

**DAWOOD PUBLIC SCHOOL  
STANDARD OPERATING PROCEDURES FOR POST COVID-19 OPERATIONS  
STUDENTS AND PARENTS**

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## OBJECTIVE & COMPLIANCE OF SOPS

The objective of these SOPs is to ensure that all curricular activities during the Covid-19 pandemic are carried out in a manner that ensures prevention and spread of the virus. The document has also incorporated all the SOPs issued by the Government of Sindh along with international practices being followed in the wake of Corona virus.

## COVID-19 BACKGROUND

According to World Health Organization, COVID-19 is an infectious disease caused by a newly discovered corona virus causing illness ranging from the common cold to more severe diseases such as Middle East Respiratory Syndrome (MERS) and Severe Acute Respiratory Syndrome (SARS). Novel corona virus (COV) is a new strain of virus that has not been previously identified in humans.

Viruses can be easily spread to other people and patients are normally infectious until all the symptoms have gone. COVID-19 may survive on surfaces for up to 72 hours. A combination of good personal hygiene and management of social distancing can protect from infection.

Common signs of infection include respiratory symptoms, fever, cough, shortness of breath, and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death.

## GENERAL COVID-19 PREVENTION GUIDELINES

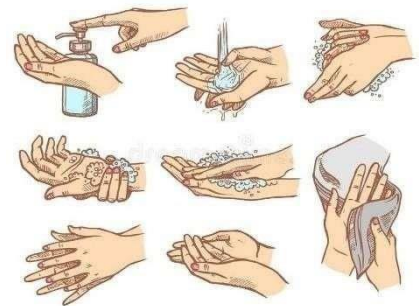
Everyone must follow general guidelines to prevent the pandemic:

- a. Frequently wash hands with soap and water for at least 20 seconds or use at least a 60% alcohol-based hand sanitizer.
- b. Avoid touching face, especially eyes, nose, and mouth.
- c. When sneezing or coughing, cover mouth and nose with bent elbow or tissue and immediately dispose of the tissue in an appropriate place. Avoid using a handkerchief.
- d. Wear masks whenever in public places.

- e. Minimize social contact and reduce time in public areas.
- f. Avoid handshakes and hugs (no touching) and use social distancing (maintain 6ft) whenever out in public.
- g. Avoid mass events, and other situations likely to attract large numbers of people.
- h. Do not touch surfaces or objects that might be contaminated. Otherwise, wear gloves.
- i. Self-monitor health condition. If suspected to be infected or exposed, observe temperature with a thermometer twice a day and watch for cough or difficulty in breathing. Fever means having a measured temperature 98°F or higher. In case, of being unwell, seek medical help.

## HAND WASHING STEPS

- a. Wet hands with water and rub hands palm to palm.
- b. Apply soap to cover all hand surfaces and rub thoroughly for 20 seconds and then wash and rinse with water.
- c. Air dry hands instead of using towels or tissues.
- d. Use tissue and dispose it off in bins.



## RESPIRATORY HYGIENE STEPS

- a. Cover mouth while sneezing or coughing with your bent elbow.
- b. Avoid using a handkerchief.
- c. Use tissues and dispose it off in bins.
- d. After throwing away used tissues, wash hands with soap or use a sanitizer.
- e. Maintain a distance of at least 6 ft from anyone in a crowded place.
- f. Avoid touching eyes, nose and mouth with hands.



## POINT OF CONTACT AT DAWOOD PUBLICSCHOOL

First point of contact for all parents and students at DPS are the Principal and Admin Manager. In case of any crisis, issue, or any concern, all individuals coming to DPS are requested to call and coordinate with the below mentioned personnel. Admin Manager will contact the Crisis Management Team at DPS. Based on Team's consent and advice, necessary actions will be taken.

	Names	Phone Number
Admin Manager	Mr. Arshad Boolani	03011143902
Alternate to Admin Manager	Mr. Shakeel Ahmad	021-38403588 Ext 802

## CRISIS MANAGEMENT TEAM AT DAWOOD PUBLICSCHOOL

In case of any medical issues, health concerns, and queries, students/ respective class teachers will first communicate with Section Heads – Ms. Qurrat u Iain Raza (A Level Section), Ms. Nighat Yasmeen (Secondary Section), Ms. Seemi Amir (Primary Section) and Ms. Nusrat Hilal (Pre Primary Section). They will further liaise and co-ordinate with the Principal, Admin Manager and DPS Doctor.

## ONLINE CLINIC FACILITY

- In case of a medical emergency, parents and students can contact the DPS Doctor at the following email address [doctor@dps.edu.pk](mailto:doctor@dps.edu.pk)
- The doctor will connect to the parent/student via zoom to assess the situation and give advice accordingly.
- The doctor will also file a prompt report for all calls and this record will be logged in the student's file.

