

Delhi Public School (Joka) South Kolkata



Guidelines to be followed by all stakeholders for reopening of school

S.O.P for Students:

1. Reporting time for students will be at 8.00 am as per the schedule uploaded in the website for their respective classes.
2. Student should cooperate with the school staff for thermal scanning at the time of boarding the school bus and at the school gate.
3. Private cars and car pools of students should wait till the thermal scanning at the gate is over for the respective students.
4. Only asymptomatic students will be allowed to enter the school premises. Students should follow the social distancing norms.
5. All Students should wear masks and carry a bottle of sanitizer. They should also carry an extra mask to school.
6. Students will refrain from holding hands/ shaking hands / chat in groups while in school premises as well as while commuting in the school transport.
7. Students will not be allowed to share books , stationery and their tiffin with their friends. School canteen will remain closed.
8. Student should strictly adhere to the class rooms and seat designated to them on the days of reporting to the school.
9. Students should leave the classroom only with the permission of the teachers . Washing or sanitising of hands after using the washrooms is mandatory for all students
- 10 . Students should wear a fresh set of uniform including socks and must sanitize their school shoes everyday.
11. Students should adhere to the 'social distancing norms' during the practical classes and while accessing the corridors.

12. Students should wait on the foot stickers/circular marks on the corridor as and when required. Students should avoid touching the handrails while using the staircase.

S.O.P for Teachers :

1. Teachers play a significant role in the new normal era. They must be overtly cautious about their hygiene as they will be interacting with the students directly.
2. Before the commencement of the first period and prior to dispersal, the class teacher will check the temperature of each child of their respective classes and maintain a record .
3. Any child found with high temperature or Covid related symptoms should be immediately sent to the nearest Isolation Room and reported immediately to the Principal/Headmaster/coordinators.
4. Teachers should be vigilant during the lunch break. No child should be allowed to change their seat or share food with their classmates.
5. Teachers should ensure that all students wash their hands before and after taking their food . Time and again children should be told to refrain from touching their mask or opening the same.
6. The teachers should ensure the students to maintain social distancing norms and not to share books, stationery ,lunch box, water bottle, hand sanitizer with their friends.

S.O.P for Parents :

1. Parents should fill up the consent form by clicking on the Google link given in the circular no. DPSJSK/cir/20/003 . They should also send a signed hardcopy of the declaration /consent form on the first day to school for their wards
2. Parents should monitor their wards for body temperature and other Covid related symptoms and should refrain from sending their ward to school if such symptoms are present.
3. Parents should ensure that their wards wear masks regularly and carry an extra mask along with the hand sanitizer, handkerchief.
4. Parents must ensure that the student must wear fresh set of uniform including socks and must sanitize their school shoes everyday.
5. Parents must encourage their ward not to share books , stationery and their tiffin with their friends. Parents must send lunch box and water bottle from home as the school canteen will not be operational .
6. Parents must adhere to the school timings and educate their ward to follow social distancing norms.
7. Parents sending their wards by private cars / pool cars are requested to co-operate with the school security during the entry and exit at the school gate till mandatory screening is completed.
8. Parents should abstain from sending their ward to school in case n family member develops Covid like symptoms, eg, dry cough, temperature , loss of taste/smell, etc.

Principal