

**SCHOOL ROUTINE ORDER**

**ADMINISTRATIVE INSTRUCTIONS FOR REOPENING OF SCHOOL FOR  
PHYSICAL CLASSES FOR CLASSES X AND XII**

**Introduction**

1. Based on the guidelines issued by the State Govt of Andhra Pradesh, School Education (Prog-II) Department, memo No.ESE01-SEDN0CSE/784/2021-PROG-II, dated 14 Aug 2020, it has been decided to re-open the School and hostels for cadets of Classes X and XII wef 18 Sep 2021. The online classes will continue for Classes VI, VII, VIII, IX, XI and for those Class X and Class XII cadets who are not able to attend physical classes.

2. The school ought to adopt Standard Operating Procedure (SOP) in conjunction with Preventive Public Health Measures (PPHM) to deal with the prevailing pandemic situation and take preventive measures to protect from it. These comprehensive guidelines for the cadets, faculty, officers, staff and workers would be in consonance with the directions / guidelines issued by the Department of School Education and Literacy (DoSEL), Ministry of Education, Govt of India / Edn Dept of State and other government agencies. The directions, instructions, guidelines and orders issued by the Central and respective State/ UT Government concerned regarding safety and health in view of COVID-19 must be fully abided by all concerned.

**Aim**

3. The aim of these guidelines is to adopt individual and collective preventive measures from spreading of COVID-19 amongst those who are directly / indirectly are dealing with the School in any capacity.

4. All concerned to ensure in adopting the following preventive measures by encouraging individually and collectively in preventing any community spread of the COVID-19 infection:-

(a) Hygiene Measures- washing hands regularly, wearing face masks (House Masters / Ward Boys / Class Teachers / Subject Teachers, etc)

(b) Keeping social distance at all times at every place (at least 6 feet gap as far as feasible). (House Masters / Ward Boys / Class Teachers / Subject Teachers, etc)

(c) Sanitizing the work, living, dining and recreational space (QM / MM / Ward Boys)

(d) Monitoring body temperature regularly (Medical Attendant / Nursing Assistant)

(e) Reporting immediately for medical help, if symptoms are noticed (Cadets / House Masters / Ward Boys / Class Teachers / Subject Teachers, etc)

- (f) Self-quarantining when considered necessary.
- (g) Altering normal routine / activities wherever necessary.

5. Aim of these instructions is to orient all employees and cadets to adopt **COVID responsible** behaviour at all the times and under all circumstances.

### **Opening School- General Preparations**

6. The cadets will be permitted to report to the School as per their convenience on 18 Sep 2021 by 1700 hrs. The following will be ensured:-

(a) **Intimation regarding Date and Time of Arrival.** The cadets have to inform the School / concerned House Master / Ward Boy about their arrival date and time well in advance to facilitate making necessary administrative arrangements (**Responsibility:** Trg Clerk).

(b) **Consent of Parents / Guardians.** Only those cadets will be allowed to enter into the School campus and hostels whose parents / guardians have given their written consent to send their wards to the School. (**Responsibility:** House Masters).

(c) **Sanitization.** Sanitization of all public places will be done before reopening. It is of utmost importance to properly sanitize / deep clean the campus before opening. Thereafter the sanitization drill will be a norm before and after every assembly / event. Sanitization of school transportation before and after plying is mandatory. (**Responsibility:** QM Section and Medical Staff).

(d) **Senior Classes First.** Asymptomatic boarders among the higher classes i.e. XII and X, in that order, shall arrive first, as per accommodation facility and stipulation of physical / social distancing.

(e) **COVID-19 Cases - Not to Report.** House Masters and Class Teachers are to advise the cadets not to report to school if they have symptoms of Covid and are seeking medical care. Similarly cadets belonging to containment zones shall not attend the school until the zone is de-notified. Staff and cadets are also advised not to visit areas falling within any containment zone.

(f) **Reception at Gate.** The initial screening will be done by the medical staff comprising of Duty Master, Nursing Assistant & Nursing Attendant. QM Section will detail 02 GEs for screening and sanitizing of luggage of the cadets. The mobile phones brought by the cadets will be collected at the School Main Gate and will be switched off as well as be kept house wise properly marked in a carton and the sealed cartons, house wise will be handed over to the House Master. The following reception team is constituted for needful action:-

- (i) Overall In charge - Duty Master of the Day
- (ii) Co-In charge - Nursing Assistant
- (iii) House Masters
- (iv) Ward Boys

(g) **Quarantine**. Once the cadets undergo screening they will be directly sent to their respective houses. Since they would be travelling from different locations using public transport such as buses, trains, aircraft etc, it is important that they should minimize their contact and interaction with others on arrival at their hostel. The suspected cases of COVID-19, if any will be routed to the School Infirmary. Cadets are advised to undergo a self quarantine period of at least 7 days. The cadets reporting without RTPCR test negative report will be routed to the School Infirmary. If the number of such cadets is more than 15, then they will be accommodated in a separate house (**Responsibility: Adm Offr**). Nursing Assistant will tie up with the PHC Rakodu and arrange for conduct of RTPCR test for all such cadets.

