

GOVERNMENT OF ASSAM  
EDUCATION DEPARTMENT  
DISPUR, GUWAHATI-06



No. ASE.01/2020/Pt.-II/169

Dated, Dispur the 28<sup>th</sup> September 2021

**ORDER**

In continuation of Education Department earlier supplementary Standard Operating Procedure issued vide Memo No. ASE.01/2020/Pt.-III/151, Dated, Dispur the 3<sup>rd</sup> September, 2021, and Memo No. ASE.01/2020/Pt.-II/169, dated 16<sup>th</sup> September, 2021 the Govt. in Education Department is pleased to notify the re-opening of physical classes from Class I to Class VIII and Class XI w.e.f 19<sup>th</sup> October, 2021, Class IX w.e.f 1<sup>st</sup> October, 2021, all Degree and Post Graduate Classes, all classes in Technical institutions/ Universities, B.Ed. Colleges both Govt. and private in the State of Assam w.e.f 1<sup>st</sup> October, 2021 maintaining all the protocols of safety guidelines under COVID-19 protocol and the detailed Standard Operating Procedure is given as follows.

In this connection it may be mentioned that Class XII and final year/semesters of degree colleges, final year PG Classes/ Semesters in Universities and Engineering Institutions have already reopened w.e.f. 6/9/2021 and Class X has re-opened w.e.f. 20<sup>th</sup> September 2021 respectively.

**STANDARD OPERATING PROCEDURE (SOP)**

**Background**

Considering the fact that the COVID-19 positivity rate in the State of Assam is less than 1% during the last 15 days and also due to the fact that the Education Department has already given permission for reopening of Class XII, and final year/semesters of degree colleges, final year PG Classes/ Semesters in Universities and Engineering Institutions and subsequently Class X w.e.f. 6<sup>th</sup> September, 2021 and 20<sup>th</sup> September 2021 respectively and therefore considering the improved scenario, the Govt. in Education Department has decided for the re-opening of physical classes from Class I to Class VIII and Class XI w.e.f 19<sup>th</sup> October, 2021, Class IX w.e.f 1<sup>st</sup> October, 2021, all Degree and Post Graduate Classes, all classes in Technical institutions/ Universities, B.Ed. Colleges both Govt. and private in the State of Assam w.e.f 1<sup>st</sup> October, 2021 maintaining all the protocols of safety guidelines under COVID-19 protocol. However, online mode of education will continue for students who prefer to attend online classes rather than physically attend school. Physical attendance in schools is optional and not mandatory.

This SOP is applicable for both Government and non-Government Educational Institutions and the Private Educational Institutions has also to follow the Guidelines as cited in the following paragraphs.

The re-opening of physical classes in Educational Institutions as stated above (both Govt. and private) is based on the criteria that COVID positivity rate is below 2% in the Districts and in case in any District, the positivity rate goes above 2% on a particular day, the Deputy Commissioner of the concerned District, as Chairman of the DDMA in consultation with MD, NHM, will close the Educational Institutions till the positivity rate goes below 2%.

**General Guidelines**

**1. Lower Primary (Elementary) Schools (Class I to V) :**

- (a) Physical classes will re-open from 19<sup>th</sup> October, 2021.
- (b) Classes will be held for 3(two) days in a week for all the classes from Class I to Class V.
- (c) In respect of Class I, II & III, formal classes will be conducted on every Monday, Wednesday and Friday.
- (d) In respect of class IV & V formal classes will be conducted on every Tuesday, Thursday and Saturday.
- (e) The In-Charge Headmaster/Headmistress of the Lower Primary School shall supervise and ensure that the timing of classes, serving of Mid Day Meal, maintenance of all safety Protocol relating to COVID-19 Pandemic shall be strictly done and monitored.
- (f) The Residential Hostels will not function until further orders in respect of Lower Primary (Elementary) Schools.
- (g) In respect of attendance of Students of Lower Primary (Elementary) Schools attendance is not compulsory and will be based purely on parental consent.
- (h) In addition to formal classes online classes will also continue if found necessary.

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- (i) Meetings in schools (formal and informal) will not be allowed in the Educational Institution premises.
- (j) There will be no cultural function, meetings etc., until further orders.
- (k) There should not be more than 30 (thirty) students in a section. Head of the Institution will assess the required number of sections and open more sections accordingly if required.

