by cross training staff.**

### **Implement Targeted Health Education**

**Integrate disease prevention and control in daily activities and lessons.**

### **Address Mental Health / Psychological support needs**

**Work closely with school Counselor to identify and support students and staff who exhibit signs of distress.**

### **Support Vulnerable Populations**

**Considering the specific needs of children with disabilities and how marginalized populations may be more acutely impacted by the illness or its secondary impacts.**

# F) PARENT PREPAREDNESS



## **Know the latest facts and Actions**

**Understand basic information about coronavirus disease (COVID-19), including its symptoms, complications, how it is transmitted and how to prevent transmission. Stay informed about COVID-19 through reputable sources such as UNICEF and WHO and national health ministry advisories. Be aware of fake information/myths that may circulate by word-of-mouth or online.**

**Recognize the symptoms of COVID-19 (coughing, fever, shortness of breath) in your child. Seek medical advice by first calling your health facility/provider and then take your child in, if advised. Remember that symptoms of COVID-19 such as cough or fever can be similar to those of the flu, or the common cold, which are a lot more common.**

**If your child is sick, keep them home from school and notify the school of your child's absence and symptoms. Request reading and assignments so that students can continue learning while at home. Explain to your child what is happening in simple words and reassure them that they are safe.**



**Send children to school when healthy.**



**If your child isn't displaying any symptoms such as a fever or cough it's best to keep them in school – unless a public health advisory or other relevant warning or official advice has been issued affecting your child's school.**



**Instead of keeping children out of school, teach them good hand and respiratory hygiene practices for school and elsewhere, like**

**frequent  
handwashing**

**covering a cough or sneeze  
with a flexed elbow or tissue,  
then throwing away the  
tissue into a closed bin**

**not touching their eyes,  
mouths or noses if they  
haven't properly washed  
their hands.**

# Washing hands properly

## Step 1:

Wet hands  
with safe  
running  
water

## Step 2:

Apply  
enough  
soap to  
cover wet  
hands

## Step 3:

Scrub all surfaces  
of the hands –  
including backs  
of hands,  
between fingers  
and under nails –  
for at least 20  
seconds

## Step 4:

Rinse  
thoroughly  
with  
running  
water

## Step 5:

Dry hands  
with a clean,  
dry cloth,  
single-use  
towel or  
hand drier  
as available

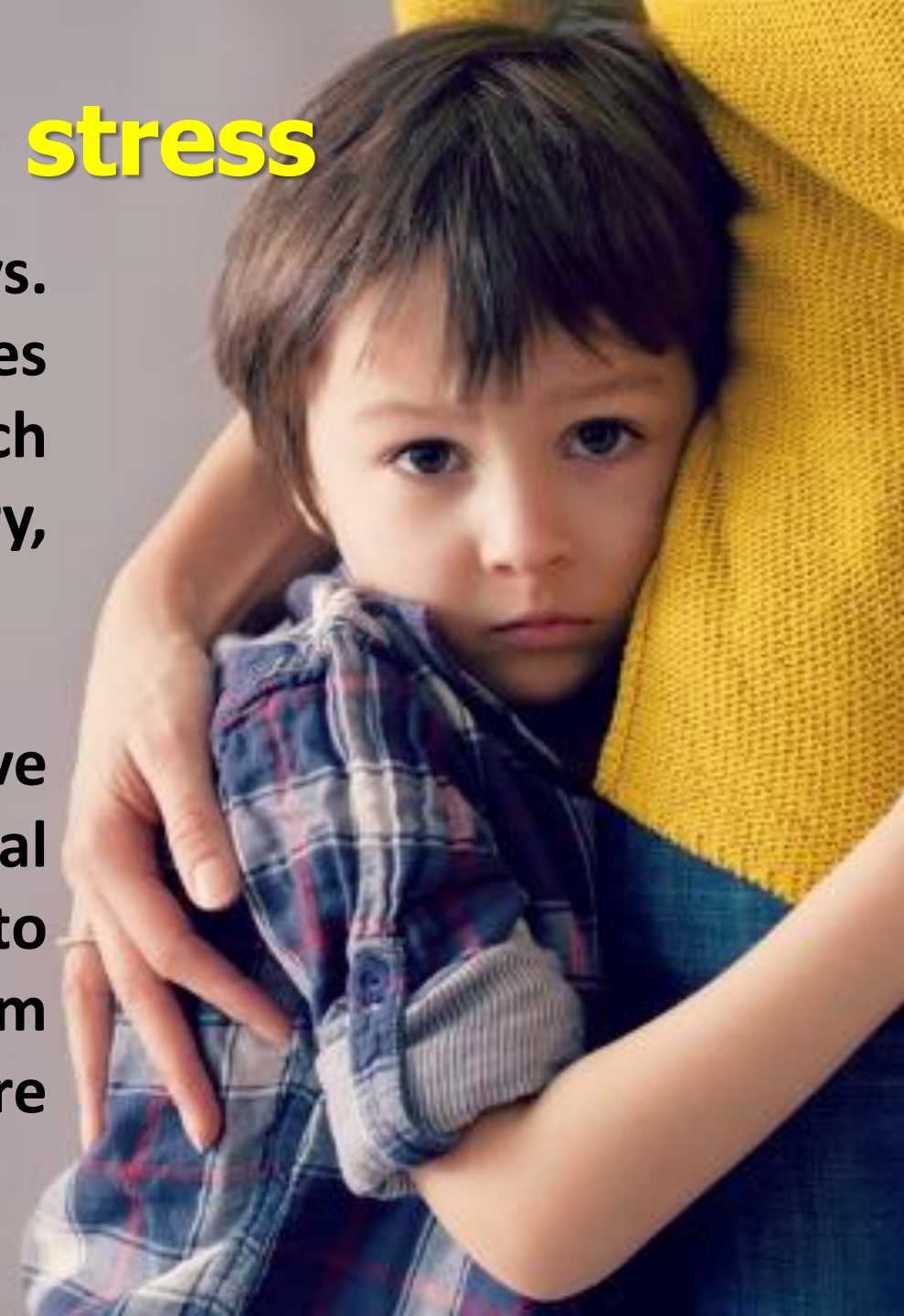
**Wash your hands often, especially before and after eating; after blowing your nose, coughing, or sneezing; going to the bathroom/ toilets/latrines and whenever your hands are visibly dirty. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water, if hands are visibly dirty.**



