



# SCHOOL REOPENING HANDBOOK

COVID-19 preparedness and response plan



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Lamdon Model Senior Secondary School, Takskithang, Sankar Road, Leh, Ladakh, 194101, India



## OBJECTIVE

The objective of this handbook is to provide well-defined and practical guidelines for safe operations of the school on reopening after the lockdown. Though the focus remains on Lamdon school, the guidelines have been drawn up keeping in view the ease of adoption by other schools of Ladakh as well. Sincere attempt has been made to cover all the aspects in terms of safety and responsibilities of stakeholders. Appendices have been included to make the instructions more clear and practicable.

The handbook has also taken into account:

1. The plan of action in case any student or staff member is found COVID-19 positive
2. The role of online classes after schools are reopened
3. Financial implications in placing safety measures in place
4. The challenges that will remain difficult to overcome

In drafting this handbook, recommendations from various national and international bodies have been considered including those from UNESCO, UNICEF, the World Bank and the World Food Programme, and the LEAD School. As per the news reports, NCERT is currently working on reopening guidelines for the Indian schools. This handbook will be further reviewed and finetuned on arrival of guidelines from NCERT/HRD ministry.



- **How essential is classroom instruction to achieve the respective learning outcomes?**

The school has adopted various online learning methods successfully, However, there still are bottlenecks and limitations to overcome.

- The children in areas with no internet or network fluctuations are not able to access learning resources.
- Though the class tests and exams are being held periodically online, the students cannot be monitored when they take exams. Their grades may hence not be an honest reflection of their efforts and learnings.
- Part of the classroom teaching involves a teacher being able to gauge the reaction of their students and igniting their minds through group discussions and instant Q&As. This is not effectively attainable through online learning.
- Activities and laboratory experiments that enhance a student's learning can be more effectively performed in schools.
- Discipline is an integral part of the school education and is difficult to instil in students through remote methods.

- **How long can the current remote learning approach be sustained, including learning achievements, and social-emotional wellbeing?**

Lamdon is running regular online classes not just for academic learning but also for physical-social-emotional wellbeing of the students. Under the current circumstances, we are uncertain of how long the remote learning approach will remain the only option for schools to impart education. Although the schools are employing best-suited technologies for the benefit of their children, providing universal access of education in Ladakh remains a challenge due to network issues at many places. Keeping in view the growing significance of the technology, the government needs to ensure internet access in all the remote places so that no student is left behind.

- **How ready and able are teachers, educational institutions, students and parents to adapt to post-lockdown school with different environment and learning approach?**

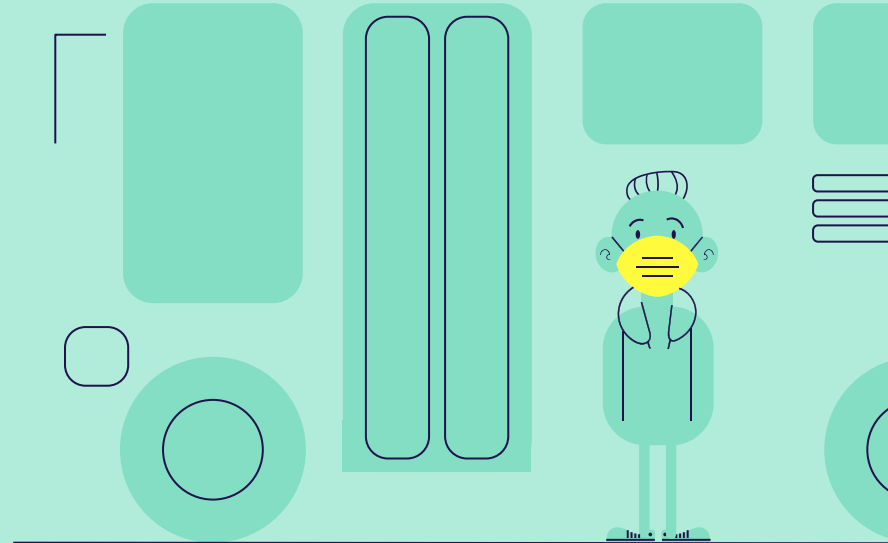
Many of the parents may not be comfortable in sending their children to school which is understandable. However, it is undeniable that the in-school teaching offers a unique setting for learning interaction between teachers and pupils. This handbook is an effort to ready and empower the teachers, staff, administration, parents and students in creating an enabling environment in the school. The school will provide proper orientation to all the stakeholders making them understand their roles and responsibilities in post-lockdown school environment.

## **ANALYSING THE BENEFITS AND RISKS OF REOPENING THE SCHOOL**



# OPERATIONS STRATEGY

- ☐ Systematic Phase-wise Reopening
- ☐ Integration of In-school and Online Education
- ☐ Creation of Further Class Sections
- ☐ Reworking the Timetable
- ☐ Seating Arrangement: One Bench One Student
- ☐ School Entry and Exit Plan
- ☐ School Transport Operations
- ☐ Safety and Prevention Protocol
- ☐ Attendance Management
- ☐ Hygiene and Sanitization Measures
- ☐ Training of Staff And Students
- ☐ Roles and Responsibilities of Stakeholders
- ☐ Cafeteria Operation Guidelines
- ☐ Hostel Operation Guidelines





# SYSTEMATIC PHASE-WISE REOPENING

- ...• Teachers and staff to join the school one week prior to reopening of the school. This is to make sure all the arrangements are in order and everyone is well trained on the safety and health measures.
- ...• In the first phase, the school opens for Classes 9<sup>th</sup> to 12<sup>th</sup>. This is subject to change depending upon UT administration advisory.
- ...• Depending upon the success and experience of the first phase and the future government guidelines, the school will take decision on the next phases accordingly.



## INTEGRATION OF IN-SCHOOL AND ONLINE EDUCATION

### In-school Learning

- Focus on delivery of lectures that require classroom teaching.
- Conducting practical work and laboratory experiments
- Discussions on assignments and topics covered in online classes
- Taking exams and class tests
- Exercises and physical activities under close monitoring of PETs
- Use of School Library and Computer Labs.