**2. Upper Primary Schools (Class VI to VIII)**

- a. Physical classes will re-open from 19<sup>th</sup> October, 2021.
- b. Classes will be held 3(three) days in a week for all the classes from Class VI to Class VIII.
- c. In respect of Class VI formal classes will be conducted on every Monday, Wednesday and Friday.
- d. In respect of class VII formal classes will be conducted on every Tuesday, Thursday and Saturday.
- e. In respect of class VIII formal classes will be conducted on every Wednesday, Friday and Saturday.
- f. The In-Charge Headmaster/Headmistress of the Upper Primary School shall supervise and ensure that the timing of classes, serving of Mid Day Meal, maintenance of all safety Protocol relating to COVID-19 Pandemic shall be strictly done and monitored.
- g. The Residential Hostels will not function until further orders in respect of Upper Primary (Elementary) Schools.
- h. In respect of attendance of Students of Upper Primary (Elementary) Schools attendance is not compulsory and will be based purely on parental consent.
- i. In addition to formal classes online classes will also continue if found necessary.
- j. Meetings in schools (formal and informal) will not be allowed in the Educational Institution premises.
- k. There will be no cultural function, meetings etc., until further orders.
- l. There should not be more than 30 (thirty) students in a section. Head of the Institution will assess the required number of sections and open more sections accordingly if required.

**3. Secondary Schools (Class-IX and X) and Sr. Secondary Schools (Class- XI and XII) :**

- i) In respect of Class IX physical classes will start from 1<sup>st</sup> October, 2021 and for class XI it will start from 19<sup>th</sup> October on day to day basis.
- ii) In respect of class XII and X classes have already started from 6<sup>th</sup> October, 2021 and 20<sup>th</sup> October, 2021 and it will continue until further orders on day to day basis.
- iii) **The Residential Hostels will not function except final year students of Class X and XII.**
- iv) In respect of attendance of Students of Secondary Schools (Class-IX and X) and Sr. Secondary Schools (Class- XI and XII) the same is not compulsory and will be based on parental consent.
- v) In addition to formal classes online classes will also continue if found necessary.
- vi) Meetings (formal and informal) will not be allowed in the Educational Institution premises.
- vii) There will be no cultural function, meetings etc., until further orders.

**4. Degree Colleges/Engineering Colleges/Polytechnics/Teacher Training Colleges/ Universities:**

- a) In respect of Degree Colleges/Engineering Colleges/Polytechnics/Teacher Training Colleges/ Universities etc., the same shall function normally on day to day basis as per academic calendar w.e.f. 1/10/2021 guidelines issued by UGC/AICTE . However the Head of the Institution will ensure that all safety COVID-19 protocols are strictly followed.
- b) **The Residential Hostels will function only for final year students.**
- c) In respect of attending Degree Colleges /Engineering Colleges/Polytechnics/Teacher Training Colleges/ Universities attendance of Students is not compulsory.
- d) In addition to formal classes online classes will also continue if found necessary.
- e) Meetings in the Educational Institution premises (formal and informal) will not be allowed.
- f) There will be no cultural function, meetings etc., until further orders.

**5.**

- (a) **The Hostels of the educational institutions (both Residential Schools and Day Boarding Schools) are allowed to open only for Class X, Class XII, Final year degree colleges, final year PG Classes of Universities and Engineering Institutions.**
- (b) **There should not be more than 30 students in a section. The Head of the institution will assess the required number of sections and open more sections accordingly, if required.**

