



*Indrapuram*  
**Public School**  
**GIRLS**

**Affiliated to CBSE, New Delhi. Aff. No. 331003**  
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**COVID-19**

**SOP/Guidelines for**

**Health and Safety protocols for**

**Reopening of School**

**and**

**Learning with Physical/Social Distancing**

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## **STANDARD OPERATING PROCEDURE**

*What is the new normal?*

**Social Distancing.** Everyone should be ready to accept new norms laid down by the Central Government, State Government and Schools (*Mantra - Be Safe and Learn*).

### **INTRODUCTION**

- 1.** Globally ,COVID-19 declared as Pandemic by WHO has spread to more than 200 counties and has impacted several lives across the globe. India has also not remained unaffected. While the Government is taking stringent actions to contain the spread of COVID -19, including imposition of a nation-wide lockdown, it is also critical for each one of us to follow the protocols and take necessary measures and precautions to break the chain of transmission of the disease.
- 2.** As part of COVID-19 mitigation efforts, the Government of India has issued several guidelines and advisories focusing on prevention, treatment, quarantine, isolation, testing strategy social distancing and lockdown. Accordingly, the School / educational institutions all over the country are closed since 24 Mar 2020.
- 3.** The Ministry of Home Affairs vide Order no. 40-3/2020-DM-I (A) dated 30<sup>th</sup> September, 2020 , has issued guidelines for re-opening, following lockdown measures put in place for containment of COVID-19 in the country under the under the Disaster Management Act, 2005. Among the activities permitted outside the Containment Zones is the **re-opening of schools and coaching institutions , after 15<sup>th</sup> October, 2020, in a graded manner , for which the State/UT Government may take a decision in consultation with the respective school/institution management, based on their assessment of the situation and subject to the following conditions:**
- 4.** This standing operating procedure will come into force once the Schools **reopens** and starts functioning to its optimum level. The conduct of teaching and administrative aspects of school will require to be formulated within the guidelines and procedures explained in succeeding paragraphs.
- 5.** Online/distance learning shall continue to be the preferred mode of teaching and shall be encouraged
- 6.** Where schools are conducting online classes, and some students prefer to attend online classes rather than physically attend school, they may be permitted to do so.
- 7.** Students may attend schools/institutions only with the written consent of parents.
- 8.** Attendance must not be enforced, and must depend entirely on parental consent.
- 9.** States/UTs will prepare their own Standard Operating Procedure (SOP) regarding health and safety precautions for reopening of schools/institutions based on SOP to be issued by Department of School Education and Literacy (DoSEL), Ministry of Education, Government of India, keeping local requirements in view.
- 10.** Schools which are allowed to open, will have to mandatorily follow the SOP to be issued by Education Departments of States/UTs prepared as above.

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# **STANDARD OPERATING PROCEDURES (SOPs) FOR HEALTH, HYGIENE AND OTHER SAFETY PROTOCOLS BEFORE OPENING OF SCHOOLS**

## **SCHOOL**

- a) **Ensure proper cleaning and sanitation facilities in the school**
- Arrange for thorough cleaning and disinfecting of all areas, furniture, equipment, stationery, storage places, water tanks, kitchens, canteen, washrooms, laboratories, libraries, etc. on school campus and ensure air flow in indoor space.
  - Ensure working hand washing facilities in the school.
  - Ensure availability of key supplies like thermometers, disinfectants, soaps, etc., and arrange for availability of these essentials. The thermometer to be used should be a calibrated contact-less infrared digital thermometer.
  - Ensure sanitization of school transport before they start plying.
  - Guidelines issued by the Ministry of Health and Family Welfare on Disinfection of Common Public Places available at <http://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf> may be referred to for suitable follow-up.
- Administrators should be made aware of the latest **govt policies** and **contact details** of various important govt offices and officers.
  - School must know the **protocols** of contact tracing and quarantine procedure.
  - **Policies, SOPs and checklists** for the safety of all school personnel should be prepared.
  - **A schedule for frequent hand hygiene**, especially for young children should be created and **sufficient sanitizers** School entrances and **soap and clean water** should be provided at the hand wash areas.
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  - **School staff** (specially drivers, helpers and security guards) should be properly **briefed and trained** to deal with situations where students or parents are not following the guidelines issued by the government.
  - The medical staff augmented with additional members should be **trained for thermal screening**. Suitable number of Thermal Scanners should to be procured.

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- A relook at the syllabus is required so that content for **formal assessments** can be reduced. Information on **disease prevention/ control & health and hygiene** to be **integrated in daily lessons**.
  - **Markings/ posters** should be placed on building floors/ walls to guide students and staff.
  - Ban on spitting shall be strictly enforced.
  - Marking circles on ground at different places like reception, water facility stations, hand washing stations, area outside washrooms, and other areas.
- An **alternate attendance taking system for staff** needs to be developed since biometrics will not be used. Filling in of Google sheets is one alternative.
- Spray machines, bleaching powder, Thermal Scanners etc to be procured.
- A **protocol** needs to be established which would be followed **if someone shows symptoms** of COVID-19 while in school.
- **Isolation room** needs to be prepared for any student developing any respiratory symptom during class hours.
- School should be geared up to be **paperless** - circulars, tasks, etc need to be digitized. Intra-office communication to be online.
- An **empathetic sick leave policy** to avoid sick in the campus needs to be evolved.
- Issues regarding the health and safety of drivers, helpers and staff accompanying students in bus need to be identified.
- Task Teams such as, Emergency Care Support/Response Team, General Support Team for all stakeholders, Commodity Support Team, Hygiene Inspection Team, etc. with earmarked responsibilities will be helpful.
- Ensure availability in school or at contactable distance full-time trained health care attendant/nurse/doctor and counsellor to take care of physical and mental health of the students.
- Regular health check-up of students and teachers may be organized.

