



(1861) **BHAWANI DAYAL ARYA COLLEGE**

(ESTABLISHED: 1972)

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CONTROLLING AUTHORITY: **ARYA PRATINIDHI SABHA OF FIJI**

(Formerly known as Bhawani Dayal High School)

Principal: Mr Ranish Nitesh Chand

Manager: Mr Arvind Chand

SAFE SCHOOL REOPENING GUIDELINES 2021

The Safe School Reopening Guidelines outline the processes and protocols that must be adhered to prior to the reopening of schools and while schools remain open. The Safe School Reopening Guidelines contain a series of protocols which are in line with MEHA's safe reopening procedures to support school administrators in taking the necessary steps prior to the commencement of schools and while schools are operational. The College will use the guidelines to ensure the safety of students, teachers, ancillary staff, management and families.

Bhawani Dayal Arya College promises to have the students' best interest at heart and ensure that the students are able to gain maximum support academically and psychosocially. The following reopening guidelines have been prepared based on the expectations of MEHA with a reference to the knowledge gained from the three days virtual training sessions. Various Standard Operating Procedures (SOPs) have been prepared to provide a guideline to teachers and will be discussed thoroughly with students on the first day of school and throughout the term.

1.0 Prior to Reopening of Schools

The following areas have been strictly looked at to ensure the safety of students.

1.1 Classrooms

- All classrooms have been arranged in a manner which allows 2m physical distancing. Some classes have been moved to rooms where partitions can be opened to accommodate the full capacity or the classes have been divided into two groups and allocated specific rooms.
- The rooms will have the names of students displayed outside the classroom so that students are aware of their classrooms. The rooms allocations and Year Lists will be made available to the students.
- Students will be allocated a desk and chair in each form and will not be permitted to change places.
- The floor has been marked at intervals to mark the boundary in order to avoid movement of desks in the classroom.
- The entry and exit points are clearly marked on the doors of the

classrooms. The side close to the water points are entry points and the other side is the exit. The rooms with only one point of entry will serve as both the entry and exit point. Year teachers and subject teachers will ensure distancing is maintained at all times while moving in and out of the classroom.

1.2 Ventilation

- All windows will be open while students are in class to maintain good air circulation.
- All doors will also be opened throughout the day to allow fresh air.
- Fans will be used to allow air circulation.

1.3 Signages

All relevant signage has been pasted in the school to clearly mark:

- Entrance and Exits- has been clearly marked
- Pick up and drop off for students travelling by private and public transport has been labelled. Students will use the existing drop off and pick up points in the morning and in the afternoon.
- Walking flows with clear direction have been marked on the corridors to show the walking lanes with the arrows to point out the directions.
- 2m distancing has been marked all around the school corridors as well as screening areas and canteen.
- The isolation room/sick bay is located in the 1205 room and is clearly labelled.

1.4 Cleaning Supplies

The cleaning of all classrooms, special rooms and labs will be a routine practice. All required cleaning supplies have been purchased and made available to Year teachers and students in each classroom.

- Mop buckets/heads
- Broom
- Cleaning Cloth (Disposable)
- Spray bottles (with disinfectant)

1.5 Hand Hygiene

Hand hygiene supplies include:

- Hand Soap -are placed at the water points.
- Alcohol based sanitizer- is allowed for personal use and is also available at the entry points.
- Paper towels- available in the staff toilets.
- Accessibility to clean water- sufficient water points have been installed to allow handwashing and cleaning.

Hand Washing Procedure (Refer to WASH SOPs)

- All students must wash their hands for 20 seconds following the hand washing procedures.
- Year teachers will demonstrate the procedures to the students in class.
- Related posters are placed in all classrooms.

