

**GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SCHOOL EDUCATION
HIGHER SECONDARY WING**

No: 2409/DSE/HSW/AC/A1/2020

Puducherry, the 02.10.2020

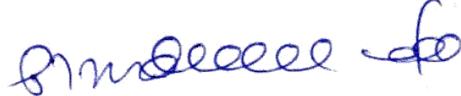
CIRCULAR

Sub: DSE-HSW-AC- Reopening of schools for stds 9 to 12 in the UT of Puducherry- Guidelines and SOP to be followed - Issued.

Ref: I.D. Note No. 2409/DSE/HSW/AC/A1/PF/2020 dt. 01.10.2020.

As per the directions issued by the Govt. of Puducherry, the schools are to open from 5th October, 2020 for Preparatory works and to function for std 10 and 12 from 8th October, 2020 and for std 9 and 11 from 12th October, 2020.

The Heads of all Govt./ Private Schools are instructed to abide by the guidelines and Standard Operating Procedures (SOP) attached as Annexure to this circular.


(P. T. RUDRA GOUD)

DIRECTOR OF SCHOOL EDUCATION

Encl: As stated above

To

All the Heads of Govt. /Private High / Hr. Sec. Schools,
in the UT of Puducherry.

Copy to:

1. The Joint Director, DSE, Puducherry.
2. The Deputy Director (Sec. Edn.), Karaikal
3. The Deputy Director (W.E), Puducherry
4. The Chief Educational Officer, Puducherry/Karaikal/Mahe
5. The Delegate to DSE, Yanam

Copy submitted to:-

The Secretary to Govt. (Education), Chief Secretariat, Puducherry.

**GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SCHOOL EDUCATION**

ANNEXURE

Standard Operating Procedure (SOP) with regard to COVID-19 for permitting students studying in Standards 9 to 12 in Government / Government -Aided/Private schools to come to schools on a voluntary basis, for taking guidance from their teachers.

Introduction:

The Government of Puducherry has decided to permit students in Puducherry and Karaikal regions of the UT of Puducherry studying in std. 9 to 12 in Government/Government Aided/Private schools including CBSE / ICSE schools to come to schools on a voluntary basis for taking guidance from their teachers and to get doubts clarified and for counseling and other related works in areas outside the containment zones only w.e.f. 05.10.2020.

The schools will reopen from 05.10.2020 for preparatory works and from 08.10.2020 for standards 10 & 12 and thereafter for standards 9 & 11 from 12.10.2020 and would function only during forenoon (Half a day) from 10.00AM to 1.00PM. To begin with for these classes, the school will function on alternate days only.

The Schedule for class-wise opening of schools is as below:

Sl. No	Classes	Days
1	IX	Mondays, Wednesdays & Fridays
2	X	Tuesdays, Thursdays & Saturdays
3	XI	Mondays, Wednesdays & Fridays
4	XII	Tuesdays, Thursdays & Saturdays

Note: The Schools will function for 6 days instead of 5 days which is in vogue to ensure proper social distancing.

Since no buses are being operated, students studying in schools far away from their place of stay can go to the nearest Govt. school to get their doubts clarified.

The parents are requested not to send their children to school if either the child or any of the family members has tested positive for Corona virus or is having symptoms like fever, cough and breathlessness. The Heads of Schools shall create awareness regarding this in the SMC meeting as well. In case anyone is having symptoms, they may be advised to go to the nearest PHC and such student shall not be allowed to attend the school.

This applies for the teachers and non teaching staff as well. Anyone having symptoms should not attend school and should proceed on leave and get medical advice.

In view of the social distancing norms adequate number of teachers including TGTs shall be deployed for doubt clarification / guidance. Subject wise doubt clarification sessions may be handled simultaneously.

Preparatory phase

The 5th, 6th and 7th October, 2020 will be utilized for the preparatory works to be done to ensure the safety and security of the students, teachers and other staff of the schools wherein the cleanliness of the school campus should be ensured by the Heads of the Schools. A meeting of the School Management Committee (SMC) should be convened to brief about the school re-opening and the safety norms to be followed.

