

**GOVERNMENT OF ARUNACHAL PRADESH
DEPARTMENT OF EDUCATION
CIVIL SECRETARIAT
ITANAGAR**

Dated 30th August 2021

CIRCULAR

It is hereby informed that consequent to the decision by the State Cabinet to re-open the schools in offline mode, a detailed Standard Operating Procedure (SOP) has been prepared (as enclosed) for ensuring the COVID Appropriate Behaviour (CAB) by all the concerned.

Therefore, all the teaching and non-teaching staffs besides the students and parents are hereby requested to go through the SOP very carefully and follow the same without any diversions. The Deputy Directors of School Education (DDSE) shall be responsible for ensuring dissemination of this circular to all the school authorities and other relevant stakeholders within their respective jurisdiction without fail.

This has been issued with the approval of the competent authority.

Sd-/

Commissioner (Education)

Govt. of Arunachal Pradesh, Itanagar

Copy to:

- 1) PPS to the Hon'ble Chief Minister, Govt. of Arunachal Pradesh, Itanagar for kind information.
- 2) PPS to the Hon'ble Dy. Chief Minister, Govt. of Arunachal Pradesh, Itanagar for kind information.
- 3) PS to the Hon'ble Speaker, Arunachal Pradesh Legislative Assembly, Itanagar, for kind information.
- 4) PS to all the Hon'ble Ministers, Govt. of Arunachal Pradesh, Itanagar, for kind information.
- 5) PS to the Hon'ble Dy. Speaker, Arunachal Pradesh Legislative Assembly, for kind information.
- 6) US to the Chief Secretary, Govt. of Arunachal Pradesh, Itanagar for information.
- 7) PA to the Commissioner to the HCM, Govt. of Arunachal Pradesh, Itanagar for kind information.
- 8) PA to the Commissioner (Education), Govt. of Arunachal Pradesh, Itanagar for kind information.
- 9) PA to the Secretary (Health), Govt. of Arunachal Pradesh, Itanagar for kind information.
- 10) PA to the Special Secretary (Ele. Education) Govt. of Arunachal Pradesh, Itanagar for information.
- 11) All Deputy Commissioners, Govt. of Arunachal Pradesh for information.
- 12) Directors (Sec./Ele. Education) Govt. of Arunachal Pradesh, Itanagar for strict compliance.
- 13) All DDSEs and HoS, Govt. of Arunachal Pradesh for strict compliance.
- 14) Office Copy.

(Shashvat Saurabh I.A.S.)

Special Secretary (Sec. Education)
Govt. of Arunachal Pradesh, Itanagar

GOVERNMENT OF ARUNACHAL PRADESH

COVID-19 SOP/GUIDELINES

FOR

RE-OPENING OF SCHOOLS IN OFFLINE MODE

W.E.F 01/09/2021

**DEPARTMENT OF EDUCATION
CIVIL SECRETARIAT
ITANAGAR**

STANDARD OPERATING PROCEDURE (SOP)
FOR RE-OPENING OF SCHOOLS IN OFFLINE MODE

A. GUIDELINES FOR SCHOOLS

1. **Offline classes** shall be started from 1st September, 2021 in all schools **only** for **Classes 9th to 12th** in the first phase. The decision with respect to re-opening of **Classes 1st - 8th** in next phase shall be taken in due course of time and online mode of school shall continue for these classes till further directions.
2. The **Head of School** shall be responsible for ensuring proper implementation of this SoP. School Management Committee having representatives of Parents & Teachers shall also monitor implementation of new norms as per SOP in the school by all concerned.
3. **Teaching-Learning schedule:**
 - a. **No. of days at school: 06 days a week**
 - b. **No. of hours at school: Normal school hours from 1st September, 2021 for Classes 9th to 12th.**
 - c. **The Head of School shall make the detailed School schedule/Time Table as per the capacity of the classrooms and the enrollment in their respective school so as to ensure COVID Appropriate Behaviour norms strictly.**
 - d. **The schools are advised that school schedule including the lunch breaks may be staggered to avoid crowding and ensure social/physical distancing as per norms at all places of school premise.**
 - e. **A gap of 1 (one) Hour shall be ensured between the shifts where schools are planned/scheduled in double shifts.**
 - f. **The School Time Table/Schedule shall be made by the HoS in consultation with the respective DDSE.**
 - g. **No. of students in each Class: to be decided by the concerned school so as to ensure proper social distancing as per norms.**
4. School shall not plan any assessment of student learning in the first two weeks of reopening of schools in order to ensure emotional well-being of the students.
5. Non-stressing assessments may be planned to identify the learning gaps, i.e., to find out how much the students have learned during home-based schooling.
6. There can be flexibility with attendance until the COVID situation is eased.

