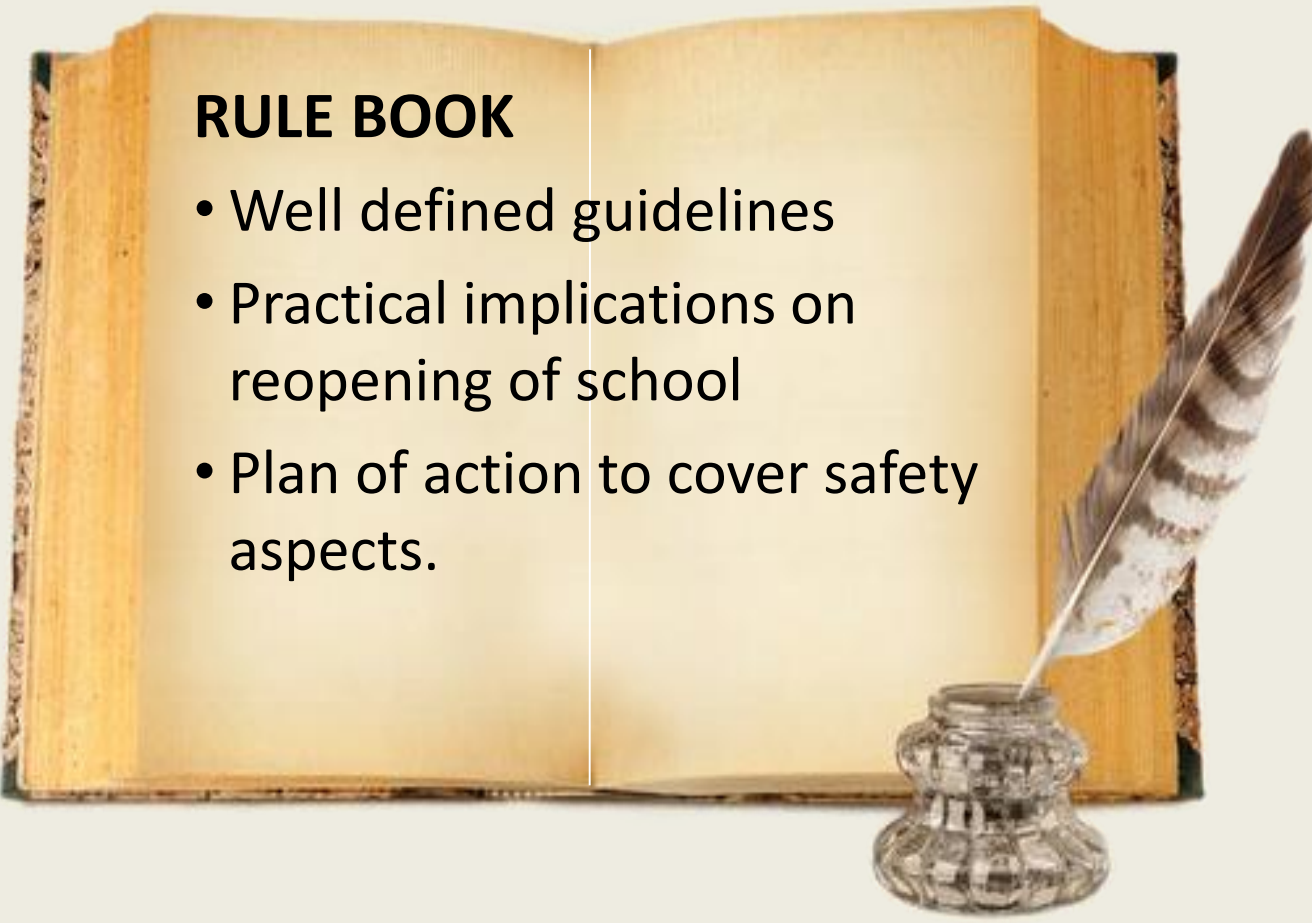


Rule Book

IN DRAFTING THE HANDBOOK,
RECOMMENDATIONS OF
MHRD/CBSE/EDUCATION DEPTT./
WHO HAVE BEEN USED

COVID-19 PREPAREDNESS & RESPONSE PLAN



RULE BOOK

- Well defined guidelines
- Practical implications on reopening of school
- Plan of action to cover safety aspects.

