

**GOVERNMENT OF NAGALAND  
OFFICE OF THE CHIEF SECRETARY  
NAGALAND: KOHIMA**

NO.CSO/GAB-I/COM/GEN-I/2020

Kohima, dated, the 1<sup>st</sup> Feb, 2021

**ORDER**

**Sub: Re-opening of Schools for conduct of regular classes for students of classes 6 and above**

WHEREAS the Directorate of School Education, Government of Nagaland has permitted the resumption of conduct of regular classes for students of classes 6 (six) and above in all the Schools functioning in Nagaland with effect from 8<sup>th</sup> February 2021 vide Notification no ED/AEI-8/2019 dated 27/01/2021 in pursuance to Department of School Education, Government of Nagaland order no.DSE/Misc/1-138 dated 21/01/2021;

AND WHEREAS, in view of the COVID-19 pandemic there is a need for taking measures for preventing and containing the spread of COVID-19 on the re-opening of the Schools for the safety of the students, teachers, and all others concerned;

NOW THEREFORE, the undersigned in exercise of the powers, conferred under Section 22 (2) (b) and Section 22 (2) (h) of the Disaster Management Act 2005, in the capacity of Chairperson, State Executive Committee, hereby issues the Standard Operating Procedure (SOP) for the reopening of Schools for students of classes 6 (six) to 12 (twelve) on the preventive measures to contain spread of COVID-19, as annexed, for strict compliance by all concerned throughout the State of Nagaland.

Sd/-

**(J. ALAM) IAS**

Chief Secretary, Nagaland

To

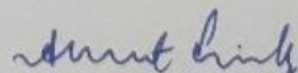
All the Deputy Commissioners, Nagaland for information and compliance  
All the District Education Officers, Nagaland for information and compliance

NO.CSO/GAB-I/COM/GEN-I/2020

Kohima, dated, the 1<sup>st</sup> Feb', 2021

Copy to:

1. The Commissioner Secretary to Governor, Nagaland for kind information.
2. The Additional Chief Secretary to Chief Minister, Nagaland for kind information.
3. The Sr. PS to Deputy Chief Minister, Nagaland for kind information.
4. The PS to Advisor, School Education for kind information.
5. The Secretary to the Govt. of India, Ministry of Home Affairs, Govt. of India, New Delhi for kind information.
6. The Director General of Police, Nagaland for kind information.
7. All AHOs for information
8. The HQ, 3 Corps, Rangapahar/IGAR (N), Kohima for information.
9. The Commissioner, Nagaland for information and necessary action
10. The Special Secretary, School Education for kind information and necessary action
11. The Station Commander, Military Station, Jakhama/ Chief Engineer, Project Sewak, Dimapur/ DIG, CRPF, Kohima for information.
12. All HODs for information
13. The Station Director, AIR and Doordarshan, Kohima for information.
14. The Director, IPR for wide publicity.

  
**(ABHIJIT SINHA) IAS**  
Principal Secretary, Home

**SOP FOR REOPENING OF SCHOOLS FOR STUDENTS OF CLASSES 6 TO 12 ON THE PREVENTIVE MEASURES TO CONTAIN SPREAD OF COVID-19**

**1. Scope**

This Standard Operating Procedure (SOP) outlines various generic precautionary measures to be adopted in addition to specific measures to be taken to prevent spread of COVID-19 when schools resume normal functioning for students of classes 6 to 12.

**2. Generic Preventive Measures**

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (teachers, employees and students) in these places at all times.

These include:

- i. Physical distancing of at least 6 feet to be followed as far as feasible.
- ii. Use of face covers/masks to be made mandatory.
- iii. Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be done wherever feasible.
- iv. 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.
- v. Self-monitoring of health by all and reporting any illness at the earliest.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of Aarogya Setu App may be advised wherever feasible.

