

HOPETOWN GIRLS' SCHOOL

STANDARD OPERATING

PROCEDURE

2021-2022

Policies and Procedures to maintain a virus free campus

All our written policies on safety against Covid have been tried and tested. As a school, we are now confident that if we continue our practices and maintain safety standards we can move towards more normalcy in life at Hopetown.

We had created this policy in collaboration with Momentum India, to help us reopen our institution in a planned manner. This policy follows the guidelines proposed by WHO and MHRD in reopening of educational institutions and has been reviewed keeping in mind the changes in the Covid 19 developments in the country.

It is important to understand that each of us is responsible for maintaining a safe and healthy campus and the only way we can move forward is to continue to respect safety protocols.

Stay Safe!

Team Covid 19



General Instructions

- Face masks are mandatory at all times, covering nose and mouth. Prescribed masks are cotton, three layered masks. It is mandatory to change masks once a day and wash and dry masks after use.
- Maintain social distancing of 6' at all times is a requirement outside the safety bubble of the residences, specially while interacting with adults on the campus.
- Sanitizers are conveniently located at all points of the campus. All gadgets, furniture in closed rooms, musical instruments and computers are sanitized by UV ray guns. All members of the community are encouraged to carry surface sanitizers to sanitize their personal spaces.
- All people entering the premises of the school will have their temperature taken by Security. All members follow quarantine regulations as specified by the Government of Uttarakhand.
- All students are required to take the RtPCR test 48/72 hours before the start of school and present a Negative report on arrival.
- Covid awareness posters are displayed all over the school as warnings and reminders.
- All adults of 18 years and above are required to be vaccinated.

Safety protocols before arrival in school

- Briefings (through email and video) will be held with parents and students outlining expectations clearly including the protocols for the 7 days quarantine. All students will undergo quarantine for 7 days.
- Self-declaration forms and consent forms will be shared with Parents and Staff. Parents are required to sign a consent form and an Indemnity Bond before sending their children back to school.
- RtPCR tests with a Negative report are mandatory for all students before they travel back to school. An RtPCR test will be administered after 6 days of quarantine.
- It is mandatory for parents to share a soft copy of the test report with the school doctor before the date of travel and also carry a hard copy with them to present on arrival.
- Students are required to carry a small suitcase with essentials for the quarantine period. Larger bags will be stored and children will have access to them only after the quarantine period. New students may carry a larger suitcase with bedding for the first week of quarantine. Non-essential items may be packed in a second suitcase which will be made available to them after the quarantine period.
- Students aged 18 and above are required to be vaccinated. The vaccination certificate should be sent to the school prior to arrival. The same rule will follow for under-18 students when the vaccine is available.

Transport

- A Thermal Gun, a pack of gloves, a pack of face masks and hand sanitizer (500ml) will be available inside every vehicle.
- The conductor will screen each passenger with a thermal gun (student/staff) before they enter the bus
- The Conductor and Driver are restricted from assisting the passengers with luggage into the vehicle. However, if unavoidable, they are required to sanitize the handles and use hand gloves.
- The driver is required to report to the School Administrator in case any staff member is not allowed to board the vehicle due to COVID 19 symptoms.
- For 2x2 seating area arrangements only one window seat shall be occupied. For 3x2 seating area the alternate adjacent seat shall be occupied.
- Sanitizing and wearing a mask are mandatory for all personnel riding in the bus.

Main Gate Entry/Exit

- While entering through the main gate, crowding near the gate is not permitted. There will be floor markings (Circles) to maintain 6 feet distance and manage the queue. Only 1 person will enter at a time. Negative RtPCR reports are to be submitted at Gate No. 2 on the day of students' arrival.

- While entering, please cooperate with the security staff as each person entering will need to go through thermal screening (permissible range 95°F to 99.4°F) and sanitization.
- No one will be allowed inside the campus without the prescribed mask. Each member of staff should carry her/his own bottle of hand sanitizer and face mask.
- It is mandatory for the security personnel at the main gate to be in masks, face shields, gloves etc.
- No visitor / contractor / parent / vendor / courier personnel etc. will be allowed inside the main gate without prior approval.
- Safety Signages for Screening, Mandatory Face mask, Social Distancing are available at the Gate.

