



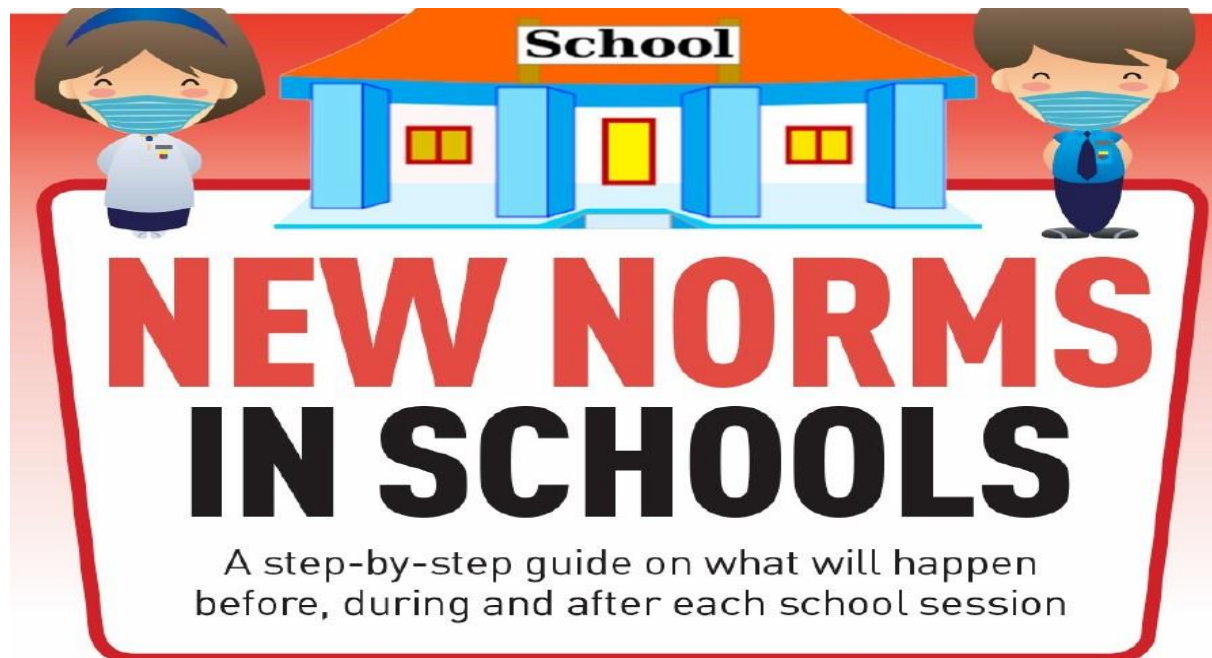
REOPENING OF ISWK - BACK TO THE PHYSICAL CLASSROOM



When the closure of all educational institutions came into force on March 15, 2020, schools were immediately closed to ensure the health and safety of students and teachers.

The new academic year 2020-2021 got under way in unusual circumstances and learning from home has been the practice since then. The virtual classes are coming along very well. This paradigm shift has been an eye-opener for all the stakeholders of the school.

With the number of cases having significantly declined lately, the decision to reopen schools with effect from Sunday, November 1, 2020 was taken by the Ministry. ISWK began developing standard operating procedures (SOPs) to facilitate the reopening. The School Management Committee and the Principal stand firm on implementing the SOPs which are aimed at ensuring that students learn in a safe environment.




Living and learning to live with COVID-19 is the challenge which is being faced now. There is no one-size-fits all approach to this pandemic. However, by maintaining safe school operations while reopening schools after a closure, requires many considerations, but if done well, can promote a healthy school environment for students as well as the staff.

All students, as well as parents and guardians, will have to adhere to strict standard operating procedures (SOPs) set by the school.

SOPs at ISWK w.e.f. 1 November 2020

ISWK has released the following SOPs on the reopening of the school. The details enumerated below are the necessary steps to be meticulously followed to ensure students, teachers, staff and visitors are protected.

