



BVS Parsi High School

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BVS Parsi High School Back to School SOPs



STEP 1: SCHOOL TO TAKE PRESENTLY.

a. Call care taker staff and office staff.

Train about behavioural change (Annexure 1).

b. Install sanitizer dispenser at all strategic places.

c. Take temperature of all staff when come in.

d. Park cars / Motor bikes / cycles at Variawa Compound.(request the Cowasjee's)

e. Take temperature of all students, teachers when come in.

f. Limit visitors / parents. If coming in then have to wear masks, gloves and have temperature taken.

g. Social distancing markings on the grounds if more visitors come.

h. Spray sanitizers to be used in corridors and all floor



One Desk Apart!

SOCIAL DISTANCING

CORONAVIRUS



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Main Abdullah Haroon Road, Saddar
Karachi 74400, Pakistan



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Call : (92-21) 32721271

(92-21) 32771263



STEP 2: GOVERNMENT TO TAKE.

- a. Ensure readiness of school systems to operate during the post-COVID-19 and sign declaration that student's hygiene is the most important responsibility of the school systems.
- b. Announce re-opening of schools based on the expert opinion.
- c. Make necessary arrangements including disinfection of schools and their premises to keep schools safe learning places.
- d. Ensure that school systems have kept provision of psychosocial support to students.
- e. Ensure that school systems have kept provision of cooperative/support teachers during post- COVID-19 in case teachers fall sick or increased number of classrooms to minimize number of students in each classroom.
- f. Ensure availability of water, soap, masks, sanitizer, functioning of toilets with adequate facilities in schools.
- g. Ensure that students' school bags are retained in the schools.
- h. Approve SOPs for operating schools during the post- COVID-19.
- i. Ensure strict compliance of SOPs. In case of non-compliance, an administrative action will be taken against the schools.
- j. Ensure flexible operational/academic plan and its delivery and assessment system.
- k. Encourage school systems to offer online education during COVID-19.
 - i. Allow schools systems to use online education for those students who remain absent from schools due to their illness in order to continue their learning.
- m. Ensure teachers' continuous professional development for improving their professional knowledge and skills and preparing them for offering online education.



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- n. Garner parents' support to send their children to schools.
- o. Use media to highlight importance of continuity of learning during post - COVID-19.



BACK TO SCHOOL!



STEP 3: FOR SCHOOL TO TAKE BEFORE, DURING AND AFTER SCHOOL OPENS.

- Detailed circular to parents about SOPs and staggered time table (Annexure - 2)
- Detailed circular to teachers / staff about SOPs and staggered time table (Annexure - 3)
- Detailed circular to students and staggered time table (Annexure - 4).
- Detailed circular to van owners about school / vans SOPs and staggered time table (Annexure -5).



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ANNEXURE: 1 (CARE TAKER / OFFICE STAFF / ADMIN).

1. General Administration shall ensure effective disinfection of all the offices three times in a week especially surfaces of installations, chairs, tables and doors.
2. All staff care taker and office staff shall wear the mask and shields General Administration shall ensure that all staff is provided with mask and shields to wear.
3. The thermal guns shall be provided at entrance of the school for screening of all caretakers' /employees' body temperatures. No person with fever, cough, flu, shortness of breath and body pain shall be allowed to enter the school premises.
4. Crowding of people shall strictly be avoided. Every person may be counseled for keeping a distance of 1 meter (3 feet) for seating. Social Distancing messages must be pasted and practiced everywhere. Also avoid shaking hands, Hugging etc.
5. All employees with travel history abroad are advised to ensure strict quarantine at home and social distancing for prevention of spread of COVID-19.
6. All care taker and office staff must perform hand hygiene frequently with soap and water or a hand sanitizer. General Administration shall install sanitizers within office premises and shall ensure refilling on daily basis.
7. All classrooms, other areas be provided with closed bins.
8. The caretaker staff should strictly be advised to cover their nose and mouth while sneezing or coughing with their flexed elbow or use a tissue. Dispose the tissue immediately after use. Please avoid spitting and avoid touching the face. The same caretaker or office staff may be advised for home quarantine and testing for COVID-19.
9. All care takers should also be strictly advised not to smoke, chew paan, betal nut, tobacco etc.
10. If symptoms are verified with medical certificates than Medical Leave will be granted.
11. There should be no office visit by any parents / guardians during this emergency. However, in case of any parents / guardians complaint, online complaint portal should be circulated to the PARENTS etc.
12. There will be a health desk for health education, screening and awareness regarding COVID-19 at entry of school.
13. Post signs in visible locations (e.g. School entrances, library) that promote everyday protective measures.
14. Ensure regular messaging for parents and caregivers about behaviors that prevent the spread of COVID-19.



