

**SUGGESTED GUIDELINES FOR REOPENING OF SCHOOLS
POST COVID-19 LOCKDOWN**

(subject to changes as per government notifications)

Educational settings post COVID-19 should be welcoming, respectful, inclusive and provide supportive environment to all. Measures should be taken by the school post COVID-19 period to prevent the entry and spread of COVID-19 by students and staff. The purpose of this 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.

Administrative decision for reopening to be taken following DOE /state guidelines and taking into consideration the sensitivity of school zone & individual school constraints. Suggested plan -

Opening of school for the entire support staff & administrative staff

↓ *(After 3-5 days)*

Opening of school for the entire teaching staff

↓ *(After 3-5 days)*

***Opening of school for students in staggered manner
(Options given as annexure A; Option A is preferred)***

Conduct a ‘back to school’ communication campaign

**** Update everyone in the communication chain about when schools will re-open well in advance. Inform teaching & non-teaching staff, support staff, transport staff, service providers, parents & students through websites notices, apps, official Facebook page/twitter/Instagram & notice outside school. Engage School Managing Committees (SMC) and Parent Teacher Executive Body for the same. Information to parents must include-***

**** date of joining and school timings (if staggered opening/timings followed)***

**** information on transport***

****code of conduct for students & parents***

**** safety and protocols that will be followed by school in terms of water, sanitation and hygiene & infection prevention and control (IPC)/ social distancing to combat fear***

School reception should be efficiently briefed to answer all queries of parents

A -- INFRASTRUCTURE PREPAREDNESS.

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| 1 | <p>Open all doors and windows to increase air circulation in the campus. Keep them open throughout the day, wherever possible,</p> |
| 2 | <p>Disinfect the school premises including classrooms, activity rooms, labs, libraries, sports arenas, playground, etc.</p> <p><i>Frequency- As per Ayashka Health Care – Premises to be disinfected with sodium hypochlorite spray only on weekly basis. Once sanitized, the campus is not be used for 24 hours. In addition, disinfection to be also done if a case has been confirmed in the school premises.</i></p> |
| 3 | <p>Clean and disinfect all furniture, games & sports /activity equipment and all areas & surfaces not ordinarily cleaned like entry gates, doorknobs, light switches, interactive panels, whiteboards, staircase railings, dustbins, etc</p> <p><i>Frequency- Once a day, after the school is over, for all touch surfaces</i></p> <p><i>Structured training of support staff for sanitization and cleanliness to be undertaken</i></p> |
| 4 | <p>Clean all sump tanks, water coolers, R.O. Plants/ Aqua guards. Disable alternate taps of water coolers to maintain social distancing. Explore fixing of more water outlets/taps in school at strategic points specially in the playground</p> |
| 5 | <p>Ensure cleaning and functioning of various gadgets like Interactive panels and Smart boards, Air Conditioners, CCTVs, Public Address systems, Water Pumps (motors), Solar Panels, Intercom services and Internet services.</p> |
| 6 | <p>Do not use the swimming pool unless there are clear guidelines issued by the government</p> |
| 7 | <p>Check the working of all safety & security equipment as per SSC checklist</p> |