STANDARD OPERATING PROCEDURE

- Role of online classes once the school reopens
- Financial implications in placing the safety measures
- Plan of action in case a Student or Teacher are found to be COVID-19 positive

IN DRAFTING THE HANDBOOK, RECOMMENDATIONS OF MHRD/CBSE/EDUCATION DEPARTMENT/WHO HAVE BEEN USED

TODAY'S DATE IS November 02, Monday



**3PS : ALL IT TAKES TO
DEFEAT CORONA VIRUS**

- Channel your worries into actionable goals.

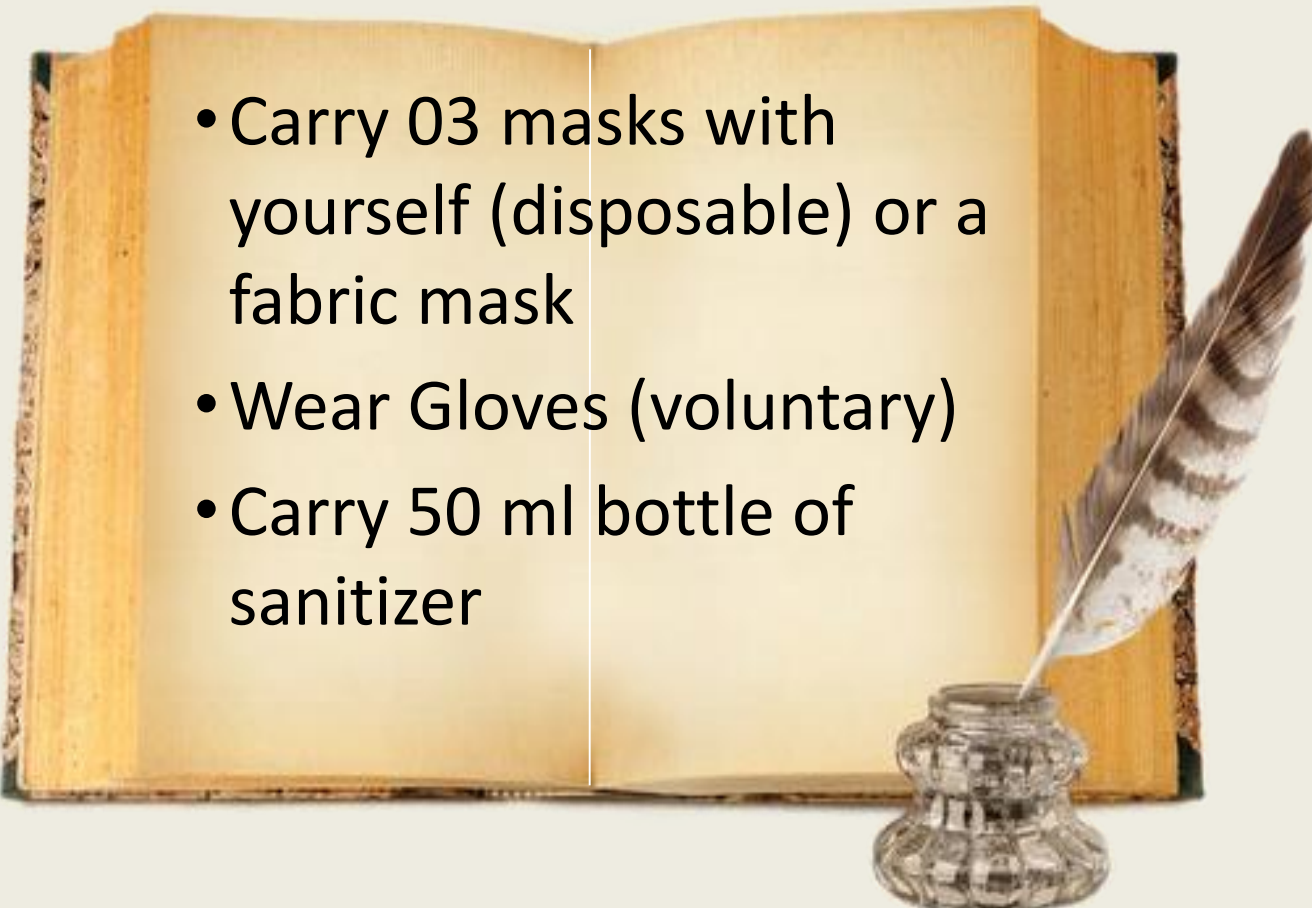
THINGS TO PONDER

- Protect yourselves
- Protect your loved ones
- Protest your community

QUOTE OF THE DAY

Whatever you do, do it well – Walt Disney

DON'T FORGET TO USE THE SANITIZER AT THE GATE

- 
- Carry 03 masks with yourself (disposable) or a fabric mask
 - Wear Gloves (voluntary)
 - Carry 50 ml bottle of sanitizer

