



Government of Goa  
DIRECTORATE OF EDUCATION  
Alto - Porvorim, Bardez - Goa

Email:- dir-educ.goa@nic.in

Tel:- 0832-2416023, 2416033 Fax: - 0832-2416136

No. Acad/Misc/Re-open/2020/Pt.file/ 2357

Dated:- 10/11/2020

**CIRCULAR**

Government of India is following a phase-wise unlocking of activities in schools for students of classes IX to XII for taking guidance from their teachers.

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of COVID-19. It is expected to comply with preventive measures to combat with COVID-19. These measures need to be observed by all students, teaching and non-teaching staff in their schools at all times.

I am pleased to inform you that Government of Goa has decided for partial re-opening of schools under its jurisdiction for **class X and class XII from 21<sup>st</sup> November, 2020** by following all health protocols and SOPs strictly.

The detail is as under:-

➤ **Planning of re-opening of schools:-**

- i. Prior to resumption of activities, all work areas intended for teaching /demonstrations etc., including laboratories, other common utility areas shall be sanitized with 1% sodium hypochlorite solution, with particular attention to frequently touched surfaces.
- ii. Schools that were used as quarantine should be sanitized and deep cleaned before partial functioning is resumed. Guidelines issued by Ministry of Health & Family Welfare for disinfection of common public places including offices may be referred to in this regard. (<https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>)
- iii. For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet may be made. Similarly, physical distancing shall also be maintained in staff rooms, office areas (including reception area) and other places (mess, Library, cafeterias etc.)
- iv. Weather permitting, outdoor spaces may be utilized for conducting teacher student interaction, keeping in view the safety and security of students and physical distancing protocols.
- v. The school should display State helpline numbers of local health authorities etc. to teachers/students/employees to contact in case of any emergency.
- vi. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.
- vii. Lockers of students will remain in use, as long as physical /social distancing and regular distancing and regular disinfection is maintained.
- viii. For usage of Gymnasiums, kindly follow MOHFW guidelines available at <https://www.mohfw.gov.in/pdf/Guidelinesonyogainstitutesandgymnasium03082020.pdf>.

➤ **Planning and scheduling of activities:-**

All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions to take extra precaution should preferably not be exposed to any front-line work requiring direct contact with the students.

➤ **Availability and Management of supplies:-**

- i. Appropriate back-up stock of personal protection items like face covers/masks, visors, hand sanitizers etc. shall be made available by the management to the teachers and employees.
- ii. Provide an adequate supply of thermal guns, alcohol wipes or 1% sodium hypochlorite solutions and disposable paper towels, soap, IEC materials on COVID.
- iii. Pulse oximeter to check oxygen saturation levels of any symptomatic person must be arranged.
- iv. Ensure availability of sufficient covered dustbins and trash cans.
- v. Provision for proper disposal of used personal protective items and general waste in accordance with CPCB guidelines (available at: <https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES-COVID 1.pdf>)
- vi. Housekeeping employee to be informed & trained about norms for waste management & disposal.

➤ **Conduct of skill based training in workshops/laboratories:-**

- i. Ensure that the equipments have been disinfected, particularly the frequently touched surfaces before and after each use.
- ii. Ensure a floor area of four square meters per person is available for working on equipment /work station.
- iii. Ensure that members sanitize their hands before and after using training equipment. For such purpose hand sanitizer should be provided at workstations/simulation labs etc.

➤ **Transportation to and from the institutions:-**

If transportation facility is being managed by the school, proper physical/social distancing , sanitizing of buses/other transport vehicles (with 1% sodium hypochlorite) shall be ensured.

➤ **Hygiene and Sanitation:-**

- i. Daily cleaning of the floors shall be taken up.
- ii. Provision of soap in toilets and hand sanitizers in other common areas in sufficient quantity must be ensured.
- iii. Teaching materials, computers, laptops, printers, shall be disinfected with 70% alcohol wipes.
- iv. Deep cleaning of all drinking and hand washing stations, washrooms and lavatories shall be ensured.
- v. Students and employees should be advised to dispose of used face covers/masks in separate covered bins placed in classrooms, work stations and other common areas. The same may remain stored in the bins for 3 days and disposed of as dry general solid waste after cutting/shredding.
- vi. Students should not be involved in any of the cleaning activities for health safety reasons.



- i. Create awareness to ensure the students do not gather when leaving the school and in their free time.
- ii. Sensitize students, parents, teachers and employees to create awareness on COVID appropriate behavior, as detailed under generic measures above.
- iii. If a student, teacher or employee is sick, they should not come to the school and follow necessary protocols in this regard.