### Online Learning

- Use of e-learning resources like YouTube videos, electronic documents, presentations to enrich students' learning experience.
- Give assignments and activities to be done at home.
- The teachers need to decide on the content to be distributed between online and classroom learning.
- To keep using online learning approach for students where parents are not willing to send their kids to school, or where students are under quarantine.
- Schools to keep exploring online platforms with easy interface and good features for long-term digitization of education and enhancing the standard of the school. Encourage parents to use these methods.



# CREATION OF FURTHER CLASS SECTIONS



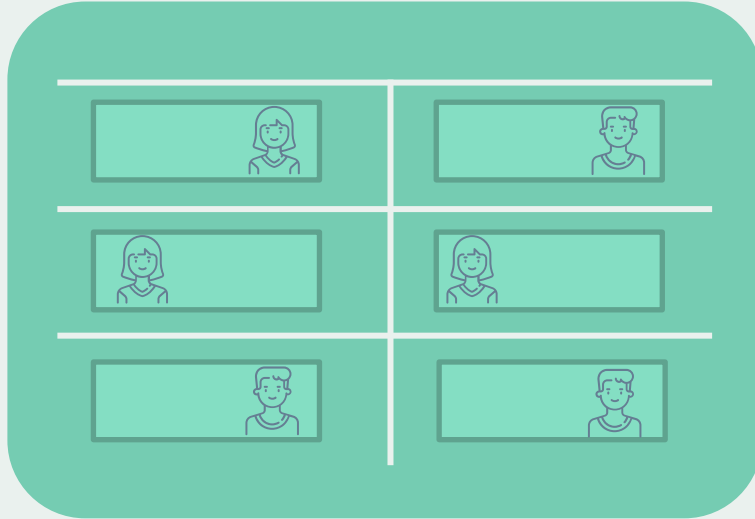
**MAINTAIN DISTANCE**



To abide by the government's physical distancing guidelines, classes will be split into further sections in the first phase of reopening.



## SEATING ARRANGEMENT: ONE BENCH ONE STUDENT



The benches at Lamdon are designed to accommodate two students on one bench. Under new arrangement, one student will sit on each bench at alternate sides, as illustrated in the picture here.

The seating would be fixed and the students will not be allowed to roam around in the class or change their sitting position.

The students will bring their own stationery and will strictly not be allowed to share anything with their peers.

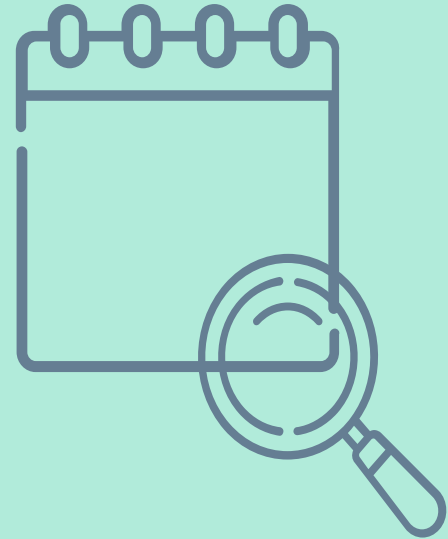




# REWORKING THE TIMETABLE

The school board shall revisit and modify the timetable considering the points below:

- The new sections created for each class
- Teachers who are teaching Class 9<sup>th</sup> and above, and simultaneously Class 8<sup>th</sup> and below as well.
- Duties assigned to teachers to monitor adherence to 'safety and prevention protocol'
- Teachers who may have been quarantined as per directions from UT Administration.
- To accommodate online classes for the students of Class 9<sup>th</sup> and above who will not attend the school.





# SCHOOL ENTRY AND EXIT PLAN

## POINT 1

Gate number 1 to be used for for entry and exit of Classes 9<sup>th</sup> and 10<sup>th</sup> exclusively. The gate will open at 9 am sharp. Anyone arriving before this time will not be allowed to enter.

## POINT 2

Gate number 2 to be used for for entry and exit of Classes 11<sup>th</sup> and 12<sup>th</sup> exclusively . The gate will open at 9 am sharp. Anyone arriving before this time will not be allowed to enter.

## POINT 3

School Bus boarding and dropping point inside the school premises.

The school has two entrances. At each gate, the students will stand in two queues maintaining proper physical distance. The ground will be marked with circles/crosses at appropriate distance from each other.

Three staff members wearing masks, gloves and face shields will check the following:

- a) if the students are wearing proper fitted masks
- b) the temperature of the students using thermal scanners
- c) visible physical symptoms associated with COVID-19 (cough, headache, difficulty breathing, unusual tiredness)
- d) Students are sanitizing their hands before entry

Anyone found to be having temperature higher than 37.4 degrees Celsius or presenting any other COVID-19 symptoms will be sent home immediately. Emergency Response Plan to be followed in such cases. In such an event, before screening next student, the screener shall remove gloves, wash/sanitize hands, apply new gloves, and sanitize his face shield.

The staff members on duty shall reach the school by 8.45am.

Students and their guardians shall park their vehicles outside the school gate. Staff can bring their vehicle inside school premises and park in the parking area. The vehicle must be locked after parking. The staff will proceed for temperature check and will sanitize their hands immediately after parking their vehicle.

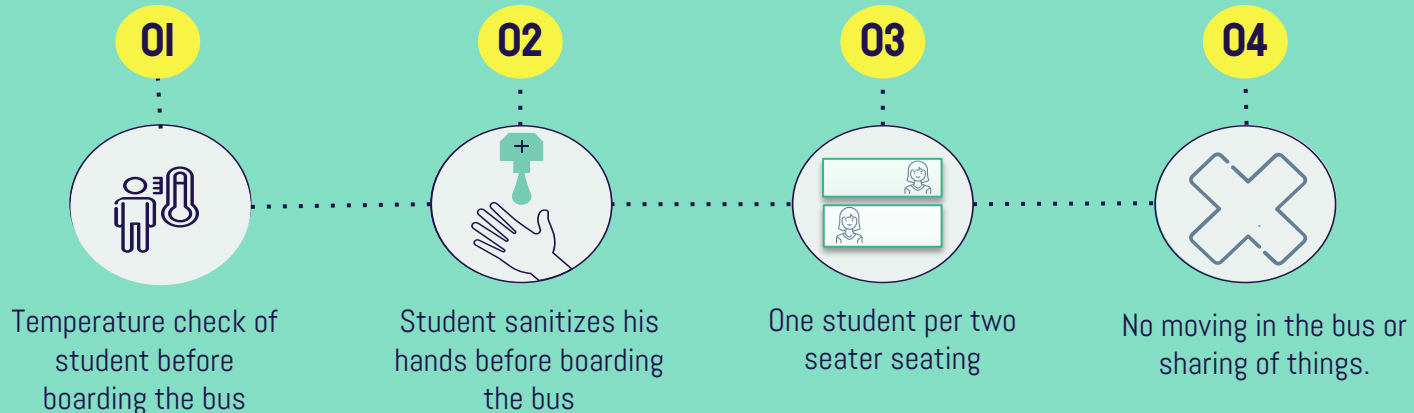
The bus drop point is inside the school. All those de-boarding from the bus will move directly towards the class, since they would have already been checked for fever before they boarded the bus. There will, however, be two staff members on duty at this point to ensure adherence to safety measures during boarding and de-boarding of students.