Student Arrival Protocol

- Information will be collected about the mode of travel to school vide the Consent and Travel form. Luggage will be sanitized at the airport and on arrival at school before entry.
- All girls are required to wear masks in a proper manner and carry their own sanitizers. There will be strict monitoring on social distancing during their travel to school and from the gate to their dorms.

- All students will be required to maintain Covid protocols, avoiding public places, Malls, weddings etc. in the time between taking the RtPCR test and arrival in school.
- The girls will be sent directly to their designated quarantine place after thermal check and sanitization.
- Parents and students travelling by their own transport will drop the girls at the Main Gate and will not be allowed to meet their wards after the sanitization and thermal check is done. Negative RtPCR reports are to be submitted at Gate No. 2 before entry. Students will not be permitted beyond Gate No. 2 if they do not have a Negative RtPCR test result valid for up to 72 hours prior to arrival in school.
- Laptops and iPads will be collected at the Main Gate for sanitization and configuration.

Residence & Dorms

- Students will be quarantined in clusters. A teacher will be put in-charge of each “cluster” and ensure movement to the Mess, to counselling and games is restricted to the cluster.
- After 7 days of quarantine and a Negative RtPCR test result, students will be allowed to go for classes to the Academic Block.
- Proper sanitization of rooms and washrooms in the Blocks will be monitored by the HMs & AHMs on a daily basis and supervised by the Sanitization Team.

- Thermal checking will be done morning and evening throughout their stay at school and a record for every student will be maintained by AHMs on duty.
- All staff in close proximity to students will be fully vaccinated.

Infirmary

- There will be three Infirmaries and one OPD in place.
- Block 7 - Infirmery on the ground floor will be used for common ailments other than Covid-19.
- ISOLATION 1: Block 7 First Floor will have a second infirmery in place for Covid 19 cases with a capacity of nine beds (can be extended if required). Block 7 GF will be used for isolating suspected Covid cases.
- ISOLATION 2: Block 7 will also have one general OPD on the ground floor where proper diagnosis will be done and in case of suspected Covid, the patient will be sent to the secondary infirmery in Block 7.

Workflow of COVID-19 Care Isolation Center:

Step 1 - (Arrival):

A patient who has tested positive to be sent to Isolation 1.

Step 2 (Triage/Waiting area – B7 GF):

A nurse to attend the patient at the entrance.

The patient shall be provided with a disposable mask.

Step 3 (Registration):

The patient's details to be noted by the nurse on duty who will wear a PPE kit.

Step 4 (Assessment and Diagnosis Generation):

The patient is then referred to the doctor for a medical examination.

A case history will be made when the doctor receives the patient

Step 5 (Counselling Support):

There will be a special focus on the mental health of the patients, to speed up their recovery process.

The school counsellor will offer moral and emotional support.

Step 6 (Recovery/ Referral):

Each patient under stable/mild condition is to be kept in mandatory isolation of 14 days initially with constant monitoring of health.

10 days quarantine after symptom onset, plus at least 4 additional days without symptoms (including without fever and without respiratory symptoms).

For asymptomatic cases: 14 days after having tested positive, another COVID-19 test is to be conducted. If the patient tests negative, she will be considered to be recovered and sent back to a normal routine after counseling.

If the patient's condition deteriorates to mild/moderate or critical, arrangements will be made for their immediate transfer to Synergy hospital or Max hospital.

Mess

- All the cooking and support staff will be fully vaccinated before returning to duty. They will be required to quarantine for one week before resuming duty.
- The Mess Manager will continue to conduct daily temperature screening of all the canteen cooking and support staff and maintain a record of the same (for all the shifts).

