

**U.T. ADMINISTRATION OF  
DADRA AND NAGAR HAVELI AND DAMAN AND DIU  
DIRECTORATE OF EDUCATION,  
OPPOSITE PARGOLA GARDEN, FORT AREA, DAMAN.**


**No. DNHDD/DOE/COVID-19/2021-22/382**

**Dated: 12<sup>th</sup> February, 2022.**

**ORDER**

In pursuance to Order No. DMHS/DNH&DD/COVID-19/2020/182 Dated 11<sup>th</sup> February, 2022, issued by State Disaster Management Authority, UT of DNH&DD, Primary and Upper Primary sections of all the schools of the UT are hereby allowed to be operational on offline mode (physical operation) from 14<sup>th</sup> February, 2022 by following the SOPs enclosed herewith.

This is issued with approval of Secretary (Education), UT of DNH&DD.

  
**(Nilesh Gurav)**  
Director of Education

Copy to:-

1. PA to Secretary (Health), Secretariat, Daman.
2. PA to Secretary (Education), Secretariat, Daman.
3. The Collector, DNH/Daman/Diu.
4. The Chief Executive Officer, District Panchayat, DNH/Daman/Diu.
5. The Chief Officer, Municipal Council, DNH/Daman/Diu
6. The Assistant Director of Education (Admin./Acad.), UT of DNH&DD.
7. The respective Education Officers, DNH/Daman/Diu.
8. All the respective Head of Schools of the UT through respective EOs.
9. Office file.

**STANDARD OPERATING PROCEDURES (SOPs) ON PREVENTIVE MEASURES IN SCHOOLS TO CONTAIN SPREAD OF COVID-19**

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**Background:**

Given the current COVID-19 pandemic in India, it is important that School shall take suitable measures to contain the transmission of the virus while providing services.

**Scope:**

This document outlines various generic precautionary measures to be adopted in addition to specific measures to be ensured at particular places to prevent spread of COVID-19.

**1. Generic Preventive Measures:**

The following public health measures are to be followed to reduce the risk of COVID-19 by all (teaching/non-teaching staff, students and parents/visitors) in these places at all times:

- i. Social distancing of at least 6 feet to be followed as far as feasible,
- ii. Use of face covers/masks to be made mandatory,
- iii. Frequent hand washing with soap (for at least 20 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers can be done wherever feasible.
- iv. Respiratory etiquettes 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 of used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest.
- vi. Spitting shall be strictly prohibited vii. Installation & use of Aarogya Setu App shall be advised wherever feasible.

## **2. Measures Required before Re-Opening of schools:**

### **Pre-requisites:**

- i. Before reopening of any school, it shall be ensured that the directions, instructions, guidelines and orders issued by the UT Administration from time to time regarding safety and health in view of COVID-19 must be fully abided by the schools.
- ii. The schools shall be allowed to open only if they are outside the containment zones. Further, students and staff living in containment zones will not be allowed to attend the schools. Students and staff shall also be advised not to visit areas falling within containment zones.
- iii. The staff and students of the schools should be encouraged to download AarogyaSetu App.
- iv. The school should be ready with a plan for handling the inflow of students and staff in the school, monitoring disinfecting measures, safety and health conditions, screening and detecting the infected persons, containment measures to prevent the spread of the virus in the school and also alternate plan(s), in case the school needs to be closed again due to spread of the virus in school or in the surrounding area(s) in near future.

## **3. Modalities for Physical Opening of Education Schools:**

The following modalities regarding the physical opening of Educational Schools, in a graded manner, may be adopted:

***3.1 All Educational Schools shall start conducting physical classes in a staggered manner to avoid crowding and ensure social distancing. The school shall run with 50% of the capacity of the classroom at a time. Mandatory consent of the Parent/Guardian shall be obtained.***

- i. The schools shall be opened with such activities where they can easily adhere to social distancing, use of face masks and other protective measures. This may include administrative Offices, Laboratories, Libraries, etc.

