

GOVERNMENT OF TRIPURA  
SCHOOL EDUCATION DEPARTMENT  
SHIKSHA BHAVAN, AGARTALA

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

DATED: 03/12/2020

**MEMORANDUM**

The Review Committee/ High Power Committee constituted to examine the re-opening of schools and higher education institutions and related issues during the ongoing COVID-19 pandemic situation in the joint meeting held on 26-11-2020 has decided to allow partial re-opening of the schools (both Government, Government Aided and Private un-aided schools) w.e.f 7<sup>th</sup> December, 2020 as per the following guidelines.

1. The schools will be re-opened for the students of classes X and XII only as the students are at a crucial stage of academic life preparing for the board Examinations. This will facilitate the completion of syllabi as well as important practical sessions that cannot be imparted through online classes.
2. The students of Class IX and XI may continue to attend schools on voluntary basis for obtaining guidance from the teachers as per guidelines issued vide, No.13(3-11)/SE/GL-I/2016(L) dated, 25<sup>th</sup> September, 2020. The Department is contemplating opening regular classes for them after gap of few days which will be informed in due course.
3. Neighbourhood classes as notified earlier vide No.F.4(35)-DEE/GEN/2020/5279, dated, 01/10/2020 shall continue. Teachers shall conduct weekly/fortnightly tests on the syllabi covered in the neighbourhood classes and online classes. A detailed instructions will be issued by the Directorate of Elementary Education.
4. The re-opening of Jawahar Navodaya Vidyalaya and Kendriya Vidyalaya may be decided by the concerned District Magistrate and Collectors in consultation with the Principals of the schools.
5. The students will be required to obtain the written consent of the parents/guardians for attending the schools.
6. The attendance of all teaching and non-teaching staff will be mandatory on all working days.
7. 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.
8. 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.**
9. The schools may adopt rigorous teaching to be able to cover the syllabus ahead of the Board Examinations. 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.



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P/2

10. The students may also be informed that there will be Pre-Board Examination for class X and XII in the last week of January or in the 1<sup>st</sup> week of February, 2021.

11. 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.

12. Creating awareness is necessary to ensure the students do not crowd around each other while leaving the school and in their free time.

13. A detailed Standard Operating System is given in Annexure-A which has to be followed by all the schools for ensuring health and safety measures in the school campus.

14. A District Level monitoring team may be formed for monitoring the schools that whether the schools are maintaining preventive norms of COVID – 19 or not in a periodical way.

This is issued on consultation with Health & Family Welfare Department, Govt. of Tripura vide **U.O.No.146.Jt.Secy.Health Deptt. Dated 30/11/2020** and shall not be applicable in the containment zones.

  
(U.K. Chakma)

3.12.20  
Addl. Secretary to the  
Govt. of Tripura

To:-


- 1) The District Education Officer, West/Sepahijala/Gomati/South/Khowai/ Dhalai/North & Unakoti for information and necessary action.
- 2) The P.O. (Edn.)TTAADC for information and necessary action.

Copy to:-

- 1) The District Magistrate and Collector, West/ Sepahijala/ Gomati/ South/ Khowai/ Dhalai/ North & Unakoti for information and necessary action.
- 2) The Director, Elementary Education for kind information and necessary action.
- 3) The CEO, TTAADC for kind information and necessary action.
- 4) The Director, Health and Family Welfare, Govt. of Tripura for kind information.

Copy also to:-

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

  
(U.K. Chakma)

3.12.20  
Addl. Secretary to the  
Govt. of Tripura

**STANDARD OPERATING PROCEDURE (SOP) FOR RE-OPENING OF SCHOOLS IN THE STATE OF TRIPURA ( CLASS X & XII )**

The Government of Tripura in School Education Department has notified the revised Standard Operating Procedure (SOP) for re-opening of Schools ( Class X and XII ) and Private educational institutions as well as government and private training and coaching institutes 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 **7th December 2020**.

The SOP is also applicable for Private Institutions as well as coaching Institutions. The Private Institutions has to follow the Guidelines as cited in the following paragraphs. However, all hostel facilities in schools and Colleges will remain suspended until further Orders.

