

## **ST. PAUL'S SR. SEC. SCHOOL, MALA ROAD, KOTA**

### **“STANDARD OPERATING PROCEDURE” (SOP) FOR OFFLINE CLASSES**

1. Paste the consent letter in your school diary and show it to the teachers on duty at entrance daily.
2. Students who are dropped by their parents or taxis will enter from gate no. 1, while the students who are coming by bicycle will enter from gate no. 2 and those who are coming with gearless two wheelers will enter from gate no. 3.
3. Students should not keep their cycles or scooty outside the campus.
4. Sanitizing machines are kept at all the entrances, you must sanitize hands properly before entering the classes. **NO MASK NO ENTRY.**
5. Physical distancing of at-least 4 feet to be followed all the times.
6. Crowding inside the campus, shaking hands, maintaining close contact, exchanging stationary, sharing tiffin is not permitted in the campus at any time.
7. Use of face covers/masks is mandatory at all times.
8. Wash your hands frequently with soaps even when hands are not visibly dirty, liquid soap dispensers are placed in all washing arena.
9. It is advised to bring your own small sanitizer bottle to use whenever feasible.
10. In no case handkerchief, towels, stationary food and water bottle must be shared.
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 or with folded elbow. Used tissues should be disposed properly.
12. Self-monitoring of health by all and reporting any illness at the earliest. Avoid attending the school if having symptoms like fever, headache, cough and cold or if any family member is having Covid symptoms.
13. Spitting is strictly prohibited anywhere in the school campus.
14. Students will be allowed to use washroom only with prior permission from the teacher on duty. They will only be allowed to use washroom in a staggered manner.
15. Students must wear clean school uniform and maintain hygiene in the campus. **Fancy face masks are not allowed.**
16. Avoid overcrowding during free time, interval or while returning home.
17. It is observed that students crowd or move in groups outside school & on roads, avoid such practices.
18. A separate “**Isolation Room**” within the school premises will be allotted for emergency cases.
19. The students will not be allowed to enter any other classroom except their own.
20. While teaching is on, both teachers and students will continue to wear masks.
21. **You are hereby instructed to follow the SOP given by the School Management strictly.**

**Parents kindly avoid crowding up at the time of drop and pickup. Kindly move away immediately after dropping and picking up your ward. DO NOT HALT YOUR VEHICLES JUST IN FRONT OF THE GATES.**

**Principal**