



**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: SCHOOL BRANCH
OLD SECRETARIAT: DELHI-110054**

No. DE.23 (08)/Sch. Br./2021/611

Dated: 29.10.2021

CIRCULAR

Sub:- Reopening of Schools for Students of all Classes.

Consequent upon Delhi Disaster Management Authority (DDMA) order No.F.60/DDMA/COVI-19/2021/463 dated 30/08/2021, the schools in Delhi were reopened for classes 9th to 12th vide Circular No. DE.23(08)/Sch.Br./2021/454 dated 31/08/2021. DDMA has now allowed the reopening of schools for all classes vide order No. F.60/DDMA/COVID-19/2021/487 dated 29.10.2021 (copy enclosed). Therefore, it is decided to reopen the schools from 01.11.2021 for students of all classes.

In view of the above, all the Heads of Govt., Govt. Aided & Recognized Unaided Private Schools under Directorate of Education are hereby directed to adhere to the following guidelines regarding reopening of schools for students:-

- a) Heads of School should ensure that students attend the school with the parental consent only.
- b) Heads of School to ensure that no more than 50% of the students to be called in schools as per the Annexure A of DDMA order dated 29.10.2021.
- c) Heads of School should plan a Time Table as per the capacity/occupancy limit of the classrooms/Labs following COVID appropriate behavior. As the situation varies from school to school, the school schedule may be staggered to avoid crowding in the classrooms and at the school's main entrance/exit gate. The Lunch breaks may also be staggered to avoid crowding.
- d) The blended mode of teaching learning process (online & offline) should be continued.
- e) COVID Appropriate Behaviour (CAB) should be strictly followed in all schools.
- f) District Administration should be requested to properly cordon-off the area of the Vaccination / Ration Distribution / Testing Centers running in schools to prevent intermingling of students with persons visiting these centers. In case, it is not possible to segregate such centers from the school, the District Authorities may be requested to shift such centers to any other suitable location.
- g) Further, the District Administration may be requested not to deploy teachers in COVID duties as they will be required in teaching learning activities.

All Heads of Govt., Govt. Aided & Recognized Unaided Private Schools under Directorate of Education are also directed to comply with the COVID-19 related guidelines issued by Government from time to time and Standard Operating Procedure, Checklist for HoS & Parent's consent form as provided by DDMA vide order No. F.60/DDMA/COVID-19/2021/487 dated 29.10.2021 (copy enclosed) regarding reopening of schools in letter and spirit. All the Heads of Schools are also directed to disseminate the above information among all the students, parents, teachers and SMC / PTA members.

All DDEs (Districts) are directed to constitute a Zonal Level Inspection Committee consisting of DDE (Zone), two HoS and one SO/ SPE to ensure that COVID Appropriate Behavior (CAB) is being followed in all the schools.

(Himanshu Gupta)
Director (Education)

Encl: As Above

All Heads of Govt., Govt. Aided & Recognized Unaided Private Schools under Directorate of Education through DEL-E.

No. DE.23 (08)/Sch. Br./2021/611

Dated: 29.10.2021

Copy to:-

1. Secretary to Hon'ble Dy.CM/MoE.
2. PA to Principal Secretary, Education.
3. PA to Director, Education.
4. PS to Commissioner, NDMC to issue similar directions.
5. PS to Commissioner, North, East and South DMCs to issue similar directions.
6. PS to CEO, Delhi Cantonment Board to issue similar directions.
7. All RDEs, DDEs (Districts/Zone) for ensuring compliance.
8. DDE (ASB/PSB) for ensuring compliance.
9. System Analyst (MIS) for uploading on MIS.
10. Guard File.

(Sanjay Subhas Kumar)
DDE (School)

**GOVERNMENT OF NCT OF DELHI
DELHI DISASTER MANAGEMENT AUTHORITY**

No. F.60/DDMA/COVID-19/2021/ 487

Dated: 29.10.2021

ORDER

Whereas, the Delhi Disaster Management Authority (DDMA) is satisfied that the NCT of Delhi is threatened with the spread of COVID-19 Virus, which has already been declared as a pandemic by the World Health Organization and has considered it necessary to take effective measures to prevent its spread and issued various orders/instructions from time to time to all authorities concerned to take all required measures to appropriately deal with the situation in NCT of Delhi;

2. And whereas, Delhi Disaster Management Authority has issued Order No. 460 dated 08.08.2021 vide which the permitted / prohibited / restricted activities shall be as per levels of alert specified in the Graded Response Action Plan (GRAP) for effective management of COVID-19 in NCT of Delhi. Clause 14 of the said GRAP order also provides that DDMA may make necessary amendments / modifications in respect of aforesaid plan or any other activities as per the situation assessed from time to time to meet exigencies in the interest of management of COVID-19 situation;

