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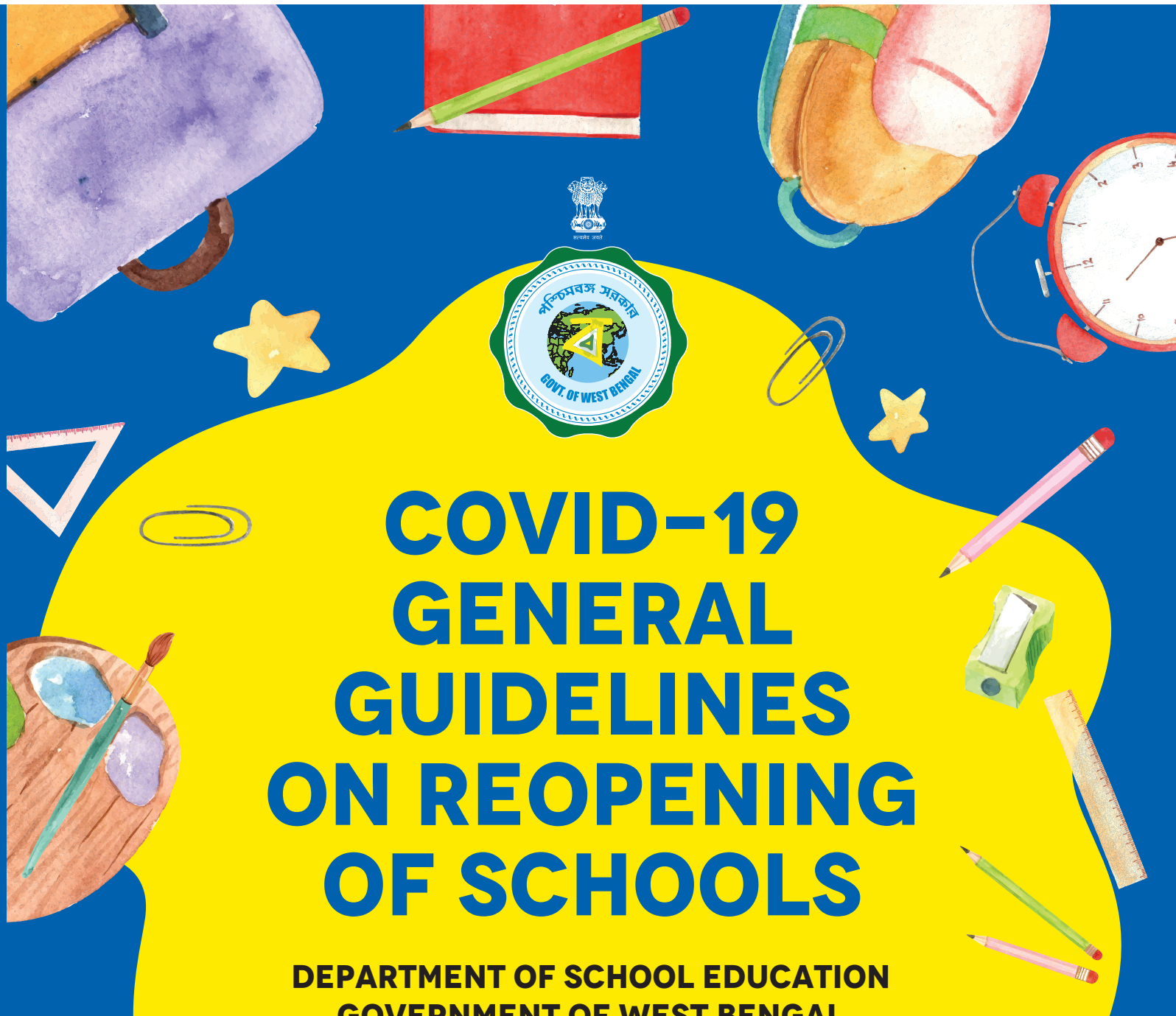
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COVID-19 GENERAL GUIDELINES ON REOPENING OF SCHOOLS

DEPARTMENT OF SCHOOL EDUCATION
GOVERNMENT OF WEST BENGAL





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1

INTRODUCTION

Corona virus disease 2019 (COVID-19) is an infectious disease caused by Severe Acute Respiratory Syndrome Corona virus-2 (SARS-CoV-2). It was first identified in December 2019 in Wuhan, China. Common symptoms include fever, cough, fatigue, shortness of breath, and loss of smell and taste. While the majority of cases result in mild symptoms, some progress to Acute Respiratory Distress Syndrome (ARDS). The virus is primarily spread between people during close contact most often via small droplets produced by coughing, sneezing and talking. Millions of people have been affected by this formidable virus across the world and many have lost their lives. In India, the situation became grave toward March 2020, after which the Governments at the centre and the States have decided to declare a lockdown. The utmost precaution was taken to arrest the community spread of this virus.

All offices, educational institutions, public transport, shopping malls, entertainment plazas and tourist spots were temporarily shut down to stop the spread of this epidemic. However, toward June 2020 with the improvement of recovery rate, the governments have withdrawn the lockdown phase wise and decided to open many public activities. Educational institutions however, remain closed to ensure the safety of children and youth starting from primary level to college and university level. Nonetheless, acknowledging the worldwide threat of COVID-19 and at the same time appreciating the need of education as a continuous process, the School Education Department, Government of West Bengal has endeavoured to frame a comprehensive guideline (administrative and academic) to impart safe and healthy institutional education. Keeping in mind the guidelines issued by the Department of Health & Family Welfare, Govt. of West Bengal, these guidelines have been framed to help the school authorities and supervising officials face the challenges with careful and essential planning. It is imperative for all stakeholders to follow the guidelines before and after the institutions open, to maintain a healthy and hygienic conditions in the schools. Unless all stakeholders comply with the mandates of this guideline, the aim of safe classroom teaching will not be achieved. This guideline is segmented into various aspects, considering the pre-opening and post-opening issues, and is meant for various stakeholders. Relevant portions shall be shared with all concerned, seeking strict compliance by all.

Besides this set of guidelines, the respective Boards and Council will come up with separate guidelines on academic issues associated with the opening of schools in consultation with the Expert Committee. In so far as to other specific administrative actions are concerned, the Department of School Education and the Directorate will issue necessary instructions based on the general assessment of the situation.

The situation in the districts shall be kept under continuous vigil and monitoring of the DIs of Schools and they are to keep the concerned District Magistrates informed of the situation and seek any further necessary assistance as it may require.