**3. All schools (with classes 6 to 12 ) shall specifically ensure the following arrangements**

- i. Seating arrangement to ensure a distance of 6 feet between chairs, desks etc.
- ii. Schools shall prepare alternate day routine for classes so as to fulfill the parameters given in 2(i) & 3(i) above. For example: Monday, Wednesday, Friday for classes VI to VIII and Tuesday, Thursday, Saturday for classes IX to X etc.
- iii. Schools shall frame the alternate day routine as per the enrolment in each class and the infrastructure facilities available.
- iv. Supplementary Online/distance learning shall be encouraged.

**4.1 BEFORE OPENING UP OF SCHOOLS**

**a) Planning of reopening of schools.**

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

iGOT online modules training course on 'basic awareness on COVID' ([https://diksha.gov.in/igot/explore-course/course/do\\_313010389971255296164](https://diksha.gov.in/igot/explore-course/course/do_313010389971255296164)) may be undertaken by all employee and students on the first day.

**c) Availability and management of supplies**

- i. Appropriate back-up stock of personal protection items like face covers/masks, visors, hand sanitizers etc. shall be made available by school managements to teachers and employees.
- ii. Provide adequate supply of thermal guns, alcohol wipes or 1% sodium hypochlorite solutions and disposable paper towels, soap, IEC materials on COVID.
- iii. Pulse oximeter to check oxygen saturation levels of any symptomatic person must be arranged.
- iv. Ensure availability of sufficient covered dustbins and trashcans.
- v. Provision for proper disposal of used personal protective items and general waste in accordance with CPCB guidelines (available at: [https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES-COVID 1.pdf](https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES-COVID-1.pdf)) shall be made.
- vi. Housekeeping employees to be informed & trained about norms for waste management & disposal

**4.2 AFTER OPENING OF SCHOOLS**

**a) At the entry point**

- i. Entrance to have mandatory hand hygiene (sanitizer dispenser/hand washing facilities) and thermal screening provisions. Multiple gates/separate gates, if feasible, should be used for entry and exit.
- ii. Only asymptomatic persons (teachers, employees and students) to be allowed in the premises. If a teacher /employee /student is found to be symptomatic, he/she should be referred to nearest health center.
- iii. Posters/standees on preventive measures about COVID-19 to be displayed prominently.
- iv. Proper crowd management in the parking lots, in corridors and in elevators - duly following physical distancing norms shall be organized.
- v. Entry of visitors should be strictly regulated/restricted.

**b) Conduct of activities in the rooms or open spaces within the school campus**

- i. Seating arrangement to ensure a distance of 6 feet between chairs desks etc.
- ii. Staggering of activities to be done, with separate timings/slots, to allow for adequate physical distancing and disinfection of classroom premises.
- iii. The teaching faculty will ensure that they themselves and students wear masks throughout the conduct of the teaching/guidance activities.
- iv. Sharing of items like notebook, pens/pencil, eraser, water bottle etc. amongst student should not be allowed.

**c) Conduct of skill based training in workshops /laboratories**

- i. For practical activities in laboratories maximum capacity per session based on redesigned spaces, may be planned and scheduled accordingly.

AS

- ii. Prior to resumption of activities, all work areas intended for teaching/demonstrations etc., including laboratories, other common utility areas shall be sanitized with 1% sodium hypochlorite solution, with particular attention to frequently touched surfaces.
- iii. Schools that were used as quarantine centres will be properly sanitized and deep cleaned before functioning of the school is resumed. Guidelines issued by Ministry of Health & Family Welfare, Government of India for disinfection of common public places including offices (may be referred to in this regard) (<https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>)
- iv. Instead of biometric attendance alternate arrangements for contactless attendance shall be made by the school administration.
- v. At all times, the teachers and students shall maintain a physical distancing of 6 feet apart, wherever feasible. Scheduling of activities and seating plan shall be made accordingly.
- vi. Hand washing facilities along with provision of soap shall be ensured.
- vii. For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet may be made. Similarly, physical distancing shall also be maintained in staff rooms, office areas (including reception area), and other places (mess, libraries, cafeterias, etc.).
- viii. Weather permitting, outdoor spaces may be utilized for conducting teacher student interactions, keeping in view the safety and security of students and physical distancing protocols.
- ix. Assemblies, sports and events that can lead to overcrowding are strictly prohibited.
- x. Schools should display State helpline numbers and also numbers of local health authorities etc. to teachers /students / employees to contact in case of any emergency.
- xi. For air-conditioning/ventilation wherever applicable, the guidelines of CPWD shall be followed which emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30° C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.
- xii. Lockers of students will remain in use, as long as physical distancing and regular disinfection is maintained.
- xiii. Gymnasiums shall follow the provisions of the SOPs enclosed as Annexure-D to Order NO.CSO/GAB-I/COM/GEN-I/2020/(A) dated 31st August 2020 (available at: <https://covid19.nagaland.gov.in/docs/1600410622.pdf>).
- xiv. Swimming Pool (wherever applicable) shall remain closed.

