



ইউএসসি স্কুল  
**UNACCO SCHOOL**  
**Excellence in Education**

IMPHAL  
POST COVID-19 SCHOOL REOPENING SOP

## ***“PREVENTION IS BETTER THAN CURE”***

### **1. REOPENING SCHOOL IN A SAFE MANNER**

- a. A clear, sensible list of Do's and Don'ts for our school to be displayed outside the entry gate as per School Education Department on safety precautions in the school.
- b. RPS ensures availability of liquid soap/sanitizer and clean water for students, teachers and support staff, where necessary.

### **2. SCHOOL ENTRANCE**

- a. Thermal scanner would be placed at entrance to check body temperature before entering school premises.
- b. Alcohol hand-rub/hand sanitizer at the entrance of each gate to ensure hand sanitization.
- c. Allow only one child at a time to enter through the gate.
- d. Follow same protocol with any other outsiders/guests/visitors.
- e. Check body temperature and sanitize hands of students before leaving school premises as well.
- f. Parents should drop the children at the gate and pick up.
- g. No vehicle/car of parents would be entertained in the school compound.

### **3. CORRIDORS (HOUSE KEEPING DEPARTMENT)**

- a. All indoor areas such as lobbies, corridors & staircases, security guard booths, classrooms, cafeteria to be mopped with a disinfectant of 1% sodium hypochlorite every 4 hours.
- b. All support staff to be in protective mask including heavy duty gloves while cleaning.

### **4. HIGH CONTACT SURFACES**

Notices are being placed throughout campus on frequent wash, ban on spitting, social distancing norm, strategies to emotionally bond/connect & online learning.

5. **RELOOKING AT STUDENT LEARNING OUTCOMES, SYLLABUS AND EXAMINATIONS**

- a. As this will be a truncated year, learning outcomes and syllabus have been suitably revised for all classes as per guidelines of CBSE/State Education Department. Practical classes would be given more importance.
- b. Key learning outcomes for each class must be defined

6. **SCHOOL ASSEMBLY & OTHER EVENTS**

- a. No Assembly or any other CCA would be conducted.
- b. Parents Teacher Meeting would be conducted on-line through Video Conferencing. Test results would be published on Website.

7. **CLASSROOM TEACHING**

- a. We ensure teachers maintain 1.5 metre distance while teaching. For this purpose, lines are being drawn on floor.
- b. We ensure teachers mandatorily sanitize hands, wear face-shield before entering classrooms and carry their own chalk sets, markers, registers, diaries, etc.
- c. We ensure all students bring own notebooks & stationery items covering with plastic for ease in cleaning and longevity.

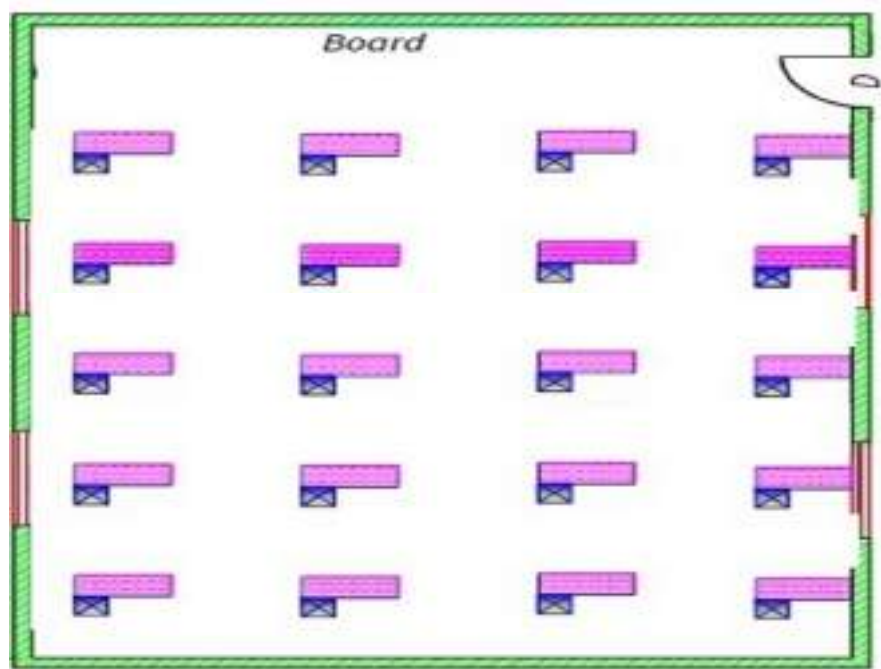
8. **CLASSROOM ACTIVITIES**

Activities that involve physical contact would be avoided.

9. **CLASSROOM SEATING AND BREAK**

- a. We ensure seating is such that at least 1.5 m distance is maintained.
- b. School bell would ring after every 2 hours to wash hands in a phased manner to avoid overcrowding.
- c. There would be **No Break Time**.

**Class Room Seating Arrangement**



**10. TOILET & BATHROOM HYGIENE**

- a. We ensure plenty of running water in toilet complexes for washing hands.
- b. We put adequate liquid soaps/sanitizers in washrooms.
- c. We ensure toilet pot/ commode, commode lid, toilet floor, taps & fitting, soap dispensers and other items or spaces are cleaned by applying cleanser appropriately according to norms.
- d. We ensure all students maintain social distancing while using urinals in gents toilets.
- e. All the students are required to bring their own hand sanitizer.

**11. DRINKING WATER & OTHER HYGIENE**

- a. We ensure all drinking water points are safe. No chilled water to be served.
- b. Kids should be encouraged to bring their own water bottle and cap.

**12. MEDICAL SURVEILLANCE**

- a. Our infirmary is fully equipped in case student(s) develops symptoms within school hours.
- b. We would check status regarding COVID-19 testing & cases in families of students & staff.
- c. We maintain medical history of all students & staff especially regarding diseases hampering immune system/immune-compromised diseases.

**13. SUPPORTING TEACHERS**

Teachers will be central to bringing normalcy back in a difficult time. Therefore all our teachers are being trained.

**14. SURVEILLANCE BY TEACHER**

- a. All teachers would look out for symptoms such as irritation, temperature, coughing, tiredness and fever among students.
- b. Teacher would maintain and analyze record of absenteeism.
- c. Office would maintain updated database of parents contact numbers for emergency.

**15. SURVEILLANCE BY HEADS/CEO**

- a. We ensure downloading of government mandated apps etc among staff time to time.
- b. We undertake awareness campaigns in community.
- c. We digitize records to ensure quick search for required documents in case of urgency.
- d. We conduct on-line meeting among parents/students to ensure all members following precautions and guidelines.

**16. MISCELLANEOUS**

- a. Training and sensitize support staff on disinfection and disposal of items are in progress.
- b. Advising to all parents to ensure students wear masks or covers face through cloth while inside school premises.
- c. We ensure parents sign undertaking to confirming that their family member has not tested positive if there is a case, then the child is not permitted to come to school.
- d. A symptomatic positive COVID-19 family being advised not to send children to school.
- e. Parents are being required not to send the student to school if any symptom of COVID-19 has been found in the child.

***“Unacco is determined to bring normalcy back”***

**Note: *This is an internal document for Unacco School management, staff, students and parents. It is meant for internal circulation and would be updated time to time.***

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