# SCHOOL TRANSPORT OPERATIONS



- Drivers and attendants shall check each other's temperatures before they start the day to pick up the students.
- The divers and attendants must have 'Aarogya Setu' app installed in their phone and regularly updated with their health conditions.
- Drivers must wear masks and gloves, and attendants must wear masks, gloves and face shields at all the times.
- School buses shall be sanitized with disinfectant on a regular basis.
- The bus attendant shall check the temperature of students before they enter the bus. Anyone found to be having temperature higher than 37.4 degrees Celsius or presenting any other COVID-19 symptoms shall be sent home immediately, and would not be allowed to board the bus. The attendant shall make sure to call the parents immediately to pick up the child. The attendant then fills the Screening log to be submitted to office the same day. In such an event, before screening next student, the bus attendant shall remove gloves, wash/sanitize hands, and apply new gloves.
- Attendants shall ensure that the students are sanitizing their hands before entering the bus.
- Attendants shall ensure that students are seated as per allocated seats maintaining proper physical distance. The windows of the bus shall preferably remain open, subject to favourable weather condition.
- Attendants shall frequently provide instructions to the students about maintaining physical distance and observing hygiene measures.
- Attendants shall monitor the students till they have de-boarded the bus and walked away from the bus maintaining physical distancing norms.
- Driver and attendants to be polite with parents and students when explaining and providing instructions related to safety measures.





# SCHOOL TRANSPORT OPERATIONS



## The Don'ts

- No Touching And No Handshakes
- No Removing Of Masks
- No Touching Of Face
- No Sharing Of Things
- No Spitting Inside Or Outside The Bus
- No Throwing Of Litter
- No Eating In The Bus
- No Moving In The Bus
- No Sitting On The Engine.
- No Throwing Of Used Tissue/Mask In The Bus
- No Entry In The Bus During School Hours
- No Rude Behaviour Or Bullying

