



GOVERNMENT OF NATIONAL CAPITAL TERRITORY DELHI
DIRECTORATE OF EDUCATION: SCHOOL BRANCH
OLD SECRETARIAT: DELHI-110054

No. DE.23 (3)/Sch.Br./2021/ 430

Dated: 09/8/2021

CIRCULAR

Sub: SOP Guidelines for Activities for Classes X to XII & Health Related Activities in Schools in pursuance of DDMA Order No.F.60/DDMA/COVI-19/2021/461 Dated 08.08.2021- Reg.

Due to COVID-19 pandemic, the Schools in Delhi have remained closed for the students. Now, DDMA vide circular No.F.60/DDMA/COVI-19/2021/461 dated 08/08/2021 has decided that-

- "1. Students of classes X to XII are permitted to visit their schools for admission related work including counseling/ guidance and practical activities related to Board exams.*
- 2. Health checkups and referral services situated in schools or conducted from there can resume. Children of all ages may visit such centres accompanied by their parent/guardian."*

Therefore, all the Govt., Govt. Aided and Recognized Unaided Private Schools including those run by Local Bodies shall be allowed to permit the students to visit their schools for the above permitted activities. Heads of Govt., Govt. Aided and Recognized Unaided Private Schools are directed to adhere to the following guidelines for conducting these activities:

- A written consent is to be obtained from the parents of all students who are willing to visit the school. In case going to school for health services related matter, the child should be accompanied by parents/guardian.
- Online Classes/Digital Distance Learning shall continue and those students who wish to continue their studies through Online Classes shall be allowed to do so.
- The concerned Head of School shall make specific Schedule as per the capacity of the Classroom/ Labs following COVID Appropriate Behavior.
- All required measures/precautions like social distancing, wearing of face mask etc need to be observed by everyone at all times.
- Students may be guided not to share books, copies & stationery items etc.
- Proper Sanitization of school premises including frequent sanitization of common areas like washrooms etc shall be ensured by the concerned Head of School.

3/1/21

- There shall be thermal scanning of all staff/students before they enter the school premises and anyone having cold/cough/fever or flu like symptoms shall not be allowed to attend the school.
- All persons including students, teachers and other staff shall follow the COVID APPROPRIATE BEHAVIOUR (CAB) as stipulated by the Government from time to time and the concerned Head of School shall be responsible to ensure the implementation of Standard Operating Procedure (SOP) as enclosed.
- During the entry and exit of students in the school premises teachers shall be deputed to ensure COVID APPROPRIATE BEHAVIOUR (CAB) and physical distancing.
- Head of Schools should ensure that all the teachers/staff are vaccinated on priority as per the guidelines issued vide Circular No.PS/DE/2021/155 dated 15/07/2021 (Copy enclosed).

Heads of Govt., Govt. Aided and Recognized Unaided Private Schools are hereby directed to disseminate this information to all concerned.

This issues with approval of the Competent Authority.


 (Dr. Rita Sharma)
 Addl. DE (School)

Encl: As stated

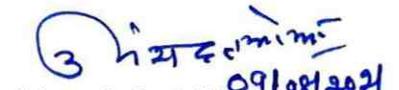
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All Heads of Govt. Govt. Aided Recognized Unaided Private Schools under Directorate of Education through DEL-E.

Copy to:-

1. Secretary to Hon'ble MOE.
2. PS to Secretary Education.
3. PA to Director Education.
4. PS to Commissioner, East / North / South DMC to issue similar directions.
5. All RDEs to ensure compliance.
6. DDEs (District/Zone) to ensure compliance.
7. DDEs (ASB/PSB) to ensure compliance.
8. Programmer (MIS) for uploading on MIS.
9. Guard File.


 (Umesh Datt Ojha) 09/08/2021
 DDE (School)

Standard Operating Procedure (SOP) for Permitted Activities in Schools for Classes X to XII & for Health Related Activities.

This SOP outlines various precautionary measures to be adopted in addition to specific measures to be taken while students of classes 10th to 12th visit the schools for permitted activities.

1. Health & Safety Guidelines

- i. No symptomatic student/staff to be allowed in school campus.
- ii. Mandatory Thermal Screening at School Entry Gate.
- iii. Compulsory hand sanitization at entrance of school, Class Room, Labs and Public Utility etc.

2. School Readiness

HOS to ensure thorough sanitization of the school premises and ensure availability of key supplies like thermal scanners, disinfectant, soap, mask, etc.

