

COVID'19

STANDARD OPERATING PROCEDURES



HIRA FOUNDATION SCHOOL



GENERAL HEALTH & SAFETY PROTOCOLS

Admin Responsibilities

- Disinfecting school building, classrooms, water and sanitation facilities regularly
- Adjusting school days and timings to avoid large gathering of students in a classroom
- Splitting students of pre-primary, primary, lower secondary and upper secondary in number of shifts or alternate days
- Avoiding a large number of teachers in a classroom
- Making the use of face mask in school mandatory
- Using Friday as working day as per need
- Disallowing students, teachers and other staff with Covid-19 symptoms to enter schools
- Placing hand sanitizers in each section
- Display of awareness standees on Covid19 prevention at entrances and in classrooms
- ‘No Mask, No Entry’ Policy: Everyone must wear a face mask during school
- All students, teachers, staff and essential campus visitors/volunteers will be encouraged to sanitize and/or wash hands frequently
- Social distancing and safety signage will be added and visible throughout school facilities. Posters reminding children about precautions like sanitizing and social distancing etc. will be prominently displayed
- Students and staff will be required to report if a) they have come into close contact with an individual who is lab-confirmed with COVID-19; or b) they themselves have COVID-19 symptoms
- Every classroom and office area will have disinfectant in a spray bottle and cleaning cloths provided for staff to use in high-touch areas throughout the school day
- All frequently touched surfaces, light switches, AC control points, equipment, door handles and toilets used during the day will be cleaned and disinfected thoroughly by the cleaners

ARRIVING AT SCHOOL

- Access to the school is only for staff and students

- Mandatory temperature checks for all students and staff upon entry
- Students will report straight to their classroom.
- Waiting in open areas is not allowed
- There is a strict 'No Mask, No Entry' policy for students and staff
- Students and staff will be encouraged to use hand sanitizer immediately upon entering the building and throughout the day
- Administrators and designated staff will be on duty outside to ensure correct protocols are followed

HOMETIME DISMISSAL

- School timings will be reduced for all grade levels
- Administrators and designated staff will be on duty outside to ensure correct protocols are followed
- Students will stay in their classrooms and wait for their call
- The school van/ vehicle must be thoroughly cleaned/ disinfected before the start of each shift
- Van driver must ensure that all students, staff including himself are wearing masks

IN THE CLASSROOM

- Student desks will be clearly demarcated and students may not change seats. One child will be seated at each double desk and the tables will be spaced 3 ft apart
- Snacks: Students will eat their snack at their desks. After eating, they will re-wear their mask. They will then wash their hands before returning to their lessons.
- Air conditioners to be kept on and windows/doors will be opened periodically as per the given specifications for ventilation
- Desks / seating will be arranged to allow for distancing with clearly marked areas where students may not sit or work
- Avoid touching the face
- Students will not be allowed to handshake
- Avoid sharing cups, food or drinks with others
- Avoid stigmatizing peers or teasing anyone about being sick

LARGE GROUP GATHERINGS & SPECIAL EVENTS

- Assemblies will not be held
- No on ground events will be held

- All field trips will be cancelled as students would be unnecessarily exposed to the virus in public places

CANTEEN SNACKS & WATER DISPENSERS

- No Canteen facilities will be offered
- All students will bring their own water and snacks

USE OF WASHROOMS

- Staff will be trained in strict cleaning protocols for the washrooms and these will be cleaned according to a given schedule throughout the day

