



DELHI PRIVATE SCHOOL, AJMAN

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Health and Safety Policy 2020-21

AIM

Our aim as a place of work and learning is to provide a safe and healthy environment for staff, students and visitors. We aim to ensure that the work and activities carried out by the school do not affect the health and the safety of any person.

POLICY

It is our policy to recognize the responsibilities of shaping the values of future generations and to ensure our sustainability as a school through proactive leadership in the protection of human health and safety and preservation of our surrounding environment. Therefore, we are committed to:

- promoting a culture of responsibility and accountability toward protection of the environment and human health and safety;
- minimizing health and safety hazards and risks arising from our activities and Operations;
- promoting awareness and encouraging participation through effective communication and consultation with staff, students, contractors and concerned stakeholders;
- providing on-going training in relevant environment and health and safety issues;
- preventing injury, ill health and environmental pollution;
- enhancing the health and wellbeing of our staff and students;
- complying with all relevant OSH legislation;
- providing adequate resources to maintain a sustainable, healthy and safe environment;
- preserving and improving the cultural, natural and built environment in which we operate; and
- Achieving continual improvement of our OHS performance.
- Providing an online safety training to all staffs and students and complying to the online safety policy by the school.

This policy applies to all school employees, students, contractors and visitors and is readily accessible to all interested stakeholders.

RESPONSIBILITIES AND DUTIES

The ultimate responsibility for school safety rests with the Principal and Health and Safety Officer who shall:-

- Be the focal point for day to day references on safety and give advice or indicate sources of advice.

- Co-ordinate the implementation of the approved safety procedures in the school.
- Maintain contact with outside agencies able to offer expert advice.
- Ensure ongoing risk assessments are carried out regularly for all areas of the school premises and for all activities in which staff, students and visitors to the school may be involved.
- Report all known hazards immediately to the authority and stop any practices or the use of any plant, tools, equipment, and machinery considered being unsafe.
- Arrange general safety checks of premises and ensure that s/he is continually informed of accidents and hazards.
- Provide employees with the results of any risk assessments.
- Recommend necessary changes and improvements in welfare facilities.
- Inform the school board regularly of the health and safety arrangements of the school.
- Take certain measures to ensure that staffs and students follow the Online Safety Policy.
- Liaise with government or other government agencies whenever appropriate for cyber safety issues.

All Employees shall, while at work:-

- Take reasonable care for the health and safety of themselves and of any other persons who may be affected by his acts or omissions.
- No person shall intentionally or recklessly interfere/misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions.

All employees are expected:-

- To know the special safety measures and arrangements to be adopted in their own working areas and to ensure they are applied.
- To follow instructions related to health and safety procedures.
- To observe standards of dress consistent with safety and/or hygiene.
- To understand and follow the Online Safety Policy, Acceptable Use Policy, Anti Cyber Bullying Policy and Password Policy as per the guidelines.
- To be cautious of wearing excessively high heels.
- To exercise good standards of housekeeping and cleanliness.
- To know and apply the emergency procedures in respect of fire and first aid.
- To use and not wilfully misuse, neglect or interfere with things provided for his own safety and/or the safety of others.
- To inform the Principal and Safety officer of any potential hazards.

Class teachers are expected:

- To exercise effective supervision of the students and to know the emergency procedures in respect of fire, first aid and how to carry them out.
- To give instructions to students on online safety measures, implications and the person to contact if they come across any kind of violations as per the policy.

- To know the special safety measures to be adopted in their own special teaching areas, when escorting students on buses, when on playground duty and to ensure safety measures are applied.
- To give clear instructions and warnings as often as is necessary.
- To follow safe working procedures.
- To make recommendations to the Head of Department e.g. on safety equipment where needed.

The Students:

- Students should understand the importance of adopting good online safety practice when using digital technologies out of school and realize that the school's Online Safety Policy covers their actions out of school, if related to their membership of the school.
- Students are to exercise personal responsibility for the safety of classmates and themselves.
- To observe standards of dress consistent with safety and/or hygiene.
- To observe all the safety rules of the school and in particular the instructions of teaching staff given in an emergency.
- To comply with all Health and Safety policies in school, ensuring they do not misuse any safety equipment.

