

GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF SCHOOL EDUCATION
SAMAGRA SHIKSHA

PRESENTATION ON

STANDARD **O**PERATING **P**ROCEDURES

FOR

**Permitting Students of 9th, 10th, 11th and 12th Classes
to come to school for Doubt Clarification**

OBJECTIVES

- To provide an opportunity to avail additional interim support to the willing Students from 9th to 12th classes in addition to their self study with or without the assistance of Online Classes or e-content.
- To provide an opportunity to the willing students to avail assistance in guidance to study, assessment of study, evaluation of study and remedial suggestions.
- To provide moral support, psychological impetus to the students and parents regarding the academic progress of the students and to express the concern of the school on the betterment of students.

PRIMARY RESTRICTIONS

- Restricted to students of Class 9, Class 10, Class 11 and Class 12.
- Students and Staff who live in **CONTAINMENT ZONES ARE STRICTLY NOT ALLOWED INTO THE SCHOOLS.**
- Attending Classes is **NOT AT ALL COMPULSORY.** Only willing students may attend.
- Attendance to these classes **WILL NOT COUNT FOR PROMOTION** to next class or any other progression.
- Midday Meals or Morning Break Fast will not be served till further instructions.
- Classes will be restricted to specific days of a week as shown below and the timings will be **EXCLUSIVELY DURING FORE NOON SESSION ONLY FROM 10 AM TO 1 PM**

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

DATES AND ACTIVITIES

PREPARATORY ACTIVITIES – From 05.10.2020 to 07.10.2020

- **No students are allowed into the school during this period**
- **Ensuring Cleanliness, Sanitation and Safety in school campus**
- **Conducting SMC Meetings**
- **Creating awareness to SMC Members and Parents regarding 'consent letters from parents'.**
- **Procurement of Sanitation Accessories like sanitizers, thermal scanners, soaps etc.**
- **Planning of programmes with students and Deployment of Staff.**
- **Ensuring Compliance of SOP at school level**

REOPENING OF SCHOOLS FOR 10TH AND 12TH CLASSES – From 08.10.2020

REOPENING OF SCHOOLS FOR 9TH AND 11TH CLASSES – From 12.10.2020

SOCIAL DISTANCING NORMS

1. Students can visit the schools on alternate days from 10.00 am to 1.00 pm
2. Proper boxes must be marked on the floor/ground to ensure social distancing
3. Attendance must not be enforced and must depend entirely on parental consent.
4. Avoid crowding in the entrance and inside the school premises.
5. The students shall not be allowed to wander outside the schools.
6. Physical distancing of at least 6 feet is to be followed - seating arrangements

SOCIAL DISTANCING NORMS



SOCIAL DISTANCING NORMS - CONTINUED

7. Physical distancing shall also be maintained in staff rooms, office areas (including reception areas) and in other places. All teachers shall come with masks.
8. 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.
9. The schools shall not conduct any assembly / prayer sessions in order to avoid overcrowding and issues of movement management.

SOCIAL DISTANCING NORMS



PRECAUTIONARY MEASURES & SANITATION

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.

DISINFECTING CLASS ROOMS



PRECAUTIONARY MEASURES & SANITATION – CONTD..2

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.

PRECAUTIONARY MEASURES & SANITATION – CONTIND..3

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.

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.

SOCIAL BEHAVIOUR FOR PANDEMIC PREVENTION– CONTIND

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.

THERMAL SCANNING



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.

THERMAL SCREENING IN SCHOOLS – CONTIND

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.

CONDUCT OF PRACTICALS AND LAB USAGE

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.

HANDLING ARTICLES WITH SAFETY



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.

OTHER INSTRUCTIONS - CONTINUED

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.



THANK YOU

