**Awareness of COVID-19**

Dear parents,

Greetings to all!

It is a matter of a great pleasure to announce that our institution has opened and classes is holding physically in this year 2021. For the last seventeen months our lives had been affected in many ways, especially our children have suffere4d a lot by being deprived of their School and all outdoor activities. As a consequence, their physical and mental health was under a great jeopardy.

We are following the Government prescribed safety instructions. We have updated the School Risk Assessment to reflect the required changes to continue to address health and safety concerns and reduce risk for children, young people and stuff. In this respect, we have put the following precautions into place.

**Social Distancing:**

All class teachers will make 10-minute safety briefings every day to raise awareness. There will be no assemblies or social gatherings before or after school sessions. We will maintain 6 feet distance at all time, especially while entering the school. Students must follow floor markings of maintaining 6 feet distance. One student will sit per bench. We are also limiting visitors to the school.

**Health and Hygiene:**

Social Distancing: All class teachers will make 10 minute Safety briefing every day to raise awareness. There will be known assemblies or social gatherings before or after school sessions. We will maintains 6 feet distance at all time, especially while entering the school. One student will sit per bench health and hygiene temperature of each student will be checked by infrared thermometer at the entry. If anyone body temperature shows abnormality or others symptom related to covid-19 then he/she will not be allowed to enter the school premises everyone must wear a mask and carry an extra one in the bag. Students are to bring their own water and tiffin for their safety. Sharing food with any other individual or student is strictly prohibited. It will be ensure that before and after taking meal students wash their hands for their safe health and hygiene.

Hand sanitization of every student at the entry we be ensured. Adequate amount of hand wash will be available in every washroom. All classrooms will be sanitized completely after finishing the classes. All the campuses are being sanitized completely with the fog machine regularly. The washrooms are cleaned and sanitized every hour. The staff has been trained about maintaining safety and personal hygiene.

According to the School's plan, if any student is displaying symptoms of any illness or any family member is infected with Coronavirus, parents are instructed not to send the child to school. In addition, if any student suddenly falls sick in the school, s/he will be isolated from others in the sick-room and parents will be notified to pick the child immediately.

**Instructions for Parents**

1. Parents must ensure that both the parent and student are wearing mask, cloth mask is preferable.
2. Have multiple **cloth face masks** available for your child. Provide your child with a clean mask and back-up mask each day and a clean, **re-sealable bag** for them to store the mask when they can't wear it, such as while having tiffin.
3. The mask and the cloth must be clean and washed every day.
4. **Label** your child's **mask** clearly so it's not confused with another child's mask. Students will be handed over to the parents immediately if the following symptoms are visible:
5. Fever, Nasal congestion or runny nose, Cough, Sore throat, Shortness of breath. Fatigue, Headache, Muscle aches, Nausea or vomiting. Diarrhoea, Poor appetite, new loss of taste or smell. Belly pain, Pink eye etc.
6. Students are instructed to bring their own tiffin, water bottles, required stationeries etc. Canteen and drinking water facilities will not be provided due to COVID.
7. If any family member with whom the student lives in is affected by COVID-19/Dengue, then the student will not be allowed to attend on-campus classes. He/she can continue the online classes.
8. Students are recommended to carry **hand sanitizer** in their bags.
9. Parents are requested not to engage in group discussion or make crowd outside school building.
10. Parents are requested not to stop the car just in front of the gate: students must be dropped at the assigned spot guided by the Security personal.
11. Only one parent/guardian/driver is recommended to come to drop and take students from the school.
12. No parents should be allowed inside the school premises during the school hour except for any official work. In case of emergency, only parents are allowed to pick up the student from the premises.
13. All parents should take their children from the designated gates.

**Instructions to be followed at home**

1. **Keep hands clean:**

Practice hand-washing at home with your child and explain why it's important to wash his or her hands with soap and water for at least 20 seconds, especially before and after eating. Coughing/sneezing, or adjusting a face mask. To prevent rushing, suggest washing hands for as long as it takes to sing the "Happy Birthday" song twice. When hand-washing isn't available, suggest that your child use an alcohol-based hand sanitizer that contains at least 60% alcohol. Also, explain that he or she should avoid touching his or her eyes, nose, and mouth.

2. **Clean and disinfect:**

Whether your child is being schooled at home or at school, cleaning and disinfecting frequently touched surfaces can help reduce the risk of illness. This includes frequently touched items such as doorknobs, faucets, keyboards, tablets and phones.