(h) **Accommodation Plan & Monitoring**. Strength of the cadets will be equally divided to accommodate them in the available houses. Each house will accommodate cadets in each dormitory maintaining proper social distancing. The Ward Boys and the House Masters while distributing the cadets' will keep them together as per their class which will afford an advantage of training them together if they are quarantined in future. If any cadet(s) is / are found COVID-19 positive, the quarantine for the entire group will commence again, while the patient himself shall be isolated. The cadets will be required to stay in their own earmarked houses and left-over or more will be divided equally in all the houses. Once the quarantine period of all the cadets is completed with all declared COVID negative, the cadets can return to houses (allotted as per plan) if they were temporarily accommodated elsewhere. Accommodation plan will be made by the Reception Committee.

(j) **Monitoring & Supervision**. The House Master and the Ward Boy shall monitor their health status during the quarantine period. Principal, Vice-Principal and Adm Officer will visit dormitories everyday by turn to ensure that proper arrangements are in place.

(k) **Isolation Centre**. For the suspected cases, the School Infirmary will be the isolation centre for boys.

(l) **Medical & Emergency Team**. Nursing Assistant and Medical Attendant will act as Medical & Emergency Team to address any medical emergency. QM will detail a duty driver on a daily basis and keep the School Ambulance ready in all respects.

(m) **Hygiene & Sanitation Team**. QM, MM and the Medical Staff will form hygiene and sanitation team to ensure hygiene and cleanliness in the School Campus, particularly in the classrooms, hostels and mess.

(n) **Ration & Mess Team**. QM, MM and Sri B Vara Prasad Rao, LDC will form Ration and Mess Team to ensure timely procurement of all rations and other items required for smooth and efficient functioning of the Cadets' Mess. The LPC will render necessary assistance to the ration and mess team.

(p) **Class Arrangement during Quarantine**. During the quarantine period, the online classes will be continued or assignments / projects will be worked out by the academic staff so that the cadets are involved without much external help. Online classes for the quarantined cadets will be

conducted preferably on PCs and not on mobile phones which shall not be permitted inside the school campus.

(q) **Restricted Activities and Events.** Guest Lectures / Visits, , PTM etc will preferably be organized online. All educational visits and tours, exhibitions, visitors' day etc shall remain postponed. All programmes and extracurricular activities, if planned will be organised with proper physical distancing.

(r) **Arrival of Other Classes.** Remaining classes (VI to IX and XI) shall arrive in a phased manner as and when it is decided feasible to call them for physical classes.

(s) **Essentials.** Nursing Assistant will ensure availability of key essentials like Thermometer, Pulse Oximeter, Disinfectant, Soaps etc. Thermometer to be used will be a calibrated contact-less infrared digital thermometer. Thermal screening for fever detection is a recommended method.

(t) **Text Books.** All cadets should have access to prescribed textbooks before classes commence (**Responsibility:** Senior Master / Text Books IC).

(u) **Signages and Circles.** Proper signages / instructions / posters and symbols (including marking circles for enforcing physical / social distancing and safety protocols) wherever possible will be prominently displayed. Sitting places in classes, labs, library etc should also be clearly marked- at least one seat should be left vacant between two seats (**Responsibility:** Shri R Yogananda, Art Master).

(v) **No Big Events.** All kinds of external exposures such as sports competitions, science exhibitions, etc will stand abandoned till normalcy returns. There will be no morning assemblies, cultural activities, large gatherings, functions, celebration of festivals and school events at the School. In the School, sports activities, CCA may be organized primarily at a micro level, such as class / section level, and the results may be consolidated to find out the best performing students. However, physical head count of the cadets will be carried out early in the morning (by Ward Boy), at the time of breakfast (by Duty Master), during first period and last period (by concerned subject teacher), lunch time (by Duty Master), evening games time (APTC Staff), evening Study time (by concerned House Master), dinner time and before lights off (by Ward Boy).

### **Actions to be taken before and after Cadets Report to School**

7. Following actions will be taken before / on the day of / and after cadets' report to the school:-

(a) **Sanitization.** All classrooms, labs, library, etc and hostels shall be properly sanitized a day before the arrival of the cadets. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs and handles, taps (washroom fixtures), switches, banisters, hand rails, chairs, benches etc to be mandatory in all classrooms, laboratories, library, staff room, offices, lockers, parking areas, hostel dormitories, washrooms, common areas, sports and games equipment / facilities etc.

before the beginning of classes and at the end of the day. Teaching material, computers, laptops, printers, shall be regularly disinfected with 70% alcohol swipe (Responsibility: Lab Assistants, Ward Boys, 2 GEs to be detailed by QM to report to Senior Master, Medical Attendant, Mess Staff, etc).

(b) **Travel Plan of Cadets.** The House Masters shall contact the parents of the cadets in time as soon as the orders of the re-opening of school are issued by the school administration. Travel plan of the cadets will be obtained by 17 Sep 2021 and the same will be shared with the Reception Teams.

(c) **Travel and Visiting Restrictions.** Cadets will be cautioned by the Class Teachers to travel with not more than a single escort (either parent or guardian). Vehicle of parents will be permitted to enter the school campus till designated place only. Parents will not be allowed to accompany their wards inside the hostels.

(d) **Fee Details.** Clarifications regarding fee and account will be entertained over telephone / emails only.

(e) **Medical Examination.** The medical staff will carry-out a medical check-up / screening as per protocol for the cadets. Medical staff, if need be will use proper PPE equipment while checking / screening the cadets. Medical staff will collect the medical fitness certificates issued by doctors to the cadets and examine the same with their preliminary screening which they should undertake when the cadets report at the school gate. In case, a cadet is found with any sign or symptom of COVID-19, he / she will not be allowed to go to the quarantine facility. He/she will be shifted to Isolation Ward at the School Infirmary / nearest Government Hospital.

