

GOVERNMENT OF ASSAM
EDUCATION DEPARTMENT
DISPUR, GUWAHATI-06



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

Dated, Dispur the 16th September, 2021

ORDER

In continuation of Education Department's earlier supplementary Standard Operating Procedure issued vide Memo No. ASE.01/2020/Pt.-III/151, Dated, Dispur the 3rd September, 2021, the Govt. in Education Department is pleased to notify the re-opening of physical classes in Class X only of High Schools /High Madrasahs/Residential schools/Day boarding schools (both Govt. and private) in the State of Assam maintaining all the protocols of safety guidelines under COVID-19 protocol and this Standard Operating Procedure will come into effect from 20th September, 2021 onwards and until further orders and the detailed Standard Operating Procedure is given as follows:-

STANDARD OPERATING PROCEDURE (SOP) FOR PHYSICAL RE-OPENING OF CLASS X ONLY OF HIGH SCHOOLS /HIGH MADRASAS/RESIDENTIAL SCHOOLS/DAY BOARDING SCHOOLS (BOTH GOVT. AND PRIVATE)

Background

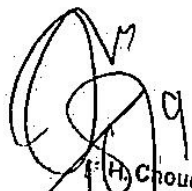
Considering the improvement in the COVID-19 situation in the State and importance of continuous education, the Government of Assam has decided to start physical re-opening of Class X only of High Schools /High Madrasahs/Residential schools/Day boarding schools (both Govt. and private) with effect from 20th September, 2021. 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.

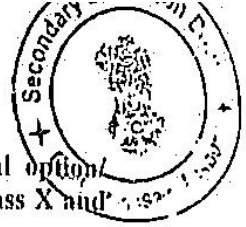
This SOP is also applicable for both Government and non-Government Educational Institutions and the Private Educational Institutions has also to follow the Guidelines as cited in the following paragraphs.

The re-opening of physical classes of Class X only of High Schools /High Madrasahs/Residential schools/Day boarding schools (both Govt. and private) is based on the criteria that COVID positivity rate is below 02% in the Districts and in case in any District, the positivity rate goes above 02% 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 02%.

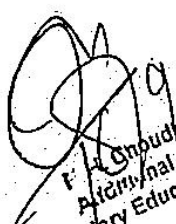
General Guidelines

1. Physical Classes in respect of Class XII has already started functioning w.e.f. 6th September, 2021 and in respect of Class X, physical Classes will start w.e.f. 20th September, 2021 onwards and until further orders.
2. Classes from I to IX and Class XI will remain suspended along with other Classes/ semesters of Colleges/ Universities excluding Class X, XII and final year classes/semesters in Degree Colleges and final year PG classes/semesters in Universities and Technical Institutions until further orders.
 - (a) In respect of functioning of classes for final year students of Class X, XII, Final year degree students of degree colleges and final year PG students of Universities and Technical Institutions the guidelines will be strictly followed and the physical classes will start from 20th September, 2021 positively.
 - (b) The Hostels of the educational institutions (both Residential Schools and Day Boarding Schools) are allowed to open only for Class X and Class XII (Class XII already opened from 6/9/2021).
 - (c) 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.
 - (d) The schools are allowed to open for the first three days only for vaccination of the teachers and staff etc. and the physical classes for Class X shall start from 20th September, 2021 onwards.


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Additional Secretary
Secondary Education Department
Dispur, Guwahati-6



