

**DIRECTORATE OF HIGHER SECONDARY EDUCATION, ODISHA**

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No-1M-06-2020-II- *11805*

Date- *16.10.21*

Copy forwarded to the Principals of all Govt./ Non-Govt. Aided/  
Self-financing & Un-Aided Higher Secondary Schools for  
information and necessary action.

*DD*  
*16.10.21*

**Additional Director**

Through Mail

Government of Odisha  
School & Mass Education Department

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No **490** /PRSM, Dated **15.10.2021**  
PTS-SME-MISC-MISC3-0001-2020

From

Dr. Pratap Kumar Mishra OAS (SAG)  
Additional Secretary to Govt

To

The Director Higher Secondary Education , Odisha ,Bhubnaswar  
The Director Secondary Education , Odisha ,Bhubnaswar  
The Director Elementary Education , Odisha ,Bhubnaswar  
The SPD ,OSEPA , Bhubnaswar  
The SPD ,OAVS , Bhubnaswar

Sub: **Re opening of Schools for classes/standard-VIII & XI for the Academic year 2021-22**

Sir .

On the subject cited above , I am directed to say that Government have been pleased to allow the reopening of Schools i.e Govt, Govt Added and Privately Managed Odiya & English Medium schools for Classes VIII & XI for the Academic Year 2021-22 as per the strategy of graded opening of Schools . The school for **Class XI ( Higher Secondary )** will be reopened with effect from **21.10.2021** with timing from **10.00AM to 1.30 PM** and similarly the schools for **Class VIII ( Elementary Education )** will be opened from **25.10.2021** with timing from **09.00AM to 12.30PM** . Both Online and offline classes will continue and the students can attend the Offline classes in consultation with their parents /Guardians. The Education institutions under the administrative control of ST & SC Development, Minorities & Backward Classes Welfare Department & Social Security & Empowerment of Persons with Disabilities may also reopen classes from the above dates following the SOP as prescribed by this Department .

No cooked MDM will be served to the students of class VIII and in lieu of that Dry Ration will be provided to the students as being provided earlier.

The Hostels for the above classes will also be reopened from the date of reopening of schools following the Covid-19 Protocol and Social distancing norms. However, parental consent is mandatory for the students who want to stay in the hostel . The common area of the Hostel including the Mess should be frequently sanitized and the earlier SOP issued by this Deptt. for management of Hostels should be followed scrupulously .

The Orders/ Guidelines issued by H&FW Deptt and SRC should be followed strictly . The decision of the Collector & District Magistrates for reopening of schools taking in to the local condition in to account will be final.

A detailed SOP prepared by this Deptt under School reopening plan for Class /Standard VIII and XI is enclosed herewith for guidance.

Yours faithfully

  
Additional Secretary to Govt

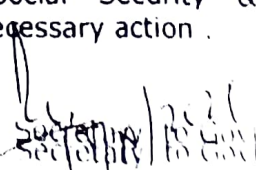
Memo No **491 Dt 15.10.2021**

Copy forwarded to all Collectors & D.Ms /All Dist Education Officers / All Block Education Officers for information and necessary action .

  
Additional Secretary to Govt .

Memo No **492 Dt 15.10.2021**

Copy forwarded to Additional Secretary to Govt ,ST & SC Development, Minorities & Backward Classes Welfare Department & Social Security & Empowerment of Persons with Disabilities for information and necessary action .

  
Additional Secretary to Govt

# ODISHA SCHOOL REOPENING PLAN-2021-22 FOR CLASSES/STANDARD-VIII & XI

## Background

This is regarding reopening of Schools under the School & Mass Education Department. Due to Pandemic situation arising out of COVID-19, all Government and Private schools, including Hostels, were closed and subsequently after improvement in the situation, Government have been pleased to reopen schools for Class-IX, X and Class-XII. Now, after further improvement in the situation, it has been decided to reopen the Classes for **Class/Std.VIII&XI**

This SoP is meant for students of **Class Class/Std.VIII&XI** of schools coming under jurisdiction of the School & Mass Education Department i.e. Government Schools, Govt. Aided, Private Schools. The same guidelines may be followed by all Teacher Educational Institutions under SCERT and all private schools of all Boards (State/Central) running in the state.