## RESPONSIBILITIES OF STUDENTS AND PARENTS

- Adherence and compliance of all SOPs as stated in this document are mandatory for all.
- The parents being the primary caregivers must ensure that their children are taking the necessary precautions to save themselves from COVID-19 and its spread.
- Explain to your child what is happening in simple words and reassure them that they are safe.
- Parents are advised not to send their children to schools in case they display any symptom of COVID-19 which include fever, coughing, sneezing and shortness of breath.
- Ensuring good hygiene, which requires covering the mouth and nose with bent elbow or tissue for cough or sneeze, also disposing off the used tissue immediately in a closed bin placed in each class.

- f. Help children cope with the stress.
- g. Children may respond to stress in different ways and parents must address them carefully.
- h. Common responses include having difficulties sleeping, bed wetting, having pain in the stomach or head, and being anxious, withdrawn, angry, clingy or afraid to be left alone.
- i. Respond to children's reactions in a supportive way and explain to them that they are normal reactions to an abnormal situation.
- j. Listen to their concerns and take time to comfort them and give them affection, reassure them they're safe and praise them frequently.
- k. Model good hygiene practices for your children.
- l. **Parents will be responsible to ensure the safe transportation of their children to school.**

## SCHOOL RE-OPENING PLAN AND GUIDELINES

- a. All members of staff, faculty and students will wear face masks, gloves (where applicable). Students must carry their own hand sanitizers and extra supply of face masks.
- b. Hand sanitizers have been placed in all buildings; students will be encouraged to use them frequently.
- c. Faculty, staff and students working in laboratories must not go near an open flame right after using a hand sanitizer.
- d. Students must carry their own sanitizers for maintenance of personal hygiene and frequent sanitization of belongings and study space during classes. Carrying a small cleaning cloth is advised.
- e. Students are strictly advised not to share their belongings such as books, notebooks and personal stationery, food, water bottles, utensils, etc.
- f. Cafeteria will remain closed.
- g. Students are strongly advised not to gather in groups for break time/off times.
- h. Parents are advised not to send students to school if they are feeling unwell.
- i. People accompanying students for pick and drop, must also avoid coming to school if they are feeling unwell.
- j. No books, lunch boxes, water bottles, or any other item will be received at the gate/reception area during school hours.
- k. It is advised that parents inform the respective Section Heads regarding any recent illness before sending their children to school.
- l. In case of any reported medical condition, parents need to submit documentation (test report/ medical certificate) as required by the School to resume classes.

## SCHOOL FACILITIES

- a. Basic hygiene facilities like toilets, bathrooms and hand washing basins supplemented with soaps and alcohol-based hand washes will be available.
- b. School facilities will be frequently disinfected.
- c. Only two students will be allowed in the washrooms at a time.
- d. Where possible students will be discouraged from using doorknobs/ handles and staircase railings directly with hands. All doorknobs/ handles, staircase railings and sliding bolts will be frequently disinfected with a hand spray.
- e. All the washrooms and service areas will have covered waste paper bins.

## TRANSPORTATION

Dawood Public School A Level does not take responsibility for transportation to and back from School.

- a. All parents /van drivers must strictly follow the gate plan shared by the school and also drop the children and pick them using only the gate designated to them. This must be done to avoid gathering of individuals at any gate and must be strictly adhered to it.
- b. For students coming to schools in vans/buses, it is advised to assign an adult/parent to check as far as possible that physical distancing is observed in the seating arrangement, and ensure that all occupants are wearing masks during the commute. Van drivers are recommended to operate at 50% capacity.
- c. Van drivers must ensure that their vans / vehicle are thoroughly cleaned / disinfected before the start of each shift /day.
- d. Van drivers must ensure that all the students/staff, including himself, are wearing masks before boarding the school van.
- e. Van drivers must wait near the school vicinity for a reasonable time, so that all students may get screened for body temperature at the school gate to allow entry in the school.
- f. Van drivers must leave only after all the students are through so that no child is left outside the gate in case of fever. In case a child is identified with increased body temperature, the van driver will immediately take the child back to home.
- g. For students who will be walking to school, it is suggested to designate one adult from a group who can supervise physical distancing while walking and ensure the wearing of masks.

## MORNING ENTRY / AFTERNOON DISPERSAL PROCEDURES

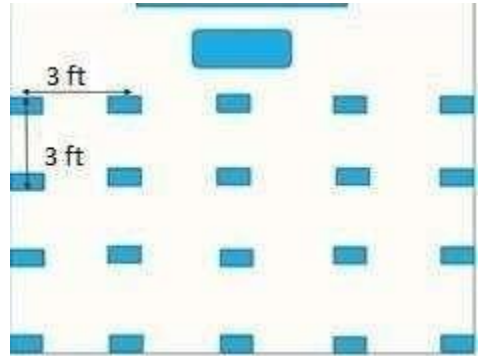
- a. There will be no Morning Assembly. General announcements will be made and posted on Google Classroom and WhatsApp groups. Important announcements will be posted on the School website

and sent via email. For students who are physically attending school important announcement will be made in their respective classroom as well.

