



# **COVID 19 STANDARD OPERATING PROCESS**

SOPs created in collaboration with



## INTRODUCTION

The closure of educational institutions in response to the COVID-19 pandemic presents an unprecedented risk to learner's education and well-being.

Seth M.R.Jaipuria Schools in collaboration with HealthSetGo has created safety guidelines that should be implemented for schools reopening after the closure. The purpose of this document is to provide clear and actionable guidance for safe operations through the prevention, early detection and control of COVID19 in the schools.

The manual is broken down into Processes for safe functioning of various campus areas. Responsibilities for various stakeholders have also been defined. The Technical Guidelines including Emergency Protocols, Disinfection and Sanitation guidelines, personal hygiene guidelines hand washing guidelines etc. have also been provided.

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# PROCESSES

# ENTRY & EXIT

Entry gate is the most critical point where first level screening takes place and it can be crucial to take the most measures here to fend off COVID. Hence an important part is to ensure students and staff members self-declare their symptoms before arriving to campus so they only come if they are normal. Campus measures should be treated as a precautionary measure, rather than an absolute measure. All visitors/vendors/student vehicles will be parked outside. All employees will park their vehicles at designated parking area, which is routinely sanitized.

## GATE ENTRY PROCESS AT A GLANCE

### EMPLOYEES AND STUDENTS

- When entering campus, wearing of face mask is mandatory for all.
- The COVID SAFE Status and Aarogya Setu App Status of teachers will be checked by the guard in conjunction and both should be normal in order to gain entry to the campus. Parents would've filled Aarogya Setu details for their wards and sent to schools via the created form.
- The Status of Aarogya Setu should be GREEN(SAFE) and the status on COVID Safe app should be 'AT NO RISK'
- Any staff/faculty/student whose Aarogya Setu App tracking is showing RED (UNSAFE) will be asked to return to their homes.
- Social distancing must be maintained at all time during entry to the campus.
- Students/Staff will be required to go through the gate entry process everytime they go out and enter the campus.

### VISITORS

- Allvisitors/vendors will be scanned for their temperature with an infrared thermometer and Aarogya Setu App will be checked.
- If the temperature of a visitor is high, he/she will be asked to wait for 5 minutes and the temperature will be checked again. It has been noticed that sometimes travelling on bike can increase the temperature and the temperature is normalized gradually.
- If a visitor is having high temperature or Aarogya Setu App is showing RED (UNSAFE), the person will not be allowed entry in campus (For visitors of admissions department, etc. the concerned department /employee will be informed.)
- Once given the go ahead for entry, all belongings will be sanitized using a fogging machine at the gate itself.
- **All visitors/vendors will be required to sanitise their shoes by stepping on Sanitization Mat at the entrance.**
- Professional Thermal Scanning Machines will be installed in campus & hostel.
- The queue made to enter the both areas will follow the social distancing norms.
- The temperature will be checked by Professional Thermal Scanning Machine (which scans 1 individual in 2-3 seconds) when the individual enters academic block or hostel premises. The temperature record of students and staff will be saved.
- Foot operated hand sanitizer will be placed for hands Sanitization.

## PROCESS

# CLASSROOMS

Adequate amenities i.e (Hand sanitizers/Partition sheets) will be provided in the classroom to ensure that students and teaching staff follow safety and hygiene practices conscientiously.

## CAPACITY UTILISATION OF CLASSROOMS

- All classrooms will be operational at 50% capacity and by adhering to the social distancing norms following alternate seating plan
- Section wise classrooms and seats will be fixed for students for the whole day. For students, separate classes be earmarked for conducting other subject periods.
- Students will occupy approved seats . The seats on which the students cannot sit will be marked as "DO NOT SIT"

## AIR CONDITIONER OPERATIONS

- All ACs will be operated between 24-25 degree temperature (ISHRAE Guidelines suggest temperature between 24-30 degree)
- The filters of all ACs installed in classrooms will be cleaned before commencement of session
- The doors and windows of the classroom will be partially opened for ventilation during conduct of classes.

## CONDUCT OF CLASSES

- The students will be advised to enter and vacate the classrooms one by one by observing social distancing norms.
- All students will be required to wear face mask at all time and will be advised to possess their own sanitisers.
- Students will be advised to use their personal water bottles in the classroom.
- All faculty members will be advised to sanitise their hands before and after conduct of classes.
- The faculty members will be issued personal markers and dusters which they need to bring while taking sessions.
- Faculty members will be advised to use e-readings instead of paper readings
- The faculty will carry their own water bottles and wear a mask/shield while delivering lectures.
- All assignment submissions will be through e-mail. No hard copy submissions of assignments will be done.

## CLASSROOM SANITISATION

- The classrooms will be sanitised twice a day: Before commencement of classes in the morning and during lunch break.
- Regular cleaning of classrooms will be carried out as before once all classes are over for the day.
- Post the lecture, faculty member will be required to sanitise the surfaces touched by him/her using the disinfectant spray and tissues/wipes.

## POST CLASSROOM DISCUSSIONS

- Students will not be allowed to visit faculty members in their personal chambers.
- Faculty members will meet students (2 students at a time) for any kind of discussion in the open area/meeting rooms/empty rooms.
- The faculty members can meet students online using video conferencing in co-ordination with parents post school hours.
- It is up to the faculty/ staff member to arrive at the decision about the venue while meeting the students

## PROCESS

# CORRIDORS

Signages displayed and installed in corridors will have advisories to prompt everyone to follow social distancing norms.

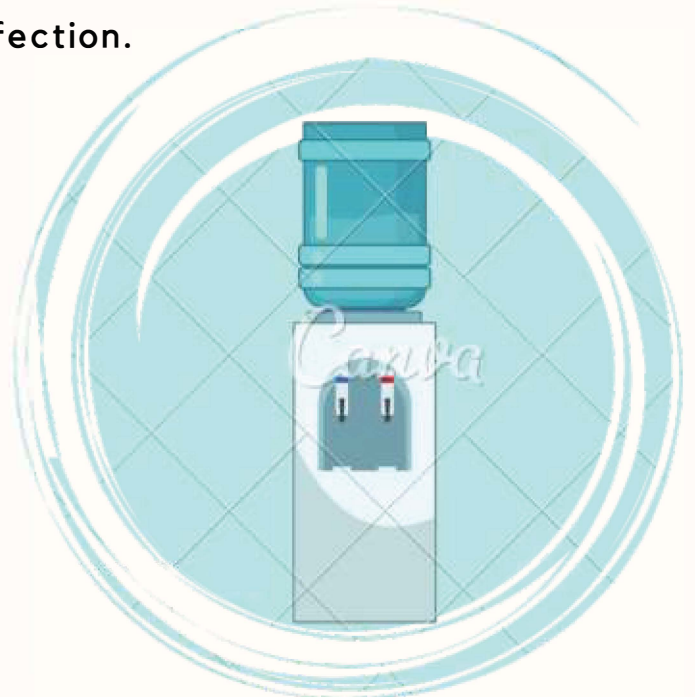


## PROCESS

# WATER POINTS

Water dispensing points are a source of infection due to constant touch of hands and water bottles. We need to make sure that contact from the tap nozzle is completely avoided to prevent infection.

- Students should step on social distancing circle and wait for their turn to refill water bottle.
- Students/Staff must use own water bottles to refill water from the dispenser.
- Refilling of water bottles can be done using alternate taps.
- Water taps will be cleaned frequently by the housekeeping staff.





## PROCESS

# WASHROOMS

Washrooms can be a source of unintended infection as it is the most used area apart from classrooms. If not sanitised properly after each use, it can prove to be the hub of infection. Cleaning staff will play a major role in sanitisation of each washroom.



- In washrooms, use of alternative commodes/urinals/basins is suggested.
- Student/staff need to step on the social distancing marks and wait for their turn to use the washroom.
- Used tissues should be disposed off in the dustbin while medical waste should be disposed off in separate dustbins.
- Cleaning staff will sanitize all frequently touched surfaces 3 times daily - prior to classes, midday and Post school hours.