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- (c) The Educational Institutions are allowed to open for the first three days only for vaccination of the teachers and staff etc. and the physical classes shall start from 1<sup>st</sup> October, 2021 onwards.
- (d) All Educational Institutions shall continue to provide quality virtual option/online classes in addition to physical classes.
- (e) The Schools/Educational Institutions shall have to be sanitized on every weekend (preferably on every Sunday).
- (f) COVID appropriate behaviour should be followed by every Educational Institution.
- (g) The school authorities shall dedicate one class period every day during the first week of reopening of schools to sensitise the students about the COVID-19 appropriate behaviour and protocols.
- (h) Similar sensitization of all the teachers and non-teaching staff may be done prior to re-opening of the schools.
- (i) Compulsory use of Masks/Sanitizers by all shall be ensured.
- (j) Social distancing in classes shall be ensured. Maintenance of physical distance of minimum 6ft both inside and outside the classroom should be ensured.
- (k) Temperature check of all students/teachers etc. shall be done every day through thermal screening during entry of the teachers/students/ and non-teaching staff.
- (l) Every school/college or Educational Institution authority should co-ordinate with the nearest Health Centre (PHC/CHC etc.) in case of fever, cough, difficulty in breathing/ medical emergency.
- (m) Whenever any COVID-19 positive case is detected in the school premises immediate information should be shared with the nearest Government Health Institution/ Circle Officer of the concerned Revenue Circle. And thereafter the school should be opened next day only for COVID 19 testing (RAT & RTPCR) of the students, teaching, non-teaching staff etc.
- (n) Hand washing facilities in the schools/colleges shall be arranged at prominent locations inside the premises. A separate room shall be identified and be kept ready to keep any student/teacher/non-teaching staff under isolation in the event of any positive symptoms being observed during their stay in the institution till such time Health Department officials arrive for testing.
- (o) Students should not share any material (Textbooks, notebooks, pen, pencil, eraser, Tiffin box, water bottle etc.) with each other.
- (p) The health, hygiene and safety protocols of COVID -19 as issued by the Health & Family Welfare Department from time to time should be followed.
- (q) Regarding sanitization of schools/Educational Institutions, it will be the joint responsibility of the SMDC of the schools, Deputy Commissioner of the District , Joint Director of Health Services and Inspector of Schools.
- (r) Students should be made aware about proper and scientific use of Mask, frequent change of Mask, sanitization, maintenance of physical distance of minimum 6 ft. both inside and outside the classroom.
- (s) Regular cleaning and disinfection of the classrooms toilets corridor etc., shall have to be done.
- (t) Arrangements for potable water for hand washing with soaps. Install hand washing station, hygienic drinking water points, toilets and urinals to allow physical distancing of atleast 2 meters and ensure these facilities are accessible to children with disabilities.
- (u) Social distancing in classes/ assembly etc. space will be created in the classroom to ensure that the children desk stands one meter apart and responsibility for such arrangement would lie on the Head of the institution.
- (v) A District level task force Chaired by Deputy Commissioner of the District and consisting of District Heads of the concerned line Department as members will be responsible for ensuring enforcement of the SOP. Notification has already been issued earlier by Education Department.
- (w) The Schools used as quarantine centres should be properly sanitized before re-opening. Those educational institutions where quarantine centres were/are setup are to be thoroughly sanitized. Sanitization should not merely be limited to the school building and it should include the entire premises, desks and benches, toilets etc. it should be an extensive sanitization.
- (x) Schools/Educational Institutions shall not be opened in containment zones till further instructions from the Govt.

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- (y) Students/teachers/school administrators who have been (home/institutional) can attend school provided they produce medical certificate relating to COVID-19 issued by competent medical authority. Care must also be taken to avoid stigmatizing of students and staff who have been exposed to COVID-19.
- (z) Whenever multiple COVID-19 positive cases are detected in the school premises and thereafter immediately the school/Educational institution will be closed for a period of 7(seven) days. Subsequently after closure of the school/ educational institution the school building including the entire premises desk and benches, toilet stations/ drinking water station etc., should be thoroughly sanitized. Thereafter, after 7(seven) days the school will be re-opened with due permission from Deputy Commissioner of the District.
- (aa) In respect of private educational institutions social/physical distancing shall be maintained and buses will carry 1/3 intake of the students in the bus. The school buses should be properly sanitized twice daily.
- (bb) In respect of those educational institutions which do not have potable water/drinking water facilities/stations, the school shall not be re-opened on 1<sup>st</sup> October, 2021 and 19<sup>th</sup> October, 2021 and decision in this connection will be taken by Deputy Commissioner of the District.
- (cc) Pregnant Women employees and women employees with children of 3 years or below both teaching and non-teaching irrespective of their grade shall be eligible to work from home.
- (dd) 1<sup>st</sup> dose of Covid 19 vaccination is made mandatory for teaching and non-teaching staff of Educational Institutions and they must get vaccinated before they join duty. In case 2<sup>nd</sup> dose of Covid 19 vaccine is due they will ensure that they will take 2<sup>nd</sup> dose within the stipulated time frame.
- (ee) Both 1<sup>st</sup> and 2<sup>nd</sup> dose of Covid 19 vaccine is mandatory for the boarders and other staff of Hostels, Boarding House, Residential Schools excluding students inmates who are below 18 years of age.
- (ff) A Register shall be prepared with records of vaccination status of all the students/teaching and non-teaching staff. The Register shall be submitted to the Revenue Circle Officer every 14 days alternately.

