





# SIR MUTHA SCHOOL



**SOP/Guidelines**  
**for Health and Safety protocols**  
**for Reopening of Schools**  
**and**  
**Learning with Physical/Social Distancing**



The Ministry of Home Affairs has issued guidelines for the reopening of Schools following lockdown measures put in place for containment of COVID-19 in the country under the Disaster Management Act, 2005.

Accordingly, Sir Mutha School has prepared the following guidelines/SOP for the safe reopening of our school.



## **a) Cleaning and sanitation facilities**

- Thorough cleaning and disinfecting of all areas in the school campus has been completed.

### **Hand washing facilities in the school.**

- Foot pedal water dispensers /wall mounted Soap dispensers installed in all the washrooms.
- Key supplies like thermometers , disinfectants, soaps etc. have been stocked.

## **b) Task Teams support assigned to various staff members**

- **Emergency Care Support/Hygiene Inspection/Emergency situations- Apollo Shine Clinic staff & Occupational Therapist-Mr Udaya Bharathi**
- **General Support – Physical Education staff**
- **Commodity Support – Store and Office Staff**

## **c) Seating plan**

- Six feet distance between each student . “One child one bench norm”.
- Physical/social distancing in the Staff room, Office area and other places of public interaction.

## **d) Physical / social distancing at the Entry and Exit Points of the School**

- Entry from Gate 3 - walk through the Plasma Air curtains -pass school bags through the UV Conveyors.
- At the portico - Pedal operated sanitiser dispensers to sanitize their hands before entering the main building.
- Students will exit from Gate 2.
- All students and staff to wear a face cover/mask all through the day
- Parents are requested to educate children not to exchange masks with others.

## e) SOP's to be followed on the school campus .

### ▪ **PICK UP DROP OFF**

- outside the school gates.

### ▪ **BREAK TIME**

- Social distancing will be maintained with staggered break timings for different classes.
- Children to bring their own food and water .

### ▪ **USE OF PLAYGROUND, LIBRARY AND LABORATORY –**

- Access to playgrounds will be given only after receiving directive from the government.
- Students will attend Practical classes in the Lab in small batches.

## ▪ **CLEANING AND DISINFECTION OF THE PREMISES**

- Will be done at the beginning and end of each working day.

## ▪ **INFORMATION SHARING SYSTEM WITH PARENTS**

- class whatsapp groups and emails.

## ▪ **DEALING WITH EMERGENCY SITUATIONS**

- If a child develops temperature or symptoms of Covid, he /she will be isolated and parents will be informed immediately.
- Disinfection of the premises will take place on the same day.





**f) Display Signage and markings for enforcing physical/social distancing and safety protocols**

- Signage at appropriate places in the school has been displayed .
- Marking circles at the Reception, water facility stations, hand washing stations, area outside washrooms.
- Marking separate lanes with arrows for entry and exit .

### **g) School events, congregations, meetings, etc.**

- School will not undertake any events
- No functions and celebration of festivals .
- School assembly in their respective classrooms under the guidance of the class teacher.

### **h) Parent's/Guardian's consent**

- Consent of parents/guardians before their child/ward begins attending school is mandatory.
- Students willing to study from home with the consent of the parents will be allowed to do so.



Thank you