3. And whereas, Delhi Disaster Management Authority has issued Order No. 481 dated 14.10.2021 with regard to prohibited/restricted activities with effect from intervening night of 15th October, 2021 and 16th October, 2021 (00:00 hrs) till intervening night of 31st October, 2021 and 1st November, 2021 (00:00 hrs) in the territory of NCT of Delhi;

4. And whereas, the status of COVID-19 in NCT of Delhi has again been reviewed and it has been observed that though the overall number of COVID-19 patients & positivity rate has declined considerably and the overall situation has improved, due caution and care has to be continued so that adequate standards of COVID Appropriate Behavior continues to be followed and any such activity, that can lead to surge in cases, is allowed only after rigorous and due diligence.

5. Now, therefore, in exercise of powers conferred under section 22 of the Disaster Management Act, 2005, the undersigned, in his capacity as Chairperson, State Executive Committee, DDMA, GNCTD, hereby directs that in the territory of NCT of Delhi (outside Containment Zones), the prohibited/restricted activities shall be as specified in the **Annexure-A** enclosed with this order, **w.e.f. intervening night of 31st October, 2021 and 1st November, 2021 (00:00 hrs) till intervening night of 15th November, 2021 and 16th November, 2021 (00:00 hrs) or till further orders, whichever is earlier.**

6. It is directed that all District Magistrates, District DCPs, Deputy Commissioners of Municipal Corporations / Officers of NDMC and Delhi Cantonment Board, Vice Chairman, DAMB & Secretaries of APMCs and all other authorities concerned shall be responsible for ensuring COVID Appropriate Behaviour viz. wearing of masks, maintaining social distancing, regular hand washing and use of sanitizer, maintaining health hygiene, no spitting etc. in all Shops, Malls, Markets, Market complexes, Weekly Markets, Restaurants & Bars, Mandis, ISBTs, Railway platforms / Stations, Public Parks & gardens, Entertainment Parks, Swimming Pools, Gymnasiums & Yoga Institutes, Spa & Wellness clinics, Cinemas / Theaters / Multiplexes, Auditoriums / Assembly Halls, Banquet Halls / Marriage Halls, Stadia/ Sports Complexes, Slum areas, Schools, Colleges, Educational / Coaching Institutes, Libraries, Exhibitions, Religious places etc. as well as at all areas identified as hotspots for transmission of COVID-19 virus. It should be ensured that the people who visit these places strictly follow COVID Appropriate Behaviour and are wearing masks, maintaining social distancing etc. without fail. If the aforesaid norms of COVID Appropriate Behaviour are not maintained at any establishment/ business premises/weekly market/schools, colleges, educational / coaching institutes, libraries, Religious places etc, then such premises/ weekly market shall be liable to be closed for containing the spread of COVID-19 virus and the defaulter shall also be liable for criminal prosecution under the relevant laws.

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ADD CEO, DDMA

7. It is further directed that the Market Trade Associations (MTAs), Banquet Halls / Marriage Halls Associations, Cinemas / Multiplexes Association, Gymnasiums & Yoga Institutes Associations, Weekly Market Associations, Religious places Management Committees, other Trade Associations, Exhibition Organizers and Resident Welfare Associations (RWAs) shall also be responsible for ensuring compliance of COVID Appropriate Behavior by all shops, malls, markets, market complexes, offices, weekly markets, restaurants & bars, Cinemas / Theaters / Multiplexes, public parks & gardens, Gymnasiums & Yoga Institutes, Spa & Wellness clinics, Banquet Halls / Marriage Halls, Exhibitions, Religious places and residents within their respective areas. All District Magistrates, District DCPs and other authorities concerned shall take strict action against the defaulting persons, as per the applicable laws and rules, including closure of such establishments / business premises / weekly markets/ public parks & gardens / Exhibitions / Religious places / Cinemas / Multiplexes etc.

8. In view of upcoming festivals, all District Magistrates and counterpart District DCPs shall be responsible for strict enforcement of COVID Appropriate Behaviour (viz. wearing of masks, maintaining social distancing regular washing of hands / use of sanitizer etc.) at all such places as well as at all areas identified vulnerable for transmission of COVID-19 virus. District Magistrates and counterpart DCPs shall deploy sufficient number of teams for keeping utmost vigil at public places and for enforcing COVID Appropriate Behaviour so as to avoid any possibility of surge in COVID-19 cases during upcoming festival season.