- 15.Keep windows, vents and door open.
- 16.Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible.
- 17.Keep windows of the school vans / buses open.
- 18.Wherever possible use halls and open spaces (weather permitting) for classes.
- 19.The toilets must be cleaned and washed regularly by ensuring disinfection protocols. General Administration shall ensure through deploying sufficient number of staff for this purpose.
- 20.Classrooms, labs, libraries and offices should be well ventilated by using natural ventilation (opening windows) and by keeping the doors open at all times during the school timings.
- 21.Promote and demonstrate regular hand washing and positive hygiene behaviours and monitor their practices.
- 22.Increase an air flow and ventilation where climate allows (open windows).
- 23.Ensure trash bins are removed daily and disposed of safely.
- 24.All symptomatic and suspect employees of the school will be screened and tested for COVID-19 as soon as possible. The Administrative head of the department shall forward the list of symptomatic or suspect employees with details (Name, Age, Designation, Address and Contact Number) to coordinator, pECO Sindh at sindh.covid19@gmail.com for sampling and testing at their home.
- 25.Every afternoon all rooms, classes, offices etc. to be cleared, swept, sanitized and sealed.
- 26.School CANTEEN will not be allowed to operate till further notice.
- 27.Any employee or their close relative (who lives with them) will be granted 14 days' sick leave after proof of COVID-19 positive test, either of the employee or their close relative. A COVID-19 negative test report will have to be provide on recovery and rejoining.
- 28.Don't stigmatize your peers or anyone else about being sick.

YOUR COOPERATION IS APPRECIATED



ANNEXURE 2: PARENTS /GUARDIANS

Dear Parents / Guardians,

As the education sector faces uncertainty due to COVID-19, we at BVS would like to assure you and our students that as we open our doors for our young learners we have some guidelines for them to follow.

Standard Operating Procedures:

1. All Students / Parents are expected to wear a mask. They may be to their liking and comfort, therefore, the school does not prescribe a particular one. **All must carry extra masks.**
2. Gloves and sanitizers are optional if the student wants to.
3. Students / Parents will be checked every morning for their temperature with a thermal gun. In case of temperature is above the normal level (36.5-37.5 °C / 97.7- 99.5 °F) the students / parents will not be allowed inside the school premises.
4. Students / Parents are asked not to have physical contact with each other, staff, caretakers, therefore refrain from shaking hands, hugging etc.
5. School premises are sanitized every day. Sanitizing points are installed at strategic points so students are encouraged to sanitize themselves.
6. Students will be allowed to wash hands frequently and hand wash are installed in washrooms.
7. Any student with fever, cough or any COVID-19 symptoms will not be allowed in the school.
8. If such symptom arises during school hours the school has the right to call COVID-19 general helpline 1166 **(after informing the parents) therefore reachable telephone numbers are needed by the school.**
9. In case number 08 happens, the parents will keep the school notified as to the health progress of the student.
10. If symptoms are verified with medical certificates than Medical Leave will be granted to the student and any marked assignment will be given 45%.
11. Any student or his close relative (who lives with him) will be granted 14 days' sick leave after proof of COVID-19 positive test, either of the student or his close relative. A COVID-19 negative test report will have to be provide on recovery and rejoining.

12. We as adult have to be sensitive and train our children how to change their lifestyle, therefore Social Distancing will be taken seriously in the classrooms, indoors areas and in the playgrounds, during recess, before school commences and after school and assemblies.
13. Students must be taught good respiratory hygiene i.e. coverage of mouth and nose with bent elbow or tissue for cough or sneeze and disposing the tissue off immediately in the closest covered bin.
14. Help children cope with stress. Take assistance from school's psychological counsellor.
15. Common responses to stress can be difficult in sleeping, bedwetting, pain in stomach or head, being anxious, withdrawn, angry, clingy or afraid to be left alone.
16. Parents are requested also to maintained Social Distancing at the gates especially in the afternoon.
17. School will have staggered entrances for arrivals, staggered timing of departure and for break etc.
18. Parents are requested to visit school if **EXTREMELY URGENT** and **UNAVIODABLE** and therefore **REFRAIN** from unnecessary footfall in the school's premises.
19. **STAGGERED TIMINGS:**
 - a) The BVS School has been split into three groups.
 - Group 1: Grade 2 - 11 First half Roll Numbers. (Monday/ Wednesday)
 - Group 2: Grade 2 -11 Second half Roll Numbers. (Tuesday / Thursday)
 - Group 3: The full class of 9 A, B, C / 10 A, B, C / 10 D, E / 11 D, E will also come on Fridays and Saturdays. The time table will distribute them roll number wise in two separate classrooms / labs. (This is operational when the other grades start coming).
 - b) Students will be spread out into the classroom.
 - c) One Teacher and one Teacher Assistant will attend to them for every subject **if need be.**
 - d) Social distancing in vans as well as classrooms will be maintained.
 - e) The day a group is not in school, ONLINE classed will be conducted and work uploaded **if need be.**



f) Arrival time cannot be staggered as most students, staff arrive in vans however, entrance will be different.