Canteen facility

1. Movement of Canteen Staff

- The canteen cooking staff will always use the rear gate (store gate side) for access as a safe COVID-19 safety entry protocol
- At the entry, a hand wash facility is provided and stocked with liquid soap dispenser.
- All the staff regularly hand wash at entry and exit to the canteen.
- A bio-medical waste bin is provided to dispose of used face masks and gloves.
- Daily cleaning and washing of the entire kitchen area is done before/after the cooking.
- Sanitization of the area to be followed using Virex-II/256 Solution post the cleaning and washing as a new normal canteen safety procedure

- Workstations/fixed tasks are assigned for each individual to ensure that cross-contamination is completely avoided.
- Floor marking at each workstation ensures social distancing is enforced and being followed.
- There is constant monitoring of all the kitchen staff to use face mask and hand gloves while cooking/preparing the food (dealing with groceries and vegetables).
- No hand sanitizing using alcohol based sanitizer is being done in the cooking areas.

2. Material Reception

- Vendors will be required to produce their final vaccination certificate at the gate before entry. Vendor drivers are required to cooperate with the Security for thermal scanning.
- The Security guard will assist the vehicle to the loading bay/area.
- Supply vehicles follow the service lane behind the Principal's residence.
- At the loading bay, the vehicles are sanitized with Virex-II/256 using Knapsack Sprayer at the door handles and common touch point areas only.
- 'Holding Area for Sanitization' is marked. Raw materials are stacked and sanitized before use.

- The kitchen/cafeteria staff uses PPE such as face mask and head cover while sanitizing and unloading items.
- The storage area for sanitized raw material is demarcated and labelled for storage of items. Only sanitized raw materials are stacked in a demarcated area.
- Access to this area is locked and only authorized personnel allowed in.

3. Kitchen Management

- Staggered lunch practices are being followed. A group of students in a “cluster” with their dorm AHM sit at a designated table. A gap of 10 minutes is maintained between each cluster entry.
- Extra hand wash basins are provided near the front door with floor marking of 6ft distance to manage the queue.
- Hand sanitizers are placed near the front door.
- Tables and chairs are arranged keeping in mind social distancing.
- A cluster seating plan is followed to ensure safety.

Classrooms & Labs

- The seating plan is revised to ensure distancing.
- The windows of all classrooms will be kept open to ensure air circulation.

- Automatic sanitizing machines or manual sanitizers are provided at the common entry of corridors.
- Bio-medical waste bins (enclosed bins) are provided in the common corridors of the classrooms for toxic waste.
- Teachers will sanitize their hands before collecting and distributing any material in the class.
- Students will not be allowed to share stationery. 2021 will be a paper free year. No assignments will be submitted as hard copies.
- For social distancing in labs: The number of students that can be accommodated on the experiment stations is 12 each in all the three labs.
- Students will be divided into 2 groups to manage lab work smoothly while following all the protocols.
- Seating in front of the teachers' table is set following the six-foot rule.
- Students are not permitted to crowd around a teacher's table. In case a demonstration is given, student will be called one at a time to make observations, and in case this is not possible then a video/simulation with explanation will be provided.
- Individual kits will be provided for all experiments. As far as possible no sharing of equipment will be ensured. To avoid this the set of apparatus (test tube stands with test tubes, test tube holder, wire gauze, dropper, tripod stand, beaker, funnel, conical flask, pipette, burette, litmus paper, filter paper, scale, screw gauge, vernier calipers etc.) required for the experiment will be issued to the students and they will be asked to take care of the articles provided.

- Reagents will be handed over by the lab assistant/teacher, with care about sanitization and distancing.
- Cleaning/sanitization of apparatus/reagent bottles will be ensured after every session, using UV ray guns.
- As some of the equipment cannot be cleaned with alcohol water-based sanitizers which may corrode/discolor the equipment (like models, marked apparatus in physics lab which can rust), UV ray guns to be used.

PA Building

Dance Studios:

- Not more than 10 students may practice together in a Dance Studio
- Students will be advised to carry their own ghunghroos.

Music Rooms:

- Students will be required to carry their own instruments. In case this is not possible, the teacher in-charge will allot instruments to each student for practicing.
- A maximum 2 students can practice with a teacher.
- Particular care to be taken regarding distancing for vocal training without masks.

- Rooms and instruments will be sanitized using UV ray guns after every use.
- Floor Carpets will also be sanitized using UV ray guns.

French Room:

- A maximum 10 students can be accommodated in the room for a lesson. Seating will be arranged around the corners of the room ensuring social distancing.
- Students will not be allowed to share stationery.