7. All schools shall identify a First Aid Room to take care of the sick students/staff. Further school shall also appoint a Nodal Teacher to liaise with the concerned health authorities/RRT.
8. Schools should maintain cleanliness at all point of time and enforce COVID Appropriate Behavior by all concerned.
9. Schools which were utilized as Quarantine Centres shall be properly sanitized before re-opening.
10. Wearing of face mask shall be mandatory for all in the School premises beside provisions of water and soap for hand wash and proper ventilation in the class rooms.
11. Complete ban on spitting in school premises shall be strictly enforced.
12. As one of the important activities in each class, students themselves shall be asked to prepare and take an innovative pledge focusing on **Dos and Don'ts** for school entry/exit/duration, and for following at their homes.
13. Care should be taken to ensure health, social, and emotional bonding while maintaining physical/social distancing.
14. All students must be provided with textbooks as well as details of the curriculum to be covered in the given time.
15. Teachers, parents and students shall have communication for at least 2 to 3 times in a week.
16. Project-based assignments, portfolios, creative work, home assignment etc. shall be encouraged for effective learning at home.
17. School authorities shall take note of any symptoms of stress in their students and take appropriate action in collaboration with parents.
18. Teachers, school counselor and school health workers shall work in unison to ensure emotional safety of their students.
19. The mental well-being of teachers should also be taken care of in equal measures. Teachers can be guided to take proactive steps to promote their own mental wellbeing.
20. Teachers, parents, and administrators need to focus on formative assessment to ensure achievement of learning goals by all learners.
21. It is advisable that the teachers, school administrators and health workers should work in unison to ensure emotional wellbeing of their students.
22. Staff and students residing in containment zones and those with symptoms of COVID-19 shall not attend the schools until such containment zones are de-notified or they test negative before attending the school if they were symptomatic.

23. All the teaching and non-teaching staff shall get themselves vaccinated **before 5th September 2021** positively as per Circular issued by Commissioner (Education) vide No. SEDN-19012/2/2021-EDN dated 27/08/2021.

B. GUIDELINES FOR TEACHERS

1. They shall strictly follow all the relevant SOPs issued by the State Govt. with respect to maintenance of COVID Appropriate Behaviour.
2. They shall prepare posters/messages/stickers and signage on precautions related to COVID-19, on physical/social distancing, hand washing and use of face mask etc. and display them at appropriate places (such as inside the classroom, libraries, outside washrooms, hand washing stations, drinking water areas, school kitchen, halls, classrooms, parking places, entry and exits).
3. They shall follow Mandatory Hand washing at regular intervals (before/after every period).
4. They shall encourage students to bring drinking water from home.
5. Encourage students to take the separate marking lanes with arrows for coming and going at all possible places in school to avoid physical contact.
6. Children may be discouraged to exchange/share textbooks, notebooks, pen, pencil, eraser, Tiffin box, water bottles, etc. to reduce risk of spreading the disease. Mock safety drills may be conducted on maintenance of COVID Appropriate Behaviour to ensure complete sensitization and awareness.
7. Relevant Yoga exercise sessions may be conducted to make students comfortable.
8. In areas with net connectivity teachers shall download and use the Aarogya Setu App.
9. Teachers may ensure students to sit at marked/allocated place, maintaining physical/social distancing and wearing face masks in the classes, laboratories, libraries, playground or any other part of school premise.
10. Teacher shall instruct the students, how to cough or sneeze. While sneezing, mouth and nose should be covered with tissue or elbow. Avoid touching of face, eyes, mouth, and nose.
11. They shall ensure that windows and doors of the classrooms and other rooms are kept open for ventilation.
12. Teachers should be aware and sensitize all students about COVID-19 related myths, social stigma, fears etc.

13. Teachers shall develop flexible attendance and sick leave policies to discourage awards for perfect attendance.
14. Teacher shall monitor/take care about student's health and emotional wellbeing.
15. Students shall also be sensitized about the pandemic by integrating concepts and ideas into the teaching of various subject areas (such as EVS, languages, science and social science, arts etc.) to promote good hand washing practices of minimum 40 seconds, compulsorily with soap after reaching school, after going to the toilet, before taking food, handling garbage, touching pets and other animals, caring for sick people, and coughing and sneezing.
16. Teachers, parents and students must communicate at regular interval.
17. Teachers shall use Alternative Academic Calendar/Revised Curriculum by NCERT/CBSE if any for making classroom plans and also giving home tasks.
18. Teachers shall observe every child in the class continuously for physical and mental health issues. In case of any symptom of this kind, parents may be informed and seek medical help for the child.
19. Teachers shall maintain students' medical record including a history of infection of the disease in the family/community.
20. Teachers may utilize information technology tools available in the school.

C. GUIDELINES FOR PARENTS

Parents shall get their child mentally ready for school and assure them that they are always with them. Parents may refrain from giving any punishment; rather they should boost the morale of their children. They may maintain a peaceful and conducive atmosphere at home.

1. They shall provide a written consent (as per **Annexure-A**) regarding sending their children to school.
2. It should be ensured that the parents shall not send their children in case of even mild cough, sneezing, cold or fever.
3. Ask their child to practice physical/social distancing at all times once she/he leaves home.
4. Ensure that their child goes to school wearing a mask in a correct way (covering both the nose and the mouth completely).
5. Sensitize their child not to exchange masks or any other things with others.