SUPERVISION OF STUDENTS

The school day supervision hours are as follows:

KG 1 – KG 2	: 7:30am to 11:30am
Grade 1 – Grade 10	: 7.30am to 1.30pm

Those who are on supervision duty are fully aware of their role and responsibility. If there are any altercations which arise they must report it immediately to their supervisor and in more serious cases, directly to the Principal.

In some cases, the counsellor or online safety coordinator may call the students' Parents to inform them of what their child has been doing during the day.

Again if any student breaks any of the rules and policies the teacher must complete an 'Incident Report' for that student.

CONTRACTORS ON SITE

All contractors on site will report to the Administration Manager and/or the Principal. All contractors must show their ID to Security to gain entry to the school. If this is not available

then a member of administration must supervise them as they work. Maintenance people and Contractors are given a visitors tag by the Security member at the gate.

Unauthorized personnel on school premises will be asked to leave. Failure to do so will result in civil services being contacted. All Staff are advised not to work alone; a minimum of two is the norm. The Principal will exclude people from the premises if staff or students feel threatened.

VISITORS ON SITE

All visitors should report to the security on arrival. All visitors must enter their particulars in the register and show their ID at the security gate to gain entry to the school and receive a Visitor Badge. If this is not available then a member of the administration team must supervise them as they work in school.

- All visitors must sign in the visitor's book and wear a visitor's badge.
- Exterior doors and gates should be kept closed. The main gates in the school are closed at 7.40am and are reopened at 1.25pm.

ONLINE SAFETY

The implementation of this Online Safety policy will be monitored by the Leadership Team, Online Safety Coordinator and by the in-charge of the IT department. The policy will be reviewed and evaluated as per the requirements. On-going review and evaluation will take cognizance of changing information and guidelines by the Ministry of Education (MOE). The policy will also be reviewed as necessary in the light of such review and evaluation and within the framework of school planning.

The school will be responsible for ensuring that the *school infrastructure / network* is as safe and secure as is reasonably possible and that:

- Users can only access data to which they have the right of access.
- No user should be able to access another's files (other than that allowed for monitoring purposes within the school's policies).
- Access to personal data is securely controlled in line with the school's personal data policy.
- Unique g-suite email accounts and passwords are given to teachers, staffs and students to communicate and for remote learning purposes with an option to each user to change the password to a stronger password as suited to user.
- There is effective guidance and training for users.

- There are regular reviews and audits of the safety and security of school computer systems. There is oversight from senior leaders, and these have an impact on policy and practice.

ACCIDENT REPORTING

It is our aim at Delhi Private School to minimize accidents. We do this by conducting regular assemblies whereby children are reminded of school rules regarding the health and safety of themselves and others.

If an ambulance is called the school logs the time it is phoned and the time of arrival. The school's Administration Manager or other administrative team member will be at the main entrance door waiting to guide the ambulance crew to the injured party.

GENERAL INJURIES

The school nurse or teacher will assess the student's injury and provide relevant first aid. The school nurse will contact the parents and if necessary arrange for the student to be taken out of school for immediate care in a hospital or rest. Principal, Teachers and administration will be informed of this student's situation.

COSHH – Control of Substances Harmful to Health

- All chemicals are stored in a locked cupboard out of the reach of students.
- No students are permitted to enter the lab without the proper personal protective equipment, PPE's (gowns, goggles, gloves etc.).
- Students must wash their hands before leaving the lab.
- Cleaning of the lab is done on a daily basis.
- Students are trained on safety procedures in handling equipment and materials before starting any experiments.
- The first aid kit, the hood, eye washing kit and fire extinguisher are available in the lab and in the reach of all students.
- A Lab Manual outlining Safety Procedures is maintained in the Lab.

