

Dear Parents,

'For God has not given us a spirit of fear and timidity, but of power, love and self-discipline.'

2 Timothy 1: 7

The time has now come for us to put aside the fear and uncertainty of the previous year and take the bold step to re-open our portals for Classes X and XII (2021-2022). We have taken this decision after a careful consideration of the improving COVID situation in our country, knowing that we must come together, keeping the students as our top priority. The date of the return of the students has already been communicated to you in a message dated 18/02/ 2021.

However, the reopening of the school requires strict adherence to the guidelines issued by the Government of Uttarakhand. Therefore, find attached herewith, the **SOP (Standard Operating Procedure)** chalked out by the school, along with a **Letter of Consent** to be duly signed and emailed to the school by **31st March**. You will also need to bring a hard copy of the same on your arrival in school. You will also be required to submit a **COVID NEGATIVE RT-PCR Test from an ICMR (Indian Council of Medical Research) APPROVED hospital or laboratory, no more than 72 hours before arriving in school.**

The decision to send your ward to school is entirely your own. There is no compulsion from our side. Online assessments and Practicals will be conducted for the students who choose not to return to school. However, we will not be conducting any Online Pre-Board. The two written Pre- Boards will **only** be held in school for the students who choose to come to school. Once in school, Boarders will not be permitted to meet any outsider or be taken home for any reason whatsoever.

I know there may be a lot of fears and apprehensions in your hearts and minds about the re-opening but let me assure you that as a school we have taken and will continue to take every possible precaution to ensure the safety of your ward while they are in our care. I have complete faith in the Almighty and in my team of Sisters, Teachers, Matrons and Support Staff. Nevertheless, we know that this disease is very unpredictable and we have a firm Plan of Action in case of any doubtful situation. The SOP will give you more clarity on the steps taken by the school for the safety of your ward. Any queries can be emailed to the school, I will ensure a prompt reply so that I can allay your fears.

These are incredibly tough times, but with your cooperation and support, I am certain that we can come together once again for the benefit of our beloved children.

Looking forward to a favourable response.

With warmest regards,

Sr. Stella

PRINCIPAL

Standard Operating Procedures (SOP) – CJM, Waverley, Mussoorie.

- GATE

- Flex board displaying – No Entry without Masks and Information about Covid-19 and precautions.
- Preventive Measures will be displayed at various locations on the campus.
- Guards on duty will wear Masks, Gloves and face shields at all times.
- Details of All Vehicles coming into the campus will be entered in the register.
- Thermal Screening of all visitors will be done at the Main Gate.
- At the gate the temperature of the staff and the children will be taken by the SCHOOL NURSE during the specific timings and other times by the guard.
- Drivers and other family members accompanying students will not be permitted to move around the school campus and will be required to remain only in the parking area.
- No parent will be allowed to go to the box room to leave the ward's belongings. They may bid their wards farewell and leave the campus from the Parking Ground.
- Visitors will not be permitted within the school campus without formal consent from the Principal.

INSTRUCTIONS REGARDING LUGGAGE

- Parents must ensure that their wards bring clothing and bedding for their stay in school. Students should only carry their required linen such as mentioned in the given url:- <http://www.cjmwaverley.org/school-uniform.aspx>. There will be no need for any party wear or formal clothing. Absolutely NO tuck will be allowed on campus. Anything found in the student's luggage will be disposed off.
 - Only medication with prescription will be allowed. Please ensure that your ward does not carry unnecessary medicines. Everything will be available in the school infirmary.
 - Absolutely NO electronic devices will be permitted. No phones, mp3 players, hair dryers or straighteners will be allowed. If any such devices are found, they will be confiscated and the student will be fined.
- KITCHEN/DINING
 - All staff will wear masks, gloves and hair covers in the kitchen and dining rooms.
 - All fresh food provisions such as vegetables, fruits and eggs will be washed and sanitized before they are taken into the store.
 - Kitchen staff to take extra care of hygiene and will have their hair and nails cut short and wear clean aprons and gloves and caps when and where required.
 - Washing of hands before meals – mandatory (to be supervised by teachers)
 - Flexes depicting the proper manner of washing hands will be displayed near the hand washing areas.
 - Hand sanitizers will be placed beside the entry of the dining hall.
 - The persons entering the store/dining hall will be limited to kitchen personnel only.
 - Dining staff to have no personal contact with students or teachers.
 - No outside personnel will be allowed into the kitchen/dining hall.