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| 8 | <p>Ensure cleaning & disinfection of medical room and its equipment, availability of doctor and nurse, availability of all equipment and medicines that may be needed post Covid-19. Remove seating outside medical room.</p> <p><i>Nebulization for respiratory distress SHOULD NOT be carried out because it is an aerosol generating activity. An adequate number of spacers and metered dose inhalers must be available in the infirmary. These can be sterilized after each use</i></p> |
| 9 | <p>Ensure curtains & carpets are clean. Remove soft surfaces such as carpeted floor, rugs, drapes and soft toy, interactive panels in corridors from the Pre- Primary & Primary classes. Store them in storeroom.</p> |
| 10 | <p>Remove furniture from the reception area. Consider installing speaker system at the reception for the safety of receptionist.</p> |
| 11 | <p>Draw social distancing circles in campus wherever possible/required and draw circles in from entry gate up to the reception area, circles may be drawn in corridors, outside medical room, playfield, assembly areas for dispersal etc.</p> |
| 12 | <p>Disinfect buses / lift / material movement trollies</p> |
| 13 | <p>Clean & weed out horticulture area, plants, grass, etc.</p> |
| 14 | <p>Ensure that hardware & software is updated to facilitate continuation of blended teaching</p> |
| 15 | <p>Procure and ensure adequate availability of following at strategic points in school-</p> <ul style="list-style-type: none">• Thermal Scanners / Temperature gun (for entry point and buses)• Hand sanitizer dispenser/machine (Contactless/foot -operated, recommended for administrative block, staff rooms, in every corridor and other strategic points)• Face recognition attendance machine with thermal scan (for staff attendance)• Contactless liquid soap dispensers• Cleaning & Disinfecting material• Hand wash solutions & hand sanitizers• Masks & gloves (Rubber or washable linen, avoid disposable rubber gloves)• disposable glasses & cups <p><i>Identify phone numbers of suppliers for emergency indents</i></p> <p><i>Draw the list of items to be procured as per number of users and keeping in mind the financial implication & future utility of procured items.</i></p> |

B --- ADMINISTRATIVE PREPAREDENESS

School should constitute various “Task Forces” to ensure readiness/preparedness in all areas of school functioning prior to re-opening of school. Distribute manpower and allot duties for defined areas for sanitization & cleanliness.

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| 1 | <p>Print and keep a copy of all relevant COVID-19 government guidelines in the Medical room and administrator’s office. Share the soft copy with all staff members. Ensure that the teachers/staff are regularly updated with the latest accurate information regarding COVID 19 taken from reliable sources, particularly because information can change over a period of time and a lot of misinformation can circulate.</p> |
| 2 | <p>All staff members to submit Self Declaration for fitness on joining. Any staff member having flu-like symptoms, with or without temperature of over 99°F should not be allowed to join. Staff with medical needs like diabetes, chronic kidney conditions, heart ailments, chronic lung damage/asthma, immuno-suppressive therapy should submit Level of fitness and risk from a specialist.</p> <p><i>All staff members to download ArogyaSetu app</i></p> |
| 3 | <p>Meetings to be held on the first day of joining, in small groups, by Principal/VP/HMs/AO/EO, explaining expected code of conduct focusing on following points-</p> <ul style="list-style-type: none"> • Wearing masks & gloves/ Using PPE kits • Maintaining social distancing • Professional expectations • Expected behavior while dealing with parents & students <p><i>At school, the main components of PPE used are surgical/cloth-based masks, N95 masks and gloves.</i></p> <ul style="list-style-type: none"> • Low risk areas/staff requiring surgical mask or cloth-based mask <ul style="list-style-type: none"> - Drivers - Non-Teaching housekeeping staff - teachers, students and other staff • Moderate risk areas/staff requiring surgical/cloth masks and gloves only <ul style="list-style-type: none"> - School Medical Room staff, - Any workers checking temperature - Sanitary staff cleaning washrooms and hand wash areas • High risk areas/staff requiring N95 respirators and gloves <ul style="list-style-type: none"> - Infirmary staff, if attending to any respiratory case in an isolation area. |
| 4 | <p>Ensure secure & Safe Visitors Management System-</p> <ul style="list-style-type: none"> • Entry of parents to be strictly prohibited • In case of emergency, only one parent to be allowed only till reception • Entry to be strictly prohibited beyond reception and to the student area • All contractors / vendors to enter after the school working hours. • All visitors to submit self-declaration form at entry gate • Visitors to sanitize hands at entry, undergo temperature check and wear mask • Social distancing to be maintained outside school gates too <p><i>Sample of self-declaration form attached as Annexure – B</i></p> |