	Guidelines to be kept in mind	Action to be taken
<p>1. BEFORE LEAVING HOME</p> 	<ul style="list-style-type: none">• Parents /Guardians must check their wards for COVID-19 symptoms.• The symptoms are: fever, cough, cold/flu, sore throat, breathing difficulty, loss of taste and smell, etc.• The following accessories must be carried in the school bag: face masks, gloves, personal hand sanitiser, personal tissue, along with the normal books, stationery material and mid-morning snack.• The school canteen will not be functioning.• Parents to ensure that their wards have a solid meal before leaving home for school. No food to be brought to school.• Masks and gloves to be worn when leaving the house.• Parents to ensure the above is adhered to and take responsibility.• If the above is not adhered to, a fine will be imposed on the parent.• The undertaking designed by the school will need to be signed by the parent and submitted to the class teacher on a specified date that that will be intimated in time. (Annexure)	<ul style="list-style-type: none">• If symptoms of COVID-19 found to exist, the child must be kept home and not sent to school till the symptoms are gone.• If symptoms persist, the child must be taken to a clinic and on recommendation to take the COVID-19 test.

2. ON THE WAY TO SCHOOL





- To keep a distance of 6 ft. from others when walking, standing or sitting in a vehicle.
- Physical distancing to be maintained at all times.
- No child or individual to physically touch each other.
- Health screening to be done before the child boards the bus to avoid others getting infected.
- Transporters to ensure not more than 50 % of the bus's/van's capacity to be occupied with students.
- Parents and transporters to ensure the above is adhered to and take responsibility.
- Transporters to ensure the above is adhered to and take responsibility.
- If the above is not adhered to, a fine will be imposed on the transporter.
- The undertaking designed by the school will need to be signed by the transporter and submitted to the admin office on a specified date that that will be intimated in time. (Annexure)
- If a child is found with COVID-19 symptoms before boarding the bus, he/she must not be allowed to do so and must immediately be sent home.
- If a child is found with COVID-19 symptoms on the way to school, he/she will not be allowed to enter the school premise. He/she must return home immediately with the parent/transporter.

3. AT SCHOOL

A – THE MAIN ENTRANCE GATE (ONE ONLY)



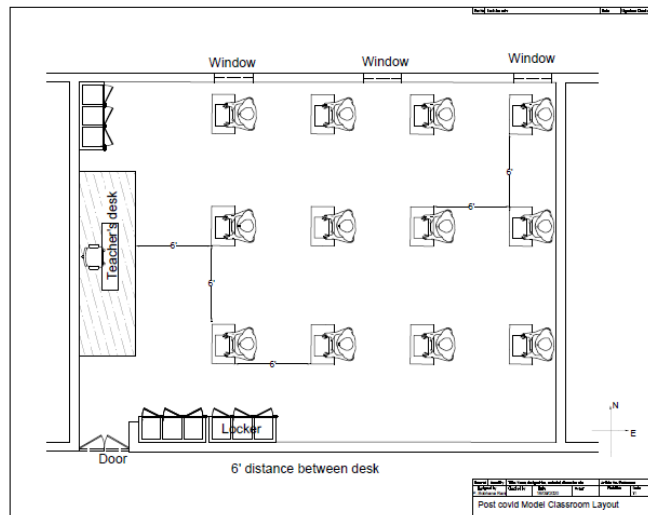
- Students and staff to move cautiously without getting too close to each other.
- Parents and transporters will not be allowed to enter the school premise. Students to take their bags and move on their own.
- Students are to walk along the dedicated route and note the signage on the ground/floor when moving.
- At the gate, the gloves to be disposed of immediately and properly and hands to be sanitised at the gate using a sensor dispenser.
- If the body temperature is above 37 °C, the individual must return home immediately. Entry into the school will be prohibited.
- If the individual after disposing of the mask does not have another one to put on, a mask is to be given by the staff member on duty at the gate.
- Those refusing to comply with the SOP formalities will not be allowed to enter the school campus.
- Parents / transporters refusing to comply with the SOP will be