The Heads of Schools shall procure contactless Thermal scanner, sanitizer, soaps, etc., out of the funds provided from the Directorate and Samagra Shiksha. SMC members be informed that students need to bring consent letters from their parents.

The Standard Operating Procedure (SOP) is based on the Standard Operating Procedure issued by Ministry of Health and Family Welfare, Government of India dated 8.9.2020 and also the guidelines issued by the Ministry of Home Affairs, Govt. of India and Govt. of Puducherry. These shall be strictly adhered to and complied with. New guidelines issued from time to time will be part of this.

I. Social Distancing norms

1. Students can visit the schools on alternate days for doubt clarification from 10.00 am to 1.00 pm and for guidance.
2. Proper boxes must be marked on the floor/ground to ensure social distancing in the queue wherever required.
3. Attendance must not be enforced and must depend entirely on parental consent.
4. On all working days, proper social distancing norms shall be followed to avoid crowding in the entrance and inside the school premises.
5. The students shall not be allowed to wander outside the schools.
6. Students in containment zones and quarantine due to travel shall be asked to come to school for getting guidance after the quarantine/containment period is over or the containment zone is declared normal. These students may be contacted over phone by the teachers to provide guidance.
7. Physical distancing of at least 6 feet is to be followed as far as possible while making seating arrangements in class rooms.
8. Physical distancing shall also be maintained in staff rooms, office areas (including reception areas) and in other places. All teachers shall come with masks.
9. If weather permits, outdoor spaces shall be utilized for conducting teacher-student interactions, keeping in view the safety and security of the students and physical distancing protocols.

10. The schools shall not conduct any assembly / prayer sessions in order to avoid overcrowding and issues of movement management.

II. Precautionary measures and sanitization

1. Prior to calling students to schools, the school premises along with furniture, hand rails, doors, windows etc. shall be disinfected properly with 1 % Sodium Hypochlorite solution and following the Government guidelines already issued for the same. This exercise should also be done as specified in the MHA Guidelines dt. 08.09.2020.
2. Provision of hand wash facilities with soap and running water which is the most preferred mode of disinfection for hands shall be made adequately. In addition, hand sanitizers shall be provided. Students shall be asked to wash their hands intermittently during their presence in the schools.
3. Teachers and students shall only be allowed to enter the premises after washing their hands with soap /sanitizing. Suitable hand wash with soap /sanitization provisions with alcohol-based sanitizers shall be made at the entry and exit points of the schools and wherever required.
4. Inspecting Officers shall communicate the Government guidelines for sanitization of public places to all schools / local bodies/health department officials for strict compliance by all concerned.
5. Wash areas, toilets, etc., where people are likely to come shall be disinfected properly. Social distancing norms shall apply to such areas strictly. Toilets shall be cleaned regularly.
6. Instead of biometric attendance for teachers/staff, alternate arrangements for contactless attendance shall be made by the school administration.

7. The school should display the numbers of local Revenue/ health authorities (104) etc., to teachers/ students/employees to contact in case of any emergency. The contact details of local PHCs, Revenue and local authorities shall be kept by the Heads of Schools.
8. Air-conditioning should be avoided to the extent possible. Wherever, absolutely necessary for air-conditioning / ventilation, the GOI guidelines shall be followed which emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be adequate. Air circulation system should allow fresh/treated fresh air with fresh air level more than 50%.
9. The management of every school shall be responsible for the upkeep of their school premises according to these standards.

III. Social behaviour for pandemic prevention

1. The Principal/ Head Master shall ensure that a clean face mask is used by all teachers/students/personnel involved in the work.
2. Wearing of face cover shall be compulsory in all areas of the school premises by everyone. Touching the mask should be kept to minimum.
3. Touching the face or any part of the face should be avoided.
4. Touching any surfaces of furniture/fixtures/railings/lifts/handles and other surfaces should be kept to the minimum.
5. Spitting should be strictly prohibited except in wash areas where the same should be washed away in running water immediately.
6. Social distancing shall be maintained at all places.

