

**COVID 19 PANDEMIC**

# **Standard Operating Procedure (SOP) for School/Colleges**

**- Compiled & Prepared by**

**The Management,  
Nazareth Groups of Institutions,  
Avadi, Chennai.**



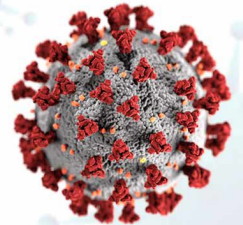
## OBJECTIVE

The purpose of this document is to provide a set of post COVID-19 guidelines for the safe functioning of schools/Colleges, precautions and preparedness of its infrastructure to reopen the schools, provide clear and actionable guidance to students, faculty and parents. It is considered to maintain a hygienic environment, create good awareness on Corona Virus and help every student stay safe and healthy.

## KNOW ABOUT COVID 19

### What is COVID-19?

COVID-19 is a disease caused by a new strain of coronavirus. 'CO' stands for corona, 'VI' for virus, and 'D' for disease. Formerly, this disease was referred to as '2019 novel coronavirus' or '2019-nCoV.' The COVID-19 virus is a new virus linked to the same family of viruses as Severe Acute Respiratory Syndrome (SARS) and some types of common cold.



### What are the symptoms of COVID-19?

Symptoms can include fever, cough and shortness of breath. In more severe cases, infection can cause pneumonia or breathing difficulties. More rarely, the disease can be fatal. These symptoms are similar to the flu (influenza) or the common cold, which are a lot more common than COVID-19. This is why testing is required to confirm if someone has COVID-19.



**FEVER**



**COUGH**



**SHORT OF BREATH**

### How does COVID-19 spread?

The virus is transmitted through direct contact with respiratory droplets of an infected person (generated through coughing and sneezing). Individuals can also be infected from and touching surfaces contaminated with the virus and touching their face (e.g., eyes, nose, mouth). The COVID-19 virus may survive on surfaces for several hours, but simple disinfectants can kill it.





## Who is most at risk?

We are learning more about how COVID-19 affects people every day. Older people, and people with chronic medical conditions, such as diabetes and heart disease, appear to be more at risk of developing severe symptoms. As this is a new virus, we are still learning about how it affects children. We know it is possible for people of any age to be infected with the virus, but so far there are relatively few cases of COVID-19 reported among children. This is a new virus and we need to learn more about how it affects children. The virus can be fatal in rare cases, so far mainly among older people with pre-existing medical conditions.

## What is the treatment for COVID-19?

There is no currently available vaccine for COVID-19. However, many of the symptoms can be treated and getting early care from a healthcare provider can make the disease less dangerous. There are several clinical trials that are being conducted to evaluate potential therapeutics for COVID-19.

## How can the spread of COVID-19 be slowed down or prevented?

As with other respiratory infections like the flu or the common cold, public health measures are critical to slow the spread of illnesses. Public health measures are everyday preventive actions that include:

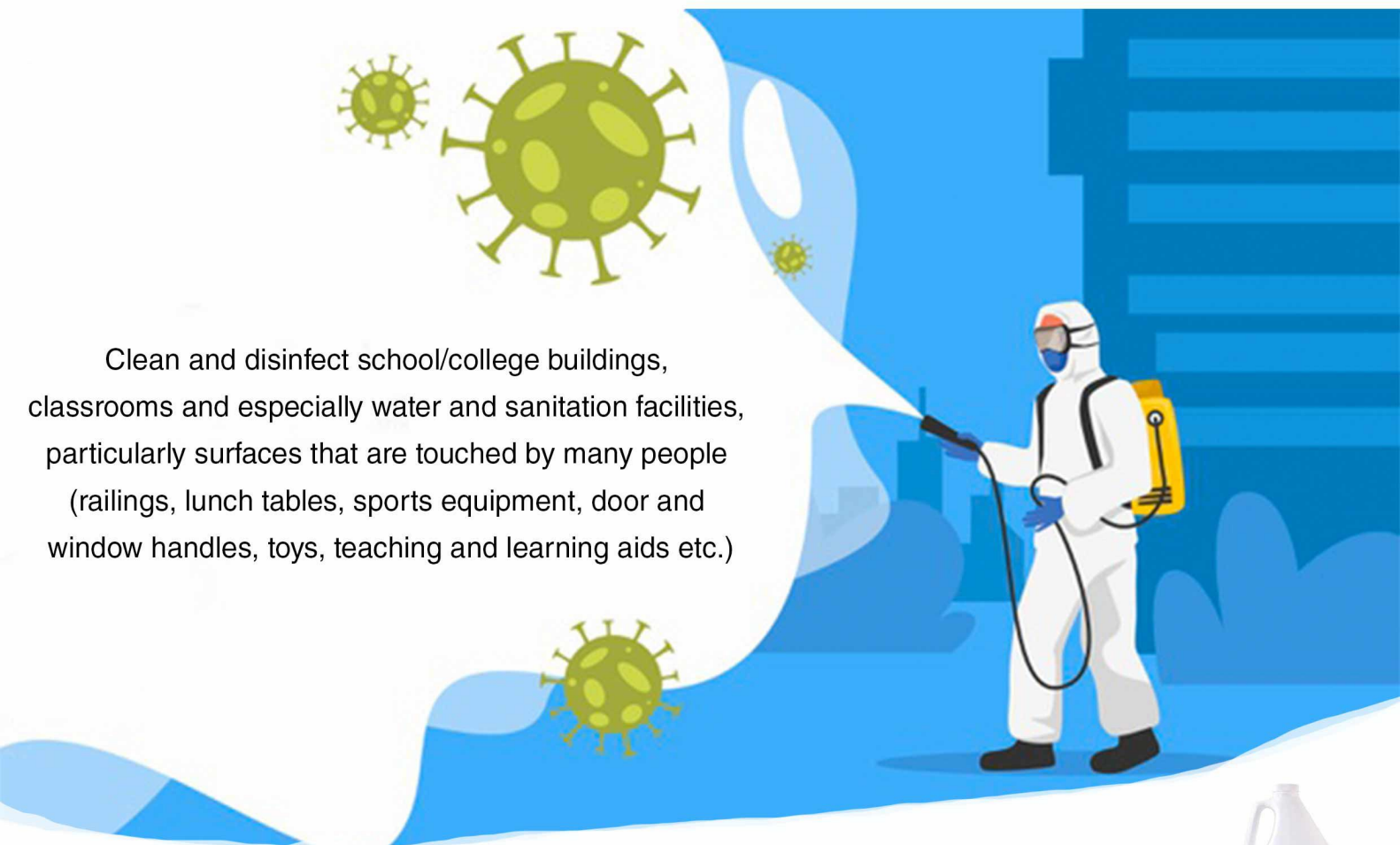
			
<p><b>Staying home when sick</b></p>	<p><b>Covering mouth and nose with flexed elbow or tissue when coughing or sneezing.</b></p> <p><b>Dispose of used tissue immediately</b></p>	<p><b>Washing hands often with soap and water</b></p>	<p><b>Cleaning frequently touched surfaces and objects</b></p>

As we learn more about COVID-19 public health officials may recommend additional actions. COVID 19 is an infectious disease that primarily affects the lungs. Protecting yourself and others from the spread of COVID 19 is priority for any institution that plans to resume daily operations.

Simple precautions can be followed to reduce the chances of being infected or spreading COVID-19. The following workplace readiness plan is being prepared as per the guidelines of WHO.

## SCHOOL / COLLEGE ADMINISTRATION:

### BEFORE RESUMING SCHOOL / COLLEGE OPERATION



Clean and disinfect school/college buildings, classrooms and especially water and sanitation facilities, particularly surfaces that are touched by many people (railings, lunch tables, sports equipment, door and window handles, toys, teaching and learning aids etc.)

Use sodium hypochlorite at 0.5% (equivalent 5000ppm) for disinfecting surfaces and 70% ethyl alcohol for disinfection of small items, and ensure appropriate equipment for cleaning staff.



Increase air flow and ventilation where climate allows (open windows, use air conditioning where available, etc.).

Post signs encouraging good hand washing techniques and respiratory hygiene practices



Water & Soap



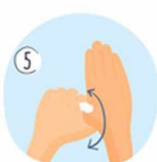
Palm to Palm



Back of Hands



Between Fingers



Focus on Thumbs



Back of Fingers



Nails & Fingertips



Rinse Hands

Ensure trash is removed and disposed of safely





## Meeting with the staff members:

Try to minimize face to face meeting unless it is necessary



Arrange for sanitizers and masks



Limit the number of members attending the meeting



Maintain social distance (1 meter apart) in seating



## RESUMING SCHOOL/COLLEGE OPERATION

Following are the guides for school/college operation during the post COVID 19.

### General:

General awareness will be created among the students on the COVID-19 and personal hygiene to be practices. Posters on COVID-19 will be displayed at the college campus.

### Students:

All students as they resume school/college shall adhere the general advice and guidelines provided by the school/college management. All students shall follow the general hygienic practice expected by the school/college.

### School/College Assembly & Prayer:

It is advised not to have school/college assembly or prayer until further notice of the State Govt. The students shall be asked to go straight to the classes. It is advised to follow social distancing while seated inside the classes.

### Temperature Screening:

The college shall ensure adequate arrangements for temperature screening (Infrared screening).



### Wear Mask:

Students will be advised wear mask to protect themselves. Students without mask will be not allowed inside the campus until there is change in the regulations prescribed by the State Govt.



## WASHING HANDS PROPERLY:

The School will provide necessary awareness on the proper way to wash hands.



1  
Wet hands with safe running water



2  
Apply enough soap to cover wet hands



3  
Scrub all surfaces of the hands – including backs of hands, between fingers and under nails – for at least 20 seconds



4  
Rinse thoroughly with running water



5  
Dry hands with a clean, dry cloth, single-use towel or hand drier as available.

## Classes:

The students will be asked to follow social distancing inside the class rooms as far as possible.

The students are advised not to touch his friends as a precaution.

## Sports:

The School does not encourage sports until the regulations of the State Govt changes.