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| 5 | Avoid Biometric Attendance for staff. <i>Alternatively explore possibility of installing touchless machines for face recognition (preferably with thermal scan)</i> |
| 6 | <p>Ensure seating arrangement of staff in staff rooms, administrative staff in office, students in classrooms /labs/activity rooms/libraries as per social distancing norms (distance of six feet, if possible). Seating in offices of Principal/VP/HMs to follow the same norms</p> <p>To ensure requisite social distancing among teachers, at any point of time they should not be together in full strength inside the staff room. Additional Staffroom facility may have to be created.</p> <ul style="list-style-type: none">➤ In the morning hours when teachers arrive, they should immediately go to their classes instead of staying back in the staff room.➤ During recess, the class teachers should remain inside their respective classes so that the students' social distancing is also monitored and ensured.➤ During free periods also teachers should stay in staff room in limited numbers only |
| 7 | Stagger recess/lunch timings both for students & staff (Teaching & Non-Teaching). Canteen to remain closed , all stakeholders to be informed accordingly. Outside food deliveries to be stopped. |
| 8 | Stagger arrival & departure time of students. |
| 9 | Rearrange Bell timings in sync with new timetable |
| 10 | Update contact list of COVID Testing Centers & Designated Hospitals in the district & play at prominent places |
| 11 | Ensure trash / garbage is removed and disposed daily from school premises. |
| 12 | <p>Ensure proper disposal of infected or other biomedical waste. Biomedical waste especially, infectious waste, stored in yellow colour coded bags, should be disposed only through authorized biomedical waste management agencies. In case such a facility is not available, please contact public health authorities, for disposal of biomedical waste.</p> <p><i>Organize trainings for all the infirmary staff and their assistants on PPE handling and disposal mainly masks & N95 respirators</i></p> |
| 13 | <p>Cleaning of washrooms-</p> <ul style="list-style-type: none">• Ensure frequent & periodic cleaning• Ensure availability of water• Ensure availability of hand wash• Frequent & periodic supervision by Safai supervisor/EO• Surprise supervisions by administrators /coordinators /Floor in- charges <p><i>Restrict number of students using washroom at one time, look into possibility of employing more safai karamcharis or ayahas, if needed</i></p> |



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| 14 | Reduce Touch Surfaces- <ul style="list-style-type: none">• Avoid sending circulars to staff, parents and students. Use WhatsApp, E-mail, PA system, Apps for communication for internal & external communication• Day to day important information like timetable substitution, duty roaster for buses/dispersal/floor duties, etc. to be shared through official WhatsApp group of staff, Notification may be put up at strategic locations in school.• Avoid newspapers; web editions to continue• Keep doors of rooms & offices (wherever possible) open to reduce touch points, Remove / disable door closers• Daily Dak to be opened after 24 hours.• Corrections in important documents like proposals & publications to be done in soft copy, hard copy of final document only to be printed for record• Admission forms & SLCs may be issued online to restrict movement of parents in school |
| 15 | Develop Flexible Attendance and Sick Leave Policies that encourage staff & students to stay home when sick and when caring the sick family members. Staff members who are medically unfit and thus not allowed to come to school should be treated on Medical Leave/HPL on commuted basis on submission of medical documents. |
| 16 | Avoid organization of large gatherings- <ul style="list-style-type: none">• School functions/Exhibitions/Award Ceremonies• Morning assemblies• Intra school events – Inter House & Bal Sabha• Circle Time activities• Celebration of days/weeks• Inter school events• General Staff Meetings• Sports, ADM and Club Events• Trips, Excursions and camps• Professional Development programs for entire staff• Workshops & seminars for large group of students• PTMs• PTA meetings <p><i>Use online mode wherever possible</i></p> |
| 17 | Be equipped to impart Online teaching as per requirement. School library should arrange/procure e-books, software tools, etc. instead of purchasing books |