7. Respiratory etiquettes should be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue paper/handkerchief/flexed elbow and disposing off used tissue paper properly.
8. Self-monitoring of health by all and reporting any illness at the earliest shall be done.
9. The common usage of water jugs / tumblers for drinking of water etc., shall be strictly avoided. However, water can be provided only through disposable cups as far as possible without human touch.
10. Schools shall maintain a surveillance register.

IV. Thermal screening in schools

1. Thermal screening of all students/staff/teachers shall be done when they arrive at the school.
2. A no-touch thermometer, 4 numbers of AAA cells for replacement and a clean cloth are to be kept ready for thermal screening. The Principal/Head Master shall check whether it is functional every day.
3. Thermal screening could be done before the person enters the school. Subject to the infrastructure available, it is desirable that persons wait in a queue following physical distancing norms, in some shaded area like a covered structure or corridor, etc,. Proper marking should be done in the floor for social distancing.
4. The person handling the thermometer should wash hands and dry them before touching the no-touch thermometer. That person should familiarize himself with the instructions.
5. Before using the no-touch thermometer, the person handling it should look at the infrared sensor lens at the end of the unit. If dirty, it should be cleaned so that the thermometer works properly. To clean the lens, wipe gently with a damp swab. Do not use solvents, and do not touch the lens with the fingers.

6. To prevent transmission of disease, avoid direct contact of the thermometer with a person's skin.
7. After use every day, the device handle should be wiped clean and dry, before storing it safely for the next use.
8. The thermometer should be checked for functioning an hour before the first use each day. In case, the cells are having no power left, they should be replaced. Always spare cells should be available with the person operating the thermometer.
9. The average normal body temperature is generally accepted as 98.6°F (37°C). Some studies have shown that the "normal" body temperature can have a wide range, from 97°F (36.1°C) to 99°F (37.2°C). The persons who show temperature above 37.2°C may be restricted from entering the school premises and shall be referred to a nearby Health centre/Hospital. Testing can be done by focusing on the hand instead of forehead.

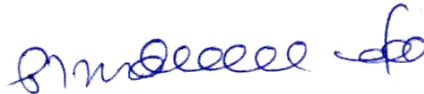
V. Conduct of training in High Tech labs/other laboratories

1. For practical activities in laboratories, maximum capacity per session based on redesigned spaces shall be planned and scheduled accordingly duly following physical distancing norms.
2. The equipment shall be disinfected properly, particularly the frequently touched surfaces before and after each use.
3. It shall be ensured that a floor area of 4m² per person is available for working on equipment/work station.
4. All staff/students shall sanitize their hands before and after using training equipment. For such purpose hand sanitizers should be provided at workstations/Hi tech labs etc.

VI. Other instructions

1. All employees/teachers/students must compulsorily wear their identity card at all times.
2. Employees/teachers/students should be strictly instructed not to create any gathering inside the school premises.
3. All employees who are at higher risk i.e., older employees, pregnant employees and employees who have underlying medical conditions should take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the students.
4. All employees/ students shall be made aware of COVID prevention practices.
5. The Head Master/Principal shall be held responsible for adherence of guidelines in school and should carry out compliance checks frequently.
6. Appropriate back-up stock of personal protection items like face covers / masks, hand sanitizers etc. shall be made available by management to the teachers and employees.
7. Availability of sufficient covered dustbins and trash cans and provision for proper disposal of used personal protective items and general waste in accordance with Government guidelines should be ensured. Housekeeping employees shall be informed & trained about norms for waste management & disposal.
8. Entry of unnecessary visitors shall be strictly prohibited.
9. Sharing of items like notebook, pens/pencil, eraser, water bottle etc, amongst students should not be allowed.

10. School buses will be operated only after clearance for the same is given by the District Collectorate /Dept. of Revenue and Disaster Management.
11. It shall be ensured that regular counseling is done for students and teachers reporting mental health issues such as anxiety and depression.
12. Formal functions and other gathering shall be avoided till further orders.
13. Teachers, school counselors and school health workers should work in unison to ensure emotional safety of the students.



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Place : Puducherry
Date : 02.10.2020.