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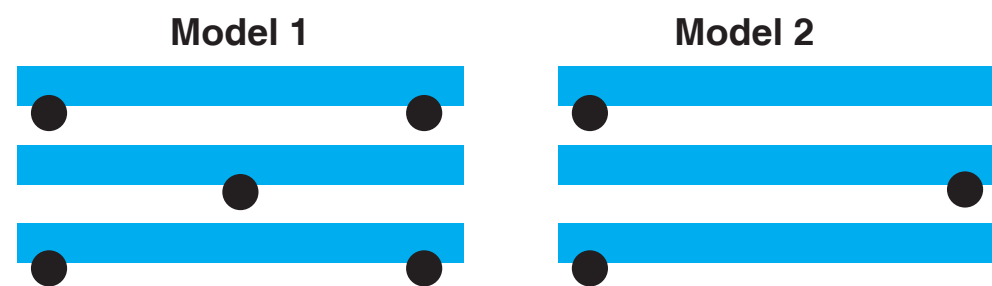
PREPARATIONS BEFORE OPENING OF INSTITUTIONS

2.1 STAKEHOLDERS' PREPAREDNESS

1. District Magistrates at districts and Block Development Officers at block levels shall hold meetings and finalise the orientation programme for the AI(SE), SIs and HMs. The orientation programme shall be held maintaining the social distance and obeying other COVID norms as prescribed. Sanitizers shall be used before entering the training halls. Such orientation programme must be completed prior to the opening of schools.
2. Orientation meetings shall be held by the HMs / Hol / TICs with the Teaching and Non-Teaching Staff of the institutions prior to the opening of schools. The teaching and non-teaching staff shall be shared the training outcomes and the precautions to be taken. They shall be adequately briefed on the operating guidelines of social distancing, hand washing, teaching pattern, and seating arrangements and also to handle queries that may arise from the guardians and students.
3. Cleaning and sweeping staff must be adequately trained in effective techniques of sanitisation and waste disposal.
4. Guardians need to be thoroughly reoriented about the Dos and Don'ts at school, at home and on the way between school and home. Revised school routine, learning patterns and type of home assignments shall be shared with the guardians along with a separate guideline meant for them.
5. A directory of phone numbers of the guardians may be prepared for any emergency contact.
6. Teachers should start attending schools prior to the start of operation of schools to ensure the above instructions (i.e. the date of return of the students to school).
7. Teachers shall be asked to maintain their class-diaries on daily basis for every class they take and make prior plans of classroom transactions or activities designed to assist the students in attaining the prescribed level of competency.
8. Provided that students belonging to containment zones shall not attend the schools and other educational institutions until the containment zones are de-notified.

2.2 INFRASTRUCTURAL PREPAREDNESS (at the earliest)

1. The school campus shall be thoroughly cleaned prior to opening of the schools by the local bodies. Concerned authorities shall monitor this in liaison with the respective Municipalities/Panchayats. Every classroom, teachers' room, corridor, toilet, drinking water spaces, ramp & handrails, resource room and staircases etc shall be sanitised as it may be necessary. Water tanks shall be cleaned before the reopening date of the schools.
2. COVID norms should be maintained in gateway, common spaces, corridors, drinking water spaces etc. so as to prevent crowding of students. Modified practices and COVID specific signage shall be posted in prominent places to make everybody (including students with special needs) informed.
3. The sitting arrangement that may be followed in the classes should be well deliberated and should be in line with the prescribed social-distancing norms. Few models are given below:



The sitting arrangement may be revised accordingly as per local needs but should be kept in conformity with the social-distancing norms, based on the dimensions of the classrooms and lengths of the benches/desks without. For those students with special needs who sit in the classroom with wheelchair/ special chair shall be given priority arrangement. Students with other special needs shall be given priority to sit in the first bench. Classroom shall be made available at ground floor as far as possible for those classes where students with needs are enrolled.

4. Running tap water or tube wells in the schools shall be mandatorily kept in usable condition so that frequent hand washing shall be possible. AE/SAE/Jr Engineers at Sub-Division, block and Panchayat levels may be asked to visit and repair the same wherever it is required. This needs to be arranged well before the scheduled re-opening of schools. This has to be done on urgent basis. Also, guardians shall be advised to send children along with their drinking water bottles from home.

5. Before opening of schools IEC materials, posters, banners and wall paintings on spreading awareness on COVID protocol must be placed. Sign boards / posters with pictures / signage for frequent hand-wash, face-masks, maintaining safe distance will be placed at strategic places in schools. There should be continuous instruction from the teachers to remind the students about the COVID protocols.

2.3 HEALTH AND HYGENE PREPAREDNESS

1. Notice must be issued by school authorities that wearing of mask is mandatory for all the teachers, non-teaching staffs, self-help group members, students and guardians while visiting the school.
2. All guardians shall be instructed not to send their ward to school if they are having fever, cold or any other kind of ailment as their immune system may be weak. They should be kept at home at least for 7 (seven) days.
3. A separate isolation room may be identified, properly sanitised and equipped with a bed to be used for any one suddenly falling sick during school hour.
4. The teachers and staff are to be briefed properly on how to handle the cases of sickness when they are reported during the school hours. The protocols as prescribed by the Health and Family Welfare Department are to be followed. The Head Masters shall ensure a clear reporting system of such cases. Such cases are to be formally brought to the attention of local Medical Officers/BMOHs. If necessary, the help-lines of the Health and Family Welfare Department may be contacted for additional help.
5. Medical officer must be contacted to arrange for the medical-camps in the schools where COVID cases are frequenting. The Head-Masters may establish personal liaison with the concerned Medical Officers for better coordination.
6. All computers, lab equipment, library books, materials of resource room must be properly sanitised on regular interval. Frequently used spaces and surfaces are to be adequately sanitized without any fail.

2.4 ACADEMIC PREPAREDNESS

DETAILED ACADEMIC GUIDELINES SHALL BE FRAMED BY THE CONCERNED BOARDS IN CONSULTATION WITH EXPERT COMMITTEE AS AND WHEN THE INSTITUTIONS PREPARE TO OPEN.

3

PREPERATIONS DURING SCHOOL HOURS

3.1 PRE CLASS HOUR

1. At the time of entry and exit gathering should be avoided and social distancing should be strictly maintained.
2. A copy of Rules and guidelines shall be affixed on the gate, in such a way that is visible to all the guardians and students (to be written / printed in large size) from outside.
3. No visitor or guardian shall be allowed inside.
4. At the time of entering the school, hand frequently.
5. There will be no assembly for prayer. Prayers shall be done in respective classes accompanied by the class teachers.
6. Students shall be advised to maintain social distance from each other and from all in the premises. They shall also be advised not to spit here & there and not to touch others' books, copies, bags, tiffin etc. Sharing of tiffin and drinking water shall be strictly disallowed.
7. At the beginning of each day, there shall be ten minutes awareness on COVID protocol and the science behind it.