- Dining hall tables to have fixed and limited number of students for all meals.
- Dining tables will be marked out as T1, T2, T3, T4 etc. (Table 1, Table 2, Table 3 and a list of students sitting together will be pasted beside the table on the wall.)
- Physical distancing to be followed when queuing up for buffet.
- Kitchen area will be cleaned and sanitized every day before the start and end of the day. Dining halls will be cleaned and sanitized after the every meal.
- Clean cloths will be used for wiping utensils, tables, chairs etc.
- Tables will be cleaned with chemical diluted in water solution.
- Food to be covered with a lid at all times.
- Kitchen equipment to be sun-dried whenever possible.
- Drinking water tanks will be cleaned and filled regularly.
- **ANCILLARY STAFF**
 - Masks will be mandatory for all. Face shields and gloves (wherever and whenever necessary)
 - Thermal screening will be done every day for all staff before entry into school and before duty.
 - Staff will be encouraged to have no physical contact with any student or teacher.
 - Staff will be educated to maintain physical distancing at all times and be discouraged to crowd in work spaces and common places.
 - Staff will be educated about the various COVID symptoms and be urged to report any symptoms of at the earliest.
 - No relatives or friends or family of staff will be permitted to visit the school premises.
 - Staff coming into the campus will be encouraged not to leave the campus unnecessarily.
 - Resident staff will be encouraged not to leave the campus unnecessarily
- **CLEANING AND SANITIZATION OF SCHOOL PREMISES.**
 - Toilets will be assigned to sweepers who will be responsible for regularly cleaning and sanitizing them.
 - Sweepers and bearers to clean and disinfect the dining halls after every meal.
 - Sweepers and dorm in charges to clean and disinfect the dormitories after the girls move out for classes.
 - Sweepers, dormitory in-charge and designated personnel will disinfect the toilets, kitchens, dining rooms, dormitories, verandas, classrooms, library, laboratories, staff rooms and office areas multiple times a day.
- **GARBAGE DISPOSAL DONE TWICE A DAY**
 - All dustbins will have garbage disposal bags.
 - Garbage disposal bags will be collected and disposed of in the incinerator.
 - Garbage to be collected and burned in the incinerator twice a day

- EMERGENCY TASK FORCE.

- The school is collaborating with Max Super Specialty Hospital, Dehradun for any emergency situations.
- Sister Charles & Ms. Mariamma George (Nurse) And Mr. Birandar Rawat will head the emergency task force. They will take the regular temperatures of staff and monitor suspicious cases and report the same to the Principal. They will also coordinate with MAX-Hospital, the school authorities and parents. They will be in charge of the monitoring of the isolation ward and report on the health status of the students within the isolation ward.

- ISOLATION WARD

The isolation ward designated will be the Infirmary and Belmont Dorm. Beds will be placed maintaining distancing. The adjoining room will be designated as the Nurse's room. Oxygen facility will be made available in case of necessity. Toilets and the entire area-within and around will be disinfected frequently. A separate ambulance will be made available to take students to hospital with the drivers wearing proper masks and gloves. Nurses and Sweepers will wear PPE kits while carrying out their duty in the Isolation wards.

- SEATING PLAN

- Physical distancing will be maintained.
- Red tape will be placed across the tables and benches to encourage students not to sit physically close.
- Students will be encouraged to wear masks at all times.
- Stickers will be placed on the floor wherever possible (office, laboratory, dining halls, washing areas, etc.)

