



REGARDING RE-OPENING OF SCHOOL FOR CLASSES XI-XII

Dear Parents,

Greetings from Bishop Scott Boys' School!

We would like to apprise you that as per the guidelines issued by Govt. of Bihar), all the schools are allowed to re-open for offline of classes XI to XII from Monday, 12/07/2021

Schools planning to re-open, will have to mandatorily follow the Standard Operating Procedures issued by MHRD, CBSE and State Education department. Keeping these directives in mind, we are planning to reopen the school for the classes XI-XII on offline mode.

The Standard Operating Procedures (SOPs) are issued by the Govt. Authorities which have several health and safety measures listed to ensure that students can attend classes safely without compromising their academics.

We request the parents to volunteer to be part of the entire process, to make suggestions, reviewing the SOPs and send their wards as per the plan laid by the school to ensure that a maximum of 50% of the strength is present in the school campus every day.

Problem / Doubts solving, written revision assignments / written practice work/Internal Assessments/ written examination will be undertaken by the teachers during the physical schooling.

Buses will be plying on an alternate days i.e. Monday, Wednesday & Friday covering the entire city so that the kids are attending the classes for a minimum of three days a week.

Attendance in online as well as physical classes will be strictly marked. Hence, it is imperative for students to be present during the classes

A detailed route plan will be shared to you very soon

We would need your utmost co-operation, support and understanding in this endeavour

Once again, thanks for your continuous support.

Warm Regards

Team BSBS, Patna

SOPs

SOP outlines various generic precautionary measures to be adopted in addition to specific measures to be taken when schools are permitting students (for class 11th and 12th) in the specific context. The generic preventive measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (teachers, employees and students) in these places at all times

SOP to be followed by students/teachers/employees at schools:

- Physical distancing of at least 6 feet to be followed as far as feasible.
- Use of face covers/masks to be made mandatory.
- Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty.
- Use of alcohol-based hand sanitizers (for at least 20 seconds) can be done wherever feasible.
- Respiratory etiquette to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- Self-monitoring of health by all and reporting any illness at the earliest.
- Spitting shall be strictly prohibited.
- The teaching faculty will ensure that they themselves and students wear masks throughout the conduct of the teaching/guidance activities.
- Sharing of items like notebook, pens/pencil, eraser, water bottle etc. amongst students should not be allowed.
- Cafeteria/mess facility, if any within the premises, shall remain closed.
- A proper physical distancing, sanitization of buses/other transport vehicles (with 1% sodium hypochlorite) to be done on a regular basis.
- Daily cleaning of the floors to be done extensively.
- Provision of soap in toilets and hand sanitizers in other common areas in sufficient quantity to be ensured.
- Students and employees should dispose off used face covers / masks in separate covered bins placed in classrooms, work stations and other common areas.
- For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet will be made. Similarly, physical distancing shall also be maintained in staff rooms, office areas (including reception area), and other places (mess, libraries, cafeterias, etc.)
- Entrance will have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions. Multiple gates/separate gates, will be used for entry and exit.
- Entry of visitors will be strictly regulated/restricted.
- Teaching materials, computers, laptops, printers, will be disinfected with 70% alcohol wipes.
- If a student, teacher or employee is sick, they should not come to the school and follow necessary protocols in this regard.
- Deep cleaning of all drinking and hand washing stations, washrooms and lavatories will be ensured. The students need not to carry any gadget as it is a complete offline mode of class.

School Transport Protocol:

- **Please note the bus routes and bus timings and ensure that the child is punctual.**
- Before the commencement of the trip, temperature of the Driver and Attendant would be checked and logged.
- Driver and Attendant will wear mask, gloves and face shields at all times.
- School bus will be sanitized twice a day.
- Bus windows would be open.
- Anyone found to be having temperature higher than 37.4 degree Celsius or presenting any symptom would not be allowed to board the bus and sent home with the parents. Emergency response Plan would be followed in such an event.
- Students will sanitize their hands before entering the bus.
- Attendants will ensure that children are seated as per allocated seat.
- No movement will be permitted within the bus. Eating and sharing things will also not be permitted in the bus.
- De-boarding will follow seat wise. Physical distancing will be strictly followed.

Ushering and Dispersal Protocol

- Every student will be sanitized at entry point and they will go to the classes directly. Each person will be sanitized twice a day, on entry and exit, both times.
- Staff members on duty wearing masks, gloves and face shields will check the following:
 - The students are wearing proper fitted masks.
 - Hands are well sanitized well before the entry.
- In case of Private commuters anyone found to be having temperature higher than 37.4 degree Celsius or presenting any symptom would be sent home. Emergency response Plan would be followed in such an event.

Class room protocol:

- Throughout the school, in all areas of usage, distance markings have been laid out.
- **The students need to have the record of the temperature in their almanac once they are coming to school**
- Dedicated hand sanitizers will be placed outside every classroom.
- Protocol for behaviour, movement and safety guideline would be shared by the first period teacher, which will be repeated by subsequent teachers.
- Block period of 50-60 minutes will be organised so that least movement happens during the course of the day.
- During breaks students will not move from their seats. They will carry their own tiffin and water. Students must wash their hands before eating; they must fold their masks and keep them in the bag before eating. Hands must be washed/sanitised after eating.
- The Seating arrangement has been made maintaining the social distancing of 06 feet among the students in each room.
- Every bench has been labelled with the stickers. No child will be allowed to leave seat during the course of the day except for regularized break/any Lab/PE activity. All must be wearing masks at all times.

- Children will bring their own stationary. No sharing is permitted. An extra, neatly labelled mask must be carried in the bag of every child.

Toilet Protocol:

- Students will be allowed to use the toilets throughout the day to avoid long queues.
- Distance markings, through tape or paint, for physical distancing is made for children to stand while waiting for turn.
- Hands free disinfectant spray is made available outside each toilet.
- Regular cleaning of toilets is incorporated in our plan.
- Soap and water in adequate quantity is made available.

Laboratories and Libraries Protocol:

- Movement would be under the strict supervision of the teacher.
- Students must wear masks at all times and maintain physical distancing norms.
- Teachers and Lab Attendants must wear mask and gloves at all time. Instruction would be given from safe distance and results from any experiment would be observed from a safe physical distance.
- Teacher and attendant are responsible for maintaining safety protocols of these areas. Entry and Exit would adhere to physical distancing norms.

Cafeteria Protocol: Cafeteria would not open to students till further notice. So, it is mandatory for all the students to carry their lunch along with a water bottle.

Time Table: Time table would be shared with the students.

School Infirmary:

- Arrangements will be made under the supervision of Medical team.
- Safe Isolation Space has been created for sick children.

Desirables:

- Child should wear a well fitted mask and carry an extra one in the bag.
- It is advisable that student may wear a face shield and hand gloves.
- A safety kit comprising of hand sanitizer, small towel, necessary prescribed medication (in case applicable).
- Parents are requested to advise children to respect and follow all protocols laid down by school at all times.

Looking forward to having your ward in the safe and secure environment of the school.

With Regards

Team BSBS, Patna