

SCHOOL REOPENING

GUIDELINES AND SPECIFIC INSTRUCTIONS

The below guidelines will be strictly followed by the Staff, Parents, and Students of Excel Public School, in the event of the school reopening for physical classes, as per the recent order given by the competent authorities. Please note any change in the below guidelines will be subject to further directions from competent authorities from time to time.

General Information and Guidelines

1. Date of reopening of physical Classes: 6th January 2021 (Wednesday).
2. Classes proposed to be started: Classes 10, 11, and 12.
3. Class Timing: 9:00 am to 1:00 pm. (any change in the duration shall be communicated)
4. Reporting time: Between 8:45 and 9:00 am.
5. Working Days: Monday to Friday.
6. Consent Form, in the prescribed format, duly signed by the parents to be compulsorily submitted by all the students, at the Security, before entering the campus on the first day.
7. Wearing of face mask at all times while being on campus is **COMPULSORY**. Students are advised to carry an extra mask with them in the school bag. Students will also be allowed to wear face shield and hand gloves if they decide to.
8. All the staff and students are required to strictly follow the COVID-19 appropriate behaviour in the school premises - greet without physical contact, maintain physical distance, wear reusable hand-made face-cover or mask at all times, avoid touching your eyes, nose or mouth, wash hands regularly and thoroughly, regularly clean and disinfect frequently touched surfaces, do not spit in the open, maintain respiratory hygiene, etc.
9. Teachers, in addition to wearing face masks, shall use face shield while conducting physical classes/Laboratory sessions.
10. All staff and students shall undergo thermal screening and temperature checking/ hand sanitization before being allowed entry into the school campus.
11. If any student or staff develop flu symptoms (fever, feeling feverish/chills, sore throat, runny nose or stuffy nose, headaches, fatigue etc.) or sick or COVID-19 symptoms (fever, dry cough, tiredness, body pain, headache, loss of smell, loss of taste, skin rashes etc.), they are advised **NOT** to come to school and stay isolated at home. Note that some of the symptoms of flu and COVID-19 are similar, making it hard to tell the difference between them. Only diagnostic testing can help determine the difference.
12. Staff and students shall **NOT** be allowed entry into the campus if they are found to be having any of the symptoms of COVID-19



13. Though hand-sanitizers (with foot pedal dispensers) shall be made available at various points in the campus, it is highly recommended that every student brings a bottle of sanitizer for personal use.
14. Classroom doors and windows shall be kept open at all times to avoid physical contact with the door handles/bolts/knobs.
15. All staff and students are advised to use the staircase instead of the elevator.
16. The service of the Campus Nurse will be available to assess and report any situation that calls for urgent attention.
17. School will have posters and notices, reminding staff and students of various protocols in COVID-19 appropriate behaviour, placed at various locations in the academic block both in digital and physical formats.
18. Reminders and various instructions will be given to students at regular intervals using the public address system until they develop desirable habits appropriate to the current situation.
19. The school will constitute a 'Quick Response Team', that will be constantly monitoring the effective implementation of the safety/precautionary measure, movement of the students, their adherence to various instructions, and maintenance of COVID-19 protocol on campus by every member of the school community.
20. If staff/students are found wilfully violating or negligently approaching the precautionary measures instituted by the school, such members shall be disallowed from visiting the campus until further orders.
21. There will be bins for the safe disposal of masks, gloves, sanitizer bottles, and used tissue papers, placed at various locations. Students are expected to deposit the above items only at such designated spots.
22. Students/teachers who are seemingly well, but have a COVID-19 infected member at home, or a member having contact with COVID-19 tested positive person, shall intimate the same to the school and shall attend classes/duty only upon producing COVID-19 RT-PCR Negative test report/after completing 14 days of home quarantine.

Please Note: Students SHALL NOT bring any DIGITAL DEVICES (mobile phone, laptop, tabs, I pad etc.) to the school during the physical classes

Dress Code for Students

1. Wearing of School Uniform (regular/sportswear) is highly recommended. School is ready with a newly stitched uniform to be distributed to the students on the first day of school reopening.
2. Those who do not have the school uniform shall be allowed to come in **formal** colour dress until the uniform is distributed (Jeans, T-shirts, Tights, Sleeveless tops etc., shall not be allowed on campus).

School Transport Arrangement (if school decides to operate)

1. School buses will operate with only 50% capacity.



2. Only a few common pick/drop points will be possible, and parents will have to take responsibility for drop and pick up from the designated stop.
3. Hygiene and social distancing in the bus will be maintained with one student on one seat (diagonally).
4. Thermal screening will be done for all the students at pickup points.
5. All buses will be sanitized before picking up and after dropping off students.
6. High touchpoints will be wiped down.
7. Bus staff will have a personal hygiene kit.

Dispersal of students travelling by School Buses

1. Dispersal will be carried out in slots with the School Bus students relieved from the classes first, followed by students coming by private vehicles.
2. Dispersal will be from the stairways/gates for different groups/batches of students.
3. Teachers will monitor the student dispersal until they board the respective buses.

Own Transport Arrangement

1. Students who opt for their own transport arrangements may reach the campus between 8:30 and 9:00 am.
2. Only students shall be permitted entry to the campus.
3. Visitors/Parents shall be allowed entry to the campus only after 9:15 am.
4. Students who travel on their own will be directed to leave the campus, under the supervision of the teachers, in batches, from 1:00 pm. Parents/drivers may wait in the vehicles outside the campus.