**6. THE STANDARD OPERATING PROCEDURE FOR HEALTH, HYGIENE AND OTHER SAFETY PROTOCOLS ARE AS FOLLOWS:**

**A. Proper cleaning and sanitation facilities.**

- Use of face covers/masks by students, teachers, staff and all stakeholders is mandatory.
- There should be arrangement for thorough cleaning and disinfecting of all areas, furniture equipment, stationary, storage space, water tanks, kitchen, canteen, washroom, laboratories, libraries, etc., on School/College campus.
- Working hand washing facilities in the School/College should be arranged.
- There should be availability of key supplies like thermometers, disinfectants, soaps, etc., and the thermometer to be used should be a calibrated contactless infrared digital thermometer.
- Ban on spitting shall be strictly enforced.
- All garbage should be disposed in dustbins and must not be allowed to be piled up anywhere in the School/College premises.
- Frequent cleaning and disinfecting of washrooms during the School/College hours should be ensured.
- Mandatory hand washing for all students and staff at regular intervals must be ensured. Hand washing time should be minimum of 40 seconds as health protocol.
- Availability of safe and clean drinking water for students must be ensured. Drinking from water bottles by students maybe encouraged.
- Cleanliness and hygiene should be maintained during mid-day meal preparation, serving, during eating and after eating. Utensils should be properly cleaned.
- Each Educational Institute will constitute a Multi stakeholder Committee to address the Covid-19 related issues within the Institute, as Institutional Disaster Management Plan. Representative from DTE, Health & Family Welfare Department and District administration should also be included in the Multi-stakeholder Committee in addition to students, parents, guardians, faculties. The minutes and meeting of the Committee shall be uploaded in the public domain.

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- A sub Committee for Hostel Management may be formed from the members of the multi stakeholder Committee to address the hostel matters as and when permission is granted by the Govt. in due course for re-opening of Hostels.

**B. Seating plan(Schools/Degree Colleges/Universities/Engineering Colleges/ Polytechnics/Teacher Training Institutions/Coaching Institutions(both Govt. and Non-Govt.)).**

- Physical distancing of atleast 6 feet has to be strictly followed.
- Physical and social distancing shall be maintained in the staff rooms, office area and other places of public interaction.
- Wherever available, temporary spaces or outdoor spaces (in case of pleasant weather) may be utilized for conducting classes in view the safety and security of the children and physical distance protocols.
- Seats maybe designated with adequate distance for teachers in the staff room and other available rooms/halls.
- The number of seats in the reception area maybe limited with atleast 6 feet distance between them.

**C. Ensure physical/social distancing in the entry and exit points of the Schools/Colleges/Universities.**

- Earmarking different lanes for entry and exit of students/teachers/non-teaching staff. Visit of outsiders should be strictly prohibited.
- Opening of all the gates at the time of entry and exit in case of Schools/Colleges which have multiple gates shall be done to avoid overcrowding.
- Displaying posters/signage/stickers at appropriate places reminding students about maintaining physical/social distancing must be ensured.
- Display communication materials (info-graphics) etc. on COVID-19 prevention in different areas within the School/College premises and the community.
- No outside vendors should be allowed to sell any eatables inside the School/College premises or at the entry/exit gate points.
- Ensure Soap (Liquid) is available at each hand washing station, near every door of toilets, in the Mid-Day-Meal distribution areas/ school Canteens and school entrance points.
- The Headmaster of the respective school will assign one teacher to stand at the entry point of the school during entry of the students and one teacher at the exit point during the exit of the students.

**D. Parents/Guardians consent**

- Students will come to the schools/Colleges provided their parents have no objection and as such written undertaking/confirmation from the parents should be produced in the schools/Colleges.
- Parents should ensure that their ward goes to schools/Colleges wearing a mask and sensitize them not to exchange mask with others.
- Parents may take care not to send their ward to school if the child is not feeling well.
- Students willing to study from home through online mode maybe allowed to do so.
- Attendance must not be enforced and must depend entirely on parental consent.

**E. Schools/Colleges/Universities events, meetings, etc.**

- Schools/Colleges/Universities should not undertake any school events/College events /Universities events.
- Functions and celebration of festivals should be avoided in schools/Colleges.
- School assembly maybe conducted by the students in the respective classrooms/outdoor spaces/other available spaces and halls under the guidance of the class teachers and maintaining physical distancing of atleast 6ft.

**F. Formation of different Task teams.**

The schools/Colleges will ensure formation of different Task teams such as Emergency care support/Response team/General support team for all stakeholders, hygiene inspection team, etc. The members of such teams may be identified from amongst the Teachers, Professors, Associate Professors, students and other stakeholders who will work collaboratively to take strategic and immediate action.

