

**CIRCULAR (PS to XII)**

Dear parents and students

This is to inform you that as per the circular issued by the Government of NCT of Delhi, No. DE.23(08)/Sch.Br/2021/662, the school shall reopen with effect from November 29, 2021. Please refer to **Circular No. MAMS/2021-22/42 dated November 27, 2021 also.**

The school shall abide by the COVID-19 related SOP guidelines.

We will be conducting the teaching-learning process in hybrid mode i.e. offline as well as online to facilitate the students. The school shall ensure that there is no overcrowding in the classes and only 50% of the students would be seated in one classroom.

The parents are requested to make arrangements for the transportation for their wards w.e.f. November 29, 2021. It is reiterated that the school tuck-shop will remain open during school hours. Please note that the school timings shall be staggered to ensure the safety of the students. The timetable about the same will be shared soon. Also, the lunch break will be scheduled in a staggered manner.

The school canteen will remain closed and the students are advised to carry their lunch and water bottle. They are also suggested not to exchange food or stationery items with their fellow mates. Students should carry an extra mask and a bottle of sanitiser.

You are requested to note and ensure that written consent from parents/guardians is mandatory to allow students to attend school with effect from November 29, 2021. Students should attend the school in the proper school uniform (summer/winter/sports).

A temporary I- Card should be pinned up on the shirt by the parent with the following details:

- a. Name of the student
- b. Class and section
- c. Admission number
- d. Name and contact number of the parents
- e. Photograph of the student

**Following generic preventive measures need to be observed by all (teachers and students) in the school at all times.**

- (i) Physical distancing of at least 6 feet to be observed.
- (ii) Use of face covers/masks is mandatory. Students and teachers are advised to carry an extra mask.
- (iii) Frequent sanitization of hands even when hands are not visibly dirty.
- (iv) Use alcohol-based hand sanitisers. (for at least 20 seconds)
- (v) Respiratory etiquettes to be strictly followed. This involves the strict practice of covering one's mouth and nose while coughing/sneezing with a tissue / handkerchief / flexed elbow and disposing of used tissues properly.
- (v) Self-monitoring of health by all and reporting any illness at the earliest.
- (vi) Spitting shall be strictly prohibited.

**Please ensure that student(s) do not attend the school if:**

- (i) She/he has come in contact with any COVID patient in the last 14 days.
- (ii) She/he is suffering from fever or flu-like symptoms or any symptoms of COVID.
- (iii) His/her residence is in the containment zone. We ensure that the school would follow all the precautions for the welfare and safety of the students.

Looking forward to your kind cooperation  
We wish you all a very happy and safe Diwali.  
Warm regards  
Dr Pratibha Kohli  
Principal

**Standard Operating Procedure(SOP) for Permitted Activities in Schools & for Health-Related Activities This SOP outlines various precautionary measures to be adopted in addition to the specific measures to be taken while students visit the school.**

Standard Operating Procedure (SOP) for Reopening of Schools, Colleges, Educational Coaching Institutes, Skill Development & Training Institutes, Other Training Institutes, Libraries etc.

This SOP outlines various precautionary measures to be adopted while the Schools, Colleges, Educational / Coaching Institutes, Skill Development & Training Institutes, Other Training Institutes, Libraries etc. are opened for students in addition to compliance of measures / guidelines issued by Government from time to time.

**1. Readiness of Schools, Colleges, Educational / Coaching Institutes, Skill Development & Training Institutes, Other Training Institutes, Libraries etc.**

- i. Head of School / Institute should hold a meeting with SMC/PTA members to finalize the readiness plan for opening of School, Colleges, Educational / Coaching Institutes, Skill Development & Training Institutes, Other Training Institutes, Libraries etc. for students. SMC/PTA should encourage vaccination among the parents.
- ii. Head of School / Institute are also advised to convene SMC/PTA meetings as and when required to review the compliance of COVID protocols, attendance of students and other confidence building measures.
- iii. Head of School / Institute to ensure thorough sanitization of the Schools, Colleges, Educational / Coaching Institutes, Skill Development & Training Institutes, Other Training Institutes, Libraries etc. premises and ensure adequate availability of key supplies like thermal scanners, disinfectants, sanitizers, soaps, masks, etc.
- iv. Head of School / Institute to ensure that all the eligible teaching & non-teaching staff as well as support staff of the Schools, Colleges, Educational / Coaching Institutes, Skill Development & Training Institutes, Other Training Institutes, Libraries etc. are vaccinated and it should be done at the top priority.
- v. Head of School/ Institute to ensure that checklist (Annexure-2) be prepared on daily basis.