(f) **Medical Inspection.** As the quarantine period is crucial, medical staff will visit the houses and mess once in a day (log-in register to be kept) for medical screening of all cadets and workers and inspection of hygiene standards, details of which will be recorded in the COVID Inspection Register.

(g) **COVID-19 Cell.** A COVID-19 Cell comprising of PGT (Biology) and TGT (Biology) will be responsible for the following:-

(i) Conduct of periodic awareness programmes and lectures on COVID-19 where factual information should be disseminated on the pandemic and consequences of infection, without making the students and staff stressed or fearful. The following points may be covered:-

(aa) How the infection spreads, common symptoms, and precautions and measures required to contain its spread.

(ab) 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 staff.

(ac) The necessity of physical distancing, wearing face covers / masks, hygiene etc should be explained to all.

- (ad) Activities to stay fit, physically and mentally should be encouraged e.g. doing exercise, yoga, breathing, meditation etc.
- (ae) 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.
- (af) Eating healthy food and fruits, avoiding junk food, frequently drinking warm water, adopting ways to increase immunity etc should also be encouraged.
- (ag) Students should be told to regularly sanitise their articles which are frequently used.
- (ah) Sharing of books, other learning material and eatables should be discouraged.
- (ii) Displaying details of the cell in prominent places, containing the emergency number, helpline number, email ID and contact details of persons to be contacted in case of emergency.
- (iii) Maintaining isolation wards and beds with the required medicines, disinfectants, adequate medical equipment like pulse-oximeter, nebulizer, oxygen cylinder etc.
- (iv) Maintaining a register with details of COVID-19 affected persons with dates of quarantine/ isolation etc.
- (v) Displaying information in prominent places through signages, symbols, posters etc on the campus to create awareness about the risk of infection from Novel Coronavirus.
- (vi) Inspection of health, sanitation and hygiene standards on campus.
- (vii) Conduct of periodic lectures on health & hygiene awareness (related to COVID-19) for students and staff.
- (h) **Movement & Restrictions.** After sanitization of luggage of cadets, it will be transferred from Main Gate to the respective houses by the school transport / cadets on their own. Social distancing norms will be followed by all the cadets while walking back from the Main Gate to their respective houses. Ward Boys will enforce effective gating / locking facility to prevent movement of cadets out of the houses.
- (j) **Hygiene Aspects.** QM will detail independent housekeeping staff to each house who will be trained on hygiene and sanitation norms.

## **Common Safety Measures**

8. Following safety measures will be taken at the time of opening of school: -

(a) **Gaining Confidence of Parents.** The parents have been/shall be sensitised through an online PTM, on safety measures being adopted in Sainik Schools in order to build their confidence and trust in the safety and security of their wards. Efforts will be made to dispel the uncertainty among parents / guardians / cadets regarding health safety measures, academic session, examinations, hostel and messing arrangements, alternative plan in the event of another lockdown or closure due to spread of the virus in the campus or in surrounding areas in future etc. All staff are advised to be prepared to deal with the anxiety, mental health and psychological issues of students developed during the lockdown period and fear of infection after opening of campus.

(b) **Social / Physical Distancing.** Cadets should maintain social distance at all places including while walking. There should not be any compulsion to walk in squads. As far as feasible there should be at least 6 feet distance between students in all situations- in hostels / dormitories, during classes (outdoor spaces are preferred) etc. Similarly physical / social distancing shall also be maintained in the staff rooms, office area, reception area, washrooms and other places of public interaction.

(c) **Aarogya Setu App.** All staff members shall download and register with AAROGYA SETU app and also motivate their family members for installing the same on their mobile phones also.

(d) **Restricted Interaction with Cadets.** The staff those who are not required to meet and interact with cadets will refrain from doing so.

(e) **Notices.** Advisory in the form of notices / posters shall be displayed in all key areas within the campus, mess and cadets' houses. Cadets should be informed on the use of playground, water taps, library, laboratory, washroom; seating plan in the class and dining hall; cleaning and disinfection of own space and articles; dealing with emergencies; restricted entry of visitors and parents.

(f) **Masks and Sanitizers.** Uniform face covers / masks shall be issued to all cadets, while they may bring their own hand sanitizers. They shall be asked to wear the mask all the time except during evening games (if organized), actual meals, bath & toilet and sleep. Regular supply / availability of heavy duty gloves, face cover / masks, hand washing soaps / sanitizers for sanitation staff / workers should also be ensured (**Responsibility:** QM and Nursing Assistant).

(g) **Soap & Clean Water.** Hand washing / sanitisation stations are placed at hostels, entrance to academic block and mess so that every student / staff can wash his / her hands frequently. This is to be monitored by the Nursing Assistant, Medical Attendant and the Duty Master.

(h) **Drinking Water.** Adequate arrangements for safe drinking water are made available. However, cadets shall be encouraged to carry own drinking

water bottle which is to be sterilized regularly. There should be no crowding at water facility stations, tea distribution area etc. The water filters / dispensers should be cleaned properly at regular intervals (Responsibility: QM and MM).

(j) **Limited Assemblies**. All mass gathering, assembly, sports meets shall be suspended till the situation normalises. However class-wise talks and discussions may be conducted by the Class Teacher in the Zero Hour. Similarly UPSC classes / mock tests, SSB training etc may continue as per the scheduled timetable.