## Overall guiding principles

1. Online/distance learning shall continue to be the preferred mode of teaching and shall be encouraged.
2. Where schools are conducting online classes, and some students prefer to attend online classes rather than physically attend school, they may be permitted to do so.
3. Online and classroom learning will go in tandem with each other and should continue to share timelines and daily schedules to ensure synchronization.
4. Students may attend schools/institutions in consultation with their parents/guardians. Attendance must not be enforced.
5. The District Collector will have the final authority to take decisions in this regard to the time and method of school reopening in exceptional circumstances for all the schools in the district.

## I. **STANDARD OPERATING PROCEDURES (SOPs) FOR HEALTH, HYGIENE AND OTHER SAFETY PROTOCOLS BEFORE OPENING OF SCHOOLS**

### A. **General Guidelines on school opening and attendance of teachers/students/staff**

1. Only schools outside the containment zones shall be allowed to open. Further, students, teachers and employees living in containment zones will not be allowed to attend the school. Students, teachers and employees shall also be advised not to visit areas falling within

containment zones. Due to the dynamic nature of the situation, these decisions will be taken by the District Collector. The District Collector will also direct the relevant schools to immediately shut down in case their zone is declared as a containment zone.

- 2 Prior to resumption of activities, all work areas including furniture, libraries, laboratories, storage places, water tanks, kitchen, washrooms/toilets, and other areas of common use shall be sanitized with particular attention to frequently touched surfaces.
- 3 Schools may not reopen without 100% access to potable drinking water and adequate functional toilets for all students. Any school without access to the above must first make these arrangements before reopening.
- 4 School provided transportation should also be discouraged to reduce risk. Parents must ensure that they take responsibility of the child's commute to school. Where plying, transport facilities may run at maximum of 50% capacity with adequate sanitization before picking up and after dropping students.
- 5 High risk staff members with severe ailments or underlying conditions must take extra precaution.
- 6 No student should be coerced to come to school. Only those parents and students who feel comfortable attending school should do so.

#### **B. Provisions to be made inside schools**

- 1 For ensuring social distancing and queue management inside and at the entrance of the premises, specific markings on the floor/ground with a gap of 6 feet should be made.
- 2 Inside classrooms, students should be made to sit at safe distances/alternate desks. Fixed seating should be ensured. A particular seat/space should be earmarked for each student (for example: based on roll number) so that there is limited exposure to other students' physical spaces
- 3 Similarly, physical distancing shall also be maintained in staff rooms (by earmarking seats for teachers at an adequate distance), and other common areas (mess, libraries, cafeterias, etc.) with relevant markings as required.
- 4 If available, temporary space or outdoor spaces (in case of pleasant weather) may be utilized for conducting classes, keeping in view the safety and security of the children and physical distance protocols.
- 5 There must be adequate soap (solid/liquid) and running water in all washrooms and toilets. Hand sanitizers etc. for the teachers, students, and staff must be available mandatorily in each classroom. Students

- should be encouraged to sanitize their hands when entering and leaving classrooms and toilets.
6. Any staff entrusted with cleaning/sweeping duties must be informed and trained about the cleaning/sanitization processes as well as general norms for waste management and disposal.
  7. The school should display state helpline numbers and also numbers of local health authorities etc. to teachers/students/employees to contact in case of any emergency. Other posters related to the preventive measures about COVID-19 must also be displayed.
  8. A separate isolation room has to be marked in the school and kept ready. This room may be used in case any student or staff develops Covid symptoms.
  9. The Composite School Grant under Samagra Sikhya may be used for purchase of all relevant cleaning and sanitization material. If required the help of the Local Panchayati Raj Institutions (PRI) may be sought for .

**C. Development of a calendar of teaching and permissible activities inside schools**

1. Every school must determine how to run the school basing on the number of students and number and size of class rooms available. Maximum 20-25 students (depending upon classroom size) should be allowed to sit in a classroom to ensure safe distancing among students. For schools with an adequate number of classrooms, all students can be asked to come on a daily basis.
2. School timings as mentioned in the order should be followed depending on categories of schools mentioned in the table.
3. Recess/Break should be staggered for different classes to ensure there is no overcrowding at common spaces and toilets.
4. Students should be encouraged to bring healthy and nutritious food from home and should be advised not to share it with fellow students.
5. Assemblies, sports and events that can lead to crowding are prohibited.
6. No outside vendor should be allowed to sell any eatables inside the school premises or within 100 meters from the entry gate/point.
7. Syllabus for all classes, as revised and communicated by the Govt. should start from the beginning.