ON ENTERING THE CAMPUS

- Get a thermal scan done. Student with 98.6⁰F
- or less temperature is allowed to sit in the classroom.
- Move in a queue, following the social distancing stickers.

PLEASE DO CARRY YOUR OWN LUNCH AND WATER BOTTLES – DON'T SHARE WITH FRIENDS IN SCHOOL

CLASSROOM RULES

Move out only with permission of Class Teacher



MASK RULES

- Carry 03 masks per day
- Discard mask in closed lid dustbin
- Don't share your mask with anyone

PHYSICAL SAFETY

- Leave the class in a single file/line
- No congregation/standing in clusters allowed
- Social distancing in class – not more than 12 students in a class

RULES OF ENTERING A CLASS - Use sanitizer before entering a class.

Use sanitizer upon exiting a class. Carry your own 50 ml sanitizer bottle. Do not share.

UNIFORM MANDATORY

Parents must pick and drop their child.



ENTRY/EXIT NORMS

- Gate 1 – Class X (12.15 p.m. to 12.30 p.m.)
- Gate 2 – Class XII (12.30 p.m. to 1.00 p.m.)
- Late comers shall not be allowed entry (strictly enforced). Please be on time.

SCHOOL BUS RULES

- Student to carry school diary.
- Wearing of mask is compulsory.
- Each student must carry a bottle of 50 ml of sanitizer.

SCHOOL BUS TRANSPORT SERVICE

Currently unavailable and suspended

SCHOOL CREATES AN ENABLING ENVIRONMENT



IMPORTANCE OF CLASSROOM INSTRUCTION

- Lack of internet or network connecting for some students
- Lack of discipline and honest approach during class and tests respectively
- Practical and activities in school add to a more complete understanding of concepts

SCHOOL OFFERS

- Unique setting for learning and interaction between students and teachers.
- Not just academic but social-emotional-physical and psychological development of the student.

**ANALYZING THE BENEFITS OF
REOPENING OF SCHOOL**

ATTENDANCE

Consent letter by parent is mandatory for all visits



STRATEGY ADOPTED

- Systematic phase wise reopening
- Integration of online and in-school education
- Division of class into groups of 12-15 students each

RE-WRITING THE TIMETABLE

- Online teaching from 8.00 a.m. to 11.40 a.m.
- In-school teaching of 02 subjects for class on alternate days.
- Staggered entry and exit for students (strictly)

SEATING ARRANGEMENT

One student on one bench

TODAY'S AGENDA

Back to school



IN-SCHOOL LEARNING WILL COVER

- Lectures and discussions on difficult topics already taught
- Extra worksheets and assignments on topics for more clarity
- Regular correction and evaluation of C.W. and H.W.

BENEFITS IN SCHOOL

- Use of computer labs and library
- Practical work and laboratory experiments
(will be available soon)

INCULCATING DISCIPLINE

Get into a routine, be responsible for your learning, enhance regularity and punctuality

DON'T CONGREGATE

Don't stand in groups and avoid crowded areas



SANITIZATION RULES

- Classroom – use sanitizer before entering the class
- Use sanitizer before leaving the class
- Maintain social distancing – minimum 6 feet of distance with your peers

NO ENTRY WITHOUT MASK

- Don't report to school if you have fever
- Don't report to school if you have symptoms of flu
- Don't report to school if you are on medication

DON'T HUG OR SHAKE HANDS

Greet everyone with a Namaste or Verbally

IF YOU HAVE COLD & COUGH

Stay at home



ACTION IF A CASE EMERGES

- Everyone in the class will be placed under quarantine for 14 days
- Other classes will function normally
- Social distancing and sanitization shall be the order of the day

CLASS ETIQUETTE

- Proper disposal of masks in closed bins only
- Carry own water bottle
- Loitering in the Campus/classroom strictly prohibited
- Carrying Tiffin/eatables prohibited