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| 18 | Have adequate arrangements in place for Video conference meetings. |
| 19 | <p>Use BALA- Building As Learning Aid by-</p> <p>Displaying posters, Flex Banners at strategic points in and outside classroom area and in washrooms to spread awareness about the following-</p> <ul style="list-style-type: none">• Frequent Handwashing & Technique of hand washing• No spitting• Maintenance of cleanliness and hygiene standards• Namaste greetings (instead of Handshakes)• Social Distancing norms• Preventing of spread of Covid-19<ul style="list-style-type: none">- Dos and don'ts- Common symptoms- When to seek medical attention (risk-factors/red flags as indicated above)- Stay home when sick.- How to cover coughs and sneezes- Clean frequently touched surfaces. |
| 20 | <p>Preparation of Wellness Room(s)</p> <ul style="list-style-type: none">• School should try to set up 1-2 Wellness (isolation) rooms. Small rooms or storage rooms may be converted to isolation rooms• Remove all non-essential furniture to clean the area regularly• Ensure availability of hand-hygiene supplies• Ensure adequate room ventilation• Place appropriate bins, tissue wipes & necessary items for attending to the personal hygiene• Ensure availability of drinking water and some safe eatables like packed cookies• Set up an intercom/provide walkie talkie, if possible, for communication• The room may have informative posters & inspirational quotes• Entry to the room to be restricted• Support staff to be on duty outside the isolation room once it is in use |
| 21 | <p>Conduct mock drills for school staff on handling a suspected COVID 19 case, Prepare a checklist for mock drill</p> |

C --- PREPAREDENESS FOR ACADEMIC & COCURRICULAR ACTIVITIES

School to replan the academic calendar as per guidelines received from DOE and CBSE. School to ensure that there is less Cognitive Load on students and Mental & Emotional well-being of students is taken care of along with.

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| 1 | Review the teaching & school working hours to suit the schedules made for all classes in sync with guidelines received from DOE/CBSE/NCERT prioritized. |
| 2 | Redraw the Timetable (class-wise) as per staggered reopening of classes & restricted outdoor activities. Prepare for after school online classes post lockdown, as per need. Saturdays can be made working. <i>Restrict movement to Playfields, libraries, labs, activity rooms. Formulate a policy on use of these activity rooms and for optimum utilization of ADM & sports staff</i> |
| 3 | Review the school Syllabus (class-wise) as per instructions laid down by NCERT & CBSE. Redesign learning outcomes and the pedagogical plan. For classes IX – XII follow revised CBSE curriculum, For Classes I-VIII, follow NCERT guidelines. For PS & PP curriculum and teaching pedagogy needs to be reworked focusing on minimum use of touch surfaces. |
| 4 | Review availability of human resource, arrange staff recruitments , if require |
| 5 | Reschedule examinations & assessments , conduct Cycle tests/ periodic tests online |
| 6 | Redesign school calendar to focus on academics ; by removing and/or rescheduling school functions, programs and activities both Intra & Interschool. Organise competitions with online submissions. Holidays to be reworked as per directions of DOE and Academic council |
| 7 | Inform parents about revised syllabus, timetable, examination & assessment and calendar through e- communication |
| 8 | Examination/ Assessment results to be shared online and PTMs to be organized online |
| 9 | Outsourced activities like Leadership workshops, club activities, skill development etc. to be reworked, wherever possible, online sessions to be encouraged |
| 10 | Since students would be at home for three or four days in a week, explore broadcasting of classes and broadcasting of activities from auditorium, recording of lessons may be shared |
| 11 | Following activities can be organized within the classroom- <ul style="list-style-type: none"> • Morning prayer • Thought of the day • Chanting of Gayatri Mantra & Om • Meditation • Silence • Eye exercise & Stretching exercises • Intraclass activities & competitions • Life skills lessons • Value Education etc. |

D --- TEACHER PREPAREDENESS

Teachers to be instructed not to indulge in “SYLLABUS MARATHON”. Vigorous planning to be done to revisit important concepts of the syllabus covered during lockdown period. Measures to be taken to help students who could not make the most of online teaching due to genuine reasons.

