

GOVERNMENT OF TRIPURA
DIRECTORATE OF SECONDARY EDUCATION
SHIKSHA BHAVAN, AGARTALA

No.F.13(3-11)/SE/GL-1/2015

DATED: 29/12/2020

MEMORANDUM


As per decision of the Review Committee constituted to examine the re-opening of schools and related issues during the ongoing COVID-19 pandemic situation taken in the meeting held on 28-12-2020, attendance of students of **Class-V to VIII** and also re-opening of hostels attached to schools and run by SC Welfare, ST Welfare, Minority Welfare, TTAADC and Samagra Shiksha Abhiyan may be considered w.e.f. **04-01-2021** as per the following guidelines:-

1. The students of classes V to VIII shall be allowed to attend schools w.e.f. **04-01-2021** as they are at a crucial stage of academic session. This will facilitate the completion of syllabi as well as important topics that cannot be imparted through online classes. Schools under CBSE/ICSE have the flexibility of either opening physical classes for classes V to VIII or continuing with online classes (subject to the fact that at least 90% children have tablets/devices/network availability) or a mix of both options.
2. The students will be required to obtain the written consent of the parents/guardians for attending the schools.
3. The attendance of teaching and non-teaching staff will be mandatory on all working days.
4. The Principals / HMs shall arrange for routine sanitization, thermal scanning and hand washing of the students, staff and also the parents who may visit the schools.
5. The Principals / HMs shall also make the seating arrangement of the students in such a way that at least 6 feet distance is maintained between each student in the classrooms. If sufficient spaces or teachers are not available, the schools are allowed to adopt measures such as staggering of attendance (i.e. alternate days) or having different time schedules for different batches, etc., or any other method that is appropriate to tackle the existing situation. The schedule / time table may be worked out accordingly by each school and intimated to the students.
6. The schools may adopt rigorous teaching to be able to cover the syllabus. For this the teachers may continue with their online classes also during free periods in school time, after school hours and on holidays so that the students do not have to depend on private tuition, especially for the benefit of students from humble backgrounds.
7. HMs/Principals to ensure that class routine is properly formulated (by splitting of classes, different timings, holidays, online classes etc.) so that every child is properly covered in terms of full academic outputs. Class tests should be routinely held. HMs/Principals should countersign the new school routine and submit to the concerned DEOs within 7 (seven) days.
8. Creation of awareness is necessary to ensure the students do not gather while leaving the school and in their free time.
9. The hostels attached to schools and run by SC Welfare, ST Welfare, Minority Welfare, TTAADC and Samagra Shiksha Abhiyan shall also be re-opened w.e.f. **04-01-2021** following the Standard Operating Procedure (**Annexure-B**).
10. Before re-opening of the hostels, proper cleaning and sanitization of the hostel including kitchen, bathrooms, dining rooms etc. should be done. The necessary fund for the purpose shall be borne by the concerned Departments, TTAADC. Local bodies may be requested to undertake the work of cleaning. The entire process of cleaning and sanitization should be done before **02-01-2021** and report should be sent to the concerned Departments by **02.00 PM**.

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11. 60 new Cots for the hostel attached to Umakanta Academy and 40 new Cots for hostels in TTAADC area shall be procured by the concerned Department/Authority.
12. District Magistrates and Collectors may convene meeting with the SDM, DEO.DWO etc. and other authorities to supervise the process and also whether opening of hostel needs to be deferred or not and accordingly steps may be taken.
13. Before and after re-opening of the hostels, the Sub-Division Level Boarding House Committee particularly the Sub-Divisional Magistrate, shall visit the hostels on regular basis and ensure that the proper cleaning and sanitization has been done and also the hostels are running maintaining all preventive and precautionary measures for containment of COVID-19. The Committee shall also ensure that damaged rice (if found) due to storing for long time should not be served to the boarders in any way.
14. After re-opening of the hostels, if any boarder falls sick, should immediately report to the nearby health centre/hospital.
15. Hostel Superintendants already assigned shall have to stay at the station w.e.f. 31-12-2020.
16. The Principals/HMs of the Schools (both Govt. & Private) shall prepare their School-based routines taking all the preventive measures/guidelines for containment of COVID-19 into active consideration as well priority of importance to be given to the students.
17. No student will be insisted upon attendance.
18. Detailed Standard Operating Procedure (SOP) already issued for re-opening of Class-X & XII vide memorandum No.F.13(3-11)SE/GL-I/2015, dated 03-12-2020 shall also be applicable for the students of Class-V to VIII.


(U.K. Chakma)
Addl. Secretary to the
Govt. of Tripura.

To:-

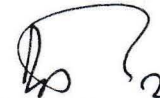
- 1) The District Magistrate & Collector, West/Sepahijala/Gomati/South/Khowai/Dhalai/North & Unakoti for kind information and necessary action please.
- 2) The Director, SC Welfare Department for kind information and necessary action please.
- 3) The Director, ST Welfare Department for kind information and necessary action please.
- 4) The Director, Minority Welfare Department for kind information and necessary action please.
- 5) The Sub-Divisional Magistrate,.....Sub-Division for kind information and necessary action.
- 6) The District Education Officer, West/Sepahijala/Gomati/South/Khowai/Dhalai/North & Unakoti for information and necessary action.
- 7) The P.O. (Edn.)TTAADC for information and necessary action.