- Grade I/II /III /IV / V /VI side gate
- Grade VII / VIII /IX / X / XI main gate

g) Break will be staggered:

- Grades I / II/ III /IV/ V
- Grades VI/ VII/VIII /IX/ X /XI.

h) Departure time will be staggered.

- Grade I/II /III /IV / V (school off as per time table given)
- Grade VI / VII/ VIII/ IX / X /XI (school off as per time table given)

i) **Temporarily, the entrance from the Variawa House at the rear of the school may be utilized too.**

j) School will avoid field trips for the time being, however, all SOPs will be followed and parent informed beforehand and permission sought, if we do so.

k) School will avoid any interschool competitions, sports etc. as much as possible however, all SOPs will be followed and parents informed beforehand and permission sought, if we do so.



20. The School Canteen will not be operational till further notice so all students are encouraged to get their lunch, water, drinks from home.

21. No students will be allowed to share their things e.g. lunch, stationery, text books, clothes etc. **NO SHARING ALLOWED.**

22. Students living close to the school are encouraged to be dropped by parents instead of using van facilities.

We apologize for any inconvenience and therefore expect full cooperation from parents and students.

23. Do not stigmatize anyone who is sick.

LET US HELP EACH OTHER THROUGH THESE DIFFICULT TIMES.



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Annexure 3: FACULTY / TEACHING AND OTHERWISE

Dear Staff Members,

As educators and personnel associated with an education institution it is imperative that before BVS open its doors to young learners that we have some guidelines for ourselves to follow as well as enforce them so that we create and work in a safe, secure and clean environment.

Standard Operating Procedures:

1. All staff are expected to wear a mask. They may be to their liking and comfort, therefore, the school does not prescribe a particular one. **Kindly carry extra mask.**
2. Gloves and sanitizers are optional if the staff wants to.
3. Staff will be checked every morning for their temperature with a thermal gun.
4. Staff members are asked not to have physical contact with each other, students, caretakers, therefore refrain from shaking hands, hugging etc. and sit in their cubicles as assigned.
5. School premises are sanitized every day. Sanitizing points are installed at strategic points so staff members are encouraged to sanitize themselves.
6. Staff will be allowed to wash hands frequently and hand wash are installed in washrooms.
7. Ensure staff and students how to cover coughs and sneezes with elbows and use tissues, handkerchiefs during sneeze / cough.
8. No sharing of handkerchiefs among students.
9. Ensure disposal of such materials in dustbins.
10. Teachers review the syllabi and timetables to adjust to reduced school year and prioritize key learning outcomes to be prioritized.
11. Prepare plans for school calendar year and formative assessments.
12. Consider options of self-learning, home -work assignments, worksheets, blended learning to cater for learning needs.
13. Consider remedial program for children at risk (keeping mental and special needs in perspective).
14. Any staff member with fever, cough or any COVID-19 symptoms will not be allowed in the school.



15. If such symptom arises during school hours the school has the right to call COVID-19 general helpline 1166 (**after consent from the staff**).
16. In case number 14 happens, the staff member will keep the school notified as to their health progress.
17. If symptoms are verified with medical certificates than Medical Leave will be granted.
18. Any employee or their close relative (who lives with them) will be granted 14 days sick leave after proof of COVID-19 positive test, either of the employee or their close relative. A COVID-19 negative test report will have to be provide on recovery and rejoining.
19. We as adult have to be sensitive and train ourselves how to change lifestyle, therefore Social Distancing will be taken seriously in the classrooms, other indoors areas and in the playgrounds, during recess, before school commences after school assemblies and especially in staff rooms.
20. Staff are requested also to maintained Social Distancing at the gates, in the libraries, lab, staff rooms, in the ground etc.
21. School will have staggered entrances for arrivals, staggered timing of departure and for break etc.
22. Parents / Guardians will be requested by the school to visit if **EXTREMELY URGENT** and **UNAVOIDABLE** and therefore **REFRAIN** from unnecessary footfall in the school's premises.

23. STAGGERED TIMINGS:

- a. and Saturdays. The time table will distribute them roll number wise in two separate classrooms / labs. (This is operational when the other grades The school has been split into two groups.
 - Group 1: Grade 2 – 11 First half Roll numbers. (Monday/ Wednesday)
 - Group 2: Grade 2 –11 Second half Roll numbers. (Tuesday / Thursday)
 - Group 3: The full class of 9 A, B, C / 10 A, B, C / 10 D, E / 11 D, E will all so come on Fridays start coming).
- a. Students will be spread out into the classroom.
- b. Social distancing in vans as well as classrooms will be maintained.
- c. The day a group is not in school, **ONLINE** classed will be conducted and work uploaded **if need be**.