# Help children cope with the stress

Children may respond to stress in different ways. Common responses include having difficulties sleeping, bedwetting, having pain in the stomach or head, and being anxious, withdrawn, angry, clingy or afraid to be left alone.

Respond to children's reactions in a supportive way and explain to them that they are normal reactions to an abnormal situation. Listen to their concerns and take time to comfort them and give them affection, reassure them they're safe and praise them frequently.





# Help children cope with the stress

If possible, create opportunities for children to play and relax. Keep regular routines and schedules as much as possible, especially before they go to sleep, or help create new ones in a new environment.

Provide age-appropriate facts about what has happened, explain what is going on and give them clear examples on what they can do to help protect themselves and others from infection. Share information about what could happen in a reassuring way.

For example, if your child is feeling sick and staying at home or the hospital, you could say,

“You have to stay at home/at the hospital because it is safer for you and your friends. I know it is hard (maybe scary or even boring) at times, but we need to follow the rules to keep ourselves and others safe. Things will go back to normal soon.”



## **G) CHECKLIST FOR PARENTS**

**1. Encourage your children to ask questions and express their feelings with you and their teachers. Remember that your child may have different reactions to stress; be patient and understanding.**

**2. Prevent stigma by using facts and reminding students to be considerate of one another.**

**3. Monitor your child's health and keep them home from school if they are ill.**

**4. Teach and model good hygiene practices for your children.**





**Wash your hands with soap and safe water frequently. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water, if hands are visibly dirty.**

**Ensure that safe drinking water is available and toilets are clean and available at home (for EWS parents).**

**Ensure waste is safely collected, stored and disposed of.**

**Cough and sneeze into a tissue or your elbow and avoid touching your face, eyes, mouth, nose.**

**Coordinate with the school to receive information and ask how you can support school safety efforts (through parent-teacher committees).**

# H) TRANSPORT PREPAREDNESS



**Drivers and Conductors**

Trainings on  
Sanitization and  
Cleanliness

Sensitizing them  
to take care that  
students sit at a  
distant

**Modifying  
Transport Rules**

Rules for seating  
arrangement of  
students in the bus to  
be framed.

Driver/Cleaner/Lad  
y Guard not to  
report to school if  
they are  
Sneezing/Coughing

Cleaning and  
Sanitization of  
the School  
buses to be  
done on a  
regular basis.





***Hope the above SOP ensures continuing the well being of Students & Staff and education services will be restored to the fullest on the reopening of the schools.***



## ANNEXURE-I

# AGE-SPECIFIC HEALTH EDUCATION

Below are suggestions on how to engage students of different ages on preventing and controlling the spread of COVID-19 post lockdown period.

Activities should be contextualized further based on the specific needs of children (language, ability, gender, etc.).



# PRE SCHOOL

Focus on good health behaviors, such as covering coughs and sneezes with the elbow and washing hands frequently.

Sing a song while washing hands to practice the recommended 20 second duration.

Children can “practice” washing their hands with hand sanitizer.

Develop a way to track hand washing and reward for frequent/timely hand washing.

Use puppets or dolls to demonstrate symptoms (sneezing, coughing, fever) and what to do if they feel sick (i.e. their head hurts, their stomach hurts, they feel hot or extra tired) and how to comfort someone who is sick (cultivating empathy and safe caring behaviors).

Have children sit further apart from one another, have them practice stretching their arms out or ‘flap their wings’, they should keep enough space to not touch their friends.

# PRIMARY SCHOOL

**Make sure to listen to children's concerns and answer their questions in an age-appropriate manner; don't overwhelm them with too much information. Encourage them to express and communicate their feelings. Discuss the different reactions they may experience and explain that these are normal reactions to an abnormal situation.**

**Emphasize that children can do a lot to keep themselves and others safe.**

**Introduce the concept of social distancing (standing further away from friends, avoiding large crowds, not touching people if you don't need to, etc.)**

**Focus on good health behaviors, such as covering coughs and sneezes with the elbow and washing hands.**

**Help children understand the basic concepts of disease prevention and control. Use exercises that demonstrate how germs can spread. For example, by putting colored water in a spray bottle and spraying over a piece of white paper. Observe how far the droplets travel.**

# PRIMARY SCHOOL

Demonstrate why it is important to wash hands for 20 seconds with soap and water.

Put a small amount of glitter in students' hands and have them wash them with just water, notice how much glitter remains, then have them wash for 20 seconds with soap and water. Have students analyze texts to identify high risk behaviors and suggest modifying behaviors.

For example, a teacher comes to school with a cold. She sneezes and covers it with her hand. She shakes hands with a colleague. She wipes her hands after with a handkerchief then goes to class to teach. What did the teacher do that was risky? What should She have done instead?





**Praying**

**For A Better WORLD**