



SAFELY REOPENING OF SCHOOL: GUIDELINES FOR STUDENTS

We, at The HDFC School have created a detailed plan to ensure the safety of all our staff and students for the reopening of the school. To help with this plan, parents and students must follow these guidelines.

GENERAL GUIDELINES

Please follow preventive public health measures to reduce the risk of being infected by or transmitting the virus. These measures need to be observed by all students within and outside the school premises.

These include:

1. Hand-hygiene – See appendix for procedure. To be followed every time:
 - a. Before touching one's face.
 - b. After coughing/sneezing.
 - c. Before and after a field visit.
 - d. Before and after eating.
 - e. Before and after using toilets.
 - f. When visibly dirty.
2. Respiratory-hygiene – Coughing or sneezing, in the elbow or in a single-use tissue napkin which must be immediately disposed in a closed bag-lined trash bin.
3. Mask Usage – At all times in shared public spaces. While using a mask/face covering, ensure it has good fit and covers for the mouth and the nose. If the mask/face covering gets wet or dirty, replace it immediately with a new, clean, dry mask/face covering. Remove the mask using the appropriate technique (i.e., not touching the front but by untying the lace from behind or using the string around the ears).
4. Physical Distance – Maintain a distance of minimum 3 feet, and ideally 6 feet from others. If it is impossible to maintain this distance, ensure that you are facing sideways, not facing each other.
5. Spitting anywhere except in wash basins is dangerous and prohibited.

GUIDELINES FOR HEALTH SAFETY

1. You will need to submit parents' consent form to the school & Certificate of Vaccination of all eligible members at home before commencement of classes. Update the school in case of any new health concerns.
2. Familiarize yourself with the symptoms of COVID-19 and learn to identify them within you and those around you.

GUIDELINES BEFORE LEAVING FOR SCHOOL

1. Please complete the COVID-19 checklist daily with your parents.
2. If you are feeling unwell, inform your parents, do not come to school. Seek medical attention.
3. It is your responsibility to inform the school if:
 - You or anyone at home is sick.
 - You or anyone at home is suspected or confirmed to have COVID-19.
 - You or anyone at home has had close contact with anyone with COVID-19.
 - You live in a high alert area for COVID-19.
4. Before leaving home, ensure you carry personal sanitizer, tissues, 2 spare masks, and all other personal hygiene items you may require besides school material.
5. Sharing of objects, stationery and books will not be permitted at school. Please carry everything you may need for the school day.
6. Bring food and water from home. You will be required to eat your meal at your desk only during the lunch break time. Have a meal before school to ensure you are energetic and alert through classes.
7. General guidelines should be followed even when not in school.
8. Hand hygiene to be done and masks should be worn before leaving home.

GUIDELINES AT SCHOOL

1. Please practice social distancing in school, avoid overcrowding.
2. There will be meal breaks but you will be required to eat at your respective desks.
3. Please carry water from home.
4. Please use common washrooms with utmost caution and hygiene.
5. If you feel ill while in school, inform your teacher or medical personnel in school immediately.

Please wear your mask and keep at least 6 feet distance from others. The school medical personnel will assist you and inform your family.

6. If you see any student or staff looking sick, inform your teacher or medical personnel immediately.

GUIDELINES AT ENTRY AND EXIT

1. Students will enter and exit the school premises from Gate 2 ONLY. This gate is reserved for students and staff.
2. There will be signages on the floor to maintain physical distancing. Please stand within the floor markings while waiting to enter or exit school.
3. During entry and exit, a school staff member will note identification details like checking students' temperature.
4. On being checked, please observe hand hygiene at the gate before entering or exiting from school premises.
5. In case of any symptoms at entry or exit, the school staff will assist you and inform your family.

GUIDELINES FOR MOVEMENT WITHIN THE SCHOOL

1. Specific paths will be outlined with floor markings to guide you to your classroom.
2. Please follow the marked path for disinfection and sanitization.
3. Please take the stairs to class, maintaining 6 feet or 8 steps between students.
4. If you have a medical condition for which you need to use the lift, please inform the school authorities in advance.
5. Avoid touching the railings, walls and other surfaces while going to class.
6. Hand sanitizers will be placed throughout the school. Please use them frequently.