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**G. Health checkup**

- Regular health checkup of students and teachers may be organized.

**H. Ensure safe commuting of students who avail school/college transport.**

- Sanitization of school/College transport should be done on regular basis atleast twice a day- once before children board the transport and once after.
- Driver and conductor should ensure physical distance at all times alongwith students.
- If possible, thermal screening of students may be done by the bus conductor at the time of their boarding.
- All commuters are to wear face cover/masks. School/College transport authority should not permit students without masks and as per as possible provide them with masks.
- No curtains should be there in the windows of the school/College bus. Preferably all windows should be kept open.
- For air conditioned buses, the guidelines issued by CPWD will be followed which include temperature setting at 24-30 degree Celsius, relative humidity at 40-70% with provision for intake of fresh air.
- Students should be oriented not to touch surfaces unnecessarily.

**I. Ensure safety norms in classrooms**

- Teacher must ensure that students sit at allocated seats maintaining physical distancing and wearing face covers/ masks. Teachers too wear face masks.
- In case of practical works, it should be done in small groups maintaining physical distance.
- Students should not share any material (textbooks, notebooks, pen, pencil, eraser, tiffin box, water bottle, etc.) with each other.
- All the necessary learning material may be kept in the classroom.
- No sharing of food among students should be allowed.
- Overcrowding in washrooms should be discouraged.
- For air conditioning within the school, CPWD norms shall be followed which prescribes temperature setting in the range of 24-30 degree Celsius, relative humidity in the range of 40-70% and provision for intake of fresh air and cross ventilation.

**J. Protocol to be followed in case of detection of suspected case of COVID-19.**

- The sick student or the sick staff should be placed in a room or area where they are isolated from others.
- The nearest medical centre should be contacted.
- A risk assessment will be undertaken by the treating physician.
- Disinfection of the premises to be taken up if the person is found positive.
- The school authorities/College should coordinate with the nearest health centre/Joint Director of Health Services, in case of emergency.
- All protocols as advised by Health and Family Welfare Department/ NHM should be followed.

**K. STANDARD OPERATING PROCEDURE FOR SERVING MID-DAY MEALS IN SCHOOL**

These Specific Guidelines have been framed to prepare for resuming the normal cooking and serving of midday meal in Elementary schools of Assam with focus on food safety, health and hygiene alongwith physical/social distancing. In respect of schools falling under Elementary Section (Class I to VIII) Midday-Meal will be served from 12.15 PM to 12.45 PM.

The specific Guidelines are as follows:

**a) Entry of cook cum helpers (CCH) in schools.**

- It shall be the responsibility of District/Block Administration related to MDM to ensure that the CCH is not COVID positive.
- All CCH to give self-declaration to the Headmaster of the respective schools with regard to the wellness of self and family members before starting their work in school.
- Thermal scanning of the CCH must be carried out at the entry point of the school.
- The CCH must sanitize/wash their hands for minimum 40 seconds upon entering the school.

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- Wearing face masks will be mandatory during cleaning, washing, cutting, cooking and serving of meals.
- Handmade face covers should be washed daily.
- Nail polish or artificial nails should not be worn because they can become foreign bodies and might compromise on food safety.
- Spitting and nose blowing should be strictly prohibited within the premises by CCH or any other person during school hours.
- The CCHs should wear head covers and gloves.

**b) Safety norms in kitchen and storage space.**

- The kitchen cum store place of cooking must be thoroughly cleaned and sanitized before 24 hours of actual cooking after re-opening of schools. The Headmasters of the respective schools as well as the SMC are responsible for the purpose.
- The floors of the kitchen and the cooking top should be cleaned every day before and after the food is cooked.
- The drainage system should be efficient enough for disposal of refuse.

**c) Cleaning of utensils for cooking and serving.**

- The utensils used for cooking and serving should be thoroughly washed, cleaned and dried after use.
- Clean clothes should be used for wiping utensils, wiping hands and for cleaning surfaces.
- Leftovers or crumbs from plates and utensils should be removed into dustbin and properly disposed.
- Adequate waste disposal system should be arranged so that the risk of contaminating food or the potable water supply is eliminated.

**d) Checking of old stock of food grains, oil and fat and condiments before use/washing and cutting of vegetables and cleaning of food grains and pulses.**

- Use of left out food grains, oil and fat and condiments should only be done after careful inspection of quality.
- Vegetables, fruits and perishable food commodities should be thoroughly cleaned before use preferably with a combination of salt and haldi (turmeric).