3.2 HEALTH & HYGINE

1. School toilets and all common spaces shall be properly washed well before opening of the schools.
2. All students must mandatorily wear mask and carry own drinking water bottle.
3. Temperature checking should preferably be done before students get into respective classes. Any student having fever or cold shall be sent back to home for necessary medical follow up until complete recovery. When their symptoms are suggesting COVID, such cases are to be reported to the concerned Medical Officers for follow up from their end.
4. All teachers, non-teaching staffs, must wear mask.
5. Students must be guided by teachers to practise best hand washing practice maintaining social distance.
6. Schools may consider appointing one or more class/section wise Health & Hygiene-Monitors from among the students on rotational basis so as to ensure that the prescribed norms of hygiene and social distancing are followed.

3.3 CLASSROOM TEACHING

CONCERNED BOARDS SHALL FORMULATE TEACHING MODULE IN CONSULTATION WITH EXPERT COMMITTEE TO BE FOLLOWED BY THE TEACHERS.

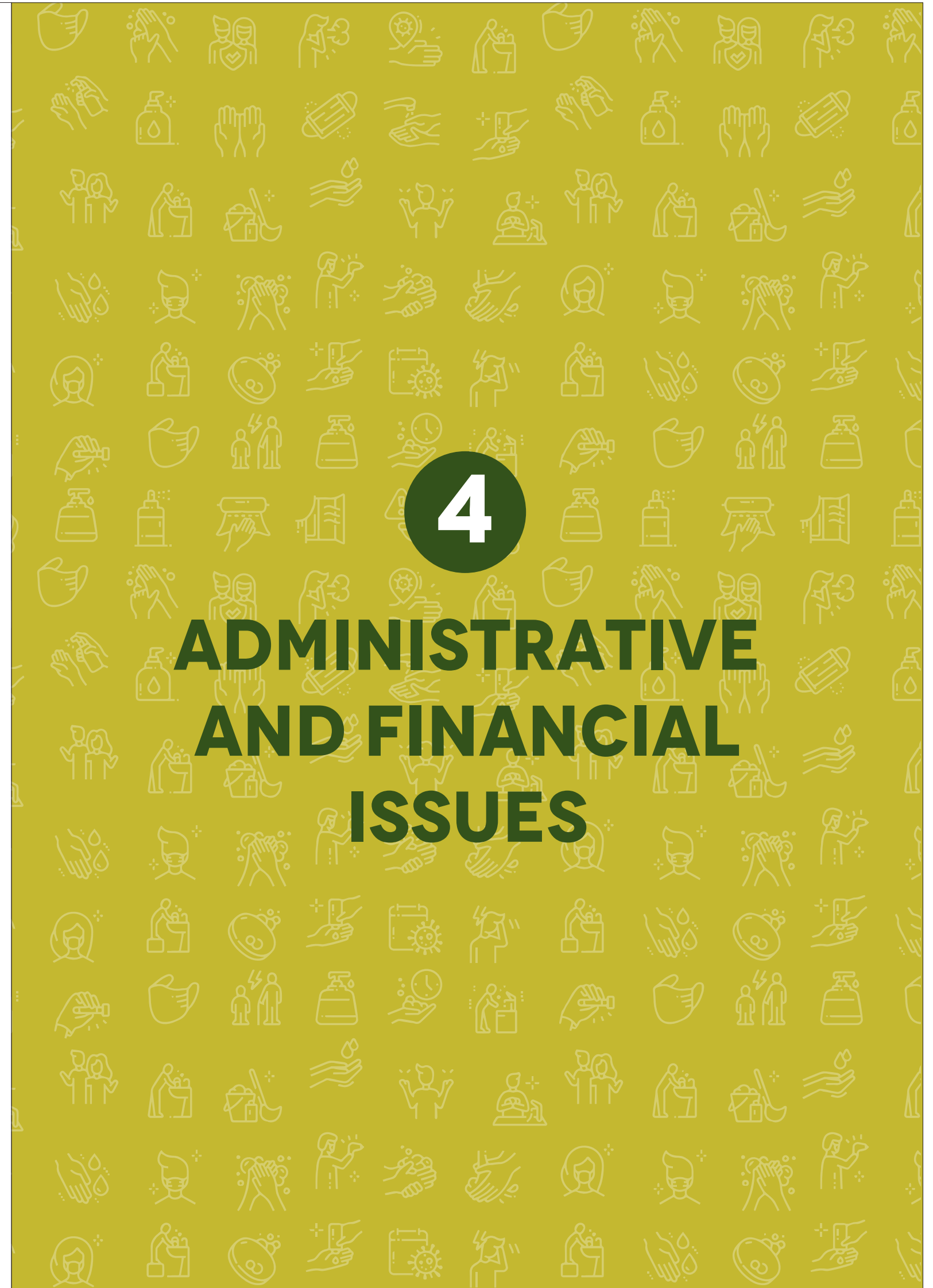
3.4 SPORTS AND CULTURAL EVENTS

1. Group Activities like sports & cultural events may be discontinued for the time being.
2. Interactive and playful sessions like slogan writing on COVID protocol and quiz may be encouraged inside the class rooms inviting the participation of all.
3. Students may be asked to draw, write slogans on issues like COVID Protocol. They may be encouraged to aware their guardians and relatives on the matter.



4

ADMINISTRATIVE AND FINANCIAL ISSUES



1. School authorities must maintain a digitized record of all instructions and GOs issued on COVID related matters. The DIs/Sis and HMs/HoI/TICs should keep a regular liaison with their authorities so that they will not miss any important instructions issued in this regard.
2. School may also keep a class wise record of health checkup reports of students where applicable.
3. The telephone directory of guardians and Medical Staff are to be kept under the safe custody of the Head Master.
4. School may maintain all vouchers of their expenses related to procurement of sanitizers, soaps etc Head Masters/HoI/TICs shall ensure that local resources are not getting wasted or overly spent keeping the long term nature of the situation.