(k) **PT & Games**. Morning PT and Evening Games are to be engaged with proper social distancing as much as feasible. PTIs, Ward Boys and Duty Master will ensure that social distancing norms are strictly adhered to by the children. Temperature of cadets may be recorded either before or after the activity (**Responsibility**: Ward Boys / Medical Attendant).

(l) **Washroom Sharing**. Different time schedule is to be followed for the entry / exit of the students in the dormitories even for the utilization of bathrooms and toilets of the dormitories (bathing and brushing time). (**Responsibility**: House Masters and Ward Boys).

(m) **Separate Entries & Exits**. As far as possible, entries and exits to classrooms, laboratories, library, staff room, offices, washrooms, hostels/ dormitories, mess, kitchen, infirmary etc shall be separated to avoid overcrowding.

(n) **CCTV Monitoring**. CCTV monitoring will be done to ensure maintenance of social distancing norms, wearing of masks and other protocols.

(p) **Care of Older & Pregnant Employees**. All employees who are at higher risk, i.e. older employees, pregnant employees with underlying medical conditions are required to take extra precautions. They should avoid direct contact with cadets having symptoms of COVID-19.

(q) **Standby Arrangement**. Shri B Vara Prasad Rao, LDC and Matron will be standby for critical jobs / roles of Mess Manager and Nursing Assistant etc. They are advised to orient themselves for their additional job roles by interacting and associating themselves with the Mess Manager and Nursing Assistant so as to be ready to take on the additional responsibilities, if required.

(r) **No Out Pass / Liberty**. Cadets and staff shall not be allowed to go out of the school campus unless it is a medical emergency or very essential work. Monitoring of entry and exit of cadets, staff, family members and visitors will be done at the gate. Outside eatables and drinking materials shall not be allowed for the cadets.

(s) **Cleaning of Areas**. All areas, furniture, equipment, stationery, storage places, water tanks, kitchens, canteen, washrooms, laboratories, libraries, dormitories, mess, infirmary, residential area etc on school campus shall be cleaned and disinfected regularly and air flow in indoor space ensured. While school campus should be cleaned daily, students will not be involved in any of



the cleaning activities for health and safety reasons, except handling of their own clothing, reading material, etc.

(t) **Disinfection of Surfaces.** Frequent cleaning and sanitization of commonly touched surfaces like doorknobs, latches, switches, taps, tap handles etc. will be carried out. Disinfecting all teaching learning material, teaching aids, sport material, swings, desks, chairs, computers, printers, laptops, tablets etc focusing particularly on frequently touched surfaces/ objects will be done by the peons under the Senior Master.

(u) **Waste Management.** All garbage should be disposed in dustbins and not be allowed to pile up anywhere else in the school premises. All dustbins should be cleaned and covered properly. Dustbins for collection of used facemasks, personal protective equipment (PPE), hand gloves and their disposals should be ensured as per safety norms. Waste management (with regard to bio-medical waste including PPE, face covers/ masks, gloves, used tissue etc) needs to follow CPCB guidelines (available at [http://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES-COVID\\_1.pdf](http://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES-COVID_1.pdf)). All staff members are advised to dispose of the garbage in the residential area on a daily basis.

(v) **No Spitting or Smoking in Public.** Spitting or Smoking in public places is strictly prohibited.

(w) **Washing by Selves.** House Masters to implement different time slots for students for washing of clothes to ensure social distancing. Additional washing and bathing soaps may be issued during this period.

### **Precautions to avoid COVID-19 Cases in the Campus**

9. All the staff and their family members shall strictly follow the under mentioned precautionary measures to avoid COVID-19 cases in the school campus:-

(a) **Thermal Screening.** COVID-19 screening protocol shall be followed at the main entrance for all staff entering the premises. All staff members will utilise the contactless machines installed in the School Main Building for checking their body temperature on a daily basis.

(i) Temperature of all the employees / workers / visitors shall be taken right at the entry gate using a thermal scanner.

(ii) People with flu like symptoms such as cold or cough shall remain under self quarantine. A clinical assessment of their condition will be done by the Nursing Assistant for further course of action.

(iii) Staff and students with temperature above 37.5 degree Celsius or 99 degree Fahrenheit shall be isolated inside the campus.

(b) Academic / Admin staff / GEs are advised to self-declare and inform about signs or symptoms of respiratory illness before or during work or visit to the premises.

(c) Dependants of employees above the age of 60 years and who have chronic conditions such as hyper-tension, diabetes, lung infection, heart problems are advised to take extra precautions.

(d) All employees and cadets are advised to understand the importance of wearing face covers / masks and protective gears at all times. A distance of 02 meters should be maintained between all individuals to practice social distancing.

### **Protocol to be followed in Handling Suspected COVID -19 Cases**

10. While handling a case, following points shall be adhered to: -

(a) If a cadet / staff has a high temperature above 37.5 degree Celsius, he / she shall be immediately taken to the isolation area in the School Infirmary / government hospital.

(b) Place the sick cadets / staff in a room in area where they can be isolated from rest.

(c) It should be followed by COVID Test at nearby PHC / Capital Hospital.

(d) If the symptoms are mild and moderate, he / she should be asked to stay in home quarantine until the test result is known. The cadet will be quarantined in the infirmary's isolation room. Proper arrangement of safety, health, food, water etc will be ensured for those in quarantine and isolation facilities by the Nursing Assistant and Medical Attendant.

(e) Cadets / staff with severe symptoms of COVID-19 would be immediately moved to Government Hospital / Covid Care Centre.