3. Preparation and Guidelines for Permitted activities.

- i. Students, teachers and employees living in the containment zone will not be allowed to come to school.
- ii. Heads of Schools to plan specific schedule as per capacity/occupancy limit of the classroom/Labs following COVID appropriate behavior.
- iii. The school schedule may be staggered to avoid crowding at the school's main entrance/exit gate. Head of School is also advised to use both the gates to avoid the crowding at the entry and exit.
- iv. There should be a gap of at least 01 hour between exit of last group of Morning shift and entry of first group of Evening shift in double shifted schools.
- v. Children may be guided not to share books, copies and stationery items etc.

4. Parental Consent

The Head of school should ensure that students visit the school with written consent of their parents.

5. Counseling/ Guidance Programme

- i. On campus counseling/ guidance of students and teachers to be conducted to give emotional / trauma support for their readiness with new normal of stringent physical distancing, face mask guidelines and hygiene guidelines.
- ii. Detailed guidelines, regarding COVID Appropriate Behavior (CAB) from school authorities, to be given as handouts to students / parents.

6. Regular Sanitization of School and Common Spaces

Head of School to Ensure:

- i. Increased facility for cleaning and sanitization especially in common areas and high touch surfaces.
- ii. Proper and regular cleaning and sanitization of class rooms.

- iii. Provision for adequate soap (solid, liquid) and running water in all washrooms.
- iv. Key supplies of thermal scanners, sanitizers, disinfectants and masks etc.

7. Daily Symptoms Check Guidelines

Most People with COVID-19 are asymptomatic and those with symptoms have reported a wide variety - ranging from mild symptoms to severe illness. These include:

- Fever or chills (>99.5 F)
- Cough
- Shortness of breath or difficulty in breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If a student or staff member displays any of the above symptoms whilst at the school, they should be moved away from other people and into an outdoor / well ventilated space/ quarantine room.

8. Quarantine Room

The Head of school should ensure availability of a Quarantine Room in the school in case of any emergency.

9. Face Mask Guidelines

- i. All members of school must wear a mask in the proper way.
- ii. Provision of availability of spare masks.

10. Physical Distancing Guidelines: It is advised that school authorities have to maintain physical distancing at all times by ensuring that students do not assemble or gather near entry/exit gates while visiting the school.

11. Campus Guest Policy

Routine guest visits should be discouraged. However, during emergency, parent's visit with proper **COVID Appropriate Behavior (CAB)** protocol may be permitted.

12. Awareness Drive

- i. Posters / standees on preventive measures about COVID19 to be displayed prominently
- ii. Earmarking different lanes for coming and going.
- iii. Displaying posters/ messages at all prominent places like class rooms, washrooms, parking, entry and exit etc. to ensure **COVID Appropriate Behavior (CAB)** like physical distancing and mask guidelines etc.

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION
OLD SECRETARIAT, DELHI-110054**

No. No. PS/DE/2021/155

Dated: 15/07/21

Sub: Regarding Vaccination of Teachers & Staff of DOE

All the Govt. School teachers & Staff of GNCT of Delhi have been spearheading the COVID-19 response of GNCT of Delhi. Teachers have been deployed on several fronts to contain the spread of COVID-19. Teachers have gone beyond the call of duty in management of containment zones, Airports, vaccination drive, ration distribution, oxygen management, etc

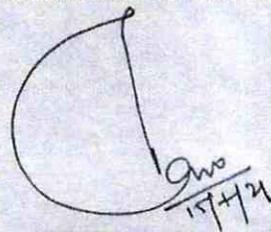
It is imperative that Directorate of Education ensures all the Government Schools Teachers get vaccinated on immediate basis, therefore head of all the Govt. Schools of Directorate of Education were directed to take all necessary steps for vaccination of all the government school teachers on urgent basis vide circular No. OSD/DE/2021/23 Dated:01/06/2021.

However it has come to notice that still some teachers are left to be vaccinated, hence all DDE(District), DDE(Zone) & HOSs of govt. schools of DOE are directed to:-

1. Ensure that all teachers & school staff who have not taken the 1st Dose should be immediately vaccinated. All the left out teachers & school staff should be covered within 15 days positively.
2. Ensure that teachers & school staff who have taken their 1st Dose should get 2nd dose of vaccine as per the vaccination protocol of Ministry of Health & family welfare, GOI.
3. Ensure that teachers & school staff comply the COVID protocol issued by GNCT of Delhi & GOI in this regard.

HOS of all Govt School shall daily upload the status of vaccinated school staff on the Google Tracker (link given below) by 4 PM. Without fail.

<https://forms.gle/RvPCEjnjdTg8oed49>



**(UDIT PRAKASH RAI)
Director(Education)**

To
All DDE(District)//DDE(Zone)/HOS for strict compliance