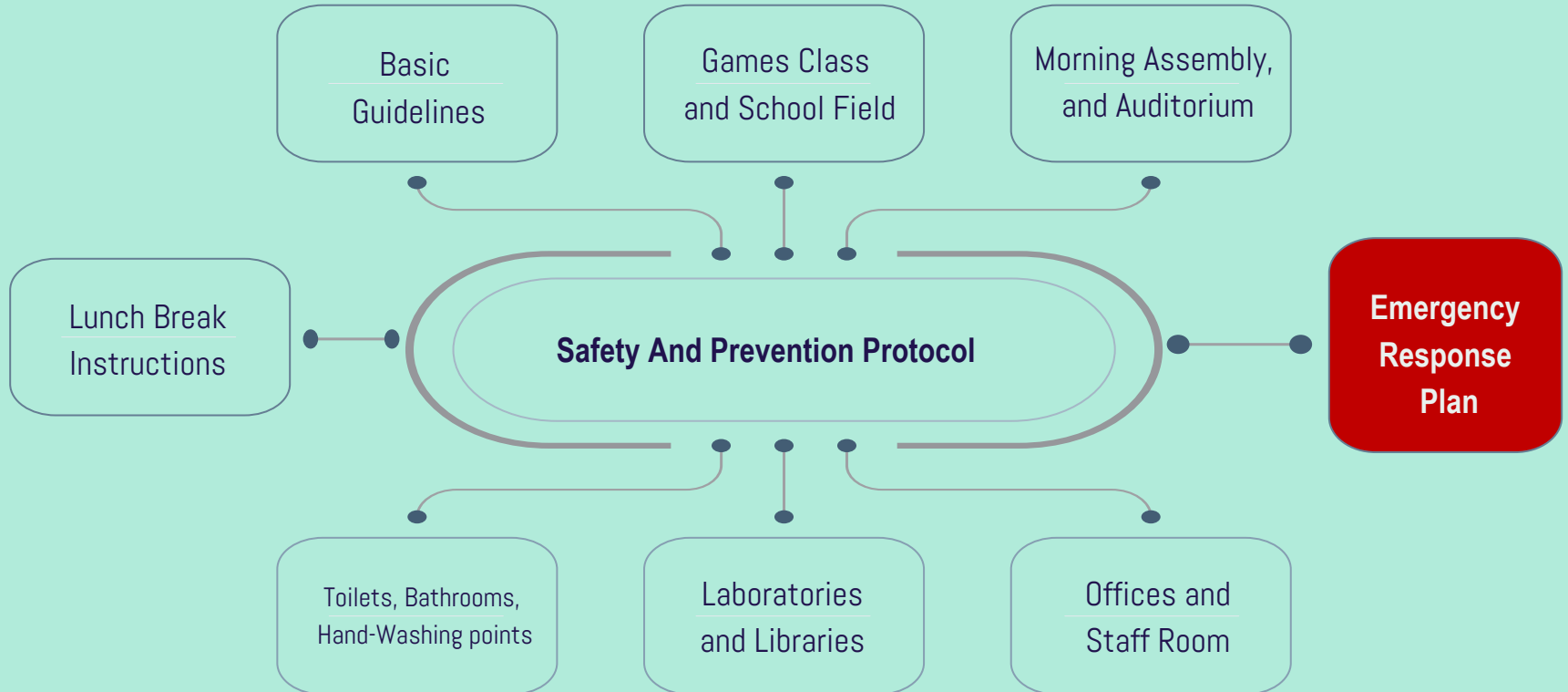




## **SAFETY AND PREVENTION PROTOCOL**



# SAFETY AND PREVENTION PROTOCOL



# BASIC GUIDELINES



- Students, teachers and staff members who are unwell must not come to school.
- All staff members must install the 'Aarogya Setu' app on their mobile devices and update their health conditions regularly on the app.
- The temperature of all the students, staff and visitors entering the school must be checked. The screener must wear masks, gloves and face shields.
- The windows of classes and all other rooms being used should remain open, subject to favourable weather conditions.
- Physical distancing norms must be followed at all times and at all places within the school premises.
- Students and Staff are prohibited to shake hands, hug, or touch each other.
- Spitting anywhere in school premises is strictly prohibited including in the dry toilets. Anyone found spitting shall be fined ₹500/- by the monitoring staff member.
- Everyone must wear masks at all-time and at all the places in the school. The students shall carry extra masks in case they lose or damage their masks. The masks should be proper fitting so that the students do not touch their faces to adjust these.
- Everyone must throw the waste in garbage bins only.
- Students and staff must carry their own hand sanitizers. Everyone must frequently sanitize/wash their hands. Everyone must be aware that sanitisation is no replacement of washing hands. Everyone must bring their own towels/napkins to wipe their hands after washing. Any used napkin to be disposed in garbage bins only.
- Everyone must refrain from touching their faces.
- Everyone must not share anything with others.
- Everyone must sneeze and cough into their elbows and sanitise/wash hands immediately after.
- Teachers or any adult entering the class must sanitize or wash their hands first.
- Class teachers and subject teachers entering the class to remind the students of safety measures before starting to teach.
- Students must remain seated on their allotted seats and not move around in the class or change their seating.
- Students and staff shall keep the movement outside class to minimum. Standing in pairs or groups anywhere in school premises including corridors and ground is not allowed.
- Students must sanitise or wash their hands on their way out to the school

## SAFETY AND PREVENTION PROTOCOL





# MORNING ASSEMBLY AND AUDITORIUM

- To avoid any large gathering, the school shall not have any morning assemblies during the first phase of reopening. Morning prayers and Vipasana Meditation to be administered within classes by the class teachers. All important announcements shall be made in the classes or in the online groups.
- The auditorium, including the furniture, podium and the stage equipment, shall be sanitised before any use. The chairs in auditorium shall be placed at an appropriate distance from each other for seating. The students shall be moved from classes to auditorium under close supervision of teacher(s). The 'basic guidelines' of safety and prevention protocol must be followed within the auditorium and during the movement of the students. Any visitor or guest must be thermally scanned and checked for visible symptoms, and the guidelines in Emergency Response Plan must be followed, if required. All visitors must wear mask at all times inside the school premises.

## SAFETY AND PREVENTION PROTOCOL







# GAMES CLASS AND SCHOOL FIELD

- School has identified activities that ensure abiding of safety measures and monitoring of the students during the activities. This may be changed in future based on the feedback received from the students and Physical Education Teachers (PETs). The identified activities are as follows:
  - Yoga
  - Aerobics
  - Selected Athletics
  - Floor exercises
- Students and teachers must wash their hands before and after each class/activity.
- Students and PETs to take care not to drink water without washing their hands first.
- All applicable 'basic guidelines' of the safety and prevention protocol must be followed during the games classes and on the field.
- Orientation training of all PETs to ensure adherence to the safety protocol on the ground.

## SAFETY AND PREVENTION PROTOCOL





# TOILETS, BATHROOMS AND HAND-WASHING POINTS

- Students shall be allowed to access the toilets during class/throughout the day to avoid queues outside the toilets.
- Markings shall be made outside toilets and washing points for students and staff to stand at an appropriate physical distance while waiting in the queue. No students shall stand in pairs or groups in the queue.
- The toilets shall be cleaned frequently according to the cleaning schedule.
- Everyone must wash hands after using the toilet.
- Everyone using the toilet must not throw garbage and must not spit in the toilet.
- The washing points and the area surrounding it must be cleaned regularly as per the cleaning schedule.
- All applicable 'basic guidelines' of safety and prevention protocol must be adhered to during use of the toilets and the washing points.
- School administration to ensure availability of soap and water outside the toilets and all the other washing points.