## PROCESS

# HOSTEL WASHROOMS

- In case you have hostels:
  - Bathing cubicles should operate at 50% capacity. Students will be required to use alternate stations for bathing.
  - Students must ensure that cubicles are left clean when exiting.
  - Cleaning staff will sanitise washrooms 3 times daily - early morning , during school hours and evening.



## PROCESS

# LIBRARY

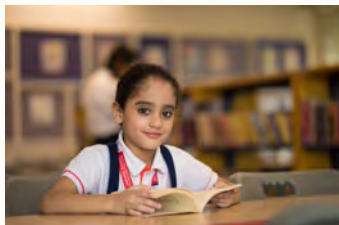
Library should have adequate amenities to ensure that students follow safety and hygiene practices conscientiously. Students should be encouraged to send book issue/return requests with the librarian a day in advance. Seating area can be utilized by students for self study purposes. We recommend suspending library access for regular reading till April 2021.

## LIBRARY SANITISATION

- Library will be sanitised once in the morning and regular cleaning of library will be carried out as before once all classes are over for the day.
- All will be required to follow SMS (Sanitisation, Mask, Social Distancing) protocol.

## CAPACITY UTILISATION OF LIBRARY

- The library will be operational at 50% of the library's capacity by adhering to the social distancing norms using alternate seating arrangement.
- The seats on which the students cannot sit will be marked as "DO NOT SIT".
- In case all seats are occupied, the student will have to wait and the librarian will allow entry once the seat is available.
- Library sessions involving large gatherings need to be planned for smaller groups to accommodate the students as per the capacity of library by adhering to the social distancing norms.



## USAGE OF LIBRARY

- Students can use the library to work on their assignments etc.
- The library will be operational for extended hours and students can visit library after their classes.
- The usage of Biometric entry recording will be suspended and the records will be maintained manually.

## ISSUE & RETURN OF BOOKS

- Request for books needs to be sent through e-mail to the librarian
- The librarian will take out the books and keep them separately after tagging the name of the student
- Two separate make shift counters will be made in the library where books will be issued and returned. These will be called the 'Book Issue' and 'Book Return' counters.
- The books can be collected from the library when directed by the library staff.
- All returned books will be disinfected and set aside for 24 hours before putting them back in designated shelves.
- The library staff will be wearing gloves while issuing books to the students and when replacing returned books.

## COMMUNICATION BY LIBRARY STAFF

- The library staff members will regularly remind the users via email and verbally about the new library procedures and protocols

## AIR CONDITIONING

- All ACs will be operated between 24-25 degree temperature (ISHRAE Guidelines suggest temperature between 24-30 degree)
- The filters of all ACs installed in library will be cleaned before school hours
- The doors and windows of the library will be left partially opened for ventilation

## PROCESS

# IT LABS

As the IT lab is an important aspect of a student's education, sanitisation of the lab and lab equipment is critical and all frequently touched surfaces will be sanitised after every use. Students will be advised to sanitise the computer post usage with disinfectant wipe. We recommend suspending regular usage of IT labs at least till April 2021.



## CAPACITY UTILISATION

- IT Lab will be operational at 50% capacity by adhering to the social distancing norms using alternate seating plan.
- The seats on which the students cannot sit will be marked as "DO NOT SIT" or marked A&B to ensure that in alternate classes students can sit on either A OR B seats.



## SANITISATION OF IT LABS

- The IT Labs will be sanitised once before commencement of classes in the morning and once during lunch break.
- Regular cleaning of IT Lab will be carried out as before once all classes are over for the day.

## CONDUCT OF LECTURES IN IT LAB

- It is advisable to enter one by one maintaining social distancing.
- Students/faculty members will be advised to sanitise their hands using the foot operated hand sanitiser stand placed in the academic area.
- All students will be required to wear face masks at all times during the lab class. Teachers would be required to wear masks/face shields.
- Faculty members will be issued personal markers and dusters which they need to bring while taking sessions.
- Faculty members will be advised to use e-readings instead of paper readings.
- The students will be advised to vacate the IT Lab one by one by observing social distancing norms.



## AIR CONDITIONING

- All ACs will be operated between 24-25 degree temperature (ISHRAE Guidelines suggest temperature between 24-30 degree)
- The filters of all ACs installed in library will be cleaned before commencement of session
- The doors and windows of the IT Lab will be left partially opened for ventilation



## PROCESS

# CAFETERIA (In Case there is cafeteria)

Process of ordering and collecting meals should be seamless so that there is minimal interaction between the staff and students.

Canteen manager and staff should ensure that hygiene standards are maintained at all times. Advisory regarding social distancing norms need to be followed in the canteen.

## CAPACITY UTILIZATION OF CAFE

The seating of the students will be as per the social distancing norms following alternate seating plan. The seats which cannot be occupied will be marked as 'DO NOT SIT'.



## SANITISATION OF CAFETERIA

- The cafeteria will be sanitized twice a day prior to school hours and post school hours.
- During the day, tables will be wiped with disinfectant frequently.
- All packaged items available for retail will be sanitised before putting them on shelves.

# STUDENT ACTIVITIES & SPORTS

Student activities form an important part of campus life and social interaction. Most activities require students to get into groups and that can be detrimental to social distancing practices. Hence there will be modifications made to how students interact in various activities including sport. That being said, activities are crucial to the college experience and should be encouraged with proper norms in place.

## STUDENT SELECTION FOR VARIOUS CLUBS & COMMITTEES

- The student selection process for various clubs and committees will predominantly be through online mode.
- The group discussions can be held in classrooms (in small groups) by following social distancing norms of seating
- The Principal can schedule the venue and time for such process and ensure the smooth conduct of the same while observing all protocols of safety and social distancing

## CULTURAL, ACADEMIC CLUB & OTHER GROUP ACTIVITIES (LIKE MENTORSHIP ETC.)

- It will be planned in small groups by adhering to the norms of social distancing. The same activity will be repeated to engage all interested students incase students cannot fit in one batch.
- For Group size  $\leq 20$  - in Tutorial Rooms , for Group size  $> 20$  and  $< 50$  - Auditorium (Subject to capacity of campus auditorium)
- If the activity is conducted in a classroom, the procedures shall be similar to a classroom lecture session.

- Students will be allowed for the following sports activities (by maintaining social distancing):
  - Table Tennis & Badminton will be allowed (Doubles not allowed)
  - Chess , carrom , foosball - allowed (2 players at a time)
  - Gymnasium - 5 students at a time (30 minutes per student)
- Team games\* (Subject to government directives) :
  - All team games will be suspended for initial one month.
  - Review will be done after one month.
- All equipment once issued should be put back after use in a box for sanitisation. All sports items will be sanitised after use.
- Indoor venues will be sanitised daily.

## GYM, YOGA, MEDITATION, AEROBICS ETC

- Gymnasium can be used with distancing norms
- Students will be required to send in their request to the designated sports teacher to use the gymnasium along with the preferred time slot.
- The school will prepare a roaster for the requests received and communicate the same to the students via e-mail.
- The time slots made for usage of gymnasium will be for a 30 minute duration
- The students will be advised to sanitise the gym equipment before and after using the same. Sanitisation of gymnasium will however be carried out twice a day by the school.
- Yoga, Meditation, Aerobic sessions in the morning and evening will be organised in the campus gardens following SMS (Sanitisation, Mask, Social distancing).
- Sports teacher members will be coordinating the same under supervision of school authorities.