9. Additional Chief Secretary (H&FW), GNCTD, Commissioner, Delhi Police, Pr. Secretary (Revenue), Commissioners of Municipal Corporations, Director (Education), Director (Higher Education), Director (TTE), all District Magistrates of Delhi & their counterpart District Deputy Commissioners of Police and all other authorities concerned are directed to ensure strict compliance of this order and to take all requisite actions for effective implementation of the extant directions of MHA, Govt. of India issued vide Order dated 28.09.2021 (already circulated) to ensure implementation of Prompt and Effective Containment Measures for COVID-19, as conveyed vide MoHFW, Gol DO No. Z.28015/85/2021-DM Cell dated 21.09.2021 (already circulated) as well as any further orders / directions issued by MHA, Gol. The authorities concerned shall adequately inform and sensitize the field functionaries about these instructions for strict compliance, in letter and spirit.

10. In case any person is found violating the aforesaid instructions, the defaulting person(s) shall be proceeded against as per the provisions of section 51 to 60 of the Disaster Management Act, 2005, Section 188 of IPC and other applicable laws.


29.X.21
(Vijay Dev)

Chief Secretary, Delhi

Copy for compliance to:

1. All Addl. Chief Secretaries/Principal Secretaries/Secretaries/HODs of Govt. of NCT of Delhi.
2. Chairman, New Delhi Municipal Council.
3. Addl. Chief Secretary (Health), GNCTD.
4. Commissioner of Police, Delhi.
5. Pr. Secretary (Revenue)-cum-Divisional Commissioner, GNCTD.
6. Pr. Secretary (Education), GNCTD
7. Commissioner (South DMC/East DMC/North DMC).
8. Secretary (I&P) for wide publicity in NCT of Delhi.
9. Secretary (Higher Education) / Secretary (TTE), GNCTD
10. Director (Education) / Director (Higher Education) / Director (TTE), GNCTD
11. Vice- Chairman, Delhi Agriculture Marketing Board, GNCTD.
12. CEO, Delhi Cantonment Board.

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ADD CEO, DDMA

13. All District Magistrates of Delhi.
14. All District DCPs of Delhi.
15. Director, DGHS, GNCTD.

Copy for kind information to:-

1. Secretary to Hon'ble Lt. Governor, Delhi
2. Secretary to Hon'ble Chief Minister, GNCTD
3. Secretary to Hon'ble Dy. Chief Minister, GNCTD
4. Secretary to Hon'ble Minister of Health, GNCTD
5. Secretary to Hon'ble Minister of Revenue, GNCTD
6. Secretary to Hon'ble Minister of General Administration, Development, GNCTD
7. Secretary to Hon'ble Minister of Social Welfare, GNCTD
8. Secretary to Hon'ble Minister of Food & Supply, GNCTD
9. Staff Officer to Cabinet Secretary, GoI
10. Staff Officer to Home Secretary, GoI
11. Secretary (Department of School Education & Literacy), Ministry of Education, GoI
12. Secretary (Department of Higher Education), Ministry of Education, GoI
13. Addl. Chief Secretary (UD), GNCTD
14. Addl. Chief Secretary (Home)/ State Nodal Officer for COVID-19, GNCTD
15. All members of State Executive Committee, DDMA, GNCTD
16. System Analyst, O/o Divisional Commissioner, Delhi for uploading of the order on website –
ddma.delhigovt.nic.in
17. Guard file

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ADDCO, DDMA

1. The following activities shall be prohibited throughout the NCT of Delhi:

- (i) All social / political / sports / entertainment / cultural /religious / festival related gatherings and congregations. However, in respect of festival related events, the guidelines issued by DDMA vide Order No. 474 dated 30.09.2021 as well as subsequent order regarding celebration of Chhath Pooja festival shall be applicable.
- (ii) Banquet Halls (except for meetings & conferences, marriages and exhibitions as per conditions prescribed below in point No. 2).

2. The following activities shall be permitted with restrictions as specified below. No permission is required from any authority for undertaking the following permitted activities:

- (i) All Schools / Colleges / Educational / Coaching Institutes, Skill Development & Training Institutes, Other Training Institutes, Libraries for all classes with maximum 50% of the seating capacity of classroom, are allowed to open in NCT of Delhi subject to strict compliance of SOP (**Annexure-B**) already circulated vide DDMA Order No. 463 dated 30.08.2021. Online / distance learning shall continue to be permitted and should be encouraged
- (ii) Restaurants are allowed upto 50% of the seating capacity.
- (iii) Bars are allowed upto 50% of the seating capacity.
- (iv) Cinemas/Theaters/Multiplexes are allowed with 100% of the seating capacity, subject to strict adherence to the SOP dated 31.01.2021 issued by Ministry of Information & Broadcasting, Govt. of India (**Annexure-C**).

