SCHOOL REOPENING PLAN
2020-2021
Step 1
Deep clean & sanitize the entire school
Call Cleaning staff a week before reopening
Adequate Instructions to be placed in target areas

Step 2
Communication
Detail circular / Virtual meetings / Guidelines parents and teachers regarding the new guidelines and reopening plan.

Step 3
Communication to students
In the first week reopening, Class teachers to brief the students through MS Teams regarding the new guidelines and health and safety protocols.
Brief students about Entry, Exit, Field, Social distancing and mask rules to be observed in school and distance learning to continue for the 1st week.

Step 4
Reopen school in a phased manner starting from the senior school and followed by middle, Primary & Kindergarten
**SCHOOL FOCUS**

- **Restricted no of students in the field / Auditorium and all other common areas**
- **Maintenance and services crew are not allowed to enter educational institutions during the working hours.**
- **Focus on washroom hygiene**
  - Keep washroom doors and windows closed and run the exhaust fans at all times
  - Install lids on all toilet seats and keep the lids closed, particularly during flushing
  - Stagger washroom use
  - Toilets to be sanitized after every use
- **Sanitization of Computer labs, toilets, Science Labs, play area & equipments. Used masks and gloves to be disposed in designated bins**
- **Cleaning Frequency**
  - Daily:
    - Classroom desks, tables, and chairs
    - Shared spaces
  - Multiple times per day:
    - Door handles, Light switches, Handrails & frequent touch points
  - Between uses:
    - Toys, games, art supplies, instructional materials, Keyboards, phones, printers, lab equipments
- **Special training and guidelines for H&S officer and support staff**
- **Clinic to observe safety measures as per the guidelines of DHA**
- **Isolation room to be designated and prepared as per DHA**
- **Thermal Scanner to be placed at designated Entry / Exit gates monitored by staff**
- **New transport rules, busses ply at 50% capacity with prescribed safety measures**
- **All students, Staff, Parents to pass through Thermal Scanner for temperature check and sanitization**
- **Signage to be placed for social distancing in all common areas and classrooms.**
## HEALTHY SCHOOL OPERATION

### KG TO GRADE 12

**Pre KG to Grade 2:**
- **On-Campus Learning** - 8:00 am to 12:00 pm, **Distance Learning** - 9:00 am to 1:00 pm.
- **Blended learning model** - *All students of (Pre KG to Grade 2)* each grade and section will be divided into 2 groups of A and B with a stable group of 10 students for Kindergarten and approximately 16 to 20 students in each group for Grades 1 & 2, maintaining the 1.5 meters distance in class rooms.
- Each cohort will attend On Campus lessons for 2 days & Distance Learning for 3 days every week.

**Group A**
- **Face to Face learning** - Sunday & Wednesday • **Distance Learning** - Monday, Tuesday and Thursday

**Group B**
- **Face to Face learning** - Monday & Thursday • **Distance Learning** - Sunday, Tuesday & Wednesday

Tuesday complete distance learning for both the groups (A & B). Students who are unable to attend Face to Face lessons will be provided Distance Learning on all the days.

**Grade 3 to Grade 12:**
- **On-Campus Learning** - 8.00 am to 2.00 pm, **Distance Learning** - 9.00 am to 2.00 pm.
- **All students in groups of 16 to 20 with 1.5 Meters distance in classrooms will attend Face to Face lessons on 4 days i.e. Sunday, Monday, Wednesday & Thursday.**
- **Distance Learning on every Tuesday.**
- **All students will attend 4 days of Face to Face lessons and 1 day of Distance Learning.**
- **For Grades 5-12** – **On-Campus Summative Assessments will be held for ALL students using Social Distancing norms. The students will be required to attend school during the rostered examination days.**

**Students who are unable to attend Face to face lessons will be provided Distance Learning on all the days.**
### HEALTHY SCHEDULE

- Parallel time table to be designed for face to face learning and Distance Learning
- Manage transition times and locations
- Repurpose other large, unused spaces in the school as temporary classrooms (e.g., auditorium)
- Move class outdoors, if possible, and weather permitting
- Replace hugs, handshakes, and high-fives with smiles, waves, and thumbs-ups
- Keep class groups as distinct and separate as possible
- Limit students moving between different classrooms
- Avoid large groups and gatherings.
- Plan staggered recess to maintain social distancing norms
- Morning assemblies to be conducted in classrooms

### HEALTHY ACTIVITIES

- Modify physical education
- Continue sports with enhanced controls
- Hold physical education classes outdoors when possible
- Modify activities to limit the amount of shared equipment
- Choose activities that limit close contact over those with a high degree of personal interaction
- Limit shared equipment, shared spaces, and the number of contacts of the team
- Reimagine music, Dance and Art Classes
- Replace higher-risk music / Dance / Aerobic activities with safer alternatives
- Increase space between performers
- Reducing gatherings and suspend group activities such as school trips, celebrations, sports and student camps.
HEALTHY CLASS ROOMS

- Stay at least 1.5 Meter apart
- Ideal Class capacity will be 16-20 students.
- Deep cleaning and Sanitization of all the equipment and furniture.

Student should:
- Wear masks
- Wash Hands frequently
- Carry own water bottles
- Not share food and belongings
- Not throw perishables items, mask and gloves in the bins
**HEALTHY POLICIES**

**Establish and reinforce a culture of health, safety, and shared responsibility**

- Provide training to teachers, staff, students, and parents prior to school opening
- Start each day with a morning message to the entire school reinforcing health messaging
- Create and display signs around the school as reminders of rules, roles, and responsibilities
- Hold weekly and monthly all-staff meetings virtually on COVID-19 to evaluate control strategies
- Send out weekly reports and reminders to parents and students of their respective roles
- Reward good behavior

**Form a COVID-19 response team and plan**

- Have a health & safety officer along with the team in charge of implementing and disseminating COVID-19 policies
- H&S officer will be incharge of isolation room
- Implement contact tracing to notify class groups if they may have been exposed
- Ensure staff are aware of disclosure of COVID-19 status

**Prioritize staying home when sick**

- Ask students and school staff to stay home when not feeling well
- Request daily self-declaration that people heading into school that day are free of symptoms
- Identify a comfortable room where individuals who came in contact with a suspected Covid 19 positive patient can isolate until the further arrangements are made to send them home

Prioritize staying home when sick
Develop a plan for what to do when a case is identified in the school

Establish a timeframe for when someone with COVID-19, and their close contacts, can return to school

Limit parent and visitor access
Move parent-teacher conferences online
Promote work-from-home where ever possible
Hold staff meetings via videoconferencing as much as possible

Advocate for high-risk students and staff to have access to effective remote learning or work
Re-assign roles if needed to allow staff members to work while staying safe
Take extra precautions if high-risk students or staff come to school