

Re Opening of School

Academic Year 2021

* As regular classes are allowed in the state of Tripura, 100% attendance from the 4th of January, 2021 for Classes V-XII and from 18th January for Classes III -IV.

◆ From **25th of January** Reopening of school will commence for the noon shift (V-XII) and for classes III - IV (Morning Shift) for the new academic year 2021.

◆ Classes will be held on 6 days a week (Monday to Saturday). School Timing will be as usual. 7.00 Am to 10.15 AM (Morning Shift) and from 11.15 AM to 4 PM (Noon Shift)

◆ Classes will be held with 50% capacity for the first two weeks on an odd and even roll number basis.

(Odd Roll Numbers: 1, 3, 5, 7, 9, 11, ... etc Students with odd roll Numbers will have class on Monday, Wednesday and Friday. Even Roll Numbers : 2, 4, 6, 8, 10, 12, ... etc will have classes on Tuesday, Thursday and Saturday) Even if a holiday falls on this day, no exception will be made to this arrangement.

◆ Though attendance is not mandatory, all the students are expected to be present. **Students will come to school provided their parents/ guardians have no objection and such written undertaking/ consent should be produced by the students. (both the formats are enclosed).** Students are expected to produce the consent on their first day at school.

◆ Students will come in school Uniform only

- ◆ **No Mobile phones/tablets/Camera will be allowed with the students, while in the school. If any of such gadgets found it will not be returned before six months.**
- ◆ Any decision to continue with online classes for the absent students will be taken only after two weeks depending upon the attendance of students in these two weeks. For these two days only the class notes will be uploaded n the school website.
- ◆ for classes Nursery to Class II, on line classes will continue as usual, till further notification.

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,

Physical distancing of 6 feet needs to be maintained
Persons using the common areas need to use mask/face cover all the time

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.

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.

Principal

Holy Cross School

Agartala