

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

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

Puducherry, the 31.12.2020.

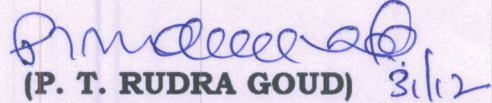
CIRCULAR

Sub: DSE-HSW-AC- Reopening of Schools for stds 1 to 12 in Puducherry and Karaikal regions of the UT - Guidelines and SOP to be followed - Issued.

Ref: I.D. Note No. 2409/DSE/HSW/AC/A1/2020-21 dt. 30.11.2020.

As approved by the Govt. of Puducherry, Schools will reopen on 04.01.2021 in Puducherry and Karaikal regions for conduct of regular classes for students of std I to XII to be conducted only in the forenoon sessions from 10.00 am to 1.00 pm on all 6 days (Monday to Saturday) of the week.

The Heads of all Govt./ Private Schools in Puducherry and Karaikal regions are instructed to adhere to the Standard Operating Procedure (SOP) enclosed as Annexure to this circular.


(P. T. RUDRA GOUD) 31/12

DIRECTOR OF SCHOOL EDUCATION

Encl: As stated above

To

All the Heads of Govt. /Private Schools in Puducherry and Karaikal regions of the UT.

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.
5. The Deputy Inspector of Schools, Z-I/Z-II/Z-III/Z-IV/Z-V, Pdy /Kkl.

Copy submitted to:-

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

**GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SCHOOL EDUCATION**

ANNEXURE

**Standard Operating Procedure (SOP) for the reopening of schools in
Puducherry and Karaikal regions of the Union Territory for students
studying in Standards 1 to 12 in Government / Government -
Aided/Private schools from 4th January, 2021.**

Introduction:

The Government of Puducherry has decided to permit students in Puducherry and Karaikal regions of the UT studying in std. 1 to 12 in Government/Government Aided/Private schools including CBSE / ICSE schools to come to schools on a voluntary basis in order to attend regular classes in areas outside the containment zones only w.e.f. 04.01.2021.

The schools will reopen from 04.01.2021 for standards 1 to 12 and would function for six days (Monday to Saturday) during forenoon (Half a day) from 10.00AM to 1.00PM.

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 Standard Operating Procedure (SOP) is based on the Standard Operating Procedure issued by Ministry of Health and Family Welfare, Government of India 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.

Decision regarding operation of one rupee school buses will be notified separately. Private schools can operate school buses as per the guidelines / SOP issued by the District Collectorate/Dept. of Revenue and Disaster Management.

1. Schools shall permit the students for the regular classes only after getting the consent of the parents in writing.
2. If the strength of the students is more, the schools can ask the students of odd numbered classes (i.e., stds. 1,3,5,7,9 and 11) to come on alternate days and the students of even numbered classes (i.e., stds. 2,4,6,8,10 and 12) on the other days.
3. The timing for conduct of schools is 10.00 am to 1.00 pm.
4. Proper boxes must be marked on the floor/ground to ensure social distancing in the queue wherever required.
5. Attendance must not be enforced and must depend entirely on parental consent.
6. On all working days, proper social distancing norms shall be followed to avoid crowding in the entrance and inside the school premises.
7. Thermal screening of all students/staff/teachers shall be done when they arrive at the school.
8. 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.
9. 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.
10. 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.

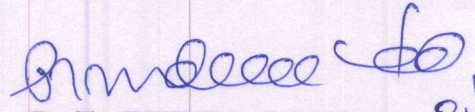


11. Physical distancing of at least 6 feet is to be followed as far as possible while making seating arrangements in class rooms.
12. Physical distancing shall also be maintained in staff rooms, office areas (including reception areas) and in other places. All students, teaching and non-teaching staff shall come with masks.
13. Assemblies, Sports and events that can lead to overcrowding shall be strictly avoided. However, no-contact activities for fitness may be done.
14. Provision of hand wash facilities with soap and running water which is the most preferred mode of disinfection for hands shall be made adequately available. In addition, hand sanitizers shall be provided. Students shall be asked to wash their hands intermittently during their presence in the schools.
15. Teachers and students shall only be allowed to enter the premises after washing their hands with soap /sanitizer. Suitable hand wash with soap /sanitization provisions with alcohol-based sanitizers shall be made available at the entry and exit points of the schools and wherever required.
16. 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.
17. Instead of biometric attendance for teachers/staff, alternate arrangements for contactless attendance shall be made by the school administration.
18. The school should display numbers of local Revenue/ health authorities (104) 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.

19. The management of every school shall be responsible for the upkeep of their school premises according to these standards.
20. The Principal/ Head Master shall ensure that a clean face mask is used by all teachers/students/personnel involved in the work.
21. Wearing of face cover shall be compulsory in all areas of the school premises by everyone. Touching the mask should be kept to minimum.
22. Touching the face or any part of the face should be avoided. Touching any surfaces of furniture/fixtures/railings/lifts/handles and other surfaces should be kept to the minimum.
23. For practical activities in laboratories, maximum capacity per session based on redesigned spaces shall be planned and scheduled accordingly duly following physical distancing norms.
24. The equipment shall be disinfected properly, particularly the frequently touched surfaces before and after each use.
25. All employees/ students shall be made aware of COVID prevention practices.
26. The Head Master/Principal shall be held responsible for Non-adherence of guidelines in school and should carry out compliance checks frequently.
27. Appropriate back-up stock of personal protection items like face covers/ masks, hand sanitizers etc. shall be made available by management to the students, teachers and employees.
28. 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.



29. Entry of unnecessary visitors shall be strictly prohibited.
30. It shall be ensured that regular counseling is done for students and teachers reporting mental health issues such as anxiety and depression.
31. Formal functions and other gathering shall be avoided till further orders.
32. Teachers, school counselors and school health workers should work in unison to ensure emotional safety of the students.


P. T. RUDRA GOUD 31/12/2020
DIRECTOR OF SCHOOL EDUCATION
PUDUCHERRY

Puducherry
Date: 31.12.2020.