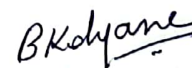
**e) During cooking and serving of mid-day meals.**

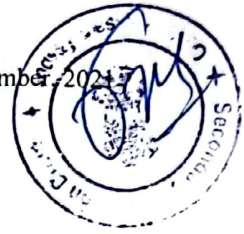
- Wherever possible, kitchen activities must be performed maintaining appropriate physical distance.
- The cook cum helpers should use face covers, head covers during cooking and serving.
- The serving and dining areas should be thoroughly sanitized before serving.
- The CCH while distributing the food should wear hand gloves and maintain appropriate distance from the school children.
- The school children should also wear masks while food is being served and at all times in the dining area except while eating/drinking.
- Ensure that students wash their hands thoroughly before and after eating.

**L. SOP regarding re-opening of Hostels**

Residential hostels in Class X/Class XII and Final year degree classes, final year degree and PG Classes/Semesters in Universities and Engineering Colleges have started functioning w.e.f 6/9/2021 as per Govt. order No. ASE.01/2020/Pt-III/127, dated 4/9/2021 and the same will continue until further order. A copy of the said SOP is enclosed as **Annexure-A**.

This SOP will come into effect from 1/10/2021 and until further orders.

  
(Dr. B. Kalyan Chakravathy, IAS)  
Principal Secretary to the Govt. of Assam  
Education Department



1. All Registrars of Universities (State of Assam)
2. The PPS to Hon'ble CM, Assam.
3. The MD, NHM, Assam.
4. The MD, SSA, Assam.
5. The Deputy Commissioner (All), Assam
6. The Director of Information and Public Relations, request for wide publicity.
7. The Director of Higher Education, Assam, Kahilipara, Guwahati-19.
8. The Director of Secondary Education, Assam, Kahilipara, Guwahati-19.
9. The Director of Elementary Education, Assam, Kahilipara, Guwahati-19.
10. The Regional Director, CBSE, Panjabari, Guwahati-781037.
11. The Inspector of Schools (All), Assam.
12. The Secretary, Board of Secondary Education Assam (SEBA), Bamunimaidam, Guwahati-21
13. The Secretary, Assam Higher Secondary Education Council (AHSEC), Bamunimaidam, Guwahati-21.
14. Staff Officer to Chief Secretary, Assam for favour of kind information.
15. P.S. to Hon'ble Minister, Education, Assam, Dispur, Guwahati-06, for kind appraisal of the Hon'ble Minister.
16. P.S. to Hon'ble Advisor, Education, Assam, Dispur, Guwahati-06, for kind appraisal of the Hon'ble Advisor.
17. P.S. to Principal Secretary, Education Department, for kind appraisal of Principal Secretary.
18. P.S. to Principal Secretary, Health & Family Welfare Department, for kind appraisal of Principal Secretary.
19. P.S. to Special Commissioner, Elementary, Secondary and Higher Education, Assam, Dispur, Guwahati-06, for kind appraisal of the Special Commissioner.

(Sri F.H. Choudhury, ACS)  
Additional Secretary to the Government of Assam,  
Secondary Education Department,  
Dispur, Guwahati-6

Annexure A

**GOVERNMENT OF ASSAM  
EDUCATION DEPARTMENT  
DISPUR, GUWAHATI-06**



No.ASE.01/2020/Pt.-III/ 127

Dated, Dispur the 4<sup>th</sup> September, 2021

**ORDER**

In respect of Para 2(a) of the General Guidelines pertaining to Supplementary SOP issued by the Education Department vide No. ASE.01/2020/Pt-III/151, dated 3/9/2021, the Govt. in Secondary Education Department is hereby pleased to notify that the residential schools along with hostel facility is allowed to function only for Class XII in Senior Secondary Schools, final year students of Degree Colleges, final year PG students of Universities and Technical Institutions w.c.f. 6/9/2021 and the students of Class XII who will reside in the residential hostel/hostels and are aged 18 years and above should have atleast one dose of COVID-19 Vaccine before joining the hostel and the following Guidelines are to be followed in respect of residents of hostels.