The owners of the Restaurants, Bars, Cinemas / Theaters / Multiplexes shall be responsible for strict adherence to the prescribed SOPs and all instructions / guidelines issued by GoI / GNCTD from time to time as well as compliance of COVID Appropriate Behaviour (viz. wearing of mask, maintaining social distancing, regular hand washing and use of sanitizer etc.) to contain the spread of COVID-19 virus. In case, any violation is found, strict penal /criminal action shall be taken against the owner of the restaurant / bar / Cinemas / Theaters / Multiplexes.

- (v) Auditoriums / Assembly Halls are allowed upto 50% of the seating capacity.
- (vi) Business to Business (B2B) and Business to Customers (B2C) Exhibitions will be allowed.

The Exhibition Organizers shall be responsible for strict adherence to the prescribed SOP dated 30.03.2021(already circulated) to be taken while holding Trade Exhibitions issued by Ministry of Commerce & Industry, Department of Commerce, Govt. of India and all other instructions / guidelines issued by GoI / GNCTD from time to time as well as compliance of COVID Appropriate Behaviour (viz. wearing of masks, maintaining social distancing, regular hand washing and use of sanitizer etc.) to contain the spread of COVID-19 virus. In case, any violation is found, strict penal /criminal action shall be taken against the organizer of the exhibition.

- (vii) Transportation by Delhi Metro shall be allowed with 100% seating capacity of coach. No standing passenger shall be allowed.

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ADD CEO, DDMA

- (viii) Transportation by buses: Intra-State (within NCT of Delhi) movement of buses (DTC as well as Cluster) shall be permitted with 100% seating capacity. In the case of buses, boarding shall be allowed only from the rear door while de-boarding shall be allowed only from the front door. No standing passenger shall be allowed.
- (ix) Public transport such as Autos & e-rickshaws (upto 2 passengers) / Taxis, Cabs, Gramin Sewa & Phat phat Sewa (upto 2 passengers) / Maxi cab (upto 5 passengers) / RTV (upto 11 passengers) shall be allowed.
- (x) Funeral / last rites related gatherings shall be permitted with a ceiling of 200 persons.
- (xi) Marriage related gatherings shall be permitted with a ceiling of 200 persons.

The owners of the banquet halls, marriage halls, hotels etc. shall be responsible for ensuring strict compliance of COVID Appropriate Behaviour (viz. wearing of masks, maintaining social distancing, regular hand washing and use of sanitizer etc.) to contain the spread of COVID-19 virus. In case, any violation is found, strict penal /criminal action shall be taken against the owner of the premises as well as against the individual and the premises shall be sealed forthwith.

- (xii) Religious places shall be permitted to open for visitors / devotees subject to strict compliances of enclosed SOP dated 01.03.2021 (already circulated) issued by MoH&FW, GoI and adherence of COVID Appropriate Behaviour viz. wearing of masks, maintaining social distancing, regular hand washing and use of sanitizer, etc. However, large gatherings / congregations shall not be allowed.
- (xiii) Stadia / Sports complexes will be permitted to open without spectators, subject to strict compliance SOP dated 29.01.2021 issued by Govt. of India and other instructions/guidelines issued by GoI / GNCTD from time to time as well as strict adherence of COVID Appropriate Behaviour (viz. wearing of mask, maintaining social distancing, regular hand washing and use of sanitizer etc.) to contain the spread of COVID-19 virus.
- (xiv) Spas are permitted to open subject to conditions / restrictions already stipulated in DDMA Order No. 463 dated 30.08.2021.

The owners of the Spas shall be responsible for ensuring strict compliance of aforesaid conditions as well as COVID Appropriate Behaviour (viz. wearing of masks, maintaining social distancing, regular hand washing and use of sanitizer etc.) to contain the spread of COVID-19 virus. In case, any violation is found, strict penal /criminal action shall be taken against the owner of the Spa as well as against the individual and the premises shall be closed forthwith.

- (xv) All authorized weekly markets shall be allowed subject to the strict compliance of SOP (already circulated) and all instructions / guidelines issued by GoI / GNCTD from time to time to contain the spread of COVID-19. No unauthorized weekly market shall be allowed to function. If in case it is found by any field officer of DDMA that COVID Appropriate Behaviour or prescribed SOPs / Guidelines are not being followed in any Weekly Market then such Weekly Market shall be closed forthwith by District Magistrate / Zonal Deputy Commissioner of Municipal Body concerned without any loss of time so as to completely avoid and prevent any upsurge and likelihood of next wave in NCT of Delhi.