Part B: General

- Washing detergent is stored out of student's reach in assigned cleaners' rooms.
- The cleaning staff is the only staff permitted to use cleaning chemicals.

SUBSTANCE ABUSE

All teachers have the responsibility of being vigilant with regards to the possibility of children using drugs. Where there is any suspicion of such use it is the duty of any teacher to bring it to the attention of the Principal.

FIRE SAFETY

Fire Drills are organized by the Health and Safety Officer in consultation with the Principal and Health and Safety Team. These are held termly.

- All walk ways and fire doors should not be obstructed.
- Visibility panels on fire doors are always kept clear. Displaying materials on these doors is prohibited.
- Fire doors should not be wedged open.
- All fire exits are clearly labelled.

Fire drill procedures and escape routes have been drawn up and placed in the appropriate places, visible for all to see.

Arrangements are made to regularly monitor the condition of all fire prevention equipment. This includes regular checks of fire extinguishers and fire alarms by Ajman Civil Defence.

SMOKING

The school is a no smoking site.

All members of staff are required to sign a disclaimer which stipulates no smoking is permitted on site. If anyone is caught smoking the correct disciplinary action will be taken. This policy also applies to students, contractors and anyone who enters the school premises.

PLAYGROUND SAFETY

Six or more members of staff are on duty at break times to cover the corridors, the courtyard and KG playground.

All play fighting activities are prohibited. Students are reminded regularly about this.

The Principal should be informed immediately of any potential hazards in the play areas. In the case of a hazard, the area will be out of bounds until it can be made safe.

There is a first aid kit available in the school clinic. Additional to this there is a phone in the clinic which can be used to contact administration in cases of emergency.

STUDENT DISPERSAL AT END OF DAY

No students are to be waiting outside the school for parents to collect them. If a child with a red or blue lanyard is seen waiting outside the school, they will be taken back into the school and must wait there until their parent meets with the Principal. Their lanyard will be changed if needs be.

TRAINING AND INDUCTION

All new members of staff are immediately made aware of the Health and Safety Policy upon joining the school. In house training will be given to all members of staff.

Specifically, the staff is made aware of procedures on first aid, accident, fire and emergency from the school handbook. They are aware that failure to follow the above procedures is a disciplinary offence.

This Health and Safety Policy will be reviewed, added to and continually modified and may be supplemented in appropriate cases by further statements related to the work of the school. Copies and subsequent amendments will be made available to all school employees.

COVID-19 SAFETY POLICY

STAFF AND STUDENTS JOINING SCHOOL PREMISES PLAN

- All the staff and the students will undergo a PCR test and submit the report to the school authorities.
- If any student or staff has traveled outside the UAE, they should submit the travel declaration form to the school office.
- If any of the staff and the student traveled outside UAE during this vacation should reach back before 14 days of reopening and should undergo quarantine as per the guidelines of UAE regulations.
- If any of the staff and the student has traveled outside the UAE and was not able to reach back before 14 days of reopening, they should join the school only after completing the 14 days quarantine period.
- If any student or staff member comes in contact with COVID positive case, they will not be permitted to come to school, they must inform the school medical team (Dr. Ammara & Ms. Namitha) and will undergo quarantine procedure.

- If there are any high-risk categories among the students and staff, they should produce a medical certificate stating the same.
- All the staff members will be required to download Al Hosn App before joining.
- An awareness session will be conducted for the staff and the students separately before reopening. All the staff and students should compulsorily attend this session.

Strategies and guidelines for school services

- Parents will be encouraged to make all the payments through skiply app or online banking through the school portal.
- Most of the admission process will be completed online.
- The parents can visit the school if needed only after the students and staff leave the campus with a prior appointment.
- The interaction and the admission test (if required) will be done online.
- The admin staff will not interact with the teaching staff and the students.
- The staff will be positioned 2m apart from each other in shared offices.
- An area will be designated for all the deliveries of essential goods. It will be transferred to the respective departments after proper sanitization.
- Non-essential visitors will not be allowed to school campus during school hours. Maintenance staff will be allowed to enter the school after school hours.
- All the meeting will be conducted online

HYGIENE POLICY

Health and hygiene arrangements: Periodic cleaning, disinfecting, and sanitizing will be done.