➤ **Guidelines for partial re-opening of schools for Class X & Class XII:-**

- i. The students should be called in staggered manner.
- ii. **In a class there should not be more than 12 students.** In case size of classroom is small, classes may be held in rooms having larger area such as computer room, library, laboratory, etc. with physical distance of 6 feet between the students. However, if sufficient accommodation is available proportionate number of students may be allowed.
- iii. The School should prepare time table in such a manner that there will be no crowd in the school.
- iv. Odd – Even Formula for classes can also be considered.
- v. Running school into shift in case of high enrolment schools can also be considered by reducing time duration of school hours per shift, such that the school is able to manage with the same set of teachers in overall school hours.
- vi. At the entrance gate and exit gate and common place of the school, there should be facility of thermal scanner to check the body temperature of all students, teachers, school authorities, parents and visitors besides hand sanitization.
- vii. During interval, students should not gather in crowd either in canteen, school-varanda or class.
- viii. **Students should be sensitize to maintain safe distance in the classroom with minimum distance of 6 feet.**
- ix. All should continue to use face mask, physical/social distancing and sanitizer.
- x. Ensure and educate students not to exchange face mask to others.
- xi. Every student need to learn how to cough or sneeze into a tissue or elbow and avoid touching face, eyes, mouth and nose.
- xii. Sensitize all stakeholders in school about the ban on spitting.
- xiii. Students should not exchange drinking water, note books, text books. Paper, pencil compass box, ruler, pen, science journal, homework book, assignment book, bags, umbrella and any other thing among themselves.
- xiv. Encourage students to bring and eat home cooked and nutritious food and avoid sharing food and utensils with others.
- xv. Toilets should be kept clean. Everyone after use should flush water to keep toilet clean so that other users should get clean toilet facility.
- xvi. In case of some students not following the instructions, parents may be taken into confidence to assist teachers.
- xvii. Give responsibilities to teachers and willing students on rotation basis to monitor observing of physical/social distancing norms at different places and also students behavior like frequently touching own face or hand shack with other students, etc.,

- xviii. Task team such as emergency care support/response team, general support team for all stakeholders and commodities support team, hygiene inspection team etc., with earmarked responsibilities will be helpful. Teachers/students and other stakeholders may be identified to be the members of the task force.
- xix. The tender age of students may be kept in mind while giving these instructions and advise which may be explained gently in a way that they can understand.
- xx. There will be no physical education activities such as sports and games. However, yogic exercise should be conducted in a staggered manner using their own mats.
- xxi. No school in the containment zone will remain open till further orders. In such school online classes will continue.
- xxii. All the visitors coming to the school including staff should download "Arogya Sethu App". As far as possible no outsiders should be allowed.
- xxiii. There will be no morning assembly, functions, gathering and celebrations. However, celebration of National days in a staggered manner will be allowed depending upon prevailing situation and the Head of the school/management to decide on the issue.
- xxiv. The limited gathering in open theatre with a ceiling 50 students for academic/sports/entertainment/cultural with mandatory wearing of face masks, physical/social distancing, with provision of thermal scanning, hand wash or sanitizer could be conducted. **However, in the beginning of the re-opening of the school better to avoid gatherings.**
- xxv. During school hours students/teachers/other staff should sanitize their hands at regular intervals. Check list for safe school environment enclosed at ANNEXURE
- xxvi. Schools to make their own SOPs based on the guidelines issued for the following keeping in view the safety and physical/social distancing norms and ensuring that the notices/poster/messages/communications to parents in this regard are prominently displayed /disseminated.
- Use of play ground, library and laboratory.
  - Break time
  - Regular cleaning and disinfection of school infrastructure.
  - Use of school transport.
  - Private pick up and drop off facility.
  - Monitor and plan for absenteeism of both staff and students.
  - Information sharing system with partners.
  - Dealing with emergency situation.
  - Visit of service provider, parents, and other visitors to schools.
- xxvii. Ensure Emotional Well being through MHRD initiative, a programme called "MANODARPAN" which cover wide range of creativity to provide psychosocial support to students, teachers and family.

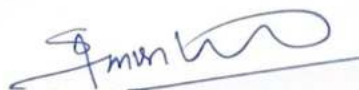


xxviii. A web page <https://mhrd.gov.in/covid-19> on the website of MHRD containing advisories and motivational posters and a National toll free helpline number **8448440632** to provide tele-counseling for students, parents and teachers shall be accessed to help cope with the situation.

xxix. **Check list for safe school environment enclosed at ANNEXURE.**

- School Managements' would be responsible for adherence of all safety guidelines.
- Heads of the Institutions may frame their own SOPs depending on the circumstances in their area from safety aspect of students and other staff members.

It is enjoined upon all the Heads of institutions for strict implementation/compliance of this circular. The circular may be acknowledged through mail.



(Shri Santosh S. Amonkar)  
Director of Education

Encl. Annexure.

To,

The Heads of all Govt./Govt. Aided/Unaided Secondary/Higher Secondary & Special Schools in the state.

Copy to:-

1. O.S. D. to Hon'ble Chief Minister, Secretariat, Porvorim-Goa
2. The Chairman, Goa Board of Secondary & Higher Secondary Education, Porvorim-Goa.
3. The Director, S.C.E.R.T., Alto Porvorim-Goa.
4. The State Project Director, Goa Samagra Shiksha, Porvorim-Goa.
5. The Director, Directorate of Sports & Youth Affairs, Campal, Panaji-Goa.
6. The Director, Directorate of Art & Culture, Panaji-Goa.
7. All the Associations Registered with the Directorate of Education.
8. The Chairman, Bal Bhavan, Campal, Panaji-Goa.
9. The Executive Director, Sports Authority of Goa, Dr. Shyamaprasad Mukherjee Indoor Stadium, Goa University Complex, Bambolim-Goa.
10. The Dy. Director of Education, North/Central/South Educational Zone, Mapusa/Panaji/ Margao-Goa.
11. The Dy. Director of Education, Academic/Planning/Adult/Vocational Section of this Directorate.
12. The A.D.E.I. of all talukas
13. The Nodal Officer, I.T., for uploading on website.

