**STANDARD OERATING PROCEDURE**

**FOR PARTIAL REOPENING OF SCHOOL DURING COVID-19**

**SYNA INTERNATIONAL SCHOOL, KATNI (MP)**

1st of October, 2020

**Dear parents**

SYNA International School is all set to welcome the students of IX, X XI & XII to the school for studies from Monday 5th of October. We assure you that we are confident enough to have put in place all the necessary precautionary arrangements to ensure the safety of your children in our school premises. The school has planned the reopening based on the judgment of what is safest for our school’s children, families and staff.

Before making your decision regarding sending your child to school, please take into account the following **SOPs:**

1. **General:**
2. A test for COVID-19 and the submission of its report will be mandatory for all the students intending to join the school. However the school has arranged for the testing in the school campus on the 5th of October from 1 p.m. to 5 p.m. for the students and the staff. The students may avail this opportunity.
3. The students must carry the consent letter duly signed by the parent and submit the same to their class teachers.
4. If your child, or anyone else in your household, shows COVID-19 symptoms (high temperature, coughing or lack of smell or taste), you should not send them to school, but should instead follow government guidance related to testing and isolation.
5. If your child develops symptoms at school, they will be sent home immediately.
6. The students will have to park their vehicles at the barrier gate and walk down to the school building. Parents coming to collect their ward must wait at the barrier gate and maintain a 2 meter distance from all other parents.
7. All the staff coming from places other than campus should keep themselves and their family home isolated for a week.
8. All the staff and students should maintain physical distancing, wear masks, wash hands regularly.
9. Educators, Admin, Group D and Mess workers must be checked daily. All must come with masks, gloves and sanitizers.
10. Hand wash / sanitizers should be kept at the required places.
11. Body temperature should be taken at entry/exit.
12. No students will be allowed inside the campus without proper certificate.
13. No students or staff will be allowed without proper safety gears.
14. No students are allowed to share, borrow any items from others.
15. Students must wash their hands after every class.
16. Trash should be disposed off inside the prescribed dustbins only.
17. Unnecessary movements should be restricted.
18. Classrooms must be sanitized before and after the classes.
19. Locker facility in school will not be provided.
20. Timing for Boarders and Day Boarders will be different. Students must not meet each other. Students will come for three hours only from 9 a.m. to 12 p.m. There will be two 10 minute short breaks at the end of 1st and the 2nd hour followed by the departure at 12 pm.
21. While working in the labs, apparatus should not be shared.
22. If any staff or student is suffering from cough/cold/breathlessness/loss of taste or smell, they should not come to school.
23. Parents must brief their children about hygiene.
24. Students must inform the school Nurse/teachers/wardens in case of any sickness.
25. Use tissue papers instead of handkerchief.
26. Hugging and shaking hands is strictly restricted.
27. **Day Boarding:**
28. Classrooms will be separate.
29. Students should come to school on their own, school buses will not ply.
30. Vehicles dropping the students should leave them at barrier gate and receive from the same place.
31. Meals will not be served. Students must have their breakfast and lunch from home.
32. All should follow the marks while moving in mass.
33. Mobile phones are not allowed.
34. Number of students in a class should be minimum and seating arrangement of six feet to be maintained.
35. All should carry their pocket sanitizer with them.
36. Own water bottles should be carried. Tiffin boxes or eatables are not allowed.
37. **Boarding:**
38. Boarders should report with proper certificate/self declaration.
39. Boarders can carry their android phones and laptops/tablets (if available).
40. Boarders must come with Chyawannprash, Limcee Tab. (60, Zincovit Tab. (30), Septilin Tab. (60), Kadha (30Pakts.)
41. They will have to carry their lap-tops and dongle/wireless device for internet connection. Gadgets will be issued at the time it is needed.
42. No eatables are allowed except for the immune boosting drinks/medicine.
43. All Boarders should get their medical check up done from school dispensary before entering the hostels.
44. If any Boarder is under some medication, medicines should be handed over to the school Nurse with prescription.
45. Students wearing spectacles (eye glasses) should carry two extra pairs which have to be submitted to hostel wardens.
46. Hostel staff and school staff should work hand in hand to ensure proper distancing and sanitization at all times. Hostels must be sanitized at least 2times/day.
47. Mess should ensure healthy and nutritious diet.
48. Time table should be followed strictly.
49. No movements within the hostel should be allowed. Boarders should not visit others room.
50. Boarding students will have games in the evening and enter the hostel after washing their hands.
51. Boarders must wash their hands every hour when they are in the hostel.
52. Boarders should be closely monitored during their movement while going to school, mess or play areas.

**Note: Any negligence should be immediately reported to the Principal.**

**Parents and other visitors will not be allowed on school premises without an appointment. We are, as ever, available to talk to on the telephone. In the exceptional event of a meeting being necessary, an appointment should be made, and strict social distancing rules to be followed.**

**We are sure that you appreciate that we have chosen to apply these SOPs so that your children and our staff can be as safe as possible.**

**Thank you for your ongoing support.**

Yours Sincerely,

**Dr. Aditya Kumar Sharma**

Principal

SYNA International School, Katni