- DORMITORIES

- Space will be maintained between beds with one bed used and the other bed not used.
- Stickers will be placed across the vacant bed to encourage students to maintain physical distancing.
- Sanitization of beds and dormitories will be done every day.
- The dormitories will be aired every day with the windows left open.
- At the dormitory's drinking water facility, stickers will be placed to ensure physical distancing.

- LAUNDRY/PARCELS

- Laundry clothes will be given class-wise on the designated days. Laundered clothes once received will be kept in storage for 48 hours and disinfected before handing over to the students.
- Students will leave their soiled linen in the laundry bags provided for the purpose.
- Students will make entries into their personal laundry books provided to them and then cross-check the clothes received once returned from the launderer.
- Parents will be discouraged from sending unnecessary parcels. If any emergency items are to be sent, the parcels will first be sanitized before the office takes possession from the courier/postal personnel.

- **TOILETS**
 - Toilets will be designated to a set of students with their names printed and pasted on the doors. Sweepers will constantly be present to clean and sanitize the area.
 - Flexes depicting the proper manner of washing hands will be displayed near the washing area.
 - Soap and Hand sanitizers will be placed beside the entry of the toilets.
 - Alternate toilets will be used to ensure safe physical distancing between students.
 - Crowding of students in the toilet areas will be discouraged.
- **SENSITIZING CHILDREN AND STAFF**
 - Staff and students will be encouraged.
 - To maintain physical distancing
 - To wear masks at all times.
 - To avoid touching of face, eyes, mouth and nose
 - To sneeze into their handkerchiefs or elbows.
 - Not to shake hands or hug each other while greeting and instead be encouraged to use their elbows to greet each other.
 - To make the authorities aware of any symptom of illness.
 - To dispose of masks and other personal gear in the dustbins only and not litter the campus.
 - Students will be advised as to the Do's and Don'ts –such as –(maintaining physical distancing/ no touching or keeping in contact with others/no sharing of stationery, clothing, or other accessories, inform the teachers or nurses or staff on duty if they fell ill – feverish, have developed a cough, loss of sense of smell or taste)
 - A ban on spitting on campus will be enforced.
 - Testing of all staff and students will be done seven days after the entry of every batch.

- **TEACHING LEARNING PROCESS**

As school will only be opening for Board Classes 10 and 12 presently, the following protocols will be followed by the school.

- Students will be oriented and counselled on the first day of their return, by the Principal, Nurse and designated Teachers about the protocols that must be strictly adhered to while in school. They will also be educated about the necessity to immediately report to the infirmary if they experience any Corona virus symptoms. Such counselling will be done on a continuous basis. All teachers and other members of the staff will be available to the students in case they have any apprehensions.
- Posters and flexes will be displayed in all classrooms.
- Staggered timetable with flexible timings will be followed separately for boarders and day scholars.
- Classes will only be held till 1.30 p.m. Breaks will be given to students in shifts to ensure that they are able to follow social distancing norms.

- Separate entry point and classroom block will be allotted to the day scholars to ensure that they do not come in contact with the boarders. The entry point will be the gate below the Hard Court and the Classroom Block will be The Claudine Block which is well equipped with spacious and airy classrooms as well as toilets.
- Separate support staff will be assigned for the cleanliness and sanitization of the Block.
- Day Teachers and Day scholars will be Thermal Screened at the school gate by the Nurse before their entry into the school.
- Day Teachers and Day scholars will be strictly instructed NOT to travel unnecessarily and NOT to attend social gatherings without social distancing and masks.
- Day scholars will be called a week before the arrival of the Boarders to complete their Internal Assessment and Practical work. All assessments and lab work will be conducted following proper social distancing and sanitization protocols.
- Pre Boards will be held for the Day scholars in the Claudine Block with adequate social distancing incorporated into the seating arrangement.
- Pre Boards for the boarders will be conducted in the main school building with adequate social distancing measures incorporated into the seating arrangement.
- Invigilation for the Pre Boards will be done following strict COVID precautions. There will be minimal contact between the teachers and students.
- Sanitizer dispensers will be placed at every classroom entrance and students and teacher will only enter after thermal screening and sanitization.
- Students and Teachers will wear masks at all times and carry sanitizers.
- Classrooms and Labs will be sanitized before and after each class or examination.
- Students will be supervised during study time and free time to ensure that they follow social distancing norms.
- Students must carry their own drinking water and stationery. Absolutely NO food stuff will be allowed in school. Only medicines if necessary can be carried by students into the examination hall.
- Water bottles, pouches and Examination Boards should be made of clear transparent plastic.
- Students must carry tissues and must dispose of them in covered bins.
- Covered dustbins will be placed in each classroom, lab and corridors. These will be emptied and sanitized multiple times a day.