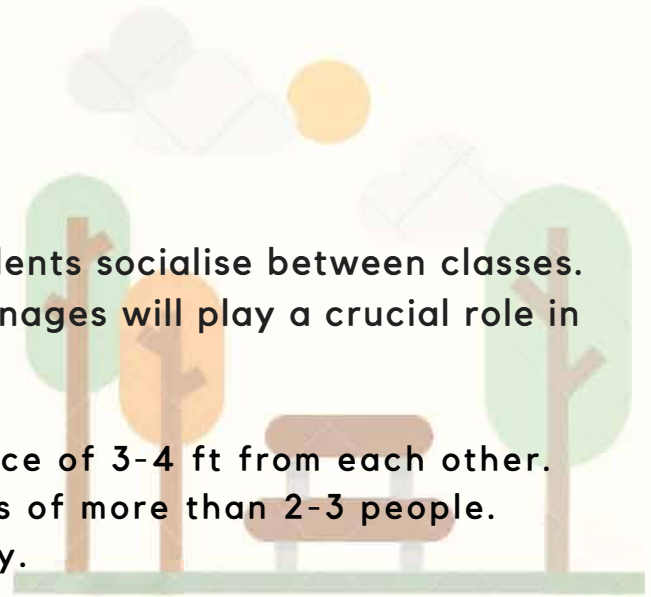


## PROCESS

# COMMON AREA

Common areas and lawns are a place where students socialise between classes. Walking paths, social distancing circles and signages will play a crucial role in avoiding over-crowding.

- Students will be advised to maintain a distance of 3-4 ft from each other.
- Students will be advised not to form a groups of more than 2-3 people.
- All common areas will be sanitised once a day.

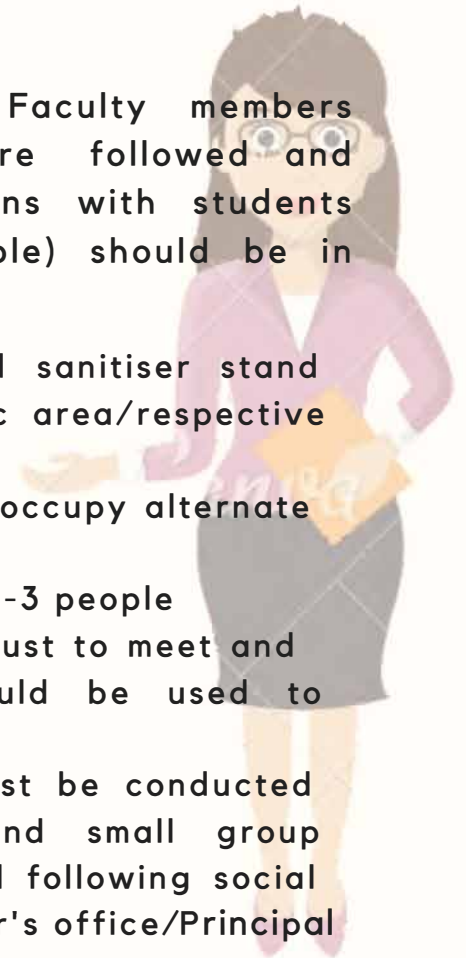


## PROCESS

# FACULTY/STAFF ROOM

Faculty/staff rooms should be well ventilated. Faculty members should ensure that social distancing norms are followed and interactions with others are kept minimal. Discussions with students and other faculty members (not more than 3 people) should be in open spaces following social distancing norms.

- Staff to apply sanitiser using foot operated hand sanitiser stand placed at the entrance while entering the academic area/respective work stations.
- Employees sharing the workspace will be required to occupy alternate seats and ensure 3 ft distance is maintained.
- Employees should not gather in a group of more than 2-3 people
- Staff members should avoid visiting cabin of others just to meet and greet. As far as possible intercom facility should be used to communicate.
- Preferably all faculty and staff group meetings must be conducted through online meeting platforms. One-to-one and small group meetings (less than five persons) can be conducted following social distancing norms upon approval received from director's office/Principal office.
- The SMS protocol (Sanitisation, Mask and Social Distancing) will be observed at all times during the meeting



## PROCESS

### MEDICAL FACILITY/INFIRMARY ROOM

The medical facility will be well equipped for all emergencies with regards to COVID19 with a medical practitioner during school hours. The Centre itself will function as a space for day to day concerns but there will be a separate **Quarantine/Isolation Room** created at the campus for COVID related symptoms.

- The Centre will be equipped with health equipment as per checklist.
- Wearing mask is mandatory throughout.
- Nurse/Doctor in the medical facility is required to wear face mask as well as face shield.
- Only Students/Staff with health concerns will be allowed to enter the Health Centre.
- All Students/Staff should stand in the social distancing circles and wait until allowed to enter.
- Medical staff will do temperature and COVID symptom screening at the entrance to ensure the patients coming in do not have COVID symptoms
- Patients will be required to apply sanitiser using foot operated hand sanitiser stand placed at the entrance.

### QUANRANTINE & ISOLATION

- There will be two bedded Quarantine rooms for girls and boys separately.
- If patient has COVID Symptoms, he/she will be taken to the Quarantine Room after consultation with the doctor and will be advised to rest till the time they are better or are able to arrange to leave campus and go home.
- If patient has severe symptoms such as breathlessness, patient will be taken to the hospital.

## PROCESS

# TRANSPORTATION

Transportation will be planned using social distancing norms. Buses and company owned vehicles will be sanitised prior to and after each journey. Students/employees will be instructed to occupy alternate seats and follow social distancing norms. Drivers will be asked to share safety images with the transportation in charge every morning before departure to ensure safe operations of school transportation.

## ARRIVAL/DISPERSAL

- While boarding the bus all students should be wearing face mask.
- Driver should have Digital Thermo meter and he has to check the temperature before boarding bus and same should be documented in Transport Route attendance register.
- A separate column of temperature (Morning & Afternoon) to be added in Route/Transport attendance register.
- Any child with high temperature should not be allowed to board the bus and the incidence needs to be reported to Transport Incharge/Admin/Principal immediately.
- Only one children sit on one set in zig-zag. Pattern e.g. as below for reference.



- Social distancing should be followed at the time of boarding & unboarding of bus.
- Hands of students/staff will be sanitizer by conductor at the time of boarding of bus.

## BUS FACILITY

- Buses will follow 50% occupancy.
- Social distancing norms will be followed at all bus stops.



## TRAVEL FOR OFFICIAL WORK

- A person travelling out of school campus for official purpose needs to use his/her personal vehicle. Public transport should be avoided.
- Meetings could be planned for second half of the day and the person should go home post the meeting.

## USING COMPANY OWNED VEHICLE

- The number of Students/Employees travelling will not exceed 3 (driver plus 2)
- The above can be modified as per government guidelines.

## TRAVEL OF STUDENTS FOR OFFICIAL PURPOSE

- Travel will be avoided initially and reviewed after 15 days.

# STAKEHOLDER RESPONSIBILITIES

FACULTY & STAFF

STUDENTS

ADMINISTRATOR

CLEANING STAFF

SECURITY STAFF

CANTEEN/MESS STAFF

# FACULTY & STAFF MEMBERS

Faculty and staff members can protect themselves and the students by practicing and promoting healthy habits. Following guiding principles can be kept in mind to lower the risk of COVID-19 exposure and spread during school sessions and activities.

## GENERAL GUIDELINES

- Face mask is compulsory for all faculty and staff members at all times.
- Follow the entry procedure as per the processes
- Attendance will be recorded by admin representative.
- Encourage students to regularly wash/sanitize their hands.
- If a student is not well or is not following the SMS protocol, report to Principal or Administrative staff.
- Teachers to carry kits provided by school (duster, marker, pens, laptop) and personal water bottle to the classroom.
- Avoid handing out hard copies/papers to students
- Follow the operating procedure for classroom as per the processes.
- It is advised to bring own lunch and have it preferably in respective cabins.
- The lunch rooms can be used if only two people sit at a table, however, it is advised to avoid such practices for initial few months.
- Avoid visiting cabins of others. As far as possible, intercom facility/phone calls should be used to communicate.
- All faculty and staff group meetings will be conducted through online meeting platforms. One-to-one and small group meetings (less than five persons) can be conducted following social distancing norms upon approval received from director's office.
- Discourage student groups from approaching staff room post the conduct of classes. If necessary, meet students in open areas and conduct online sessions for larger groups.
- Group activities with students (class activities, debates, group discussions) can be conducted in classrooms, auditorium or open spaces while following social distancing norms.
- Mentoring sessions can be online or should be organised in venues like classrooms, etc. where social distancing can be observed.
- Open houses can be conducted online for the batch and then if required smaller group of students can be addressed in the auditorium for doubt

clearing by following the SMS protocol.