5

ROLE OF DIFFERENT STAKEHOLDERS

5.1 ROLE OF DIs/ADIs/AIs/SIs

- ▶▶ The DI/ADI/AIs/SIs shall mobilise their teams and make frequent visits to the schools after the district level training is done and ensure the preparedness of schools in the line as instructed in foregoing paragraphs. The information made available to them through instructions and training programs are to be well disseminated till the level of last stake holders.
- ▶▶ The issues, to the extent possible, are to be managed at their respective levels. When necessary, DIs may take them up to the attention of respective District Magistrates for their necessary action.
- ▶▶ Any feedback required to be given to the State Level Authorities shall be first raised in the District Level authorities and then the unresolved issued be forwarded enclosing the opinion of the committees in writing (via mail) to the office of the Commissioner of School Education.
- ▶▶ The Committees must see that no compromise is resulting as regards cleaning, sanitising of schools and compliance of protocol by all stakeholders.
- ▶▶ DIs shall remain in close coordination with the school authorities on one hand and with the district administration on other hand. Similarly, SIs shall keep close liaison with the schools and with the block administration.
- ▶▶ All AIs/SIs shall closely monitor the learning outcomes of individual schools. Close coordination shall be maintained with the HMs in day to day progress.

5.2 ROLE OF HEAD MASTERS / HoI / TICs

- ▶▶ The HMs/HoI/TICs shall adequately train, instruct and orient the teachers, non-teaching staffs and all the SHG members upon COVID 19 protocol.
- ▶▶ Each shall be assigned specific role. Responsibility shall be fixed individually with strict instruction to comply. Any negligence or violation of protocol by anyone shall be dealt with strictly.
- ▶▶ The guidelines and instructions as issued shall be followed by the HM along with his/her team.
- ▶▶ HM shall continuously be on move to monitor the activities of the school. He/she shall personally monitor the sanitisation process, the classroom arrangements. He/she must closely supervise the role of his team members.
- ▶▶ HM, being the captain of the steering team, should exhibit exemplary leadership while observing the COVID protocols.
- ▶▶ Keep watch on daily attendance of students and take necessary follow up accordingly.

- ▶▶ He/she shall personally interact with the students in every class on the first day of reopening schools and welcome the students, encourage them for studies after a long slowdown, ask them not to panic and learn COVID protocol attentively.
- ▶▶ In the guardians' meeting to be conducted by the teachers in small groups, the HM shall remain attend for at least some time and address the guardians and ask them not to panic.
- ▶▶ HM shall be the role model in this fight against COVID in the schools. His/her personal intervention, innovation, enthusiasm and leadership can bring a huge positive energy amongst all after the schools reopen after prolonged lockdown.

5.3 ROLE OF TEACHERS

- ▶▶ In all the above guidelines the teachers shall play a pivotal role. Their presence shall be required everywhere for guidance and supervision.
- ▶▶ Teachers should start attending schools prior to the operationalization of schools (i.e. the date of return of the students to school).
- ▶▶ Individual roles shall be specified by the HM among the teachers. Every teacher is expected to be a role model to their students in maintaining the protocol.
- ▶▶ Students shall not be allowed to leave the school premises before school ends.
- ▶▶ During the school hours the students shall not be left to themselves without being watched.
- ▶▶ There will be a natural tendency among the children to socialise among friends after a prolonged lockdown. This is why, they shall always need a teacher to guide them how to socialise maintaining physical distance and non-sharing of one another's belongings.
- ▶▶ Teachers shall follow the HM's direction in letter and spirit.
- ▶▶ Any sickness in any child on being noticed shall forthwith be informed to the HM.
- ▶▶ In academic matters the academic guideline shall be followed by all teachers.

- ▶▶ Special care shall be taken for children who have not been able to follow online classes till date. If required, extra time to be given for any activities to be done during sessions for the such students including students with special needs.
- ▶▶ Extra sessions as required shall have to be planned for students with special needs in consultation with special educators.
- ▶▶ Parental support is very important – Teachers have to actively liaison with parents.
- ▶▶ Teacher in the classroom shall keep watch on whether any student not wearing the mask properly. In such an event (s)he shall instantly advise the student to wear the mask properly and stop mishandling it.
- ▶▶ Teachers need to be more patient and empathetic toward the student as many will still be in a lockdown state of mind and hate to return to studies.
- ▶▶ Teachers shall not ask for leaves unless under extreme emergency. It must be remembered that the shortfall must be recovered within an unchanged schedule maintaining all measures against COVID 19.

5.4 ROLE OF GUARDIANS

- ▶▶ Guardians should attend the orientation meeting at school and abide by the directions issued.
- ▶▶ Guardians must guide their ward in complying with COVID protocol at school and home.
- ▶▶ Guardians must themselves wear mask and maintain social distance while accompanying their ward to and from school.
- ▶▶ Hand washing habit must be taught and practiced at home.
- ▶▶ Guardians must help wards with their homework and assignments, if possible.
- ▶▶ Guardians must maintain constant liaison with teachers / special educators.
- ▶▶ Guardians must monitor that the Dos the Don'ts prescribed for children at the school are followed.
- ▶▶ Guardians must ensure that social distancing norms and wearing of masks are followed all the time during journey from home to school and back.

5.5 ROLE OF STUDENTS

- ▶▶ Wear mask. Use of gloves and cap is optional.
- ▶▶ Avoid wearing metal accessories like rings, chains, bangles and amulets.
- ▶▶ To wash your hand frequently with soap and water, or may use sanitizer, if available.
- ▶▶ Carry your own water bottle.
- ▶▶ Use shoe and socks so that bare foot does not touch the ground.
- ▶▶ Maintain social distance everywhere. No one should be within one meter from you.
- ▶▶ Do not come to school if you are having fever, cold or any other ailment.
- ▶▶ Wash hands with soap properly after entering school as guided by your teachers.
- ▶▶ Do not touch your face with hand anytime unless it is washed clean.
- ▶▶ Do not form close clusters with friends.
- ▶▶ Do not share exercise books, copies, bags, or any other belonging of your friend.
- ▶▶ Do not share food or drinking water with your friend or anyone.
- ▶▶ Do sit at your assigned place as directed by the teacher.
- ▶▶ Learn about COVID protocol attentively and follow the same in day to day life.
- ▶▶ Do not panic.
- ▶▶ Spread awareness amongst your relatives at home.
- ▶▶ Bring own water bottle.
- ▶▶ Do not leave the school premises until the end of school.
- ▶▶ Do not rush or fight.
- ▶▶ Play innovative games maintaining physical distance.
- ▶▶ Learn how to fold arm over your mouth and nose before sneezing and coughing.
- ▶▶ Do not spit here and there.
- ▶▶ Flush the toilets adequately and wash your hand with soap once done.
- ▶▶ Maintain social distance in class room, laboratory, library, corridors and everywhere you go.