Individual health and safety: All the staff members and the students will have to undergo COVID 19 test before joining, all the staff members and the students will be wearing the mask before boarding the bus/entering the school as per the guidelines. Hand wash arrangements and sanitizers will be in place at key points.

Social distancing norms will be followed in the classrooms, corridors, buses, and the common areas including entry and exit points. Buses will operate with 50% capacity and social distancing will be maintained. There will be temperature checks before boarding the bus and any student or staff with more than 37.5°C will not be permitted to board the bus. It will be ensured that entry and exit points are not crowded and there will be a temperature check at the entry point.

Physical distancing in classrooms, corridors, and canteen

- The number of individuals in each classroom will be accommodated by ensuring a 1.5-meter distance from each other. Large areas like music rooms, Activity rooms will be converted into classrooms if required.
- The maximum number of students who can be accommodated in each classroom

will be labelled outside the classroom.

- The students will be assigned a permanent seating in the classrooms and the students will remain in their own seats.
- The doors of the classroom will be kept open to provide maximum ventilation and avoid frequent touching of the handles
- The corridors will have one-way movement marking that has been done in the corridor to maintain two meters distance during the movement and a warning tape in the center has been pasted. Students and staff are not permitted to cross that tape.
- The labs will be marked with a distance of 1.5 meters and will follow the staggered practical schedule. The usage of labs will be limited.
- The students will have staggered breaks to avoid the crowd.
- The canteen will remain closed.

Paperless Strategy

- The homework and assignments will be uploaded in the google classrooms.
- A soft copy of the notes will be uploaded for reference.

Guidelines for break and canteen

- The students will have staggered breaks to avoid the crowd.
- The students will be encouraged to bring their own snacks and water bottles.
- The canteen will remain closed.

Hygiene Guidelines for prayer rooms

- Students and teachers will be bringing their own prayer mats.
- Only the students will be allowed to pray in the prayer rooms whereas the staff will be performing the prayers in their own cabins.
- The flooring has been marked with a safe distance of 2 meters.
- The maximum students allowed in the prayer room at a time is mentioned outside the prayer room.
- The mask can be removed while performing the ablution.
- The Islamic teachers will render their support and monitor the students in the ablution area as well as in the prayer room
- The students will be performing the prayer with the mask
- The cleaner will be cleaning the prayer room immediately after the prayer

Hygiene Guidelines for Teachers and staff offices and common areas

- The staff rooms and other spaces used by school staff will be arranged at 2 m distance from each other
- Extra rooms will be arranged for the teachers to conduct their online sessions.

- Teachers and the school staff will not be permitted to exit during the school hours, in case if they go for emergency they will be asked not to return unless they have fully sanitized and their clothes are changed
- Non-essential visitors will not be allowed in the school during school hours
- Essential visitors will not be allowed to go beyond the area assigned
- Sanitizers will be arranged for the visitors
- The students will not be taken to the school library
- The students will be provided with the books in the classroom or they will be asked to bring their own books
- The books provided from the school will be well disinfected
- E-books will be made available on their smart boards

Personal Protective Equipment Requirements (PPE) and hand washing

- It is compulsory for all the students and the staff to wear masks throughout the school hours and use it while using the school bus.
- The students and staff should carry an extra mask and this will be worn after the break.
- If anyone is allergic to surgical masks can use the cloth mask and it should be cleaned thoroughly using a disinfectant before reusing it
- The campus in charge will store enough quantities of masks and gloves which can be provided in need

Stations of hand sanitizer, masks, and gloves, etc across the school.

- Hand sanitizing stations will be provided near each classroom and at some prominent places in the school.
- There will be clear instructions mentioned and the students will be made aware of cleaning their hands frequently and thoroughly sanitizing before and after the food.
- Face shields are encouraged while having their food
- Hand washing areas will be provided with liquid soap and tissue papers and used tissues will be disposed off carefully in the bin provided
- Hand washing areas will be marked with 1.5 m distance apart.

