



# **THE MERITORIOUS HIGH SCHOOL**

**Back-to-School**

**Standard Operating Procedures  
(SOPs)**

**September 2020**

# **SEPTEMBER 2020 - UPDATE ON REOPENING OUR SCHOOLS: THE ROADMAP FOR THE FULL RETURN TO SCHOOL**

Dear Parents and Students,

The highest education is that which does not merely give us information but provides us with a key to unlock the doors of our talent and skills. At MHS we remain committed to providing activity based integrated learning environment to our students and prepare them to keep pace with the changing times.

I am very proud of the way our MHS students, parents, employees, and community leaders handled the challenges. We continued to provide Online Classes to our students during the most unusual of circumstances

As you are aware all schools and educators in Pakistan have been discussing, preparing their school reopening readiness plans keeping in mind the specific health and safety protocols and social distancing protocols prescribed by Federal Education Ministry. As we gear ourselves up for welcoming our students and staff to school, we would like to share with you the key features of our Pilot Plan prepared for September. Please be assured that the plan outlined prioritizes the safety of all students, staff and the entire school community.

Kindly be informed that as per the Government directives, the regular classes will commence from Tuesday, 15<sup>th</sup> September, 2020. However, owing to the SOPs, at a time 50% of students will be accommodated in school with all safety measures. Students will attend the classes in two groups. Details of the groups of all the classes will be shared on LMS (Latest Announcements).

Kindly read the instructions carefully for the smooth execution of the physical classes. No changes in the groups and schedule to be made at your end.

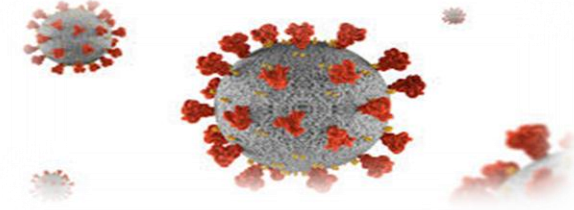
As school is reopening for face to face learning, it is important that everyone recognizes the role they play in protecting themselves and others. Parents and the school leadership teams are the most significant stakeholders in ensuring health and safety of all the students.

***Looking forward to a productive, engaging and enriching New Academic Year  
2020-2021.***

## OBJECTIVE & COMPLIANCE OF SOPS

The objective of these SOPs is to ensure the prevention and spread of the virus. The document has incorporated all the SOPs issued by the Government of Sindh along with international practices being followed in the wake of Coronavirus.

## COVID-19 BACKGROUND



### SYMPTOMS

#### SYMPTOMS COVID-19



DRY COUGH



FEVER



SHORTNESS  
OF BREATH



HEADACHE



DIARRHOEA



TIREDDNESS



RUNNY NOSE



ACHES AND PAINS



SORE THROAT



NAUSEA

## **SELF CARE**

If you feel sick you should rest, drink plenty of fluid, and eat nutritious food. Stay in a separate room from other family members, and use a dedicated bathroom if possible. Clean and disinfect frequently touched surfaces.

Everyone should keep a healthy lifestyle at home. Maintain a healthy diet, sleep, stay active, and make social contact with loved ones through the phone or internet. Children need extra love and attention from adults during difficult times. Keep to regular routines and schedules as much as possible.

It is normal to feel sad, stressed, or confused during a crisis. Talking to people you trust, such as friends and family, can help. If you feel overwhelmed, talk to a health worker or counsellor.

## **PART A: SCHOOL MANAGEMENT & STAFF ROLE:**

### **I.GENERAL HEALTH & SAFETY PRECAUTIONARY MEASURES:**

#### **Cleaning and Disinfection**



- Cleaning and disinfecting will be done daily in every classroom, common areas and on frequently-used surfaces.
- All frequently touched surfaces, light switches, AC control points, equipment, door handles and toilets used during the day will be cleaned and disinfected thoroughly by the cleaners
- Playgrounds and computer and science labs will undergo extensive cleaning during the day and after each day's use.



- Staff will be trained in strict cleaning protocols for the washrooms and one domestic to be assigned permanently for cleaning of washroom.

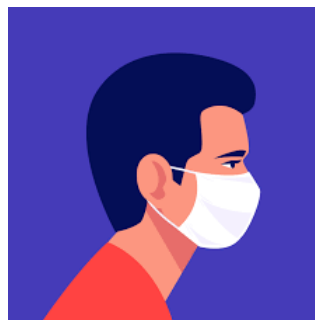
### **Hand-washing and Sanitizing**



- All students, teachers, staff and essential campus visitors/volunteers will be encouraged to sanitize and/or wash hands frequently.
- All students will be encouraged to wash hands after using the restroom and before eating.
- Hand washing stations are available in washrooms and outside area.
- Hand sanitizer stations will be added in each classroom and in common areas.