**It shall be ensured that necessary guidelines/protocols to prevent the spread of COVID-19 are observed.**

- ii. **Also it is essential to conduct classes online as well in order to enable students to study who prefer to stay at home. Schools shall provide online study material and access to e-resources to such students for teaching-learning.**

### **3.2 Safety concerns :**

- i. The schools should train their staff and students to assist and undertake the work related to safety and health to prevent an outbreak of the pandemic in the schools. Non-resident students should be allowed in school premises only after thermal scanning, sanitization of their hands, wearing of face masks and gloves. Symptomatic persons should not be permitted to enter the school premises and should be advised to contact the nearest hospital for clinical assessment.
- ii. **Regular visits of a Doctor/Counsellor shall be arranged so that students can talk with the counsellor about their anxiety, stress or fear.**
- iii. To avoid the risk of transmission, the students and staff should be screened and symptomatic ones be advised to get clinically assessed before allowing them entry into the school premises.
- iv. Schools to the extent possible restrict the visit of outside experts in school, study tours, field works etc., in view of COVID-19 situation.

- v. All such programmes and extracurricular activities should be avoided where physical distancing is not possible.
- vi. Clean and hygienic conditions, as per safety and health advisories issued by this Administration, are to be maintained at all places, including hostel kitchens, mess, washrooms, libraries, class rooms etc.
- vii. Proper signage, symbols, posters, etc., should be prominently displayed at appropriate places to remind the students and staff for maintaining social distancing. The details of COVID-19 cell established by the school be prominently displayed containing the emergency number, helpline number, email id and contact details of persons to be contacted in case of any emergency in the school.
- viii. Ensure the norms of social distancing, sanitization and hygienic conditions for use of common facilities, viz., Auditorium, Sports, Gymnasium, Parking Area, etc.

### **3.3 School Planning:-**

- i. Schools should prepare details of its opening in a phased manner with a complete roster and batches of students.
- ii. The schools must ensure appropriate sanitization and disinfection process and procedures.
- iii. It should be made mandatory for the Teachers, Students and Non-Teaching staff to wear the Id-cards.
- iv. The faculty, student, staff should be screened regularly to protect and avoid infecting one another.

- v. All preventive measures, preparedness and necessary support system to deal with the COVID-19 positive cases should be monitored and reported to local authorities on a day to day basis.
- vi. Teaching hours in a day shall be extended, as per requirements of the school.
- vii. Six-day schedule shall be followed so that classes can be conducted in phases and the seating arrangement be made keeping in view the requirements of social distancing.
- viii. Depending on the availability of space in class rooms or learning sites, students may be allowed on a rotation basis to attend the classes.
- ix. The visitors should either not be allowed at all or their entry should be drastically restricted. The conditions of the entry for visitors should be strictly laid down and displayed on the entry point(s).

#### **3.4 Safety Measures at Entry Exit Point(s):**

- i. Adequate arrangements of thermal scanners, sanitizers, face masks should be made available at all entry and exit points, including the reception area.
- ii. Crowding must be avoided at entry/exit points. Staggered timings of entry and exit with limited strength for different programmes should be followed.
- iii. For ensuring queue management, inside and outside the school, specific markings on the floor with a gap of 6 feet may be made and be adhered to.

- iv. In case the school has more than one gate for entry/exit, all the gates should be used, with adequate care, to avoid crowding.
- v. Monitoring of the entry and exit of the students should be done.
- vi. Screening of students, teaching staff, wearing of face covers/mask, sanitizing.
- vii. Those having symptoms of fever, cough or difficulty in breathing should not be allowed to enter.

### **3.5 Safety Measures during Working Hours**

#### **3.5.1 Classrooms and other Learning Sites:-**

- i. Proper sanitization at all learning sites should be ensured. Cleaning and regular disinfection of frequently touched surfaces (door knobs, elevator buttons, hand rails, chairs, benches, washroom fixtures, etc.) to be made mandatory in all class rooms, laboratories, (and also) lockers, parking areas, other common areas etc., before the beginning of classes and at the end of the day. Furniture, teaching materials, computers, laptops, printers, shall be regularly disinfected with alcohol based disinfectant only.
- ii. Sitting places in classes, laboratories, computer labs, libraries, etc., should be clearly marked, keeping in view the norms of physical distancing. At least one seat should be left vacant between two seats.
- iii. Wearing face cover/mask is a must at all times and at all places inside the school premises. Teachers shall be responsible if the students are found not wearing the mask in the classroom- Head of Schools should ensure that all teaching and non-teaching clerical &

Housekeeping staff, Security Guards should wear the mask in the schools.

