

CHINMAYA VIDYALAYA, KUNNUMPURAM

Safety Policy

“Safety isn’t expensive, it’s priceless”

Introduction

Chinmaya Vidyalaya, Kunnumpuram considers Vidyalaya as a place where children must be provided a safe and secure environment, as they spend a majority of time in Schools. It is the prime duty and responsibility of vidyalayas to provide a safe and secure environment to our children as we believe “Safe Children, Secured Future”. At the same time we also consider the Safety and health of all faculty and staff equally important.

The Vision of Chinmaya Vidyalaya, Kunnumpuram

We are a forward-thinking school aiming to prepare our children and students for a rapidly changing world by equipping them with critical thinking skills, global perspective, and respect for core values of honesty, loyalty, and compassion, leading to personal, physical, moral and spiritual development. Developing these skills is the corner stone of the education we offer following the Chinmaya Culture. Students will have success for today and be prepared for tomorrow.

Objectives

- The objective of this policy is to create and maintain a Safe, Secure and Caring environment that facilitates and enhances quality teaching and learning process.
- To provide opportunity for students to exploit and maximize potential learning, growth and development.
- To provide opportunity for students to participate in enhancing school safety.
- To promote, maintain and contribute to the understanding of child and staff safety.
- To provide a benchmark for monitoring and appraising the safety status of Vidyalayas.

- To empower members of the Vidyalaya community to handle disasters and thus minimize risk.
- To provide first line emergency services to students and staff who become victims of injury or are taken ill.
- To counsel, guide and advise students and staff on issues relating to school and child safety.
- To empower the vidyalaya to liaise with parents, members of the community and other stakeholders to increase awareness about issues related to school safety.

Essential requisites of a safe school fulfilled by Chinmaya Vidyalaya, Kunnumpuram

1. High retention rate of enrolled students, teachers, students
2. Strong focus on teaching and learning, reflected by better academic performance and all round character development amongst our students.
3. High levels of interaction between school administrators, teachers, students, parents and the community, among others.
4. Active participation of stakeholders in vidyalaya activities.
5. Adequate and well-maintained facilities such as toilets and sanitation facilities.
6. Clearly demarcated vidyalaya boundaries with proper and secure gates.
7. Low incidence of indiscipline.

School Safety Committee- School safety committee is formed with the following members

1. Chairperson-Chief Sevak
2. Presiding officer-Principal
3. Members
 - a. Vice-Principal
 - b. Teacher in charge of school safety
 - c. Ward Councilor
 - d. Teacher representative
 - e. Parent representative

- f. Residents association president
- g. Student Representative

Roles and responsibilities of School safety Committee

The committee will

1. Identify the safety needs of the Vidyalaya with a view to taking the necessary action.
2. Mobilize resources required by the vidyalaya to ensure a safe, secure and caring environment for the students, staff and parents.
3. Monitor and evaluate the various aspects of school safety with a view to enhancing school safety.
4. Form sustainable networks with all stakeholders to foster and sustain School safety.
5. Constantly review issues of child safety in and around the school
6. Keep students, parents and other stakeholders informed about School Safety policies and implementation activities.

Securing the School Premises

As children are in the vidyalaya for approximately 8 hours a day, proper care has been ensured to make the school campus a safe place. This is ensured by

1. The entry and exit points of the vidyalaya are constantly manned by proper trained security guards appointed from a registered Security agency after due verification.
2. All staff of the school should register his/her in and out time using biometric punching machine.
3. A separate register is maintained for the visitors /parents ,which include ,name of the visitor, address, mobile number, purpose of visit and person to be met and in and out time. A visitor card is given to persons entering the school for any work during school time on entry and taken back on exit.
4. On entry of students in the vidyalaya, the guards, teachers and ayahs on duty are present to receive the students safely into the school.
5. At the time of exit of the students proper arrangements were made for staggered exit without overcrowding at the gates and stairs. The teachers

on duty and guards will hand over the child to the responsible and authorized guardian of the child especially students in the pre-primary and primary sections. The guards and teachers will take care of all children especially students going by private means of transportation.