# STUDENTS

It is the responsibility of students to encourage behaviours that prevent the spread of COVID-19 on campus by practicing and reinforcing good prevention habits and staying at home if they are not well. Following guiding principles can be kept in mind to maintain healthy environment on campus.

## GENERAL GUIDELINES

- Adhere to social distancing norms in the campus.
- Wear masks at all times.
- Wash/sanitize hands frequently.
- Strictly follow seating instructions laid out by the authorities.
- Carry personal belongings including protective equipment, water bottles etc. to the campus. Avoid sharing of belongings.
- Follow operating procedures for all campus areas including Library, cafe, mess, IT lab, gym and washrooms as per the processes
- It is advised not to gather in groups at any point in time (not more than 4).
- All security protocols of showing Aarogya Setu App, sanitisation of hands, shoes and belongings will be followed every time.
- Only two individuals can use the lift at a time. (Only for staff)
- Lawns can be used for sitting while maintaining social distance.
- 
- 1-2 students with prior appointment can meet faculty members in open areas. Meetings will be conducted online for 2+ students

# ADMINISTRATOR

Administrators play a key role in ensuring that all the safety protocols are implemented and measures are taken so that students have safe and healthy learning environments. It is essential that all the processes and guidelines are followed for safe operations.

## GENERAL GUIDELINES

- Operate areas such as classrooms, labs, library, washroom, canteen etc. at 50% capacity
- Ensure adequate supply of materials for each area as per the material checklist
- Ensure doors and windows are kept open in classrooms, labs, library, IT lab etc.
- Ensure ACs are operated as per ISHRAE Guidelines (24-30 degree celsius)
- Ensure that the security and cleaning staff are well equipped and have adequate supply of protective equipment.
- Ensure that cleaning staff cleans and sanitises all the campus areas as per the schedule
- Ensure hand sanitiser is replenished regularly in the sanitiser stands.
- Ensure proper medical waste management and disposal
- Place advisories and social distancing marks as per the checklist
- Allow sports activities and gym usage as per the processes
- Stagger start/end times of classes to avoid overcrowding on campus



# ADMINISTRATOR

## AREA-WISE MATERIAL CHECKLISTS & INFRASTRUCTURAL CHANGES

This sheet is an infrastructure and material checklist for the premises. Administrators may refer to the checklist prepared for details on materials to be procured and infrastructural changes to be made for each campus area. For the quantity of each item please refer to the procurement list.

### MAIN ENTRY & EXIT

#### MAIN ENTRY

- Social distancing marks
- Infrared thermometers
- Disposable masks
- Foot operated hand sanitiser stand with hand sanitiser
- Sanitiser spray
- Sanitisation mat
- No-touch dust bins for normal waste and medical waste
- Fogging machine
- Signage on COVID free zone
- Quarantine area for deliveries of post and packages at the entry gate.

#### ACADEMIC BLOCK ENTRY

- Thermal scanners
- Foot operated hand sanitiser stands with hand sanitiser
- No-touch dust bins for normal waste and medical waste
- Social distancing marks
- Display of college certificate of COVID safety
- Posters and signages on social distancing, hand & respiratory hygiene practices

#### RECEPTION AREA

- Foot operated hand sanitiser stand with hand sanitiser
- Thermal scanning machine
- Display of certificate of COVID safety
- Chairs which are not to be occupied to be clearly marked with stickers or a band that is spread across the arms of the chairs.

# ADMINISTRATOR

## AREA-WISE MATERIAL CHECKLISTS & INFRASTRUCTURAL CHANGES

### CLASSROOM & AUDITORIUM

- Posters and signages on hand and respiratory hygiene practices
- Sanitiser spray
- Tissues
- Chairs which are not to be occupied to be clearly marked with stickers or a band that is spread across the arms of the chairs.
- Desk area in front of the chair also to be marked with sticker

### CORRIDORS

- Foot operated hand sanitiser stand with hand sanitiser
- No-touch dust bins for normal waste and medical waste
- Posters and signages on social distancing, hand & respiratory hygiene practices
- Create routes to maximise social distancing. Wherever possible, corridors should be made one way system to avoid movement of students in opposite direction.

### LIBRARY

- Foot operated hand sanitiser stand with hand sanitiser
- No-touch dust bins for normal waste and medical waste
- Posters and signages on hand and respiratory hygiene practices
- Sanitiser spray
- Tissues
- Place a separate counter for students to collect the books requested
- Place a separate counter at an isolated space for quarantine of returned books.
- Social distancing marks
- Chairs which are not to be occupied to be clearly marked with stickers or a band that is spread across the arms of the chairs.
- Desk area in front of the chair also to be marked with sticker

### WATER POINTS

- Foot operated hand sanitiser stand with hand sanitiser
- No-touch dust bins for normal waste and medical waste
- Posters and signages on social distancing and hand hygiene practices
- Social distancing marks

### COMMON AREA

- Foot operated hand sanitiser stand with hand sanitiser
- No-touch dust bins for normal waste and medical waste
- Posters and signages on social distancing

# ADMINISTRATOR

## IT LABS (Computer & Eng Language Lab)

- Disinfectant spray
- Tissues to wipe the equipment used
- Foot operated hand sanitiser stand with hand sanitiser
- No-touch dust bins for normal waste and medical waste
- Posters and signages on social distancing, hand and respiratory hygiene practices
- Chairs which are not to be occupied to be clearly marked with stickers or a band that is spread across the arms of the chairs.
- Desk area in front of the chair also to be marked with stickers

## WASHROOMS

- Foot operated hand sanitiser stand
- Posters and signages on social distancing, hand and respiratory hygiene practices
- Foot operated taps
- Paper towels or hand tissues
- Automatic soap dispensers
- No-touch dust bins for normal waste and medical waste
- Sanitisation sprays
- Social distancing marks outside and inside the washroom
- Cubicles/urinals that are not to be occupied to be clearly marked with stickers/bands

## MEDICAL FACILITY

- Infrared thermometers
- First aid kit
- N95 respirators, face shields, gowns, and gloves to medical staff
- No-touch dust bins for normal waste and medical waste
- Posters and signages on social distancing, hand and respiratory hygiene practices
- No-touch dust bins for normal waste and medical waste and other cleaning equipment
- Place the chairs and beds maintaining a distance of 6 ft

## QUARANTINE ROOM

- Place 2 beds maintaining a distance of at least 3-4 ft
- First aid kit
- N95 respirators, face shields, gloves and PPE kit

# ADMINISTRATOR

## CANTEEN

- Foot operated hand sanitiser stand with hand sanitiser
- Posters and signages on social distancing, hand and respiratory hygiene practices
- No-touch dust bins for normal waste and medical waste
- Chairs which are not to be occupied to be clearly marked with stickers or a band that is spread across the arms of the chairs.
- Table area in front of the chair also to be marked with stickers

## MESS

- Foot operated hand sanitiser stand with hand sanitiser
- Posters and signages on social distancing, hand and respiratory hygiene practices
- No-touch dust bins for normal waste and medical waste
- Chairs which are not to be occupied to be clearly marked with stickers or a band that is spread across the arms of the chairs.
- Table area in front of the chair also to be marked with stickers

## SPORTS FACILITY & GYM

- Foot operated hand sanitiser stand with hand sanitiser
- No-touch dust bins for normal waste and medical waste
- Disinfectant spray
- Tissues to wipe the equipment used
- Posters and signages on social distancing, hand and respiratory hygiene practices

## OTHER MATERIAL CHECKLISTS

### TEACHING STAFF

- Personal teaching kit including markers and dusters.