**CONVENT OF JESUS AND MARY, WAVERLEY,
MUSSOORIE, UTTARAKHAND.**

LETTER OF CONSENT

I (Mother/ Father/ Legal Guardian) of studying in Class Section, hereby give my written consent to allow my ward to re-join school as a boarder / day scholar from.....

I declare that the decision to send my ward to school is solely my own and there has been no compulsion from the school.

I have implicit faith in the School Management of CJM, Waverley, Mussoorie and am certain that the SOP drafted as per the guidelines set down by the government of Uttarakhand will be strictly adhered to.

I understand that while I expect the school to take every possible step to ensure the safety of my ward, the risk of being exposed to an infection exists. In such circumstances, I authorise the School Management to follow the Plan of Action charted out in the SOP, allowing them to take every decision in the best interest of my ward. I will extend complete support and cooperation to the school under all circumstances.

I understand the uncertainties involved in the current situation and reposing complete trust in the school, will not hold them accountable for any untoward incident.

I declare that I will provide a Covid-19 Negative RT-PCR test, from an ICMR approved hospital or lab, no more than 72 hours before arrival in school.

I will also ensure that my ward is not exposed to unnecessary risks like crowds and social gatherings for a period of at least 14 days before arrival in school.

I ensure that my ward has also gone through the SOP thoroughly and will follow all guidelines therein for her safety and the safety of her peers.

Attached herewith is the medical fitness report of my ward from a registered medical practitioner.

Signed:

Name:

Place:

Date:

Guidelines for Students

My Dear Students,

We encourage you to follow these guidelines once you return to your school home – CJM, Waverley.

- Wear masks at all times.
- Avoid spitting anywhere on the campus.
- Avoid touching your face (eyes, mouth & nose).
- Dispose used masks and tissues in the dustbins placed around the campus.
- Refrain from any physical contact with other students/staff as far as possible.
- Refrain from touching surface, railing etc.
- Greetings to be restrained to “Namaste”, “fist pumps” or “elbow bumps”.
- Do not share belongings, cloths or stationery.
- Make sure to occupy only seats, beds, toilets allocated and refrain from using those marked “not for use”.
- Sanitize your hands often.
- Sneeze or cough in the mask, handkerchief or elbow.
- Wash your hands with soap and water as often as possible and in a proper manner for at least 20 seconds. Follow the instructions on the stickers/flexes placed above the washing areas.
- Mark your cloths before bringing it to school boarding, other personal belongings clearly and legibly. Only school track suit and uniform is allowed along with night dress and jackets.
- Carry sufficient, disposable masks, sanitizers, personal belongings and stationery to the classrooms and study area.
- Maintain physical distancing and avoid crowding as far as possible in all areas, especially – dining halls, washrooms, laboratories, classrooms, box rooms and dormitories.
- Inform your teachers, wardens or nurses on duty if you feel ill.
- Notify the nurse and warden immediately if you have any particular medical condition.
- You are advised to take care of your personal belongings and keep them safe.
- Keep safe and stay protected at all times. Keeping good health is our prerogative and personal responsibility.
- Cooperate with your teachers, wardens and the staff. Our good intentions are for your safety and good health.
- Adhere to the above guidelines. They are for your safety and safety of all on campus. One for all, all for one.

All the best for your Board Practical’s and Exam.

Best regards,

Sr. Stella

PRINCIPAL