

**STANDARD OPERATING PROCEDURE FOR NEW NORMAL****NAME OF THE SOP: STUDENTS**

Responsible person: Basheera Mohamed (Principal)
Team Members: Shakeeba Ali (DP), Farhad Hussain (LT), Mausooma Kamaal (LT)
Implementation Date:
Last Reviewed Date:

Area	Details
Purpose and the scope	To ensure students come with all their materials needed to limit the second and third party access to school
Resources	Face masks
Procedure	1 Coming to School 1.1 Ensure to bring all the books according to the time table and any other relevant material needed for studies 1.2 Students must wear a mask to school and carry 2 extra masks (kept in a small separate closed paper or cloth bag) 1.3 Students must bring their own tissue packet (small) and a small disposable paper bag (in case to dispose the used mask) 1.4 Students are encouraged to bring their own water bottles and interval (packets/bottles) to school 1.5 Students are NOT allowed to bring any food (eatables) to school 1.6 Students have their own choice to wear either sports uniform or their official uniform 1.7 Students can carry their own sanitizers to school. School shall provide sanitizers/handwashing facilities in the school premises as well

2. Face Masks

- 2.1 Students can wear a non-surgical mask to school
- 2.2 Non-surgical masks students use must be from a suitable material to wear the mask and stitched properly in 3 layers (as in guidelines of HPA). The mask should not be too tight or too loose
- 2.3 Mask must cover the nose, mouth and chin properly
- 2.4 Mask must be a simple plain mask with no design, drawing or school logo
- 2.5 Ensure the use of face masks by students
- 2.6 Students must wear a face masks before they enter the school premises
- 2.7 Students must always carry 1 extra clean masks and it should be packed in a clothing/paper bag for any emergencies
- 2.8 School shall provide the right face mask from the entrance for any student who fails to wear a facemask to school
- 2.9 Students, other than the exceptional cases and high risk students, must wear a face masks at all times in the school premises
- 2.10 Students must wear the mask while coming to school from home and going back to home
- 2.11 Students who change the mask for any purpose must wash the hands properly and dry it from the tissue or sanitize the hand
- 2.12 If any student wants to change the reusable mask, the used mask must be put safely in a separate small bag and must be taken home
- 2.13 Reusable masks can be reused after washing it properly.
- 2.14 In case if any student has to dispose the mask, it must be disposed to a closed lid dustbin only after putting it in a separate paper bag
- 2.15 Students must refrain from keeping the mask on the table, chair or any public places
- 2.16 No masks must be disposed to any public area or school premises
- 2.17 Should there be any circumstance to take the mask for any discomfort, physical distancing must be maintained, however this must happen only in a good ventilation room

3 Temperature

- 3.1 Checking the temperature of the Students
- 3.2 Students must cooperate to check their temperature and get permission before they can access to the school premises
- 3.3 Duty staff who checks the temperature of the students must wear the appropriate gear, according to the HPA guidelines, for their and students safety
- 3.4 Student who enter the school must be below or 38°C
- 3.5 Any student who attends the school late must also cooperate and follow point 3.2
- 3.6 Any student who reads their body temperature more than 38°C or must be taken into consideration and follow the instructions of the duty in charge
- 3.7 Students who wait for their turn to check the temperature must maintain physical distance
- 3.8 Students who gets the permission to access school after checking the temperature must directly go to wash their hands or sanitize, and follow the class teachers to the classrooms
- 3.9 Students who wish to wash their hands must dry the hands using a clean tissue and discard the tissue to the nearest dustbin

4. Opening the gates

- 4.1 Gates will be opened 15 minutes prior to the students reporting time to school
- 4.2 Students should enter from their respective gates as informed
- 4.3 Students should leave school from their respective gates as informed
- 4.4 All students must follow the physical distancing according to the school marks

5. Students in Classroom Environment

- 5.1 All students must maintain physical distancing while going to the class
- 5.2 Students must maintain physical distancing in the classroom
- 5.3 Students must use the same table and chair in the classroom everyday
- 5.4 Students must not leave any belongings or books in the drawers when they go home
- 5.5 Students must not leave any belongings anywhere in the

	<p>school premises</p> <p>5.6 Students must refrain from sharing and borrowing materials and books, interval and water bottles at all times</p> <p>5.7 Avoid physical contacts with other students and people</p> <p>5.8 Students who wish to go to the toilet must wash their hands properly and dry the hands using a clean tissue or sanitize after using the toilet</p> <p>5.9 Students who go to the health room must sanitize their hands before they come to the class</p> <p>5.10 Avoid touching the walls, stair case railings and other public places for everyone's safety</p> <p>5.11 Students who change their class to their option period must maintain self-hygiene and physical distancing while changing the classrooms</p> <p>5.12 Students must wash their hands properly and dry the hands using a clean tissue or sanitize before going to the next classroom</p> <p>5.13 Students must follow the instructions of the teacher in the classroom to go down after the session</p> <p>5.14 Maintain physical distancing while climbing down the stair case and follow point 5.10</p> <p>5.15 Students whose parents come to fetch them, must wait until the parents come</p> <p>5.16 Students who have got permission to go home alone, can go as per the teacher's instructions</p> <p>5.17 Students, whose parents come late to fetch than the expected time, must remain in area where the duty in charge directs</p> <p>5.18 It is not permitted to wander in the school premises at any time</p>
Reporting Procedure	Class teacher, Leading Teacher, Deputy Principal or Principal
Precautions to be taken	Staff who check the temperature and attend duty near the toilet area must wear gloves and masks.
Reference and Appendices	
Feedback/Revision	