



# **Sri Aurobindo International Centre of Education**

## **COVID Rules and Regulations**

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Ref: [www.cdc.gov](http://www.cdc.gov)

Ref: SOP/Guidelines for Health and Safety protocols for Reopening of Schools

## GUIDELINES FOR STUDENTS

There are **4 simple guidelines** to substantially improve your safety and keep you significantly better protected against COVID-19:

1. ***Wear a mask***, as far as possible, at all times.
2. ***Wash hands*** frequently with soap and scrub properly for 20 seconds or use a sanitiser with minimum 60% alcohol content.
3. ***Maintain physical distance***, as far as possible, of at least 2 metres at all times.
4. ***Limit duration of interactions sensibly***, especially in badly ventilated / air-conditioned areas. Remember: the longer the interaction, the greater the risk. Even with masks, ideally this should not exceed 1 hour continuously.

### MASKS

#### WHY DO I HAVE TO WEAR IT?

- To protect yourself in case anyone around you is infected with COVID-19 but is not showing any symptoms.
- To help protect others in case you are infected with COVID-19 but do not show any symptoms.
- Wear a mask in any setting when you are around people who do not live in your household, especially when it may be difficult for you to stay 2 metres apart.

Ref: [www.cdc.gov](http://www.cdc.gov)

Ref: SOP/Guidelines for Health and Safety protocols for Reopening of Schools

## *LEARN TO WEAR THE MASK CORRECTLY:*

- A. Wash your hands before putting on your mask.
- B. Put it over your nose and mouth and secure it under your chin.
- C. Try to fit it snugly against your nose and the sides of your face.
- D. Do not wear a mask with an exhalation valve.
- E. Do not continue to wear a mask if it gets wet; wear a fresh one.
- F. Make sure you can breathe easily.
- G. Don't put the mask below your mouth, around your chin/neck or up on your forehead.
- H. Don't touch the mask, and, if you do, wash your hands or use hand sanitiser to disinfect.
- I. Learn the correct procedure to take off the mask:
  - Handle the mask only by the ear loops or the strings.
  - Untie the strings behind your head or stretch the ear loops.
  - Fold the outside corners together.
  - Be careful not to touch your eyes, nose, and mouth when removing the mask.
  - Wash hands with soap / sanitiser immediately after removing it.
  - Cloth masks should be washed every day.

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Ref: SOP/Guidelines for Health and Safety protocols for Reopening of Schools

**Consciously develop the good habit of covering your nose and mouth when sneezing or coughing - use your handkerchief / tissue or sneeze/cough into your elbow.**

## **HAND WASHING**

### *WHY DO I HAVE TO WASH FREQUENTLY?*

- Hand washing is one of the best ways to protect yourself and your family from getting sick.
- Germs can spread from other people or surfaces when you:
  - Touch your eyes, nose, and mouth with unwashed hands
  - Cook food or eat or drink with unwashed hands
  - Touch a contaminated surface or objects
  - Blow your nose, cough, or sneeze into hands and then touch other people's hands or common objects

### *WHEN SHOULD I WASH MY HANDS?*

- Before, during, and after preparing food
- Before eating
- Before and after caring for someone at home who is sick
- Before and after treating a cut or wound
- After using the toilet
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After touching garbage

Ref: [www.cdc.gov](http://www.cdc.gov)

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- After you have been in a public place or touched an item or surface that may be frequently touched by other people, such as door handles, tables, handrails on staircases, lift buttons, shopping carts, cash, etc.
- Before touching your eyes, nose, or mouth because that's how germs enter our bodies.

### *FIVE STEPS TO WASH YOUR HANDS THE RIGHT WAY*

Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community - from your home and workplace to childcare facilities and hospitals.

Follow these five steps every time.

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

Ref: [www.cdc.gov](http://www.cdc.gov)

Ref: SOP/Guidelines for Health and Safety protocols for Reopening of Schools

## **PHYSICAL DISTANCE**

### *WHY SHOULD I MAINTAIN A DISTANCE OF 2 METRES FROM OTHERS?*

COVID-19 spreads through particles and droplets that hang in the air after being released when people talk, laugh, sing, sneeze/cough, etc. while not wearing masks correctly. Maintaining a distance reduces the chances of inhaling or ingesting these droplets/particles. You should therefore maintain physical distance as far as possible:

- To protect yourself in case anyone around you is infected with COVID-19 but is not showing any symptoms.
- To help protect others in case you are infected with COVID-19 but do not have symptoms.

