

STANDARD OPERATING PROCEDURES FOR THE PREVENTION OF COVID-19 IN

SACRED HEART CONVENT SCHOOL

Classes 9-11 will start on 15th September 2020.

Classes 6-8 will start on 23rd September 2020.

Classes 3-5 will start on 30th September 2020.

Schedule for Classes Nursery to 2 will be communicated later.

Alternative day schedule will be followed.

There will be no double shift on a single day.

Only 50% students will be allowed on one day.

The school timings are: 7.30 am – 11.30 am (Initial Phase)

No child shall be allowed to enter the school premises before 7:15 a.m.

The parents will pick the child within 15 minutes after the school time.

The parents will be asked not to send a sick child to the school.

School Entrance:

- **In the initial phase the children will come through gate no. 3 situated at Napier road, Lahore. When the Agha Shorish Kashmiri Road will be clear by the Government for traffic, more than one entrance gate will be used.**
- Only those students wearing a mask will be allowed to enter.
- The trained staff members will check the body temperature of the students using an Infrared Thermometer Gun. Any student found sick would be immediately sent back.
- Once the temperature screening is carried out, there will be hand washing facility available in the school.
- Each student will disinfect their hands with their own sanitizers before going to their respective classrooms.
- Signs of 'No shaking hands', 'No hugs' and 'No touching' will be displaced all around the school.
- The management responsible for the security checks will wear masks all the time and will sanitize their hands frequently.
- **No unauthorized person, visitors or parents will be allowed to enter the school premises.**

- **A prior appointment needs to be sought for any issue related to school matters.**
- No school assembly will take place.

Classrooms:

- Not more than 20 students will be allowed to sit in one classroom.
- Distance between desks will be increased to maintain social distancing.
- Students will not be allowed to physically interact with each other. Sharing of books, notebooks, stationary, lunch boxes, water bottles, tissue papers, hand sanitizers and masks will not be allowed.
- Activities that bring students together such as assemblies, group presentations, sports and music classes will not be allowed.
- Break will be given to students, but they will not be allowed to go in the ground. They will have their lunch in the classrooms. Students will bring the lunch from home since there is no canteen facility in the school.
- A schedule will be designed according to which students will wash their hands during the school timings.
- Extra masks will be available in the classrooms just in case any student's mask breaks or tears off.
- Ventilation of the classrooms will be increased by opening windows if the weather permits.
- Disinfection of the classrooms will be ensured, and desk surfaces will be cleaned more frequently. Disinfectant sprays will be available in each classroom.
- A very friendly, healthy and relaxed environment will be maintained in the classrooms.
- Students will be trained not to stigmatize their fellows or tease anyone about being sick.
- Teachers will not be allowed to punish students because COVID-19 is already a very stressful situation for everybody.

Toilets:

- A supportive staff member will be sitting outside the toilets so that only one student goes in at one time.
- Liquid soaps will be available in the toilets.
- No towels will be hung in the toilets.
- Poster of proper method of washing hands will be displayed at the washing area facilities.
- Proper cleaning and disinfection of the toilets will be ensured.

Teacher Training

- Teachers' orientation regarding the SOPs will be conducted from 31- 08- 2020
- Teachers will review the syllabi and timetables to adjust reduced school year and prioritize key learning outcomes.
- Teachers will prepare their duty rosters for school cleanliness.
- Teachers will be trained to use the infrared thermometers.
- Teachers will keep an updated record of contact numbers of all parents in case of any emergency.
- Teachers will teach cough and sneeze etiquettes such that students know how to cover coughs and sneezes with elbows (5 minutes at the beginning of each day).
- Non-contact greeting will be advised.
- Teachers will guide students how to make a cloth mask at home.

Note: -

The school officials will notify public health authorities in case of a positive COVID-19 case.