	<ul style="list-style-type: none"> The child is to walk to the main door through a sanitising tunnel/tube in order to sanitise everything being carried by him/her. 	<p>reprimanded by the school authorities leading to legal proceedings if necessary as the case may be.</p>
<p>B – AT THE MAIN ENTRANCE DOOR OF THE BUILDING</p> 	<ul style="list-style-type: none"> Students and staff to move cautiously without getting too close to each other. Students to note the signage on the ground/floor when moving. The body temperature reading to be taken at the main door as the student/staff member enters. After the body temp has been taken and found to be normal, the student to proceed to the corridor leading to the classroom. Staff members to go to the biometric machine and punch in for the day using face recognition and NOT the fingerprint. After punching in staff members to proceed to the classroom/ staffroom/ office/place of work by following the designated route and observing physical distancing. Staff on duty will ensure the above procedure is followed. *The duty schedule will be in the Annexure at the end. 	<ul style="list-style-type: none"> If the body temperature is above 37 °C, the individual will not be allowed to remain in school. The student/staff member will be led to the quarantine room/isolation room and await the arrival of the parent/transporter to take him/her back home or to the clinic as advised by the nurse in-charge. Those not following the SOP will face charges and be reprimanded by the school authorities leading to legal proceedings if necessary, as the case may be.
<p>C – IN THE CORRIDOR</p> 	<ul style="list-style-type: none"> Students to walk along the designated route and observe the signage on the floor to keep a distance of 6 ft. All to move cautiously and avoid running and bumping into each other. Staff on duty will ensure the above procedure is followed. *The duty schedule will be in the Annexure at the end. 	<ul style="list-style-type: none"> Those not following the SOP will face charges and be reprimanded by the school authorities leading to legal proceedings if necessary, as the case may be.
<p>4. IN CLASS</p>	<ul style="list-style-type: none"> Janitors to sanitise the rooms/offices/staffrooms/washrooms, etc thoroughly before the start of the day. 	<ul style="list-style-type: none"> Those not following the SOP will face charges and be reprimanded by the



- Before entering the classroom, the student/teacher/janitor, etc must sanitise their hands well using the sensor sanitiser.
- A maximum of 16 students to be accommodated in a room at a time.
- Students desks to be 1.5 - 2 m apart from each other.
- During the course of the lesson, personal belongings like pencils, pens, erasers, etc and NOT to be shared with each other.
- All students are to remain in their allotted places/seats throughout the class and must continue to maintain physical distancing throughout their time in school.
- The method of correction of work done will be conveyed in time. Books will not be physically submitted for corrections.
- The staff nurse/deputed co-scholastic teacher will visit the classrooms periodically to check on the boy temp to ensure all is well.
- Should a student / staff member show symptoms of COVID-19 during the course of the day, he/she will immediately be sent to the isolation room/quarantine room.
- Staff on duty will ensure the above procedure is followed. *The duty schedule will be in the Annexure at the end.

- school authorities leading to legal proceedings as the case may be.
- If students/staff members are sent to the isolation room/quarantine room, physical distancing will need to be maintained.
- Students/staff members will wait for their family member to arrive to take them home or to the clinic as advised by the nurse in-charge.



5. SHORT RECESS

- Staggered recess timings of students from the classroom/ class-wise, to avoid overcrowding in the corridors and washrooms.
- The staggering of the recesses will take place in 5 stages, class-wise, with a duration of 10 minutes to use the washroom. There will be no break in the sessions through the day.

- Those not following the SOP will face charges and be reprimanded by the school authorities leading to legal proceedings as the case may be.
- If students/staff members are sent to the isolation room/quarantine room, physical distancing will need to be maintained.
- Students/staff members will wait for their family member to arrive to take



- On returning to the classroom, they must sanitise their hands properly before entering.
- During the recess if a student/staff member is found to have the COVID-19 symptoms, he/she must be immediately taken to the isolation room/quarantine room.
- Staff on duty will ensure the above procedure is followed. *The duty schedule will be in the Annexure at the end.
- When informed by the staff nurse the parent will need to pick up his ward from the isolation room within 30 minutes of receiving the call.

them home (within 30 minutes) or to the clinic as advised by the nurse in-charge.