- ▶▶ Paint innovative posters, write poems, essays, slogans on awareness against COVID.
- ▶▶ On the way to and from school keep wearing mask. If you carry umbrella, keep your umbrella open and maintain social distance with all on the way.
- ▶▶ After reaching home wash uniform with detergent if you have another set. If that is not possible keep the uniform isolated for twelve hours and put it under direct sunlight next day.
- ▶▶ Remind your parents and guardians to wash your mask, gloves and cap in hot water and surely with soap and detergent.
- ▶▶ Do your assignments and worksheets on the no-school days.
- ▶▶ Listen to your teachers and guardians.
- ▶▶ Verbal assistance or gesture to peers who are not able to maintain social distancing and mask
- ▶▶ Avoid junk food and eating out. Eat healthy food prepared at home. Drink hot water/milk/soup at home.
- ▶▶ ***Last but not the least; remember you are the true fighter against this formidable threat called COVID 19. We must win the battle by all will power and continuous perseverance. We must not allow COVID 19 to compromise our daily academic progress and achieving excellence.***



6 CHECKLISTS FOR DIFFERENT STAKEHOLDERS

6.1 CHECKLISTS FOR DI

BEFORE OPENING OF SCHOOL

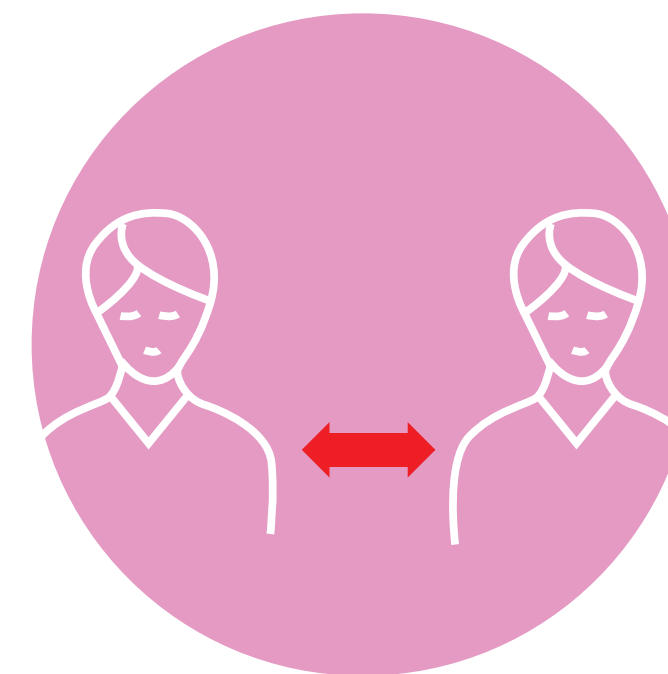
1. Whether the monitoring committees at district and block levels have held meetings maintaining COVID protocol
YES **NO**
2. Whether the Training of DIs/ SIs have held maintaining COVID protocol
YES **NO**
3. Whether orientation programme has been held by the HMs with the Teaching and Non-Teaching Staffs
YES **NO**
4. Whether HMs have shared the outcomes of orientation programme to teachers and non-teaching staffs and SHG members
YES **NO**
5. Whether the school campus has been thoroughly sanitised by the local bodies.
YES **NO**
6. Whether every classroom, teachers' room, corridor, toilet, ramp & handrails, resource room, drinking water tank and space have been sanitised.
YES **NO**
7. Whether guardians have been advised to send children with own drinking water bottle
YES **NO**
8. Whether Seating arrangements have been made in the classrooms in such way that there remains at least one-meter distance between two pupils. Whether needs of the students with special needs addressed while making seating arrangements.
YES **NO**

9. Whether sections have been further split into subsections to ensure lesser number of children in one classroom.
YES **NO**
10. Whether class routines have been rescheduled as per academic guideline.
YES **NO**
11. Whether schools are having running / tube well water and whether the AE/SAE/Jr. Engineers have visited for repair
YES **NO**
12. Whether guardians- teachers' orientation meeting has been held in the schools in small groups maintaining social distance.
YES **NO**
13. Whether guardians have been thoroughly reoriented about the Dos & Don'ts at school, at home and on the way between school and home.
YES **NO**
14. Whether guardians have been distributed masks and such other relevant supplies as provisioned by the State Government-for their ward.
YES **NO**
15. Whether adequate instructions and notices have been issued by school authority to make students and guardians aware of the purpose.
YES **NO**
16. Whether all meetings and orientations have been completed by schools prior to the opening.
YES **NO**
17. Whether IEC materials, posters, banners and wall paintings on spreading awareness have been placed adequately in and around the school premises appropriately.
YES **NO**
18. Whether medical practitioner has been contacted to arrange weekly camp in the school for health check-up of all students, teachers and non-teaching staffs.
YES **NO**

AFTER OPENING OF SCHOOL

1. Whether school toilets, and all common spaces are being properly washed.
 YES NO
2. Whether all teachers, non-teaching staffs, SHG members wear mask
 YES NO
3. Whether only students are allowed to enter the premises one by one.
 YES NO
4. Whether all students are wearing mask and carrying own drinking water bottles.
 YES NO
5. Whether temperature checking is being done before students get into respective classes.
 YES NO
6. Whether students having fever or cold are being sent back to home for rest until complete recovery.
 YES NO
7. Whether sitting arrangements have been made to keep one-meter distance between the students, student and teacher.
 YES NO
8. Whether similar arrangement has been made between two teachers in the teachers' room.
 YES NO
9. Whether prayers are being held in respective classes accompanied by the class teachers.
 YES NO
10. Whether students are being advised to maintain social distance from each other and from all in the premises and on the streets.
 YES NO
11. Whether students are being advised not to spit here and there and not to touch others' books, copies, bags, tiffin etc.
 YES NO
12. Whether sharing of tiffin and drinking water has been strictly disallowed.
 YES NO
13. Whether in the beginning of each awareness on COVID protocol is being imparted by the class teacher.
 YES NO

14. Whether students are being attended all the time either by teacher or by proxy teacher or non-teaching staff
 YES NO
15. Whether all members have been strictly instructed not to spit, sneeze or cough inside the cooking space and wash utensils adequately with detergent.
 YES NO
16. Whether all students are being monitored by teachers to follow best hand washing practices with soap before and after eating, maintaining social distance
 YES NO
17. Whether activities like sports, cultural events, library reading have been discontinued
 YES NO
18. Whether students are being encouraged to draw, write slogans on COVID Protocol and make their guardians and relatives aware on the matter.
 YES NO
19. Whether schools properly following the norms applicable for student with special need.
 YES NO