6. Entry of unknown persons is strictly prohibited in the vidyalaya.
7. Access to areas like bus area, sports room, washrooms, library, labs and special rooms are confined to persons whose presence in the area is required.
8. Entry /exit gates are always under constant CCTV surveillance.
9. All electric lines are safely secured without letting out any loose wires. Electric mains and generator are always out of reach of children.
10. Live wires are never let open.
11. Well, which is the main water source is always maintained neat and out of reach of children.

Vidyalaya perimeter security and safety

The Vidyalaya perimeter is made secure in all possible ways and the boundary wall is tall enough to prevent any form of scaling from within or outside the school premises. The entire campus is under CCTV surveillance.

Indoor areas

(a) Class rooms

- It is the responsibility of the class teacher/subject teacher to ensure safety of the students in the class room.
- Daily attendance of the students are recorded by the class teacher at the beginning of the day and send to parents through SMS..
- Furniture in the classroom is arranged in such a way that there is adequate space between rows and tables and chairs for easy movement in the class room.
- All measures are taken to ensure that there are no protruding nails, splinters etc in the furniture. Sharp edged furniture is not part of the vidyalaya furniture.

- It is always ensured that there are no loose electrical wires, broken switches /sockets in the class rooms. Fans and tube-lights are fixed properly and checked routinely.
- The children are not allowed to carry any sharp objects.
- School bags are not allowed to keep in the passage ways.
- All smart rooms maintain minimum viewing distance.
- All windows and corridors have grills for safety. All black boards / smart boards and projectors are attached to the wall /ceiling and periodically checked for safety.
- All passages are under CCTV surveillance.
- Entry to terrace area is blocked. Water tanks are always covered and cleaned regularly.

Laboratories

- Science experiments /practical are performed in the laboratory using reactive chemicals, which may be inflammable in nature. Hence they are performed using utmost care under the direct supervision of the concerned teacher and laboratory assistant.
- All laboratories have proper ventilation, safety electrical tripping devices and fire extinguishers and first aid boxes.
- A storage facility with locking system is provided in all labs.
- A suitable gas pipe connection is installed in the Chemistry lab.
- Teachers and staff are aware of electric circuits in the school.
- Safety instructions are provided by the teachers and also displayed as signage inside the labs. Responsibilities of students in the lab are also well explained by the teacher.

Students Must:

<u>Never</u>	<u>Always</u>
Enter the lab without permission	Take permission of the teacher to enter lab
Carry out unauthorized experiments	Wear lab coat, gloves etc.
Work without protective equipment	Handle all chemicals and salt with spatula

Delay in action, if there is an inhalation of a gas /toxin	Avoid looking into the mouth of the test tube ,while performing experiment
Hide any incident of an accident	Close the gas pipe and water taps when not in use
Try to taste any chemicals	Inform the teacher immediately about any eventuality.

Library/reading Room

- Students are allowed to enter the library only in the presence of the librarian.
- Books are kept in the shelves / cupboards/almirah in a proper order.
- Proper spacing is provided in the library.
- The code of Silence is maintained in the library.

Washrooms

- Entrance to washrooms is under constant CCTV surveillance.
- The vidyalaya has separate washrooms for boys and girls.
- Washrooms are adequately lit and ventilated.
- It is ensured that all washrooms are always clean and disinfected.
- It is ensured that the floors are non slippery.
- Safety electrical tripping devices are ensured in washrooms.
- All drain holes are covered properly and steps taken to avoid water logging.

Sports room and Play area

- Sports rooms are under the direct supervision of PE teacher.
- Students are allowed to enter only after getting the instructors permission.
- A first aid kit is readily available in the room.
- It is always ensured that there are no broken pieces of equipment lying around that may cause injury to students while playing.
- Children are allowed to play only under the supervision of the PE teacher.

Educational trips and tours.

- It is the sole responsibility of the vidyalaya to ensure safety and security of the students for the educational tours and trips arranged by the school.
- Parents will be well informed about the details of the trip and the itinerary of the journey to be under taken.
- All details regarding the place of visit will be obtained well in advance.
- All necessary instructions will be given to children in terms of the required equipments to be carried with them.
- An accompanying teacher will be given charge of a maximum of only 10 students and all necessary information regarding the children will be with the teacher.
- The teacher will take the attendance of students at various intervals to update the presence or absence of students going on a trip.