### *HOW TO PRACTICE PHYSICAL DISTANCING*

- Avoid crowded places (e.g. markets, malls, etc.)
- Avoid non-essential gatherings (e.g., weddings, parties, etc.)
- Avoid common greetings, such as handshakes, high-fives, hugs, etc
- Limit contact with people at higher risk (e.g. elderly adults and those in poor health)
- Avoid non-essential trips outside your home / school (e.g. beach, parks)

Ref: [www.cdc.gov](http://www.cdc.gov)

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## **MONITOR YOUR HEALTH AND REPORT ANY SYMPTOMS IMMEDIATELY TO THE ASHRAM DOCTORS**

It is very important that you monitor your personal health and report any symptoms quickly to the Ashram doctors so that prompt action can be taken to review your health to protect you and other students and teachers.

The following are some of the known COVID-19 like symptoms to look out for:

- Fever (100.4°F or more) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

### ***Drop off / Pick up***

#### ***Drop off***

In order to avoid crowding, dropping off students arriving by two-wheelers or cars on the road right outside the gates will no longer be allowed.

Ref: [www.cdc.gov](http://www.cdc.gov)

Ref: SOP/Guidelines for Health and Safety protocols for Reopening of Schools

You are required to walk to the School from your vehicle that should be parked at the proper areas marked by the Government. Younger students should be accompanied by their parents to the gate.

### *Pick up*

In order to avoid crowding, students are no longer allowed to stand on the streets either alone or in groups waiting to be picked up. They will wait inside the premises.

Your parents / drivers will need to park the vehicle at the correct parking space as indicated by the government and walk to the gate and lead you out.

### ***On return from School***

Follow a clear procedure on return from school:

- Footwear should ideally be left outside the home or kept at a specified place separately.
- Keys, bags, watch and other items taken to school should be kept at a designated place on getting back home and should be sanitised immediately.
- After this, you should straight away go to the bathroom and take off all clothes without shaking them too much and keep them aside for washing, have a bath and only then relax.

Ref: [www.cdc.gov](http://www.cdc.gov)

Ref: SOP/Guidelines for Health and Safety protocols for Reopening of Schools

**IT IS CRITICAL THAT EVERY MEMBER OF THE COMMUNITY CONSCIOUSLY ABIDES BY ALL PROTOCOLS FOR THE SAFETY OF THE ENTIRE COMMUNITY.**

**ABOVE ALL REMEMBER: THERE IS NO NEED TO BE AFRAID**

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## GUIDELINES FOR PARENTS

As a parent, you have a key role in the continuing good health of your child/children and by working together with the School, you can enhance the general safety of all children by strictly adhering to all the health protocols issued by the School and the local Government.

There are **4 simple guidelines** to substantially improve your child's safety and keep everyone significantly better protected against COVID-19:

1. ***Wear a mask***, as far as possible, at all times, outside your home.
2. ***Wash hands*** frequently with soap and scrub properly for 20 seconds or use a sanitiser with minimum 60% alcohol content.
3. ***Maintain physical distance***, as far as possible, of at least 2 metres at all times, outside your home.
4. ***Limit duration of interactions sensibly***, especially in badly ventilated / air-conditioned areas. Remember: the longer the interaction, the greater the risk. Even with masks, ideally this should not exceed 1 hour continuously.
5. ***Try and restrict guests from coming to your home*** especially for meals, parties and long conversations.

On a **daily basis**, you may wish to consider the following actions points:

Ref: [www.cdc.gov](http://www.cdc.gov)