Review of frequent touchpoints.

- The frequent touchpoints like door knobs/handles, switches, water taps, toilet seats, etc will be sanitized thoroughly using a proper disinfectant on an hourly basis.
- Though the doors of the classrooms will be kept open, it will be sanitized hourly and the language & Islamic classrooms will be sanitized after each period.

Sanitization guidelines

- The total sanitization of the school will be done by August 24, 2020.

- The general cleaning of the premises will be done on a daily basis and thorough cleaning will be done weekly.
- Cleaning staff will wear the required PPE for all cleaning activities.
- Students and teachers will bring their personal prayer mats.
- Toilets will be cleaned and sprayed with a disinfectant solution on an hourly basis.
- The cleaning equipment will be sanitized thoroughly on a daily Basis
- Shared equipments like computers etc will be disinfected after each period

Standards of Waste Management guideline

- The trash bins in classrooms will be emptied before they are full and at a minimum of twice per day
- The waste will be disposed of carefully and the cleaner will take the necessary precaution while disposing off the trash. After the disposal, the cleaning staff should wash their hands thoroughly and sanitize well. All the PPE used should be changed.
- Waste will be packed in strong black bags, closed completely, and disposed off for the municipal waste collection to pick up.
- Medical waste collected will be disposed off as per the guidelines of the Ministry of Health.

SANITIZATION PROCEDURES

- The total sanitization of the school was done before the vacation and will again be done by August 24, 2020.
- The general cleaning of the premises will be done on a daily basis and thorough cleaning will be done weekly.
- Cleaning staff will wear the required PPE for all cleaning activities.
- Students and teachers will bring their personal prayer mats.
- Toilets will be cleaned and sprayed with a disinfectant solution on an hourly basis.
- The cleaning equipment will be sanitized thoroughly on a daily basis.
- Shared equipments like computers etc will be disinfected after each period

FOOD HANDLING PROCEDURES

- The school will follow the staggered break system to minimize the crowd
- The students will be encouraged to bring their own food
- There will be no sharing of food among the students
- The canteen will remain closed for the time being.
- Students should bring their own water bottles as there will be no dispensers in the school.

Awareness for Parents

- If the ward shows any sign of being unwell, he/she should not be sent to school.
- Parents to check the temperatures of their wards and not to send them to school if the temperature is greater or equal to 37.5°C
- Parents drop their wards at the bus stop. Students will not be allowed to enter the bus if the temperature is greater or equal to 37.5°C.
- Parents to ensure that their wards carry adequate stationery as they will not be permitted to share them during the class.
- All students are advised to carry their own sanitizer which are 60-95 % alcohol-based and an extra mask to school. Face shields are encouraged during meal breaks when masks need to be temporarily removed.
- Parents will not be allowed to enter the school premises but they can pick up /drop off their wards at designated points. They will be given a maximum of 10 minutes in these points, maintaining a distance of 1.5 meters and wearing masks at all times.
- Only one family member will be allowed to enter the school facility to drop off/ pick up his/ her child. People with any medical condition including the elderly should not come to pick up / drop off.
- In case a student begins to show symptoms at school, they will be immediately isolated and the parent will be notified to collect the child. The student will be permitted to attend classes only after the PCR result is submitted. Even if the result shows a negative and there is a clinical assessment of probable COVID-19, the student will have to complete a 14-day quarantine and continue distance learning. If the student is negative and there is no probable clinical assessment, the students can resume schooling until no further symptoms are visible.
- If any student comes in contact with COVID positive case, they will not be permitted to come to school, they must inform the school medical team (Dr. Ammara & Ms. Namitha) and will undergo a quarantine procedure.
- If a student is identified in the tracing exercise the parent will be informed immediately and the student will be on home quarantine for 14 days. The procedure for home quarantine and the distance learning plan will be shared by the school.
- If your child has a high-risk health condition, he/she has to continue distance learning by submitting a medical certificate to the school.
- Parents are to accompany children to the bus stops during pick up and drop off.
- Students should be encouraged to bring healthy food from home as snacks and carry sufficient water in their own water bottles and advised against sharing it.
- Parents will have to pick their ward in case their ward develops a fever after reaching school. The student will have to provide a medical certificate showing COVID negative results.
- Inform the SLT team, if the child has undergone bereavement or loss due to the pandemic.