GUIDELINES FOR THE CLASSROOM

1. Seating will be 6 feet apart or marked seats will be assigned to all students.
2. Please do not change your seats and maintain the basic cleanliness of the area.
3. In case of any concerns about your assigned seating, inform the class teacher.
4. After entering the class, sanitize your hands with the sanitizer in class or with your personal sanitizer.
5. While in class, please follow all the general guidelines.
6. Take a seat, clean your desk, sneeze guard and your hands, after cleaning.
7. Please do not share your personal items like stationery, books, sharpeners and erasers.
7. If you use any class material, please disinfect it before and after usage.
8. Before leaving class, please clean your desk and the area around it. Please sanitize your hands and all personal items used in the class.
8. The school and classrooms will also be cleaned by housekeeping staff during & after school hours.

GUIDELINES FOR WASHROOM USE

1. Please observe hand hygiene using soap and water for at least 30 seconds before and after using the washroom.
2. Staff will be present to ensure the cleanliness of the washroom. Please treat them with respect and point out if the washrooms are not clean and hygienic.

GUIDELINES AFTER LEAVING SCHOOL

1. General guidelines must be followed even after school.
2. After returning home:
 - a. Please remove footwear outside the house and carry it directly to the bathroom.
 - b. Please observe hand hygiene using soap and water.
 - c. Please clean top and sole of the shoe with disinfectant and keep the shoes in a dry corner. Do not leave the bathroom before observing hand hygiene.

Please disinfect all objects you were carrying with you and please keep them in a dry area.

- d. Please soak used clothes in a tub with water and detergent.
- e. Please disinfect slippers and shoes.
- f. Please take a bath and wear fresh clothes.

GUIDELINES TO BE FOLLOWED IN CASE OF SUSPECTED COVID-19 CASES:

1) Protocols to be followed when symptoms occur (suspected COVID-19 cases):

a) IF SYMPTOMS OCCUR AT HOME

- i) In case the student experiences any of the following symptoms - fever, dry cough, fatigue, muscle ache, headache, running or blocked nose – he/she must immediately wear a mask (if available) and stay isolated.
- ii) Parents must report these symptoms to the class teacher and contact the family doctor.
- iii) The student must not come to school unless and until a medically fit certificate is given by the family physician (text message/photograph of doctor note).

b) IIF SYMPTOMS OCCUR AT SCHOOL

- i) In case the student experiences any of the following symptoms at work – fever, dry cough, fatigue, muscle ache, headache, running or blocked nose – he/she must immediately be directed to the infirmary and asked to wear a mask (which is available at the infirmary) and restrict their movement.
- ii) After wearing a mask, the person must immediately report the symptoms to the incharge medical team.
- iii) The medical team will take appropriate precautions prior to contact and while examining the person.

c) IN CASE OF CONTACT/EXPOSURE TO A COVID-19 PATIENT

- i) This situation may arise in one of 3 scenarios:
 - (1) Contact with a suspected COVID-19 patient while at school.
 - (2) Contact with a suspected COVID-19 patient while outside school, who has subsequently tested positive.
 - (3) Contact with a person who tested positive for COVID-19.
- ii) In case any of the above situation applies – then, immediately wear a mask, and restrict movement to a confined space.
- iii) If the student is at school, then immediately go to the infirmary where he / she may be evaluated by the doctor & team before being allowed to go home for 10 days quarantine.
- iv) If at home, home quarantine for 10 days will be observed.
- v) Student / Parents must immediately report this matter to the class teacher and contact their family doctor.

2) Protocols w.r.t doctor's evaluation & testing:

- i) If the doctor does not suspect COVID-19:
 - (1) The doctor will guide regarding further treatment which the parents will communicate with the class teacher.
- ii) If the doctor suspects COVID-19:
 - (1) The student as well as all the other students in the class and teachers who have interacted with the class, will help the school team to identify all the locations they have visited and people they have interacted with in the past 10 days. All the identified locations at the school will be thoroughly disinfected.
 - (2) The student will follow the protocol to get evaluated, tested and quarantined for 10 days.
- iii) As per the testing and evaluation, one of the following protocols will get activated:
 - (1) If positive for COVID-19 – Treatment ought to be at Home or Healthcare Facility
 - (a) Isolation and treatment at home, or healthcare facility (based on symptom severity).
 - (b) Trace and screen all close contacts over past 10 days.
 - (c) Disinfection of school will be done by authorized personnel.
 - (d) Resuming of school should be only done after written approval from health authorities.
 - (2) If negative for COVID-19 – Home Quarantine
 - (a) Self-quarantine at home should be observed on the onset of symptoms for 10 days.