Use of internet in schools

- The computers in the computer lab have only restricted access to the internet.
- The use of personal laptops or other gadgets are not allowed in the school.
- The data of the students are not shared online with any strangers.

Psychological and emotional well being of students

- To ensure psychological and emotional well being of students staff is strictly not allowed to physically, sexually or verbally abuse students.
- Corporal punishment is strictly not permitted. Severe consequences are given for adherence.
- Staff cannot encroach into the private space of the child and must maintain a healthy physical distance from them.
- No staff should engage the child of opposite gender in any secluded place in or outside the school. Gender education is provided to all students by the professional counselors every year.

- No kind of ragging is allowed in the campus. Non-adherence will result in expulsion of the student from the campus.
- No students is allowed to engage with any other student of the opposite gender in any secluded place in our outside the school.
- Children are given classes regularly on Good touch and Bad touch.
- No staff is allowed to ask for any favor in cash or kind from the parents.

Health and hygiene

- Students are not allowed to carry any medicines in the school.
- Parents need to submit the details of chronic or severe ailments of students. Regular awareness classes are conducted to give proper knowledge of healthy diet habits.
- Water testing is done regularly through government public health department.
- Proper pest control measures are taken in times of need.
- No food materials are sold in the school on normal days.
- Checkups like height, weight, oral care, eye care and ENT are administrated every year and details noted in health card.
- In case of any emergency, after providing first aid and consultation of parents the child will be immediately taken to the hospital.
- Parents are consulted by the Principal in case of the need for any emergency medical procedures.

Waste management

- Vidyalaya advocates the policy of plastic free zone.
- Waste is collected regularly and segregated.
- A biogas plant is used to degrade bio waste materials collected in the school
- Measures have been taken to collect and properly dispose e-waste.
- Vidyalaya has a tie up with vendors who collect the plastic and paper waste for recycling at regular intervals to keep the campus clean, safe and green.

Transport -Pick and Drop

- Children travel every day from their homes to school and back. This travelling time is very crucial as the child is neither in the custody of their parents nor the school. It is the responsibility of the parent to ensure safe commutation.
- Only School buses are allowed to enter the campus.
- All school buses are GPS enabled. The vidyalaya ensures safety passage of the students from the bus to the vidyalaya premises.
- The bus in charge takes attendance on entry of the child in the bus in the morning and ensures that the child is taken back in the bus in the evening.
- Only after due procedure , a child who travels by bus is being picked up by the parent for some reason, and it will be informed to the bus in charge immediately.
- The bus driver ensures that the doors of the bus are closed before the bus moves, children are seated and no child is directly in front of the doors even when closed.
- All buses have first aid boxes and fire extinguishers.
- The list of all private vehicles with the copy of RC book, copy of the driving license of the driver and details of children travelling in the vehicle are kept in the school.

STANDARD OPERATING PRACTICES DURING COVID 19 PANDEMIC

a) Ensure proper cleaning and sanitation facilities in the school

Arrange for thorough cleaning and disinfecting of all areas, furniture, equipment, stationery, storage places, water tanks, kitchens, canteen, washrooms, laboratories, libraries, etc. on school campus and ensure air flow in indoor space.

Ensure working hand washing facilities in the school.

Ensure availability of key supplies like thermometers, disinfectants, soaps, etc., and arrange for availability of these essentials. The thermometer to be used should be a calibrated contact-less infrared digital thermometer.

Ensure sanitization of school transport before they start plying.

Guidelines issued by the Ministry of Health and Family Welfare on Disinfection of Common Public Places available at

<http://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf> may be referred to for suitable follow-up.

b) Form different Task Teams

Task Teams such as, Emergency Care Support/Response Team, General

Support Team for all stakeholders, Commodity Support Team, Hygiene Inspection Team, etc. with earmarked responsibilities will be helpful.

□ Teachers, students and other stakeholders deemed fit for being the members of these task forces may be identified to be the members of these task forces who will work collaboratively to take strategic and immediate actions.

c) Seating plan

□ As suggested by the Ministry of Health, there must be at least 6 feet distance between students in the revised seating plan. It is advisable to mark the seating that students should occupy.

