



Ref.No.:SVIS/ PC/2020-21/64

January 16, 2021

Dear Parents

With reference to the CBSE Notification No. CBSE/CE/2020 Dated 31.12. 2020, Board Examinations for Classes X and XII will commence from 4th May, 2021. Schools will conduct Practical/ Project/ Internal Assessment of classes X & XII from March 01, 2021 to the last date of conduct of theory examination of the same class. The same has been approved by the Directorate of Education and informed vide our circulars sent on January 14, 2021. The school is committed to provide safe and conducive environment for reopening w. e. f. Jan 18, 2021.

Find herewith the Standard Operating Procedures to be followed. We seek your support in implementing the same.

### **School Readiness:**

- i) The school has been undertaking thorough sanitization of the campus and has ensured the availability of key supplies like thermal scanners, hands free and normal sanitizers, disinfectants, soaps, etc.
- ii) Students will be called for 3-4 hours only and each classroom or lab will ensure proper distancing.
- iii) School timings are staggered to avoid crowding at the Entrance/exit gates.
- iv) Adequate supervisory staff and seniors to monitor and ensure that the safety guidelines are being followed everywhere; including water points/wash rooms, etc.
- v) Assembly/ co-curricular/ physical outdoor activities will not be held during this time.
- vi) Provision for quarantine/ waiting rooms at each floor for emergencies has been made.
- vii) Counsellor will be available in school to provide timely guidance, if needed.
- viii) The school medical room will be functional.
- ix) Sanitization of frequently touched surfaces like door knobs, table tops, taps, etc. will be regularly carried out during the course of the day.
- x) Separate earmarked staircase for up and down movements. Staircase No. 1 near Medical Room, for going up only.

**The students must follow the COVID APPROPRIATE BEHAVIOUR to keep them and others safe.**

### **This includes:**

- i) Wearing of Masks properly at all times
- ii) Maintaining Social Distancing
- iii) Carrying sanitizer and using it frequently
- iv) Avoiding unnecessary movement in corridors, classes, staircases, etc.
- v) Bringing own stationery
- vi) Carrying own water bottle, avoiding eating in school.
- vii) No exchange of articles among students (including stationery items, snacks, water bottles, books and textbooks, etc.)
- viii) After using the washroom, washing the hands with soap and water a must
- ix) Informing the teacher on duty immediately in case of any discomfort or health related concern
- x) Following the instructions for upward and downward movement. Separate staircase are to be used for moving up and going down
- xi) Coughing/ sneezing in the elbow or use of tissues. Throwing used tissues in the dustbin only
- xii) No touching of Mouth, Nose, Ears and Eyes by unwashed hands

### **Guidelines for Parents:**

- i) Parents must sensitize their ward to follow COVID APPROPRIATE BEHAVIOUR at all times
- ii) Parents must observe the health of their ward and check for the following symptoms
  - Fever or chills (>99.50 F)
  - Cough
  - Shortness of breath or difficulty in breathing
  - Fatigue
  - Muscle or bodyache
  - Headache
  - Loss of taste or smell
  - Sore throat
  - Congestion or runny nose
  - Nausea or vomiting
  - Diarrhoea

**Do not send your ward in case of any of the above-mentioned symptoms or any other health concerns**

- i) Ensure that your ward wears the face mask properly, covering both mouth and nose.
- ii) Ensure that your ward carries sanitizer, tissues, water bottle, own stationery, books, notebooks, etc to avoid sharing or borrowing from other students. Light snacks to be carried preferably.
- iii) Parents must ensure timely pick and drop of their ward from the designated gates
- iv) Parents must send duly signed CONSENT FORM for attending the classes/ exams in school

### **Gate Entry Protocols:**

- i) Only students of Classes X and XII, staff, authorized visitors carrying valid ID card will be allowed to enter.
- ii) **Aarogya Setu** app status to be shown at the school gate, if asked for. Entry will be permitted to those with '**Safe**' status.
- iii) Submitting/showing daily of parental consent for the entry of students is compulsory.
- iv) Wearing of well-fitted mask is compulsory for entry.
- v) Social distancing norms to be followed strictly.
- vi) Staggered entry and dispersal at stipulated time to be strictly observed.

<b>Class &amp; Section</b>	<b>Reporting Time</b>	<b>Dispersal Time</b>	<b>Gate No. 1</b>	<b>Gate No. 2</b>
X A,B,C	9:10 am	12:10 pm	Roll No. 1-20	Roll No. 21 onwards
X D,E	9:20 am	12:20 pm	Roll No. 1-20	Roll No. 21 onwards
XII A,B,G	9:50 am	1:35 pm	Roll No. 1-18	Roll No. 19 onwards
XII C,D,E, F	10:00 am	1:45 pm	Roll No. 1-18	Roll No. 19 onwards

- vii) Sanitize hands before entry.
- viii) Persons/ students with any kind of symptoms/ health concerns will not be allowed to enter and sent back.

We look forward to your cooperation for the safety and well-being of all!



**(NITA ARORA)**  
**Principal**