**b) Planning and scheduling of activities**

All employees who are at higher risk i.e. older employees, pregnant employees and employees who have underlying medical conditions to take extra precautions. They should preferably not be exposed to any front-line work requiring direct contact with the students.

- ii. Ensure that the equipments have been disinfected, particularly the frequently touched surfaces before and after each use.
  - iii. Ensure a floor area of 4m<sup>2</sup>per person is available for working on equipment/workstation.
  - iv. Ensure that members sanitize their hands/ wash with soap before and after using training equipment. For such purpose hand sanitizer /hand washing facility should be provided at workstations/simulation labs etc.
- d) Activities in common areas - library, mess/canteen, common rooms, gymnasium etc.**
- i. Physical distancing of 6 feet needs to be maintained
  - ii. Persons using the common areas need to use mask/face cover all the time
  - iii. Cafeteria/mess facility, if any within the premises, shall remain closed.
- e) Transportation to and from the institution:**
- If transportation facility is being managed by the school, proper physical distancing, sanitization of buses/other transport vehicles (with 1% sodium hypochlorite) shall be ensured.

#### **4.3 Hygiene and Sanitation**

- i. Daily cleaning/sanitization of the floors shall be taken up.
- ii. Provision of soap in toilets and hand sanitizers in other common areas insufficient quantity must be ensured.
- iii. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, handrails, chairs, benches, washroom fixtures, etc.) to be made mandatory in all classrooms, laboratories, lockers, parking areas, other common areas etc. before beginning of classes and at the end of the day.
- iv. Teaching materials, computers, laptops, printers, shall be disinfected with 70% alcohol wipes.
- v. Deep cleaning of all drinking and hand washing stations, washrooms and lavatories shall be ensured.
- vi. Students and employees should be advised to dispose of used face covers / masks in separate covered bins placed in classrooms, workstations and other common areas. The same may remain stored in the bins for 3 days and disposed of as dry general solid waste after cutting/shredding.
- vii. Students should not be involved in any of the cleaning activities for health safety reasons.

#### **5. Risk Communication**

- i. Create awareness to ensure that the students do not gather when leaving the school and in their free time.
- ii. Sensitize students, parents, teachers and employees to create awareness on COVID appropriate behavior, as detailed under generic measures above.
- iii. If a student, teacher or employee is sick, they should not come to the school and follow necessary protocols in this regard.



**6. Psycho-social wellbeing**

- i. Ensure regular counseling is done for students and teachers reporting mental health issues such as anxiety and depression.
- ii. It is advisable that teachers, school counselors and school health workers should work in unison to ensure emotional safety of students.

**7. SOP to be followed in case a student/teacher/employee develops symptoms (fever, cough, difficulty in breathing)**

- i. Place the ill person in a room or area where they are isolated from other.
- ii. Inform parents/guardians as the case may be.
- iii. Patient will remain isolated while wearing a mask/face cover till such time they are examined by a doctor.
- iv. Immediately inform the nearest medical facility (hospital/clinic) or call the State or District Helpline.
- v. A risk assessment shall be undertaken by the District Task Force and accordingly further action be initiated regarding management of case, their contacts and need for disinfection.
- vi. Disinfection of the premises to be taken up if the person is found positive.

**8. Any violation of the provisions of the above SOP will attract action as per legal provisions against the management of the school/institution.**

---

