



# M. P. Birla Foundation H. S. School

(OHSAS ISO-45001:2018 Certified Institution)

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## Safety measures against spread of COVID 19

The school management has adopted extensive measures to guard against the spread of Covid19 for the safety of all concerned. The entire premises are regularly sanitized at least three times every day using the recommended chemicals containing C12 to C18 compounds as well as hypochlorites. Awareness posters have been put up at vantage points in the classrooms, laboratories, staff rooms, wash rooms, school office and main gate.

<p><b><u>Safety measures at school main gate</u></b></p> <ol style="list-style-type: none"> <li>1. No parent will be allowed to enter the school premises without prior intimation/ appointment.</li> <li>2. Parents, who come to drop or pick their wards should maintain social distancing and not cross the marked area.</li> <li>3. All students and staff members are to carry pocket sanitizer at all times.</li> <li>4. All individuals entering the school premises are to wear masks.</li> <li>5. Thermal screening at the entry and exit will be conducted for everyone at the main gate.</li> <li>6. Any person showing body temperature (more than 99° F) shall be refused entry into the school premises.</li> <li>7. Everybody should use hand sanitizer provided at the entry gate.</li> </ol>	<p><b><u>Wash Room Norms</u></b></p> <ol style="list-style-type: none"> <li>1. Maintain physical distancing.</li> <li>2. Always wear masks.</li> <li>3. Not more than 2 students to be allowed in wash room at a given time.</li> <li>4. Do not touch walls.</li> <li>5. Do not remove masks as far as possible.</li> <li>6. Wash and sanitize your hands before leaving the wash room.</li> <li>7. Cooperate with the wash room attendant.</li> </ol>
<p><b><u>Classroom Norms for Students</u></b></p> <ol style="list-style-type: none"> <li>1. Maintain physical distancing.</li> <li>2. Preferably bring your own tiffin and drinking water. Do not share your tiffin and drinking water.</li> <li>3. Always wear masks.</li> <li>4. Use your pocket sanitizer if you happen to touch any surface.</li> <li>5. Do not change your seats.</li> <li>6. Use elbow to open class room doors.</li> <li>7. Do not use metal accessories.</li> <li>8. If you are feeling unwell, avoid coming to school.</li> <li>9. Cooperate for thermal check.</li> </ol>	<p><b><u>School Laboratory Norms</u></b></p> <ol style="list-style-type: none"> <li>1. All students and teachers must wear face masks at all times.</li> <li>2. Maintain physical distancing.</li> <li>3. Do not share equipments.</li> <li>4. Sanitize hands before and after entering and leaving the laboratory.</li> <li>5. Do not touch electrical switches.</li> <li>6. Sanitize equipments and surface before and after the use.</li> <li>7. Please report to the attending teacher if you are not fully well/have signs of cough or cold.</li> <li>8. Do not loiter outside and inside the laboratory area.</li> <li>9. Always cover your face while coughing and sneezing.</li> </ol>
<p><b><u>Duties and Responsibilities of Housekeeping Staff</u></b></p> <ol style="list-style-type: none"> <li>1. Always wear masks.</li> <li>2. Do not sit/stay together.</li> <li>3. Maintain physical distancing.</li> <li>4. Floor/wash basins to disinfect every 4 hours.</li> <li>5. Wash room to be cleaned every half an hour.</li> <li>6. Disinfectant solution should be prepared every day.</li> <li>7. Wash hands with soap and water at regular intervals.</li> <li>8. Replenish stock of soap and sanitizer regularly at given intervals.</li> <li>9. Door knobs, slabs and wash basin platforms to be sanitized every hour.</li> </ol>	<p><b><u>Norms for Visitors in the Office Area</u></b></p> <ol style="list-style-type: none"> <li>1. Wearing of mask is mandatory for everyone in the office area.</li> <li>2. Please use hand sanitizer before and after visiting office area.</li> <li>3. Visitors must register themselves at the entry gate and obtain visitor slip and the same be deposited at the exit point while leaving the school premises.</li> <li>4. Visitors must self declare that they do not have any Covid19 symptoms.</li> <li>5. Thermal screening is a must for all.</li> <li>6. In case during random screening, someone is having high fever (more than 99° F), such person will not be allowed in the school premises.</li> <li>7. Office areas are to be sanitized every 4 hours.</li> </ol>
<p><b><u>Norms for Infirmary</u></b></p> <ol style="list-style-type: none"> <li>1. Insist on wearing of masks.</li> <li>2. Use sanitizer at regular intervals.</li> <li>3. Thermal screening to be mandatorily done for everyone visiting the Infirmary.</li> <li>4. Infirmary attendant to wear PPE, face screen, full body suite, disposable hand gloves, N95 masks and shoe covers.</li> <li>5. Social distancing to be maintained inside the infirmary.</li> <li>6. In case during random screening, fever (more than 99° F) is detected, the individual shall be escorted outside the school premises and details of the person shall be noted.</li> <li>7. Such cases are to be reported to the authorities for further action.</li> <li>8. Data base of the contact numbers of the children visiting the infirmary shall be kept updated in the infirmary.</li> <li>9. Bio-medical waste shall be kept inside the covered bins at all times and sent outside in plastic bags for safe disposal.</li> </ol>	