### CLEANING STAFF

- Masks
- Gloves
- Gowns/aprons
- Disinfectant (Chlorine-based disinfectants) and other cleaning equipment

### SECURITY STAFF

- Masks
- Gloves

# MASTER MATERIAL CHECKLISTS - SCHOOLS

Materials	Areas Required	Number
Infrared Thermometers	Main Entry ; Medical Facility (2 per Gate)	<i>As per actuals</i> 4 (Min)
Foot Operated Hand Sanitiser Stand and Sanitiser bottles	Main Entry ; Reception; Academic Block Entry ; Hostel Entry ; Auditorium ; Corridors ; Library ; Water Points ; Common Area ; IT Labs ; Washrooms ; Canteen ; Health Centre ; Sports Facility ; Gym	07 Foot operated & 08 Automatic Hand Sanitizer
No-touch dust bins	Main Entry ; Academic Block Entry ; Hostel Entry ; Auditorium ; Corridors ; Library ; Water Points ; Common Area ; IT Labs ; Washrooms ; Canteen ; Health Centre ; Sports Facility ; Gym	20
Disinfectant/ Sanitisation spray	Classrooms ; Auditorium ; Library ; Washroom ; Sports Facility ; Gym	3
Thermal scanners	Academic block ; Hostels	6
Fogging machine	Main Entry	1
Face Masks	For all staff ; Main Gate (disposable)	600 per month
Markers	For Teacher's kit	PMC
Dusters	For Teacher's kit	PMC

# MASTER MATERIAL CHECKLISTS- SCHOOLS

Materials	Areas Required	Number
Chlorine Based Disinfectant (Sodium Hypo ) + Hand Santizer (70% alchohal based)	Academic Block Entry ; Auditorium ; Library ; Water Points ; Common Area ; IT Labs ; Washrooms ; Canteen ; Health Centre ; Sports Facility ; Gym	60 Litre Per Month 450 Litre Per Month
Posters & Signages	Classrooms ; Auditorium ; Library ; Water Points ; Common Area ; IT Labs ; Washrooms ; Canteen ; Health Centre ; Corridors IT Labs	250 Per Day
Alcohol-based disinfectant wipes	Washroom	98
Foot operated taps	Washroom, Drinking Water Area	16
Automatic soap dispensers	Medical Facility ; Quarantine Room	16
N95 respirators	Medical Facility ; Quarantine Room	
Gowns	Medical Facility ; Quarantine Room	24
Gloves	Medical Facility ; Quarantine Room	
First Aid Kit	Medical Facility ; Quarantine Room	6
Face Shields	Quarantine Room	
Oxygen Cylinder	Classrooms ; Library ; Washroom	

Tissues

# MASTER MATERIAL CHECKLISTS - SCHOOLS

Materials	Areas Required	Number
Infrared Thermometers	Main Entry ; Medical Facility	4
Foot Operated Hand Sanitiser Stand and Sanitiser bottles	Main Entry ; Reception; Academic Block Entry ; Auditorium ; Corridors ; Library ; Water Points ; Common Area ; IT Labs ; Washrooms ; Canteen ; Sport Facility	25 - All Automatic
No-touch dust bins	Main Entry ; Academic Block Entry ; Hostel Entry ; Auditorium ; Corridors ; Library ; Water Points ; Common Area ; IT Labs ; Washrooms ; Canteen	33
Disinfectant/ Sanitisation spray	Classrooms ; Auditorium ; Library ; Washroom ; Sports Facility	5
Thermal scanners	Academic block	4
Fogging machine	Main Entry	1
Face Masks	For all staff ; Main Gate (disposable)	500
Markers	For Teacher's kit	
Dusters	For Teacher's kit	

# MASTER MATERIAL CHECKLISTS - SCHOOLS

Materials	Areas Required	Number
Chlorine Based Disinfectant (Sodium Hypo ) + Hand Santizer (70% alchohal based)	Academic Block Entry ; Auditorium ; Library ; Water Points ; Common Area ; IT Labs ; Washrooms ; Canteen ; Sports Facility	40 Liter Per Month 300 Liter Per Month
Posters & Signages	Classrooms ; Auditorium ; Library ; Water Points ; Common Area ; IT Labs ; Washrooms ; Canteen ; Corridors IT Labs	
Alcohol-based disinfectant wipes	Washroom	
Foot operated taps	Washroom	30
Automatic soap dispensers	Medical Facility ; Quarantine Room	17
N95 respirators	Medical Facility ; Quarantine Room	
Gowns	Medical Facility ; Quarantine Room	
Gloves	Medical Facility ; Quarantine Room	
First Aid Kit	Medical Facility ; Quarantine Room	
Face Shields	Quarantine Room	6
Oxygen Cylinder	Classrooms ; Library ; Washroom ; Gym	
Tissues		



# MASTER MATERIAL CHECKLISTS - SCHOOLS

Materials	Areas Required	Number
Infrared Thermometers	Main Entry ; Medical Facility	4
Foot Operated Hand Sanitiser Stand and Sanitiser bottles	Main Entry ; Reception; Academic Block Entry ; Auditorium ; Corridors ; Library ; Water Points ; Common Area ; IT Labs ; Washrooms ; Canteen ; Sports Facility	7 Automatic and 20 Foot Operated
No-touch dust bins	Main Entry ; Academic Block Entry ; Auditorium ; Corridors ; Library ; Water Points ; Common Area ; IT Labs ; Washrooms ; Canteen ; Sports Facility	22
Disinfectant/ Sanitisation spray	Classrooms ; Auditorium ; Library ; Washroom ; Sports Facility	3
Thermal scanners	Academic block	5
Fogging machine	Main Entry	1
Face Masks	For all staff ; Main Gate (disposable)	500 Per Month
Markers	For Teacher's kit	96 (24 of each color, red, blue, black and green)
Dusters	For Teacher's kit	24

# MASTER MATERIAL CHECKLISTS - SCHOOLS

Materials	Areas Required	Number
Chlorine Based Disinfectant (Sodium Hypo ) + Hand Santizer (70% alcohohal based)	Academic Block Entry ; Auditorium ; Library ; Water Points ; Common Area ; IT Labs ; Washrooms ; Canteen ; Sports Facility	60 Liter Per Month 450 Liter Per Month
Posters & Signages	Classrooms ; Auditorium ; Library ; Water Points ; Common Area ; IT Labs ; Washrooms ; Canteen ; Corridors	Approx 50,000
Alcohol-based disinfectant wipes	IT Labs	250 Daily
Foot operated taps	Washroom Washroom	40
Automatic soap dispensers	Medical Facility ; Quarantine Room	16
N95 respirators	Medical Facility ; Quarantine Room	10
Gowns	Medical Facility ; Quarantine Room	18
Gloves	Medical Facility ; Quarantine Room	24
First Aid Kit	Medical Facility ; Quarantine Room	
Face Shields	Quarantine Room	6
Oxygen Cylinder	Classrooms ; Library ; Washroom ; Gym	
Tissues		29 Packets Daily

# MASTER MATERIAL CHECKLISTS - SCHOOLS

Materials	Areas Required	Number
Infrared Thermometers	Main Entry ; Medical Facility	6
Foot Operated Hand Sanitiser Stand and Sanitiser bottles	Main Entry ; Reception; Academic Block Entry ; Auditorium ; Corridors ; Library ; Water Points ; Common Area ; IT Labs ; Washrooms ; Canteen ; Sports Facility	10 Foot Operated 6 Automatic
No-touch dust bins	Main Entry ; Academic Block Entry ; Auditorium ; Corridors ; Library ; Water Points ; Common Area ; IT Labs ; Washrooms ; Canteen ; Sports Facility	20
Disinfectant/ Sanitisation spray	Classrooms ; Auditorium ; Library ; Washroom ; Sports Facility Academic block	3
Thermal scanners	Main Entry	2
Fogging machine	For all staff ; Main Gate (disposable)	1
Face Masks	For Teacher's kit	300 Per Month
Markers	For Teacher's kit	PMC
Dusters		PMC

# MASTER MATERIAL CHECKLISTS - SCHOOLS

Materials	Areas Required	Number
Chlorine Based Disinfectant (Sodium Hypo ) + Hand Santizer (70% alcohohal based)	Academic Block Entry ; Auditorium ; Library ; Water Points ; Common Area ; IT Labs ; Washrooms ; Canteen ; Sports Facility	60 Liter Per Month 450 Liter Per Month
Posters & Signages	Classrooms ; Auditorium ; Library ; Water Points ; Common Area ; IT Labs ; Washrooms ; Canteen ; Corridors	Approx 50,000
Alcohol-based disinfectant wipes	IT Labs	200 Daily
Foot operated taps	Washroom Washroom	40
Automatic soap dispensers	Medical Facility ; Quarantine Room	
N95 respirators	Medical Facility ; Quarantine Room	
Gowns	Medical Facility ; Quarantine Room	
Gloves	Medical Facility ; Quarantine Room	
First Aid Kit	Medical Facility ; Quarantine Room	
Face Shields	Quarantine Room	
Oxygen Cylinder	Classrooms ; Library ; Washroom ; Gym	
Tissues		

# CLEANING STAFF

Reducing the risk of exposure to COVID-19 by cleaning and disinfection is an integral part of reopening the school. Cleaning staff plays a major role here in routinely cleaning and disinfecting all campus areas and surfaces that are frequently touched.