(f) Disinfection of the premises will be taken up if the person is found positive (Medical Staff).

(g) School ambulance may be used while travelling / conveying to Govt Hospital. Driver, Nursing Asst. shall wear PPE all through the travel and sanitize the vehicle after use.

(h) Should the employee or cadet's test be negative, they can return to the campus, once discharged from hospital.

(j) If more staff members develop new symptoms or in case their existing symptoms worsen during the 14 day observation period, the Nursing Assistant and his team should call for the designated public health services for re-assessment of the problem (PHC / Capital Hospital shall be contacted).

(k) If during the 14 day observation period the staff members / cadets test positive for COVID-19, they will become confirmed cases and will be treated for the infection and depending on their condition as per the medical officer they will be kept / quarantined in isolation or sent to Govt Hospital.

(l) All protocol as advised by Ministry of Health and Family Welfare shall be followed.

### **Steps to be taken in Areas where COVID-19 Positive Case is found**

11. The following steps will be taken if a COVID-19 Positive Case is detected:-
- (a) Isolation / admission of the infected person to a hospital depending on his / her condition.
  - (b) Compulsory Quarantine all the people (staff / cadets) who were in contact with the infected person (in the last 14 days).
  - (c) COVID-19 test for all suspected / symptomatic cases.
  - (d) Follow up of assessment by the medical staff.
  - (e) Proper cleaning and disinfection of the work place / quarters / house belonging to the employee / cadet who has been tested positive for COVID-19.
  - (f) Staff / Cadets who have not been in close contact with the original confirmed case need not be quarantined. However, they need to self-monitor their health for symptoms while they continue to attend school.
  - (g) Online classes will be conducted for the quarantined group of cadets along with others who have not reported to the school.
  - (h) A register is to be maintained in the School Infirmary (Nursing Assistant) with a record of COVID-19 cases (along with date of occurrence / quarantine) among officers, staff, cadets, families etc.

### **Dos for Cadets & Staff**

12. The following are Dos recommended for Cadets and Staff:-
- (a) **Wear Masks**. All cadets and staff are to wear face cover / mask at all times especially when in classroom, library, laboratories, staffroom, offices, dormitories etc. They are permitted to remove the mask only during evening games (if organized), actual meals, bath & toilet and sleep (by keeping it hygienically within a small container to avoid contamination). Masks in use are to be preserved properly in a sanitized container when not being worn. Used masks are to be disposed properly.
  - (b) **Keep Social Distance**. Maintain social / physical distance from others.
  - (c) **Coughing/ Sneezing**. If a cadet / staff should cough or sneeze only into a tissue, handkerchief or elbow. Tissues are to be disposed properly.
  - (d) **Hand Sanitizer**. Keep a hand sanitizer when outside the dormitory. Wash hands with soap / sanitizer for at least 40 seconds before eating or handling any item.
  - (e) **Patience to Wait**. Be patient if you are in a queue and keep the mandatory 6 feet distance from one another.

(f) **Washing Clothes.** Bring and use minimum clothing. Wash uniform and other used garments every day. Don't hang clothes in the dormitory to dry or afterward. All washed clothing to be kept in their respective trunks.

(g) **Lights Off.** Strictly follow Lights off time (2200 hrs)

### **Don'ts for Cadets' & Staff**

13. The following are Don'ts advised to Cadets and Staff:-

(a) **Don't Exchange Masks.** Don't exchange masks with others.

(b) **No Touching.** Avoid touching face, eyes, mouth, and nose.

(c) **No Handshake or Hug.** Don't shake hands with or embrace each other.

(d) **Don't Touch Surfaces.** Don't touch surfaces unnecessarily (e.g. doors, handles, switches, banisters, railings etc).

(e) **No Eatables.** Don't keep eatables in the dormitory.

(f) **Don't Share.** Don't share articles like food, water bottles, cutlery, crockery, books, pen, towel, slippers, shoes etc unless they are sanitized first. Similarly don't share beds or play board games which entail sitting close to each other.

(g) **Don't Cough or Sneeze in Proximity.** Don't cough or sneeze within close range of another person.

(h) **No Petting.** Don't play with pets or touch them.

(i) **No Spitting.** Don't spit in public.

(k) **No Overcrowding.** Don't overcrowd. Avoid group studies and discussions in close proximity to each other.

(l) **Don't Mix Things.** Don't mix personal belongings / dresses / bed clothes with others'.

(m) **Don't Visit Out of Bound Areas.** Don't visit other wings / dormitories. Other Out of Bound areas within the school such as Swimming Pool, Gymnasium, Classrooms etc other than own after working hours etc, defined for both cadets and staff. Swimming pool shall remain closed. Students and staff shall also be advised not to visit areas falling within containment zones.

(n) **Don't Invite Others Home (for Staff).** Try to postpone all social / family events and don't invite anyone home.

(p) **Don't Leave Campus (for Staff).** Don't leave campus without a pressing reason and permission of authorities.