6. Face masks can be made at home using cloth as per norms which may be reused after thorough washing with soap.
7. Parents should take care that used face mask(s) be disposed properly.
8. Parents should themselves drop and pick their child up, as far as practicable. If sent by school bus, s/he must maintain physical distancing.
9. Develop among their children a sense of personal hygiene (bathing, brushing teeth properly and trimming of nails). Clean/Sanitize their uniform and other belongings (bag, shoes, socks, pen, pencil etc.) daily.
10. Provide their child two clean small napkins (clean cloth) daily for personal use like wiping hands.
11. Provide their child healthy & hygienic food and clean water while going to school. Ask them not to share their lunch box/water bottle with others.
12. It is advisable that parents/guardians should download the AAROGYASETU APP and commute only when the App shows safe and low-risk status.

PARENTS' CONSENT LETTER

I, Mr/Ms/Mrs _____ father/mother/legal guardian
of _____ resident of _____ do hereby give my consent to
allow my son/daughter to go to the School on its re-opening w.e.f. _____.

Further, I state that my child shall follow the SOP/Guidelines issued by the Government. She/He shall adhere to the school discipline and shall follow all the instructions given by school/teachers. I shall regularly monitor my child's health and coordinate with school to receive information. I shall offer support to the school to strengthen school safety efforts whenever asked for.

Moreover, I shall not hold the school authority responsible for any eventuality that may arise due to COVID-19.

Date:

Place:

Signature of Father/Mother/Legal Guardian

Name:

Contact No:

Annexure - B

CHECKLIST FOR SAFE SCHOOL ENVIRONMENT**1. Checklist for School Administrators, Teachers and other Staff**

| S. No. | Task | Yes/No |
|---|---|--------|
| Healthy Hygiene Practices are promoted and ensured | | |
| 1 | Students and Staff have been sensitized on good personal hygiene practices and proper hand washing technique (minimum 40 seconds) | |
| 2 | Signages on Healthy Hygiene Practices have been displayed at prominent places in the school like classrooms, corridors, washrooms, reception area, etc. <ul style="list-style-type: none"> • Stop handshaking - use other noncontact methods of greeting • Wash hands at regular intervals (wash for at least 40 seconds) • Avoid touching face cover coughs and sneezes | |
| 3 | Adequate, clean and separate toilets for girls and boys | |
| 4 | Soap and safe water are available at age appropriate hand washing stations | |
| 5 | Key supplies like thermometers (calibrated contact-less infrared digital thermometer), disinfectants, soaps, hand sanitizers, masks, etc., are available in adequate quantity in the school | |
| 6 | Health and hygiene lessons are integrated in every day teaching | |
| 7 | School building, classrooms, kitchen, water and sanitation facilities, school transport facilities, surfaces that are touched by many people (desks, railings, door handles, switches, lunch tables, sports equipment, window handles, toys, teaching learning material etc. are cleaned and disinfected at least once a day | |
| 8 | Adequate cleaning staff is available in the school | |
| 9 | There is enough air flow and ventilation in the school premises | |
| 10 | Regular health screening of all staff and students in the school | |
| 11 | Trash is removed daily and disposed of safely | |
| 12 | There is full time nurse or doctor and counsel or available in the school. | |
| 13 | The school has tie up with the nearby hospital for dealing with emergency. | |

| Physical / Social distancing Measures have been implemented | | |
|--|---|--|
| 1 | School arrangements have been adjusted to avoid crowded conditions. | |
| 2 | Enough space has been created between the desks of the students. | |

2. Checklist for Parents

| S. No. | Task | Yes/No |
|--------|---|--------|
| 1 | Regular monitoring of child's health. | |
| 2 | Keeping of child at home if s/he is ill or has any specific medical condition that may make them more at risk. | |
| 3 | <p>Teach and model good hygiene practices at home.</p> <ul style="list-style-type: none"> • Wash your hands with soap and water frequently or use an alcohol-based hand sanitizer with at least 70%alcohol • Ensure availability of safe drinking water • Ensure clean and safe toilets at home • Ensure safe collection, storage and disposal of waste • Cough and sneeze into a tissue or your elbow and avoid touching your face, eyes, mouth, nose | |
| 4 | Ensure emotional safety of your child through different means. | |
| 5 | Prevent stigma by using facts and teach your children to be considerate of one another. | |
| 6 | Coordinate with school to receive information. | |
| 7 | Offer support to the school to strengthen school safety efforts. | |

3. Checklist for Students

| S. N. | Task | Yes/No |
|-------|---|--------|
| 1 | You avoid stressful situation by talking and sharing with others and help keep yourself and your school safe and healthy. | |
| 2 | You protect yourself and others by: <ul style="list-style-type: none"> • Washing hands frequently, always with soap and safe water for at least 40 seconds • Not touching face • Not sharing cups, eating utensils, food or drinks with others | |
| 3 | You act as a leader in keeping yourself, your school, family and community healthy by: <ul style="list-style-type: none"> • Sharing what you have learnt about preventing disease with your family and friends, especially with younger children • Model good practices such as sneezing or coughing into your elbow and washing your hands, especially for younger family members. | |
| 4 | You don't stigmatize your peers or tease anyone about being sick. | |
| 5 | You tell your parents, another family member, or a caregiver, if you feel sick, and ask to stay home. | |