Ref: SOP/Guidelines for Health and Safety protocols for Reopening of Schools

- Check in with your child each morning for signs of illness. If your child has a temperature of 100.4°F or higher, they should not go to school. Please note that if your child(ren) is/are found to have temperature in the above range during the temperature scanning at the entrance, they will not be permitted to attend school for the day and you will need to make arrangements to take them home immediately. In this, the temperature reading by the School will be considered final.
- Make sure your child does not have a sore throat or other signs of illness, like a cough, diarrhea, severe headache, vomiting, or body aches. If your child has any of these symptoms, call the Ashram doctor immediately and do not send your child to school.
- If you are aware that your child has had close contact with a COVID-19 case, they should not go to school. Call an Ashram Doctor immediately and seek guidance.
- Find out your school point person(s) to contact if your child is unwell.
  - Section-in-Charge(s):                   \* Contact number:
  - School Office:                           \* Contact number:
- Review and practise proper hand washing techniques at home, especially before and after eating, sneezing, coughing, and adjusting a mask or cloth face covering. Make hand washing a conscious habit and explain to your child why it's important.
- Please ensure you pack a water bottle for your child.
- Develop daily routines with your child before and after school—for example, things to pack for school in the morning

Ref: [www.cdc.gov](http://www.cdc.gov)

Ref: SOP/Guidelines for Health and Safety protocols for Reopening of Schools

(like hand sanitiser, mask and an additional (back-up) mask) and things to do when they return home (like washing hands immediately and washing masks).

- Talk to your child about precautions to take at school. Children may be advised to:
  - Wash and sanitise their hands more often.
  - Keep physical distance from other students.
  - Wear a mask.
  - Avoid sharing objects with other students, including water bottles, devices, pens, pencils, and books.
  - Use hand sanitiser (that contains at least 60% alcohol.) Make sure you're using a safe product.
  - Report any time they feel unwell - the children should not ignore any symptoms and report it to the Class Teacher / Section-in-Charge if they are in School or to you if they feel unwell at home.
- Make sure your contact information (mobile number of both parents, emails, current residence address and alternate emergency contact) is up to date with the School authorities, including any individuals authorised to pick up your child(ren) from school. Please do not have any one above 65 years of age on such a list as far as possible.
- Be familiar with your school's plan for how they will communicate with families when a positive case or exposure to someone with COVID-19 is identified and ensure student privacy is maintained.
- Be familiar with Ashram doctors' contact numbers and store them on your mobiles:  
Dr. Salila: 94885 73610                      Dr. Mandeep: 81301 70646

Ref: [www.cdc.gov](http://www.cdc.gov)

Ref: SOP/Guidelines for Health and Safety protocols for Reopening of Schools

- Plan for transportation - drop off / pick up protocols should be well understood by both you and your child - remember that any sharing of vehicles is best avoided, except in the case of siblings, and if absolutely required, ensure masks are worn at all times and hands are sanitised after getting off shared vehicles.
- Reinforce the concept of physical distancing with your child.
- Feel free to talk to your child's Section Head / teachers about the protocols enforced in School and how recess, if any, is being handled and speak to your children to make sure they abide by all instructions from the School.

## ***Masks***

The School requires all children to wear masks at all times. A child will not be allowed to participate in classes if she/he comes to School without a mask.

Train your child in the proper procedures for wearing and taking off masks. Remind them regularly of mask hygiene.

Actions to take and points to consider:

- Have several masks, so you can wash them daily and have back-ups ready. Choose masks that
  - Fit snugly but comfortably against the side of the face
  - Completely cover the nose and mouth
  - Are secured with ties or ear loops

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Ref: SOP/Guidelines for Health and Safety protocols for Reopening of Schools

- Include multiple layers of fabric
- Allow for breathing without restriction
- Can be washed and dried without damage or change to shape
- Label your child's masks clearly with a permanent marker so that they are not confused with those of other children.
- Practise with your child putting on and taking off masks without touching the cloth.
- Explain the importance of wearing a mask and how it protects other people from getting sick.
- If you have a young child, help build their comfort wearing a mask and become comfortable seeing others in masks.
- Remind your child not to touch the masks or faces of other children.
- Remind your child to avoid holding hands, giving high-fives, hugging, etc. during COVID-19 times.
- Consider providing your child with a container (e.g., labelled re-sealable bag) to bring to school to store their spare mask for use if one gets wet / dirty.
- Consider sending a hand towel, appropriately marked for identification, to wipe hands after washing in School.
- Consider providing your child with another container (e.g., labelled resealable bag) to bring to school to store their masks when not wearing it (e.g., when eating).

## ***Hand washing***

Emphasise the critical importance of proper hand washing with soap for 20 seconds - time it so that your child understands how

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long 20 seconds actually is. Teach your child proper hand washing techniques - between fingers, under the nails, both palms, up to the wrist - lathering well.