Copy to:-

- The Director, Elementary Education for kind information and necessary action.
- The CEO, TTAADC for kind information and necessary action.
- The Director, Health and Family Welfare, Govt. of Tripura for kind information.

Copy also to:-

- The PA/PS to the Hon'ble Education Minister, Govt. of Tripura for kind information of the Hon'ble Education Minister.
- The PS to the Secretary, Education Department, Govt. of Tripura for kind information of the Secretary.


(U.K. Chakma) 29.12.20
Addl. Secretary to the
Govt. of Tripura.

**STANDARD OPERATING PROCEDURE (SOP) FOR RE-OPENING OF HOSTELS
ATTACHED TO SCHOOLS RUN BY SC WELFARE, ST WELFARE, MINORITY
WELFARE DEPTT., SAMAGRA SHIKSHA, TTAADC & SCHOOL EDUCATION
DEPTT. IN THE STATE OF TRIPURA**

The Government of Tripura in School Education Department has notified the revised Standard Operating Procedure (SOP) for re-opening of hostels in the State of Tripura, maintaining all the protocols of safety Guidelines under COVID-19 pandemic.

The Standard Operating Procedure will come into effect from **04/01/2021**.

**THE STANDARD OPERATING PROCEDURE FOR HEALTH, HYGIENE AND
OTHER SAFETY PROTOCOLS** are as follows:

a) Ensure Safe Residential Stay at Hostel:-

- Before re-opening of the hostels, the entire complex of hostels including kitchen, living room, dining room, store room, study room, toilets and drainage system should be cleaned and sanitized properly.
- Temporary partitions may be erected to separate inmates/boarders. Adequate distance between beds may be ensured.
- Physical/social distancing must be maintained all the times in hostels. Signage and messaging at prominent places will be important.
- Alternative space may be arranged to accommodate students to enable physical/social distancing.
- Initial preference for calling students to join back hostels may be given to students who do not have any support at home and also no facility for on-line education.
- Students of higher classes may be called first as per accommodation facility of the school.
- Screening of every boarder needs to be done before they start staying at the hostel. Only asymptomatic boarders should be allowed to join.
- Since students may be coming from different locations by using public transports such as buses, trains, etc., it is important that they should minimize their contact and interaction with others on arrival at hostel, and effectively, maintain quarantine as per State requirement. Their health status should be monitored during the period.
- Arrangement for a regular visit of Superintendent, medical staff from the local health centre/ hospital need to be ensured to take care of any mental or emotional health issue of the students.
- Hostel should be out of bound for all persons except essential staff with known health status.
- Visiting medical team may inspect kitchen and mess at least once a week to ensure maintenance of hygiene.
- Capacity building of hostel staff should be done on physical/social distancing norms, health, and hygiene, clean and nutritious food, etc., for the hostellers.
- To meet the nutritional requirements of hostellers and safeguard their immunity during the COVID – 19, hostel authorities are advised to provide hot cooked meal.

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- All staff of the hostel including cook-cum-helpers (CCH) and boarders should give self declaration with regard to the wellness of self & family members before starting their stay/work in hostel
- Thermal scanning of the CCH may be carried out at the entry of the hostel to check the temperature. The temperature may be recorded on daily basis.
- The CCH must sanitized/wash their hands for minimum 40 seconds upon entering in the hostel
- Wearing face covers/masks will be mandatory during cleaning, washing, cutting, cooking and serving of meals.
- Spitting and nose blowing should be strictly prohibited within the premises of the hostels by CCH, boarders and any other persons.
- The CCHs should be provided adequate and suitable clean protective apron, and head gear for covering their hair and glove. It must be ensured that the CCHs, at work wear only clean protective apron and head covering the CCHs should wash their hands at least each time work is resumed and whenever contamination of their hands has occurred e.g. after coughing/sneezing, visiting toilets using telephone/mobile etc.

CCHs. must be cautious to avoid certain hand habits e.g. scratching nose, running finger through hair, rubbing eyes, ears and mouth, scratching beard, scratching parts of bodies etc.

b) Cleaning Kitchen cum Store or the place of cooking:

- The kitchen cum store/place of cooking must be deep cleaned and sanitized before 24 hours of actual cooking after reopening of hostels.
- The kitchen should be cleaned before the actual preparation and cooking of meal on daily basis.
- The floors of kitchen and the cooking top should be cleaned every day before and after the food is cooked.
- Special attention should be paid to the cleaning of difficult to reach areas including cooking areas and at the junction of floors and walls.
- It is important that surfaces in direct contact with food must be both clean and dry before use.
- Cracks, rough surfaces, open joints etc. must be repaired as soon as possible.
- There should be efficient drainage system with adequate provisions for disposal of refuse. Potential sources of contamination like rubbish, waste water, toilet facilities, open drains and stray animals should be kept away from kitchen.
- Ventilation systems natural and /or mechanical including windows, exhaust fans etc. wherever required, should be designed and constructed so that air does not flow from contaminated areas to clean areas.

c) Cleaning of utensils for cooking and serving of Meal

- Cleaning accessories such as cloths, mops and brushes carry a very high risk of cross contamination. They must therefore be thoroughly washed, cleaned and dried after use.
- Cleaning accessories used in the cooking area should not be used in other parts of the kitchen.
- Sun drying of the cleaning accessories in a clean and tidy place should be done.

