

GOVERNMENT OF ASSAM
SECONDARY EDUCATION DEPARTMENT
DISPUR, GUWAHATI-06

No. ASE. 01/2020/Pt-II/18

Dated, Dispur the 16th September, 2020

ORDER

The Government of Assam in Secondary Education Department is pleased to notify the Standard Operating Procedure for fresh re-opening of schools in the State of Assam from class IX , X, XI to XII in the Schools and Colleges maintaining all the protocols of safety Guidelines under COVID-19 pandemic. The Standard Operating Procedure will come into effect from 21st September, 2020 and shall be operative for a period of 15 (fifteen) days. Subsequently, the SOP will be modified after observing the situation for 15 (fifteen) days of time from 21st September, 2020. The detailed SOP is as follows:-

**STANDARD OPERATING PROCEDURE (SOP) FOR RE-OPENING OF SCHOOLS IN THE STATE OF ASSAM
(FROM CLASS IX, X, XI & CLASS XII).**

1. Background

The COVID-19 pandemic has caused disruptions to the educational system and student-teacher classroom – learning and interaction. There is a severe impact on a child's ability to learn. Furthermore, learning online and through other channels has a limited reach and impact, especially amongst the most vulnerable section of the students. Educational Institutions are closed from 15th March, 2020 and though online teaching is ongoing but due to various constraints all the students could not be covered. The students studying in class-XII particularly students of Science and other streams have to appear in the professional and competitive qualifying examination for admission in various professional courses. To prepare them to face the competitive examination it is felt that the classroom classes for them should be started and also in respect of the students who will be appearing for the ensuing HSLC examination.

The Government of Assam had extended the Academic year till 31st March 2021 and subsequently w.e.f. 01st April to 31st March of every year, primarily to recover the loss in Academic days and also to bring the session at par with all India level.

In view of the above and in pursuance of the SOP prepared by the Ministry of Health and Family Welfare, Government of India, the SOP for the State of Assam, for fresh re-opening Schools for students of class IX, X, XI and Class XII is mentioned below.

General Guidelines :

1. From 21st September, 2020 reopening of schools and colleges will commence.
2. Students from class IX, X, XI & XII will be part of this reopening exercise.
3. All other classes will remain suspended.
4. For the students of class IX & XII classes will be conducted on Monday, Wednesday and Friday.
5. For the class X & XI classes will be conducted on Tuesday, Thursday and Saturday.
6. For every class, the students should be divided into 2 batches, of course, when in any class, total number of students is less than 20, then division in batch will not be required.
7. First batch of students will come to school at 9.00 am and they will be there in the schools up to 12.00 noon, for the 2nd batch of Students, the classes will be from 1.00 pm to 4.00 pm.
8. School authority will ensure that before commencing informal class of the 2nd batch, the first batch students are send back home.
9. Students will come to the school provided their parents have no objection and as such written undertaking/confirmation from the parents should be produced in the schools.
10. Total number of teaching and non-teaching staff should be restricted to 50%.
11. Teachers with severe Comorbid condition such as chronic kidney disease, type two diabetics with severe condition, heart surgery and suffering from cancer will be exempted by the Head

of the institutions from attending schools. Head of the institutions will be in touch with Health Authority for regular random checking, random testing of the teachers and students on weekly basis covering maximum 10% of the teachers and students in the given date.

12. The Head of the Institutions will submit information on weekly basis, regarding number of teachers and students tested positive during the randomize testing if the number are more than reasonable the head of the institution will discuss the matter with the Director of Higher Education, Assam and Director of Secondary Education, Assam in order to see whether class will continue or it will be suspended.
13. A State Help line maintained by Samagra Siksha Abhiyan (SSA), Kahilipara, Guwahati-19 will be notified in the leading newspapers. In case, teachers need some clarification, this helpline shall be kept open during the working hours, and should be mentioned in the advertisement itself.
14. The SOP that will be effective from 21st September, 2020, will be modified after observing the situation for next 15 days of time.

2. Scope

This SOP outlines various generic precautionary measures to be adopted in addition to specific measures to be taken when schools are permitting students (from 9th to 12th class), to attend the classes, to prevent spread of COVID-19.

3. Generic Preventive measures

The Generic preventive measures include simple public health measures that are to be followed to reduce the risk of COVID 19. These measures need to be observed by all (teachers, employees and students) in these places at all times.

These include:

- i. Physical distancing of atleast 6 feet to be followed as far as feasible.
- ii. Use of face covers/masks to be made mandatory.
- iii. Frequent hand washing with soap (for atleast 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for atleast 20 seconds) can be done wherever feasible.
- iv. 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.
- v. Self-monitoring of health by all and reporting any illness at the earliest.
- vi. Spitting shall be strictly prohibited.
- vii. Installation and use of AarogyaSetu App may be advised wherever feasible.

4. All schools (with classes IX to XII) shall specifically ensure the following arrangements

- i. Online/distance learning shall continue to be permitted and shall be encouraged.

