



SOP : COVID-19 PANDEMIC

Introduction

1. GD Goenka World School, Gurugram is ready for resumption of operations of the School subject to directions of the Central and State Govt. and the statutory agencies like HRD Ministry etc. The School is adopting a set of **Standard Operating Procedures (SoPs)** with comprehensive **Preventive Public Health Measures (PPHM)** to prevent and deal with COVID-19 Pandemic by setting the policy and procedural guidelines for the students, faculty, staff and ministerial staff in consonance with the directions/guidelines issued by the Central/State Governments and relevant Agencies.

Aim

2. The aim of the policy and procedural guidelines is to adopt individual and collective measures to prevent COVID-19 pandemic effects and its spread among anyone who is directly/indirectly dealing with the GD Goenka World School in any capacity.
3. The School aims to ensure the following primary measures to encourage individual and collective COVID- 19 responsible behavior to prevent community spread of the disease.
 - a) Hand & respiratory hygiene
 - b) Work, living, Dining and recreational space sanitization
 - c) Social distancing at all times at every place
 - d) Face masking
 - e) Regular body temperature monitoring
 - f) Immediate reporting for medical help, if, symptoms are noticed
4. Aim of the SoP is to orient all the staff and students of the GDGWS to observe self- discipline in adopting **COVID responsible** behavior at all times and under all circumstances.

HYGIENE AND DAILY PRACTICES BY THE HOPS, STAFF MINISTERIAL STAFF AND THE STUDENTS

❖ Transportation

5. It is encouraged to use personal transport or School buses to work and back home. Do not use Public Transport.

❖ Thermal Temperature Check at the Entrance

6. At the entrance gate, security guards would record body temperature of all entrants with the hand held touch free thermal device. All the staff and students may facilitate smooth conduct of the process.
7. All entrants in the GDGWS are encouraged to sanitize themselves from the sanitizer tunnel placed at the entrance.

❖ **Work Space Sanitization**

8. Housekeeping staff will be cleaning all the work spaces (staff rooms/staff work stations). Since, the task of housekeeping would be increased substantially within the available resources, the faculty and staff may cooperate to facilitate cleaning at a staggered timing.

9. **Individual users** are expected to take care of **regular disinfection** of their office appliances like telephone instruments, mobile devices, mouse, laptops/desktops, door knobs, electrical switches, chair arm rests, railings etc.

❖ **Social Distancing**

10. Observance of **social distancing norms** is the **most effective preventive measure**. Hence, every individual within the premises is expected to observe social distancing by maintaining interactive distance with other individuals between 1-2 meters.

11. Entry/exit path to all buildings would be separated to the extent possible. However, wherever, a single wide entrance used for exit as well like hostels, dining. Students shall follow social distancing norms and shall show patience towards each other to make the flow un-crowded.

❖ **Hygiene Practices**

12. Following measures & practices need to be adopted to sustain hygienic environment around us to contain COVID exposure: -

- a) The Staff members may briefly speak on hygiene practices to the students as a measure to constantly reinforcing the COVID behavioral orientation.
- b) Medical Staff on call would conduct periodical awareness sessions to educate all personnel in the campus about COVID-19 prevention. This includes appropriate and frequent hand hygiene, respiratory hygiene, mandated mask use, symptoms of COVID-19 and what to do if you feel sick. Non-contact greetings are advised.
- c) COVID-19 information board to be placed at multiple locations including hostels for special and regular messages to reinforce awareness and information sharing to prevent any rumor/misinformation.
- d) Frequent cleaning of regularly touched surfaces such as door handles, desks, supplies, light switches, door frames, any equipment, teaching aids and covers of books will be done by housekeeping service.
- e) Social distancing in class to be maintained as one meter of sideways, front & back to be maintained in the classes. It hence, would entail rearrangement of the seating plan with reduction in total number of students in the class.
- f) **Air conditioners** in the classrooms shall be operated at not less than 26-degree temperature. AC remotes and electrical switches are to be operated only by the HVAC /Electrical Team.
- g) **Face masking is mandatory** for all personnel within the campus premises at all times when out of their respective work offices/stations. All are expected to use their personal mask
- h) **Sanitizer dispensers** usage to be done at various places all over the campus. All are encouraged to observe hand hygiene at frequent intervals.
- i) **All shall bear in mind to use the sanitizer before and after the touch of any surface, books, papers, any item/article etc.**

❖ **In Class Hygiene Practices**

13. In order to adhere to social distancing norms, each class would not accommodate full strength
14. **Manual attendance would be taken by the faculty.**
15. **Face masking is mandatory** during the class sessions.

