



DELHI PUBLIC SCHOOL, BUDGAM

STANDARD OPERATING PROCEDURES (SOPs) FOR COVID-19

1. BEFORE OPENING OF SCHOOLS

- We will ensure proper cleaning and sanitization of School: A thorough cleaning and disinfection of all areas, furniture, equipment, stationary, storage places, laboratories, library, classrooms, canteen, washrooms, and school campus.
- Proper airflow in indoor spaces will be ensured.
- Availability of essential supplies such as infra-red thermometers, disinfecting, soaps, etc. will be ensured.
- All school buses will be sanitized before allowing students to board their respective buses.

2. AWARENESS OF PREVENTIVE MEASURES BY THE SCHOOL

- The school will display posters and notices on the walls directing students to do the following:
 - Regular and proper hand-washing technique
 - Correct use of masks, it should cover your nose, mouth and chin
 - Maintaining regular social distance
 - While coughing or sneezing we must cover the mouth with a tissue or sneeze into our elbow.
 - Spitting is strictly prohibited.

3. PROPER HAND-WASHING TECHNIQUES

- The school will provide hand wash/Soap in every washroom.
- Hands should be made wet with water.
- Apply sufficient amount of soap.
- Rub soap all over the hand.
- Ensure that you rub your hands properly for at least 40 seconds.
- Rinse with water and dry your hands properly.

4. USE OF FACE MASKS

- Wearing a face mask is compulsory at all times in the school and the school bus.
- The students should not share their masks.
- Extra mask should be carried by the students.

5. MAINTAINING SOCIAL DISTANCE

- Students and staff members are to always maintain a social distance while walking or sitting.
- Physical and social distance will be maintained in the staff room, office area and interaction places across the school.

6. SAFETY NORMS INSIDE THE CLASSROOM

- There will be a proper distance between each seat; seating arrangements will be marked for the students
- Teachers will ensure that students sit at marked/allocated seats.
- Students must wear masks at all times.
- Each classroom will have a hand sanitizer.
- Students will not share any materials such as textbooks, notebooks, Stationery, Tiffin box, water bottles, etc. with each other.

7. SCHOOL EVENTS

- School will not undertake school events where physical/social distancing is not possible.

8. USE OF LABORATORY

- Laboratory will be used whenever needed.
- The teacher Incharge will ensure that social distancing and proper sanitization of equipment is carried out before use.

9. USE OF LIBRARY

- The library will not be open to all the students for regular use.
- Reference books from class 9th onwards will be provided if required.
- The books will be sanitized before making them available for re-issuing.

10. SCHOOL TRANSPORT

- The buses will be sanitized daily before allowing students to board the buses.
- Students will be directed to ensure that they maintain social distance inside the buses. This can be done by allowing only one student on a seat.

11. RULES FORENTRY AND EXIT POINTS OF THE SCHOOL

- All the gates of the school will be opened while entering and leaving the school.
- Classrooms near the gates and stairs will use their nearest gates and stairs.
- Different lanes for coming and leaving will be earmarked.
- Staff will be deputed at various places to ensure students are following proper social distance and discipline while coming and going out of the school.

12. INFORMATION TO PARENTS.

(A) Please do not send your child to school if the child has the following symptoms

- Fever
- Body ache
- Cough
- Respiratory infection
- Loose motion
- If any member of the family has symptoms related to COVID-19 or any family member is currently positive for COVID-19.

(B)

- Parents should send their children to school in proper winter uniform.(Please check almanac for prescribed school uniform)
- Check their temperature before sending them to school.
- Water bottle for individual use.
- Preferably child should bring dry snacks/eatables.
- Child must carry small sanitizer, and an extra Face mask

13. EMERGENCY SITUATION

- In case of any emergency in the school, the child will be shifted to the medical room on the direction of the medical staff.
- The child can be shifted to a hospital if needed and the parents will be immediately informed.
- If necessary, parents will be asked to collect their child and taken him or her home.

Please Note.

- There shall be No Break.
- There shall be No Assembly.
- There shall be No use of any playing field until further orders.
- No eatables will be available at school.