

LAKSHMIPAT SINGHANIA ACADEMY

SCHOOL PROTOCOL

REOPENING OF SCHOOL

For students

1. Students will report to school as per the roster for their class.
2. Students must wear a mask & face shield while moving out of their house as a protection during commute and continue to wear the same till they return home from school. Must carry some extra masks to school.
3. Thermal scanning will be done by the security staff at the time of entry into the school and also at the time of exit. Only asymptomatic students will be allowed to enter.
4. Students would not be allowed to share their tiffin and stationery with their friends. Cafeteria will remain closed.
5. The student's desk will be marked and students will be made to sit at the designated place every day.
6. Classroom seating is planned keeping enough distance between two desks.
7. Students will bring minimum study material to school.
8. Students to sanitize their hands before and after using the washroom.
9. Students will be instructed to sanitize their bags before coming to school and preferably use the same bag every day.
10. Students are instructed to wear a fresh set of uniform everyday including socks and ensure that the school shoes are sanitized every day.
11. Every student must bring disinfectant wipes which they will wipe their table tops before class starts, before lunch and at the end of the day.
12. COVID related trash to be put in pedal push bins only.
13. Any students with respiratory disorders to inform the school.
14. Physical fitness will be ensured by doing activities, while maintaining the 'social distancing norms'.
15. Students will be engaged in Practical classes (for a few subjects, where ever applicable) and the lab equipment will be sanitized before the next student uses the same.
16. The school will not conduct Assemblies
17. Only 3 people in the elevator facing towards the wall are allowed. Use elbow/ pen cap to push buttons of the elevator. Plastic sheets are pasted on the button panel. No talking inside the elevators.
18. Movement of students has been marked by paint and stickers.
19. Marks have been made on the staircase to prevent touching the handrail.

20. Health and hygiene

- a. There will be a strong focus on ensuring good health and hygiene practices – like hand washing and all will be regularly reminded to wash their hands with soap and water or use an alcohol-based hand sanitizer.
- b. Touch less hand-sanitizing stations are placed at entrances and common areas like corridors, washrooms to promote regular hygiene practices among all.
- c. Door & windows will be kept open, AC will not be used in classrooms.
- d. Respiratory etiquettes to be followed by every student.
- e. There is also focus on other hygiene measures, including encouraging everyone to cough into elbows or a tissue, avoiding touching eyes, nose or mouth (the T- Zone), no sharing food or drink, not using water coolers directly, as well as extra hygiene measures in other areas of the school.

ROUTINE

ENTRY / HRP	08:30 a.m. – 09:00 a.m.
1 st	09:00 a.m. – 09:40 a.m.
2 nd	09:50 a.m. – 10:30 a.m.
3 rd	10:40 a.m. – 11:20 a.m.

STAGGERED ARRIVAL & DEPARTURE

Class	Roll Nos.	Day	Arrival	Departure	Gate	Stairway (Entry & Exit)
XII	1 – 17	Mon & Tues	08:30 a.m	11:20 a.m.	3	Central staircase
	18 onward	Thur & Fri				
X	1 – 17	Mon & Tues	08:30 a.m	11:20 a.m.	2	Side wing Stair case
	18 onward	Thur & Fri				

- Wednesday – online classes for all the students.
- All must follow the entry / exit timings and protocols of –
 - Thermal checks
 - Sanitisation
 - Social distancing
 - Use of masks

For Parents -

1. Students to come back to their homes, from their native places.
2. Undertake passive screening for the child every day.
3. Screen their ward for temperature before leaving for school.
4. Ensure that their ward wears mask and carries hand sanitizer in their bags.
5. Also ensure tissue papers are there in their bags to be used for coughing/ sneezing.
6. Parents to encourage their wards to wash their hands once they arrive at school. If a child experiences dry or irritated skin with the application of hand sanitizers, such students must use a suitable hand moisturizer or something similar. The students must carry their own sanitizers too.
7. Parents to certify their ward's health status through a declaration form in the format available on our school website every week along with Arogya Setu App.
8. Parents must send the consent form duly signed by them and send a hard copy to the school the day student joins school.
9. Undertaking by students should also be signed by parents and hard copy to be sent (duly signed) with the consent form.
10. Parents must ensure students wear fresh uniform every day.
11. Extra mask, tissue paper, sanitizer bottle to be sent in a bag.
12. The bags of students to be sanitized every day in the morning and afternoon when they reach back home.
13. Students to be instructed not to share tiffin, water and stationery with other students.
14. The school cafeteria / book store will not be operational.
15. Parent should not send their ward to school if they are having fever / cold or any other kind of ailment.
16. Parents will not be allowed inside the school premises unless there is an emergency.

Lakshmipat Singhania Academy
DECLARATION FORM (for Students)

1.	Name of the student	:	
2.	Class and Section	:	
3.	Admission number	:	
4.	Age	:	
5.	Parent's / Guardian's Name	:	
6.	Mobile No.	:	
7.	Residential Address	:	
8.	Whether residing in a containment zone or area / building where you have stayed for past 45 days was / is in the containment zone as notified by authorities?	:	
9.	Whether visited containment zone in last 30 days	:	
10.	Travel History (International) for past 3 months if yes, please fill the dates	:	
11.	Whether having COVID-19 symptoms or experiencing: Fever / Dry Cough Shortness of Breath / Runny Nose / Sore throat	:	
12.	Whether having been in contact or visited any COVID-19 patient?	:	
13.	Travelling from Residence to school (Mode of Transport)	:	
14.	If travelling in pooled vehicle, with whom are you sharing the vehicle	:	

I am satisfied by the steps taken by Lakshmipat Singhania Academy and wish to send my child to school as per the schedule that will be provided by the school.

I hereby acknowledge and declare that the above information about my ward is correct and I have read the Guidelines issued by the school and will ensure that my ward strictly adheres to the said guidelines including maintaining social distancing, wearing masks and other health / hygiene & safety measures.

Signature of the parent / Guardian:

Date:

Dear Parents,

We would like to thank you for your support and patience while we were delivering learning remotely.

As you would be aware, our school will start the transition back to classroom learning from **12th February 2021** for Classes X & XII. Our aim is to reopen better, healthier and a safer school. We're excited to welcome our students but with your consent. The school has taken appropriate measures for the safety of our students and will not be held responsible for any student getting any infection.

After going through the measures taken by us, if you wish to send your ward to school, kindly give your consent via email to your ward's HRT in the following format:-

CONSENT FORM

Name of the student –

Class & Sec –

Admission Number –

I am satisfied by the steps taken by Lakshmipat Singhania Academy and wish to send my child to school as per the schedule provided. I take complete responsibility and shall not blame the school if my ward is infected. I ensure that we will follow all the protocols and guidelines laid down by the school for COVID safety.

Your name & signature: (Mother) _____

(Father) _____

Date –

Kindly send a hard copy of the above note along with the declaration form for students duly signed by parents on the 1st day your ward attends school.