**b.) Collect information:**

- From students, parents and teachers:
  - In the form of self-declaration regarding their health condition, Arogya Setu health assessment, recent travels abroad or inter-state, and decide if the person will require additional time away from school.
- From local administration:
  - About the State and district help lines and the nearest COVID Centre and other contact details for dealing with emergency.

**C. Seating plan**

- As suggested by the Ministry of Health, there must be at least 6 feet distance between students in the revised seating plan. It is advisable to mark the seating that students should occupy.
- If there are single-seater desks, simply providing space between the desks in the classrooms to maintain physical/social distancing of 6 feet will be effective. If benches are used, 'one child one bench norm' may be

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considered.

- Similarly, physical/social distancing shall also be maintained in the staff rooms, office area, and other places of public interaction.
- If available, temporary space or outdoor spaces (in case of pleasant weather) may be utilized for conducting classes, keeping in view the safety and security of the children and physical distance protocols
- Seats may be designated with adequate distance for teachers in the staff room and other available rooms/halls.

**D. Ensure Physical / social distancing at the Entry and Exit Points of the School**

- Staggering the timing of entry and exit for students of different classes.
- Earmarking different lanes for coming and going.
- Opening all the gates at the time of entry and exit, in case school has more than one gate and earmarking classes for each gate to avoid crowding.
- Making announcements through Public Announcement System to guide parents/guardians and students to maintain physical/social distancing.
- The number of seats in the reception area may be limited with at least 6 feet distance between them.

**E. Staggering timetables – some alternatives:**

- One way of ensuring physical/social distancing is to have flexible, staggered and reduced timings planned for different classes in such a way that physical/social distancing is maintained along with other guidelines.
- Asking only a certain percentage of the students to attend the school depending on the enrolment, rotationally on alternate days, or every two days in a week and combining with home assignments could be another mechanism.
- Odd-Even Formula for classes can also be considered.
- Running school in two shifts in case of high enrolment schools can also be considered by reducing time duration of school hours per shift, such that the school is able to manage with the same set of teachers in the overall school hours.

- In case size of classroom is small, classes may be held in rooms having larger area such as computer room, library, laboratory etc. with physical distance of 6 feet between the students.

**F. School events, congregations, meetings, etc.**

- Schools should not undertake school events where physical/social distancing is not possible.

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- However, school assembly may be conducted by the students in their respective classrooms or outdoor spaces or other available spaces and halls under the guidance of the class teacher.
- Likewise, if possible, virtual parent teacher meetings can be arranged.
- During the process of admission to new classes, only parents/guardians may be consulted. Children need not accompany parents as far as possible.
- Efforts may be made to conduct admissions online wherever possible.

#### **G. Committee formation :**

- Formation of Task Teams such as, Emergency Care Support/Response Team, General Support Team & Commodity Support Team, Hygiene Inspection Team, etc. with earmarked responsibilities.

#### **TEACHERS**

- Teachers **should be made aware of all symptoms** of COVID - 19 infection in order to **keep** a strict **watch** over students and other staff members.
- Teachers should be **aware of the policies, SOPs/ Medical Protocol** with regards to the safety of the students
- Should be well versed with adopting **online learning practices to complement in-classroom lesson delivery.**
- Teachers should be able to provide **mental health support.** Hence, counselling services should be appropriately revamped.

#### **PARENTS**

- The parents should be asked to keep themselves aware of the **new situation and the rules** being implemented by the school.
- Information on the **norms on travel** by school bus, **what to carry to school, school timings** etc. should **be shared with parents.** This could be done via circulars and online orientations to ensure safeguarding of students as well as the school staff.
- The children should be trained by the parents on various **precautions and correct method of hand washing.**
- Parents should avoid sending the child to school if **unwell.** Thereafter, child to have **medical fitness certificate** to attend school.

#### **Parent's/Guardian's consent**

- School's should take the consent t of parents/guardians before their child/ward begins attending schools.
- Students willing to study from home with the consent of the parents may be allowed to do so.
- Follow-up on the progress of the learning outcomes of all such students may be planned appropriately.

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## STUDENTS

- Students be made aware of the **new norms** to be followed in the school before the school reopens through online interactions.
- **Awareness** to be created among schoolchildren **about preventive interventions** such as frequent hand hygiene, mask use, respiratory etiquettes (using handkerchief over mouth while coughing/ sneezing, use of tissue paper or using the sleeve of shirt covering upper arm), non-contact greetings, staying away from school when sick, etc.

