



THE ORCHID SCHOOL

Baner, Pune - 411045

2020 - 2021
Grade XII Science Practical

Specially prepared
SOP for Staff, Students and Parents



Students

Staff

Parents

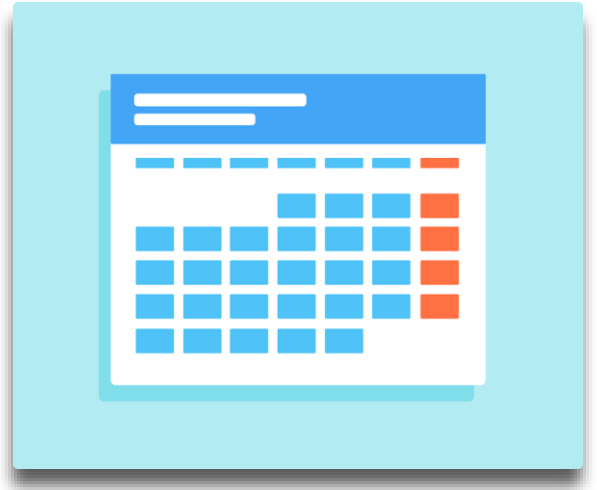
Purpose:

- This SOP is essentially created for specific purpose for conducting Grade XII Science Practicals.
- It gives guidelines which will ensure that safety measures are followed by our students, staff and parents.
- The norms, protocols and processes are clearly laid down and should be strictly adhered to without any slips.



**Dates on which the
Practical Sessions
will be conducted in
the school:**

**11th January to 25th
February 2021**



**Student batch
allocation will be
communicated via
mail.**



Mandates for Students

- **Students should come to school only on the date and time of the practical.**
- **Time and dates will not be changed.**
- **Students should wear a 3-ply mask and carry a spare sterilized mask and sanitizer.**
- **Wearing of mask always is compulsory.**
- **Hand gloves are not allowed inside the labs. Hand gloves and sanitizer should be kept in the bag outside the lab.**
- **Usage of sanitizer before entering the Chemistry lab is not allowed.**
- **If students have any COVID-19 symptoms, entry will not be granted.**
- **Students should carry food and water from home. Calling for outside food is prohibited.**
- **Once in school, the movement will be restricted to Atrium, Labs and Toilet on the floor of the laboratory.**
- **Students will not be allowed to hang out in the school once the practical is over.**
- **Maintaining social distancing is expected all the times while in school.**



Mandates for Parents

- **Parent/s must sign an undertaking for their ward to come to school.**
- **Arrange to drop and pick up your ward from school.**
- **You will not be allowed to enter or wait inside the school during the practicals.**
- **Avoid sending your ward by any public transport.**
- **If your ward/any member in the family have any symptoms, please don't send her /him to school.**
- **When you drop your ward at school, wait till the initial screening at the gate is done. If your ward exhibits any symptoms, then you will be asked to take your ward back home.**
- **Please keep your cell phone switched on for easy accessibility in case of any emergency.**
- **Make sure you talk to your ward about the SOP so that he/she is well oriented and takes ownership of the same.**



Mandates for Staff:

- **Staff who are responsible for conducting practicals, should report on 11th January 2021.**
- **There will be training and mock session to orient everyone through the SOPS prior to that.**
- **Practical begins on Monday, 11th January 2021.**
- **Staff should wear mask, hand gloves and carry sanitizer.**
- **Use of gloves and sanitizer inside the Chemistry lab is prohibited.**
- **Staff to carry food and water.**
- **If staff has any COVID-19 symptom, inform the authority and not attend school .**
- **If found with COVID-19 symptoms at the time of entry, staff will be sent back.**
- **Lab assistants and teacher in charge should wear face shield in the labs.**



Readiness of School For Practicals

Health and Hygiene Policies:

School will make sure all hygiene measures are in place before the students start to come to school.

- The health and hygiene are of the utmost priority and to take care of that some stringent measures will be taken care off.
- **Cleaning, Sanitizing, Disinfecting** – appropriate and safe cleaning, sanitizing, use of disinfecting agents are being used to clean the premises which will ensure restriction of the spread of germs.



Sanitisation and Health Measures:

- Labs will be thoroughly cleaned and sanitized before and after every use.

- Toilets will be cleaned every hour on their floor.

Other spaces access for students will be strictly restricted.

- Hand wash and running water will be provided in every toilet.

- A dedicated isolation room will be created in the school. Any student/ staff showing symptoms of fever, dry cough, body aches, loss of smell or taste, nausea, vomiting, diarrhoea, fatigue, weakness or tiredness will be asked to rest in the quarantine room till he/she is picked up by the family.

- Two nurses will be on campus and will call up the parent if a student exhibits any symptoms. They will have the emergency numbers of the parents.



Wash hands often with soap and water



Wear a cloth face mask

Hygiene and safety for all members present in school:

- Social distancing norms will be followed diligently.
- 'No Spitting' policy is implemented.
- Temperature will be checked at the entry point of the school along with hand sanitisation.
- Nurse checking temperature will be wearing mask and gloves.
- Nobody will be allowed entry in the school without a face mask.
- School will not drop the child home to avoid risk for the child and the other adult.



Aarogya Setu

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