FINE ART

Painting Rooms:

- Not more than 5 students permitted for a painting lesson. Students will bring their own stationery, brushes, palette, colour set, bowl and tool sets. If not, then an assorted box with the basic material will be allotted to each student.
- Students will use the same apron daily while working. Each student to be allotted two aprons.
- Aprons will be required to be washed after every two days. Proper place is allotted for each student to keep their material and paintings.
- Students will be restricted from touching other's painting frames and Canvases.

- It is mandatory for students and teachers to wear masks during the lesson.
- While giving demonstration, a proper distance will be maintained. Chairs, desks, floor and door handles will be sanitized regularly. Students will be instructed to clean their brushes and palettes on their own.
- In case of object study practice, settings will be done in different rooms to maintain distance – (except in AV1).
- For the water colour paper study, an object will be provided to every individual separately.
- Tissue paper rolls will be provided to wipe the brushes. Students will not be allowed to carry eatables to class.
- UV ray guns to be used for sanitization of all equipment.

Pottery & Sculpture Rooms:

- Not more than 4 students will be permitted for a pottery or sculpture class.
- Seating will be arranged around the corners of the room. Proper place will be allotted to each student to keep their material and artworks.
- Individual clay packets will be provided to students.
- In case of any repair work, it is mandatory for the students to use their own tools.

- It is mandatory for the tables to be covered with plastic sheet while working with clay.
- To ensure that students don't crowd near the wash basins. Students will be wearing masks while working in class.
- All the pottery wheels and other tools will be sanitized after every use.
- Soap dispensers will be placed near the wash basins to ensure proper hand washing.
- UV ray guns will be used for sanitization.

Textile Room:

- Individual textile kit and scissors will be provided to each student.
- Students will manage their materials.
- While giving demonstration, the teacher and student will maintain social distancing.
- Tapestry frames and other board frames will be sanitized before using.
- Chairs, desks, floor and door handles will be sanitized regularly.

Library

- There is only one entry and exit point to check proper social distancing. The staircase beside the Tuck Room will be entry point and the staircase leading to the Mess will be the exit point.
- Regular cleaning and sanitization - Disinfecting hard surfaces e.g. table, chairs, book shelves, computers and other things which come under direct touch will be done on a daily basis. The Library has 14 big tables (6x2.5"). Only 2 children will be allowed to sit diagonally in order to maintain social distancing. At the moment, 8 tables will be provided for one sitting.
- Carpets, puppets and bean bags will be removed for the moment to ensure safety and proper vigilance.
- Limited number of students will be allowed in order to maintain social distancing. A maximum of 24 students will allowed at a time.
- Any event which requires larger groups will be avoided.
- Materials that can be touched frequently e.g. magazines and newspapers remain inaccessible.
- Issuing books can take place normally. Returned books to be quarantined for a time period of 72 hours in a separate box, after which these can be circulated again.
- E-copies of Pupil Analysis and the Question papers will be available to senior students.

Admin Block

- Overcrowding will be avoided in the offices and washrooms.
- Thorough cleaning and sanitizing will be done every day after office hours.
- Hand sanitizer machines are installed at the two entrances for staff to properly sanitize their hands.
- In the corridors chairs/sofas placed as per distancing norms. There is a regular cleaning schedule for the corridor and wash rooms. Furniture is positioned adhering to the social distancing norms. Ribbon partitions to separate visitors from staff in the finance and admin room have been installed.
- Phones, desktops, keyboards, monitor, drawers, knobs etc. are cleaned/ sanitized regularly.
- Finance & Admin Staff attend to staff / parents / vendors on one to one basis. No crowding will be permitted inside offices.
- Handling of cash is done with proper care and sanitizing.
- In-person contact with visitors will not be encouraged. Contact via emails, phones etc. will be the norm.