## **SOP for Dormitories**

14. All the cadets have to follow under mentioned safety measures while they are in their respective dormitories: -

- (a) **Notices**. Signage and messaging at prominent places will be important.
- (b) **Distancing**. Physical / social distancing shall be maintained all the times in hostels. Physical contact with the outsiders is strictly prohibited.
- (c) **Air Circulation**. Preferably keep all windows and doors open for air circulation. At the same time, anti mosquito precautions also requires to be taken.
- (d) **Sanitizing & Cleaning**. Immediately, after reaching the respective living place in the dormitory, cadets should wash / sanitize hands before touching any personal belonging. Frequent hands wash to be carried out. The dress (including reusable mask) and articles on their person should also be removed and sanitized as far as possible. Minimum clothing to be used. Used garments are to be washed every day. Proper dusting and cleaning of bed, cupboard and own belongings to be compulsorily carried out by the cadets.
- (e) **Time Slots for Sharing Common Facilities**. Washrooms / bathrooms / common area for washing clothes shall be used strictly according to the allotted time / time table.
- (f) **Care of Personal Things**. Personal belongings / clothes should not be mixed with others. Sharing of beds and study tables is also not permitted.
- (g) **Avoid Indoor Group Activities**. Combined study, playing board games etc are strictly prohibited.
- (h) **In Case of COVID-19 Symptoms**. If any cadet shows symptoms of COVID-19, other cadets should bring the same to notice of the Ward Boys / House Master / Medical Staff.
- (j) **Out of Bound**. Other dormitories and houses are strictly prohibited. Hostel shall be out of bounds for all persons except essential staff with known health status. Students and staff shall also be advised not to visit areas falling within containment zones.
- (k) **Log Book**. Proper log entry to be maintained by the cadets i.e. Contact Diary.
- (l) **Lights Off**. Lights off time to be strictly followed (2200 hrs).

## **Check List for Cleaning and Sanitization of Houses**

### **15. Hostel & Dormitories (including Stores, Prep Room and Toilets)**

- (a) **Places to Clean**. The following are to be disinfected / sanitized regularly:-

- (i) Door Knobs of all rooms and dormitories.
- (ii) Doors and Windows.
- (iii) Mirrors outside the dorms and in washrooms.
- (iv) Dust bins in rooms and dormitories.
- (v) Staircase, banister and railings.
- (vi) Water facility stations (coolers / dispensers).
- (vii) All switch boards, ceiling fans, exhaust fans.
- (viii) Furniture, Study tables and cupboard surfaces.
- (ix) Taps, knobs and shower heads.
- (x) Commode / Toilet Seats / Wall Tiles in Washroom.
- (xi) Mattresses (to be exposed to sun light and aired).
- (xii) Water tanks.
- (xiii) Photo frames in common area.

### **Other Places**

- (xiv) Dhobi Room (Sweeping and Mopping).
- (xv) Study Room Furniture.

(b) **Other Aspects**. The following other aspects are also to be noted and taken care of by all concerned:-

- (i) Ventilate the dormitories by opening doors and windows for air circulation.
- (ii) Sanitize laundry on arrival.
- (iii) Cease subscription of newspaper (e-newspaper may be read).

### **SOP for Mess**

16. The following points are to be adhered to by the mess staff: -

(a) **Seating Arrangement**. With this arrangement it is proposed to seat cadets diagonally in the same table so that social distancing may be maintained.

	X		X
X		X	

**One Table**

- pictorial representation of zigzag manner

(b) **Fixed Places**. Permanent places may be allotted in the dining hall (house-wise) for cadets, teachers and officers.

(c) **Warm Drinking Water**. Arrangement for warm / hot water for drinking will be made available for cadets and staff.

(d) **Pre-Served Food**. Food will be already served on the plates by the waiters.

(e) **Meal Duration**. Meal time in each shift will be increased by 40 to 45 minutes, since activities like washing hands, dining and clearing utensils from table by the waiters are likely to consume time.

- (f) **Cleaning Utensils.** Steel plates, tumblers and other kitchen utensils should be washed with disinfectant solution as far as possible.
- (g) **Disposal of Disposables.** Disposable plates and cups may be used to serve tea and water in mess and houses. Used plates, cups, spoons should also be disposed in waste bins.
- (h) **Dining during Quarantine.** During the quarantine period of cadets, pre-plated food in disposable plates will be arranged for cadets. Each house will be earmarked with adequate number of waiters who will be employed on the duty of carrying food from mess to the houses.
- (j) **Medical Inspection.** A medical inspection of kitchen and mess will be done by the Adm Officer once in a week to ensure maintenance of hygiene. However, Nursing Assistant shall check the premises on a daily basis.
- (k) **Information Boards.** Posters depicting do's & don't and healthy habits to be followed like use of soap, sanitizer, hand washing methodology etc. may be displayed at prominent places in the kitchen and dining hall.
- (l) **No Outsiders.** Daily wage personnel, who stay outside the campus, may not be allowed to enter the places where cadets movement is there, to avoid risk of infection from outside the campus.

### **Food Safety in Mess**

17. Mess staff has to follow the under mentioned food safety measures while receiving vegetables / milk and other products from the vendors: -

- (a) The vegetable vendors / suppliers shall be informed to bring fresh vegetables and milk for not more than 3 to 4 days in one supply.
- (b) The receiving area will be sanitized before and after receipt of supplies.
- (c) Crates / Bags / Containers from outside shall not be allowed beyond the receiving area.
- (d) Perishable items such as vegetables, fruits are to be kept outside for a minimum of 4 hours in their original packing material. Later these packets should be disposed and the contents be washed to ensure complete safety. Potassium Permanganate may be used to sanitize the perishables.
- (e) Items that cannot be washed and sanitized such as pulses, rice and masala should be kept in dry ration store and shall be issued for consumption after storage of minimum 24 hours.
- (f) Milk packets should be washed, while empty packets should be immediately consigned to dust bins.
- (g) Food waste shall be regularly disposed in garbage bags.
- (h) All the goods should be kept at room temperature, ensuring no exposure of mess staff. Refrigeration of food is to be avoided.