- (e) All Educational Institutions shall continue to provide quality virtual option/online classes for classes from class I to IX and Class XI excluding Class X and XII, final year post graduate, degree and Technical Institutions.
- (f) The Schools/Educational Institutions shall have to be sanitized on every weekend (preferably on every Sunday).
- (g) COVID appropriate behaviour should be followed by every Educational Institution.
- (h) The Head of Educational Institution should ensure that both Teaching and Non-Teaching staff are fully vaccinated.
- (i) Vaccination of school/College/Universities/Technical Institutions staff (teaching and non-teaching) and also Hostel Supdt./Hostel Supervisor/ Hostel warden/Cook and supporting staff including Safai Karmacharies of Residential Boarding schools/Day Boarding schools shall be mandatory and they must all get vaccinated before they join duty. In case 2nd dose of COVID vaccination is due, they will ensure that they will take the 2nd dose within the stipulated time frame.
- (j) 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.
- (k) Class X and XII standards students are mostly below 18 years of age and as such special care shall have to be taken while attending classes and the schools must strictly adhere to COVID appropriate behaviour.
- (l) 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.
- (m) Similar sensitization of all the teachers and non-teaching staff may be done prior to re-opening of the schools.
- (n) Compulsory use of Masks/Sanitizers by all shall be ensured.
- (o) Social distancing in classes shall be ensured. Maintenance of physical distance of minimum 6ft both inside and outside the classroom should be ensured.
- (p) 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.
- (q) 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.
- (r) 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.
- (s) 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.
- (t) Students should not share any material (Textbooks, notebooks, pen, pencil, eraser, Tiffin box, water bottle etc.) with each other.
- (u) The health, hygiene and safety protocols of COVID -19 as issued by the Health & Family Welfare Department from time to time should be followed.
- (v) 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.
- (w) 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.
- (x) Regular cleaning and disinfection of the classrooms toilets corridor etc., shall have to be done.
- (y) 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.
- (z) 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.


F. A. Anandhury ACS
Principal Secretary
Secondary Education Department



- (an) 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.
- (bb) 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.
- (cc) Schools/Educational Institutions shall not be opened in containment zones till further instructions from the Govt.
- (dd) Students/teachers/school administrators who have been quarantined (home/institutional) can attend school provided they produce medical fitness 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.
- (ee) 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.
- (ff) 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.
- (gg) In respect of those educational institutions which do not have potable water/drinking water facilities/stations, the school shall not be re-opened on 20th September, 2021 and decision in this connection will be taken by Deputy Commissioner of the District.

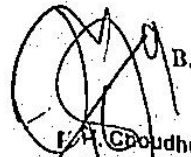
THE STANDARD OPERATING PROCEDURE FOR HEALTH, HYGIENE AND OTHER SAFETY PROTOCOLS are as follows:

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, canteen, washroom, laboratories, libraries, etc., on School/College/University/Technical Institution campus.
- Working hand washing facilities in the School/College/ University/Technical Institution 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/ University/Technical Institution premises.
- Frequent cleaning and disinfecting of washrooms during the School/College/ University/Technical Institution 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 may be encouraged.

B. Seating plan(Schools).

- 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.


P. H. Goudhury ACS
Additional Secretary
Secondary Education Department
Dispur: Guwahati-6



- 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.

- 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 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 premises and the community.
- No outside vendors should be allowed to sell any eatables inside the School premises or at the entry/exit gate points.
- The Headmaster/Principal 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 provided their parents have no objection.
- Parents should ensure that their ward goes to schools wearing a mask and sensitize them not to exchange mask with others.
- Parents may take care not to send their ward to schools 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 events, meetings, etc.


- Educational Institutions should not undertake school events where physical and social distancing is not possible.
- Functions and celebration of festivals should be avoided in schools.
- 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.

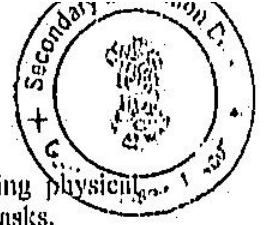
F. Health checkup

- Regular health checkup of students and teachers maybe organized.

G. Ensure safe commuting of students who avail schools transport.

- Sanitization of schools transport should be done on regular basis atleast twice a day- once before children/Students 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 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 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.


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Additional Secretary
Secondary Education Department
Disour: 2020/05/15



H. 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.

I. 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 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 strictly followed.

J. General Guidelines for functioning of Hostels in Residential Boarding Schools/ Day Boarding Schools

The SOP issued earlier by Education Department vide order No. ASE. 01/2020/Pt.-II/152, dated 4th September, 2021 shall be strictly followed and a copy of the same is attached herewith as Appendix 'A'.

[Signature]
26/9/21

(Sri Preetom Saikia, IAS)
Special Commissioner

Secondary and Elementary Education Department

Memo No. ASE.01/2020/Pt.-II/169 -A
Copy to:

Dated, Dispur the 16th September, 2021

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.F. Choudhury, ACS)

Additional Secretary to the Government of Assam
Secondary Education Department