6.2 CHECKLIST FOR THE HEAD MASTERS/HOIs/TICs

BEFORE OPENING OF SCHOOL

1. Whether the authorities at district and block levels have held meetings maintaining COVID protocol
 YES NO
2. Whether Orientation meeting has been held by the HMs with the Teaching and Non-Teaching Staffs
 YES NO
3. Whether HMs have shared the outcomes of orientation meeting to teachers and non-teaching staffs and SHG members
 YES NO
4. Whether the school campus has been thoroughly sanitised by the local bodies.
 YES NO
5. Whether every classroom, teachers' room, corridor, toilet, ramp & handrails, resource room, drinking water tank and space have been sanitised.
 YES NO
6. Whether guardians have been advised to send children with own drinking water bottle
 YES NO
7. Whether Seating arrangements have been made in the classrooms in such way that there remains at least 6 feet distance between two pupils. Whether needs of the students with special needs addressed while making seating arrangements.
 YES NO
8. Whether students with special needs who seat in the classroom with wheelchair / special chair given the opportunity to place their wheelchair / special chair at suitable location following the model seating arrangements.
 YES NO
9. Whether sections have been further split into subsections to ensure lesser number of children in one classroom.
 YES NO
10. Whether class routines have been rescheduled as per academic guideline.
 YES NO

11. Whether schools have assessed the required number of masks, thermal guns, sanitiser, soap and tissue paper
 YES NO
12. Whether schools are having running / tube well water and whether the AE/SAE/Jr. Engineers have visited for repair
 YES NO
13. Whether guardians- teachers' meeting has been held in the schools in small groups maintaining social distance.
 YES NO
14. Whether guardians have been thoroughly reoriented about the Dos & Don'ts at school, at home and on the way between school and home.
 YES NO
15. Whether guardians have been distributed masks and such other supplies as provisioned by the State Government for their ward
 YES NO
16. Whether adequate instructions and notices (large print in case of students with special needs) have been issued by school authority to make students and guardians aware of the purpose.
 YES NO
17. Whether all meetings and orientations have been completed by schools prior to the opening.
 YES NO
18. Whether IEC materials, posters, banners and wall paintings on spreading awareness have been placed adequately in and around the school premises with proper pictures / signages.
 YES NO
19. Whether medical practitioner has been contacted to arrange weekly camp in the school for health check-up of all students, teachers and non-teaching staffs.
 YES NO

AFTER OPENING OF SCHOOL

20. Whether school toilets and all common spaces are being properly washed before opening of the schools.
YES **NO**
21. Whether all teachers, non-teaching staffs, SHG members wear mask
YES **NO**
22. Whether only students are allowed to enter the premises one by one.
YES **NO**
23. Whether all students are wearing masks and carrying own drinking water bottles.
YES **NO**
24. Whether temperature checking is being done before students get into respective classes.
YES **NO**
25. Whether students having fever or cold are being sent back to home for rest until complete recovery.
YES **NO**
26. Whether sitting arrangements have been made to keep 6 feet distance between the students, student and teacher.
YES **NO**
27. Whether similar arrangement has been made between two teachers in the teachers' room.
YES **NO**
28. Whether prayers are being held in respective classes accompanied by the class teachers.
YES **NO**
29. Whether students are being advised to maintain social distance from each other and from all in the premises and on the streets.
YES **NO**
30. Whether students are being advised not to spit here and there and not to touch others' books, copies, bags, tiffin etc.
YES **NO**
31. Whether sharing of tiffin and drinking water has been strictly disallowed.
YES **NO**

32. Whether in the beginning of each day awareness on COVID protocol is being imparted by the class teacher.
YES **NO**
33. Whether students are being attended all the time either by teacher or by proxy teacher or non-teaching staff
YES **NO**
34. Whether all members have been strictly instructed not to spit, sneeze or cough inside the cooking space and wash utensils adequately with detergent.
YES **NO**
35. Whether all students are being monitored by teachers to follow best hand washing practices with soap before and after eating, maintaining social distance
YES **NO**
36. Whether activities like sports, cultural events, library reading have been discontinued
YES **NO**
37. Whether students are being encouraged to draw, write slogans on COVID Protocol and make their guardians and relatives aware on the matter.
YES **NO**
38. Whether Special attention paid in every classroom so that between the exit of one teacher and entry of next teacher in the classroom, students don't violate the essential social distancing protocol.
YES **NO**
39. Whether Keeping contact with non-returning students
YES **NO**
40. Whether extra time planned for any activities to be done during sessions for the students with special needs.
YES **NO**
41. Whether extra sessions arranged for students with special needs in consultation with special educators.
YES **NO**
42. Whether schools properly following the norms applicable for student with special needs.
YES **NO**

6.3 CHECKLIST FOR THE TEACHERS

BEFORE OPENING OF SCHOOL

1. Whether Orientation meeting has been held by the HMs with the Teaching and Non-Teaching Staffs of the institutions prior to the opening of schools
 YES NO
2. Whether HMs have shared the training outcomes to teachers and non-teaching staffs and SHG members
 YES NO
3. Are you monitoring sanitisation and preparedness of school?
 YES NO
4. Whether the school campus has been thoroughly sanitised prior to opening of the schools by the local bodies.
 YES NO
5. Whether every classroom, teachers' room, corridor, toilet, ramp & handrails, drinking water tank and space have been sanitised.
 YES NO
6. Whether guardians have been advised to send children with own drinking water bottle.
 YES NO
7. Whether Seating arrangements have been made in the classrooms in such way that there remains at least one meter distance between two pupils. Whether needs of the students with special needs addressed while making seating arrangements.
 YES NO
8. Whether sections have been further split into subsections to ensure lesser number of children in one class room.
 YES NO
9. Whether class routines have been rescheduled as per academic guideline to ensure that no class ever goes unattended.
 YES NO
10. Whether HM has discussed with you in assessing the required supplies
 YES NO
11. Whether school is having running water/tube well and whether the AE/SAE/Jr. Engineers at Sub-Div, block and Panchayet level have visited.
 YES NO

12. Have you conducted guardians' meeting?
 YES NO
13. Whether guardians- teachers' orientation meeting has been held in the schools in small groups maintaining social distance.
 YES NO
14. Whether guardians have been thoroughly reoriented about the Dos & Don'ts at school, at home and on the way between school and home.
 YES NO
15. Whether guardians have been distributed masks and such other supplies as provided by the State Government for their ward.
 YES NO
16. Whether adequate instructions and notices have been issued by school authority to make students and guardians aware of the purpose.
 YES NO
17. Whether all meetings and orientations have been completed by the school at least three days prior to the opening.
 YES NO
18. Whether IEC materials, posters, banners and wall paintings on spreading awareness have been placed adequately in and around the school premises.
 YES NO