## GENERAL GUIDELINES

- Wear masks, gloves and gowns or aprons for all tasks in the cleaning process
- Wash the uniform on a daily basis.
- Carry alcohol-based hand sanitizer that contains at least 60% alcohol
- Remove gloves and gowns carefully to avoid contamination
- Dispose personal protective equipment in the trash can without contaminating surrounding area
- Wash hands for at least 20 seconds immediately after removing gloves or use an alcohol-based hand sanitizer that contains at least 60% alcohol
- Sanitise all areas including frequently touched surfaces including switches, door knobs, table tops, chair handles etc. as per the schedule
- Ensure adequate ventilation in campus areas
- Use appropriate amount as recommended on the label of the disinfectant
- Use water at room temperature for dilution
- Avoid mixing chemical products
- Disinfect all cleaning equipment after use and before using in other areas

# CLEANING & SANITISATION CHECKLIST

## CLASSROOMS

- **Sanitization:** Two hours before schools hours and during lunch break
- **Cleaning:** after schools hours
- Disinfect and clean the area including all frequently touched surfaces such as door knobs, table tops, chair handles etc.

## CORRIDORS

- **Sanitization:** Two hours before schools hours and during lunch break
- **Cleaning:** after schools hours
- Disinfect and clean the area including all frequently touched surfaces

## LIBRARY

- **Sanitization:** Two hours before school hours
- **Cleaning:** after schools hours
- Disinfect and clean the area including all frequently touched surfaces such as counters, door knobs, table tops, chair handles etc.

## COMPUTER/ ENGLISH LAB & OTHER LABS

- **Sanitization:** Two hours before schools hours and during lunch break
- **Cleaning:** after schools hours
- Disinfect screens, keyboards, mouse and equipment
- Clean and sanitise entire lab and frequently touched surfaces

## WASHROOMS

- **Cleaning & Sanitization:** before & after schools hours, twice at 3 hour intervals
- Disinfect and clean the washroom including toilet pot and seat, toilet floor, shower areas, taps & fitting, soap dispensers etc.
- Refill liquid soap in containers for hand washing.
- Place adequate drying material (paper towels).
- Cleaning to be done everyday after school hours.

# CLEANING & SANITISATION CHECKLIST

## COMMON AREA

- **Sanitisation:** Two hours before schools hours
- **Cleaning:** after schools hours

## RECEPTION AREA

- **Sanitisation:** four times at 2 hour intervals
- **Cleaning:** after schools hours
- Disinfect and clean the area including all the frequently touched surfaces such as counter, sofas, tables etc.

## FACULTY ROOM/ STAFF ROOM

- **Sanitisation:** weekends and holidays
- **Cleaning:** before and after schools hours
- Disinfect and clean the area including cabins, lounge area, door knobs, table tops, chairs etc.

## MEDICAL FACILITY

- **Sanitisation:** Two hours before schools hours
- **Cleaning:** after schools hours
- Disinfect and clean the medical facility including all the frequently touched surfaces such as beds, table top, chair handle, door knob etc.



# CLEANING & SANITISATION CHECKLIST

## SPORTS FACILITY

- Cleaning & Sanitization: before and after sports hours
- Disinfect and clean the sports facility including all the frequently touched surfaces such as door knobs, seating area, sports equipment etc.

# CLEANING & SANITISATION CHECKLIST

## QUARANTINE ROOM

- Wait at least 24 hours after the suspected/confirmed case vacated the room
- Sanitize and clean the bed, table tops, chair handle, and other frequently touched surfaces including door knobs, switches, handles etc.



# SECURITY STAFF

Security staff play the most critical role in fending off COVID-19. They perform first level screening at the entry points and ensure that only the people who are not at any risk are allowed to enter the campus. Hence, it is important that they are well informed about the guidelines and entry processes.

## GENERAL GUIDELINES

- Wear face masks at all time
- Security staff at the main gate will wear face shields as well
- Wash hands for at least 20 seconds or use an alcohol-based hand sanitizer that contains at least 60% alcohol frequently and after touching objects handled by others
- Maintain a distance of at least 3-4 ft from others
- Follow the entry procedure for students, faculty members and visitors as per the processes
- Allow entry to visitors and vendors upon confirmation with the concerned authorities.
- Ensure that everyone is wearing masks while entering the premises
- Ensure that everyone is adhering to social distancing norms while entering the premises and in common areas.
- Arogya Setu App should be downloaded and checked in visitor's phones during entering into school premises.
- Training of all support staff is mandatory.

# TECHNICAL GUIDELINES

# GUIDELINES FOR MEDICAL EMERGENCY

## HANDLING CASES EXHIBITING FLU LIKE SYMPTOMS

- Any student, faculty or staff reportedly suffering from flu-like illness should not attend classes/ office and seek medical advice from local health authorities.
- Such persons, if diagnosed as a suspect/confirmed case of COVID-19 should immediately inform the office authorities.
- Any staff requesting home quarantine based on the containment zone activities in their residential areas shall be permitted to work from home.

## MEASURES TO BE TAKEN ON OCCURRENCE OF CASE(S)

- The occurrence of cases among the students/faculty and staff members in the school cannot be ruled out. When one or few person(s) who share a room/close office space is/are found to be suffering from symptoms suggestive of COVID-19:
  - Place the ill person in a room or area where they are isolated from others. Provide a mask/face cover till such time he/she is examined by a doctor.
  - Report to concerned central/state health authorities. Helpline 1075 will be immediately informed.
  - A risk assessment will be undertaken by the designated public health authority (district (Rapid Response Team) RRT/treating physician) and accordingly further advice shall be made regarding management of case, his/her contacts and need for disinfection.
  - The suspect case if reporting very mild / mild symptoms on assessment by the health authorities would be placed under home isolation
  - The rapid response team of the concerned district shall be requisitioned and will undertake the listing of contacts.
  - The necessary actions for contact tracing and disinfection of work place will start once the report of the patient is received as positive. The report will be expedited for this purpose.

## HANDLING LARGE NUMBER OF CONTACTS WITH PRE-SYMPTOMATIC CASES

- If there are large numbers of contacts from a pre-symptomatic/asymptomatic case, there could be a possibility of a cluster emerging in the school.
- Due to the close environment in school this could even be a large cluster (>15 cases).
- The essential principles of risk assessment, isolation, and quarantine of contacts, case referral and management will remain the same. However, the scale of arrangements will be higher.

## RISK PROFILING OF CONTACTS

Contacts are persons who have been exposed to a confirmed case anytime between 2 days prior to onset of symptoms (in the positive case) and the date of isolation (or maximum 14 days after the symptom onset in the case).

- **High-risk contact**

- Touched body fluids of the patient (respiratory tract secretions, blood, vomit, saliva, urine, faeces; e.g. being coughed on, touching used paper tissues with a bare hand)
- Had direct physical contact with the body of the patient including physical examination without PPE
- Touched or cleaned the linens, clothes, or dishes of the patient.
- Lives in the same household as the patient.
- Anyone in close proximity (within 3-4 ft) of the confirmed case without precautions.
- Passengers in close proximity (within 3-4 ft) in a conveyance with a symptomatic person who later tested positive for COVID-19 for more than 6 hours.