❖ **Library**

17. Library shall be open during academic session from 8:15 AM to 3:15 PM for library staff only, subject to change in the timings as per the circumstances and guidelines of the Government/ Govt. agencies as issued from time to time. However, the students and staff members are encouraged to use online access to Library facilities or physical visit to the Library.

FOLLOWING GUIDELINES SHOULD BE FOLLOWED ONCE THE LIBRARY WILL BE OPENED FOR THE USERS:

18. **Social distancing norms** shall be adhered to at all-time within the Library premises even if it entails waiting for the other students to clear the shelf. Only one person is allowed on each chair. On the reading tables, 2 persons are allowed per table. The total number of students in the Library at any given time would be monitored and controlled by the library staff to ensure social distancing.
19. Owing to the social distancing norms, the **waiting time may increase** in availing the Library services, in such waiting time, it is prudent to keep the “wait irritation” under check to avoid indulging into any altercation.
20. Students can borrow or return books to the Library at the designated checkout place in the Library. The returned books shall be sanitized and quarantined before they are placed back on the related shelf. Electronic newspapers, some magazines and periodicals will be made available to the students by the Library through electronic repository access.
21. **It is mandatory to wear a face mask inside the Library.** Hand sanitization is advisable before and after touching any surface, books, articles etc. Students shall **observe social distancing in the Library** and shall act as a **mutual checkpoint to each other** and point out any inadvertent infringement to induce COVID responsible behavior.

❖ **Communication Staff & Info. Tech.**

22. All the staff and the students are advised to keep their personal communication and IT devices (mobile phones & laptops) sanitized multiple times during the day. It is advised to keep a personal sanitization kit in office/hostels. Following hygiene practices to be observed: -
 - a) No handkerchiefs allowed. All students, staff and IT staff shall wear face masks at all times inside the lab.
 - b) Any student having minor symptoms of coughing, sneezing, body temperature more than prescribed limit shall not attend the lab class.
 - c) Before entering the Lab, students should ensure hand sanitization and wash your hands.
 - d) Students are encouraged to wear N-95 masks while inside the lab. Faculty may use discretion and may not allow a student if found not observing hand & respiratory hygiene.
 - e) All students should avoid gatherings in the Lab, observe social distancing during entry & exit. There is only one door hence, entry & exit would be from the one door only. Students shall observe restrained social distancing behavior while entry & exit. Additional time will be given for ensuring smooth entry & exit.

❖ Dining

23. Resultant to **Social distancing norms**, the seating capacity of the students dining hall has been reduced to 300 chairs. Hence, the meal timings have been staggered to ensure smooth conduct of meal timings.

24. **Following meal timings to be observed by the students: -**

- a) **Breakfast – 07:30 am to 8:0 am**
- b) **Lunch - 12:00 pm to 12:30 pm**
- c) **Evening Snacks - 02:45 pm to 03:00 pm**
- d) **Dinner – 07:30 pm to 08:00 pm (Boarders' only)**

25. The staff on duty in the dining hall and the kitchen, will be screened for their health conditions/hygiene before starting their duty every day and will mandatorily wear face-mask, head cover, and hand gloves while on duty. The kitchen staff will also ensure social distancing norms.

26. The Dining staff shall be trained on COVID responsible conduct at all time and shall be monitored for their adherence at all time by the admin dept. Awareness posters to be displayed all around the cooking and dining area.

27. Medical Staff on call of the campus would carry out one round daily of the cook house to ensure hand and respiratory hygiene of the dining staff. Weekly sensitization & awareness talk to be given by the Medical Staff on call to the Dining staff.

28. Food grade disinfectants shall be used for frequent cleaning of surfaces and washing of floors. No bleach, washing soda, detergent powder to be used for washing of fresh vegetables, meat etc. fresh vegetables and meat shall be washed with warm water prior to cutting.

29. Employees shall follow the timings given by the administration for their lunch break strictly while maintaining the adequate distancing norms at all times.

30. Any form of sharing of food or any other items such as glasses or spoons is strictly prohibited.

Social distancing norms while at the food queue and at individual tables shall be followed.