**2. Preparation and Guidelines for permitted activities.**

- i. Head of School/ Institute to plan a Time-Table as per the capacity/occupancy limit of the Classrooms/Labs following COVID appropriate behavior. The availability of sufficient wash basins/ washing area to provide proper arrangement of hand washing for the students should also be kept in mind while preparing the time table. Maximum 50% students per classroom may be called depending upon the capacity / occupancy limit for seating of the students to maintain proper social distance. As the situation varies from school to school / college to college and Institute to Institute, the schedule of the Schools, Colleges, Educational / Coaching Institutes/ Libraries etc. may be

staggered to avoid crowding in the classrooms & at the main entrance/exit gate. The Lunch breaks may also be staggered to avoid crowding of students and held preferably in an open area particularly as the students will be removing their masks while having food.

ii. Head of School / institute is also advised to use all the entry/exit gates of the Schools, colleges, Educational /Coaching institutes , Skill Development and Training Institutes, Libraries etc. Building to avoid crowding at the time of entry and exit of students. There should be a gap of at least 1 hour between exit of the last group of Morning shift and entry of the first group of Evening shift in double shifted schools/colleges. Similarly all other Educational / Coaching Institutes shall maintain a gap between batches/ shifts. Help of volunteers may be taken to avoid crowding and maintenance of COVID Appropriate Behaviour (CAB) at the entry/exit gates of the building/ premises.

iii. students may be guided not to share lunch, books, copies and stationery items etc.

iv. Students, teachers and employees living in the containment zone will not be allowed to come to schools, colleges, educational / coaching institutes, Skill Development & Training Institutes, Other Training Institutes, Libraries etc.

v. Heads of School /Institute are also advised to ensure the following:

- Increased facility for cleaning and sanitization especially in common areas and
- high touch surfaces.
- Proper and regular cleaning and sanitization of class rooms.
- Sanitizing facility should be available at the entry gates.
- Provision for adequate soap (solid, liquid), wash basin and running water in all washrooms.
- Seating arrangements should be done in such a way that seats/chairs are occupied in an alternate manner.
- Sufficient availability of thermal scanners, sanitizers, disinfectants and masks etc.
- All vehicles (buses, vans etc.) used for transportation of students / staff should be sanitized regularly and the Head of School / Institute shall ensure that all eligible transportation staff (driver, attendant etc.) are vaccinated and it should be done at the top priority.

### **3. Regarding Vaccination and Ration Distribution centers running in schools**

The area or part of the school / Institute building being used for the Vaccination or Ration Distribution should be properly separated/ demarcated from the area/part of the school / Institute building that will be used for Academic Activities. In this regard, District Administration shall cordon off the area demarcated for the Vaccination or Ration Distribution Center, make separate Entry/Exit for this purpose and deploy sufficient number of Civil Defense Volunteers to avoid mingling of students with the persons coming to Vaccination or Ration Distribution Centers.

### **4. Counseling/ Guidance Program**

i. On campus counseling/ guidance of students and teachers to be conducted to give emotional/trauma support for their readiness with new normal of stringent physical distancing, face mask guidelines and hygiene guidelines.

ii. Teachers are to ensure that they speak to each student and enquire about their well being. They should provide counseling, emotional support to students & mentally prepare children for teaching learning activities and thereafter resume academic activities. Teachers are expected to :  
Understand the current academic level of their students.  
Establish deep connect with their students and then initiate the learning process.  
Gradually prepare students for Teaching Learning Activities by providing emotional support.  
Bridge the learning gaps to strengthen and recapitulate the foundational subject specific competency of previous class.

## **5. Health & Safety Guidelines**

- i. Staff should be deployed at the entry gates to ensure that no symptomatic student/staff /guest enter the school / Institute /campus .
- ii. Mandatory Thermal Screening at school / Institute entry gates. No student, teachers, staff or guest should be allowed to enter the school / Institute premises without proper thermal scanning.
- iii. No entry for any student/ staff/ guest without a mask on the face in a proper way.
- iv. Compulsory hand sanitization at entrance of school / Institute, Classroom, Labs, Library and Public Utility etc.
- v. Proper ventilation in all the classrooms and covered places should be ensured.

## **6. Parental Consent**

- i. The Head of School I Institute should ensure that students attend the school / Institute with written consent of their parents (Annexure-1).
- ii. If the child or any of the family members shows COVID symptoms, parents should avoid sending the child to the school / institute.
- iii. Parents should be advised not to send their ward to school /Institute if he/she is suffering from any critical illness/ comorbidity.

## **7. Daily Symptoms Check Guidelines**

People with COVID-19 have reported a wide variety of symptoms ranging from mild to severe illness. These include:

- Fever or chills
- Cough
- Shortness of breath or difficulty in breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If a student or staff member shows any of the above symptoms whilst at the school / Institute they should be moved away from other people and into an outdoor well ventilated space/ quarantine room. Teachers are also directed to report the Head of School / Head of Institute immediately if any student in their class found with COVID symptoms.

#### **8. Quarantine Room**

The Head of school / Institute should ensure availability of a Quarantine Room in the school / Institute in case of any emergency.

#### **9. Face Mask Guidelines**

- i. All members of school/ Institute must wear a mask in the proper way.
- ii. Head of School / Head of Institute to ensure that spare masks are available in school / Institute.

#### **10. Physical Distancing Guidelines**

All School / Institute authorities have to maintain physical distance at all times by ensuring that students do not assemble or gather near entry/ exit gates of the school / Institute.

#### **11. Campus Guest Policy**

Routine guest visits should be discouraged. However, during emergency, parent's visit with proper **COVID Appropriate Behavior (CAB)** protocol may be permitted.

#### **12. Awareness Drive**

Posters / standee on preventive measures about COVID-19 to be displayed at all prominent places like class rooms, washrooms, parking, entry and exit etc. to ensure **COVID Appropriate Behavior (CAB)** like physical distancing and mask guidelines etc. Students should also be made aware of this through available online modes.