6. AT THE WASHROOM

WHEN GOING TO THE TOILET

Floors and washbasins are marked to ensure the 1m social distancing between individuals.

Soaps and hand sanitisiers are provided in school washrooms.



- Students and staff members to move in singles when moving to the washroom by following the signage on the floor and maintaining physical distancing.
- A restricted number of individuals will be allowed to use the washroom at a time.
- The janitors on duty will be in-charge of ensuring the number of occupants in the washroom is as per the number specified keeping physical distancing.
- All are to note that the washrooms must be kept neat, clean and dry at all times to avoid students slipping and getting physically hurt.
- All must wash their hands well with soap and water before leaving the washroom.
- All are to follow the instructions of the janitors and staff in-charge on duty.
- It is the janitor's duty and responsibility to check and see that hand washing liquid soap is available at all times and the washroom is neat, clean, dry and sanitised at all times.

- Those not following the SOP will face charges and be reprimanded by the school authorities leading to legal proceedings as the case may be.

- Once again, before entering the classroom, the students /teachers must sanitise their hands well and proceed to their individual seats for class.
- Staff on duty will ensure the above procedure is followed. *The duty schedule will be in the Annexure at the end.

7. END OF THE DAY'S SESSIONS – DISPERSAL



- Students and staff members are to ensure nothing personal is left behind when packing their bags at the end of the day.
- Personal belongings left behind will be discarded and disposed of and never to be returned.
- Dispersal will happen in a staggered manner starting with grades 1 and ending with grade 5 to avoid overcrowding in the corridors and at the gates.
- Physical distancing must be practised constantly, especially when moving in a spaced out queue.
- When exiting the school gates, all to ensure that gatherings are not allowed and students/staff members must move directly to their vehicles and return home. Those walking to carry on home and not stop and indulge in group conversations.
- If during dispersal a student or staff member is detected to have the COVID-19 symptoms ie. cough, flu, fever, body ache, breathlessness, etc. the individual must immediately be rushed to the isolation room/quarantine room. The procedure of dealing with such cases will then be taken care of by the nurse in-charge.
- Staff on dispersal duty will ensure the above procedure is followed. *The duty schedule will be in the Annexure at the end.

- Those not following the SOP will face charges and be reprimanded by the school authorities leading to legal proceedings as the case may be.

8. ON THE WAY HOME



- Staff on duty to ensure masks and gloves are worn when leaving school and exiting the premise.
- All to continue to keep a distance of 6 ft. from others when walking, standing or sitting in a vehicle.
- No individual to physically touch others.
- Health screening to be done by the transporter before the child boards the bus to avoid others getting infected.
- Parents and transporters to ensure the above is adhered to and take responsibility.

- If a child is found with COVID-19 symptoms on the way home, the transporter/driver must inform the parents of the child immediately and get the student to reach home as soon as possible.
- Parents need to make arrangements to have the child visit a clinic and take the COVID-19 test if advised.

9. INFIRMARY A – FIRST AID ROOM



- A staff nurse is to be in-charge of the infirmary keeping a complete record of all medical cases that are reported to the infirmary.

Sanitization and waste disposal

- This includes the complete cleaning of the infirmary (particularly surfaces that are frequently touched). Waste disposal as per the instructions of MOH which is already followed

Thermal scanning of each student/ staff entering

- Mandatory recording of temperature of each staff/ student who visits the infirmary

Regular hand washing and no sharing of food stuff/ personal items.

- Reinforce regular handwashing with water and soap, alcohol rub/hand sanitizer. Students should not be allowed to share food stuff/ personal items.

Encourage students to maintain Cough Etiquette

- Coughing or sneezing into a tissue or your elbow and avoid touching your face, eyes, mouth and nose.

