



OFFICE OF THE PRINCIPAL

ST. PAUL'S SR. SEC. SCHOOL

Mala Road, Kota-Jn.

Date: January 9, 2021

S. O. P.

Dear Parents/ Guardians,

Greetings!

As per the order dated January 08, 2021 of the Government of Rajasthan regarding the guidelines to open the educational institution for the students of Classes 9 to 12 from Monday, January 18, 2021, you are hereby kindly requested to follow all hygiene norms and health related guidelines of the school. Due to the outbreak of Covid-19 pandemic, instructions and guidelines of the government and health department should be strictly adhered to. The school will strictly follow the SOP issued by the State Government dated 08.01.2021.

Only those students whose consent form is received by the school will be allowed to attend the regular classes. **Click the below link to submit your consent.**

https://forms.office.com/Pages/ResponsePage.aspx?id=DQSIkWdsW0yxEjajBLZtrQAAAAAAAAAAAAAO_TPueSFUMzBRVE9CNjRaRDAwNTBVOTg2VzBPUjNHRy4u

THE SCHOOL'S STANDARD OPERATING PROCEDURE (SOP)

This Standard Operating Procedure (SOP) outlines various generic precautionary measures to be adopted when schools are permitting students for IX - XII classes. These measures need to be observed by all (teachers, employees and students) in the school at all times.

1. 50 % of students will be allowed to attend the class on a day. The Classes are planned for 6 days a week, kindly refer to the Time Table displayed on the school website.
2. It is to be noted that the students will attend 3 days offline (in the school) & 3 days online (at home) classes in a week.
3. School Timing will be from 9:30 am to 1:35 pm.
4. Boys and girls will enter the school after sanitizing their hands through two separate Entry Gates. Entry of students through other gates will be strictly forbidden.
5. Physical distancing of at least 6 feet to be followed at all times.
6. Crowding inside the campus, shaking hands, maintaining close contact with your friends will not be permitted especially at Entry and Exit points
7. Use of face covers/masks is mandatory at all times even while travelling in the bus.
8. Wash your hand frequently with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Liquid soap dispensers are available.
9. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be done wherever feasible.
10. Students should bring their own sanitizer, towel, water bottle and food items from home.
11. 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 off used tissues properly.
12. Exchange of drinking water, textbooks, stationary items and food items will not be permitted.
13. Self-monitoring of health by all and reporting any illness at the earliest. Avoid attending school if having symptoms like fever, head ache, cough and cold.
14. Spitting is strictly prohibited anywhere inside the school campus.
15. Students will be allowed to use the washroom with the prior permission from the teacher on duty. They will only be allowed to use the washroom in a staggered manner.
16. Student must wear clean uniform and maintain hygiene in the campus.
17. A separated "Isolation Room" within the school premises will be allotted for emergency cases.
18. During the Class hours' entry of parents and visitors will be strictly regulated.
19. The Students will not be allowed to enter any other classroom except their own.
20. Canteen services will not be operational inside the campus.
21. While teaching is on, both the teachers and students will continue to wear masks.
22. Students with any symptoms of Covid-19 (**sneezing, coughing, running nose, fever**) will not be allowed to attend class and that the school holds no responsibility in this regard.

You are hereby instructed to follow the SOP given by the School Management.

Fr. Susai Manickam
Principal