

SCHOOL REOPENING PROTOCOL

(Residential 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 carry their own sanitizer and use it at regular intervals.
- 8) Students should avoid handshakes and should maintain physical distance with everyone at all times.
- 9) 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.
- 10) Students should avoid touching their eyes, mouth and nose with unwashed hands.

Reporting Day Protocol

- 1) Parents should report with the child as per the allotted slot.
- 2) All vehicles will be parked in the main parking area.
- 3) Parents to remain outside in the main parking area, only students will be allowed to enter the school premises.
- 4) Parents will wait till the reports are cross checked and the student is examined by the Doctor.
- 5) COVID-19 test should be done 2 days before the reporting on campus.
- 6) Suspected cases (students having flu like symptoms) will not be allowed to enter the campus and parents would be requested to take the child back.
- 7) Students will be screened by thermal scanners and their hands will be sanitized.
- 8) Ensure that the students are compulsorily wearing a mask.
- 9) All luggage will be sanitized by the Disinfectant Team.
- 10) The health check-up of each child will be thoroughly done at the time of reporting.
- 11) No physical interaction will be allowed with the parent after entering the campus.
- 12) No tuck or eatables to be brought under any circumstances.
- 13) No handshakes and hugs.
- 14) No sharing of any articles, clothes, etc.
- 15) Students are not allowed to roam in the campus or enter other dorms.

Boarding Protocol

- 1) Appropriate physical distance between beds in each dormitory will be maintained according to the safety norms.
- 2) Students will only be allowed to stay in the designated dorms and only use designated washroom to ensure physical distancing and safety norms.
- 3) Students should preferably use reusable cotton face masks and carry at least 10 masks with them.
- 4) Students should carry their own water bottle to the school.
- 5) Water bottles should be washed and cleaned twice in a day. Last rinse of the bottle should always be by using warm water.
- 6) Sharing or sipping from the same bottle/glass is prohibited.
- 7) Students should sleep or sit, only in the beds/study table allotted to them.
- 8) Sharing a bed, a study table and stationery items is strictly prohibited.
- 9) It is student's responsibility to keep his/her cupboard/room/surroundings tidy and clean.
- 10) All students must co-operate with pastoral team in the act of discharging their duties.
- 11) Gathering in the dormitory at any hour of the day, to specify after light outs is strictly prohibited.
- 12) No outings or any other meetings with parents or local guardians will be allowed.
- 13) Students should take good care of their belongings.
- 14) Students should keep the mask on at all times.
- 15) Students should maintain safe physical distancing.
- 16) Self-medication is prohibited.
- 17) Thermal screening will be conducted thrice a day and Oximeter screening will be conducted once a day for all the boarding students.
- 18) In case if a student is found to be symptomatic, they will be taken to a medical isolation ward immediately under the supervision of a trained nurse and will wait for further instruction from the doctor. Parents will also be informed immediately.
- 19) Contactless hand sanitizer stands will be set up at the boarding entrance.
- 20) All areas in the boarding will be sanitised as per the government norms.
- 21) Discontinuation of common room until further notice.

Restroom Protocol

- 1) Students can use the restroom in their break during school hours.
- 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 in the school building.
- 5) In boarding, the students will be allotted individual facilities in the first week to maintain safety protocols. Post the first week students will start sharing the facilities.
- 6) Students are supposed to use bathrooms and toilets designated to them and patiently wait for their turn.
- 7) All restrooms will be sanitized as per the government norms.

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) Classes have been further divided into sections 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.

Sports Protocol

- 1) Students will be encouraged to do physical activity following all the safety protocols.
- 2) Regular sports activities which can be conducted with safe physical distancing will be encouraged in a phased manner.
- 3) Regular fitness and yoga sessions will be conducted to enhance the immunity and fitness of the students.

Mess Protocol

- 1) All staff in the mess will wear personal protective gear.
- 2) All staff members will go through sanitisation and thermal scanning process before entering the mess.

- 3) Students will be allotted specific tables for all their meals to maintain safe physical distancing.
- 4) Students can only sit at their designated seats every day.
- 5) Teachers to be allotted specific tables for supervision.
- 6) Students have to use the designated entry and exit points.
- 7) 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.
- 8) Students should follow physical distancing when serving food or depositing plates at the designated area.
- 9) Students should remember to wash their hands with soap and water thoroughly before and after meals.
- 10) Students should not leave their mask anywhere in the mess.
- 11) Students should not roam around in the mess unnecessarily.
- 12) Students should not visit any other table during meals.
- 13) Students should not touch anything except their own plate/glass/spoon.
- 14) Students should not share any eatables/utensil/cutlery under any circumstances.
- 15) Students should not crowd around washrooms/washbasins.