Teachers to follow norms as mentioned in part A B & C, whichever applicable, In addition teachers to-

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| 1 | Coordinate with concerned personnel to ensure that area under their supervision is cleaned & disinfected and common touch points are sanitized. |
| 2 | Wear mask sanitize personal belongings like cellphone, purses, goggles after reaching school. Do not use phones, desks, offices or other work tools and equipment of fellow colleges. If necessary, clean and disinfect them before and after use. Avoid carrying material (purses/ books/ copies /dusters/markers) from one class to another unless absolutely necessary. |
| 3 | <p>Ensure that in the first meeting with students, the “NEW NORMAL” is discussed in a positive way. The teacher can use a PPT and the same PPT may be run repeatedly on subsequent days too. Teacher to-</p> <ul style="list-style-type: none"> • Model respiratory etiquettes & reinforce hand washing techniques • Teach and model creating spaces and avoiding unnecessary bonding. • Share revised timetable, norms for scholastic teaching & co-curricular activities in details • Share strategies for movement to washrooms & other allowed areas • Share the expected Code of Conduct • Instruct children to inform the teacher if they feel sick, tell them that its ok to feel sick • Guide students to stay at home when sick <p><i>Class Teacher to appoint one or two “COVID Monitor(s)” who can be given badges. COVID Monitors can help class teachers in maintaining the social distancing norms and in following the code of conduct explained by the teacher.</i></p> |
| 4 | <p>Ensure that students under their supervision –</p> <ul style="list-style-type: none"> • Don’t change allotted seats • Don’t exchange books & copies • Don’t share stationery • Don’t share meals • Don’t share water bottles • Are not involved in water play, sand play or any activity like playdoh in which children end up touching the same items as others. |
| 5 | Monitor attendance , communicate with parents and report to coordinator/HM in cases of regular & repeated absenteeism without information |
| 6 | Organize awareness activities through audio/ video films or theatre |
| 7 | Curtail unauthorized movement in and out of the area under supervision |
| 8 | Do Correction of notebooks after 24 hours of collection of the same / use disposable gloves while checking / use technique of online submission & checking of assignments / share model answers of assignments with students & encourage self-assessment |



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| 9 | Integrate disease prevention and control in daily activities and lessons. |
| 10 | Ensure mental & emotional well-being of students under supervision. Teachers/Counselor to organize sessions on – <ul style="list-style-type: none">• Mindfulness• Anger Management• Coping with Stress• Coping with Anxiety & Fear |
| 11 | Work closely with Counselor and school educator to cater to individual needs of special children |
| 12 | Maintain social distancing norms in staff rooms, resource room, library, etc. |
| 13 | Refrain from use of ‘ wash and use ’ items like mugs, plates, spoons etc., use disposable items. |
| 14 | Physical Education teachers to ensure that all Games and Sports involving body contacts shall remain suspended . Only following Games and Sports may be allowed – <ul style="list-style-type: none">• Athletics• Gymnastics• Yoga & Pranayama• Table Tennis• Badminton• Rope Skipping• Table Tennis |
| | Teachers to follow - LISTEN-COMFORT-REASSURE <ul style="list-style-type: none">• Listen: Give children opportunities to talk about what they are feeling. Encourage them to share concerns and ask questions• Comfort: Use simple tools to comfort and calm children, for e.g. telling stories, singing with them and playing games. Praise them frequently for their strengths, such as showing courage, compassion and helpfulness.• Reassure: children that you are prepared to keep them safe. Provide them with correct information through valid sources |
| | School to arrange sessions for teachers on the following- <ul style="list-style-type: none">• Handling Emotional Needs of students• Social & Emotional Learning (SEL)• Age – appropriate Health Education• Efficient handling of Online Teaching Tools |