**The General Guidelines:-**

1. There will be re-opening of schools from **7<sup>th</sup> December, 2020** for classes X & XII of all Govt. and private educational institutions and private training and coaching institutes.
2. Classes from I to VIII and IX & XI will remain suspended until further orders but the neighbourhood classes and activities as notified earlier shall continue.
  - a) The Schools/Educational Institutions shall have to be sanitized on every weekend (preferably on every Sunday or as per convenience).
  - b) Regarding sanitization of schools it will be the joint responsibility of the SMC of the schools, Inspector of Schools and DEOs.
  - c) Students should be made aware about proper and scientific use of Mask, frequent change of Mask, sanitization, maintenance of physical distance of minimum 6 ft. both inside and outside the classroom.
  - d) No student/staff/teacher can attend school without an appropriate mask/face cover.
  - e) Regular cleaning and disinfection of the classrooms toilets corridor etc., shall have to be done. The cost for the purpose may be borne from the school grant/ Mid-Day-Meal-MMER.
  - f) Compulsory use of Masks/ Sanitizers by all.
  - g) Arrangements for potable water for hand washing with soaps. Install hand washing station, hygienic drinking water points, toilets and urinals to allow physical distancing of at least 1 to 2 meters and ensure these facilities are accessible to children with disabilities.
  - h) 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.
  - i) Self- monitoring of health by all and reporting any illness at the earliest.

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j) Spitting shall be strictly prohibited.

k) The school should display State helpline numbers and also numbers of local health authorities etc. to teachers/students/staff to contact in case of any emergency.

l) Cafeteria/Mess facility, if any within the premises of the schools shall remain closed.

m) If any student, teacher or administrative staff of the schools comes from outside of the State then must undergo COVID – 19 test before attending the school.

n) Temperatures check of all students/teachers/staff etc. shall be done every day through thermal scanner.

o) Contact with the nearest PHC/CHC in case of fever, cough, difficulty in breathing / medical emergency.

p) The Schools used as quarantine centres should be properly sanitized before reopening. Those educational institutions where quarantine centres were/are setup are to be thoroughly sanitized. Sanitization should not merely be limited to the school building and it should include the entire premises, desks and benches, toilets etc. it should be an extensive sanitization.

q) Schools shall not be opened in containment zones till further instructions from the Govt.

r) Students/teachers/school administrators who have been quarantined (home/institutional) can attend school provided they produce medical fitness certificate relating to COVID-19 issued by a competent medical authority. Care must also be taken to avoid stigmatizing of students and staff who have been exposed to COVID-19.

s) Whenever any single COVID-19 positive case is detected in the school premises, then the school should be opened in the next day only for COVID 19 testing of the students, teaching, non-teaching staff etc.

t) In respect of private educational institutions social/physical distancing shall be maintained and buses will carry 1/3 intake of the students in the bus. The school buses should be properly sanitized twice daily..

3. Attendance of students must not be enforced and shall be purely based on parental written consent.

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

**A. Proper cleaning and sanitation facilities.**

- i. Use of face covers/masks by students, teachers, staff and all stakeholders is mandatory.



- ii. There should be arrangement for thorough cleaning and disinfecting of all areas, furniture equipment, stationary, storage space, water tanks, kitchen, canteen, washroom, laboratories, libraries, etc., on School campus.
  - iii. Working hand washing facilities in the Schools should be arranged.
  - iv. There should be availability of key supplies like thermometers, disinfectants, soaps, etc., and the thermometer to be used should be a calibrated contactless infrared digital thermometer.
- Ban on spitting shall be strictly enforced.
- v. All garbage should be disposed in dustbins and must not be allowed to be piled up anywhere in the School premises.
  - vi. Frequent cleaning and disinfecting of washrooms during the School hours should be ensured
  - vii. Mandatory hand washing for all students and staff at regular intervals must be ensured. Hand washing time should be minimum of 40 seconds as health protocol.
  - viii. Availability of safe and clean drinking water for students must be ensured. Drinking from own water bottles by students maybe encouraged.

**B. Seating plan (Schools /Coaching Institutions).**

- i. Physical distancing of at least 6 feet has to be strictly followed.
- ii. Physical and social distancing shall be maintained in the staff rooms, office area and other places of public interaction.
- iii. Wherever available, temporary spaces or outdoor spaces (in case of pleasant weather) may be utilized for conducting classes in view the safety and security of the children and physical distance protocols.
- iv. Seats maybe designated with adequate distance for teachers in the staff room and other available rooms/halls.
- v. The number of seats in the reception area maybe limited with at least 6 feet distance between them.

**C. Ensure physical/social distancing in the entry and exit points of the Schools.**

- i. Earmarking different lanes for entry and exit of students/teachers/non-teaching staff.
- ii. Visit of outsiders should be strictly prohibited.
- iii. Opening of all the gates at the time of entry and exit in case of Schools which have multiple gates shall be done to avoid overcrowding.



- iv. Displaying posters/signage/stickers at appropriate places reminding students about maintaining physical/social distancing must be ensured.
- v. Display communication materials (info-graphics) etc. on COVID-19 prevention in different areas within the School premises and the community.
- vi. No outside vendors should be allowed to sell any eatables inside the School premises or at the entry/exit gate points.
- vii. Ensure Soap (Liquid) is available at each hand washing station, near every door of toilets, school Canteens and school entrance points.
- viii. The HMs/AHMs/TICs of the respective schools will assign one teacher to stand at the entry point of the school during entry of the students and one teacher at the exit point during the exit of the students.