- b. Students will enter and exit the school under the supervision of trained staff.
  - i. Upon arrival, students must be wearing masks
  - ii. School staff will guide to avoid the huddling at any one gate. Students must form an orderly line facilitating the school staff to complete health checks.
  - iii. Temperature will be taken. In case temperature is showing 98° or above, parents will be advised to take the child back home to rest.
  - iv. Hand sanitization will be facilitated at the gate.
  - v. Students will proceed to their classrooms through the designated building entrances.
  - vi. During the day, if the student feels/appears to be unwell, she will be attended by the school doctor and parents will be informed immediately.

## CLASSROOM MANAGEMENT

- a. Social distancing will be strictly maintained and monitored. All students will maintain more than 3 feet distance between them.
- b. Students on arrival will move immediately to their classrooms. Where they will be received by their class teachers.
- c. Not more than 15 students will be seated in one classroom.
- d. Student desks and chairs will be placed at 3ft distance within the classroom.
- e. All windows and doors in the classroom will remain open at all times to ensure cross ventilation.
- f. Desks will be labeled with the student's name and designated for individual use only.
- g. Desk lockers must not be used. Students are advised not to carry any extra stationery/books to school and to bring/ take all their belongings with them daily.
- h. Students must sanitize their school bags and books before coming to school.
- i. Students are requested to carry small cleaning cloth to wipe their desk with sanitizing spray at advised intervals; each classroom will be equipped with disinfecting spray bottle.
- j. Students will not be allowed to leave their classrooms unnecessarily.
- k. Violation of SOPs will lead to the following consequences:
  - i. Two reminders via email to parents
  - ii. Third time violation will lead to 1 day's suspension; parents will be informed via email.
- l. Movement plans will be displayed inside classrooms and at prominent places in the corridors to





serve as reinforcement.

- m. Students are instructed to follow the prescribed path given below.
- n. At any time during the day, no more than 6-8 students will be allowed to use the staircases. In case of presence of more than 8 students, support staff will stop traffic at their respective floors to clear out the crowd.

## APPOINTMENTS AND MEETINGS

Parents are requested to prefer online meetings and video conferencing.

In case, a face-to-face meeting is necessary, following precautions must be undertaken:

- a. Parents and visitors will not be allowed to meet any teachers during or after school hours without prior appointment via email / diary note.
- b. Have a clear meeting agenda and share it via email with the section head/teacher prior to the meeting.
- c. Parents will be advised to follow all SOPs upon arrival.

## COVID-19 PREVENTION HEALTH DECLARATION CHECKLIST

Student's Name:				Father's Name:																																																																																																											
Class:			Section:			GR #:																																																																																																									
Mode of transport: School Van _____ Private _____																																																																																																															
<p>1. Please indicate if your child has any pre-existing medical conditions?</p> <p>Allergies <input type="checkbox"/> Epilepsy <input type="checkbox"/></p> <p><input type="checkbox"/> Asthma <input type="checkbox"/> Congenital heart disease <input type="checkbox"/></p> <p>Any other <input type="checkbox"/> (please specify) _____</p>																																																																																																															
<p>2. Please track symptoms for 14 days prior to school reopening.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th rowspan="2"></th> <th colspan="2">Temperature</th> <th colspan="2">Headache</th> <th colspan="2">Loss of Taste</th> <th colspan="2">Loss of Smell</th> <th colspan="2">Coughing</th> <th colspan="2">Breathing Difficulty</th> <th colspan="2">Body Ache</th> </tr> <tr> <th>Y</th> <th>N</th> <th>Y</th> <th>N</th> <th>Y</th> <th>N</th> <th>Y</th> <th>N</th> <th>Y</th> <th>N</th> <th>Y</th> <th>N</th> <th>Y</th> <th>N</th> </tr> </thead> <tbody> <tr> <td>Day 1</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Day 2</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Day 3</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Day 4</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Day 5</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>									Temperature		Headache		Loss of Taste		Loss of Smell		Coughing		Breathing Difficulty		Body Ache		Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Y	N	Day 1															Day 2															Day 3															Day 4															Day 5														
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<p>3. Has your child been in contact with anyone having above mentioned symptoms in 14 days prior to school reopening?</p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>																																																																																																															
<p>4. *Has the child travelled outside Karachi in 14 days prior to school reopening? If yes, please mention the travelling dates—from: _____ to: _____ and location: _____.</p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>																																																																																																															
<p>5. *Has the child come in close contact with a confirmed COVID-19 case in 14 days prior to school reopening the last 14 days?</p> <p style="text-align: right;">Yes <input type="checkbox"/> No <input type="checkbox"/></p>																																																																																																															
<p><b>Kindly edit and submit this form on the google classroom</b>  <a href="https://classroom.google.com/c/MjExMjY2MDAxMjc2?cjc=jo7ud4d">https://classroom.google.com/c/MjExMjY2MDAxMjc2?cjc=jo7ud4d</a> by August 22, 2021 by 2 pm</p>																																																																																																															

**\*Any student who has just arrived back from another city or country should self-isolate for 14 days before returning to school or produce evidence of negative Covid-19 test result received after landing in Karachi.**

**\*Any student who is part of a household where a member has Covid-19 or they are diagnosed with it themselves must also self-isolate at home for 14 days.**