### **3.5.1 Inside the School:-**

- i. Cultural activities, meetings, etc., may be avoided. However, such extracurricular and sports activities may be allowed where physical distancing is feasible and is in accordance with the orders issued by the UT Administration from time to time.
- ii. Adequate arrangements for safe drinking water should be made in the school.
- iii. Hand washing stations with facilities of liquid soap should be created so that every student can wash her/ his hands frequently.
- iv. Regular and sufficient supply of face covers/masks, heavy duty gloves, disinfecting material, sanitizer, soaps etc., to sanitation workers should be ensured.
- v. Wearing of face cover/mask by all students and staff should be ensured.
- vi. Proper cleanliness should be maintained inside the school.
- vii. Adequate arrangements should be made for sanitizing the school premises, including administrative and academic buildings, classrooms, laboratories, libraries, common rooms, toilets, water stations, furniture, learning material, teaching aids, sports equipment, computers, etc.
- viii. Physical distancing should be maintained at all places and crowding must not be allowed at any place under any circumstances.



- ix. An adequate supply of water in toilets and for hand- washing should be ensured besides frequent disinfection of the toilets.
- x. Proper sanitization of buses, other transport and official vehicles of the school should be done.
- xi. Spitting in the school premises must be made a punishable offence.
- xii. Dustbins must be cleaned and covered properly.
- xiii. Dustbin for collection of used face masks, personal protective equipment, hand gloves and their disposals should be ensured as per safety norms.

#### **3.5.3 Vaccination Strategy:**

- i. **100% of the teaching and non-teaching, clerical & Housekeeping staff, SecurityGuards including any other personnel deployed on outsourcing basis or otherwise should be vaccinated.**

#### **3.5.4 Regular Monitoring of Health:**

- i. Every school should regularly monitor the health of its students, faculty, and staff.
- ii. Teaching/Non-Teaching staff and students should also be sensitized on self monitoring of their health.
- iii. Teaching/Non-Teaching Staff and students should submit self-disclosure, if any of their family members have been infected/availed treatment for COVID-I9.

#### **3.5.5 Counselling & Guidance for Mental Health:**

In order to reassure the students' community to avoid any kind of stress or panic in the prevailing situation vis-a-vis their studies, health and related issues, Schools should take the following measures for the mental health, psychological aspects and well-being of the students:

- i. Childline No. 1098 for mental health, psychological concerns and well-being of students which need to be regularly monitored by Counsellors and other identified faculty.
- ii. Regular mentoring of students through interactions, and appeals/letters by the schools to remain calm and stress-free. This can be achieved through telephones, e-mails, digital and social media platforms.
- iii. Form COVID-19 help groups of students headed by hostel wardens / senior faculty who can identify friends/classmates in need of help and provide the immediate necessary help.

#### **3.5.6 Measures for Containment:**

- i. As soon as a student, faculty or staff is detected COVID-19 positive, such person should be immediately isolated as per the directive/advisory of the Government. Room-mates and close contacts should be quarantined and symptomatic ones to be immediately tested.
- ii. The guidelines restricting social and physical contacts and mobility in such parts of residential places in the school premises, where positive cases have been found, should be strictly enforced. Measures like holding no class, not leaving the rooms for hostellers, if applicable; no take away arrangement of food from mess, etc., may be enforced, depending upon the severity of the situation.

