

## **1. School Reopening for IX- XII**

From **23rd of November** Reopening of school will commence.

Students of class **IX,X, XI & XII** will be part of this exercise.

For students of class **X & XII** classes / Clearing of doubts / Practical classes will be conducted on **Monday, Wednesday and Friday** ( From 11 AM to 1 PM, 1st Batch: Roll Nos 1-30) (2 PM to 4 PM, 2nd Batch: Roll Nos. 31-60)

For Students of **IX & XI** classes will be held on **Tuesday, Thursday and Saturday** (from 11 AM to 1 PM, 1st Batch: Roll No. 1-30) (2 PM to 4 PM, 2nd Batch: Roll no. 31-60)

Interested Students will come to school provided their parents/guardians have no objection and such written undertaking/consent should be produced by the students. (format is enclosed)

There will not be any breaks in between periods.

Canteen facility will remain closed.

School Assemblies and sports activities will not be conducted, as it is strictly prohibited.

**Students will strictly come in school Uniform**

**No Mobile phones/tablets/Camera will be allowed with the students, while in the school.**

**VIVA for class IX & X wii be held for students who come to school, for others it will be held online, during the class hours.**

**Students of class 9<sup>th</sup> to 12<sup>th</sup> shall be permitted to visit their school on voluntary basis for taking guidance from their teachers. This will be subject to written consent of their parents/guardians and an undertaking by the students.**

**The School Shall Ensure:**

Online/distance learning shall continue along with offline classes only if the the particular teacher is not occupied.

Students will be divided into groups for attending classes/practicals etc

### **At the entry point**

1. Every Entrance will have mandatory hand hygiene (sanitiser dispenser) and thermal screening provisions.
2. Only asymptomatic persons (teachers, employees and students) to be allowed in the premises. If a teacher/employee/student is found to be symptomatic, he/she will be referred to nearest health centre.
3. Proper crowd management in the parking lots, in corridors duly following physical distancing norms shall be organised.
4. Entry of visitors will be strictly regulated/restricted.

### **Conduct of activities in the rooms or open spaces within the school campus**

1. Seating arrangement to ensure a distance of 6 feet between chairs, desks etc.
2. Staggering of guidance activities to be done, with separate timing slots, to allow for adequate physical distancing and disinfection of classroom premises

### **Activities in common areas – library, common rooms,**

1. Physical distancing of 6 feet needs to be maintained
2. Persons using the common areas need to use mask/face cover all the time
3. Cafeteria/mess facility, if any within the premises, shall remain closed.

### **Transportation to and fro the institution (only for students Registered for School Transport)**

1. Transportation facility is being managed by the school, proper physical distancing, sanitisation of buses/other transport vehicles (with 1% sodium hypochlorite) shall be ensured. Modified bus route and stops are allotted. See the attachment.
2. School bus will leave the **SCHOOL**, RANIR BAZAR and ONGC at 9.45 AM. to pick up the students.

## **Hygiene and Sanitation**

1. Daily cleaning of the floors shall be taken up.
2. Provision of soap in toilets and hand sanitisers in other common areas in sufficient quantity must be ensured.
3. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, chairs, benches, washroom fixtures, etc.) is made mandatory in all class rooms, laboratories, lockers, parking areas, other common areas etc. before beginning of classes and at the end of the day.
4. Teaching materials, computers, laptops, printers, shall be disinfected with 70% alcohol wipes. Deep cleaning of all drinking and hand washing stations, washrooms and lavatories shall be ensured.
5. Students and employee shall be advised to dispose of used face covers / masks in separate covered bins placed in classrooms, work stations and other common areas. The same may remain stored in the bins for 3 days and disposed of as dry general solid waste after cutting/shredding.
6. If a student, teacher or employee is sick, they should not come to the school and follow necessary protocols in this regard.

## **Conduct of practicals at laboratories**

1. For practical activities in laboratories maximum capacity per session based on redesigned spaces, may be planned and scheduled accordingly.
2. Ensure that the equipments have been disinfected, particularly the frequently touched surfaces before and after each use.
3. Ensure that members sanitise their hands before and after using training equipment. For such purpose hand sanitiser should be provided at workstations/ simulation labs etc.

## **SOP to be followed in case a student/teacher/employee develops symptoms (fever, cough, difficulty in breathing)**

- i. Place the ill person in a room or area where they are isolated from others.
- ii. Inform parents/guardians as the case may be.

- iii. Patient will remain isolated while wearing a mask/face cover till such time they are taken to a hospital
- iv. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
- v. A risk assessment shall be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further action be initiated regarding management of case, their contacts and need for disinfection.
- vi. Disinfection of the premises to be taken up if the person is found positive.

### **The Students Shall Ensure that**

1. These Generic Preventive measures need to be observed by all (teachers, employees and students) in while in school at all times.
2. Physical distancing of at least 6 feet to be followed as far as feasible.
3. Use of face covers/masks is made mandatory. (Basic face masks will be made available at a minimum cost)
4. Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitisers (for at least 20 seconds) can be done wherever feasible. All are expected to carry their sanitisers in addition to what is provided by the school.
5. 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.
6. Self-monitoring of health by all and reporting any illness at the earliest.
7. Spitting is strictly prohibited.
8. Sharing of items like notebook, pens/pencil, eraser, water bottle etc. amongst students should not be allowed.

**The teaching faculty** will ensure that they themselves and students wear masks throughout the conduct of the teaching/guidance activities.

## **2. Final Examination**

Class IX Final Examination will be held online.

**Classes X and XII will have offline examination** at the school from 10 AM to 12/1 PM, Exceptions will be made only for students who cannot come to school, **through online mode**. Students will have to choose their option before 25th of November. School website will have a provision where students can choose online or offline mode. Offline question pattern will be the board question pattern and we encourage the students to choose offline mode, as it will help your preparations for board examinations. Online examinations will be for 40 marks and it will only be MCQ.

Students of Classes X and XII who choose to write examination offline will have to get the **consent** of their parents and sign the undertaking as well, both the formats can be downloaded from school website. Students who choose offline test will have to produce the consent letter and undertaking on the first day of examination.

School will make sure that the campus and furnitures are sanitised, students will be seated minimum 6 feet distance apart, body temperature of students will be checked on entry and basic hand washing facilities will be provided. Students have to wear mask while in the campus and carry their own sanitisers.

**Art Examination of Classes IX-XII will be held offline in the school Campus. (11 AM to 1 PM)**

**PTM for classes X and XII offline candidates will be held on 24th December, 2020 from 8 AM to 10 AM.**

**Class XI will have their final examination beginning in the last week of January 2021**

**Model examination dates for classes X and XII will be finalised depending upon the ICSE and ISC board examination dates.**

Principal