□ If there are single-seater desks, simply providing space between the desks in the classrooms to maintain physical/social distancing of 6 feet will be effective. If benches are used, 'one child one bench norm' may be considered.

□ Similarly, physical/social distancing shall also be maintained in the staff rooms, office area, and other places of public interaction.

□ If available, temporary space or outdoor spaces (in case of pleasant weather) may be utilized for conducting classes, keeping in view the safety and security of the children and physical distance protocols

□ Seats may be designated with adequate distance for teachers in the staff room and other available rooms/halls.

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□ The number of seats in the reception area may be limited with at least 6 feet distance between them.

d) Ensure Physical / social distancing at the Entry and Exit Points of the School

□ Staggering the timing of entry and exit for students of different classes.

□ Earmarking different lanes for coming and going.

□ Opening all the gates at the time of entry and exit, in case school has more than one gate and earmarking classes for each gate to avoid crowding.

□ Making announcements through Public Announcement System to guide parents/guardians and students to maintain physical/social distancing.

e) School SOPs based on guidelines from States/UTs

□ Schools may be encouraged to make their own SOPs based on the guidelines issued by States/UTs for the following, keeping in view the safety and physical/social distancing norms, and ensuring that the notices/posters/messages/communication to parents in this regard are prominently displayed/disseminated:

- Use of Playground, Library and Laboratory
- Break Time
- Regular Cleaning and Disinfection of school infrastructure
- Use of School Transport
- Private pick up and drop off facility
- Monitor and Plan for Absenteeism of both staff and students
- Information Sharing System with partners
- Dealing with emergency situation
- Visit of service providers, parents and other visitors to school

f) Display Signages and markings for enforcing physical/social distancing and safety protocols -

□ Displaying posters/messages/stickers and signage at appropriate places in the school reminding students about maintaining physical/social distancing such as inside the classroom, libraries, outside washrooms, hand washing stations, drinking water areas, school kitchen, halls, classrooms, buses/ cabs parking, entry and exits.

□ Ban on spitting shall be strictly enforced.

□ Marking circles on ground at different places like reception, water facility stations, hand washing stations, area outside washrooms, and other areas.

□ Marking separate lanes with arrows for coming and going at all possible places in school to avoid physical contact.

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g) Staggering timetables – some alternatives:

□ One way of ensuring physical/social distancing is to have flexible, staggered and reduced timings planned for different classes in such a way that physical /social distancing is maintained along with other guidelines.

□ Asking only a certain percentage of the students to attend the school depending on the enrolment, rotationally on alternate days, or every two days in a week and combining with home assignments could be another mechanism.

□ Alternatively, there could be a weekly class-wise timetable for attendance. All classes need not attend school every day.

□ Odd-Even Formula for classes can also be considered.

□ Running school in two shifts in case of high enrolment schools can also be considered by reducing time duration of school hours per shift, such that the school is able to manage with the same set of teachers in the overall school hours.

□ In case size of classroom is small, classes may be held in rooms having larger area such as computer room, library, laboratory etc. with physical distance of 6 feet between the students.

h) School events, congregations, meetings, etc.

□ Schools should not undertake school events where physical/social distancing is not possible.

□ Functions and celebration of festivals should be avoided in schools

□ However, school assembly may be conducted by the students in their respective classrooms or outdoor spaces or other available spaces and halls under the guidance of the class teacher.

□ Likewise, if possible, virtual parent teacher meetings can be arranged.

□ During the process of admission to new classes, only parents/guardians may be consulted. Children need not accompany parents as far as possible.

□ Efforts may be made to conduct admissions online wherever possible.

i) Parent's/Guardian's consent

- States/UTs should take the consent of parents/guardians before their child/ward begins attending schools.
- Students willing to study from home with the consent of the parents may be allowed to do so.
- Follow-up on the progress of the learning outcomes of all such students may be planned appropriately.