E ----- STUDENT & PARENT PREPAREDENESS

Parents to understand the details about how the classes will be conducted, social distancing norms as shared by school, what activities will continue, what will not, about the changes in curriculum and assessment. School to issue detailed lists of Do's & Don'ts for parents & students based on the following points-

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| 1 | Parents to submit self-declaration for medical fitness of their wards digitally prior to re-opening of school. |
| 2 | Parents to do temperature check of their wards every day prior to sending them to school. School staff shall do random temperature check of a sample of students every day. |
| 2 | Students with temperature higher than the normal and with ailments like seasonal flu, respiratory symptoms, or any other vulnerability to compulsorily stay at home |
| 3 | Parents to ensure that students use washable bag and carry books & copies strictly as per the revised timetable shared by school. No extra item/ material to be sent. For Junior kids, depending on availability of space, book sets or copies of main subjects may be retained by school. |
| 4 | Students to wear mask while commuting to school and during the school hours |
| 5 | Parents to ensure that the students carry hand sanitizer to school every day & use it frequently. Students to be counseled to do hand washing /use hand sanitizer <ul style="list-style-type: none"> • Upon arrival at school • After going to the washroom • Before eating (recommended soap solution only) • After blowing one's nose • When visibly dirty |
| 6 | Parents to ensure that the child carries personal clean cloth towels or disposable paper towels to dry hands after each hand wash. Students to also carry dusters to clean their desks. |
| 7 | Parents to teach & model respiratory etiquettes. |
| 8 | Parents to ensure that the students get lunch & water bottle every day without fail |
| 9 | Parents not to visit school unless absolutely necessary |
| 10 | Parents to install with " Arogya Setu " App and update the status every week on Parent portal |
| 11 | Willing parents to be engaged in school activities, on rotation, to help maintain social distancing norms specially on arrival, at departure time and during lunch time |
| 12 | Parents not to stress too much on academic performance. Parents to take care of social & emotional well-being of the child. |
| 13 | Parents to understand that communication to the teacher/school and from the teacher/school would only be online through e-mail/parent portal on website or mobile app |
| 14 | Parents to give an undertaking that they would keep the school indemnified from any claims whatsoever, as the School is operating using best practices of Social Distancing and following MHA guidelines |

F ---- TRANSPORT PREPAREDENESS

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| 1 | School buses to be sanitized on daily basis. Seats, handles, rods, etc. to be cleaned & disinfected after every trip |
| 2 | Rework bus lists, bus routes with timings and bus duty roasters as per the staggered reopening of classes as planned by school. The school should first look at class and section wise strength in each route and rework the staggered re-opening by first dividing the bus users |
| 3 | The school buses should operate at 50% capacity so that children can be seated apart from each other (This will be possible by following option 3 in staggered opening document) |
| 4 | Buses may have seat belts to restrict children movement in the bus to maintain the social distancing norms. Seat belts to be cleaned thoroughly after every shift |
| 4 | Curtains to be removed from buses, windows to remain open |
| 5 | Parent to accompany children to bus stop in morning and be available till the student boards the bus. Strict instruction to be issued to parents. |
| 6 | On arrival and at departure, students should get in and alight off as per the bus numbers. Only once all students of a particular bus number have boarded or have alighted off, should the students of the next bus be called upon. Alternatively, if the school has sufficient space to park buses as per social distancing norms, children can alight off simultaneously ensuring entry in premises as per norms. |
| 7 | Driver, conductor, lady guard and accompanying staff to be provided with sanitizer & should wear washable linen hand gloves. |
| 8 | It should be mandatory to have school staff from first pick up point in the morning and up to the last drop point in the afternoon |
| 9 | Safety guidelines mentioned above must also be ensured for outsourced buses |
| 10 | FOR VAN USERS- Detailed guidelines can be framed in light of instructions received from the government Detailed circular to parents of van users will then be framed and sent for compliance |