- (j) However, onions and other food items which spoil under heat can be kept in a cold place.
- (k) All meals should be freshly cooked and served.

### **Cleaning and Sanitizing in Mess**

18. Mess staff has to follow the points mentioned below while cleaning and sanitizing the mess:-

- (a) Various sections / areas of the mess such as food preparation, stores, service areas, office, receiving places for raw / fresh and dry ration should be cleaned using soap and water and disinfected with a freshly prepared solution of 1% hypochlorite solution or other disinfectants.
- (b) Containers, utensils, equipment, crockery and cutlery shall be sanitized using liquid dish wash detergent mixed with warm water.
- (c) After every shift, washrooms and toilets should be cleaned with water and detergent, followed by disinfection solutions.
- (d) The Mess floor should be regularly mopped. High touch points, such as handrails, handles, call buttons, public counters, table tops, chairs should be regularly sanitized.
- (e) Hand sanitizing points shall be installed especially at entry of the pantry area and kitchen and main dining hall and entry gate of the Mess.
- (f) All cleaning equipment including cloth, mops and reusable protective gear such as boots and gloves should be thoroughly sanitized and disinfected after every use. Preferably use-and-throw gears may be used.

### **Health Monitoring of Mess Staff**

19. Mess Manager will ensure proper health monitoring of mess staff as per the guidelines mentioned below:-

- (a) Medical fitness of the mess staff is to be ensured.
- (b) Hygiene status / daily screening / temperature recording is to be conducted by Nursing Assistant. Nursing Assistant is required to check health status of the mess staff at least once in a day to ensure that staff is free from COVID-19 symptoms like cough, cold, fever, difficulty in breathing etc.
- (c) Comprehensive medical check-up of mess staff is to be conducted twice in a week by the medical staff. Nursing Assistant will inspect kitchen, stores and dining hall to ensure maintenance of hygiene.
- (d) Separate Medical checkup register will be made and prepared by Mess Manager and the same will be put up to the Adm Officer / Principal on fortnightly basis.



(e) Food handlers and employees should also self-monitor and report any symptom to the administration.

(f) Mess Manager needs to be more vigilant to see if some worker is feeling unwell during the course of his duty and shall immediately take action of bringing to the notice of school authority.

(g) The mess staff should have a proper haircut and also clip their nails before reporting for duty. They should use neat and clean face covers / masks, gloves, caps and liquid soap while cooking and serving food to the cadets. **Hand sanitizers which are inflammable shall not be used in the kitchen area.**

(h) Social distancing norms will be prepared by Mess Manager for the mess staff, considering the number of manpower available, number of shifts which are desired to run the mess etc.

20. Teachers are advised to make cadets aware of the COVID-19 situation, precautions and steps to be taken to stay safe and healthy.

21. Teachers should monitor and keep track of the physical and mental health of the cadets. They should counsel the cadets regarding the lifestyle changes and a philosophical shift caused by the pandemic.

#### **Duties of House Masters / Ward Boys**

22. Following duties are assigned to the House Masters / Ward Boys after opening of school and at meal time: -

(a) He / she shall ensure safaiwalas and other mess / QM staff deployed for house duties for housekeeping are using mandated safety gear such as gloves and masks before starting their work.

(b) Ensure sweepers are cleaning and sanitizing the bathrooms and toilets after cadets have used them.

(c) Ward Boys are responsible for waking up students. It is to be ensured that all the norms of social distancing are followed and no physical contact exists between cadets.

(d) Instruct the cadets not to touch others belongings.

(e) Ensure each cadet is properly turned out and is carrying the safety gear comprising mask, hand sanitizers when they leave the house for the day for any activity.

(f) Ensure proper social distance is maintained at the time of fall-in i.e. distance of two meters between cadets.

(g) Ensure students wash their hands during breakfast, lunch and dinner before meals.

(h) Ensure cadets eat healthy and balanced diet.

- (j) Ensure cadets follow the specified social distance and seating plan.
- (k) Ward Boys will facilitate jobs required to be done by cobbler, tailor, dhobi, electrician and mason and would act like coordinators between the cadets and service providers. No cadet will be allowed to deal directly with the vendors / outsider.
- (l) Following things will be checked by the ward boys: -
  - (i) Cadets sanitize their hands when they return to house after activities
  - (ii) Cadets bathe before going for Prep.
  - (iii) Washrooms are cleaned and sanitized.
  - (iv) Ensure hygiene by checking nails, ears and haircut regularly.
  - (v) Check overall turnout of each cadet before they proceeding for meal.
  - (vi) Ensure everybody adheres to lights off time.
- (m) Facilitate issue (if required) and disposal of face covers / masks in case disposable masks. The final disposal of the COVID-19 prevention kit waste should also be done in an acceptable and legitimate manner.
- (n) Proper record of the compliance of the above activities should be made available in the dormitory.
- (p) Arrangement for counseling of cadets on need basis to take care of any emotional health issue of the cadets, like anxiety, stress or fear. Role of counsellors during such period is very crucial. They shall contact each of the students on a regular basis and address the issues brought out by the students. Guidelines for Promoting Emotional Wellbeing of Students and Teachers (Pages 44-47 of the CBSE Circular COORD/SPORTS/2020 dated 08 Oct 2020 on Standard Operating Procedure/ Guidelines for Reopening Schools after COVID-19 Lockdown) may also be referred.