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j) Sensitize students, parents, teachers, community members and hostel staff on COVID-19 related challenges and their role:

□ Schools may share the guidelines issued by the Ministry of Human Resource Development, Ministry of Home Affairs and the Ministry of Health and Family Welfare with all the stakeholders. Suggestive strategies for sensitizing the stakeholders are given in Annexure B

□ Prior to reopening of schools, arrangements may be made for sensitization of teachers, parents, staff, and members of School Management Committee through online/offline modes such as pamphlets, letters, public announcement systems in villages, urban wards etc. on COVID appropriate behavior such as:

- Required do's and don'ts including maintenance of hand hygiene, respiratory hygiene and disinfection of frequently touched surfaces
- Maintaining physical distance
- Hygienic practices necessary for the prevention of COVID-19
- Stigmas attached to COVID-19
- Thermal screening for fever detection
- Avoiding attending school if having symptoms and seeking medical care

□ Staff and students belonging to containment zones shall not attend the school and other educational institutions until the containment zone is denotified.

□ Students and staff shall be advised not to visit areas falling within containment zone.

□ The recommendations of MoHFW are to be followed, i.e., "All employees who are at higher risk i.e, older employees, pregnant employees and employees who have underlying medical conditions to take extra precautions.. They should preferably not be exposed to any frontline work requiring direct contact with the students."

k) Ensure availability of medical support

□ Ensure availability in school or at contactable distance full-time trained health care attendant/nurse/doctor and counsellor to take care of physical and mental health of the students.

□ Regular health check-up of students and teachers may be organized.

l) Redefine the school attendance and sick leave policies:

□ Attendance must not be enforced, and must depend entirely on parental consent.

□ Flexible attendance and sick leave policies may be developed to encourage

students and staff to stay at home when sick.

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Awards and incentives for perfect attendance may be discouraged.

Alternate staff for critical school jobs/roles may be identified and given orientation for their new job roles.

m) Academic Calendar:

Plan for academic calendar changes for all classes, particularly in relation to breaks and exams.

See section on Learning with physical/ social distancing for greater detail.

n) Access to Textbooks:

Ensure all students have access to prescribed textbooks before school reopens.

o) Collect information:

From students, parents and teachers:

In the form of self-declaration regarding their health condition, Arogya Setu health assessment, recent travels abroad or inter-state, and decide if the person will require additional time away from school.

From local administration:

About the State and district help lines and the nearest COVID Centre and other contact details for dealing with emergency.

p) Ensure Safe Residential Stay at Hostel:

Temporary partitions may be erected to separate inmates/boarders. Adequate distance between beds may be ensured.

Physical/social distancing must be maintained all the times in hostels.

Signage and messaging at prominent places will be important.

Alternative space may be arranged to accommodate students to enable physical/social distancing.

Initial preference for calling students to join back hostels may be given to students who do not have any support at home and also no facility for on-line education.

Students of higher classes may be called first as per accommodation facility of the school.

Screening of every boarder needs to be done before they start staying at the hostel. Only asymptomatic boarders should be allowed to join.

Since students may be coming from different locations by using public transports such as buses, trains, etc., it is important that they should minimize their contact and interaction with others on arrival at hostel, and effectively,

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maintain quarantine as per State/UT requirement. Their health status should be monitored during the period.

Arrangement for a regular visit of Counselor teacher or a Counselor needs to be ensured to take care of any mental or emotional health issue of the students.

- Hostel should be out of bound for all persons except essential staff with known health status.
- Visiting medical team may inspect kitchen and mess at least once a week to ensure maintenance of hygiene.
- Capacity building of hostel staff should be done on physical/social distancing norms, health, and hygiene, clean and nutritious food, etc., for the hostellers.
- Availability of good quality Wi-Fi connection, cable connection for Television and Radio may be ensured. These facilities should be used as per norms of physical/social distancing.

a) Ensure continuous maintenance and monitoring of cleanliness and hygienic conditions in and around school premises