ACTION IN CASE OF MEDICAL EMERGENCY RELATED TO COVID-19

An online session (mock drill) to be held for the school staff to train them to handle a suspected COVID 19 case, before re-opening of school. School to devise the “information reporting ladder” to be followed by all staff members in case they suspect a case with covid-19 like symptoms. Following the communication chain, steps that must be taken are-

- Separate the student / staff from others
- Keep the students/staff in isolation room
- Ensure not to create stigma or panic
- Inform parents / family
- Ensure that the student/staff is comfortable till the parents/family arrives
- Keep in touch and be in the know-how of the health status of the student/staff

If a confirmed case is reported, school should take the following steps

- Closure of section/class/activity area used by the infected person
- Back track the contact history of the infected person to alert others
- Sanitize the area/campus
- Inform concerned local & government health care centers / bodies

G - FINANCIAL PREPAREDENESS

Keep a check on income & expenditure and follow up on fee defaulters. Be guided by the instructions of Finance Manager and Finance Cell, CES. A separate head in the budget has to be assigned for taking care of these expenses Following is a list of different types of expenditure that may be curtailed with the permission of Secretary & Chairman.

| ACADEMICS | ADMINISTRATIVE |
|--|---|
| NON-RECURRING (One time/Annual) | |
| 1. Reorganise calendar to minimise events and celebrations | 1. New Projects to be reconsidered |
| 2. Investment on non- essential projects | 2. Only Essential projects to be undertaken |
| 3. Suspension of PD & Certification Programs | 3. Postponement of Replacement purchases |
| 4. Suspend upgradation of Academic Services e.g. Lab, Library, if possible | 4. Sale of old, underperforming & unutilised assets. |
| 5. Re-scoping of contracts and academic subscriptions | 5. Phased lockdown of non-essential services E.g. Gym, Swimming Pool |
| 6. Suspension of Content / Pedagogy upgradation projects, if possible | 6. Phased curtailment of student & teacher services (AC, Air Purification, Transport) |
| 7. Recontract; Academic & Career consultants | |
| RECURRING / MONTHLY | |
| 1. Conference, Professional Development (External & Outstation) | 1. Optimise consumables; eliminate non-essential purchases |
| 2. Printing & Stationary Optimisation | 2. Suspend repairs & maintenance E.g. Painting, only essential tasks to be undertaken |
| 3. Student participation in external events (Extra-curricular) | 3. Suspend AMC of non-essential equipment, Minimise Licenses & subscriptions (IT) Data & Com services |
| 4. Curtailment of Staff Welfare; Celebrations & Recognition | 4. Staff welfare & Professional development celebrations & recognition |
| 5. New Staff to be appointed judiciously | 5. Judicious & economical decisions on appointment of new staff in admin and on salary hike |
| 6. Staff optimisation; basis merit, role etc | 6. Organisational Restructuring & multi-skilling |

Bibliography:

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Post Lockdown Re- Opening Plan compiled by Radhakrishnan.C

FICCI ARISE Webinar Series

Document by Ayaksha Health Care Pvt Ltd

**Note_Functioning
_of_Schools_Post_Lockdown_Period_Bhattacharya_Sir_14_05_2020.pdf**

Guidance for Reopening Schools in India by WHO

Post COVID guidelines manual by early childhood association and association for primary education and research