### **Face Masks**

**‘No Mask, No Entry’** Policy will be followed strictly.



**Social distancing mark will be displayed and to be followed**



## Reinforcing hygienic practices



- Posters reminding children about precautions like sanitizing and social distancing, etc. will be prominently displayed throughout the school premises.
- Teachers will inform students on the first day about the new hygiene rules and will regularly reinforce the message.

## Restrooms



- Tissue paper rolls will be provided in all washrooms.
- Wall-mounted dispensers will be available.

## II. PRE-SCREENING FOR STAFF & STUDENTS



- Temperature will be recorded upon entry to the school and any student or staff member with temperature over 100° F will not be allowed on campus.
- Staff are instructed to prevent any individual who fails the health screening criteria from being admitted to the campus.
- Staff members will pre-screen themselves for any of the following symptoms prior to coming to school. If any staff member or immediate family member is showing any of the symptoms listed, then the staff member should stay home until the matter is resolved.

SYMPTOM	DESCRIPTION
Cough	dry in nature; can be accompanied with a flu-like condition
Fever	fever to be deemed significant if it is at or more than 100 degrees F
Nasal discharge	runny nose with clear or white/yellow colored discharge
Headache	present in any area of the head
Sore throat	can be accompanied with cough
Difficulty in breathing	this is a serious sign of the disease
Muscle/ body ache	young children may have difficulty in explaining body ache



- Staff members may be subject to periodic temperature checks for verification, especially if they are feeling ill or are suspected of having a fever during the school day. One thermometer will be kept on each floor so that teachers / administrators can take temperature.
- Staff members will be required to report if – (a) they have come into close contact with an individual who is lab-confirmed with COVID-19; or, (b) they themselves have COVID-19 symptoms.

#### **IV. MORNING, BREAK TIME AND HOMETIME SCHEDULE:**

1. There will be mandatory temperature checks for all students and staff upon entry.
2. Administrators and designated staff will be assigned duties outside the school to ensure correct protocols are followed.
3. Students from Year VI to Year O3 will line up in designated areas keeping social distancing protocols/or will stay in classes to wait for their cars/vans and will leave as soon as it arrives.
4. Students will eat their snack at their desks.
5. No canteen facilities will be offered. All students must bring their own water bottles and snacks.
6. Students should bring a larger water bottles as water dispensers will not be used.

#### **V. SOCIAL DISTANCING PROTOCOLS:**

1. Floor marking have been displayed throughout the school premises.
2. Hallways and staircases will be labelled clearly for direction of movement.
3. Social distancing is the personal responsibility of each individual attending school. Anyone causing a disruption or who is unwilling to follow safety protocols, putting everyone at unnecessary risk, may be sent back home immediately.
4. Desks / chairs have been arranged as per social distancing requirements with clearly marked areas where students will not sit.

## **VI. IN THE SCHOOL ENVIRONMENT**

All teachers and students will stay in their classrooms and will not be using common areas, like the staffroom, playground, canteen, art room, library, computer lab, etc.

### **CLASSROOM REQUIREMENTS AND ETIQUETTES:**

- Teachers will guide students to enter and exit the classroom in turns, maintaining proper distance.
- Teachers will ensure students are seated in their designated places and no changes in seating will take place.
- Teachers will ensure students sanitize their hands as soon as they are seated.
- Schools will not provide stationery and other materials required by the students, therefore students will be required to bring their own as sharing will not be allowed.
- Academic materials like worksheets will be photocopied well in advance and kept in the class cupboard until they are safe to be handled.
- Student desks or tables will be clearly demarcated and labelled, and students may not change seats
- Frequent hand-sanitizing breaks will be given to students by the teachers, in which they will teach proper use of sanitizers sitting in their own seats.  
(students to carry their own hand sanitizers)

### **STAFFROOM:**

- The main staffroom will not be available for teachers and staff members.
- Teachers will not be allowed to congregate in any area of the school.

## **VII. RECREATIONAL, SPORTS AND COCURRICULAR ACTIVITIES:**

- During the First Term, non-essential group gatherings, all school events have been suspended.
- Assemblies will not be held.

## **PART B: STEPS TO BE FOLLOWED BY PARENTS AND STUDENTS**

### **HEALTH & PRE-SCREENING FOR STUDENTS**

- Students should pre-screen themselves for any of the following symptoms prior to coming to school. If any student or immediate family member is showing any of the symptoms listed, then the student should stay home until the matter is resolved.