4.1 Before opening up of the school

a) Planning of reopening of school

- i. Schools outside the containment zones only shall be allowed to open. Further, students, teachers and employees living in containment zones will not be allowed to attend the school. Students, teachers and employees shall also be advised not to visit areas falling within containment zones.
- ii. Prior to resumption of activities, all work areas intended for teaching/demonstrations etc., including laboratories, other common utility areas shall be sanitized with 1% sodium hypochlorite solution, with particular attention to frequently touched surfaces. Initiative will be taken by District Administration involving Inspector of Schools/ DEEO/ BEE0/Jt. Director of Health Services/Executive Engineer PHE and SMDC of the Schools.

- iii. Schools that were used as quarantine centres will be properly sanitized and deep cleaned before partial functioning is resumed. Guidelines issued by Ministry of Health & Family Welfare for disinfection of common public places including offices may be referred to in this regard) (<https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>)
 - (a) Proper labeling of Roll numbers of students in the desks (as normally) done during the HSLC etc. examination) has to be made identifying seats for each student in every shift to ensure social distancing norms.
 - (b) The duration of each subject per shift will be 30 minutes for class X and for class XII it will be 45 minutes and the Head of the Institution will prepare the routine chart giving importance to all the subjects.
- iv. Instead of biometric attendance alternate arrangements for contactless attendance shall be made by the school administration.
- v. At all times, the teachers and students shall maintain a physical distancing of 6 feet apart, wherever feasible. Scheduling of activities and seating plan shall be made accordingly.
- vi. Ensure hand washing facilities along with provision of soap.
- vii. For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet may be made. Similarly, physical distancing shall also be maintained in staff rooms, office areas (including reception area), and other places (mess, libraries, cafeterias, etc.)
- viii. Weather permitting, outdoor spaces may be utilized for conducting teacher student interactions, keeping in view the safety and security of students and physical distancing protocols.
- ix. Assemblies, sports and events that can lead to overcrowding are strictly prohibited.
- x. The school should display State helpline numbers and also numbers of local health authorities etc. to teachers /students / employees to contact in case of any emergency.
- xi. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30° C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.
- xii. Lockers of students will remain in use, as long as physical distancing and regular disinfection is maintained.
- xiii. Gymnasiums shall follow MoHFW guidelines available at: (<https://www.mohfw.gov.in/pdf/Guidelinesonyogainstitutesandgymnasiums03082020.pdf>).
- xiv. Swimming Pool (wherever applicable) shall remain closed.

b) Planning and scheduling of activities

- (i) iGOT, prescribed online modules training course on 'basic awareness on COVID' (https://diksha.gov.in/igot/explore-course/course/do_313010389971255296164) may be undertaken by all employee and students during online interactions or guidance sessions on the first day.

c) Availability and management of supplies

- i. Appropriate back- up stock of personal protection items like face covers/masks, visors, hand sanitizers etc. shall be made available by management to the teachers and employee.
- ii. Provide an adequate supply of thermal guns, alcohol wipes or 1% sodium hypochlorite solutions and disposable paper towels, soap, IEC materials on COVID.

- iii. Pulse oximeter to check oxygen saturation levels of any symptomatic person must be arranged.
- iv. Ensure availability of sufficient covered dustbins and trashcans
- v. Provision for proper disposal of used personal protective items and general waste in accordance with CPCB guidelines (available at: <https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW- GUIDELINES-COVID 1.pdf>)
- vi. Housekeeping employee to be informed & trained about norms for waste management & disposal.

4.2. After opening of the schools

a) At the entry point

- i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions. Multiple gates/separate gates, if feasible, should be used for entry and exit.
- ii. Only asymptomatic persons (teachers, employees and students) to be allowed in the premises. If a teacher/employee/student is found to be symptomatic, he/she should be referred to nearest health center.
- iii. Posters/standees on preventive measures about COVID-19 to be displayed prominently.
- iv. Proper crowd management in the parking lots, in corridors and in elevators – duly following physical distancing norms shall be organized.
- v. Entry of visitors should be strictly regulated/restricted.

b) Conduct of guidance activities in the rooms or open spaces within the school campus

- i. Seating arrangement to ensure a distance of 6 feet between chairs, desk set etc.
- ii. Staggering of guidance activities to be done, with separate timing slots, to allow for adequate physical distancing and disinfection of classroom premises.
- iii. The teaching faculty will ensure that they themselves and students wear masks throughout the conduct of the teaching/guidance activities.
- iv. Sharing of items like notebook, pens/pencil, eraser, water bottle etc. among students should not be allowed.

c) Conduct of skill based training in workshops/laboratories

- i. For practical activities in laboratories maximum capacity per session based on redesigned spaces, may be planned and scheduled accordingly.
- ii. Ensure that the equipments have been disinfected, particularly the frequently touched surfaces before and after each use.
- iii. Ensure a floor area of 4m² per person is available for working on equipment/workstation.
- iv. Ensure that members sanitize their hands before and after using training equipment. For such purpose hand sanitizer should be provided at workstations/simulation lab set etc.

d) Activities in common areas – library, mess/canteen, common rooms, gymnasium etc.

