



PROTOCOL FOR THE PREVENTION OF COVID-19

Guidelines to be followed by Students and Teachers:

1. Students and teachers will be allowed to enter the school premises after having their temperature scanned at the gate. Any individual displaying visible symptoms of COVID 19 will be not be permitted to enter.
2. All students and teachers will need to submit a self-declaration form. This form is mandatory to be able to enter the school premises. This form will be signed by the parent and submitted online at least a day before they attend school.
3. Physical distancing of at least 6 feet to be maintained at all times.
4. It is mandatory for all children to wear a face mask at all times.
5. Students should carry the following:
 - a. Personal hand sanitizers
 - b. Extra face masks
 - c. A packet of tissue
 - d. Their own water bottles
6. 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 of used tissues in covered dustbins.
7. Self-monitoring of health by everyone and reporting of any illness at the earliest is mandatory.
8. All 'Do's and Don'ts' displayed on posters/standees regarding the preventive measures for COVID-19 should be strictly followed.
9. Students are encouraged to shower/bathe immediately upon returning home from school to prevent any cross-contamination.

Precautions taken to provide a safe environment at school.

1. The entire school building is being sanitised twice everyday using 1% solution of Sodium Hypochlorite.
2. All work surfaces, furniture, switches, door knobs, handles etc. are being sanitized after every lesson.
3. Hands Free sanitisers have been installed at the gate, as well as in front of the offices and the sick rooms.
4. Protective transparent sheets have been installed on the teachers' tables as well as in the offices.
5. Isolation Room: If any person starts to feel sick, he/she will immediately be taken to the Isolation Room for checkup and further course of action.
6. All furniture has been arranged in the classrooms and other areas at a distance of 6 feet with visible demarcation. A maximum of only 14 students can be accommodated in a classroom.
7. Movement of people in the corridors, ramps and stair cases will be strictly regulated in one direction.
8. Visible markings have been provided with a gap of not less than 6 feet for physical distancing in the alcoves, corridors, entrance of the school, courtyards, staff rooms, office spaces, laboratories, libraries etc.
9. The staircases along the Senior School Sick Room and the Vasant Manch are to be used for moving upwards. The ramp and the stair case adjoining the washrooms will be used for moving downwards.
10. *Toilets:* The two wash basins in the middle have been blocked leaving two wash basins at the peripheries available for use. Similarly, the middle urinals in the boy's toilets have been blocked leaving the two on the peripheries available for use. At any point of time, only one student will enter the toilet. However, the cubicles already have partitions so can be used.
11. *Drinking water:* The middle taps in the Drinking water area have been blocked. The taps in the peripheries are available for use. Only one person can use the drinking water area at any point of time.

Personnel:

12. Every individual entering the school premises is being scanned with the Aarogya Setu App on his/her mobile phone at the Entrance Gate. Alternatively, in the absence of the app, they are required to fill in and submit a self-declaration form before entering the school premises, which can also be done online.
13. All students and staff are allowed to enter the school premises after having their temperature scanned at the gate. No individual with even the slightest symptoms of COVID-19 will be allowed to enter the school premises. (Headache, fever, cough, loss of smell, irritation in throat, difficulty in breathing).
14. School staff and employees have been equipped with an adequate supply of thermal guns, pulse oximeters and face shields at the gate, in the sick room and in each staff room.
15. The following items have also been made available:
 - Alcohol wipes or 1% Sodium hypochlorite solutions in each staffroom and office space.
 - Disposable paper towels in all work areas.
 - Soap and running water is available in all the toilets.
 - Covered dustbins/trashcans for proper disposal of used personal protective items and general waste in accordance with CPCB guidelines.
16. Posters/standees on preventive measures about COVID-19 have been displayed prominently in all areas of the school.
17. Housekeeping employees have been trained about the norms for sanitisation and waste management.
18. All staff has been trained regarding the protocols to be followed while they are in school.
19. No visitors will be allowed during the school hours, unless there is an emergency.
20. School transport will not be available during the next three months
21. As a precautionary measure, meals will not be provided in school.