



SETH ANANDRAM JAIPURIA SCHOOL
VASUNDHARA , GHAZIABAD

STANDARD OPERATING PROCEDURES FOLLOWED DURING PANDEMIC

1) FOR THE SCHOOL BUS

- School transport to be disinfected before they start plying and once they are back in school premises .
- School buses will be plying with only 50% capacity and diagonal seating arrangement .
- Bus incharge ensures that each student wears mask and sits at the designated place.

2) AT ENTRY AND EXIT POINTS

- Multiple gates will be used for entry and exit, also ,earmarking of classes for each gate is done to avoid crowding.
- Entrance will have mandatory hand hygiene (Sanitiser or Dispenser) and thermal screening for all entering school premises
- Public Announcement System to be used by the security officer to manage parents/guardians and guide students to maintain physical/social distancing
- Floor markings outside the gate for vehicle parking
- Foot sanitisers are kept at the gate and students /faculty members / visitors are allowed only after sanitisation
- Anyone without the masks is not allowed inside the school premises .

3) INSIDE SCHOOL PREMISES

a) COORIDORS AND AREAS OUTSIDE CLASSROOMS

- Posters/messages/stickers and signages are displayed at appropriate places in the school for reinforcing social distancing inside the classrooms, activity areas /rooms ,libraries, washrooms, drinking water areas .
- Markings are drawn on ground for children to follow them at different places .
- Different blocks are being used for entry and exit for students of different classes
- Sanitisation machines are installed at reception area and outside office
- All the washrooms are regularly monitored and cleaned after every 50 min
- Isolation rooms are created on each floor and infirmary is well equipped

b) INSIDE CLASSROOMS

- Disinfection and sanitisation of all the classrooms is done twice in a day
- All the windows and doors of the classrooms are kept open to ensure proper ventilation in the classrooms
- To maintain social distancing seats are arranged in such a manner to maintain a distance of 6 feet among two students .
- Single seater desks are used and one student one bench norm is followed .
- Student 's Name , Scholar No. and Roll No. is displayed on the desk .

e) BLENDED CLASSROOM CONCEPT

- To avoid crowding within the classrooms students are called to school in batches and concept of blended teaching is used .time table for which will be shared .
- Activity classes are planned in such a way that social distancing norms are followed in activity rooms also .
- Wingwise break time to avoid congestion in corridors . Canteen is not operational for the students

4) SOPs TO BE STRICTLY FOLLOWED BY FACULTY MEMBERS & SUPPORT STAFF

- RT-PCR TEST of each member was conducted.
- All the faculty members who falls in the category of being vaccinated are instructed to get themselves vaccinated .
- Thermal screening of each member is done at the gate.
- It is mandatory for each staff member to wear mask and use sanitiser.
- List of protocols to be followed while in school premises is prepared and shared with the staff members .

5) AVAILABILITY AND MANAGEMENT OF SUPPLIES

- Appropriate back up stock of personal protection items like face masks , hand santisers shall be maintained .
- Adequate thermal guns ,alcohol wipes ,1% hypochlorite solutions and disposable masks
- Pulse Oximeter to check oxygen saturation level .
- Classrooms are provided with covered dustbins and trash cans
- School will also ensure proper disposal of face masks etc.
- House keeping employees will be regularly monitored to ensure SOPs are strictly followed .