



OFFICE OF THE PRINCIPAL

ST. XAVIER'S SCHOOL, NEVTA
Date: October 8, 2021

Dear Parents/ Guardians,
Greetings!

As per the **order dated September 17, 2021 of the Government of Rajasthan, regarding the guidelines to open the educational institution for the students of Classes 1 to 8, the school has decided to re-open from Monday, October 18, 2021.** You are hereby kindly requested to follow all hygiene norms and health related guidelines of the school. Due to the outbreak of Covid-19 pandemic, instructions and guidelines of the government and health department should be strictly adhered to. **The school will strictly follow the SOP issued by the State Government.**

Kindly note, only those students whose consent form is received by the school will be allowed to attend the regular classes. Also the students will have to carry the print out of the consent form (duly signed by the parents) attached below.

THE SCHOOL'S STANDARD OPERATING PROCEDURE (SOP)

This Standard Operating Procedure (SOP) outlines various generic precautionary measures to be adopted when schools are permitting students to attend offline classes. These measures need to be observed by all (teachers, employees and students) in the school at all times.

1. 50 % of students will be allowed to attend the class on a day. The Classes are planned for 6 days a week.
2. The revised Time Table will be shared with you shortly.
3. School Timing will be from 8:00 am to 2:00 pm.
4. A separate fogging machine will be functional at the main entrance of the school building throughout the working hours.
5. Students will enter the school after sanitizing their hands through a separate Entry Gate. Entry of students through other gates will be strictly forbidden.
6. Physical distancing of at least 6 feet to be followed at all times.
7. Crowding inside the campus, shaking hands, maintaining close contact with your friends will not be permitted especially at Entry and Exit points
8. Use of face covers/masks is mandatory at all times even while travelling in the bus.
9. Wash your hand frequently with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Liquid soap dispensers are placed in all washing arena.
10. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be done wherever feasible.
11. Students should bring their own sanitizer, towel, water bottle and food items from home.
12. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
13. Exchange of drinking water, textbooks, stationery items and food items will not be permitted.
14. Self-monitoring of health by all and reporting any illness at the earliest. Avoid attending school if having symptoms like fever, head ache, cough and cold.
15. Spitting is strictly prohibited anywhere inside the school campus.
16. Students will be allowed to use the washroom with the prior permission from the teacher on duty. They will only be allowed to use the washroom in a staggered manner.
17. Wearing School Uniform is compulsory. Student must wear clean uniform and maintain hygiene in the campus.
18. To ensure safety during the bus journey, avoid over-crowding while you are boarding or deboarding.
19. A separate **"Isolation Room"** within the school premises will be allotted for emergency cases.
20. During the Class hours' entry of parents and visitors will be strictly regulated.
21. The Students will not be allowed to enter any other classroom except their own.
22. Canteen services will not be operational inside the campus for time-being.
23. While teaching is on, both the teachers and students will continue to wear masks.

You are hereby instructed to follow the SOP given by the School Management.

(Fr. Sangeeth Raj, S.J.)
Principal