RT-PCR / RAT test of vendors / customers of weekly markets shall be conducted on random basis by the District Magistrate concerned regularly. In case of positive test report, action should be taken as per the protocol prescribed by the Health Department, GNCTD with regard to quarantine, contact tracing, treatment etc.

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ADD CEO, DDMA

3. All other activities will be permitted, except those which are specifically prohibited / restricted. However, in Containment Zones, only essential activities shall be allowed.
4. There shall be no restriction on inter-state and intra-state movement of persons and goods including those for Cross-land border trade under Treaties with neighboring countries. No separate permission / approval / e-pass will be required for such movements.
5. In the containment zones, all measures shall be taken strictly as prescribed by MoHFW, Gol as well as H&FW Department, GNCTD, in letter & spirit by all authorities concerned.
6. The permitted / restricted activities shall be allowed subject to strict compliance of SoPs issued by Gol and GNCTD from time to time.

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ADD CEO, DDM

Standard Operating Procedure (SOP) for Re-opening of Schools, Colleges, Educational/ Coaching Institutes, Skill Development & Training Institutes, Other Training Institutes, Libraries etc.

This SOP outlines various precautionary measures to be adopted while the Schools, Colleges, Educational / Coaching Institutes, Skill Development & Training Institutes, Other Training Institutes, Libraries etc. are opened for students in addition to compliance of measures / guidelines issued by Government from time to time.

1. Readiness of Schools, Colleges, Educational / Coaching Institutes, Skill Development & Training Institutes, Other Training Institutes, Libraries etc.

- i. Head of School / Institute should hold a meeting with SMC/PTA members to finalize the readiness plan for opening of School, Colleges, Educational / Coaching Institutes, Skill Development & Training Institutes, Other Training Institutes, Libraries etc. for students. SMC/PTA should encourage vaccination among the parents.
- ii. Head of School / Institute are also advised to convene SMC/PTA meeting as and when required to review the compliance of COVID protocols, attendance of students and other confidence building measures.
- iii. Head of School / Institute to ensure thorough sanitization of the Schools, Colleges, Educational / Coaching Institutes, Skill Development & Training Institutes, Other Training Institutes, Libraries etc. premises and ensure adequate availability of key supplies like thermal scanners, disinfectants, sanitizers, soaps, masks, etc.
- iv. Head of School / Institute to ensure that all the eligible teaching & non-teaching staff as well as support staff of the Schools, Colleges, Educational / Coaching Institutes, Skill Development & Training Institutes, Other Training Institutes, Libraries etc. are vaccinated and it should be done at the top priority.
- v. Head of School / Institute to ensure that checklist (**Annexure-2**) be prepared on daily basis.

2. Preparation and Guidelines for permitted activities.

- i. Head of School / Institute to plan a Time-Table as per the capacity/occupancy limit of the Classrooms/Labs following COVID appropriate behavior. The availability of sufficient wash basins/ washing area to provide proper arrangement of hand washing for the students should also be kept in mind while preparing the time table. Maximum 50% students per classroom may be called depending upon the capacity / occupancy limit for seating of the students to maintain proper social distance. As the situation varies from school to school / college to college and Institute to Institute, the schedule of the Schools, Colleges, Educational / Coaching Institutes/ Libraries etc. may be staggered to avoid crowding in the classrooms & at the main entrance/exit gate. The Lunch breaks may also be staggered to avoid crowding of students and held preferably in an open area particularly as the students will be removing their masks while having food.


Addl CEO

- ii. Head of School / Institute is also advised to use all the entry/exit gates of the Schools, Colleges, Educational / Coaching Institutes, Skill Development & Training Institutes, Other Training Institutes, Libraries etc. building to avoid crowding at the time of entry and exit of students. There should be a gap of at least 01 hour between exit of last group of Morning shift and entry of first group of Evening shift in double shifted schools /colleges. Similarly all other Educational / Coaching Institutes shall maintain a gap between batches / shifts. Help of volunteers may be taken to avoid crowding and maintaining of COVID Appropriate Behavior (CAB) at the entry/exit gates of the building / premises.
- iii. Students may be guided not to share lunch, books, copies and stationery items etc.
- iv. **Students, teachers and employees living in the containment zone will not be allowed to come to Schools, Colleges, Educational / Coaching Institutes, Skill Development & Training Institutes, Other Training Institutes, Libraries etc.**
- v. Heads of School /Institute are also advised to ensure the following:
 - Increased facility for cleaning and sanitization especially in common areas and high touch surfaces.
 - Proper and regular cleaning and sanitization of class rooms.
 - Sanitizing facility should be available at the entry gates.
 - Provision for adequate soap (solid, liquid), wash basin and running water in all washrooms.
 - Seating arrangement should be done in such a way that seat/chair are occupied in alternate manner.
 - Sufficient availability of thermal scanners, sanitizers, disinfectants and masks etc.
 - All vehicles (buses, vans etc.) used for transportation of students / staff should be sanitized regularly and Head of School / Institute shall ensure that all eligible transportation staff (driver, attendant etc.) are vaccinated and it should be done at the top priority.