### **Duties of Parents prior to sending the cadets to School**

23. Parents need to discuss with and mentor their wards on the following aspects:-

- (a) Social distancing norms and their importance.
- (b) Method of washing hands.
- (c) Keeping washroom, bathing area clean for others to use after their turn.
- (d) Importance of personal hygiene for their safety and well-being.

- (e) Importance of exercise, yoga, meditation, breathing to keep mentally and physically fit.
- (f) Healthy food habits and measures to increase immunity.
- (g) Taking care of the newly installed equipment.
- (h) Getting a proper haircut.
- (j) Not to share / use personal stuff of other cadets such as combs, towels, undergarments and trimmers.
- (k) Sharing of eatables and drinks with other cadets specially using the same plate or glass is to be avoided.
- (l) How to use common item handled by multiple users.
- (m) Explaining the importance of changing face covers / masks on daily basis; implication of losing the mask, as any mask lost is a source of spreading infection; washing and reusing mask as applicable; preserving used mask during meals and other requirements; proper disposal of used masks/ gloves etc.
- (n) Not to step out of the campus.

24. In case of any doubt about the medical condition of a cadet, parents shall not bring the cadet back to the school. A certificate from the ENT Specialist or Govt. doctor is required to be submitted by the cadet at the time of joining the school. Parents are required to furnish an undertaking as given at Annexure-2. The undertaking is also required to be furnished at the time of reporting back to the school.

### **Duties of Cadets**

25. All the cadets have to follow the under mentioned guidelines while in dormitories / mess / academic block or at any other place: -

- (a) They have to understand the concept of maintaining social distance of minimum 2 meters from others.
- (b) They need to learn to wash hands properly for at least 40 seconds.
- (c) Cadets should avoid touching eyes, mouth and nose.
- (d) Spitting on the road will be considered an offence and disciplinary action will be taken against the individual.
- (e) They have to understand that wearing a face cover / mask all the time is compulsory.
- (f) Important for cadets to remain physically and mentally fit to handle exigencies. By remaining fit, they will be able to take care of others also. They

should inculcate activities that will increase immunity which may include exercise, healthy diet and timely sleep.

- (g) The cadets should not visit the hospital without permission.
- (h) Cadets shall not stigmatize / discriminate against their peers or anyone else, in case someone is sick as stress can greatly affect the immune system of an individual. On the other hand they should support their friends under stress due to the pandemic.
- (j) Spreading any fake information regarding COVID-19 will be seriously viewed.
- (k) Cadets will take care to avoid any breakage / destruction of the equipment provided for sanitation.
- (l) Cadets will adhere to the laid down time for the meals, classes etc.
- (m) Washroom etiquette has to be followed by all the cadets. Staggered time will be specified for all the cadets to shower while maintaining social distance in the washroom.
- (n) All cadets should cooperate with the school staff.
- (p) Cadets will avoid crowding while consulting the faculty members.
- (q) Cadets will have to follow mess etiquette and do as follows: -
  - (i) Wash hands with soap before / after entering or leaving the mess.
  - (ii) Use personal handkerchief to dry the hands.
  - (iii) Food shall be served in shifts in the mess and cadets should be aware of their meal shifts / timings.
  - (iv) Pre plated food will be served on the dining table.
  - (v) Cadets to be seated in earmarked place only.
  - (vi) Cadets are not allowed to visit any other area in the mess except dining hall.

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

26. The students' as well as members of the staff are advised to visit webpage named "Manodarpan" created on the Ministry of Education website which extends psychosocial support for Mental Health & Wellbeing during the COVID-19 outbreak and beyond. The webpage contains advisory, practical tips, posters, videos, dos and don'ts for psychosocial support, FAQs and online query system. Also, a national toll free helpline (8445440632) for countrywide outreach to students from schools and colleges provides tele-counselling to address their mental health and psychosocial issues. NIMHANS has initiated a mental health support helpline (8046110007). Housemasters will monitor the cadets for any sign of depression / stress etc. and

take active measures besides the preventive steps. COVID-19 help groups of students headed by House Masters may be formed to identify and help friends / classmates in need. Cadets should be encouraged to speak to their parents over telephone.

27. Smt T Rajaratnam , PGT (Computer Science) is requested to share the following links on the School website for information of cadets and staff:-

- (a) Ministry of Health & Family Welfare (<https://www.mohfw.gov.in/>)
- (b) Practical tips to take care of your Mental Health during Stay In (<https://www.youtube.com/watch?v=uHB3WJsLJ8s&feature=youtu.be>)
- (c) Minding our Minds during COVID-19 (<https://www.mohfw.gov.in/pdf/MindingourmindsduringCoronaeditedat.pdf>)

### **Conclusion**

28. The above guidelines / instructions are by no means exhaustive, especially in an ever changing health cum socio economic scenario. In view of the present dynamic situation and future uncertainties, all staff and cadets are advised to be more cautious and careful to protect their health and health of others to avoid contract and spread of COVID-19 disease. We all should be prepared in all respects to carry out academic activities following necessary advisories / guidelines / directions issued by Central / State/ UT Government, Ministry of Education, CBSE and Sainik Schools Society from time to time to prevent the spread of COVID-19.

29. Issued for information and necessary action of all concerned.



(अरुण कुलकर्णी)  
(Arun Kulkarni)  
कर्नल / Colonel  
प्राचार्य / Principal

### **Distribution:-**

All concerned – by WhatsApp.