## STANDARD OPERATING PROCEDURES (SOPs) FOR HEALTH, HYGIENE AND OTHER SAFETY PROTOCOLS TO BE FOLLOWED AFTER OPENING OF SCHOOLS

### GENERAL

- **Ensure continuous maintenance and monitoring of cleanliness and hygienic conditions in and around school premises**
  - **No events involving large gatherings**, such as morning assemblies, sports day, annual function, parent teacher meet etc be organized in school. Virtual PTM be carried out.
  - **No visitors** would be permitted during school hours.
  - All **financial transactions** to be carried out **online**. **Cheque drop facility** may be established at the school gate in addition.
  - **School Canteen or Pantry will not be functional.**
  - **No trash bins** in the classrooms.
  - **Medical rooms** will be converted into **one-day isolation/quarantine area** in case any COVID case is detected in school.
  - All **ACs** to be operated at **24-30 degrees**.
  - **Fans speed** should be set at high to ensure circulation of air.
  - All **exhaust fans to remain switched on** during school hours.
  - Students and staff to **wear masks and carry sanitizers** at all times.
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- Everyone will wear **freshly washed clothes** each day to school. To ensure this, uniforms may not be made mandatory, either for students, or for the staff.
  - Frequent cleaning and sanitization of commonly touched surfaces like doorknobs and latches etc., inside and outside the classrooms may be carried out.
  - Disinfecting all teaching learning material such as learning materials, teaching aid, sports materials, swings, desks, chairs, computers, printers, laptops, tablets etc.

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focusing particularly on frequently touched surfaces/object.

- All garbage should be disposed in dustbins and must not be allowed to pile up anywhere else in the school premises.
- All dustbins must be cleaned and covered properly. Protocols must be in place for the final safe disposal of waste.
- Availability of soap and clean water at all hand washing facility may be ensured. This can be monitored by the identified or designated staff/students.
- If possible, alcohol-based hand sanitizer may be placed at prominent places like reception and entrance of the school.
- Frequent cleaning and disinfecting of washrooms during the school hours may be ensured.
- Mandatory hand washing for all students and staff at regular intervals as per the planned protocol following physical/social distancing norms may be ensured. Hand washing time should be a minimum of 40 seconds
- Availability of safe and clean drinking water for students may be ensured.
- Bringing of water bottles by students may be encouraged.
- Sanitization may be done before school and after the students leave classroom and school premises.
- School heads to allow staff who want to remain on leave due to sickness, with the advice that they resume duties as soon as they are recovered as the school needs their services in this tough time for children who have started coming to school for education. However , MoHFW recommendations as mentioned at Chapter I (j) for employees at higher risk should be followed.
- Parents may be sensitized about personal hygiene, personal health, and cleanliness of uniform and this information may be circulated well in advance through letters, emails, or any other social media.
- Parents to be sensitized that they must not send their wards to school if the child or any family member living in the same household suffers from fever/cough/breathlessness etc. Similarly, children with underlying medical conditions are to take appropriate precautions as advised by their respective medical practitioners..
- Children, parents and staff members having mobile phone may be advised to download the **Arogya Setu App**.

### **TEACHERS**

- Teachers should **carry sanitizers & wear masks** at all times.
- Teachers must ensure **physical distancing** of students inside and outside the classroom. **Mingling of students** of different classes should be prevented.
- **Sanitisation of hands of students** carried out after every period initiated by teachers.
- **No notebook correction** would be carried out. Evaluation of learning and remediation should go on during classroom teaching. Methods like **self assessment** be employed, with teachers sharing the solution via smart board.
- **No usage of biometrics** for teachers and staff.
- **Teachers will have their lunch with students** for closer monitoring.

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- Teachers would be expected to **provide emotional and mental health support** to students along with academic support and **Counsel students** on self-care techniques and raise morale of the students.
- Teachers to **be aware of all symptoms of COVID -19** and **keep** a strict watch over students and other staff members.
- Identify students living with **older members** who may have underlying medical issues and may be more at risk.
- Maintain **updated database** of parents contact numbers.
- Maintain and analyse **record of absenteeism**. Reason for student being absent must be found out without delay.
- Teacher to be aware about travel history, travel planning, visitors etc. of family of the students. In case of visit after travel by an NRIs, strict quarantine of 28 days to be observed by the students.

### STUDENTS

- Students should be made to follow the **protocols** laid down for the **new normal**.
- **No stepping out of classrooms** for lunch hour or for extra curricular activity.
- **Sanitisation of hands** will be carried out after/ before each period, to be initiated by teachers.
- Students should **carry sanitizers & wear masks and gloves** at all times.
- No uniform – policy

### TRANSPORTATION

- Teachers should avoid public transport and **use their private vehicles to commute** to work.
- Students to maintain **social distancing** at the school **bus stops**.
- No bus traveller will be allowed to board without **mask and sanitizer**.
- Before boarding the bus the **temperature** of students must be checked with thermal scanner by the helper.
- Students to sanitise their hands using hand sanitiser on entering the bus.
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- Students to sit separately on allocated seats. Buses to **accommodate only 40% of the seating** capacity. Only one student should be seated in one set of seats.
- **Windows of the bus to be kept open** at all times.
- Students are **not allowed to eat or drink in the bus**.
- **Deboarding** also to be **monitored** properly and students to get down only after a call by the bus in charge.
- **Dispersal** from classrooms to the buses to be **staggered**, maintaining the basic principle of distancing.
- **Buses to be sanitized** after each run using **spray machines** with 1% Hypochlorite Solution.