- i. Physical distancing of 6 feet needs to be maintained
- ii. Persons using the common areas need to use mask/face cover all the time
- iii. Cafeteria/mess facility, if any within the premises, shall remain closed.

e) Transportation to and from the institution

If transportation facility is being managed by the school, proper physical distancing, sanitization of buses/other transport vehicles (with 1% sodium hypochlorite) shall be ensured.

Buses will carry 1/3 intake of the students in the bus. The schools buses should be properly sanitized twice daily.

5. Hygiene and Sanitation

- i. Daily cleaning of the floors shall be taken up.
- ii. Provision of soap in toilets and hand sanitizers in other common areas insufficient quantity must be ensured.
Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, handrails, chairs, benches, washroom fixtures, etc.) to be made mandatory in all classrooms, laboratories, lockers, parking areas, other common areas etc. before beginning of classes and at the end of the day.
- iii. Teaching materials, computers, laptops, printers, shall be disinfected with 70% alcohol wipes.
- iv. Deep cleaning of all drinking and hand washing stations, washrooms and lavatories shall be ensured.
- v. Students and employee should be advised to dispose of used face covers / masks in separate covered bins placed in classrooms, workstations and other common areas. The same may remain stored in the bins for 3 days and disposed of as dry general solid waste after cutting/shredding.
- vi. Students should not be involved in any of the cleaning activities for health safety reasons.

6. Risk Communication

- i. Create awareness to ensure the students do not gather when leaving the school and in their free time.
- ii. Sensitize students, parents, teachers and employees to create awareness on COVID appropriate behavior, as detailed under generic measures above.
- iii. If a student, teacher or employee is sick, they should not come to the school and follow necessary protocols in this regard.
- iv. Display communication materials (info-graphics etc.) on COVID-19 prevention in different areas within the school premises and the community.

7. Psycho-social wellbeing

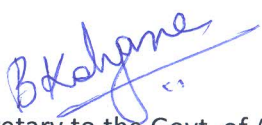
- i. Ensure regular counselling is done for students and teachers reporting mental health issues such as anxiety and depression.
- ii. It is advisable that teachers, school counsellors and school health workers should work in unison to ensure emotional safety of the students.

8. SOP to be followed in case a student/teacher/employee develops symptoms (fever, cough, difficulty in breathing)

- i. Place the ill person in a room or area where they are isolated from others.
- ii. Inform parents/guardians as the case may be.
- iii. Patient will remain isolated while wearing a mask/face cover till such time they are

- examined by a doctor.
- iv. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
 - v. A risk assessment shall be undertaken by the designated public health authority (district RRT/treating physician) and accordingly further action be initiated regarding management of case, their contacts and need for disinfection.
 - vi. Disinfection of the premises to be taken up if the person is found positive.


This Order shall come into force with immediate effect.


Principal Secretary to the Govt. of Assam
Secondary Education Department
Dispur, Guwahati-06
Dated, Dispur the 16th September, 2020

Memo No. ASE. 01/2020/Pt-II/18-A

Copy to:

1. P.S. to Hon'ble Minister, Education, Assam, Dispur, Guwahati-06, (for kind appraisal of the Hon'ble Minister).
2. P.S. to Hon'ble Minister of State, Education, Assam, Dispur, Guwahati-06, (for kind appraisal of the Hon'ble Minister of State)
3. P.S. to Hon'ble Advisor, Education, Assam, Dispur, Guwahati-06 (for kind appraisal of the Hon'ble Advisor)
4. P.S. to Chief Secretary, Assam, Dispur, Guwahati-06, (for kind appraisal of the Chief Secretary).
5. P.S. to Commissioner & Secretary, Secondary and Higher Education, Assam, Dispur, Guwahati-06 (for kind appraisal of the Commissioner).
6. P.S. to Chairman, Board of Secondary Education Assam (SEBA), Bamunimaidan, Guwahati-21.
7. P.S. to Chairman, Assam Higher Secondary Education Council (AHSEC), Bamunimaidan, Guwahati-21.
8. The Deputy Commissioner (All), Assam
9. The Director of Information and Public Relations, request for wide publicity.
10. The Director of Higher Education, Assam, Kahilipara, Guwahati-19.
11. The Director of Secondary Education, Assam, Kahilipara, Guwahati-19.
12. The Regional Director, CBSE, Panjabari, Guwahati-781037.
13. The Inspector of Schools (All), Assam.
14. The Secretary, Board of Secondary Education Assam (SEBA), Bamunimaidam, Guwahati-21.
15. The Secretary, Assam Higher Secondary Education Council (AHSEC), Bamunimaidam, Guwahati-21.


By Order etc.,
Additional Secretary to the Govt. of Assam
Secondary Education Department
Dispur, Guwahati-06