- School campus should be cleaned daily and a daily record of areas cleaned may be maintained.
- Note that students should not be involved in any of the cleaning activities for health and safety reasons.
- Water, sanitation and waste management facilities may be ensured along with compliance of environmental cleaning and decontamination procedures. Waste management (with regards to bio-medical waste including masks, used tissues ,etc.) needs to follow CPCB guidelines (available at https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMWGUIDELINES-COVID_1.pdf)
- Frequent cleaning and sanitization of commonly touched surfaces like doorknobs and latches etc., inside and outside the classrooms may be carried out.
- Disinfecting all teaching learning material such as learning materials, teaching aid, sports materials, swings, desks, chairs, computers, printers, laptops, tablets etc. focusing particularly on frequently touched surfaces/object.
- All garbage should be disposed in dustbins and must not be allowed to pile up anywhere else in the school premises.
- All dustbins must be cleaned and covered properly. Protocols must be in place for the final safe disposal of waste.
- Availability of soap and clean water at all hand washing facility may be ensured. This can be monitored by the identified or designated staff/students.
- If possible, alcohol-based hand sanitizer may be placed at prominent places like reception and entrance of the school.
- Frequent cleaning and disinfecting of washrooms during the school hours may be ensured.
- Mandatory hand washing for all students and staff at regular intervals as per the planned protocol following physical/social distancing norms may be ensured. Hand washing time should be a minimum of 40 seconds
- Availability of safe and clean drinking water for students may be ensured. Bringing of water bottles by students may be encouraged.

- Cleanliness and hygiene should be maintained during midday meal preparation, serving, eating, and after eating the place and utensils, etc., should be properly cleaned.
- Sanitization may be done before school and after the students leave classroom and school premises.

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b) Making students' stay safe in school

- All students and staff to arrive at school wearing a face cover/mask and continue wearing it all through, especially when in class, or doing any activity in groups, such as eating in the mess, working in the laboratories or reading in the libraries.
- Ensure and educate children not to exchange masks with others.
- To the extent possible schools may adopt contactless process for attendance, classroom participation, assessment and learning including online submissions etc. for both students and staff members.
- Simple health screening of students and staff may be carried out daily, and updates be maintained.
- Every child needs to learn how to cough or sneeze into a tissue or elbow and avoid touching face, eyes, mouth, and nose.
- Sensitize all stakeholders in school about the ban on spitting.
- Availability of necessary equipment like gloves, face cover/ masks, hand washing soaps for sanitation staff/workers.
- Encourage students (to whom mid-day meals are not served) to bring and eat home cooked and nutritious food and avoid sharing food and utensils with others.
- No outside vendor should be allowed to sell any eatables inside the school premises or at the entry gate/point.
- The tender age of children may be kept in mind while giving these instructions and advice, which may be explained gently in a way that they can understand.
- In case some children are not following instructions, parents may be taken into confidence to assist teachers.
- Give responsibility to teachers and willing students (with parental consent from class VI onwards) on a rotation basis to monitor observing of physical /social distancing norms at different places and also students' behavior like frequently touching own face or handshake with other students, etc.

c) Ensure Safe Commuting of Students

- Sanitization of school transportation on regular basis at least twice a day – once before children board the transport and once after.
- School Driver and conductor should maintain physical distance at all times and ensure physical/social distancing among students in the bus/cab.

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- A minimum physical distance of 6 feet should be maintained during seating.

Staggering of school timings/days/shifts may be essential for ensuring this. Wherever possible, more buses may be arranged.

If possible, thermal screening of students may be done by the bus conductor at the time of their boarding the bus.

All commuters to wear face cover/masks in the bus/cab. School transport should not permit children without masks to board buses.

No curtains on windows in the bus/cab.

Preferably keep all windows open.

For air-conditioned buses/cabs, the guidelines issued by CPWD shall be followed which include temperature setting at 24-30°C, relative humidity at 40-70% with provision for intake of fresh air (available at: https://cpwd.gov.in/WriteReadData/other_cir/45567.pdf.)

Students may be oriented not to touch surfaces unnecessarily. If possible, hand sanitizer may be kept in the bus/cab.

Students may be advised to patiently wait for their turn to board or alight from the vehicle keeping a safe distance.

As far as possible, parents may be encouraged to use their personal transport to drop their children to school.

Students commuting through public transport should be adequately guided by schools to take all precautions such as – physical/social distancing, covering nose and mouth with up face cloth/masks, sanitizing hands when touching any surface etc.