3. Regarding Vaccination and Ration Distribution centers running in schools

The area or part of the school / Institute building being used for the Vaccination or Ration Distribution should be properly separated/ demarcated from the area/part of the school / Institute building that will be used for Academic Activities. In this regard, District Administration shall cordon off the area demarcated for the Vaccination or Ration Distribution Center, make separate Entry/Exit for this purpose and deploy sufficient number of Civil Defense Volunteers to avoid mingling of students with the persons coming to Vaccination or Ration Distribution Centers.

4. Counseling / Guidance Program

- i. On campus counseling/ guidance of students and teachers to be conducted to give emotional / trauma support for their readiness with new normal of stringent physical distancing, face mask guidelines and hygiene guidelines.

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- ii. Teachers are to ensure that they speak to each student and enquire about their well-being. They should provide counseling, emotional support to students & mentally prepare children for teaching learning activities and thereafter resume academic activities. Teachers are expected to:

- Understand the current academic level of their students.
- Establish deep connect with their students and then initiate the learning process.
- Gradually prepare students for Teaching Learning Activities by providing emotional support.
- Bridge the learning gaps to strengthen and recapitulate the foundational subject specific competency of previous class.

5. Health & Safety Guidelines

- i. Staff should be deployed at the entry gates to ensure that no symptomatic student/staff/guest enter the school / Institute campus.
- ii. Mandatory Thermal Screening at school / Institute entry gates. No student, teachers, staff or guest should be allowed to enter the school / Institute premises without proper thermal scanning.
- iii. No entry for any student/ staff/ guest without mask on the face in a proper way.
- iv. Compulsory hand sanitization at entrance of school / Institute, Class Room, Labs, Library and Public Utility etc.
- v. Proper ventilation in all the classrooms and covered places should be ensured.

6. Parental Consent

- i. The Head of School / Institute should ensure that students attend the school / Institute with written consent of their parents (**Annexure-1**).
- ii. If the child or any of the family members shows COVID symptoms, parents should avoid sending the child to the school / Institute.
- iii. Parents should be advised not to send their ward to school / Institute if he/she is suffering from any critical illness/ co-morbidity.

7. Daily Symptoms Check Guidelines

People with COVID-19 have reported a wide variety of symptoms ranging from mild to severe illness. These include:

- Fever or chills
- Cough
- Shortness of breath or difficulty in breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat

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Addl CEO

- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If a student or staff member shows any of the above symptoms whilst at the school / Institute, they should be moved away from other people and into an outdoor / well ventilated space/ quarantine room. Teachers are also directed to report the Head of School / Head of Institute immediately if any student in their class found with COVID symptoms.

8. Quarantine Room

The Head of school / Institute should ensure availability of a Quarantine Room in the school / Institute in case of any emergency.

9. Face Mask Guidelines

- i. All members of school / Institute must wear a mask in the proper way.
- ii. Head of School / Head of Institute to ensure that spare masks are available in school / Institute.

10. Physical Distancing Guidelines

All School / Institute authorities have to maintain physical distancing at all times by ensuring that students do not assemble or gather near entry/ exit gates of the school / Institute.

11. Campus Guest Policy

Routine guest visits should be discouraged. However, during emergency, parent's visit with proper **COVID Appropriate Behavior (CAB)** protocol may be permitted.

12. Awareness Drive

Posters / standees on preventive measures about COVID-19 to be displayed at all prominent places like class rooms, washrooms, parking, entry and exit etc. to ensure **COVID Appropriate Behavior (CAB)** like physical distancing and mask guidelines etc. Students should also be made aware of this through available online modes.


Addl CEO

**Parent's Consent Form
(For Attending School / Institute)**

To

The Head of School / Institute
Name of the School/ Institute

Subject: Consent regarding attending of School / Institute by my ward.