Principal's Office / Admissions Office and Reception

- Entry to the office will be permitted in case of emergency, only after sanitizing from the touch less sanitizing machine placed outside the office. One person at a time to be allowed in.
- It is mandatory to wear face masks at all times.
- Zoom Meeting to be scheduled if parents wish to communicate with the Principal.
- Paper trays to be used for collection of all documents through the small window.
- Last minute signature/stamps and seals will not be entertained.
- Seating arrangements for visitors will be allotted in the foyer.
- Regular sanitization will be done after school hours

IT/Lab Procedures/Protocols

Staff protocols:

- Staff must bring their own devices or gadgets (i.e. laptops, tablets, headphones or any other instrument)
- Staff is not allowed to share their gadgets especially headphones with anyone in the school.

- Give keyboard of laptop a clean wipe every time before it is used.
- Put back your phone inside your pocket/bag after using it.
- Do not keep/leave them at window side or table/chair lying outside.
- Basic troubleshooting will be handled digitally (Any Desk, WhatsApp, email.) In case of emergency of sharing of any gadget or instrument, sanitization before and after is compulsory.
- Prior appointment is to be taken before visiting IT Help Desk for any technical help.
- Staff is not allowed to take any computer and phone related help from students.
- Touching of any personal belonging of staff by the students is completely prohibited.

Student protocol:

- During this 14 - quarantine period, students are allowed to keep a basic mobile phone which is to be used only for calling and messaging purpose.
- The students will be allowed to keep the phone throughout the quarantine period.
- During this period students may carry a device for listening to music which should not have a camera, Bluetooth or internet connection facility.

Mobiles

- Students are permitted to keep their mobile phones with them for limited periods of time and will be told to use them responsibly and to take care of them themselves.
- Smart phones are not permitted.

Laptops

Arrival Procedure:

- Students will have to keep their laptops, chargers in a neatly labelled bag. It must have all the passwords neatly written on a paper.
- These laptops will be first kept on racks at Main Gate and then put in cartons to be delivered to the IT Help Desk. From a distance, students will give details of laptop, charger etc. to the teacher in-charge.
- To ensure that these laptops are in a working condition, students will switch ON their laptops and show it to the teacher.
- School will not be responsible for any damaged laptop. One IT teacher will be on duty to check whether the laptops are working or not.
- To avoid any kind of crowding, students will deposit the laptops one at a time.
- These cartons will then be transported to a room in the PA building for sanitization and configuration.

MASKS/SHIELDS

- Students are required to carry 14 simple cotton masks to school, marked with their name tags or with names inscribed in indelible ink.
- The masks should be three layered cotton masks and should cover a major portion of their faces and noses.
- Decorative / Fancy masks will not be permitted.
- All students will be required to bring one face shield to school for use when required.
- Teachers are required to wear face shields while teaching or interacting closely with students.

SPORTS

- Games and sports will be held as per schedule.
- Team sports training will be held in groups of 10 students each, maintaining social distancing.
- Students will not be required to wear masks/shields while practicing, running etc.
- Group sports (karate etc.) will be conducted maintaining appropriate social distancing.

STAFF IN RESIDENCE

- Day Staff will not be permitted to visit any residences.
- Staff living in the Residences will not be permitted to host any social gathering/parties inside the Residences.
- All staff guests will be required to submit their Negative RtPCR and final vaccination certificates prior to arrival on campus.
- Staff in Residence will not be permitted to hire school maids for their private use. Maids employed by staff on campus are required to submit their vaccination certificates to the Administrative Officer.
- For out-station staff and staff who have travelled within a week prior to joining school (from any State outside Uttarakhand) it is mandatory to produce a Negative Covid test result (Valid for 48/72 hours prior to reporting to school.) Fully vaccinated staff are not exempt from Covid tests if they have travelled similarly.

VISITORS AND OUTS

- There are no “outs” scheduled in the Calendar for this term. However, there are “Visiting Days.” Parents may visit their daughters after making an appointment with the House Mistress. Visits will be permitted on weekends and after 3:30 pm on working days.

- Visiting parents will be required to take the RtPCR test within 72 hours of visiting Hopetown and produce a hard copy of the Negative test report at the gate.
- Parents will be required to maintain all safety protocols established in the school.
- Parents will not be permitted to mingle with other children on the Campus.

COMMUNICATION

- Students will be permitted calls and emailing time to keep in touch with parents.
- Parents may write to the respective House Mistresses or call AHMs from 10:00 am – 12:00 pm from October 6, 2021 onwards.