Controlling the influx of students to first aid room

- Assistance of task force is required in controlling influx of students to first aid room. This will aid in preventing cross infection as

- Daily – Sanitization
Waste disposal is through Beah Contracting Company

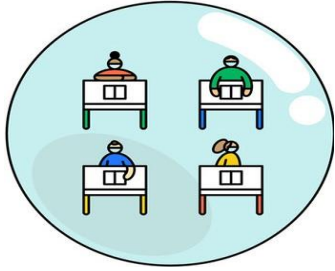
- Record should be maintained in ERP

- Place alcohol-based hand rub (hand sanitizers) in each classroom, at entrances and exits and toilets.

- Child should be encouraged to bring their own napkins/ tissues for personal use. Separate trash bins should be kept for disposal of used tissues and mask.
- Using reminders such as placing tape on the floor to mark how far apart students should stand could help them maintain proper distancing.

	<p>well as helps in promoting physical distancing. One at a time inside Infirmary</p> <p>Signs/ markings</p> <ul style="list-style-type: none"> • Instructions regarding physical distancing, proper hygiene and hand washing to be displayed. Also designated seating, standing/ waiting area should be clearly marked <p>If Students/ staff become unwell</p> <ul style="list-style-type: none"> • No staff/ student should report to school if they are sick. If staff/ students become sick after entering school premises, they should be referred to a health facility, depending on the situation/context, or sent home. <p>Health education to students</p> <ul style="list-style-type: none"> • Students should be given proper guidance and information regarding the health protocol to be followed in school. Prominent display of Covid 19 related awareness and precautionary posters inside infirmary and school campus <p>Monitoring school attendance</p> <ul style="list-style-type: none"> • Regularly monitor school attendance as well as alert school authority and School nurse about increase in student absenteeism <p>Students with respiratory tract infection</p> <ul style="list-style-type: none"> • Those students with allergic cough, asthma, wheezing should refrain from attending school <p>Adequate supply of personal protective equipment</p> <ul style="list-style-type: none"> • Supply of adequate personal protective equipment in first aid room • Nurse in-charge on duty to ensure the above is adhered to and take responsibility. 	<ul style="list-style-type: none"> • This should be displayed inside as well as outside the infirmary • Share the standard procedures which need to be followed in school with staff, parents and students ahead of time through circular • Videos related to hygiene and preventive aspects should be displayed in classrooms especially before the first period. • Inform academic staff to report to school nurse in case of more absenteeism in class • A circular should be sent to parents regarding the same • The use of PPEs will be as per directives from MOH
<p>B – QUARANTINE ROOM /</p>	<ul style="list-style-type: none"> • <u>If a staff / student is detected with symptoms of COVID 19, the following procedure is to be followed and put in place:</u> <p>Isolating student/ staff</p> <ul style="list-style-type: none"> • In case of a COVID 19 suspected case reported to Infirmary, staff/ student should be kept at 	<ul style="list-style-type: none"> • Inform parent to immediately pick student from school and seek medical attention. Also advise parent to inform school after consulting doctor.

10. OTHER FUNCTIONAL PROCEDURES (ADMIN RESPONSIBILITIES)



COVID-19 SIGNS



- Classes will function with a maximum of 1/3 of the class attending physical classes and the remaining 2/3 attending online/virtual classes simultaneously.
- The material viz. infrared temp reading guns, boxes of masks, gloves, tissue paper, canisters of sanitiser liquid, spray guns and fogging machines will be made available and kept in stock with the admin dept.
- The janitors/cleaners will be responsible of keeping the entire school campus neat and clean and sanitised.
- The classrooms/staffrooms/offices to be sanitised using fogging machines before class and immediately after class.
- The sanitise containers to be checked regularly and refilled from time to time.
- At the start of the day and before the recess period the hand washing liquid containers will need to be filled and kept available for all to use.
- All co-scholastic periods will be inoperative including library periods.
- There will be no assembling of students in the hall/penthouse and the morning assembly will be conducted over the PA system only.
- Relevant signage posters and sign will be on display reminding the students/staff members/parents and visitors to follow the precautionary measures for the safety for all. The signage will be on display on –
 - Soft boards
 - Pull-up flex charts
 - Corridor boards
 - Classroom boards
 - Washrooms
 - Offices
- If the infrastructural facilities are not put in place, those responsible for them will be accountable and answerable.