AFTER OPENING OF SCHOOLS

19. Whether school toilets, Midday meal kitchen sheds, dining halls and all common spaces are being properly washed daily two hours before opening of the schools.
 YES NO
20. Whether all teachers, non-teaching staffs wear mask.
 YES NO
21. Whether only students are allowed to enter the premises one by one.
 YES NO
22. Whether all students are mandatorily wearing mask, gloves, head cover and carrying own drinking water bottles.
 YES NO
23. Whether temperature checking is being done before students get into respective classes (optional).
 YES NO
24. Whether students having fever or cold are being sent back to home for rest until complete recovery.
 YES NO
25. Whether sitting arrangements have been made to keep 6 feet distance between the students, student and teacher. Whether needs of the students with special needs addressed while making seating arrangements.
 YES NO
26. Whether students with special needs who seat in the classroom with wheelchair / special chair given the opportunity to place their wheelchair / special at suitable location following the model seating arrangements.
 YES NO
27. Whether similar arrangement has been made between two teachers in the teachers' room.
 YES NO
28. Whether prayers are being held in respective classes accompanied by the class teachers.
 YES NO
29. Whether students are being advised to maintain social distance from each other.
 YES NO

30. Whether students are being advised not to spit here and there and not to touch others' books, copies, bags, tiffin etc.
 YES NO
31. Whether sharing of tiffin and drinking water has been strictly disallowed.
 YES NO
32. Whether in the beginning of each day ten minutes awareness on COVID protocol is being imparted by the class teacher.
 YES NO
33. Whether students are being attended by you or your proxy all the time during school hour
 YES NO
34. Whether all students are being monitored by teachers to follow best hand washing practices with soap before and after eating, maintaining social distance.
 YES NO
35. Whether activities like sports, cultural events, library reading have been discontinued
 YES NO
36. Whether students are being encouraged to draw, write slogans on COVID Protocol and make their guardians and relatives aware on the matter.
 YES NO
37. Whether enough assignments and worksheets may be given following the academic guideline thoroughly.If required, whether modified/alternate assignments or worksheets prepared and given to students with special need.
 YES NO
38. Whether Keeping contact with non-returning students.
 YES NO
39. Whether schools properly following the norms applicable for student with special needs.
 YES NO

6.4 CHECKLIST FOR THE GUARDIANS / STUDENTS

A. Before School Hours

1. Whether mask is worn before leaving home for school
 YES NO
2. Whether wearing of metal accessories like rings, chains, bangles and amulets avoided
 YES NO
3. Whether a small bottle of sanitizer is kept in your pocket or in the bag front chain that is easily accessible and keep sanitising your hands frequently (Optional)
 YES NO
4. Whether you are alert not to touch your mouth, nose, ears unless hands are properly sanitised or washed with soap
 YES NO
5. Whether you carry your own water bottle and dry tiffin (if felt necessary) in airtight container. Metal vessels may be avoided.
 YES NO
6. Whether you use shoe and socks so that bare foot does not touch the ground. Washable shoes are preferred.
 YES NO
7. Whether you maintain social distance everywhere. No one should be within one meter from you
 YES NO
8. Whether you come to school accompanied by guardian/escort if possible, preferably by walking, or bike, bicycle or own conveyance
 YES NO
9. Whether you are avoiding to come to school if you are having fever, cold or any other ailment/weakness for at least 1 (one) week
 YES NO
10. Whether you bring own water bottle
 YES NO
11. Whether you have learnt how to fold arm over your mouth and nose before sneezing and coughing
 YES NO
12. Whether you avoid spitting here and there
 YES NO

B. During School Hours

1. Whether you are alert not to touch your mouth, nose, ears unless hands are properly sanitised or washed with soap
 YES NO
2. Whether you maintain social distance everywhere. No one should be within 6 feet from you
 YES NO
3. Whether you sanitise yourself properly after entering school as guided by your teacher
 YES NO
4. Do you walk and sit maintaining social distance
 YES NO
5. Whether you avoid forming close clusters with friends
 YES NO
6. Whether you avoid sharing exercise books, copies, bags, or any other belonging of your friend
 YES NO
7. Whether you avoid sharing food or drinking water with your friend or anyone
 YES NO
8. Do you sit in classroom at your assigned place as directed by the teacher
 YES NO
9. Do you learn about COVID protocol attentively and follow the same in day to day life
 YES NO
10. Do you avoid leaving the school premises until the end of school
 YES NO
11. Do you follow best hand washing practice before and after meal
 YES NO
12. Do you wash your plate with running water before meal
 YES NO
13. Do you avoid talking while eating and drink water from your own bottle
 YES NO

14. Whether you have learnt how to fold hands over your mouth and nose before sneezing and coughing
 YES NO
15. Whether you avoid spitting here and there
 YES NO
16. Whether you maintain social distance in class room, laboratory, library, corridors and everywhere you go
 YES NO
17. Whether you have attempted painting innovative posters, write poems, essays, slogans on awareness against COVID
 YES NO
18. Whether you wash your hand frequently with soap and water, or use sanitizer, if available
 YES NO
19. Whether you ask teacher if you cannot read /see/ access /understand the instruction given or written anywhere in the class /school.
 YES NO
20. Whether you ask for help if you are not able to keep your mask in the right position of your mouth.
 YES NO



C. After School Hours

1. Whether you avoid touching your mouth, nose, ears unless hands are properly sanitised or washed with soap
 YES NO
2. Whether you maintain social distance everywhere. No one should be within one meter from you
 YES NO
3. Do you spread awareness amongst your relatives at home
 YES NO
4. Whether you have learnt how to fold hands over your mouth and nose before sneezing and coughing
 YES NO
5. Do you avoid spitting here and there
 YES NO
6. Whether after reaching home you put the entire set of uniform from shoes, socks, dress in hot water for half an hour and then wash with detergent. If that is not possible keep the uniform isolated for twelve hours and put it under direct sunlight next day
 YES NO
7. **Whether you are reminding your parents about the washing of your masks gloves and caps (if used) in hot water with soap and detergent.**
 YES NO
8. Whether you do your assignments and worksheets on the no-school days
 YES NO
9. Whether you are attentive to what your teachers and guardians say
 YES NO

7

THANKS GIVING

This booklet is a comprehensive compilation of guidelines and entails everything that is to be done and not to be done by various stakeholders engaged with educational institutions. It has very specific instructions for the officials, HMs, teachers, the students and also their guardians. Compliance with these guidelines is utmost essential to avoid any kind of imminent danger related to the spread of Covid-19 in our educational institutions.

This booklet contains checklists for various stakeholders with specific timelines to help one easily remember his/her tasks to be done before/during and after the class hours. We have also put lively and pictorial versions of IEC to help the students understand the crux of these instructions and retain the same in their mind for long. It is sincerely hoped that this booklet turns out to be very useful help for all the stakeholders. It is also expected that all the stakeholders will stick to the guidelines given herein meticulously and eradicate the chance of transmission of corona virus in our educational institutions.