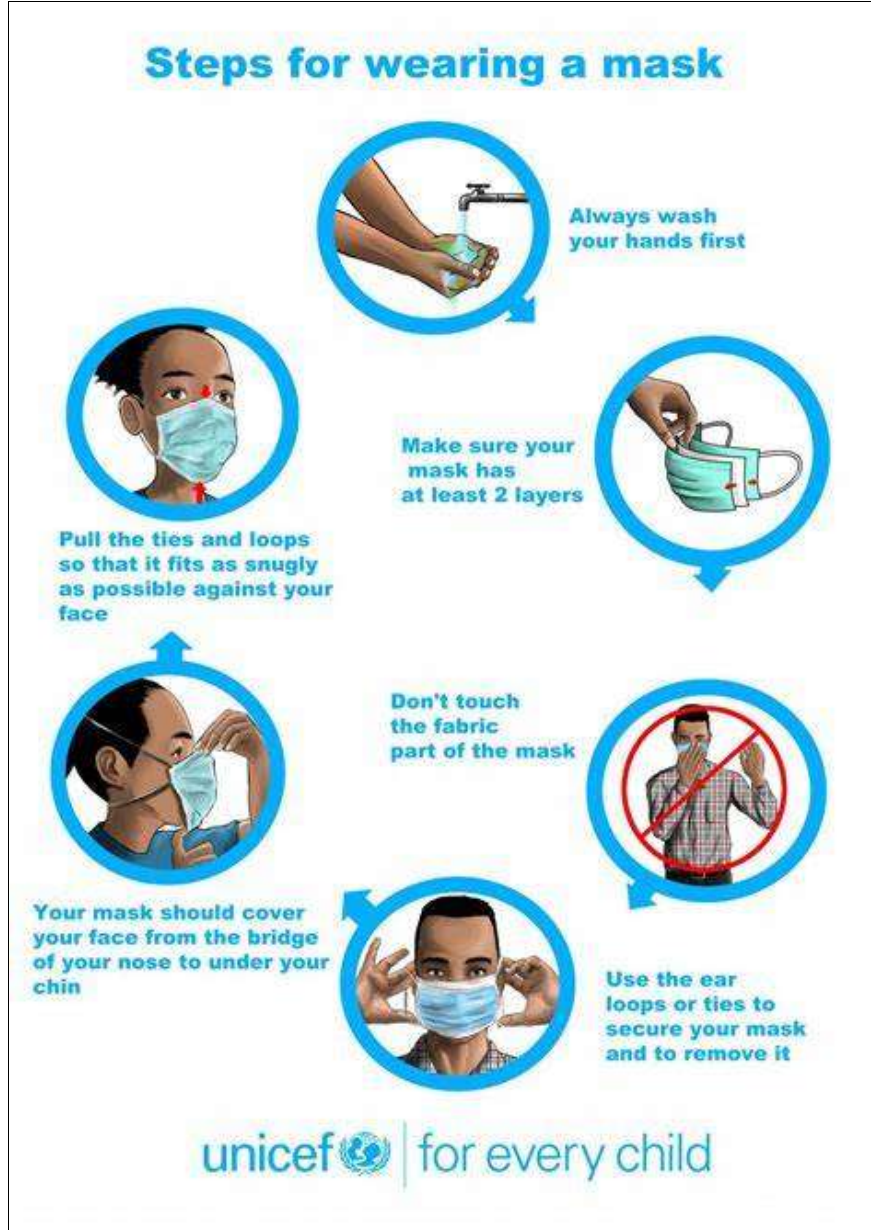


1.6 Face Masks

Wearing of face mask is mandatory in school at all times except during the Physical Education classes which should be conducted with a small number of students. Face masks must meet the basic standard.

- Parents must provide masks for students.
- The school will replace the mask in case of mishap in school.
- Masks should be made of from appropriate fabric such as cotton, tightly woven and multi-layered.
- Hands should be clean before the mask is put on and taken off.
- Masks should be stored properly in a clean plastic bag while taken off for eating.
- Fabric masks should be washed daily. Ensure that there are no offending messages or images displayed on the mask.
- Students should ensure that they change the mask daily.

- The mask must fit well and offer effective protection.
- Face shields can be used by students who have disabilities such as speech impairments.



1.7 Thermal Guns

The school has sufficient thermal guns to ensure that the temperature of students/ teachers and visitors is checked at both check points. The following procedure will be followed:

- Temperature will be taken at both screening points.
- The temperature for each student will recorded in the form list daily and filed.
- Records for the staff and visitors will be kept in the manual log book.

1.8 Care Fiji App

The Care Fiji QR Code is pasted at all entry and exit points of the College for

Check in and Check out. This is for all teachers, visitors and parents/guardians who walk into the school.

1.9 Sick Bay

The school has allocated the 1205 room to be utilized as sick bay. This will be used to as isolation point before the extraction by parents/ guardians or the medical team.

- The school has equipped the sick bay with all required items such as bed, bed linens, blanket, bucket, water jugs.
- All Personal Protection Equipment (PPEs) are provided to calm the sick person and provide initial care to the child.
- Entry into the sick bay is strictly restricted for all students and teachers except Mrs. Hasnain and Mrs. Deo who are in charge of the sick bay.
- The sick bay SOPs need to followed at all times.

Linen:

- All linens used will be soaked in hot water for an hour.
- This will be washed with soap and water and sun dried.
- All bedding items will be changed upon use and at regular intervals.

Waste Management

- All PPEs must be disposed in pedal bins
- Yellow bags will be made available for disposal

1.10 School Canteen Operators

The school canteen will be fully functional and will provide all required services to students and teachers. The operators, students and teachers will all be mandated to follow the SOPs.