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- Sanitization of school transportation on regular basis at least twice a day – once before children board the transport and once after.
- School Driver and conductor should maintain physical distance at all times and ensure physical/social distancing among students in the bus/cab.
- For air-conditioned buses/cabs, the guidelines issued by CPWD shall be followed which include temperature setting at 24-30°C, relative humidity at 40-70% with provision for intake of fresh air (available at: [https://cpwd.gov.in/WriteReadData/other\\_cir/45567.pdf](https://cpwd.gov.in/WriteReadData/other_cir/45567.pdf).)
- As far as possible, parents may be encouraged to use their personal transport to drop their children to school.
- Students commuting through public transport should be adequately guided by schools to take all precautions such as – physical/social distancing, covering nose and mouth with up face cloth/masks, sanitizing hands when touching any surface etc.

### AT THE ENTRY GATE

- **Maximum** number of gates to be used for entry of students to avoid crowding. Only one student to enter the gates at a time.
- **Thermal screening** to be carried out at the school gates.
- **Sanitisation** of shoes, dress and person before entering the school premises.

### CORRIDORS

- Routes for movement in corridors should be specified to each class.
- Draw walking plans and social distance paths on the floor to guide students and staff.
- Mop all **indoor areas** such as lobbies, corridors, staircases and security guard booths with 1% Hypochlorite Solution every 4 hrs.
- Teacher's on duty to ensure social – distancing and other precautionary measures.

### CLASSROOM

- Seating to be at least 1.5 m apart.
- All windows should remain open for **proper ventilation**.
- Teachers to keep distance of 1.5 m from students. **Lines on floor** may be drawn for this.
- Teachers to sanitise hands on entering the class. Each **teacher must carry own set** of chalk, duster, registers etc
- **Maximum use of technology** should be ensured by teachers for setting and correction of assignments.
- Students advised **not to carry textbooks**. They should be advised to **carry only one notebook** to work on that too **covered with talc** sheet to facilitate sanitisation.

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- **No use of library and laboratories** for few months till situation gets better. Few activities may be carried out in class to teach practical aspects of topics especially in sciences.
- No central assembly will take place. Morning prayer in the classrooms with mass announcements be made using **PA system**.
- **High contact surfaces** like rails, door handles, table surfaces, chair handles, mouse, mouse pads frequently with a cloth soaked in 1% Hypochlorite Solution.
- Teachers may ensure students sit at marked/allocated seats maintaining physical/social distancing and wearing face covers /masks in the classes, laboratories, libraries, playground or any other part of school premise.
  - Group activities in games, sports, music, dance or other performing art classes may be allowed only if it is feasible to maintain physical distance and following health safety norms.
  - Practical work should be done in small groups maintaining physical distance.
  - Students should not share any material (textbooks, notebooks, pen, pencil, eraser, tiffin box, water bottles, etc.) with each other.
  - Windows and doors of the classrooms and other rooms to be kept open for ventilation

### WASHROOM

- One **attendant in front of each washroom** to make sure only one person enters at a time.
- Sanitisation staff to be adequately covered while performing cleaning duty to safeguard themselves.
- Soaps be made available in the washrooms for washing hands.
- **Proper sanitisation** of the washrooms at least **thrice in a day**.
- Ensure availability of water.

### RECESS / BREAKS

- **All students and staff must carry their own food & water.** No sharing of meals permitted.
- Students to **consume their tiffin in the classroom** itself and carry all waste / leftovers back home.
- **Teachers will have lunch with students** to ensure monitoring.
- No sharing of food among students should be allowed.
- Students to sanitize hands before and after lunch/snacks, each time they use the washroom and any other outdoor activities. Hand sanitizers with 70% alcohol can be an alternative.

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- For air conditioning within the school, CPWD norms shall be followed which prescribes temperature setting in the range of 24-30°C, relative humidity in the range of 40-70% and provision for intake of fresh air and cross-ventilation.
- Class - wise dismissal to ensure social – distancing.

### DRINKING WATER

- Students and teachers to **carry own** drinking water.
- **Sanitisation** of drinking water area and taps every hour.
- **Social distancing** to be maintained at all **water points**.

### SANITISATION AND MEDICAL PROTOCOLS

- Sanitisation and medical protocols to be followed strictly.
- Maintain **medical history** of the students and staff especially regarding diseases hampering immune system.

### MENTAL HEALTH SUPPORT

- The **isolation** brought about by social distancing can exacerbate children’s depression and anxiety.
- As students return, schools must be prepared to provide **counselling support** to address the numerous causes of trauma that result from economic hardship from a parent losing his or her job, domestic abuse, violence, neglect or the death of family members.

### SURVEILLANCE BY PRINCIPAL

- Ensure download of **govt mandated apps** such as Arogya Setu among students and staff.
- Plan for **continuity of education** in case of closure of school.
- Ensure continuity of **training** of staff and students to use **online tools** for teaching.
- Maintain **contact with appropriate authorities** such as education dept, health dept etc to stay updated about latest instructions.
- **Digitise records** to ensure quick search for required documents in case of emergency.
- Create a **disease outbreak flowchart** marking clear turning points with responsibilities for each person.

## HOW WOULD THE CLASSES BE CONDUCTED?

### VIRTUAL BLENDING

- The school will function 6 days a week. **Students will come to school every alternate day.** e.g. if class 4, 5, 6 are coming to school on Mon, Wed and Fri, then 7, 8, 9 would attend on Tues, Thurs and Sat. **Students not attending school on a given day will attend classes virtual classes** from their homes.
- Follows horizontal split scheme, spread each class in two rooms if required.