- Tables, benches and boxes, cupboards, glass cases, etc. should be clean and tidy. Cooking utensils and crockery should be clean and in good condition. These should not be broken/ chipped. All kitchen utensils and devices should be washed and sun-dried before using. Preferably use hot water (above 60 degrees Celsius) for washing and sanitizing.
 - Clean cloths should be used for wiping utensils, wiping hands and for clearing surfaces. Cloth used for floor cleaning should not be used for cleaning surfaces of tables and working areas and for wiping utensils.
 - Leftovers or crumbs from plates or utensils should be removed into dustbin by using cloth or wiper. Every utensil or container containing any food or ingredient of food should at all times be either provided with a properly fitted cover/lid or with a clean gauze net or other material of texture sufficiently fine to protect the food completely from dust, dirt and flies and other insects.
- d) Checking of old stock of food grains, oil & fat and condiments before use:**
- Use of left out food grains, oil & fat and condiments should only be done after careful inspection of quality and shelf life if any, as they are left in hostels for the last few months due to closure of hostels.
 - Use of ingredients should be subject to FEFO (First Expire First Out) or FIFO (First in, First Out) stock rotation system as applicable.
- e) Washing & cutting of vegetables and cleaning of food-grains and pulses etc.**
- Vegetable, fruits and perishable food commodities should be procured fresh and storing for long time/duration should be avoided.
 - The vegetables once procured should be thoroughly cleaned with water before use. Vegetables may be washed thoroughly with a combination of salt and haldi (turmeric) / 50 ppm chlorine (or equivalent solution) and clean potable water to remove the dirt and other contaminants.
 - The food grains, pulses need to be washed properly before using.
 - Outer sealed package /cover of condiments, pulses etc., should be thoroughly washed with soap solution and sun dried before transferring the material to the jars followed by washing of hands with soap for a minimum of 40 seconds.
 - No raw material or ingredient should be accepted if it is known to contain vermin, undesirable micro-organisms, pesticides, veterinary drugs or toxic items, decomposed or extraneous substances, in other words, material which cannot be reduced to an acceptable level by normal sorting and/or processing.
- f) Cooking of the Meals**
- Wherever possible, kitchen activities may be performed maintaining appropriate distance between activities e.g., there should be defined separations for raw material procurement area, cutting of vegetables and cleaning of grains/ pulses, cooking area, cooked food area.
 - The cooks cum helpers may work with their faces in the opposite direction to maintain physical distance.
- g) Serving of the Meals**
- The serving and dining area should also be well sanitized before and after food consumption.
 - The serving of Meal to the hostellers may be done in a spread-out manner in batches to follow physical/ social distancing norms.

- In case staggering the distribution is not possible, hostellers could be served the meal in their respective class rooms.
- However, in case the meals are served in hostel verandah/dining halls, clear markings should guide the children to the seating arrangement.
- The CCH, while distributing the food should wear personal protective equipment such as hand gloves, face mask, head cover and shall maintain appropriate distance from the school children.
- The hostellers should also wear face cloth/ masks while the food is being served and at all times in the dining area except while eating/drinking.
- Temperature of the meal when served should be maintained at least at 65°C. Therefore, food should be served to children immediately after being cooked.

h) Hand washing by Hostellers before and after having Meal

- Hand wash with soap for a minimum of 40 seconds before and after eating Meal should be vigorously promoted.
- The hostels should define an area for hand washing where children can wash their hands while maintaining physical/social distancing. For this purpose, empty plastic bottles can be filled with liquid soap and diluted with water.
- Children should wash their hands for minimum 40 seconds.
- The teachers assigned need to monitor the process of hand washing carefully.
- Wherever proper hand washing facilities are either not available or inadequate for all children, buckets and mugs can be used to supplement the available facilities.

i) Drinking Water supply

- Continuous supply of potable water should be ensured in the hostels premises. In case of intermittent water supply, adequate storage arrangement for water used in food or washing should be made. Water used for cleaning, washing and preparing food should be potable in nature.
- Water storage tanks, if available, should be thoroughly cleaned before the reopening of hostels and further periodical cleaning should be done.
- Non potable water pipes should be clearly distinguished from those in use for potable water.

j) Management of waste

- Adequate waste disposal systems and facilities should be provided and they should be designed and constructed in such manner that the risk of contaminating food or the potable water supply is eliminated.
- Waste storage/tanks should be located in such manner that it does not contaminate the food process, storage areas, the environment inside and outside the kitchen and waste should be kept in covered containers and removed at regular intervals.
- Periodic disposal of the refuse/waste may be made compulsory.
- Eco friendly measures like vermi-composting may be encouraged for food waste management.