- (b) Do follow self-quarantine procedures at home.
- (c) During quarantine period, report health status and updates to the class teacher.
- (d) In case of onset of symptoms, report to the school authorities at the earliest.
- (e) Resume school only after written approval from health authorities.

EMOTIONAL AND MENTAL SUPPORT

Going back to school after a long period of time, especially during a pandemic may be difficult for you. Changes in school schedule and added responsibilities for health safety may be tiring and boring. You may have some fears and worries. Please talk to your parents, friends, class teachers or school counsellors if you feel stressed about this.

APPENDIX

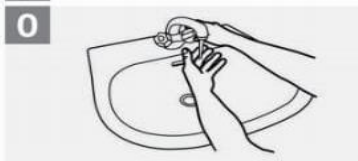
ADEQUATE HAND-HYGIENE PROCEDURE

How to Handwash?

WASH HANDS WHEN VISIBLY SOILED! OTHERWISE, USE HANDRUB

 Duration of the handwash (steps 2-7): 15-20 seconds

 Duration of the entire procedure: 40-60 seconds



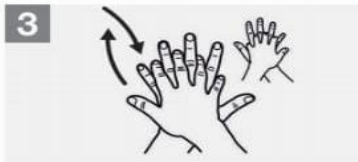
Wet hands with water;



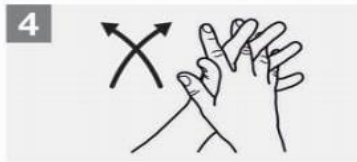
Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



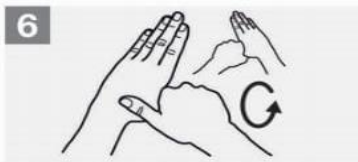
Right palm over left dorsum with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



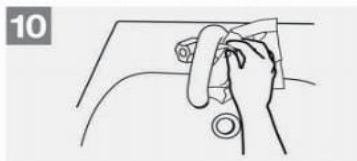
Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



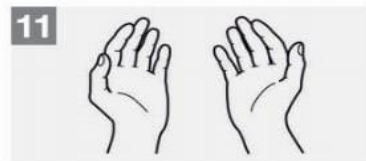
Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;



Your hands are now safe.



World Health Organization

Patient Safety

A World Alliance for Safer Health Care

SAVE LIVES

Clean Your Hands

For video on the same procedure, kindly watch the below link:

WHO - How to handwash? With soap and water - www.youtube.com/watch?v=3PmVJQUCm4E

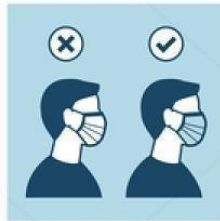
ADEQUATE MASK USAGE AND DISPOSAL



HOW TO WEAR A SURGICAL MASK



WASH YOUR HANDS
BEFORE
WEARING A MASK



ENSURE THE PROPER
SIDE OF THE MASK
FACES OUTWARDS



LOCATE THE METALLIC
STRIP AND PLACE IT
ON THE NOSE BRIDGE



SECURE THE STRINGS
BEHIND YOUR HEAD
OR OVER YOUR EARS



COVER MOUTH
AND NOSE FULLY MAKING
SURE THERE ARE NO GAPS



PRESS THE METALLIC
STRIP TO FIT THE SHAPE
OF THE NOSE



REMOVE THE MASK
FROM BEHIND BY
HOLDING THE STRINGS
WITH CLEAN HANDS



DISPOSE THE MASK IN
A CLOSED BIN WITHOUT
TOUCHING THE FRONT



SURGICAL MASK
PLACED CORRECTLY



DO NOT TOUCH THE MASK
WHILE USING IT,
IF YOU DO
WASH YOUR HANDS



REPLACE THE MASK
IF IT GETS DAMP
AND DO NOT REUSE IT