- All parents ensure that their wards download the ALHOSN App on their phones & devices. In case the students do not have their own phones she/he will have to be covered under the parent's ALHOSN account.
- Parents will be required to sign an undertaking that they will abide by the above-mentioned points.

Guidelines for the Teachers

- All the staff should report for duty on 24 August 2020.
- If anyone has traveled outside UAE they should be back in UAE before 14 days of reopening and undergo the quarantine as per the guidelines of UAE
- All the teachers should produce a PCR test report before joining
- If any of the staff feel sick during the working days before coming to school, they should immediately report to the concerned authority, and if they have any symptoms of COVID 19, they should undergo a PCR test and submit it to the school authorities
- If any staff member comes in contact with COVID positive case, they will not be permitted to come to school, they must inform the school medical team (Dr. Ammara & Ms. Namitha) and will undergo quarantine procedure.
- The class teachers should have the data of the students and their parents or close relatives who had traveled outside the UAE during the vacation.
- If any of the staff falls sick during the school hours they should immediately report to the clinic by informing their concerned head.
- If there are any teachers under the high-risk category, they should produce a medical certificate.
- Teachers should bring their laptops to school daily and it should be regularly sanitized.
- The teachers should wear the mask throughout and they also carry an extra mask which can be used after the break
- The teachers are not allowed to use the prayer rooms for the prayer, they can use either the staff room or their own cabins. They should carry their own prayer mats,
- If any child feels sick or shows any symptoms the concerned teacher in the classroom should refer the child immediately to the clinic.
- The teachers should occupy the place assigned to them while teaching and there should not be any movements that alter the rule of distance from the students
- The teachers should remind the students frequently about hand hygiene and social distance and should also discourage the sharing of food.
- The teachers should bring their own food and water and no sharing of food is allowed.
- The teachers should also ensure that the students do not share any books or stationeries with other students.
- Teachers can carry a face shield which can be used in a necessary situation, especially while teaching the lower grade students to see the lip movements while

teaching

- No papers will be handed over to the children. All the assignments and homework will be sent in soft copies through mail or uploaded in google classrooms.
- The PE classes and Music classes will be suspended until further notice.
- The teachers should ensure that the students are seated on their allocated seat and they do not change the seating arrangements
- The teachers should enter and exit through the main gate and ensure that the temperature is checked and noted by the assigned person
- The teachers should avoid interaction with the admin staff as far as possible.
- The teachers should not conduct any group activities where there is no physical distance maintained. If any group activity needs to be conducted, it can be conducted online.
- The teachers should ensure that the students are maintaining the social distance while moving out for their second language and Islamic classes.
- The language and Islamic teachers should ensure that the rooms are cleaned and sanitized well before the arrival of the next set of students.
- The computer teacher should ensure that the systems are cleaned and disinfected after each set of students use it.
- The teachers should not send more than one student to the washroom during class hours
- The teachers should provide the due date for the submission of assignment and need to follow the homework policy
- Teachers should constructively comment on the written work of the students which will help them for the further improvement

Guidelines for Transportation staff

- Ensure sufficient social distancing with students and transportation staff at all times in school on school transportation vehicles.
- Students, teachers, drivers and all other staff traveling in the bus must wear masks
- The number of students on the bus will be a maximum of 50% of the standard capacity.
- Stickers will be pasted on the seats where students/staff members are not permitted to sit.
- The conductor should check the temperature of the students while boarding in. He/she should get out of the bus and check the temperature. If the child shows a temperature of above 37.5 C or more he/she should be sent back along with the parents. If the parents are not accompanying, they can call the parents and inform them and can send them back.
- Each bus shall have a seating mark maintained by a social distance for the students.
- If any student on the bus shows any symptoms on board, please segregate the child

at a distance of 2m from other students. If the symptoms are shown during arrival the child should be separately taken out of the bus and to be reported to the concerned authority and hence to the clinic. If it is during departure the bus should be rerouted and dropped the child first.