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<i>Mon/Wed/Fri</i>	▪ <i>4, 5, 6 Continues with schedule &amp; Teacher</i>
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<i>Tue/Thurs/ Sat</i>	▪ <i>7, 8 &amp; 9 Continues with schedule &amp; Teacher</i>
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- Teaching of **only scholastic subjects** will be conducted on the day of physical presence **in the school**.
- Students studying from home on a given day **must** also **prepare for** learning the **next day** after going through video links and assignments sent to them a day prior (Flipped Classroom Approach).
- The day students are at home, virtual classes on issues such as the following will be done:
  - Those scholastic **topics which need less discussion**.
  - Visual and Performing **Arts**.
  - **Yoga/ Aerobics**.
  - Circle Time (**Lifeskills**).
  - **Story Telling**.

### ASSIGNMENTS

- **Assignments** will continue to be **submitted in forms using Microsoft Teams**.
- Feedback of student's work would be formative in nature and would be shared via the form itself with **teacher writing in the comment section**.
- The **solution** to the assignment **will be sent** for student's reference.
- **Teacher discusses** the solution in the **class** & students self assess their work using rubrics provided by the teacher.
- Parents continue to get academic updates
- Focus on **concept building** and achievement of learning outcomes.
- **Parents queries** will also be **resolved online** via emails/google forms.
- In case **further discussions** are required, a **virtual meeting** will be organised.
- **Assessments** will be:-
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- **Formative** - Based on assignment given as tasks. Assessment of for learning and not of learning.
- Formal Assessments can be avoided for next 3 months.
- **September and March** can utilised **for Formal** pen and paper **assessments**.

### **GUIDELINES TO FOLLOW (FOR ADMIN AND SUPPORT STAFF)**

- The medical staff augmented with additional members will carry out the **thermal screening at the school gates**.

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- **Maids and sweepers** will each be **assigned** specific and **limited areas** to work/move around in.
- **Drivers and helpers to stay in** their **buses/designated resting places** with no contact with anyone outside the school.
- **Gardeners will** continue to **work** in gardens with all hygiene/ safety precautions.
- **Plumbers/ Carpenters/ Electricians** will ensure that they **sanitize** the area **after** completion of their **work**.
- **Peons should not enter the offices.** A table should be kept outside the offices and files would be disposed off from there.

## **REDEFINING TEACHING, LEARNING AND ASSESSMENT TO ACHIEVE DESIRED LEARNING OUTCOMES**

Online / distance learning shall continue to be the preferred mode of teaching and should be encouraged. However, the following SOPs may be followed for face to face classes in schools and online learning:

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## **A.BEFORE SCHOOL REOPENING**

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- Preparation of Teaching-Learning: Making a Comprehensive Alternative Calendar of Activities for the Whole Year with focus on learning outcomes.
- School's may consider dividing the total school hours between school and home. It is suggested that broad categories such as the following could be considered.
  - Number of hours at school
  - Number of hours spent at Home School Hours (active learning)
  - Number of hours spent on keeping physically and mentally healthy
  - Number of hours spent on creative activities related to art, and art integration.
- For Elementary level, flexibility may be given at school level depending on the number of academic days available. For secondary and senior secondary level, the respective boards maybe advised to consider revisiting their curriculum.
- School calendar needs to make syllabus learning outcome-based rather than theme-based; decentralized planning may be at the school level for blended/diverse mode learning, and also a clear policy on assessment of children.
- This plan may follow guidelines of **Alternative Academic Calendar** prepared by the NCERT.
- Pedagogical interventions may be included which emphasize linking classroom activities with the experience children are undergoing or have gained in their day-to-day life in COVID-19 situation. For example, prepare age appropriate awareness posters relating to COVID-19 precautions, to be displayed in every classroom. These posters may be in local language/Hindi/English or all these languages. Some posters involving graphs, data on how corona spreads may not only be useful for awareness but also serve as a teaching tool in higher classes. This will help the teachers to link the students' day to day experiences with the subject areas like environmental studies, languages, mathematics and science

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Looking at the current pandemic situation, inequitable access to infrastructure for online teaching and internet connectivity and non-availability of smart phones with all parents, NCERT has come out with ALTERNATIVE ACADEMIC CALENDAR which only expects a basic mobile to make a connection between child or parent with a school teacher, so that teacher can initially guide parent or student. Later, students can do self-study with the help of parents or siblings.

The Alternative Academic Calendar is based on multiple pedagogies- guided learning followed by self-study and are available on the web link <http://ncert.nic.in/aac.html>

- Assessment plans may be prepared along with rubrics.
- The formats for periodic tests, mid-term and final exams may be designed as per the demand of the situation and keeping in view number of days and adjusted curriculum.
- Non-stressing assessments may be planned to identify the learning gaps, i.e., to find out how much the students have learned during home-based schooling.
- Assessments in the form of role plays, choreography, class quiz, puzzles and games, brochure designing, presentations, journals, portfolios, etc., may be preferred over routine pen-paper testing.