8

ANNEXURE-I (INDICATIVE IEC MATERIALS)

A B C
OF HEALTH

Initiative by
Government of West Bengal



The 4 Step Way To Keep Corona Away

Never go out
without
your mask

Wash your hands
frequently with
soap and water



Maintain
social
distancing

Use your
own plate, spoon
and glass

Awareness Beats Corona

Fever, cough and breathing issues? Follow these simple rules

Avoid coming
to school, listen to
your doctor



Drink plenty
of water



Take rest



Eat lots of fruits,
vegetables and
protein rich foods

Awareness Beats Corona



Wash Your Hands Well Bid Corona Farewell

- Avoid hand contact with surfaces
- Wash your hands regularly with soap
- Avoid touching eyes, nose and mouth
- Clean your hands properly for at least 20 seconds

Awareness Beats Corona





Best Of Friends Maintain Distance

- Avoid mingling in groups
- Maintain social distancing in classroom
- No handshakes or high fives
- Don't share your belongings with others

Awareness Beats Corona



Your Safety Task Always Wear Your Mask

- Never go out without your mask
- Always wear the face mask in school
- Masks are must even in classrooms
- Do not share your mask with others
- Make sure your friends wear their masks too

Awareness Beats Corona





Learn The Simple Way To Bid Corona Away

Wash your hands frequently with soap and water
Always wear your face mask
Always maintain social distance in school

Awareness Beats Corona



If You Ever Fall Sick Go See The Doctor, Quick

If you get fever, cough or breathing trouble
see the doctor immediately
Avoid coming to school if you feel feverish
If your friends feel unwell, inform your teachers immediately

Awareness Beats Corona





Let's Keep Our School Clean This Battle We Must Win

Do not litter
Do not spit or blow your nose in public
Let's keep our classrooms clean

Awareness Beats Corona



Follow Three Simple Rules Corona Will Never Enter School

Wash your hands frequently with soap and water
Always wear your face mask
Always maintain social distance in school

Awareness Beats Corona





The Simple Five-way To Keep Corona Away

Wash your hands frequently with soap and water

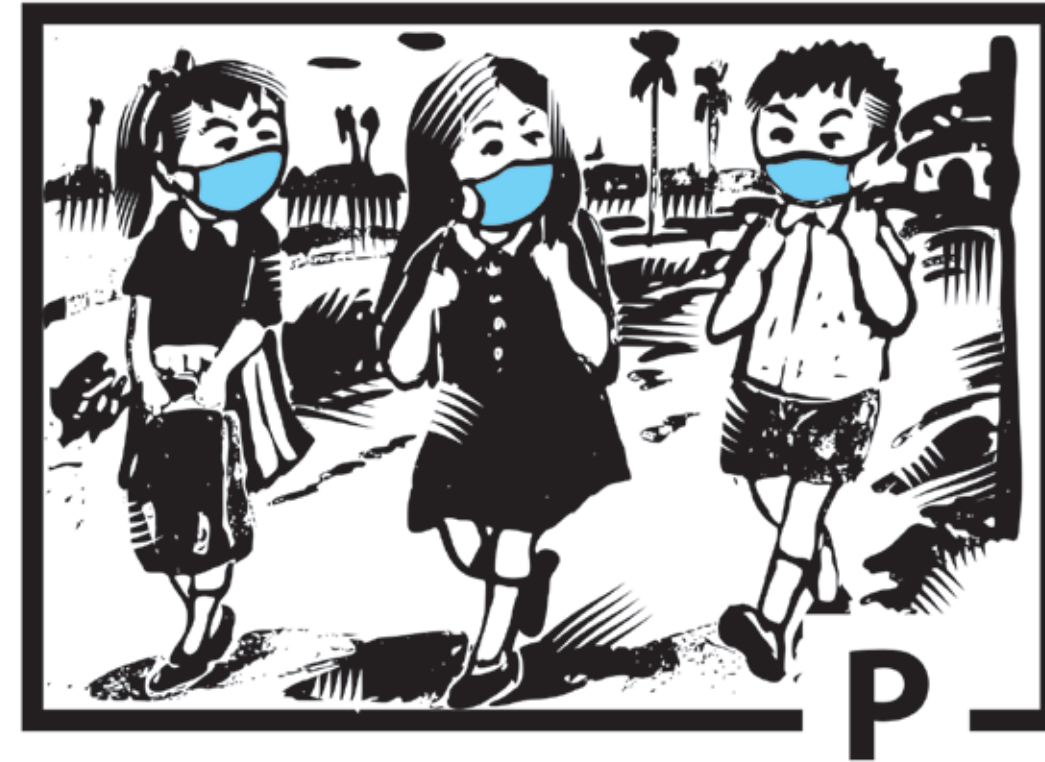
Always wear your face mask

Always maintain social distance in school

Use your own plate, spoon and glass

Do not touch your eyes, nose and mouth

Awareness Beats Corona



If We Fight Together Corona Will Lose Forever

Wash your hands frequently with soap and water

Always wear your face mask

Always maintain social distance in school

No handshakes or high five

Don't share your personal belongings

Awareness Beats Corona



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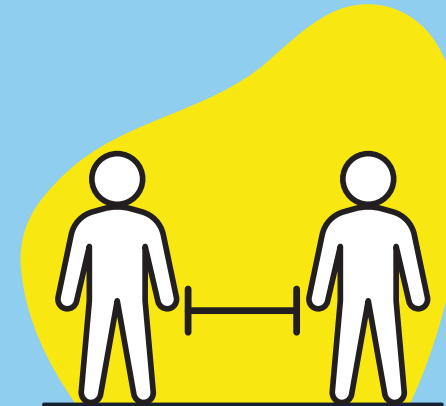
AWARENESS BEATS CORONA



Wear mask



Use soap & sanitizer



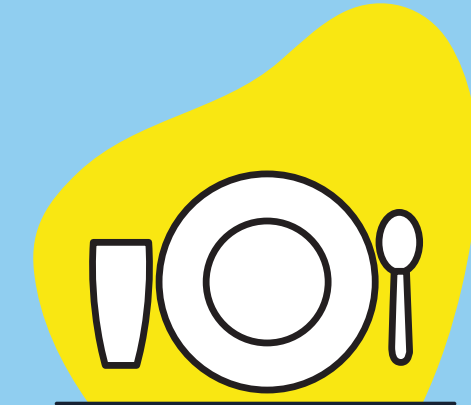
Keep your distance
6 feet



Cough on your elbow



Wash hands



Use your own
plate, spoon and glass