**(A) GENERAL GUIDELINES:**

1. The Hostels shall have to be fully sanitized including Kitchen, Toilets, Bedrooms, Dormitories, Dining halls, Seating halls etc., before re-opening of Hostels.
2. Regarding Sanitization of Hostels, R.A. Test among the Hostel Superintendents/ Wardens/Hostel Supervising Officers/Cooks/Helpers/Cleaners, etc., full responsibility will rest with the Head of the Institution.
3. In respect of students willing to come and stay in residential Hostels, consent will have to be obtained from the parents of the students in writing.
4. In respect of students of Class XII in residential Senior Secondary Schools, final year students of Degree Colleges, final year PG students of Universities and Technical Institutions who will stay in Hostels RAT shall have to be done among the Teachers and Students before entering the School/College/Universities/Technical institution hostels.
5. Students will report to Hostel in a phased manner (Group wise). Groups' entry will be fixed and finalized by the Head of the Institution.
6. Staying in hostel for students will not be compulsory and will depend entirely on parental consent. However, after joining in Hostel, attendance is to be regularly monitored.
7. Students will be accommodated in the dormitory in alternate beds i.e. by keeping one bed vacant between two students by reducing the number of inmates in each dormitory to 50% as per the requirement. Beds which are not to be occupied are to be properly labelled.
8. Temporary partitions may be erected to separate inmates/boarders, if required and feasible adequate distance between beds may be ensured.
9. Physical/social distancing must be maintained at all the times in hostels. Signage and messaging at prominent places should be ensured relating to COVID-19 precautions and protocols.
10. Alternative space may be arranged to accommodate students to enable physical/social distancing.
11. Initial preference for calling students to join back hostels may be given to students who do not have any support at home and also no facility for online education.
12. Screening of every hostel boarder needs to be done before they start staying at the hostel. Only asymptomatic boarders shall be allowed to stay in the hostel.
13. Since students may be coming from different locations by using public transports such as buses, trains etc., it is important that they should minimize their contact and interaction with others on arrival at hostel, and effectively, maintain quarantine as per State/UT requirement. Their health status should be monitored during the period by the Head of the Institution through engagement of a Nodal Health Officer.
14. Hostel should be out of bound for all persons except essential staff with known and acceptable health status.
15. Medical team should inspect kitchen and mess at least once a week to ensure maintenance of hygiene.
16. Capacity building of hostel staff should be done on physical/social distancing norms, health and hygiene, clean and nutritious food, etc., for hostellers.

**(B) SPECIFIC GUIDELINES:**

**Protocol to be followed in case of detection of a suspected case of COVID-19**

1. Earmark a room beforehand for isolation with facilities for a bed and toilet, etc.
2. Place ill students or staff in this room or area where they are isolated from others.
3. Provide a mask/face cover till such time as he/she/they are examined by a doctor.
4. Immediately inform the nearest medical facility (hospital/clinic) or call the State or district helpline.
5. A risk assessment will be undertaken by the designated public health authority (District Rapid Response Team/treating physician) and accordingly further action be initiated regarding management of case, his/her/their contacts and need for disinfection.
6. Disinfection of the premises to be taken up if the person is/are found positive.

7. For a suspect or a case detected in hostel, the student/staff shall not be sent back to his/her home as it may lead to spread of the disease. He/She should be isolated and State/District health officials shall be informed for suitable follow-up action. His/Her parent/ guardian should be informed immediately.
8. All protocols as advised by Ministry of Health and Family Welfare should be followed.

**(C) Physical/Social distancing during distribution of Meal**

1. Methods of safe distribution can be employed by the Hostels which may include staggered distribution. Food may be provided in multiple batches.
2. Physical/social distancing norms may be observed in the kitchen as well. No other person may be allowed in the kitchen except minimum essential staff. Cleanliness of kitchen and its staff may be ensured.
3. Staggered timing for having meals is to be ensured to avoid crowding.

**(D) Entry of Cook & Mess/ Kitchen Helpers in Hostels**

1. It shall be the responsibility of Hostel administration related to Kitchen & Dining to ensure that the Mess/Kitchen staff is not COVID positive.
2. All Mess/Kitchen staff shall have to give a self-declaration with regard to the health wellness of self before starting their work in Hostel.
3. Thermal scanning of the Mess/Kitchen staff may be carried out at the entry of the Mess/Kitchen to check the temperature. The temperature may be recorded on daily basis.
4. The Mess/Kitchen staff must sanitize/wash their hands for minimum 40 seconds upon entering in the kitchen.
5. Wearing face cover/mask will be mandatory during cleaning, washing cutting, cooking and serving of meals. If re-usable/handmade face covers are used, it should be ensured that they are washed daily.
6. Spitting and nose blowing should be strictly prohibited within the premises by Mess/Kitchen staff or any other person during hostel hours and especially while handling food.
7. The Mess/Kitchen staff should be provided adequate and suitable clean protective apron, and head gear for covering hair and gloves. It must be ensured that the Mess/Kitchen staff at work, wear only clean protective apron and head covering.
8. The Mess/Kitchen staff should wash their hands at least each time work is resumed and whenever contamination of their hands could have occurred; e.g. after coughing/ sneezing, visiting toilet, using telephone. Hand washing time should be a minimum of 40 seconds.
9. The kitchen cum store/place of cooking must be deep cleaned and sanitized before 24 hours of actual cooking after reopening of Hostels.
10. The Kitchen should be cleaned before the actual preparation and cooking of food on daily basis.
11. The floors of Kitchen and the cooking top should be cleaned every day before and after the food is cooked.
12. Ventilation system natural and /or mechanical including windows, exhaust fans etc. wherever required, should be designed and constructed so that air does not flow from contaminated areas to clean areas.