- **Low-risk contact**

- Shared the same space (worked in same room/similar) but not having a high-risk exposure to confirmed case of COVID-19.
- Travelled in same environment (bus/train/flight/any mode of transit) but not having a high-risk exposure.

## MANAGEMENT OF CONTACTS

- The contacts will be categorised into high and low risk contacts by the District RRT.
- The high risk exposure contacts shall be quarantined for 14 days.
- They will be quarantined.
- These persons shall undergo testing as per ICMR protocol.
- The low risk exposure contacts shall continue to work and closely monitor their health for next 14 days.

## CLOSURE OF SCHOOLS

- If there are one or two cases reported, the disinfection procedure will be limited to places/areas visited by the patient in past 48 hrs.
- There is no need to close the entire school/halt classes in other areas of the office and work can be resumed after disinfection.
- However, if there is a larger outbreak, the entire building will have to be closed for 48 hours after thorough disinfection.
- All the staff will work from home, till the building is adequately disinfected and is declared fit for re-occupation.

# DISINFECTION GUIDELINES

Environmental cleaning is a key measure for preventing the transmission of COVID-19. Existing recommended cleaning and disinfection procedures in schools should be followed consistently and correctly. Surfaces and laundry (when applicable) in all environments where students, faculty members and non-teaching staff spend time (classroom, cafeteria, staff rooms, IT labs, libraries, hostel area) should be disinfected. There are many disinfectants that are active against COVID-19. **For school premises, we recommend the use of commercial detergent with water, to remove dirt, followed by commercial chlorine-based disinfectants, ensuring a concentration equivalent to 0.1% of active chlorine for surfaces and 70% of ethyl alcohol for disinfection of objects.**

## Key actions:

- Cleaning and disinfection schedules should be established.
- Clean and disinfect frequently touched objects such as learning and teaching aids etc. using wet rag and a regular cleaning spray with disinfectant.
- Wipe often-touched surfaces such as door handles, window knobs, elevator buttons, lunch table, railings with wet rag or a cleaning spray with disinfectant.
- Mop up classroom and bathroom-toilets with commercial detergent and disinfectant.
- Cleaning staff must be equipped with basic PPEs (boots, gloves, masks) and trained on safe toilets disinfection practices.

## Soft (Porous) Surfaces:

For soft (porous) surfaces such as carpeted floor, rugs, and drapes, remove visible contamination if present and clean with appropriate cleaners indicated for use on these surfaces. After cleaning:

- If the items can be laundered, launder items in accordance with the manufacturer's instructions using the warmest appropriate water setting for the items and then dry items completely.

## Electronics:

For electronics such as tablets, touch screens, keyboards, remote controls, and ATM machines, remove visible contamination if present.

- Follow the manufacturer's instructions for all cleaning and disinfection products.
- Consider the use of wipeable covers for electronics.
- If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.

## **Cleaning after a possible/confirmed case leaves the area:**

Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not visibly contaminated with body fluids can be cleaned thoroughly as normal.

All surfaces that the symptomatic person has come into contact with must be cleaned and disinfected, including:

- Objects which are visibly contaminated with body fluids
- All potentially contaminated high-contact areas such as bathrooms, door handles, telephones, grab-rails in corridors and staircases

Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings, following one of the options below:

- Use either a combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine
- or
- A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer's instructions for dilution, application and contact times for all detergents and disinfectants
- or
- If an alternative disinfectant is used within the organisation, this should be checked and ensure that it is effective against enveloped viruses

Avoid creating splashes and spray when cleaning. Any cloth and mop heads used must be disposed of and should be put into waste bags as outlined below.

When items cannot be cleaned using detergents or laundered, for example, upholstered furniture and mattresses, steam cleaning should be used.

Any items that are heavily contaminated with body fluids and cannot be cleaned by washing should be disposed off.

## **Bus Sanitisation**

- Ensure ventilation of the bus while cleaning and disinfecting
- Cleaning staff should be given training on these new chemicals and they should use proper protective equipment (masks, gloves etc.) for safe use of the product.
- Wear proper personal protective equipment while cleaning and disinfecting and wash hands thoroughly post that.
- Clean high-contact and most frequently used surfaces, including buttons, handholds, pull cords, rails, steering wheels, door handles, shift knobs, dashboard controls and stanchions
- As per the precaution, buses should be started at least after sanitization, once the surface is dry due to avoid any mishap.
- Dryness of ignition area should be strictly checked before starting of the vehicle.

### **Cleaning protocol:**

High-touch areas, including buttons, handholds, pull cords, rails, steering wheels, door handles, shift knobs, dashboard controls and stanchions, should be cleaned more frequently.

- Dust and wet-mop vehicle floors.
- Remove trash.
- Wipe heat and air conditioner vents.
- Spot clean walls and seats.
- Dust horizontal surfaces.
- Clean spills
- The interior of each vehicle should be cleaned and either swept or vacuumed thoroughly after each morning and evening route and/or at least once each day.

Disinfection usually requires the product to remain on the surface for a certain period of time (e.g., letting it stand for three to five minutes). When a disinfectant is called for, be sure to follow the label directions on the disinfectant for dwell time—the amount of time necessary for the disinfectant to reside on the surface. Also, make sure the surface remains wet during the dwell time to properly disinfect and kill the germs.

## FACE COVERINGS & FACE MASKS

Face coverings are essential indoors where there is a risk of close social contact with people you do not usually meet and where social distancing and other measures cannot be maintained. For example - indoor class rooms, school transport, labs etc.

If a learner becomes unwell with symptoms of coronavirus (COVID-19) while in their setting and needs direct personal care until they can return home:

- A fluid-resistant surgical face mask should be worn by the supervising adult if a distance of 6 ft cannot be maintained.
- If contact with the young person is necessary, then disposable gloves, a disposable apron and a fluid-resistant surgical face mask should be worn by the supervising adult.
- If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn.



## PERSONAL HYGIENE GUIDELINES

Hand hygiene and positive behaviour change, or adaptation are key measures for preventing the transmission of COVID-19 at schools.

### Key actions:

- **Remind, brief or train students, teachers and non-teaching staff on why, when and how to wash hands frequently:** Students and teachers should wash their hands frequently, after touching surfaces, coming out of public transportation or building, touching door handles, elevator doors and buttons, entering and coming out of toilets and bathrooms; before and after eating; hands must be washed systematically after blowing your nose, coughing (where possible, toilet tissue is recommended for blowing nose as it can be discarded immediately after use, instead of handkerchiefs), or sneezing; the appropriate technique and time taken to clean hands is also important
- **Ensure the availability of hand washing stations with soap and water or foot operated hand sanitiser dispensers in schools:** The quantity of hand-washing/sanitising per students may vary, with the ideal being one hand-washing/sanitising station per classroom, near every door of toilet-bathroom, cafeteria-mess entrance, main entrance and halls. Ensure a minimum distance of 3-4 ft between users in the event of multiple taps system.
- **Deliver messages on how to limit the risk of transmission:** Avoid touching eyes, nose, and mouth without proper hand-washing, cover your cough or sneeze with a tissue, then throw the tissue in the trash. Covering the mouth with bare hands while sneezing is to be avoided

## HAND-WASHING GUIDELINES

### When should you wash your hands:

- After using the toilet
- Before and after handling raw foods like meat and vegetables
- Before eating or handling food
- After blowing your nose, sneezing or coughing
- Before and after treating a cut or wound
- After touching animals, including pets, their food and after cleaning their cages

## Hand washing steps:

To clean your hands you should wash your hands thoroughly for 20 seconds with running water and soap and dry them thoroughly, or use alcohol hand rub/sanitizer ensuring all the parts of the hands are covered.

- Wet your hands with water
- Apply enough soap to cover your hands
- Rub your hands together
- Use 1 hand to rub the back of the other hand and clean in between the fingers. Do the same with the other hand.
- Rub your hands together and clean in between your fingers.
- Rub the back of your fingers against your palms.
- Rub your thumb using the other hand. Do the same with your other thumb.
- Rub the tips of your fingers on the palm of your other hand. Do the same with other hand.
- Rinse your hand with water.
- Dry your hands completely with a disposable towel.
- Use the disposable towel to turn off the tap.