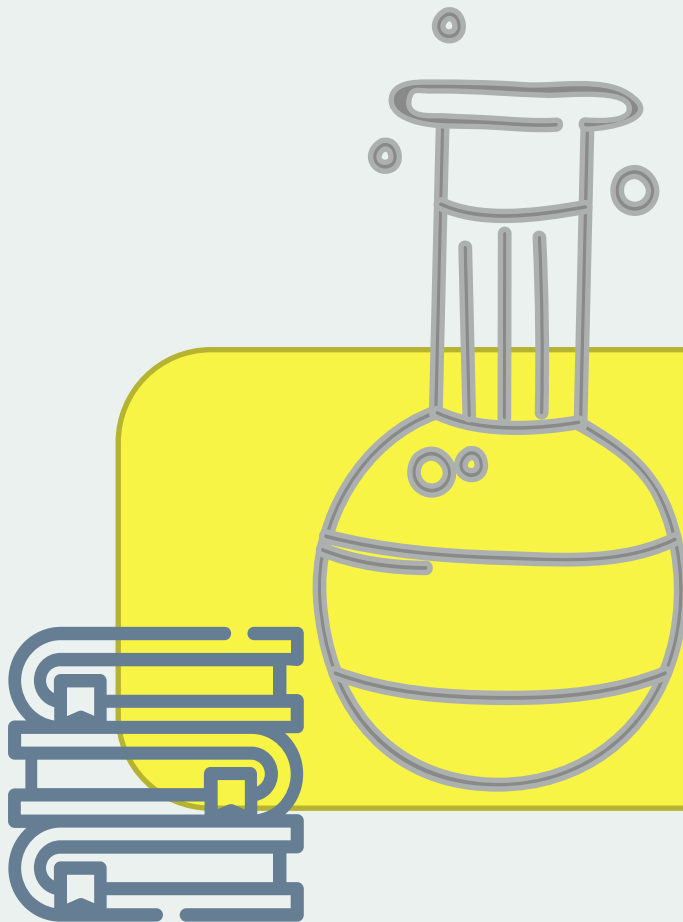
**SAFETY AND PREVENTION PROTOCOL**



# LABORATORIES AND LIBRARIES

- The students will move from classes to laboratory under the supervision of teacher(s) only.
- The students will work in the laboratory only under supervision of their teacher(s).
- The students must wear masks while working in the laboratory and/or reading in the library.
- The teacher or lab technician must remain present in the lab at all times during presence of student(s), They shall give any instructions from a distance and shall check the progress and results of any experiment while maintaining an appropriate physical distance.
- Teachers shall monitor the adherence of hygiene and safety measures in the laboratory.
- In the library, the librarian shall ensure that the students are maintaining proper physical distance. The librarian shall monitor the adherence of hygiene and safety measures. Students shall not be allowed to take any book home.
- Librarian to instruct any student entering the library to not touch their masks or faces. Similarly on their exit, the librarian will remind them to wash their hands.
- Washing facility to be provided outside/near the libraries and laboratories.
- All applicable 'basic guidelines' of safety and prevention protocol must be adhered to during the use of laboratories and libraries.

## SAFETY AND PREVENTION PROTOCOL





# OFFICES AND STAFF ROOM

- Staff must strictly adhere to the safety and prevention protocol in the office and staff rooms so that the students take good example from them.
- Any staff wearing gloves should keep in mind that gloves are not a substitute for good handwashing.
- Students shall be discouraged from visiting the staff room and administration offices, unless necessary.
- Students shall not visit the staff rooms in pairs or groups and shall maintain proper physical distance at all times.
- Offices and staff rooms shall be disinfected regularly as per the cleaning schedule.
- Office kitchen and toilets shall be cleaned regularly as per the cleaning schedule.
- Office staff must stay in their cabins and limit moving around to minimum. Similarly, the teachers must stay in the staff rooms during free class. Physical distancing norms must be observed in the staff room.
- All applicable 'basic guidelines' of the safety and prevention protocol must be adhered to during the use of toilets and washing points.
- Parents and other visitors shall be asked their purpose of visit at the gate. Visitors shall be screened for fever and other physical symptoms. Before they enter, they shall be given a brief of safety precautions to be observed in the school premises. Entry without masks shall not be permitted. They shall be then asked to wash hands before entering the school. A visitor book must be maintained at the gate. Visitors shall wait outside office cabin in the marked areas and wait for their turn.

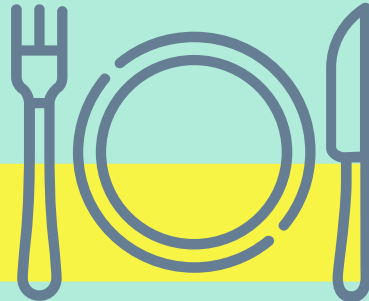
## SAFETY AND PREVENTION PROTOCOL





## INSTRUCTIONS FOR LUNCH BREAKS

- The students must eat their lunch in the classroom, maintaining proper physical distance.
- All students must carry their own lunch and water bottle. They must not share any eatables or drinks with any other student.
- Washing of hands before and after eating lunch is essential. Immediately after washing the hands, the students should wipe their hands and then start eating. The students should place their mask properly folded inside the bag while they are eating. After they have had their lunch, they must immediately wash their hands and put on their masks again. Same guidelines shall be followed by the staff as well.
- All applicable 'basic guidelines' of safety and prevention protocol must be adhered to during the use of the toilets and the washing points.