## **B. AFTER SCHOOL REOPENING**

### **Teaching Learning Process: Create Learner-friendly School and Classroom Environment**

- Reintegration of students into school may be taken on priority after reopening.
- Teachers must talk and sensitize all students about COVID-19 and related myths, social stigma, and fears.
- There can be flexibility with attendance until such time that the situation eased. As one of the important activities in each class, students themselves may be asked to prepare and take an innovative pledge focusing on Dos and Don'ts for school entry/exit/duration, and for following at their homes. Time may be allocated during the school schedule daily to reflect on it.
- Care should be taken to ensure health, social, and emotional bonding despite having to maintain physical/physical/social distancing.
- Children may be discouraged from sharing books, copies, etc., and how they

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- will help each other in this way to reduce risk of spreading the disease may be explained to them. Mock safety drills may be conducted on how to keep safe from COVID-19 on regular basis (for a few days) to ensure complete sensitization and awareness.
- Some yogic exercises may be practiced in the classroom to make children comfortable. For example:
  - Micro yogic practices like the rotation of the head and shoulder, touching toes and stretching for primary children.
- Children can also be sensitized about the pandemic by integrating various concepts into the teaching of various subject areas such as EVS, languages, science and social science, arts;
- When students start feeling comfortable in schools with the present situation and also with teachers and peers, teachers may start teaching-learning process based on syllabus focusing on learning outcomes.

### **Teaching-Learning when students are in School**

- Teachers must polish their skills for integrating ICT in class as far as possible. Training modules may be prepared for the same.
- It is possible that all students may not attend school regularly, until the pandemic situation is over. Therefore, teachers should be prepared for teaching in classroom as well as following up with students at home, and also for adapting their teaching mechanisms accordingly.
- Right in the beginning, teachers must discuss with the students the clear roadmap of the curriculum, the modes of learning to be adopted (through face to face instruction/individual assignments or portfolios/group-based project work/group presentations, etc.) to be covered, the time to be taken for the same, dates of school based assessments, breaks, etc.
- Teachers must also clarify those topics and themes, which are required to be explained by the teacher through classroom transactions/activities and those that are to be covered by the students at home, though assessed at school.
- Divergent use of teaching resources shall have to be relied upon keeping physical/social distancing and other safety norms in mind. Resources could include peer teaching and learning, use of workbooks and worksheets, use of technology-based resources in class, empowering parents/grandparents/older sibling to teach, using the services of volunteers from the community, etc.
- There should be greater emphasis on collaborative learning in class. This will also impact positively on the mental well-being of children.
- Mechanisms should be put in place to get constant feedback from parents.

- Life skills must be integrated with all teaching and learning processes, as now, more than ever, these will be required in learners. Life skills, such as communication and collaboration can be developed through group presentations as a method for learning. Creativity and critical thinking skills can be developed in specific home-assignments, project work, etc.
- Routine homework assigning should be discouraged; instead work that will develop curiosity and problem-solving abilities in the child should be encouraged. For example, diversity is a theme, which cuts across the subject areas and classes. Homework can be interdisciplinary in such a case.

Similarly, the concepts of chemical reactions, gravitational laws, etc. can be introduced as a concept by the teacher and later on projects and assignment related to it can be done at home.

### **Address Concerns of Children with Special Needs along with other Children**

- Focus on the most vulnerable students (homeless/migrated students, students with disabilities, and students directly affected by Covid-19 through a family death or hospitalization) to prioritize their needs.
- Ensure provision of assistive devices and learning content as per the needs of the CwSN.
- Ensure that safety guidelines are available as far as possible in multiple and accessible formats to meet the needs of all children.
- **Make use of the NIOS prepared material for visually-impaired and hearing-impaired students in secondary and senior secondary level.**
- Introduce strict preventive measures for children who are more susceptible to infection due to the respiratory or other health complications caused by their impairment.
- Train teachers and other school staff on signs of distress to enable them to identify and refer children who may have specific psychosocial support needs, or for signs of violence who may require protection and assistance.

### **Prepare Students for Learning at Home**

- As only a fraction of students on roll might attend school on rotational basis as per the decision of the State/UT, it is important that all students have their textbooks as well as details of the curriculum to be covered in the given time.
- PRAGYATA Guidelines on digital and online education can be used to orient teachers and students in this regard.

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- If the State/UT has Energized Textbooks, inform students and parents how to download the e-content behind the QR on DIKSHA, codes and use the same in offline mode, thereon.

**NCERT has also developed PRAGYATA, the guidelines for digital and online education for teachers and students containing useful information on how to switch over to online education. These guidelines also compile numerous links of online resources available in India and abroad. These will be made available on MHRD and NCERT website.**

- Project-based assignments, portfolios, creative work, etc. are the best ways to continue effective learning from home. More details are given in the next para.

### **Promote Learner-Friendly Assessment**

- Teachers, parents, and administrators need to focus on formative assessment to ensure achievement of learning goals by all learners.
- However, the format of assessment must undergo change. Typical pen-paper tests must be discouraged at all levels.
- In school, assessment can take different formats, such as, role plays, choreography, class quiz, puzzles and games, brochure designing, presentations, journals, portfolios, etc.
- At home, multiple modes of assessments such as individual projects/reflections/experimentation/portfolios should be promoted.
- The assessment should not focus on what students have memorized, but instead it should focus on application of learning and critical and creative thinking in situations relating to daily life. It is not important whether they have solved a problem, it is more important what steps they take to solve it, or how they have tried to solve it.
- For students studying from home, explore low-cost or no-cost options for students to be able to submit responses/ tasks on which they get feedback to teachers, perhaps benefitting from collective if not individual feedback once the teacher has a chance to review all responses. For example, empower the learners to self-check and peer review whether their responses are correct.
- Guidelines of SCERT/NCERT may be used to sensitize parents to improve their understanding of and appreciation for formative assessment.
- Teachers may use text-or audio-based messages to send brief quizzes to parents/caregivers to use for informally assessing their progress against the curricular contents for their grade, or even their emotional and mental well-being.
- Open book examination system may be introduced for a few selected subjects/ topics