31. Security guard and the dining staff would monitor the number of students in the dining hall. Students are urged to display self-discipline and avoid crowding inside the dining hall limiting the number as per the available empty chairs for sit-in meals.

32. Water Dispensing Points Water dispensing points would be susceptible to frequent and multiple touching to fetch the water. Students are encouraged to exercise due caution in sanitization of their hands before/after touching the water dispensers. Appropriate arrangements will be made to ensure minimum touch by multiple hands.

❖ Hostels & Recreational Facilities

33. **COVID responsible behavior to be adopted of hand & respiratory hygiene, social distancing, and learning to live, work and operate with the special constraints needed to stay safe & healthy on the campus.**

34. Students are expected **to observe self-discipline and COVID responsible behavior** at all time in and outside hostel premises. The students should observe the following: -

- a) **Regular and thorough hand hygiene,**
- b) **Social distancing,**

- c) **Avoid touching eyes, nose, and mouth,**
 - d) **Face masking and good respiratory hygiene**
35. Personal Hand disinfectants should be used after exchanging objects with fellow students/staff, as also after touching surfaces like walls, doors, door knobs, stair handrails, switches, etc.
 36. Social distancing includes refraining from hugging, intimating, or shaking hands with other students/friends. It involves maintaining a distance of at least 1 mtr. (3 ft.) and avoiding anyone who is coughing and sneezing.
 37. Respiratory hygiene means masking/covering mouth and nose with suitable medicated masks or wrapping a clean washed piece of cloth to secure self and others in surroundings when coughing or sneezing.
 38. Students are encouraged to restrain and not to share cups, eating utensils, food or drinks with others.
 39. Students should use their own soaps and disinfectants, and avoid sharing such materials.

❖ **In Hostel Rooms**

- a) At any time, there should not be more than two students in a room. These two students should maintain social distance.
- b) Crowding of students (more than two) in the hostel room is not permitted.
- c) **Washrooms** as a matter of self-discipline for COVID responsible behavior, students are expected to observe social distancing norms while using the washrooms. While the number of washrooms remains the same, it is advised that the students reduce the number of users at one point in time.
- d) No party/ celebration/ gathering is allowed while forming groups in discouraged not more than 4 individuals will be together at the same time till further instructions in this regard.

❖ **Common Spaces**

- a. **Corridors** : Social distancing should be maintained. No gathering of students is permitted.
- b. **Washrooms** : Students should not crowd in the washrooms, they should form queues for entry into the washroom with social distancing in the School.
- c. No get-togethers are allowed in any part of the school hostel building and students should avoid meeting in groups. They should maintain social distancing.
- d. Outside the hostel and between hostel lawns, students should avoid gathering or sitting in groups. More than 3-4 individuals are not permitted, even with proper social distancing and respiratory etiquette.

❖ **Sports**

Sports like Badminton and Table tennis with a proper number of players should only be played.

❖ **Going Out**

The School does not recommend students visiting any place outside the campus, including eateries outside the campus.

- ❖ **Food Outlets** : Students shall observe proper social distancing and masking while using facilities of food outlets.

- ❖ **Collaborative Studies** : Students are encouraged to use collaborative/meeting software like 'Go To Meeting', Google Meet, Microsoft Teams etc. for any collaborative work like assignment, case studies, etc. Students are not encouraged to meet in a group for such work.
- ❖ **Students Affairs Activities** : All students' activities out of class entailing gathering of more than 4 students to be avoided.
- ❖ **Waste Disposal** : Waste collection and disposal has been given due importance and care. All are encouraged to dispose of tissues, paper napkins, food & non food waste in the waste bins placed across the campus.
Daily collection and disposal of waste would be undertaken by the housekeeping adhering to guidelines for safe disposal.
- ❖ **Selling Hand & Respiratory Hygiene Items** Student's **TUCK SHOP** store is encouraged to sell hand and respiratory hygiene items like masks, sanitizers, disinfectants, gloves etc.

Summary

The paramount purpose of the elaborated SoP stipulating the policy and procedural observance is to *instill a sense of self-discipline* to observe *COVID responsible behavior*. Social distancing norms, hand & respiratory hygiene, use of sanitizers frequently, avoid gatherings and crowding etc. would ensure each one of us act responsibly in individual as well as community interest and contribute to prevent spread of COVID-19 Pandemic. It is of utmost importance that we prevent even the slightest chance of susceptibility so we can continue to focus our aim on imparting and receiving education and achieve our primary objective of being among the best.