**D. Sensitization of teachers, parents, staff, and members of School Management Committee**

1. Before the opening of the school, a meeting of all SMC/SMDC members and any other parents who desire to attend the meeting shall be called by the Head of School.
2. In this meeting, a detailed discussion on the safety protocols must be held, inputs of all members incorporated, and consent taken from SMC/SMDCs. Proceedings of the meeting must be recorded in the relevant register maintained in the school.
3. The SMC/SMDC must also be encouraged to walk around the school premises and ensure that all hygiene and safety precautions are there to their satisfaction.
4. All this information should also be shared with the parents community through Whats App message or SMS. The message also include dos/don'ts that the parents/students must follow.
5. Students can attend the Offline classes in consultation with their parents /guardians or opt to study from home through Online mode.

**II. STANDARD OPERATING PROCEDURES (SOPs) FOR HEALTH, HYGIENE AND OTHER SAFETY PROTOCOLS AFTER OPENING OF SCHOOLS**

**A. Monitoring Team to be made along with SMC/SMDC members.**

1. Every school must have a Covid Monitoring Team comprising of 1 teachers & 1 parent member from SMC/SMDC.
2. The responsibility of the Monitoring Team will be to ensure health and hygiene within the school - This team will come to school 30 minutes early and leave 30 minutes after school hours to ensure full cleanliness/sanitization in school.
3. Emergency response - Have a clear plan in place for contingencies and take action anytime there is an emergency or risk in school. In addition, the team will also support the HM for preparation and implementation of all calendars, schedules and activities in the school. HM will decide the school schedule, calendar, take decision on academic activities with a key consideration towards ensuring the right balance between learning and safety of students and continuing to focus on regular learning at home for those students who are unable to come to school for any reason.

## **B. Regular monitoring of Hygiene and Sanitation inside the school**

1. School campus should be cleaned dally and a daily record of areas cleaned may be maintained. Note that students should not be involved in any of the cleaning activities for health and safety reasons.
2. Provision of soap(solid/liquid) in toilets and hand sanitizers in other places/facilities of common use should be ensured.
3. Students and employee should be strictly advised to wear masks and not dispose of used face covers / masks inside the school. All students and staff are to arrive at school wearing a face cover/mask and continue wearing it all through, especially when in class, or doing any activity in groups. Care should be taken to ensure and educate children not to exchange masks with others.
4. Mandatory hand washing for all students and staff at regular intervals as per the planned protocol following physical/social distancing norms should be ensured Hand washing time should be a minimum of 40 seconds.
5. Every child needs to learn how to cough or sneeze into a tissue/elbow and avoid touching face, eyes, mouth, and nose.
6. Students commuting through public transport should be adequately guided by schools to take all precautions such as – physical/social distancing, covering nose and mouth with up face cloth/masks, sanitizing hands after touching any surface etc.
7. Students should not share any material (textbooks, notebooks, pen, pencil, eraser, tiffin box, water bottles, etc.) with each other.
8. Spitting should be absolutely prohibited.
9. Windows and doors of the classrooms and other rooms to be kept open for ventilation.
10. Regular health check-up of students, staff and employees should be organized by Block and District office with the help of local Medical Officers. This officer should conduct regular checks through the School Health Programme.

## **C. Social-emotional well-being of students**

1. It is possible that many students may be coming back to school after suffering traumatic incidents at home over the last few months. Teachers must keep an eye on the emotional wellbeing of the students and take necessary supportive action along with the parents when needed. A small sensitization session can be done for the teachers in this regard before school reopening.

**D. SOP to be followed if a Student/Teacher/School Staff Develops Suspected Symptoms of Covid-19.**

1. In the event of any student or staff developing Covid 19 symptoms, the first step will be to separate the person from the rest of the people and keep the person in the isolation room /in an isolated place inside school premises.
2. The School Management must inform the parent or guardian about the health of the student .
3. The School management must immediately inform the nearest medical facility or call the State or district helpline.
4. Disinfection of the premises to be taken up if the person is found Covid positive.
5. The guidelines issued by SRC, Odisha and H & FW Deptt. from time to time must be followed by all Schools and to be ensured by the District Administration.

**E. Response according to changing times**

The extent and severity of COVID-19 is evolving and changing with time and also varies spatially from district to district. The response and safety protocols will accordingly need to be adjusted to these dynamics by the districts from time to time. The districts while adopting the measures suggested herein, may plan additional measures depending on the local situation. District Collector will assume this responsibility.