Assembly

1. There will be a General Assembly in the Amphitheatre on the first day, maintaining safe distance and all instructions to the students shall be given. Thereafter, all the instructions/information to students shall be given through the PA system.

Seating arrangements in the Classrooms

1. There will be ONLY 20 students in each classroom, with designated seating positions for each student, maintaining a safe distance from each other. All our classrooms are 600 sq. ft. in area, and a per capita space of 30 sq. ft. will ensure safe distancing.
2. NO group activities involving closer interaction among students will be conducted as part of the teaching-learning process.
3. Students shall use only allotted space for keeping their personal belongings.



4. Sessions involving more number of students will be held in the Seminar Hall (50 students – actual seating capacity 100) or Auditorium (120 students – actual seating capacity 320)

Usage of washrooms

1. There will be staggered recess timings for students to ensure social distancing and to effectively manage the issue of overcrowding at washroom area.
2. Washrooms in different blocks/floors will be made available to distribute the users.
3. Classes will move out in an organized and systematic way to avoid the rush in the corridors and washrooms.
4. Washrooms will be sanitized and hygienically maintained at all times. Careful and hygienic use of the facilities by students will be highly appreciated.
5. Liquid Hand wash/soap shall be made available in all washrooms for hand wash. Students are advised to carry their own hand towels or paper napkins.

Canteens

1. Canteen facility will not be provided for the staff and students until further orders.
2. Students will be required to bring their own snacks/food from home for both short and long recess and have it in the classroom at their desk.
3. Students are strictly disallowed from sharing food with their friends.
4. Students and Staff are strictly required to maintain a physical distance while having snacks/refreshments.

Drinking Water Points

1. Students and staff members will bring their own water bottles. Safe drinking water will be available in all floors. Tumblers for common use shall not be provided.
2. Warm water for drinking purpose shall be made available.

Use of Library and Laboratories

1. Students will be allowed to use Library and Lab facilities, but will have to strictly adhere to social distance norms
2. All places, including Labs and Libraries, used by the students and staff, will be sanitized regularly and maintained hygienically.

Emergency Plan (if students or staff show symptoms of ill-health)

1. The school Infirmary will be used as Isolation Room to shift the affected person immediately.



2. The Infirmary shall be under the supervision of the Campus Nurse, who is qualified and trained to administer first aid in case of emergency.
3. Parents/family members of the concerned person will be contacted immediately.
4. Parents/family members will have to reach the school in short notice and shift the person for required testing/care.
5. Such student/staff shall be allowed to return to campus only after producing a certificate from a Registered Medical Practitioner about the student's fitness to attend physical classes.
6. Deep sanitization of the premises used by the person shall be planned and executed without delay.
7. Any orders issued by district/state authorities shall supersede all above action points.

Role of Staff in maintaining cleanliness and ensuring adherence to COVID-19 Protocol

1. The housekeeping and cleaning staff will be given special training in sanitizing and deep cleaning areas used by the students and staff.
2. The Staff shall be strictly instructed NOT to have any physical contact among themselves or with the students.
3. Teachers shall be present in the classrooms/library/labs during all arrival/recess/dispersal time to monitor and regulate student movement and interaction.
4. The Quick Response Team will be in touch with medical practitioners (especially parents who are frontline 'COVID Warriors') to handle any emergency situation.
5. School Staff shall, at all times, demonstrate exemplary conduct in wearing face mask/shields, hand-sanitization/hand-washing, maintaining social distancing, etc.
6. Staff shall report to the Principal/Campus Safety Officer/Campus Nurse in the event of any member of the School Staff/Student refusing to follow the general instructions given above.

Movement of visitors in the campus

1. Visitors will be allowed only in special conditions, with the permission of the Principal.
2. Visitors shall be allowed entry only till the Reception area, after being subjected to thermal scanning and hand sanitization at the entrance.
3. Permission to visit the campus by prospective parents shall be allowed only after academic hours.
4. No visitor shall be allowed to visit the academic area while sessions are in progress, under any circumstances.
5. Digital communication with the Principal/School Office will be encouraged until the situation improves.
6. Parent-Teacher (one-to-one) meetings, if necessary, will happen only at designated places, with prior appointment.
7. Visitors shall be expected to make the visit to school only under unavoidable circumstances and keep the duration of visit as short as possible.



Arrangements for Students who opt for On-line Classes

1. While attending physical classes may be optional to students, physical presence of the students would be required for all practical Lab Experiments and Preparatory Assessments.
2. School shall arrange for on-line classes for students who opt out of attending physical classes. However, the timing of these classes MAY change from the current timings, as it would be difficult for teachers to handle both on-line and off-line classes simultaneously.
3. The on-line classes in the changed scenario may include both live on-line classes and/or pre-recorded video lessons. In the case of the pre-recorded video sessions, Teachers will arrange for discussion/doubt-clearing on such topics in live on-line sessions.
4. The changed timing and schedule for the on-line classes will be intimated upon the school getting an idea about the number of students who would be opting for the same.
5. A student who has opted for off-line classes, if unable to come to school on account of health reasons, will be allowed to attend on-line classes, after seeking permission from the DHM, until she/he is able to resume physical classes. However, in such cases, the student will have to produce reasons for her/his absence and a medical fitness certificate from a Registered Medical Practitioner; if the absence was on medical grounds.
6. However, if a student has opted for on-line classes, and later decides to attend physical classes, prior permission for the same will have to be obtained from the Principal (through an e-mail from the parent). Parent's Consent Letter, in the prescribed format, should be submitted on the day of reporting to the school.

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