SOP for reopening of schools of district SWB(II) during Corona crisis

MountAbuSchoolDelhi_SOP

ANNEXURE A – WHOLE SCHOOL OPENING OPTIONS

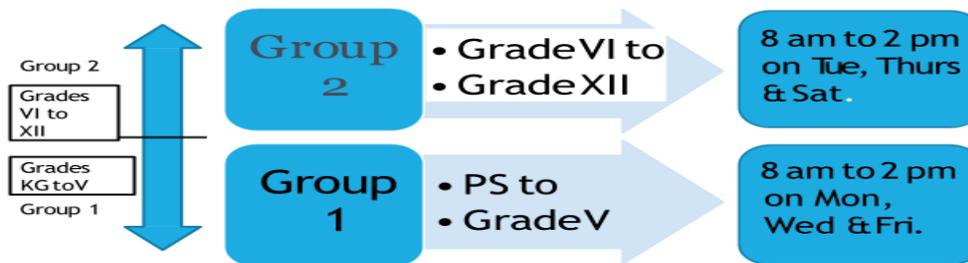
To begin with, school can start for classes X & XII or IX to XII & subsequently consider the whole school options

Option 1: Split the School into Two Groups



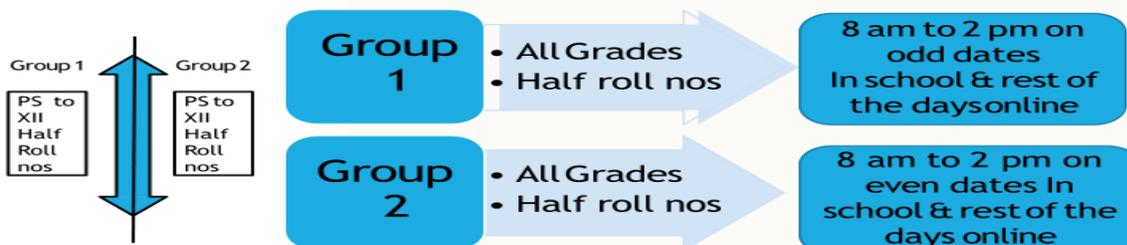
Disadvantages- students time reduced to half, teachers spread out to teach wider range of classes, availability of age appropriate furniture may be a challenge, Transport cost & school working hours increase

Option 2: Split the School into Two Groups



Disadvantages- students time reduced to half, teachers spread out to teach wider range of classes, availability of age appropriate furniture may be a challenge

Option 3: Split into Two Groups – School & Online Mode (Most Preferred)



Disadvantages- students time reduced to half

Advantage- Teacher teaches same number of sections, no extra furniture requirement, Asynchronous Online teaching may continue on days when students are off.

ANNEXURE -B

COVID-19 Screening Checklist for Schools – for Visitors

| | |
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| Date & Time | ___/___/_____ @ ___: ___ am/pm |
| Name | |
| Mobile Number | |
| Category of Visitor | Parent/Guardian/ Vendor/ Public Servant/Staff Relative/ Others _____ |
| Purpose of Visit | |
| Fever (> 38.4°C / 100.4F) | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Restrict Entry |

Self-Declaration Form related to COVID-19

| Have you had this symptom in last month? | Response | If Yes, what's the current status? ¹ |
|---|--|--|
| Fever | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Still having <input type="checkbox"/> Not there since ____ days |
| Cough | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Still having <input type="checkbox"/> Not there since ____ days |
| Runny Nose | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Still having <input type="checkbox"/> Not there since ____ days |
| Sore throat | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Still having <input type="checkbox"/> Not there since ____ days |
| Lost sense of smell and / or taste | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Still having <input type="checkbox"/> Not there since ____ days |
| Breathing Difficulty | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Still having <input type="checkbox"/> Not there since ____ days |
| Have you been in contact with someone who has tested positive for COVID-19 in the last 30 days/ one month? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, details ² |
| Have you been in close contact with someone or taken care of someone, who has had any of the above listed symptoms, in the last one month/ 30 days? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, details |
| Have you tested positive for COVID-19 at any time in the last one month/ 30 days? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes, details |

Signature of the visitor

¹Restrict entry, if symptoms are current or last history of symptoms is less than 14 days² If yes, restrict entry. The screening criteria has been set at a month, to make it simple for screening personnel