COVID-19 PREVENTION



WASH YOUR HANDS



USE SOAP



AVOID CROWDS



WEAR MASK



AVOID HANDSHAKE



PHYSICAL DISTANCING

Size - 9" x 12"



Size - 9" x 12"



- Infirmary
- Notice boards
- Floor signage

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COVID-19 SIGNS



11. OVERALL PREPAREDNESS

A - OF THE SCHOOL

SECTION A: Preparedness within schools

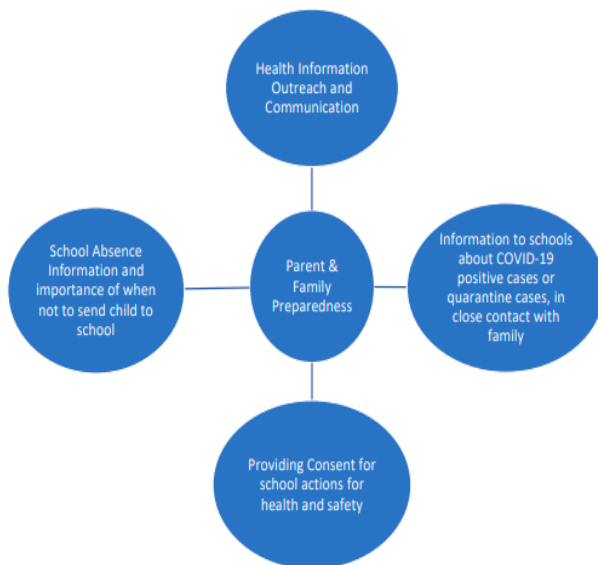


Checklist for overall school preparedness

- Infrastructure, equipment and supplies
- Teaching, non-teaching and infirmary staff safety
- Care for children in school
- Biomedical waste management and disinfection
- Health information, outreach and communication
- Monitoring and reporting

B – OF PARENTS AND FAMILIES

Section B. Preparedness of parents and families



Preparedness at the level of Parents and Families

- Health information, outreach and communication
- Information about close contact with COVID-19 positive and /or Quarantined symptomatic people in school
- Providing consent for school actions for health and safety
- School absence

School Management Committee's Responsibilities	Policies for pandemic recovery
	Structured organisation
	Exercise, Test and maintain BCP
	Sufficient stock to be maintained
Entry at the Gate	Screening & Temperature Checking
	All incoming material to be sanitised
	Hand washing & Sanitisation
	Social Distancing
Classroom Procedures	Ensure gloves and masks are worn
	Social Distancing
	Special table to receive and collect books, study material, etc.
	Sanitisation table
Canteen Procedures	THE CANTEEN WILL BE CLOSED! (NO FOOD ALLOWED IN SCHOOL)
Transporters' Responsibility	Social distancing seating plan Screening and temperature checking of driver and attendant
Health Care / First Aid Room	Designated Quarantined area
	Emergency Procedure Plan
	Crisis & Emergency Communication
	PPE to be in place
Communication Notice Boards	Boards at strategic locations and points
	Clear Information and Directions
	Floor spots to ensure social distancing
Training and Awareness	Staff – Teachers and Support
	Students
	Parents
Sanitation and Disinfection	Regular Sanitation & Disinfection
	Supervision and Checking of quality and quantity
Disposal of Waste	Closed waste bins
	Timely disposal at frequent intervals
	Waste segregation



*** ANNEXURES OF THE SOPs w.e.f. 1ST OF NOVEMBER 2020.

- ANNEXURE 1 - Emergency or Contingency Plan
- ANNEXURE 2 – Parents & Visitor-Coronavirus Self Declaration Form
- ANNEXURE 3A -Transport-Coronavirus Self Declaration Form - Part A

- ANNEXURE 3B - Transport-Coronavirus Self Declaration Form- Part B
- ANNEXURE 4 - Staff Coronavirus Self Declaration Form
- ANNEXURE 5 - LETTER OF DECLARATION