

SOPs for Partial reopening of schools for students of classes IX to XII

Conduction of Physical Classes

- Initially the physical schooling for students of **classes IX to XII will be for once a week**, with **four classes of 1 hour each and a 15 min break after each period**. Students will bring refreshment from home. **Half an hour breakfast break** will be given to the students. Students will be conscientiously supervised by the teachers during the breaks as well.
- Problem / Doubts solving, written revision assignments / written practice work will be undertaken by the teachers during the physical schooling. These classes will also be live streamed to students who will prefer to take online classes from home.
- Attendance in online and physical classes will be strictly marked. Hence, it is imperative for students to be present during the classes.
- The classes will be held in the senior school building, ensuring appropriate distancing of the students. The sections of IX and X class are further being divided into IX A₁/IX A₂, IX B₁/IX B₂, IX C₁/IX C₂, X A₁/X A₂ and X B₁/X B₂ so as to ensure that each room has even lesser number of students.
- Classes IX and X will be called to school together on one day, and classes XI and XII on another (lesser number of students in school on any working day).

Generic Preventive Measures

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (teachers, employees and students) in school at all times. These include:

- Physical distancing of at least 6 feet to be followed as far as feasible.
- Wearing of masks and carrying personal sanitizers is mandatory. Sanitizers will also available in the school corridors.
- Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty will be done classwise.
- Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a mask/tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- Self-monitoring of health by all and reporting any illness at the earliest. If any student coughs, sneezes repeatedly and feels unwell, the student will be isolated and shifted to the isolation room in the primary building and the guardian will be informed.
- Spitting will be strictly prohibited.
- Thermal screening of the students and staff will be done in the morning before entering the school.
- Sharing of stationary, food items or any other stuff is strictly prohibited.
- School will strictly be a NO TOUCH ZONE.
- School building will be sanitized daily after the dispersal of the students.

- General cleaning and wiping will happen throughout the day.
- Students are advised to carry an extra mask, properly packed, in case it is required by the child.
- Water to be carried to school in transparent bottles.
- Students/staff who are self administering any antibiotics, antipyretics or cough syrups will be prohibited from entering school.
- Task teams comprising of teaching and non-teaching staff are being formulated for inspections and emergency care.

Sanitization and Ventilation

- The classrooms and washrooms of the school are airy and well ventilated. The windows, ventilators and doors of the rooms will remain open throughout the day.
- Chairs / tables / doors are being sanitized once a day with ‘Oxivir’ – hospital grade disinfectant. However, it will be appreciated that students also bring their own cleaning material to disinfect spray their own tables and chairs.
- Washrooms will be sanitized with Oxivir Sanitizer, every two hours. Though students are advised to carry paper napkins at all times, to open/close the doors of the washrooms. There will be no towels in the washrooms. Main doors of the washroom will always remain slightly ajar so as to ensure good ventilation and to reduce points of contact.
- Water coolers are being removed from the corridors. Hand wash counters are being put up in their place. Students are advised to bring their own water from home. However, in case of emergency, drinking water will be available only through 1 source – junior dining hall. Water cooler will daily be sanitized from outside.
- All dustbin will be sanitized after clearing them at the end of the day.

Visitor Policy

- Visitors to school will be strictly discouraged during school hours/days.
- Parents who wish to visit school will be expected to fill a Google form / send an e-mail at info@pragyanschool.com for prior appointment, during emergencies only.

Transportation

School transport will be available though it is advisable that the parents drop and pick their ward. Parents who wish to use the school transport need to inform the school authorities at info@pragyanschool.com AND accounts@pragyanschool.com. Monthly transport fee will have to be paid by the bus users.

- Students are expected to be standing at their bus stops maintaining proper social distancing.
- Temperature check & sanitization of hands by the lady attendant before boarding the bus, will be administered.
- The students will start sitting in the bus from the last seat.
- Only 1 child will sit per seat and he/she will keep his/her bags on the same seat. Place to sit will be marked with a cross ‘X’.

- Distance to be maintained in the bus.
- Windows of the bus should be kept open.
- The bus will be sanitized in the morning as well as in the afternoon (before departures).
- The de-boarding of the students in school will take place from the front seat, one student at a time. The teacher-in-charge will supervise the boarding and de-boarding of the students.
- The students will enter the senior building through the backgate of Senior Dining Hall and use backstairs to move up.
- Dispersal of bus users will be classwise through Senior Dining Hall.

Walkers

- During morning time, the entry of parents' cars, to drop the students in school, will take place from Gate No. 1.
- Temperature check of the students will be done while the child is still in car (near gate no. 2). Only approved students will deboard the car. Thereafter parents can leave from Gate No. 2.
- All walker students will enter the senior building through senior building reception area and use reception area stairs to move up.
- During all movement students have to maintain proper social distancing.
- In the afternoon, students will disperse from their rooms classwise. Dispersal will take place from junior dining hall of the senior building. Parents will have to maintain social distancing as marked on the pavement, while they wait to pick up their child.

Classrooms

- Classrooms will be limited to around 10- 15 students each.
- One teacher will always be present with the students.
- Seats will be marked. Displacing the furniture will be not allowed.
- Use of lockers in the classrooms will not be allowed. Students will bring their books, notebooks according to the timetable given and will carry the entire bag home in the afternoon.

Lunch time

- Students should carry their own lunch and atleast 2 bottles of water from home. They should also bring a carry bag to take their waste (peels, food waste, tissues, papers etc.) back home.
- Food sharing is not allowed.
- They will have their food in the classes at their designated tables only.

Washrooms

- Different washrooms are allotted for different classes.
- One student from one class will be allowed to go to washroom at a given time.
- Washroom will be sanitized at regular intervals.
- Maximum of two students will be allowed in a washroom at a time.
- Waiting space outside the washroom will be marked keeping social distancing in mind.

Availability and Management of Supplies

- The school has appropriate back-up stock of personal protection items like face masks, hand sanitizers, surface sanitizers, thermal guns, oximeters, oxygen cylinders, covered dustbins to be used in corridors etc.
- The functional infirmary of the school is being shifted to the Primary Building such that any type of emergency can be dealt with in isolation. The two experienced nurses of the school will be on duty on all working days.