SYMPTOM	DESCRIPTION
Cough	dry in nature; can be accompanied with a flu-like condition
Fever	fever to be deemed significant if it is at or more than 100 degrees F
Nasal discharge	runny nose with clear or white/yellow colored discharge
Headache	present in any area of the head
Sore throat	can be accompanied with cough
Difficulty in breathing	this is a serious sign of the disease
Muscle/ body ache	young children may have difficulty in explaining body ache

- If students are displaying any of the above symptoms, they should remain home and join virtual classes.
- Students and Parents will be required to report if – (a) they have come into close contact with an individual who is lab-confirmed with COVID-19; or, (b) they themselves have COVID-19 symptoms.

### **PARENTS' ROLE:**

All parents are requested to follow the safety complying measures adopted to ensure the uninterrupted learning process of your children.

1. Cooperate with our staff as there will be temperature check of everyone before entering the school premises.

2. Ensure that students with temperature immediately return home: hence parents must wait for their children to get screened at the outside gate. This must be communicated to the van drivers not to leave the school vicinity until all students have entered the school.
3. Parents are advised not to send their children to school in case if they show any symptom of COVID-19 which include discomfort, uneasiness, cough, sneezing, fever etc. If noticed in school, the child will be isolated immediately and the parent is bound to take back the child immediately.
4. No student will be allowed to go by public transport unless written permission is submitted by the Parents.
5. All children have to wear face masks as long as they are in the school, vans. Kindly instruct your children for proper & hygienic use of the face mask.
6. Parents are requested to send wipes, sanitizers, water bottle with children.
7. School bags shall be light weighted and shall bring the essential stationeries only. No exchange of books, stationeries will be permitted.
8. If travelled outside Karachi, the children shall have to undergo a 14-days mandatory quarantine from the date of entry and before attending the school classes.
9. If there is any incident of reporting a Covid-19 positive case among any members of your family, it is the responsibility of the parent to intimate the details to the school authorities.
10. Students will not be allowed to share their belongings with each other, including the stationery items, books, water bottles, lunch etc. Therefore, students must bring all their required items each day. We strongly encourage you to provide your child with a packed lunch.
11. Respond to children's reactions in a supportive way and explain to them that they are normal reactions to an abnormal situation.
12. Parents will be responsible to ensure the safe transportation of their children to school.
13. Parents are required to ensure the attendance of their ward's regular classes.
14. Exemptions will be given for genuine cases like quarantine, exposed & infected cases due to Covid-19; child has a high-risk health condition, or having other

valid medical reasons. Authenticated proof has to be submitted and permission must be sought on such cases.

15. All emergency contact numbers to be updated. Parents must respond to the call immediately made from school.
16. Meeting are encouraged to take place Online, unless there is a crucial need for one to one meeting which should take place on an appointment by email basis and will need to be made and approved beforehand.

### **STUDENTS' ROLE:**

1. Wear face mask in school at all times.
2. There will be a strict **“No Mask, No Entry”** policy for all students.
3. Wash your hands frequently, always with soap and water for at least 20 seconds.
4. Remember not to touch your face.
5. Students should bring their own textbooks according to the timetable. Stationery, textbooks, etc. will not be provided by the school, nor will sharing amongst students be allowed.
6. Students should bring their own masks, sanitizers, disinfected wipes, pocket tissues lunch and water bottles from HOME. No exchange of food and drink items will be permitted.
7. Social distancing to be maintained.
8. Students will get regular break during the day. However, these breaks will be different from what they experienced in the pre-COVID times; they will have to stay in their classes at breaktime.
9. No mobile devices will be allowed. Any phones found with the students will be confiscated.
10. Students are required to use hand sanitizer immediately upon entering the building and throughout the day.
11. Students will not be allowed to play or roam outside at home time, but will be lined up following social distancing protocols or held back in class till their cars/vans come to collect them.

***Cooperation with the school management is necessary to ensure the safety of all members of the school community.***

# Breaking News

## **Coronavirus (COVID-19) vaccine is now available.**

The coronavirus (COVID-19) vaccine is safe and effective. It gives you the best protection against coronavirus.

China has gifted Pakistan 500k covid-19 vaccine doses.

The Pakistani government has said it will provide the COVID-19 vaccine to the public free of cost. The first batch of the doses, however, will be given to frontline health care workers in the first quarter of 2021.



# SOPs at Meritorious High School

