



SHRINE VAILANKANNI SENIOR SECONDARY SCHOOL

STANDARD OPERATING PROCEDURE

FOR PARTIAL RE-OPENING OF CLASSES 10 – 12

September 2020

The date and scheduling for partial re-opening of school will be shared after proper confirmation from the Government. Till such time, ensure that the details given below are **read thoroughly** and **understood completely** and **followed strictly**.

GENERAL GUIDANCE FOR ALL

1. This partial re-opening is purely on a voluntary basis.
2. The students must compulsorily have signed parental consent letters/forms
3. The students must compulsorily carry prescribed safety kits as mentioned below and must compulsorily adhere to the rules and regulations strictly.
 - a. **Mask**
 - b. **Face Shield**
 - c. **Soap**
 - d. **Sanitizer**
 - e. **Wipes**

4. No student will be allowed to enter without the above safety kits. Even if one of the above is missing, the student will not be allowed to enter the school campus.
5. No parent will be allowed inside the campus **on any account whatsoever** during these sessions.
6. The following generic measures will be followed at all times.
 - i. Physical distancing of at least 6 feet will be followed. The student will occupy **only** the designated space marked for him/her.
 - ii. Use of face covers/masks at all times inside the campus.
 - iii. Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) wherever and whenever instructed by the teacher.
 - iv. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
 - v. Self-monitoring of health by all and reporting any illness at the earliest.
7. There will be no physical activity such as Sports/Physical Education classes, no gatherings whatsoever and no snack break or lunch

break.

8. Students can carry a water bottle, stationary, a maximum of 2 notebooks (rough note included) **only** in a cloth bag.
9. There shall be no sharing of notebooks, stationary or water.
10. Unless emergency, prevent using public toilets which includes school's toilets.
11. Wherever possible, our online lessons will be a preferred method of teaching.

General Guidance for Students:

1. Safety kits as per list must be compulsorily carried by the students.
2. Face masks should be worn at all times inside the class and campus. Face masks should cover mouth and nose at all times. Do not touch face masks.
3. Face Shields should be worn inside labs and classes.
4. Students should not change designated/assigned Seats.
5. In case you need to clarify anything with a teacher, raise your hands and speak from your designated seat. Maintain distance from your teachers and friends.
6. Speak softly.
7. Do not share any items with your friends.
8. Wash/Sanitize your hands with soap/sanitizer whenever

instructed.

9. Do not crowd at entrance/exit. Enter and exit campus in an orderly manner.
10. Use the sanitizers/wipes to clean your personal workspace. (General Fumigation after each session is carried by school's designated personnel).
11. Students will be permitted into the school only at the scheduled time. If you are absent, you can attend class only at the next scheduled date and time specified by the school.
12. In case you are sick report to your mentor. Do not come to school if you have fever, cold or any other sickness.
13. If you require any counseling, you may talk to your designated mentors.

General Guidance for Teachers:

1. Safety kits should be carried by teachers in addition to them being available at the school.
2. Please ensure that students carry their safety kits.
3. Please wear your masks at all times.
4. Face shields should be worn inside the Classroom and Laboratory along with masks.
5. Do not ask students to come near the Black Board.

6. Do not ask students to reply in a chorus.
7. Do not ask students to shout out answers.
8. Ensure that you maintain distance inside the classroom and lab.
9. Ensure students wear masks and face shields.
10. Ensure students maintain social distancing and speak softly.
11. Teachers shall sit in their respective class rooms/lab prep rooms.
The staff rooms will remain closed.
12. Teachers should ensure that safety staff fumigate the classroom and labs before any other batch of students occupy the same classroom or at the end of the day.
13. Our school labs are very well ventilated and the teacher shall ensure that the windows and doors remain open.
14. Attendance should be taken with a show of raised-hands.
15. Please use digital communications where ever possible.
16. Sharing of stationary is strictly NOT permitted.
17. No communal snack break/water break is scheduled. Teachers may allow children for the same as and when required individually.
18. Though education is important, Social and mental wellbeing of students shall be the priority. The students may fix a time with their mentors to discuss any issues that they are facing. The mentors shall give a patient hearing. This session will also follow all safety norms like face masks, face shields and social distancing.

General Guidance for Parents:

1. Please read, understand and strictly follow the SOP (Standard Operating Protocols). **The purpose of the SOP is safety for all.**
2. Attending Classes is purely voluntary and is left up to the parents.
3. Please sign and send the consent letter. Students will not be permitted to attend classes without the consent Letter.
4. Ensure that your child carries the prescribed safety kit.
5. It is recommended that the parent or child travel to school individually and not use a shared transport.

School Safety Protocols:

1. The school classrooms and laboratories are fumigated after end of day or before a new batch of students use the facility with 1% hypo chlorite solution.
2. The school has placed leg operated sanitizers in designated areas. Students are advised to use them when entering and exiting designated areas.
3. Temperature checks will be taken at entrance and any student found having temperature will be isolated and will be handed over to the parent.
4. The school shall have separate entry-exit points whenever possible.

5. The School shall have designated Staff in charge of any emergency situation.