

Standard Operating Procedure



RAJENDRA LOHIA VIDYA MANDIR HATHRAS

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Disinfection and Sanitization

- Disinfection and proper sanitization of school 5 days prior to reopening including cleaning of classrooms, furniture, offices, staff rooms, washrooms, and transport facilities.
- Toilets to be used sparingly.
- Areas of school campus which are not in regular use should be strictly prohibited for students.
- Ensure availability of thermal screening guns for school staff, students and visitors.



Safety Measures at the School Entry Gate

- Entry and Exit gates would be open only at the time of arrival & departure of students.
- Sanitization at the entrance of the school gate to disinfect each and every visitor.
- Guards at security gate will be instructed not to allow any visitor who is without mask. Thermal scanning of everyone is must and data is to be recorded and maintained.
- Pick up and drop off by private commuters will be allowed main gate only.
- All support staff and transport staff will be required to wear hand gloves and mask.

Essentials

Students must have



Water Bottle



Handkerchief



Gloves



Sanitizer



Mask

Daily Monitoring by Parents

- Before sending their ward to school, parents should check that the ward is healthy and fit to go outside (school).
- Ward should not show any COVID-19 related symptoms like fever, loss of taste/smell etc.
- Parents should ensure that the ward brings (5) essential things to school -- clean mask, handkerchief, gloves, sanitizer and a water bottle.
- Students are expected to come in proper school uniform and bring their ID cards



Precaution at School Entrance

- Proper disinfection and sanitization of school buses before entering in school premises.
- Thermal scanning of each and every student before entering the class.
- Proper sanitization of every individual.
- Social distancing right from the first step in the school.



Random Checking

- Students will not be allowed to share anything in the class i.e. stationery, seating plan, water bottle, food and any other items.
- In case of any symptom in individual, there will be the best availability of medical aid, clinic, and other safety measures in the campus.
- Everyone will ensure themselves whether they are fit to come to school or not. Any carelessness will not be tolerated.
- Support staff will have to wear masks and hand gloves.



For Parents

- Before receiving the ward, parents should collect the mask, gloves, sanitizer and handkerchief in a polybag to sanitize them.
- Ward liable to take a bath and then he/she may touch or walk freely in the home.



In Classroom

- Assemblies will remain suspended but morning prayers will be conducted in the class.
- The teacher has to guide students every day with information for maintaining distance from their classmates and not to touch any item or person and their body parts like nose, eyes and mouth.
- It should be advised to the children that every day they should wear a washed dress (should not wear the same dress for two days.)



In Classroom

- During change of period, no unnecessary movement in the corridor .
- Students will not share their books, notebooks, stationery items, water bottles and food.
- All the teachers should use their markers and dusters separately. Any office related document/ notebooks should not be handled by the children.
- Strictly enforce student pass to allow only 1 student out of class at a time to avoid crowding in the corridors. Encourage left hand side movement in corridors for teachers and students.



Precautions @ Reception Area

- Markings to be made to ensure the social distancing.
- Use of sanitizer and wearing mask will be made compulsory for every visitor. Masks and hand sanitizer shall also be provided at the Reception.
- No visitor will be allowed to meet any student or staff without prior appointment or permission.
- Important instructions to maintain social distancing will be displayed and will be ensured that they are applied.



Precautions @ Infirmary

- Adequate arrangements for temperature screening (if a part of guidelines), gloves, sanitizers and soaps.
- Regular sanitization of the clinic.
- Markings to be made to ensure the social distancing.
- Disposal of contaminated material and best cleaning practices can help to stop the spread of diseases.
- Display of cleanliness and hygiene tips, correct way to wash hands posters will help to remember and educate children.
- In case of emergency, the student may be either sent to hospital with prior information to the parents or will be sent back to home with their parents.



Emergency Team for attending Students

A cross functional team in managing following areas:

- Students' Arrival & Departure
- Safety & Security of the Students in Campus
- Sanitization & Disinfection
- Material Procurement
- Health and Hygiene
- No celebrations, events or functions as long as social distancing is on high alert in the country and locally.

SOP for Students

- Students to go directly to classes assigned and remain there for the entire duration.

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- No loitering about on Campus before/during or after School hours.

School's Visitor Policy

Our Visitors policy outlines our rules for receiving visitors at our premises. We want to ensure that visitors will not:

- Infect our premises
- Create unnecessary gatherings
- Pose threats to our premises and property



School's Visitor Policy

- The following rules apply for all visitors:
- No Visitor will be allowed in the school premises without prior appointment.
- No visitor will be allowed in the school premises without mask.
- Visitor has to get sanitized himself / herself before entering the school at school gate.
- Visitors should enter their personal data and sign in visitors register at the gate.
- Employees must always tend to their visitors while they are inside our premises.

Suggestions for Parents

- Don't send children to school with symptoms like fever, cough.
- Don't send children to school, if the house is under quarantine.
- During pickup & drop, wear mask, avoid crowding near the gate.
- Make sure that the children take a bath, immediately after coming back from school
- Avoid sending at risk relatives for pickup & drop.



Who should stay @ home?

- Those coming from houses where parents/household members are home isolated due to COVID-19 disease.
- Students with influenza like illness (fever, cough, shortness of breath)
- Quarantined students.
- If the child's home is in a containment zone, and school is outside



Thank You