**(E) Serving of Meals**

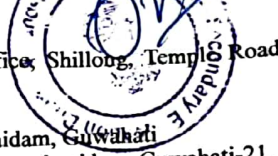
1. The serving and dining area should also be well sanitized before and after food consumption.
2. The serving of meals to the Hostel Students may be done in a spread-out manner in batches to follow physical/social distancing norms.
3. However, in case the meals are served in Hostel dining halls, clear markings should guide the Students to the seating arrangement.
4. The Cook and Helper, while distributing the food should wear personal protective equipment such as hand gloves, face mask, head cover and shall maintain appropriate distance from the Hostel Students.
5. The Hostel students should also wear face cloth/ masks while the food is being served and at all times in the dining area except while eating/drinking.

Sd/- (Dr. B. Kalyan Chakravarthy, IAS)  
Principal Secretary to the Govt. of Assam  
Education Department  
Dated, Dispur the 4<sup>th</sup> September, 2021

Memo No.ASE.01/2020/Pt.-III/127 -A

Copy to:

1. All Registrars of Universities (State of Assam)
2. The Deputy Commissioner (All), Assam
3. The Director of Information and Public Relations, request for wide publicity.
4. The Director of Higher Education, Assam, Kahilipara, Guwahati-19.
5. The Director of Secondary Education, Assam, Kahilipara, Guwahati-19.
6. The Director of Elementary Education, Assam, Kahilipara, Guwahati-19.

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7. The Regional Director, CBSE, Panjabari, Guwahati-781037.
  8. The Deputy Commissioner, Navodaya Vidyalaya Samiti, Regional Office, Shillong, Temple Road, Barik Point, Lachumiere, Shillong-793001.
  9. The Inspector of Schools (All), Assam.
  10. The Secretary, Board of Secondary Education Assam (SEBA), Bamunimaidam, Guwahati-21.
  11. The Secretary, Assam Higher Secondary Education Council (AHSEC), Bamunimaidam, Guwahati-21.
  12. PS to Addl. Chief Secretary to Chief Minister, Assam for kind appraisal of the Addl. CS.
  13. Staff Officer to Chief Secretary, Assam for favour of kind information.
  14. P.S. to Hon'ble Minister, Education, Assam, Dispur, Guwahati-06, for kind appraisal of the Hon'ble Minister.
  15. P.S. to Hon'ble Minister of State, Education, Assam, Dispur, Guwahati-06, for kind appraisal of the Hon'ble Minister of State.
  16. P.S. to Hon'ble Advisor, Education, Assam, Dispur, Guwahati-06, for kind appraisal of the Hon'ble Advisor.
  17. P.S. to Principal Secretary, Elementary and Secondary Education Department, for kind appraisal of Principal Secretary.
  18. P.S. to Principal Secretary, Health & Family Welfare Department, for kind appraisal of Principal Secretary.
  19. P.S. to Commissioner & Secretary, Health & Family Welfare Department, Assam, Dispur, Guwahati-06, for kind appraisal of the Commissioner & Secretary.
  20. P.S. to Commissioner & Secretary, Elementary, Secondary and Higher Education, Assam, Dispur, Guwahati-06, for kind appraisal of the Commissioner & Secretary.
  21. P.S. to Chairman, Board of Secondary Education Assam (SEBA), Bamunimaidam, Guwahati-21.
  22. P.S. to Chairman, Assam Higher Secondary Education Council (AHSEC), Bamunimaidam, Guwahati-21.

By Order etc.

(F.H. Choudhury, ACS)  
Additional Secretary to the Govt. of Assam  
Secondary Education Department

4/1/9/21