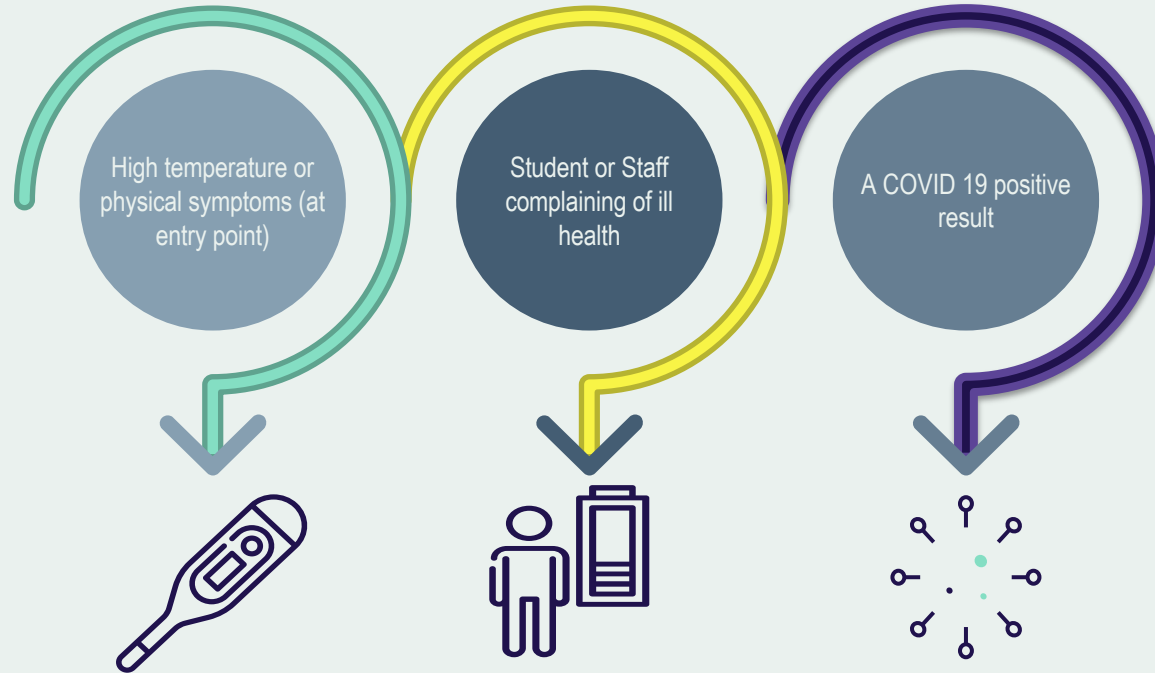


# EMERGENCY RESPONSE PLAN





# EMERGENCY RESPONSE PLAN

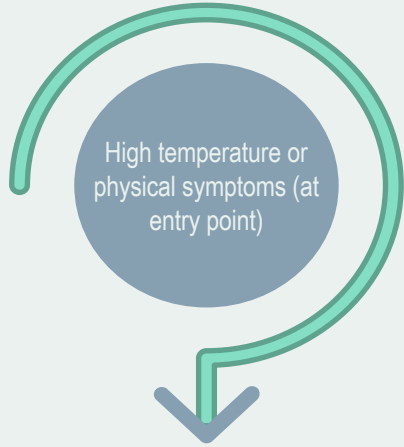


**SAFETY AND PREVENTION PROTOCOL**



# EMERGENCY RESPONSE PLAN

Anyone found to be having temperature higher than 37.4 degrees Celsius or presenting any other visible COVID-19 symptoms shall not be allowed to enter and will be sent home immediately. This includes, staff, students, and visitors.



- The screening personnel shall fill the Screening Log to be submitted to the office on the same day. The office shall keep a neat and clean record of such logs. These logs can be used in the future for contact tracing, if needed.
- The student must be seated comfortably near the gates maintaining proper physical distance, or escorted to the School Health Center by staff on duty and kept in isolation there. The school nurse shall call the student's parent/guardian to pick up the child. Physical distancing norms to be followed during escorting the child and contacting his parent/guardian. No sharing of mobile phone or any object is allowed during this process. The staff is expected to handle the situation smoothly and professionally, and also helping the student to stay calm.
- The school nurse shall also inform the parent to follow the government guidelines and send the child to school only when he is cured and physically fit to attend the school.
- Those sent home must follow the government guidelines on COVID-19 and report to health department as per those guidelines.

**SAFETY AND PREVENTION PROTOCOL**







# EMERGENCY RESPONSE PLAN



In case a student complains of ill health, the teacher must call the school nurse. The school nurse shall escort the child to the School Health Center.

- The school nurse shall examine the child and check his temperature. The school nurse shall fill the Screening Log to be submitted to office on the same day. The office shall keep a neat and clean record of such logs.
- The school nurse shall keep the child in isolation at the health center. The school nurse shall then call his parent/guardian to pick up the child. Physical distancing norms to be followed during escorting the child and helping him contact his parent/guardian. No sharing of mobile phone or any object is allowed during this process. The staff is expected to handle the situation smoothly and professionally, and also helping the student to stay calm.
- The school nurse shall also inform the parent to follow the government guidelines and send the child to school only when he is cured and physically fit to attend the school
- In case a staff member complains of ill health, the staff member will inform the Vice Principal and will leave for home. The staff member shall keep in touch with the Vice Principal to report his health conditions. Aarogya Setu app must be updated by the staff member.
- Students and staff sent home must follow the government guidelines on COVID-19 and report to health department as per those guidelines.

**SAFETY AND PREVENTION PROTOCOL**





# EMERGENCY RESPONSE PLAN



Any student or staff found COVID-19 positive must immediately inform the school administration.

The school administration, in consultation with the UT health department, shall do the contact tracing to control the spread of infection.

In such an event, the school shall follow the guidelines received from the UT Administration.

The patient shall be allowed to attend the school only after the submission of medical report from a medical practitioner, declaring him fit to join duty.

**SAFETY AND PREVENTION PROTOCOL**

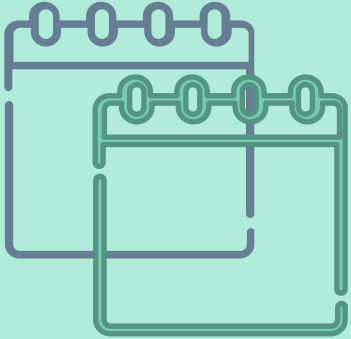




## ATTENDANCE MANAGEMENT

### **Teacher/Staff attendance:**

- The attendance shall be marked by the Vice Principal. The staff must not gather at any one place to mark their attendance.
- The teachers must inform the school of their absence and reason of absence in advance. This will give time to school administration to find a substitute teacher and modify the timetable.
- The administration needs to make sure that no class shall remain without teacher at any time during the school hours.
- In case of absence of a teacher or staff who has been assigned screening or monitoring duty, the administration shall assign a substitute at his place.



### **Student attendance:**

- The attendance shall be taken by class teachers during the first class.
- The teacher shall make a separate list of students who are not attending the classes. The reason of absence of such students shall be noted after getting in touch with students' parents/guardians. In case, the student is fit to study from home, the teacher shall then follow the school's attendance management guidelines for online classes.
- The teachers shall submit the Attendance Report to their respective heads every Saturday before the school closes for the day.



## HYGIENE AND SANITIZATION MEASURES

- The frequently touched surfaces must be disinfected daily. The school is currently using Sodium Hypochlorite solution to disinfect the office surfaces. (*As per WHO recommendation, 70% ethyl alcohol to disinfect small surface areas and equipment, or sodium hypochlorite 0.1% for disinfecting surfaces*).
- Surfaces and areas that are not frequently touched can be cleaned with soap and water on the daily basis and disinfected once a week.
- Outdoor areas generally require normal routine cleaning and do not require disinfection. However, any outdoor surfaces that are frequent touching points like handrails, prayer wheels, poles etc, must be disinfected daily.
- Toilets must be cleaned twice a day. The toilet cleaning schedule must be pasted outside the toilets so that checks can be conducted regularly.
- The cleaning of the campus including classrooms, offices, auditorium, toilets, outdoor areas, and other rooms shall follow the cleaning schedule.
- A proper duty roster must be prepared for the cleaning staff and monitored on a regular basis.