With reference to the subject mentioned above, I _____, Father/
Mother / Guardian of _____ (Name of the student),
Class/Sec. _____, Roll No. _____ Student ID. _____ am
hereby pleased to give my consent and allow my ward to attend the school / institute for
classes and related activities. I will send my ward to the school / institute wearing a mask and
sensitize him / her to maintain social distancing, sanitize his / her hands from time to time, follow
COVID Appropriate Behavior (CAB), not to share books, note-books, stationery items, Tiffin
box etc.

I will also ensure that I shall not send my ward to school / institute in case my ward or anyone
in the family is suffering from COVID-19 symptoms.

Date: _____

Place: _____

Signature of Parent / Guardian _____

Parent / Guardian's Name _____

Student Name _____

Address _____

Mob.No. _____

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Addl CEO

**● Checklist Regarding Implementation of Standard Operating Procedure (SOP) for
Re-opening of Schools / Institutes**

The Head of School / Institutes shall ensure that the following preparations are made before re-opening of Schools / Institutes for Students:

Sl. No.	Points to be checked	(Yes / No)
1.	Whether thorough sanitization of the school / institute premises is done?	
2.	Whether key supplies like thermal scanners, disinfectants, sanitizers, soaps, masks, etc. are available in adequate quantity in school / institute?	
3.	Whether all the teaching & non-teaching staff as well as all support staff of the school / institute is vaccinated? (If no, please give reasons)	
4.	Whether SMC / PTA Meeting regarding the readiness for re-opening of the school / institute for students was conducted?	
5.	Whether a Time Table for students attending the school after re-opening has been planned?	
6.	Whether the timings of School / Institute and Lunch break for students has been staggered as per SOPs?	
7.	Whether students are made aware regarding not sharing lunch, books, copies and stationery items?	
8.	Whether Students, teachers and other employees living in the containment zone have been directed not to attend the school / institute?	
9.	Whether the area or part of the school / institute building being used for vaccination site / ration distribution is properly separated/ demarcated from the area/part of the school building that will be used for Academic Activities and separate Entry/Exit for this purpose have been made?	
10.	Whether necessary directions regarding Counseling / Guidance Program have been provided to the teachers as given in the SOPs?	
11.	Whether all preparatory steps regarding Health & Safety Guidelines as given in SOPs have been taken?	
12.	Whether the Parental Consent Form as per Annexure - 2 has been obtained from all students who will attend the school / institute after re-opening?	
13.	Whether a Quarantine Room has been earmarked in the school / institute?	
14.	Whether guidelines related to Face Masks / Physical Distancing / Campus Guest Visit have been provided to all concerned as per the SOPs?	
15.	Whether measures regarding awareness about COVID-19 have been undertaken to ensure COVID Appropriate Behavior (CAB) like physical distancing and mask guidelines etc.?	

~~SS~~
Addl CEO

M-35020/8/2020-US(FILMS)
Government of India
Ministry of Information & Broadcasting

Date: 31 January, 2021

SOPs for cinema halls and theatres on preventive measures to contain spread of COVID-19

1. Background

The Ministry of Home Affairs, Government of India has permitted the opening of cinema halls and theatres vide their order No. 40-3/2020-DM-I(A) dated 27th January, 2021.

2. Scope

- 2.1 This document outlines the Standard Operating Procedures (SOPs) in terms of various generic precautionary measures to be adopted in addition to specific measures to be ensured in cinema halls and theatres to prevent spread of COVID-19.
- 2.2 No Exhibition of Film shall be allowed in containment zones.
- 2.3 Further, States/UTs may consider proposing additional measures as per their field assessment.

3. SOPs related to cinema halls and theatres

3.1 General Guidelines

The generic measures include public health measures that are to be followed to reduce the risk of transmission of COVID-19. These measures need to be observed by all (workers and visitors) at all times.

These include:

- i. Adequate physical distancing of at least 6 feet to be followed outside the auditoriums, common areas and waiting areas at all times.
- ii. Use of face covers/masks to be made mandatory at all times.

- iii. Availability of hand sanitizers, preferably in the touch-free mode, at entry and exit points as well as common areas within the premises.
- 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 to state and district helpline.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of *Aarogya Setu* App shall be advised to all.

3.2 Entry & Exit points

- a. Thermal screening of visitors/staff is to be carried out at entry points. Only asymptomatic individuals shall be allowed to enter the premises.
- b. Provisions for hand sanitization should be made available at all entry points and in work areas.
- c. Designated queue markers shall be made available for entry and exit of the audience from the auditorium and the premises.
- d. The Exit should be done in a staggered row-wise manner to avoid crowding.
- e. Sufficient time interval between successive screenings on a single screen as well as on various screens in a multiplex shall be provided to ensure row-wise staggered entry and exit of the audience.