### **3.5.7 Sensitization of Students, Teachers and Staff:**

- i. Awareness programmes regarding COVID-19 as to how the infection spreads, common symptoms, precautions and measures required to contain its spread may be launched.
- ii. Maintaining hygiene, e.g., how to wash hands, how to cough or sneeze into a tissue or elbow, avoid touching of face, eyes, mouth and nose should be regularly told to the students and the staff.
- iii. The necessity of social distancing, wearing face covers/masks, hygiene, etc., should be brought home to all.
- iv. Activities to stay fit, physically and mentally, should be encouraged like doing exercises, yoga, breathing exercises, meditation, etc.
- v. To improve resilience and mental health, students should be encouraged to share their feelings with friends, teachers and parents, remain positive, grateful, helpful, have focused approach, take a break from work, eat healthy and sleep timely, etc.
- vi. Eating healthy food and fruits, avoiding junk food, frequently drinking warm water, adopting ways to increase immunity, etc., should be encouraged.
- vii. Factual information regarding COVID-19 and consequences of infection, without making them stressed or fearful, should be disseminated.
- viii. Posters and stickers should be pasted at appropriate places in the school premises to create awareness about the risk of infection from Coronavirus.
- ix. All support and facilities should be provided to persons with disabilities (*Divyangjan*).

- x. No discrimination based on caste, creed or gender should be allowed to take place.
- xi. Sharing of books, other learning material and eatables be discouraged.

#### **4. Role of Stakeholders**

##### **4.1 Head of the School**

- i. A detailed school plan which may, inter alia, include sanitization, safety and health measures should be prepared and kept ready, before reopening of the school. Proper implementation of the school plan should be ensured and regular monitoring should be done with the help of staff.
- ii. Tie-ups may be established with nearby Hospitals, Health Centers, Nodal Officer (Health) for help and support in fighting COVID-19.
- iii. A plan for all academic activities, i.e., the academic calendar, teaching-learning modes, examinations, evaluation, etc., should be kept ready well in advance.
- iv. A Task Group should be created to handle varied situations and issues related to the COVID-19 pandemic. Such Task Group may consist of senior persons from staff, students, volunteers from Communities, Health Organizations and Government officials etc. as the case may be.
- v. Teachers, students and staff should be made aware of all relevant plans and activities in the school.

##### **4.3 Teachers:**

- i. Teachers should make themselves fully aware of school plans and Standard Operating Procedures (SOP).
- ii. Every teacher should prepare a detailed teaching plan for the subjects taught by him/her, including time table, class size, modes of delivery, assignments, theory, practical, continuous evaluation, end-semester evaluation, etc.
- iii. Teachers should keep themselves updated with the latest teaching-learning methods and availability of e-resources.
- iv. Teachers should make the students aware of the COVID-19 related situation, precautions and steps to be taken to stay safe and healthy.
- v. Teachers should monitor and keep track of the physical and mental health of their students.

#### **4.3 Parents:**

- i. The parents should ensure that their children observe safety norms at home and whenever they go out.
- ii. Parents should not allow their children to go out, if they are not feeling well.
- iii. Parents may be advised that the 'AarogyaSetu App' has been downloaded by their children.
- iv. Parents should sensitize them of healthy food habits and measures to increase immunity.
- v. Parents should ask them to do exercise, yoga, meditation and breathing exercises to keep them mentally and physically fit.

#### **4.4 Students:**

- i. Self-discipline is most important to contain the spread of COVID-19 pandemic through social distancing and maintaining hygienic condition.
- ii. All students should wear face covers/ masks and take all preventive measures.
- iii. May consider installing 'AarogyaSetu App' in the mobile.
- iv. It is important for the students to be physically and mentally fit to handle any exigencies. By remaining fit, they can take care of others also.
- v. The students must inculcate activities that will increase immunity-boosting mechanism which may include exercise, yoga, eating fresh fruits and healthy food (avoid fast food), sleep timely.
- vi. Discrimination of fellow students in respect of whom there is a history of COVID-19 disease in the family be avoided.
- vii. Give support to your friends under stress due to COVID-19 pandemic.
- viii. Students should follow the guidelines, advisories and instructions issued by the Government authorities regarding health and safety measures in view of COVID-19 pandemic.

Notwithstanding the above Guidelines, every School has to ensure that it is prepared in all respects to carry out the academic activities following necessary advisories/ guidelines/directions issued by the UT Administration from time to time to prevent the spread of COVID19.

Head of Schools/In-charge are fully responsible for the foolproof and effective implementation of these SoPs considering the public health importance.

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