## FOOD HYGIENE GUIDELINES

Cooks must wash their hands thoroughly with clean water and soap before cooking and serving food. In addition, they must wear a mask while cooking and when serving students food during mealtime. Where possible, cooks should also wear gloves to serve students meals. It is always good to avoid bare-hand contact with ready to eat food to reduce the chances of contaminating it.

School administrative staff should review their menu to ensure that they serve only hot meals. The survival of COVID-19 at different temperatures is not thoroughly researched. However, **reheating food at a temperature of 149°F (65°C) for at least 3 minutes is recommended.** Students should:

- Wash their hands thoroughly with clean water and soap before and after eating food and after visiting a toilet. Hand-washing facilities must be kept clean and sanitized to reduce the risk of infection.
- Ensure tables and chairs are spaced out in dining areas.

Management should:

- Limit the number of students who can come into the dining area at a single time.
- Ensure utensils and cutlery are kept clean and sanitised before use by cooks and students.
- Provide cloth, soap and water for cleaning/ disinfecting kitchen surfaces or at points of cooking and waste bins/ bags.
- Ensure food stores are regularly kept clean.
- Ensure windows are kept open to allow air flow when possible.

## CANTEEN/MESS SANITISATION GUIDELINES

- Canteen/Mess shall be always well maintained and cleaned thoroughly and sanitized daily.
- **Various areas of canteen/mess** (such as food preparation, stores, packaging area, service area, waste disposal area, etc.), shall be cleaned with soap and water, followed by disinfection (using quaternary ammonium compounds like benzalkonium chloride (BKC), freshly prepared 0.5 percent hypochlorite solution (free chlorine) or any other disinfectants found to be effective against corona virus.
- **Equipment, containers, utensils, cutlery, etc.** should be cleaned thoroughly with detergent and water. It is preferred to use hot water (above 60 degree C) for washing and sanitising.
- **High touch points** (such as handrails / handles and call buttons, counters, intercom systems, equipment like telephone, printers/scanners, and other machines, table tops, chair handles, pens, diary files, keyboards, mouse, mouse pad, tea/coffee dispensing machines, etc.) shall be cleaned daily by mopping with a linen/absorbable cloth soaked in quaternary ammonium compounds or freshly prepared 0.5 per cent hypochlorite solution (free chlorine) or any other disinfectant found to be effective against corona virus. In case of metallic surfaces like door handles, security locks, handles of baskets/carts, display racks where use of bleach is not suitable, 70 percent alcohol shall be used to wipe the surfaces. Hand sanitizing stations should be installed in food establishments (especially at the entry) and near high contact surfaces.
- **Toilets and Washrooms** shall be cleaned after every shift using water and detergent. This shall be followed with disinfection using freshly prepared 0.5 per cent hypochlorite solution (free chlorine) or any other disinfectant found to be effective against corona virus. For metallic surfaces (such as shower, taps, etc.) and surfaces where use of bleach is not suitable, use 70 percent alcohol based disinfectant.
- All cleaning equipment, cloth, mops, reusable protective gear such as boots, gloves etc. shall be thoroughly cleaned and disinfected after every use and prior to use in other areas.

## CANTEEN/MESS SANITISATION GUIDELINES

- Cleaning process should be followed by disinfection. The common disinfectants that may be used are:

Active Ingredient	Conc./ Dilution	Contact Time	Suitable For	Frequency	
Quaternary Ammonium Compounds (QACs) such as Benzalkonium chloride (BKC), Quaternary Methyl Butyric Acid (QMBA) etc.	-	5 – 10 Min	Food Contact Surfaces	After use	
			Common touch points	Every two hours	
			Food premise	Every four hours	
Peracetic or Peroxyacetic acid	500–2000 mg/L	10 minutes or as per labelling	Food Contact Surfaces,	After use or as and when required	
			Common touch points	Every two hours	
			Food premise	Every four hours	
Sodium Hypochlorite	5000 ppm (i.e. 0.5%) free chlorine	10 Min	Food Contact Surfaces,	After use or as and when required	
			Common touch points	Every two hours	
			Food premise	Every four hours	
Isopropanol	70%	2 Min	Food Contact Surfaces,	After use or as and when required	
		2 min	Common touch surfaces,	Every two hours	
		30 sec	Hand Sanitation	As an when required	
Ethanol	70%	2 Min	Food Contact Surfaces,	After use or as and when required	
			2 min	Common touch surfaces,	Every two hours
			30 sec	Hand Sanitation	As an when required
<p>Note: -</p> <ul style="list-style-type: none"> <li>• Cleaning process should be followed by disinfection.</li> <li>• Use chemicals as per the direction provided by the manufacturers.</li> </ul> <p>There are more chemical based disinfectants available; this is just a suggestive list</p>					

Temporal thermometers use an infrared scanner to measure the temperature of the temporal artery in the forehead. Temperature takers should keep as much distance from clients as they can, wear a cloth face covering and provide one to the client to wear, wash their hands with soap and water or use alcohol-based hand sanitizer (at least 60% alcohol) regularly, and use gloves if available.

## To use thermometer:

- Turn on the thermometer.
- Gently sweep the thermometer across the client's forehead.
- Remove the thermometer and read the number:
  - Fever: temperature 100.4 F or greater is considered a fever
  - No fever: People with temperatures at or below 100.3 F
- Clean the thermometer with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe as long as it remains wet

# MEDICAL WASTE DISPOSAL

Proper collection, storage, transfer or elimination of waste in school building is important, particularly collection and elimination of tissues utilized for coughing and sneezing, menstrual hygiene materials (MHM) and used cleaning materials.

## Key Actions:

- Whenever possible, pedal-operated waste collection bins with liners should be available at various locations.
- In the absence of pedal-operated waste bins, open waste containers are better than those which require physical opening/covering by hands as this will expose students, teaching and non-teaching staff to infection.
- MHM waste and tissue used for cough/sneeze should be properly disposed off in bins located in girls, boys, faculty and staff washrooms, collected and eliminated safely on-site or transported in adequate landfill.

**Waste from possible cases** and cleaning of areas where possible cases have been (including disposable cloth and tissues):

- Should be put in a plastic rubbish bag tied when full
- The plastic bag should then be placed in a second bin bag
- Waste should be stored safely and kept away from others. The waste should not be put in communal waste areas until negative test results are known or the waste has been stored for at least 72 hours.
- If the individual tests negative, this can be put in with the normal waste
- If the individual tests positive, then store it for at least 72 hours and put in with the normal waste

## AC/HVAC GUIDELINES

### **VENTILATION:**

- The best action to limit risk of COVID-19 infection by air is to ventilate indoor environments with outdoor air as much as possible
- Mechanical ventilation systems and air conditioning systems, which provide ventilation, can perform this function more effectively than simply opening the windows, because they improve the quality of the outdoor air with filtration

### **USE OF AIR CONDITIONERS:**

- Set room temperature between 24°C and 30°C.
- Maintain relative humidity between 40% and 70%
- In humid climates set temperature closer to 24°C for de-humidification and in dry climates closer to or at 30°C and use fans to increase air movement
- In dry climates, do not allow Relative humidity to fall below 40%

### **GENERAL OPERATING GUIDELINES:**

- Air filters must be kept clean
- Provide adequate ventilation ( Fresh air and exhaust )
- Inspect and clean the indoor unit coils
- Set room temperature between 24°C and 30°C.
- Maintain relative humidity between 40% and 70%. .
- Toilet and kitchen exhaust fans must be kept in operating mode.

## REFERENCE LINKS

- <https://www.gov.uk/government/news/details-on-phased-wider-opening-of-schools-colleges-and-nurseries>
- <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>
- <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings#principles-of-cleaning-after-the-case-has-left-the-setting-or-area>
- <https://www.cdc.gov/coronavirus/2019-ncov/community/homeless-shelters/screening-clients-respiratory-infection-symptoms.html>
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- <https://www.unicef.org/media/66356/file/WASH-COVID-19-infection-prevention-and-control-in-schools-2020.pdf>
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