3.3 Seating Arrangements

Seating arrangement inside the auditorium of the cinemas/theatres/multiplexes is to be allowed upto 100% seating capacity.

3.4 Physical Distancing Norms

- a. Proper crowd management in the parking lots and outside the premises—duly following physical distancing norms shall be ensured.
- b. Number of people in the elevators shall be restricted, duly maintaining physical distancing norms.
- c. Efforts shall be made to avoid overcrowding in the common areas, lobbies and washrooms during the intermission. Audience may be encouraged to avoid movement during the intermission. Longer intermissions may be used to allow audience seated in different rows of the auditorium to move in a staggered manner.

3.5 Staggered Show Timings at Multiplexes

- a. Staggered show timings shall be followed for multiple screens to avoid crowding.
- b. The show commencement time, intermission period and finish time of a show at any screen shall not overlap with the commencement time, intermission period or finish time of a show at any other screen in a multiplex.

3.6 Booking and Payments

- a. Digital no-contact transactions should be the most preferred mode for issue/verification/payments for tickets, food, and beverages, etc. by using online bookings, use of e-wallets, QR code scanners, etc.
- b. Contact number shall be taken at the time of booking of tickets to facilitate contact tracing.
- c. The purchase of tickets at the box office shall be open throughout the day and advance booking shall be allowed to avoid crowding at the sale counters.
- d. Sufficient number of counters at the box office shall be opened with adequate physical distancing norms, to prevent crowding during physical booking of tickets.
- e. Floor markers shall be used for physical distancing during queue management at the box office.

3.7 Sanitization of the Premises

- a. Frequent sanitization of the entire premises, common facilities, and all points which come into human contact, e.g. handles, railings, etc. shall be ensured.
- b. The cinemas/theatres/multiplexes auditorium shall be sanitized after every screening.
- c. Regular cleaning and disinfection of the box office, food and beverage areas, employee and staff lockers, toilets, public areas, and back office areas shall be ensured.
- d. Measures for the safety of sanitization staff such as adequate provisions for rational use of gloves, boots, masks, PPE, etc. shall be undertaken.
- e. Disinfection of the premises to be taken up if any person is found positive.

3.8 Staff Related Measures

- a. Wearing of face cover for staff is mandatory at all workplaces and adequate stock of such face covers should be made available.
- b. All employees who are at higher risk, i.e., older employees, pregnant employees, 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 public.
- c. With a view to ensure safety at the workplace, employers on best effort basis should ensure that Aarogya Setu is installed and updated by all employees their mobile phones.
- d. Communication and training of the staff on precautions related to COVID-19, respiratory hygiene, hand hygiene, etc. shall be carried out.
- e. Self-monitoring of health by all employees/staff and reporting any illness at the earliest shall be ensured.

3.9 Public Awareness

- a. Do's and Don'ts shall be communicated at prominent access points: Online sale points, digital tickets, public areas like lobbies, washrooms, etc.
- b. Public Service Announcements on wearing mask, observing physical distancing and maintaining hand hygiene as well as specific announcements on the precautions and measures to be followed within and outside the premises shall be made before the screening, during intermission and at the end of the screening.
- c. Provisions must be made for display of Posters/standees/AV media on preventive measures about COVID-19 prominently outside and inside of the venues.

3.10 Air-Conditioning/Cooling

For air-conditioning/ventilation, the guidelines of CPWD shall be followed which, inter alia, emphasizes the following:

- a. Temperature Setting of all air conditioning devices should be in the range of 24-30°C.

- b. Relative humidity should be in the range of 40-70%.
- c. Re-circulation of air to be avoided to the extent possible.
- d. Intake of fresh air should be as much as possible.
- e. Cross ventilation should be adequate.

3.11 Anti-stigma Behaviour

COVID-19 related stigmatization or unruly behaviour shall be dealt with strictly by coordination between the auditorium manager(s) and the local authorities.

3.12 Food and Beverage Area

- a. Show timings in the cinema halls to be staggered to ensure that intervals of different shows do not occur simultaneously.
 - b. Customers shall be encouraged to use cinema apps/QR codes, etc. for ordering food as much as possible.
 - c. Multiple sale counters in food and beverage area be made available wherever possible.
 - d. One line systems to be followed using floor stickers to maintain physical distancing at every sale counter.
 - e. Management shall ensure observance of physical distancing and preventing crowds in the food and beverages area.
 - f. Safe disposal of the food and beverage waste shall be ensured by the management of the premises.
4. The National Directives for COVID-19 Management and the relevant guidelines issued by the Ministry of Home Affairs, Ministry of Health & Family Welfare, state governments, etc. shall be strictly complied with during all activities and operations.
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