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## **ENSURING EMOTIONAL WELLBEING OF STUDENTS AND TEACHERS**

- It is natural to feel stress, anxiety, grief, and worry during and after a disaster/pandemic and children are indeed the most vulnerable ones at such times.
- Therefore, the schools are advised to take note of any symptoms of stress in their students and take appropriate action in collaboration with parents.
- It is advisable that the teachers, school counselor and school health workers should work in unison to ensure emotional safety of their students.
- Moreover, these tough times might have also impacted the well-being of the teachers which in turn might affect their ability to lead and manage their students along with responding to the change when schools reopen. So, it is of paramount importance that the mental well-being of teachers should also be taken care of in equal measure. Teachers can be guided to take proactive steps to promote their own mental wellbeing.
- Online training modules can be developed for teachers with special emphasis on counseling competency of general teachers
- Similarly, concise module on counseling can be developed to ensure emotional stability, removal of anxiety and building up self-confidence of children once they come back to school after a long gap.

### **A. GUIDELINES FOR TEACHERS FOR PROMOTING EMOTIONAL HEALTH OF THEIR STUDENTS**

- a. **Initiate conversational activities in the classroom:** It is important to focus on bringing back the normalcy in the classroom environment again. Teachers may start a conversation with the students on what they did during the Lockdown period to engage themselves in interactive sessions.
  - b. **Indoor individual games:** Mental maths games, word antakshari, make words, etc. and music and dance activities may be conducted in the classroom linking these with subject areas under proper guidance. This will help in keeping children happy and stress-free besides being healthy.
  - c. **Make students feel safe:** Teachers need to make their students feel safe and be able to share anything and everything with them. They may emphasize the fact that child fatalities due to Covid-19 are negligible but children can get it and transmit it if they behave unsafely.
2. **Help students to engage in collaborative activities in the classroom:** Conduct and encourage students to participate in various deep breathing exercises, activities that will help the students to be mindful. Teachers have to create an environment of emotional togetherness among students by

i. precluding of social out casting of anybody recovered from COVID-19

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- ii. Encouraging students to make small gifts for their friends as a token of love and appreciation.
  - iii. Assigning caring activities to students like keeping water for birds, helping to keep the premises clean etc., to build positive feelings of sharing and being responsible.
3. **Acknowledge the change and offer help:** Accept and help the students to accept that the present times are difficult. Make sure that the students know that you are there for them if they require any assistance or have any concerns to share.
  4. **Conduct reflective activities in the classroom:** Reflective activities have huge benefits in increasing self-awareness in an individual and in developing a better understanding of others as well. Reflective practice can also help us to develop creative thinking skills and encourages active engagement in the classroom.
  5. **Tell Life stories:** This activity will help the students get to know something significant about each other in a very short time. Students rarely get a chance to talk about themselves without interruption, (and without advice or judgment). Each student may speak without interruption for 5 minutes about his/her experiences during lockdown that has shaped her/him in significant ways.
  6. **Three-Minute Pause:** The Three-Minute Pause activity can be used in the classroom at the end of the day. It provides a chance for students to stop, reflect on the concepts and ideas that they have learned, make connections to prior knowledge or experience, and seek clarification. Students have to ask themselves: 'I empathized with...'; 'I changed my attitude about...'; 'I am more aware of ...'; 'I was surprised about...'; 'I felt...etc'.

## **B. GUIDELINES FOR PARENTS FOR PROMOTING EMOTIONAL HEALTH OF THEIR CHILDREN**

1. **Get the child mentally ready for a new routine:** Point out the positive aspects of starting school. Reassure children that if any problems arise at school, parents will be there to help resolve them.
2. **Be patient:** Exercise patience and refrain from using punishment as transitioning once again from home to school may be challenging for the students.
3. **Encourage children to extend Positive offerings:** Children may be asked to draw and colour cards for their friends, teachers, and also family members as preparation for school reopening thus setting a positive tone and hope.

4. **Collect Motivational resources:** Students can be asked to collate good  
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audio(podcasts) songs developed for and during the Covid-19 that they find motivating for sharing with school mates

5. **Ensure their emotional safety:** Parents need to make children feel safe and wanted by giving them the feeling that they can share anything and everything with them as they prepare to go to school as well their concerns while they are in school.
6. **Acknowledge their emotions:** Stay calm especially when the children are anxious. Pay attention to their feelings and give them space to share their fears, if any. Ensure that there is adequate time for sitting together and talking freely at different times.
7. **Encouragement:** Parents also need to encourage and guide their children to plan their daily schedule for school, studies at home, play, sleep, activities to maintain good health and hygiene, etc.
8. **Appreciate your child:** Recognize and praise even small accomplishments and efforts made by children. This not only develops confidence and self-esteem but will lead to the formation of good habits and better performance in different tasks. □
9. **Set a good example:** Before expecting children to be disciplined, empathetic, healthy, and hygienic, parents need to practice such things. Parents need to manage their stress by getting good sleep, exercise, healthy diet, connected with friends and family.
10. **Acknowledge your feelings:** Understanding and recognizing one's own emotions is vital for one's well-being. As a parent one can help himself/herself and their children to navigate each one of their emotions and responses.
11. **Focus on the things that can be controlled:** Focusing on things that are out of one's control can make one feel drained, overwhelmed, and anxious. So, focus on what can be controlled.
12. **Taking care of the self:** Make sure to indulge in physical exercises like yoga. Have a healthy diet and take care of your body.