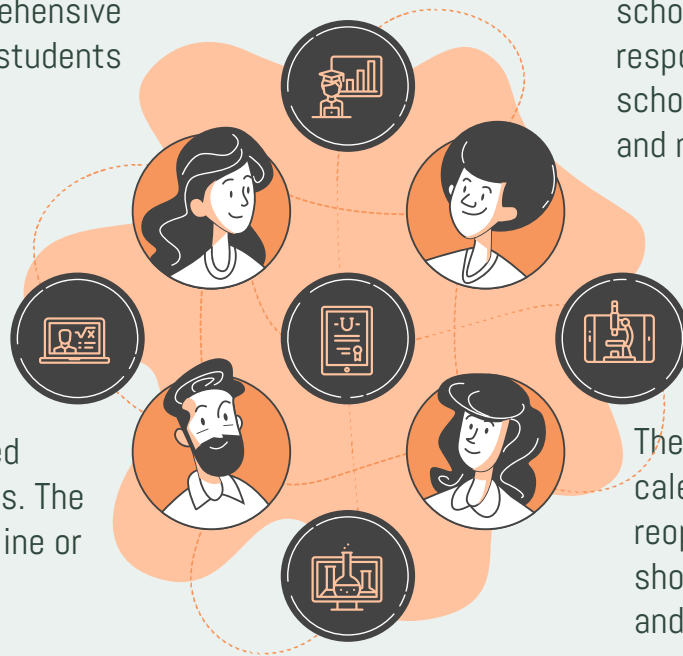




# TRAINING OF STAFF AND STUDENTS

The school shall provide comprehensive orientation to the staff and students before reopening.

The school shall give regular customized trainings and repeated briefings to the staff and students. The mode of training can either be online or in school.



The training content must cover the school preparedness, roles and responsibilities of the stakeholders, the school 'safety and prevention' protocol, and mental health wellness

The school shall prepare a training calendar for all the groups before reopening of the schools. The calendar should also cover the periodic trainings and briefings after the school opens.

## **ROLES AND RESPONSIBILITIES OF STAKEHOLDERS**





## ROLES AND RESPONSIBILITIES : PARENTS

- The parents play a pivotal role in encouraging their child to follow the safety and hygiene measures, and bring about behavioral change in their children to ensure their safety. The parents should make their best efforts to:
  - Ensure that their children wear proper fitted masks and make sanitization a habit.
  - Ensure that they eat healthy food that boosts immunity.
  - Instruct their children follow the safety and hygiene rules laid down by the school
  - Instruct their children to maintain physical distance and follow safety guidelines when they are outdoors.
  - Ensure their children are equipped with necessary items to remain safe. These include a hand sanitizer, two masks (one wearing and one spare), one hand towel to wipe hands, necessary stationery, tissues, own lunch, and own water bottle.
  - Instruct their child not to share anything with anyone.
- The parents must check their children for any of the COVID-19 symptoms every morning before sending them to school. These include cough, temperature above 37.4 Degree Celsius, sore throat, shortness of breath, unusual tiredness, and difficulty smelling. If any of the symptoms exist, parents must not send their children to school, monitor their children and inform UT health department if required.
- Parents shall inform the child's class teacher about the absence of their child.
- Parents shall be aware that in case their children are found to have physical symptoms of COVID-19 at the entrance of the school bus or the school gate, the parents shall be called to pick up their children to be sent to home immediately. Parents to ensure that they have provided correct contact details by getting in touch with child's class teacher.
- Parents visiting the school must follow 'visitor guidelines' on the school grounds.





## ROLE AND RESPONSIBILITIES : TEACHERS

- The teachers must not come to the school if unwell and should work from home. In case of any COVID-19 symptoms, the teachers shall follow the UT Admin guidelines and inform the school of their absence.
- The teachers must install Aarogya Setu App and keep it updated with their health conditions.
- The teachers must follow the safety and prevention protocol properly.
- The teachers must attend all the trainings held in the school related to the COVID-19 safety.
- The teachers must report timely on all the duties assigned to them to maintain school's Safety and Prevention protocol
- The teachers must keep at hand the list of all the important contacts including that of the school Emergency Response team and the students' parents.
- The teachers shall give repeated safety and hygiene briefings to the students and strive to bring about behavioral change in themselves and the students.
- The teachers shall maintain the attendance sheet and submit the report to the Vice Principal regularly.







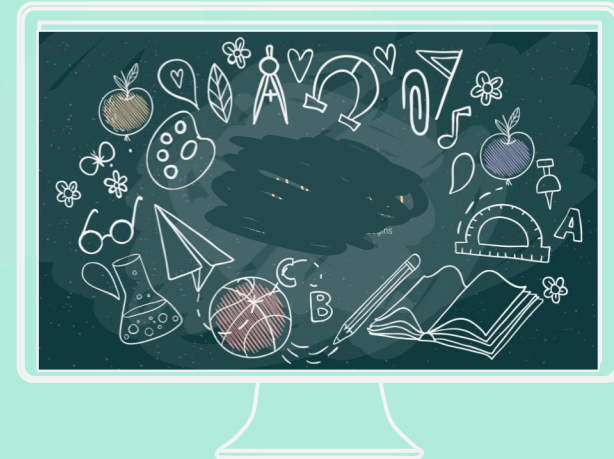
## ROLE AND RESPONSIBILITIES : SCHOOL ADMINISTRATION

The school administration shall make sure that the school is ready for reopening and shall place the monitoring mechanisms in place once the school reopens.

The school administration must ensure the following:

- All the checklists are prepared and handed over to the staff before the school reopens.
- Orientation on the 'safety and prevention protocol' and 'mental health well being' is given to the staff and the students before reopening.
- Provide trainings and repeated briefings to the staff and students to bring about behavioral change in them.
- The washing points are made at all the required places within the school and soap and water is available at all the times.
- Visible floor markings are made wherever required as per the safety and prevention protocol.
- Availability and maintenance of the equipment and materials required to maintain the safety and prevention protocol.
- Monitoring the cleaning of the school and buses as per the cleaning schedule.
- Monitoring of safety and prevention protocol throughout the premises.
- Monitoring of the attendance and the reasons of absence.
- Monitoring of the duties assigned to the staff.
- Maintaining communication with the parents, keeping them regularly posted on any updates.