Remind your child that frequent hand washing is a good discipline to stay safe.

You may wish to have him carry a small bottle of hand sanitiser if washing is not immediately possible and stressing that the better option is soap/water and not the sanitiser.

### ***Physical distance***

Emphasise that maintaining physical distance is one of the best ways to stay safe.

Read the “*Guidelines for Students*” along with your child and ensure they understand all protocols detailed therein and follow them as sincerely as possible. Remind them regularly about these guidelines and emphasise that School may have to take stern action if any student is not abiding by the health protocols.

### ***Drop off / Pick up***

#### ***Drop off***

To avoid crowding, children will no longer be allowed to be dropped off from two-wheelers or cars on the road right outside the gates.

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Ref: SOP/Guidelines for Health and Safety protocols for Reopening of Schools

You are required to park your vehicle as per government rules and either walk with your child(ren) to the gates or have them walk by themselves from the parking area to the school.

### *Pick up*

In order to avoid crowding, children are no longer allowed to stand on the streets either alone or in groups waiting to be picked up. They will wait inside the premises.

You will need to park your vehicle in the correct parking space as indicated by the government and walk and collect your child(ren).

### ***On return from School***

Formulate a clear procedure for your child(ren) when they return from school:

- Footwear should ideally be left outside the home or kept at a specified place.
- Keys, bags, watch and other items taken to school should be kept at a designated place on getting back home and should be sanitised immediately.
- After this, the child should straight away go to the bathroom and take off all clothes and keep them aside for washing, have a bath and only then relax. Personal hygiene

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and cleanliness is a very important part of staying safe and healthy.

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## **PROTOCOL FOR MOVEMENT BETWEEN CLASSES/BUILDINGS**

Students and teachers must remember to strictly follow the below mentioned protocols when transiting between classes or between buildings.

### *TRANSITION BETWEEN CLASSES / BUILDINGS*

1. Continue to wear your mask at all times.
2. Maintain physical distance as far as possible.
3. Do not carry any other individual's bags/books.
4. Sanitise your hands on entry to the new building.
5. Go straight to your class and occupy seats while maintaining physical distance. Do not congregate in close groups either on the streets or inside any school premise.

Remember to remain conscious of what you are touching during the transit and assume that anything you touch may be infected - when in doubt, use sanitisers or wash your hands with soap as mentioned in other guidelines. Do not touch your mouth, eyes, or ears while your hands are unsanitised / unwashed.

Remember, no need to be afraid - just take sensible precautions to keep everyone in the community in good health.

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# PROTOCOLS FOR ENTRY/EXIT & DROP-OFF/PICKUP

## *ENTRY / EXIT*

All students are required to come to school on time as part of regular discipline. Rushing to enter the gates between the first and second bells often results in crowding.

In the current COVID-19 conditions, entry will be strictly regulated as detailed below. There will be a process to be followed by every individual entering any of the School premises. This will mean that the entry will be slower and will require patience and greater discipline from all.

Entry procedure:

1. Do not crowd or rush in - stand at the spots marked for entry and move forward only when the person ahead of you has moved forward.
2. Anyone without a proper mask will not be allowed to attend school.
3. Every individual entering the school will be mandatorily thermal scanned as a safety measure. Anyone with temperature at 100.4°F or above will be sent home as mandated by the medical protocols.
4. Every individual must sanitise their hands using the hands-free sanitiser dispensers at the gate.
5. After temperature scanning and hand sanitisation, students must walk directly to their respective classrooms and not

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congregate in groups outside. As far as possible, they should try and maintain physical distance.

6. A student should carry only her/his bag, and not those of anyone else.

Exit procedure:

1. Maintain physical distance as far as possible and exit in an orderly manner.
2. If you are waiting for a parent / driver to pick you up, you are not allowed to wait either alone or in groups on the streets - please wait inside the School on the premises while continuing to wear your mask and maintaining physical distance. Your parent / driver is required to come to the gate (without entering the School premises) to pick you up. Any changes to this procedure will be intimated by a notice.
3. If you are going home / to Corner House / boarding - do not gather in groups on the streets - go directly to your cycle / bike and leave.

## **VISITORS**

All Entry / Exit protocols with regard to face masks, hand sanitisation, physical distancing apply to all visitors without exception.

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