The Ministry of Human Resource Development, Government of India has initiated a programme called 'MANODARPAN' covering a wide range of activities to provide psychosocial support to students, teachers and families for Mental Health and Emotional Wellbeing during the COVID outbreak and beyond.

The services include:

- A webpage <https://mhrd.gov.in/covid-19> on the website of MHRD containing advisories and motivational posters, and
- A National Toll-free helpline 8448440632 to provide tele-counselling for students, parents and teachers to help cope with the situation.

### **Protocol to be followed in case of detection of a suspected case of COVID-19**

- Place the ill student or staff in a room or area where they are isolated from others
- Provide a mask/face cover till such time as he/she is examined by a doctor.
- Immediately inform the nearest medical facility (hospital/clinic) or call the State or district helpline.
- A risk assessment will be undertaken by the designated public health authority (district Rapid Response Team/treating physician) and accordingly further action be initiated regarding management of case, his/her contacts and need for disinfection.
- Disinfection of the premises to be taken up if the person is found positive.
- For a suspect or a case detected in hostel, the student/staff shall not be sent back to his/her home as it may lead to spread of the disease. He/She should be isolated and State/district health officials shall be informed to suitable follow-up.
- All protocols as advised by Ministry of Health and Family Welfare should be followed.

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## CHECKLIST FOR SAFE SCHOOL ENVIRONMENT

### 1. Checklist for School Administrators, Teachers and other Staff

S. No.	Task	Yes/No
<b>A</b>	<b>Healthy Hygiene Practices are promoted and ensured</b>	
1	Students and Staff have been sensitized on good personal hygiene practices and proper hand washing technique ( minimum 40 seconds )	Yes
2	Signages on Healthy Hygiene Practices have been displayed at prominent places in the school like classrooms, corridors, washrooms, reception area, etc. <input type="checkbox"/> Stop handshaking – use other noncontact methods of greeting <input type="checkbox"/> Wash hands at regular intervals (wash for at least 40 seconds) <input type="checkbox"/> Avoid touching face cover coughs and sneezes	Yes
3	Adequate, clean and separate toilets for girls and boys	Yes
4	Soap and safe water are available at age appropriate hand washing stations	Yes
5	Key supplies like thermometers ( calibrated contact-less infrared digital thermometer), disinfectants, soaps, hand sanitizers, masks, etc., are available in adequate quantity in the school	Yes
6	Health and hygiene lessons are integrated in every day teaching	Yes
7	School building, classrooms, kitchen, water and sanitation facilities, school transport facilities, surfaces that are touched by many people (desks, railings, door handles, switches, lunch tables, sports equipment, window handles, toys, teaching learning material etc. are cleaned and disinfected at least once a day	Yes
8	Adequate cleaning staff is available in the school	Yes
9	There is enough air flow and ventilation in the school premises	Yes
10	Regular health screening of all staff and students in the school	Yes
11	Trash is removed daily and disposed of safely	Yes
12	There is full time nurse or doctor and counsellor available in the school.	Yes

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13	The school has tie up with the nearby hospital for dealing with emergency.	Yes
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## 2. Checklist for Parents

S. No.	Task	Yes/No
1	Regular monitoring of child's health.	
2	Keeping of child at home if s/he is ill or has any specific medical condition that may make them more at risk.	
3	Teach and model good hygiene practices at home. <ul style="list-style-type: none"> <li><input type="checkbox"/> Wash your hands with soap and water frequently or use an alcohol-based hand sanitizer with at least 70% alcohol</li> <li><input type="checkbox"/> Ensure availability of safe drinking water</li> <li><input type="checkbox"/> Ensure clean and safe toilets at home</li> <li><input type="checkbox"/> Ensure safe collection, storage and disposal of waste</li> <li><input type="checkbox"/> Cough and sneeze into a tissue or your elbow and avoid touching your face, eyes, mouth, nose</li> </ul>	
4	Ensure emotional safety of your child through different means.	
5	Prevent stigma by using facts and teach your children to be considerate of one another.	
6	Coordinate with school to receive information.	
7	Offer support to the school to strengthen school safety efforts.	

### 3. Checklist for Students

S. No.	Task	Yes/No
1	You avoid stressful situation by talking and sharing with others and help keep yourself and your school safe and healthy.	
2	You protect yourself and others by: <ul style="list-style-type: none"> <li>○ Washing hands frequently, always with soap and safe water for at least 40 seconds</li> <li>○ Not touching face</li> <li>○ Not sharing cups, eating utensils, food or drinks with others</li> </ul>	
3	You act as a leader in keeping yourself, your school, family and community healthy by: <ul style="list-style-type: none"> <li>□ Sharing what you have learnt about preventing disease with your family and friends, especially with younger children</li> <li>□ Model good practices such as sneezing or coughing into your elbow and washing your hands, especially for younger family members.</li> </ul>	
4	You don't stigmatize your peers or tease anyone about being sick.	
5	You tell your parents, another family member, or a caregiver, if you feel sick, and ask to stay home.	