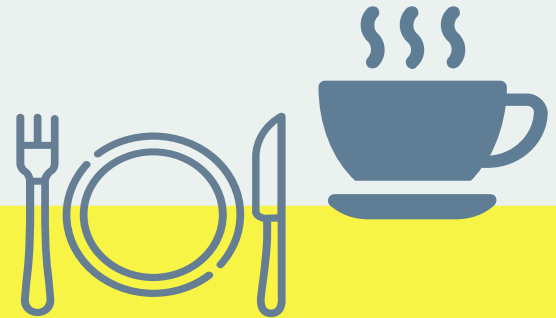
The school shall form an Emergency Response Team consisting of the School Nurse, the Vice Principal, two members of the Administrative Staff, two Senior Teachers, and four Attendants.  
The team is to be at the ready for any emergency situation.





# CAFETERIA OPERATION GUIDELINES

- The cafeteria shall be properly cleaned and disinfected before reopening.
- The cafeteria staff shall be checked for COVID-19 symptoms and history of contact before their joining.
- A staff on duty shall always remain present in the cafeteria during the operating hours. He/she shall ensure that physical distancing is maintained and hygiene measures are being followed.
- The cafeteria shall be cleaned regularly and frequent touch areas disinfected daily as per the cleaning schedule. The disinfectants are poisonous and thus the cleaning team shall be instructed to avoid all the food contact surfaces when using disinfectants. Such surfaces can be cleaned using the regular methods.
- The school shall monitor the cleaning and ensure that the safety protocol is being followed strictly.
- The students must wash their hands both when entering and exiting the cafeteria.
- The students must maintain appropriate physical distance inside the cafeteria.
- The students shall take care that their masks remain clean while they are eating.
- The students are not allowed to stand in pairs or groups inside or at the entrance of the cafeteria.
- The cafeteria staff must wear masks at all times, and wash their hands frequently.
- The cafeteria staff must maintain physical distance from the students at all times.
- Use of sanitizers anyone around the fire is prohibited.





# HOSTEL OPERATION GUIDELINES

## Pre-opening measures:

The Hostel staff shall be checked for COVID-19 symptoms and any history of contact before joining. The students shall also be checked for any symptoms and history of contact by the school nurse before allowing them to reside in the hostel. The students' parents to sign a declaration confirming the information provided by them.

Any student found to present signs of illness or history of contact with COVID-19 patients/quarantined individuals shall be immediately sent home. The school nurse must follow safety measures and physical distancing during the check-up.

## Post-opening measures:

- The staff and students in the hostel shall follow the Safety and Prevention Protocol strictly.
- The hostel rooms shall be re-assigned to ensure more space per student.
- The students are not required to wear masks inside their rooms.
- The wardens shall be provided a checklist of their responsibilities.
- The students shall be checked regularly by the warden for any symptoms.
- If a student feels unwell, he/she shall report to the warden immediately. The warden shall get in touch with the school nurse or a member of Emergency Response team, who then shall take the action as per the Emergency Response Plan.
- No student other than those residing in the hostel are allowed to enter the gates of the Hostel.
- The hostel rooms shall be cleaned regularly and the frequent touch areas shall be disinfected daily as per the Cleaning Schedule.
- The vendors and visitors shall report at the school office and shall be allowed to enter the hostel premises only after proper checking of symptoms and under the supervision of office administrator. The visitors/vendors must wear masks all the times. They must maintain physical distance from the students residing in the hostel.
- The hostel canteen shall operate as per "Cafeteria Operation Guidelines".





# MENTAL HEALTH SUPPORT

*It is imperative for the school to have a system in place to support the mental wellness of the students and staff.*

- Provide training to teachers explaining their role in providing Mental Health Support to the students.
- Brief regular sessions for the students as well as teachers on mental well-being.
- The school to share guidelines and instructions on mental health with the students and their families.
- The School Nurse and the Emergency Response Team serve as the communication point for support and guidance to the students as well as the staff. The team to contact the parents immediately if a student is found to be in a very disturbed mental state. The parents may further refer to a professional counsellor, if required.
- The contact numbers of Emergency Response Team shall be advertised widely within the school for ease of accessibility to all.





## THE CHALLENGES THAT SHALL REMAIN

- Keeping the school free from covid-19 is a collective effort involving responsible execution of their roles by the school, the staff, the parents, the students, the UT administration and the health department. A well-coordinated and collaborative effort through meaningful engagement of all the stakeholders would be a challenge at times.
- Any of the teachers, students, or staff members may be directed to go under quarantine at anytime by the UT Administration during contact tracing of COVID 19 cases.
- All the parents may not be comfortable sending their children to the school.
- The students may not take the instructions seriously which can increase the risk of the spread of virus.
- Cooperation from parents in preparing the child and instructing him to follow the safety and hygiene measures.
- Behavioral change is another challenge that would require consistent and constant efforts from all the stakeholders.



## FINANCIAL IMPLICATIONS

The school needs to gauge the financial implications in maintaining the safe environment. It is imperative that it should not fall short of any material/equipment that is essential to maintain the required safety and hygiene in the school. Broadly, the school would need to make the following expenditure:

- Infrared Non-Contact Forehead Thermometer
- PPE suit
- Masks
- Hand Sanitizers-500 ml
- Safety Face Shield Transparent
- Medical Examination Gloves-set
- Water Tank-500 Litres and 100 litres
- Taps, Pipe, Water Tank Stand and fittings
- Safety Posters/Stickers
- Labour expenses
- Expenses incurred due to school buses running on half the capacity



In this unprecedented situation created by the pandemic, operating the school in a safe and secure environment post-lockdown would require collective effort and cooperation from all the stakeholders. The school is making every effort to prepare the school for reopening but in order to provide the best possible safety for its children and educators, support is also sought from the businesses, organizations and individuals. Lamdon has formed a separate “School safety Fund” for the purpose, the amount from which will be used to enhance the safety measures in the school.



## APPENDIX

*This handbook provides only the list of the appendix. The details prepared are meant to be for the internal use of the school*

- Checklist of duties assigned to the staff, the bus drivers, the wardens, and the attendants.
- School Cleaning schedule (must include the timings, the areas, and the duties)
- Creation of new sections
- Screening log
- Training Calendar
- Orientation module for students and teachers
- Duty roster for teaching and non-teaching staff
- School timetable
- Attendance sheet for offline and online teaching
- Self-explanatory letter for parents.
- Briefing guidelines for visitors
- Guideline poster for parents and students.
- Log record format
- Hand washing points
- Allocation of bus seats
- Visitor register





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