



Emmanuel Senior Secondary School

Line Police Road, Bundi, Rajasthan -323001

Affiliated to CBSE Delhi #1730159

Registered under E.E. Charitable Society, Jaipur

Phone : 0747-2457367

OFFICE OF THE PRINCIPAL

Date: 02-02-2021

Dear Parents/ Guardians,

As per the order and guidelines of the Government of Rajasthan to open the educational institution for the students of **Classes VI-XII**, you are hereby kindly requested to follow all hygiene norms and health related guidelines of the school. Due to the outbreak of Covid-19 pandemic, instruction and guidelines of the government and health department should be strictly adhered to. The school will strictly follow the SOP issued by the State Government **dated 08-01-2021**.

This Standard Operating Procedure (SOP) outlines various generic measures to be adopted when schools are permitting students **for VI-XII classes**. These measures need to be observed by all (teachers, employees and students) in the school at all times.

- 1. Written Permission from Parent/Guardian is must for the child to attend classes in the School (Format sent on Student's Class Whatsapp group).**
- 50% of students will be allowed to attend the class on a day. The Classes are planned for 6 days a week. Classes will be conducted in staggered manner and you will be divided in batches A and B. **Batch A will be coming to the school on Mondays, Wednesdays and Fridays. Batch B will be coming to the school on Tuesdays, Thursdays and Saturdays.**
- School Timing will be from 09:30 AM to 1:30 PM.
- Students will enter the school after sanitizing their hands and checking the temperature through the Entry Gate.
- Physical distancing is to be followed at all times.
- Crowding inside the campus, shaking hands, maintaining close contact with your friends will not be permitted especially at Entry and Exit points.
- Wash your hands frequently with soap (for at least 40-60 seconds) even when they are not visibly dirty. Liquid soap dispensers are placed in all washing area.
- Use of alcohol-based hand sanitizers (for at least 20 seconds) can be done wherever feasible.
- 9. Students should bring their own sanitizer, towel, water bottle and food items from home.**
- Respiratory etiquettes must be strictly followed. This involves strict practice of covering one's mouth and nose especially while coughing or sneezing.
- 11. Exchange of drinking water, textbooks, stationary items and food items will not be permitted.**
- 12. Self-monitoring of health by all and reporting of illness at the earliest is mandatory. Avoid attending school if having symptoms of fever, head ache, cough and cold.**
- Spitting is strictly prohibited anywhere inside the school campus
- Students will be allowed to use the washroom with the prior permission from the teacher on duty. They will only be allowed to use the washroom in a staggered manner.
- Students must wear clear uniform and maintain hygiene in the campus.
- A separated "Isolation room" within the school premises will be allotted for emergency cases.
- During the Class-hours entry of parents and visitors will be strictly regulated.
- Students will not be allowed to enter any other classroom except their own.
- While teaching is on, both the teachers and students will continue to wear masks.

You are hereby instructed to follow the SOP given by the School Management.

Principal