CORRIDOR ETIQUETTE

No congregation, no spitting, following respiratory etiquette, ensuring queue management

IF YOU ARE UNWELL

Work online from home



TEACHER'S ROLE

- Awareness of SOPs
- Wear mask at all times
- Ensure cleanliness and sanitization of classroom

NOTE BOOKS

- Keep for a day to allow the virus to die
- Keep a dedicated corner for keeping notebooks
- Use hand sanitizer before and after checking the notebook

TEACH THE CHILD TO BE ETHICAL & HONEST

Prepare, Plan you Lesson Plan ahead to time

VIRTUAL CLASS

8.00 a.m. to 11.40 a.m.



EMOTIONAL WELLNESS

- Collaborative, reflective activities and conversational activities
- Creating awareness and offering help
- Make parents aware and send details 2 – 3 times a week

DISCIPLINE

- Presence in class mandatory at all times
- Rules to be mandated for entry and exit
- Optimum utilization of time – no free class

IN-SCHOOL TEACHING

1.00 p.m. to 2.40 p.m.

BAN ON ASSEMBLIES, SPORTS & EVENTS

Limited staff



ROLE OF SCHOOL

- Contactless attendance – 50% staff only
- Thermal checks for all, sanitizing hands and wearing masks compulsory
- Entry only with consent letter from parents

PROVISION OF ESSENTIALS

- Spare masks, sanitizers in every classroom
- Liquid soap in toilets
- Sanitizers in corridors
- Stickers to indicate queue management
- Cross ventilation in every classroom

STRICT ADHERENCE TO SOP's

Students from micro containment zone not allowed

IN CASE CHILD REPORTS SICK

Send to isolation room, inform coordinator



STAFF ROOM

- Maintain social distancing
- Avoid hugging and shaking hands
- Avoid sharing eatables.
Carry your own tiffin and tea

SANITIZATION

- Carry your own fabric mask or disposable mask
- Don't leave the used mask on table or on the floor
- Dispose used mask responsibly

DO NOT ALLOW MORE THAN 15 STUDENTS IN CLASS

Stay 6 feet away from the child when you teach, avoid contact, touching Notebooks etc.

CONTACTLESS ATTENDANCE

Use of biometric face attendance /
use your own pen after sanitizing your hands.



OTHER GENERIC PREVENTIVE MEASURES

- Frequent hand washing (40 – 60 seconds)
- Respiratory etiquette-cover mouth while sneezing, coughing with handkerchief/flexed elbow/tissue
- Self-monitoring of health and reporting illness at the earliest

USE OF ALCOHOL BASED SANITIZERS (AT LEAST 20 SECONDS)

- Installation and use of Aarogya Setu app.
- Use of sanitizer before and after use of washroom/ restroom
- Optimum use of air-conditioner at 24-30° C, relative humidity at 40-70%

REGULAR DISINFECTION OF CUPBOARDS

Limited to usage and handling by teacher.

THERMAL GUNS

Temperature $\leq 98.6^{\circ}\text{F}$. Multiple gate entry/exit.



AVAILABILITY OF SUPPLIES IN CLASSROOM

- 250 ml bottle of sanitizer
- Provision of extra masks and gloves
- Closed lid dustbins

OFFICE PREPAREDNESS

- Availability of oximeter to check respiration
- Disinfect using 1% sodium hydrochloride solution

QUOTE OF THE DAY

Whatever you do, do it well – Walt Disney

Create awareness



LABORATORY RULES

- Only 15 students to attend at a given time
- Equipment and surfaces to be disinfected
- Floor area of 4 m sq. available as work station