- Hand sanitizer should be placed inside the bus.

DEALING WITH COVID POSITIVE OR CASES WITH SYMPTOMS

- Any student or staff member if found with symptoms, must be taken to the isolation room. Parents/guardians to be contacted immediately, the student or staff member will be sent home/hospital depending on the condition and will be asked to undergo COVID test.
- If the test is negative, the student or staff member will not join till the student or staff is free from symptoms.
- If the test is positive, the student/staff member will not join the school before 14 days and with the COVID negative report. Case will be reported to the concerned authorities.
 - The contact tracing of such cases will be done, if any person coming in contact with that infected person within 1.5m and for more than 15min will also be sent for quarantine and will join back after 14 days only with COVID negative report & without any symptom.
- If 2 or more than two cases are found the school will shift to complete distance learning mode after the permission from concerned authorities.

Awareness for Students

Drop Off / Arrival & Pick up/ Departure Timings

- The school buses will reach the campus between 7:10 am - 7:30 am
- OT students will be dropped off between 7:15 am and 7:35 am
- The assembly will start by 7:40 am inside the respective classrooms.
- The parents will drop off the students at designated areas by maintaining a distance of 1.5 m
- The dispersal time for the students will be 1:30 pm and the OT students will be assigned a waiting room where the chairs will be arranged at a distance of 1.5 meters.

Students to carry

- All students are advised to carry their own sanitizers which are 60-95% alcohol-based and an extra mask to school. Face shields are encouraged during meal breaks when masks need to be temporarily removed.
- Students should be encouraged to bring healthy food from home as snacks and carry sufficient water in their own water bottles and advised against sharing it.
- All students must carry their own stationery and textbooks.

- If anyone is allergic to surgical masks can use the cloth mask and it should be cleaned thoroughly using a disinfectant before reusing it

Assignments / Notes

- The homework and assignments will be uploaded in the google classrooms.
- The teachers will evaluate the work of students and give feedback.
- A soft copy of notes will be uploaded for reference.

Classrooms

- The number of students in each class room will be accommodated by ensuring one and half metre distance from each other.
- The teachers will be positioned at one and half metre distance away from the first row of students.
- The markings will be done on the floor with the exact position where the chairs will be kept.
- The students will be assigned a permanent seating in the classrooms and the students will remain in their own seats.
- The doors of the classroom will be kept open to provide maximum ventilation and avoid frequent touching of the handles
- The students will be seated facing the Smartboard.
- Separate classrooms will be arranged for Islamic Studies and Second Language and these rooms will be sanitized well after each period. The movement of the students during this time will be monitored by the respective teacher.

Waiting Rooms

- The boys and girls will have separate waiting rooms
- The own transport students will move out of the class rooms after the Bus students disperse from the classrooms
- They move to the waiting rooms monitored by the assigned teacher maintaining a distance of 2 metre
- The waiting rooms will have the seating arrangement at a distance of 2m.
- The floorings will be marked by a distance of 2m
- The parents are not allowed to come inside the school to collect the children
- The parents can inform the security and the information will be passed to the teacher incharge and they will send the children accordingly
- The OT register will be maintained by the assigned teachers.

