



Date: 04-12-2020

-SOP's FOR STUDENTS OF CLASSES X & XII APPEARING PRE BOARDS THROUGH OFFLINE MODE-

Dear Parent,
Greetings!

In view of the forthcoming Pre Board Examination for students of Classes X and XII through offline mode the following SOP's merit your kind attention:

1. While adhering to the Covid 19 safety protocol the school has undergone deep sanitization thrice after the withdrawal of Covid care centre from the School (i.e. in Block A) on 23.09.2020 and necessary precautions have been taken for the safety and hygiene of the students.
2. Not more than 09 students will be allowed in a single classroom to appear their examination. To avoid overcrowding of students well marked entry and exit points have been created as mentioned below:
 - a. Students reaching school by the bus will be de-boarding outside the new reception area between Block A and Block B.
 - b. On completion of exams students will be boarding (by maintaining proper social distancing) their respective buses parked near the bus park area.
 - c. Students reaching school by their private vehicle will be getting down near the canopy area of elementary school and reach their respective examination rooms via the ground floor of admin office, school infirmary, connecting corridor of Block B and A.
 - d. After completing their paper students going back home with their private vehicle will again be picked up from near the canopy area.
 - e. Examination seating plan has been uploaded in the home page of school website, shared in the official class groups along with this circular and on days of your examination the same will be displayed in the school notice board of Block A and Block C (Ground Floor) and canopy area.
3. Students may commute with their private vehicle while school buses shall be plying with covid safety norms like physical distancing, sanitization of buses, carrying maximum 50% of the seat capacity.
4. Day to day Hygiene and Sanitation will be followed as given below-
 - a. Daily deep cleaning of the floors and sanitization of furniture, fixtures and other infrastructure shall be taken up at the end of the day.
 - b. Provision of liquid soap and hand sanitizers on every floor/washroom has been ensured.
5. The generic preventive measures include-
 - a. The physical distancing of at least 6 feet.
 - b. Carrying personal hand sanitizer is mandatory.
 - c. Students to wear masks and face shield all the time and sanitize their hands.
 - d. Respiratory etiquettes will have to be strictly followed. This involves the strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flex elbow and disposing of used tissues properly.
 - e. Self-monitoring of health by all and reporting any illness at the earliest.
 - f. Meetings in the corridors and gathering anywhere in the campus prior to the start of examination or when leaving the school is strictly prohibited.
 - g. Seating arrangement to be strictly followed.
 - h. Sharing of items like notebook, pens/pencil, eraser, water bottle etc. among students is strictly prohibited. Students bringing their own lunch boxes/tiffin must not share the same with their classmates under any circumstances.
 - i. Students not adhering to the above will have to face strict disciplinary action as deemed fit.

It is sincerely expected that students will obey and observe the Covid-19 safety protocols as per the aforesaid instructions of the school and health authorities, based on the guidelines issued from time to time.

With sincere regards and best wishes,

Stay safe, stay healthy.

Principal