## WORKPLACE CLEANLINESS

SL.NO	PLACE	PRECAUTION	MATERIAL TO BE USED	REASON / PLACES TO BE CLEANED
1	Desks	To be cleaned everyday	Sanitizer / Soap / Disinfectant (Sodium Hypochlorite) mixed with water	Surfaces are touched by employees /visitors
	Tables			
	Computer-Monitor			
	Keyboard			
	Switch Board			
	Swiping Machines			
	Telephone			
	Keyboards			
	Printers			
	Remotes			
	Dust Bins			
	Files			
	Trays			
File Racks				
2	Near all doors Rest room handles/ hand sprays/ flush knobs	To be cleaned atleast twice or thrice daily	Sanitizer / Disinfectant (Sodium Hypochlorite) mixed with water	Surfaces are touched by employees /visitors
3	Restroom and wash area for Teachers	Once in 3 hours	Sanitizer / Disinfectant (Sodium Hypochlorite) mixed with water	Surfaces are touched by employees /visitors
4	Student Wash Room	Every hour	Sanitizer / Disinfectant (Sodium Hypochlorite) mixed with water	Wipe surfaces of potty, flush handle/ door handles in Restrooms
5	Face Mask for Students / Teachers / all other admin staff	Reusable /Washable- Everyday	Breathable mask to be brought and washed by each individual	Reusable/ Washable
6	Common Area / Internal Roads	Twice every day	Spray Disinfectant (Sodium Hypochlorite)	Keep the common Area / internal roads disinfected



## Parents:

The School/College has taken utmost care to help every student fight COVID-19. However, the parents shall take equal interest to support the school/college in the pandemic.

1. Kindly fill up the details of your ward as per the annexure.
2. Please advise your ward to follow the guidelines prescribed by the school/college
3. Do not send your ward if he/she is sick
4. In case the school/college finds your ward sick (temperature with sneeze or cough or sore throat), we will isolate your ward in our in-house clinic. The college will immediately inform the parents to come and collect them.
5. You shall send back the students to school/college upon producing medical certificate from the doctors from Govt Health Dept.
6. Kindly co-operate with the school/college in administration of safety measures and precautions of the school/College campus.
7. The school/college has brought awareness on COVID-19 to your ward and taught them the hygiene practices to be followed at school/college and at home. Kindly encourage them to follow at home.

## Students:

The School/College has taken utmost care to help every student fight Covid-19. Kindly submit the details of yourself duly filled up as per the annexure.

1. COVID-19 is just like a flu and you don't need to panic. If you are having any symptoms like cold, cough, sore throat or fever, please inform your parents immediately.
2. If you feel similar symptoms at school, please inform your class teacher immediately.
3. Follow the general hygiene practices taught to you at school/college and at home.
4. Wear comfortable mask at all times during college hours.
5. Bring one extra mask for any emergency.
6. Do not touch your friends mask or play with it.
7. Keep social distancing at all times.
8. Be seated with social distancing at classes.
9. Do not touch other and play.
10. Do not touch your nose, eyes, mouth and ears.
11. Wash your hands with soap regularly.

Kindly talk to your class teacher for any help or support.

## Reference:

- [https://www.unicef.org/media/66216/file/Key%20Messages%20and%20Actions%20for%20COVID-19%20Prevention%20and%20Control%20in%20Schools\\_March%202020.pdf?sfvrsn=baf81d52\\_4](https://www.unicef.org/media/66216/file/Key%20Messages%20and%20Actions%20for%20COVID-19%20Prevention%20and%20Control%20in%20Schools_March%202020.pdf?sfvrsn=baf81d52_4)
- [https://www.dli.mn.gov/sites/default/files/pdf/COVID\\_19\\_business\\_plan\\_template.pdf](https://www.dli.mn.gov/sites/default/files/pdf/COVID_19_business_plan_template.pdf)

# HEALTH DECLARATION FORM

All Students coming to School/College are required to fill-up this form

Name: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Age: \_\_\_\_\_

Address: \_\_\_\_\_

Class/Branch: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Questions	Choose the Answer	
I am a confirmed case of COVID-19 (Coronavirus).	YES	NO
In the last 14 days, I have had close contact with a confirmed case of COVID-19 (Coronavirus).	YES	NO
In the last 14 days, I have returned from ANY overseas destinations.	YES	NO
In the last 14 days, I have had close contact with someone who has returned from ANY overseas destinations in the last 14 days.	YES	NO
In the last 14 days, I have had close contact with someone with flu-like symptoms (i.e. fever, cough, sore throat, runny nose, fatigue, difficulty breathing).	YES	NO
I am suffering from symptoms flu-like symptoms (or in the last 48 hours), which may include:  <input type="checkbox"/> Fever <input type="checkbox"/> Cough <input type="checkbox"/> Sore-throat <input type="checkbox"/> Running nose or Stuffy nose <input type="checkbox"/> Headache, Aches and pains <input type="checkbox"/> Fatigue <input type="checkbox"/> Breathing difficulty  OR any other symptoms (i.e. gastroenteritis related or similar) that may put our sugar/food products at risk.	YES	NO

I declare that all the information given in this form is true and correct:

Date

Signature