Washrooms

- Avoid unnecessary use of washrooms
- Try to maintain the social distance while being in the washrooms
- Flush the toilet after use

- Wash the hands thoroughly with soap and water after the use of washrooms
- Dry your hands using tissue paper and discard the used tissue in the dustbin carefully
- Please avoid touching unnecessary surfaces
- Sanitize your hands before you enter the classrooms after using washrooms

Corridors

- The corridors will have one way movement during arrival, dispersal and break time.
- The marking will be done in the corridor to maintain one and half metre distance during the movement.
- The movement will be monitored by the staff to ensure that the students are adhering to the same

Breaktimes

- One-way corridor signages to be followed to reduce close contact during arrival & dispersal.
- The physical distance will be maintained while eating.
- No sharing of food, water bottles, and cutleries. between students.
- Hands to be thoroughly washed or sanitized before and after eating
- Break time will be staggered to minimize eating with a mask
- New face masks to be worn immediately after eating the food.
- Corridor and Washroom monitors to ensure the limited number of persons at a time and no crowding occurs

Prayer Room

- Students and teachers will be bringing their own prayer mats.
- Only the students will be allowed to pray in the prayer rooms whereas the staff will be performing the prayers in their own cabins.
- The flooring will be marked with a safe distance of 2 metres
- The maximum students allowed in the prayer room at a time will be mentioned outside the prayer room
- The mask can be removed while performing the ablution
- The Islamic teachers will render their support and monitor the students in the ablution area as well as in the prayer room
- The students will be performing the prayer with the mask

Cleaning Guidelines

- All the cleaning staff should wear the necessary PPE while cleaning and these should be disposed off carefully.
- The washrooms should be cleaned after each hour or immediately after any child uses
- Systematically and frequently check and refill the hand sanitizer, liquid soap and

tissues

- The waste should be disposed off minimum twice daily, once immediately after the break and once after the dispersal of students. If necessary in between also it should be disposed off
- After the disposal, the cleaning staff should wash their hands thoroughly and sanitize well. All the PPE used should be changed.
- Waste will be packed in strong black bags, closed completely, and disposed off for the municipal waste collection to pick up.
- Medical waste collected will be disposed off as per the guidelines of Ministry of Health
- Create a checklist for trash removal
- Ensure safe and correct use and storage of cleaning and disinfection products, including securely storing and using products away from children, and allowing for adequate ventilation when staff uses such products.
- Establish a checklist for and perform ongoing and routine environmental cleaning and disinfection of high-touch areas (e.g., door handles, stair rails, faucet handles, toilet handles, light switches, desks, tables, chairs, cafeteria) with a proper disinfectant. Increase frequency of disinfection during high-density times and disinfect all shared objects (e.g., computer lab, language rooms, Islamic room, etc) between uses.
- Deep cleaning and sanitization should be done on every Saturday
- A well cleaning and sanitizing to be done after the dispersal of the students
- The prayer room should be cleaned immediately after the prayer and to be locked and will be open only for the prayer on the next day
- If any staff becomes ill or experiences any of the COVID 19 symptoms, he or she should notify his or her immediate supervisor, who will contact the school nurse or doctor.
- Review protocols and supply inventory to clean and disinfect thoroughly all buildings, desks, buses, equipment, and other surfaces prior to students and/or staff returning and after the return.
- The school bus shall be cleaned and disinfected twice per day after the completion of morning and afternoon routes.
- Children shall not be present when a vehicle is being cleaned.
- Deep cleaning of the school bus will take place one time per week.

Well Being of the Children

- Well Being of the children should be taken care by the teachers
- Teachers should organize group activities online and inside the classrooms without interrupting the social distance
- The doctors will continue with the well being sessions with the students

- If any student is absent from the physical classes or online classes. the concerned teachers should inform the class teacher and the class teacher will contact the parents
- The students should communicate and interact with their peers especially if they have opted for online sessions
- Another round of virtual picnic will be organized
- Various Competitions will be arranged for the students

Communication with Parents

- Teachers should regularly communicate with the parents
- Teachers should inform the parents about the progress of their wards
- Teachers should build a good rapport with the parents.
- The class teachers should communicate the absence of children to the parents , even if they are absent for any period in online sessions
- The subject teachers need to communicate with the class teachers the absence of the children from the classes.