

SCHOOL REOPENING PROTOCOL

(Day School)

General Protocol

- 1) The school is outside the containment zone.
- 2) No staff or student from containment zone will be allowed to attend the school.
- 3) All visitors will be allowed to visit the main office area only.
- 4) All staff members and visitors will go through sanitisation and thermal scanning process before entering the premises.
- 5) Other areas of the campus will be out of bounds for the visitors.
- 6) Use of face mask is mandatory and is to be strictly followed by everyone entering the campus. Entry is strictly prohibited without a mask.
- 7) Students should preferably use reusable cotton face masks and carry an extra clean mask with them at all times.
- 8) Students should carry their own sanitizer and use it at regular intervals.
- 9) Students should carry their own water bottle to the school.
- 10) Students should avoid handshakes and should maintain physical distance with everyone at all times.
- 11) Students should cover their nose and mouth with a tissue when coughing or sneezing and throw the tissue away in covered dustbins. If a tissue isn't available, cough or sneeze into your elbow or sleeve, not your hands.
- 12) Students should avoid touching their eyes, mouth and nose with unwashed hands.
- 13) In case if a student is found to be symptomatic during school hours, he/she will be taken to a medical isolation ward immediately under the supervision of a trained nurse and will wait for the parents to pick him/her.

Classroom Protocol

- 1) All students will be seated on their designated seats only. Movement around the class is strictly prohibited.
- 2) To ensure physical distancing only one student per bench will be seated.
- 3) Students have to compulsorily wear the face mask during the class.
- 4) All educators will be wearing a face shield or a mask while teaching.
- 5) Students should carry their own alcohol wipes and use it to sanitize their desk and stationery.
- 6) Sharing of stationery, water bottle, snacks or any other item is strictly prohibited.
- 7) Access to the library and other areas of the campus will be strictly prohibited.
- 8) Class sections have been further divided to ensure safe physical distancing.
- 9) Students have to maintain safe physical distancing at all times.
- 10) All classroom windows will be kept open for better air circulation.
- 11) All classrooms/corridors will be sanitized daily as per the government norms.
- 12) Contactless hand sanitizer stands will be set up at different locations across the school building.

Restroom Protocol

- 1) Students can use the restroom during their break time.
- 2) Students have to maintain safe physical distancing while using the restroom.
- 3) In case the restroom is full, students should wait outside while maintaining safe physical distance.
- 4) Contactless hand sanitizer stands will be set up outside the restroom.
- 5) All restrooms will be sanitised as per the government norms.

Transport Protocol

- 1) Parents opting for transport have to drop their child to school on the first day and departure after the classes will be managed by the school transport.
- 2) All students will board the buses from their designated stops.
- 3) Students opting for their own conveyance have to reach the school at least 15 minutes before the school begins to allow for enough time for entrance protocols.
- 4) Students have to ensure physical distancing at the bus stop while waiting for the school bus.
- 5) All students and teachers will go through thermal scanning before entering the bus.
- 6) Anyone who is found symptomatic will be denied entry into the bus.
- 7) Maximum half the seating capacity of students shall be permissible inside a bus at one time.
- 8) Students will board and exit the bus one by one.
- 9) One seat per student will be allotted and all students will be placed on the window seat.
- 10) All windows to be kept open to ensure better air circulation.
- 11) All commuters have to compulsorily wear face masks during the bus journey. School transport will not permit anyone without a mask to board the bus.
- 12) All bus drivers, conductors and attendants will wear appropriate personal protective equipment.
- 13) All buses will be sanitized as per the government norms.