

SRI AUROBINDO INTERNATIONAL CENTRE OF EDUCATION

GUIDELINES FOR ALL THOSE WORKING IN SAICE

We have a special responsibility during these difficult times to deal sensitively with children and take all necessary precautions to keep all children and all those working in SAICE safe and protected from any chance of contacting COVID-19 which is a highly infectious virus.

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

1. **Wear a mask** at all times while on any SAICE premise.
2. **Wash hands** frequently with soap and scrub properly for 20 seconds or use 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 the interactions should not exceed 1 hour continuously.

Please note that every classroom should be well ventilated at all times - opening the windows and running the fans will ensure this. If the fans are not in working order, either change the room, or borrow a pedestal fan from the office for the duration of the period and inform the persons concerned about the need for repair.

Some action points for each of us, as applicable:

- Remember: DO NOT come to school if you are feeling ill or showing any signs of COVID-19 like symptoms - e.g., sore throat or other signs of illness, like a fever, cough, diarrhea, severe headache, vomiting, or body aches. Contact the Ashram doctors immediately and inform the Section Head and the School Office. Even in the case of what you think is a common cold / cough or low level fever, please stay away from School.
- Keep a ready, easily accessible, printed list with the School Office / Section Head of every student's name, date of birth, names of both parents and their respective contact numbers as well as any other emergency contact, if provided. Make sure every teacher in the Section is aware where to locate this document.
- On a daily basis reiterate to the students the absolute mandatory need to adhere to all medical protocols listed in the "Guidelines to Students" and follow all protocols issued (listed below) - do take time to familiarise all students with these protocols for everyone's safety.

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- Ensure that bags and other personal belongings are kept adequately apart and that students do not touch/share each other's implements (pencil, pen, eraser, etc.) or water bottles (no pouring from one bottle to another as well).
- Ensure that no food items (including packaged food) are brought from home and consumed by a student or shared among students.
- For younger children, teachers, at the end of each class, must ensure their hands are sanitised. Sanitiser bottles will be available in the classroom or with the Section Head.
- For older children, send them in small batches at the end of every class to sanitise their hands.
- Ensure seating disciplines are always adhered to so that physical distancing can be maintained.
- Do not conduct any class activities that require touching or coming close to each other.
- Keep a close look out for any signs of illness amongst your students by familiarising yourself with currently known COVID-19 like symptoms and keep yourself updated regularly.
- At the end of class, if the students are required to move to another class or building, remind them of the protocols displayed and shared for such movement. In the case of classes P2 and below, the teacher who has just completed the period must accompany the students to the next classroom to ensure protocols are adhered to during the transition.
- In case any student is not adhering to the medical protocols, please immediately report the student's name to the Section Head and the School Office so that appropriate steps may be taken to stop the student from endangering others.
- Various protocols that you need to familiarise yourself with and reiterate to all students:
 - Guidelines for students
 - Guidelines for parents
 - Drop off / pick up protocols
 - Entry / Exit protocols
 - Protocols for movement between classes / buildings
 - Protocols for sanitisation of class rooms
 - Student isolation checklist

These are shared in the Teachers' Room and on the Notice Boards.

VISITORS

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