ENSURE SANITIZATION OF HANDS BEFORE AND AFTER USE OF EQUIPMENT

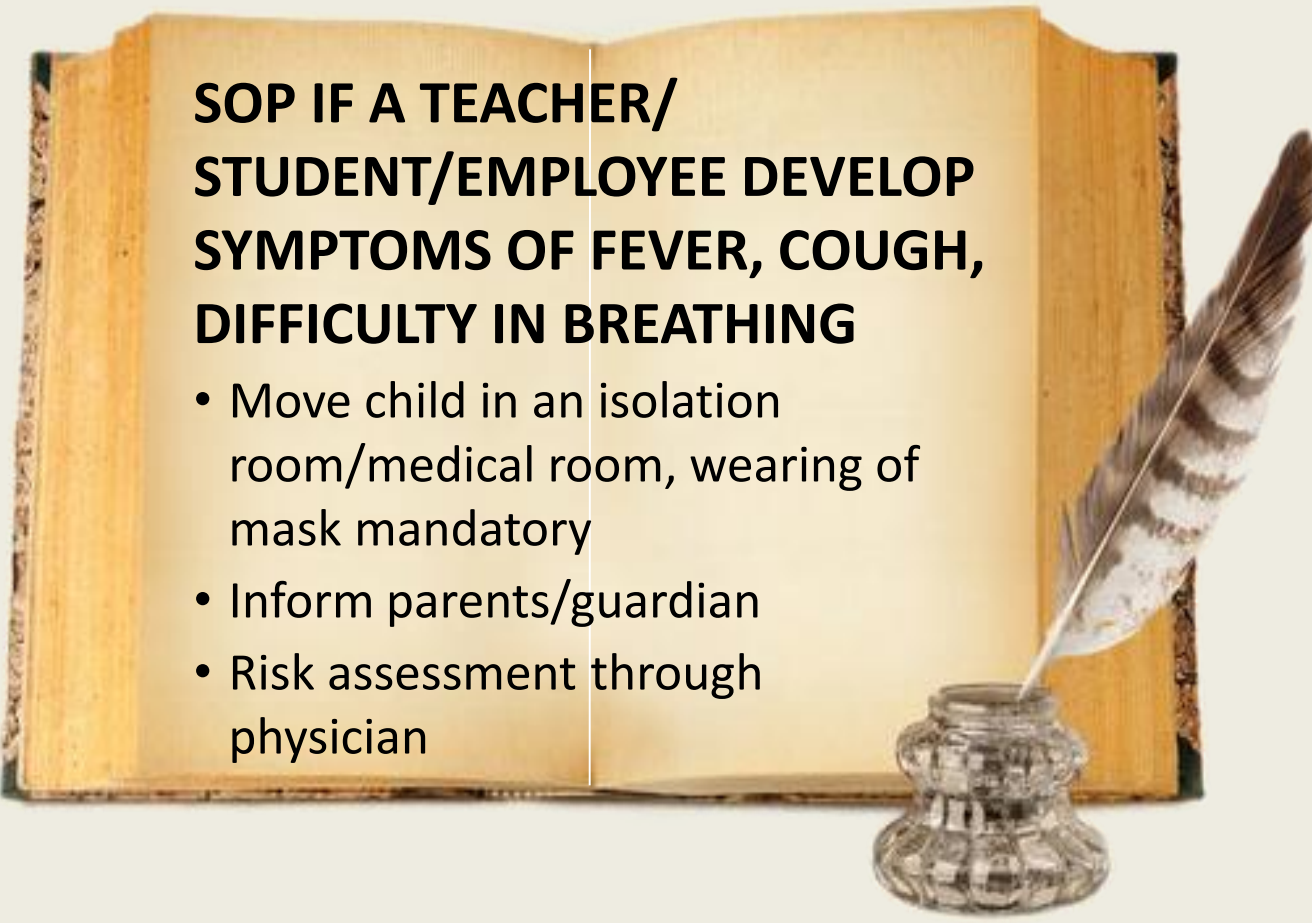
- Only asymptomatic persons to be allowed
- Avoid use of lift until very essential
- Prominent display of preventive measures against COVID-19

TRANSACTION SHOULD BE FOCUSED

Topics/themes shortlisted before children arrive, routine homework assignments redesigned.

CONTACT TIME 10-30 MINUTES

Doesn't affect the voice box



SOP IF A TEACHER/ STUDENT/EMPLOYEE DEVELOP SYMPTOMS OF FEVER, COUGH, DIFFICULTY IN BREATHING

- Move child in an isolation room/medical room, wearing of mask mandatory
- Inform parents/guardian
- Risk assessment through physician

EARLY INDICATIONS

- Loss of smell and taste
- Lodges inside throat causes irritation
- Appearance of Rash (difficulty to decipher)
- High grade fever which doesn't come down

DISINFECTION OF PREMISES IF CHILD IS FOUND POSITIVE

Ask the child to speak softly. Control anger.