## CHECKLIST FOR SAFE SCHOOL ENVIRONMENT

## 1. Checklist for School Administrators, Teachers and other Staff

S. No.	Task	Yes/No
<b>A</b>	<b>Healthy Hygiene Practices are promoted and ensured</b>	
1	Students and Staff have been sensitized on good personal hygiene practices and proper hand washing technique ( minimum 40 seconds )	
2	Signages on Healthy Hygiene Practices have been displayed at prominent places in the school like classrooms, corridors, washrooms, reception area, etc. <ul style="list-style-type: none"> <li>• Stop handshaking – use other noncontact methods of greeting</li> <li>• Wash hands at regular intervals (wash for at least 40 seconds)</li> <li>• Avoid touching face cover coughs and sneezes</li> </ul>	
3	Adequate, clean and separate toilets for girls and boys	
4	Soap and safe water are available at age appropriate hand washing stations	
5	Key supplies like thermometers ( calibrated contact-less infrared digital thermometer), disinfectants, soaps, hand sanitizers, masks, etc., are available in adequate quantity in the school	
6	Health and hygiene lessons are integrated in every day teaching	
7	School building, classrooms, kitchen, water and sanitation facilities, school transport facilities, surfaces that are touched by many people (desks, railings, door handles, switches, lunch tables, sports equipment, window handles, toys, teaching learning material etc. are cleaned and disinfected at least once a day	
8	Adequate cleaning staff is available in the school	
9	There is enough air flow and ventilation in the school premises	
10	Regular health screening of all staff and students in the school	
11	Trash is removed daily and disposed of safely	
12	There is full time nurse or doctor and counsellor available in the school.	
13	The school has tie up with the nearby hospital for dealing with emergency.	

<b>B</b>	<b>Physical / Social distancing Measures have been implemented</b>	
1	School arrangements have been adjusted to avoid crowded conditions.	
2	Enough space has been created between the desks of the students.	

## 2. Checklist for Parents

S. No.	Task	Yes/No
1	Regular monitoring of child's health.	
2	Keeping of child at home if s/he is ill or has any specific medical condition that may make them more at risk.	
3	Teach and model good hygiene practices at home. <ul style="list-style-type: none"> <li>• Wash your hands with soap and water frequently or use an alcohol-based hand sanitizer with at least 70% alcohol</li> <li>• Ensure availability of safe drinking water</li> <li>• Ensure clean and safe toilets at home</li> <li>• Ensure safe collection, storage and disposal of waste</li> <li>• Cough and sneeze into a tissue or your elbow and avoid touching your face, eyes, mouth, nose</li> </ul>	
4	Ensure emotional safety of your child through different means.	
5	Prevent stigma by using facts and teach your children to be considerate of one another.	
6	Coordinate with school to receive information.	
7	Offer support to the school to strengthen school safety efforts.	

## 3. Checklist for Students

S. No.	Task	Yes/No
1	You avoid stressful situation by talking and sharing with others and help keep yourself and your school safe and healthy.	
2	You protect yourself and others by: <ul style="list-style-type: none"> <li>• Washing hands frequently, always with soap and safe water for at least 40 seconds</li> </ul>	



	<ul style="list-style-type: none"> <li>• Not touching face</li> <li>• Not sharing cups, eating utensils, food or drinks with others</li> </ul>	
3	<p>You act as a leader in keeping yourself, your school, family and community healthy by:</p> <ul style="list-style-type: none"> <li>• Sharing what you have learnt about preventing disease with your family and friends, especially with younger children</li> <li>• Model good practices such as sneezing or coughing into your elbow and washing your hands, especially for younger family members.</li> </ul>	
4	You don't stigmatize your peers or tease anyone about being sick.	
5	You tell your parents, another family member, or a caregiver, if you feel sick, and ask to stay home.	

#### REFERENCES:

1. [https://www.mha.gov.in/sites/default/files/MHAOrderDt\\_30092020.pdf](https://www.mha.gov.in/sites/default/files/MHAOrderDt_30092020.pdf)
2. <https://www.mohfw.gov.in/pdf/ImmunityBoostingAYUSHAdvisory.pdf>
3. <https://nroer.gov.in/welcome>
4. <http://epathshala.nic.in/https://diksha.gov.in/>
5. <https://www.india.gov.in/spotlight/fight-against-covid-19><https://www.mygov.in/>
6. <http://ncert.nic.in/aac.html>
7. <https://www.youtube.com/playlist?list=PLUgLcpnv1YieVe-Epsww-engrBFIntgBh>

\*\*\*\*\*