- The 2m distancing is marked around the canteen area and must be followed at all times.
- The serving counters have been separated for boys and girls to avoid overcrowding at one point.
- Only one person will be served at a time.
- Canteen staff must observe social distancing and wear masks and gloves while serving.
- Proper handwashing etiquettes must be followed before and after handling food.
- The canteen must follow the cleaning procedures.
- Lunch orders will be taken by the Year Teachers before 9.00 am each morning and given to the canteen operators, this will allow contactless ordering. Students will pick their lunch pack from the canteen which will be pre-packed and labelled.

2.0 When School Reopens

2.1 Arrival to School

- The screening team will be stationed at the both entrances to carry out the temperature check, record the temperature, isolate students who are sick and refer them to the isolation room. They will also guide parents, guardians and students to assure that there is no traffic or delay in movement.
- There are two entry/exit points-
 1. (Vavalagi Road side), 2. (Canteen area)
- (Vavalagi Road side)- Students will be dropped off at the entrance (this is where the screening team will be based) and parents will have to follow the route to the exit point as marked in the bay.
- No mask no entry
- Students will be directed to the water points to wash their hands following the handwashing procedures.
- Students will move to their allocated classrooms.
- Social distancing to be carried out at all times.

2.2 During school hours

- Masks to be worn at all times by students and teachers.
- Sitting arrangement is done at 2m to allow distancing.
- The notice board has been updated with all relevant information, posters and hand washing etiquettes.
- The Year teacher will discuss all safe school reopening procedures and SOPs with students and ensure they are aware of the expectations.
- Cleaning and disinfection procedures will be thoroughly discussed.
- No sharing of stationeries, eating utensils or water bottles.
- During breaks, students must practice social distancing.
- No discrimination or stigmatization of students who have been victims or family of victims who had been COVID- 19 victims.
- All students to have the lunch inside the classroom at their own desk.
- Psychosocial support will be provided to all students through counselling and discussions.
- Classroom SOPs to be followed at all times.

2.3 Restrooms

- Appropriate signage is available in all restrooms to show handwashing procedures.
- All restrooms are equipped with ample supply of soap and clean water is readily available.
- Soap and towel dispensers have been placed in staff restrooms.
- 2m floor markings have been done to avoid overcrowding.
- The Junior ablution blocks is out of bound for everyone.

- Physical distancing is encouraged at all times.

2.4 During Examination

- The Examination rooms will be sanitized and arranged according to protocols before and after examinations.
- Students, teachers and supervisors must wear a mask at all times
- Prior to the examination, students will be asked to assemble outside the examination room in a single line maintaining 2m distancing. Students must avoid forming groups.
- The exam coordinator will monitor the movement of students in the examination room/hall before and after the examination.
- Rooms will be available for students to carry out private studies. This will be monitored by teachers.

2.5 Excursions

- All school excursions are cancelled until further notice,

2.6 Out of Bound Areas

Re-construction work is currently in progress for the Year 9 block, thus the following areas are strictly out of bound:

- Year 9 building
- Junior Boys' Washroom
- 1005 room
- Social Science Department Room
- Hawan Room
- Assembly area (infront of 1005 room and Year 9 rooms)

2.7 Detection of a COVID-19 Case

Any case of COVID-19 will be dealt with utmost sensitivity and the information will be kept confidential.

- Any student appearing symptomatic or has a temperature above 37.5 degrees must be isolated immediately and referred to the health authorities/ parents/ guardians and remain isolated within that period.
- Trained staff will monitor and take action while help is requested.
- As part of the surveillance program for sick students, all absenteeism cases will be recorded.

2.4 COVID- 19 Symptoms include:

- Fever;
- chills or sweats;
- cough;
- sore throat;
- shortness of breath;

- runny nose; and
- loss or change in sense of smell or taste.

2.8 Sick (Home)

- Students must inform the school if they remain at home due to a medical condition or in case there are any COVID-19 like symptoms or if there are family members who have been tested positive and the child is at risk of developing the symptom. Written evidence is required from a registered medical practitioner with the dates indicating the days on which the child should remain at home.
- Students should continue with school work while at home if they are able to and the school will assist by providing worksheets etc.
- Students may also log into Moodle to access resources.

2.9 Sick (School)

- Students who feel sick after reporting to class must immediately inform their Year Teachers and Level Deans.
- The teacher will immediately isolate the student and take the students to isolation room/sick bay. The teachers in charge will carry out screening and inform the parents/guardians. If assistance is required urgently, the medical authorities will be informed.
- The child will remain in the isolation room in the care of the teachers in charge until parents or health authorities arrive.
- The sick bay has been arranged with all necessary items and equipment to assist the child within the waiting period.

Bhawani Dayal Arya College humbly requests the support of parents/guardians, students, teachers and stakeholders to follow the COVID-19 Protocols to ensure a safe teaching and learning environment.