#### **D. Parents/Guardians consent**

- i. Students will come to the school provided their parents have no objection and as such written undertaking/confirmation from the parents should be produced in the schools
- ii. Parents should ensure that their ward goes to school wearing a mask and sensitize them not to exchange mask with others.
- iii. Parents may take care not to send their ward to school if the child is not feeling well.
- iv. Students willing to study from home through online mode maybe allowed to do so.
- v. Attendance must not be enforced and must depend entirely on parental consent.

#### **E. School events, meetings, etc.**

- i. Schools should not undertake school events where physical and social distancing is not possible.
- ii. Functions and celebration of festivals should be avoided in schools
- iii. School assembly maybe conducted by the students in the respective classrooms/outdoor spaces/other available spaces and halls under the guidance of the class teachers and maintaining physical distancing of at least 6ft.

#### **F. Formation of different Task teams.**

The schools will ensure formation of different Task teams such as Emergency care support/Response team/General support team for all stakeholders, hygiene inspection team, etc.

The members of such teams may be identified from amongst the Teachers, students and other stakeholders who will work collaboratively to take strategic and immediate action.

**G. Health check up**

Regular health check up of students and teachers maybe organized.

**H. Ensure safe commuting of students who avail school transport.**

- i. Sanitization of school transport should be done on regular basis at least twice a day- once before children board the transport and once after.
- ii. Driver and conductor should ensure physical distance at all times along with students.
- iii. If possible, thermal screening of students may be done by the bus conductor at the time of their boarding.
- iv. All commuters are to wear face cover masks. School transport authority should not permit students without masks and as per as possible provide them with masks.
- v. No curtains should be there in the windows of the school bus. Preferably all windows should be kept open.
- vi. For air conditioned buses, the guidelines issued by CPWD will be followed which include temperature setting at 24-30 degree Celsius, relative humidity at 40-70% with provision for intake of fresh air.
- vii. Students should be oriented not to touch surfaces unnecessarily.

**I. Ensure safety norms in classrooms**

- i. Teacher must ensure that students sit at allocated seats maintaining physical distancing and wearing face covers/ masks. Teachers too wear face masks.
- ii. In case of practical works, it should be done in small groups maintaining physical distance.
- iii. Students should not share any material (textbooks, notebooks, pen, pencil, eraser, tiffin box, water bottle, etc.) with each other.
- iv. All the necessary learning material may be kept in the classroom.
- v. No sharing of food among students should be allowed.
- vi. Overcrowding in washrooms should be discouraged.
- vii. Air conditioning (if available) should be avoided instead windows and doors should be kept open.

**J. Protocol to be followed in case of detection of suspected case of COVID-19.**

- i. The sick student or the sick staff should be placed in a room or area where they are isolated from others.
- ii. The nearest medical centre should be contacted.





- iii. A risk assessment will be undertaken by the treating physician.
- iv. Disinfection of the premises to be taken up if the person is found positive.
- v. The school authorities should coordinate with the nearest health centre in case of emergency.
- vi. All protocols as advised by Health and Family Welfare Department/ NHM should be followed.

#### **K. Re-opening of Hostels**

Decisions regarding re-opening of hostels will be intimated by the Govt. in due course.

The school authority will sensitize the parents, staff, students and other stakeholders about personal hygiene, personal health and cleanliness. Parents must not send their wards to schools if the child or any other family member living in the same household shows any symptoms of COVID-19. The same is applicable to Teachers and staff. Teachers, parents and other stakeholders are advised to download Aarogya Setu App.

Further, it would be the responsibility of the School authority to create "learner friendly and classroom environment" and sensitize all students about COVID-19 and related myths, social stigma and fear. Care should be taken to ensure health, social and emotional bonding despite having to maintain physical/social distancing. Some simple yogic exercises/free hand exercises may be practiced in classroom to make Students comfortable.

For students who prefer to attend classes online, the School authority should provide the details of the curriculum to be covered in the given time similar to the ones covered in the classroom teaching.

#### **L. Reopening of Private Educational Institutions as well as Govt. and Private Training and Coaching Institutes:**

All Govt. and Private Educational Institutions as well as coaching and training institutes can function from 7.12/2020 subject to strict adherence of this SOP as well as Guidelines issued by state government from time to time.

#### **M. Community Mobilization**

The School Management Committee (SMC) Meeting, Parent Teacher Meeting are important part of our education system for the purposes to develop a conducive school environment, academic development. SMC/PT Meetings are also the best platform for community mobilization programme like promoting information sharing as well as to create awareness on COVID-19 pandemic among the teachers and parents/students Community.



3.12.20