As far as possible, parents of students of classes I- V may be encouraged to drop and pick up their children.

Private cabs or carpooling may be discouraged as far as possible.

d) Implement Safe School Practices for safe arrival and departure of staff and students

Physical/social distancing norms should be followed, both, during arrival and departure time, to and from school. Minimum 6 feet physical distance should be maintained when queuing up for entry and inside the school.

Students to attend schools on rotation basis or on alternate days or as per the schedule prepared by the school, as already mentioned.

Have staggered arrival and departure timings for different classes.

If the school has more than one gate, then all the gates be used for entry and exit.

Assistance of Traffic Police or Volunteers from the community may be taken to regulate traffic outside schools to avoid congestion of vehicles.

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Screening of all including staff members before entering the school without fail for fever/cough and breathlessness.

Self-monitoring of health by all and disclosure about any illness at the earliest to State and district helpline and school authorities.

School heads to allow staff who want to remain on leave due to sickness, with

the advice that they resume duties as soon as they are recovered as the school needs their services in this tough time for children who have started coming to school for education.

□ Parents may be sensitized about personal hygiene, personal health, and cleanliness of uniform and this information may be circulated well in advance through letters, emails, or any other social media.

□ Parents to be sensitized that they must not send their wards to school if the child or any family member living in the same household suffers from fever/cough/breathlessness etc. Similarly, children with underlying medical conditions are to take appropriate precautions as advised by their respective medical practitioners.

□ States may also consider obtaining declaration forms from the parents saying that no one in the family is suffering from COVID-19 or from fever/cough/breathlessness etc., before their wards start coming to school.

□ Children, parents and staff members having mobile phone may be advised to download the Arogya Setu App.

□ Announcements may be made to sensitize students and accompanying parents to follow all safety norms.

□ School attendance may be monitored to keep track of student and teacher absence and to compare against usual absenteeism patterns. Close track to be kept of absence due to respiratory illnesses.

e) Ensure safety norms in classrooms and other places

□ A proper crowd management in the school as well as in outside premises shall be ensured.

□ Teachers may ensure students sit at marked/allocated seats maintaining physical/social distancing and wearing face covers /masks in the classes, laboratories, libraries, playground or any other part of school premise.

□ Group activities in games, sports, music, dance or other performing art classes may be allowed only if it is feasible to maintain physical distance and following health safety norms.

□ Practical work should be done in small groups maintaining physical distance.

□ Students should not share any material (textbooks, notebooks, pen, pencil, eraser, tiffin box, water bottles, etc.) with each other.

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□ If possible, school bag for students of lower primary classes (I to V) may be discouraged. All the necessary learning material may be kept in the classroom.

□ Different break times may be provided for different classes.

□ No sharing of food among students should be allowed.

□ Teachers to wear face covers/ masks while correcting written assignments of students. As far as possible online assignments may be encouraged.

□ Windows and doors of the classrooms and other rooms to be kept open for ventilation.

- Number of people in the elevators and passages shall be restricted. Use of stairs with one person on alternate steps may be encouraged.
- Specific focus on avoiding over-crowding in washrooms should be encouraged.
- Students to sanitize hands before and after lunch/snacks, each time they use the washroom and any other outdoor activities. Hand sanitizers with 70% alcohol can be an alternative.

- All physical/social distancing norms are to be implemented as per the defined protocols/SOPs.
- f) Protocol to be followed in case of detection of a suspected case of COVID-19
 - Place the ill student or staff in a room or area where they are isolated from others
 - Provide a mask/face cover till such time as he/she is examined by a doctor.
 - Immediately inform the nearest medical facility (hospital/clinic) or call the State or district helpline.
 - A risk assessment will be undertaken by the designated public health authority (District Rapid Response Team/treating physician) and accordingly further action be initiated regarding management of case, his/her contacts and need for disinfection.
 - Disinfection of the premises to be taken up if the person is found positive.

**SEEK SAFETY,
AIM SAFETY,
FOLLOW SAFETY,
ENSURE SAFETY,
TEACH SAFETY,
YIELD SAFETY.**

Hari Om!