- e) Arrival time cannot be staggered as most staff arrive in vans however; entrance will be different so staff of the particular grades may follow the following:
- Grade I/II /III /IV / V /VI side gate
 - Grade VII / VIII /IX / X / XI main gate
- f) Break will be staggered:
- Grades I / II/ III /IV/ V
 - Grades VI /VII/VIII /IX/ X /XI.
- g) Departure time will be staggered.
- Grade I/II /III /IV / V (school off as per time table given)
 - Grade VI / VII/ VIII/ IX / X /XI (school off as per time table given)
- h) Temporarily, the entrance from the Variawa House at the rear of the school may be utilized too.**
- i) School will avoid field trip for the time being, however, all SOPs will be followed and parent informed beforehand and permission sought, if we do so.
- j) School will award any interschool competitions, sports etc. as much as possible however, all SOPs will be followed and parents informed beforehand and permission sought, if we do so.
24. Staff to have COVID -19 insurance if they wish to do so on their own.
25. More staff will be on break duty as a duty roster will be posted starting of each work.
26. (a) Note books collection and correction norms to include a day sanitization (by then the virus, if any on notebooks would die automatically).
- b) Take all in a cloth bag or plastic bag.
- c) For spray use diluted Detol water on the bag in your porch, outside house, flats etc.
- d) Keep it there for an hour.
- e) Take it inside (wear mask and gloves while doing so).
- f) Open and check / sign (keep mask and gloves on).
- g) After you finish put all copies / chronicles in the bag. Seal it, keep it near entrance.
- h) Remove gloves and throw them away.
- i) If reusable mask, then keep it otherwise discard it.
- j) Take bag to school when you are able.
- k) After opening bag and distribution, wash hand / sanitize etc.

27. Collect information about students/teachers using internet facilities to explore possibility of offering online courses even further into the academic session.
28. Staff rooms must follow social distancing (cubicles have made it possible)
29. (a) If a staff has cough and cold then they can work from home, teach online from home.
(b) A medical test report must be submitted to support it.
30. (a) If a staff is found COVID-19 positive, they must not come to school and if able, work from home, teach online from home.
(b) A medical test report must be submitted to support it.
31. School Canteen will not be operational till further notice.
32. School will conduct a COVID-19 Rapid Antigen Test for all. This may or may not be repeated from time to time to ensure health and safety of all.
33. Do not stigmatize anyone who is sick.
34. Engage students to present and address stigma associated with COVID-19 as it is like any other illness.

LET US STAY POSITIVE YET VIGILANT



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Annexure 4: FOR STUDENTS

Dear Students,

We are going to meet after a long time. Kindly make sure you all read these instructions especially the senior students.

1. Wear face mask during travel and schooling at all times. **Kindly carry extra masks.**
2. Wash your hands frequently, always with soap and water for at least 20 seconds. Gloves and sanitizers are optional.
3. Remember not to touch your face.
4. Do not share cups, eating utensils, food or drinks with others.
5. Be a leader in keeping yourself, your school, family and the community healthy.
6. Share what you learn about preventing disease with your family and friends, especially with younger children/ classmates, in morning assembly presentations in class.
7. Don't stigmatize your peers or tease anyone about being sick.
8. Tell your parents, another family member, or a caregiver if you feel sick and ask to stay home.
9. Strictly maintain social distance in the grounds, corridors, labs, classrooms, vans and any other place inside or outside the school.

STAGGERED TIMINGS:

- a) The school has been split into two groups.
 - Group 1: Grade 2 - 11 First half Roll numbers. (Monday/ Wednesday)
 - Group 2: Grade 2 -11 Second half Roll numbers. (Tuesday / Thursday)
 - Group 3: The full class of 9 A, B, C / 10 A, B, C / 10 D, E / 11 D, E will also come on Fridays and Saturdays. The time table will distribute them roll number wise in two separate classrooms / labs. (This is operational when the other grades start coming)
- b) Students will be spread out into the classroom.
- c) Social distancing in vans as well as classrooms will be maintained.
- d) The day a group is not in school, ONLINE classed will be conducted and work uploaded **if need be.**

- e) Arrival time cannot be staggered as most staff arrive in vans however; entrance will be different so staff of the particular grades may follow the following:
- Grade I/II /III /IV / V /VI side gate
 - Grade VII / VIII /IX / X / XI main gate
- f) Break will be staggered:
- Grades I / II/ III /IV/ V
 - Grades VI /VII/VIII /IX/ X /XI.
- g) Departure time will be staggered.
- Grade I/II /III /IV / V (school off as per given time table)
 - Grade VI / VII/ VIII/ IX / X /XI (school off as per given time table)
- h) Temporarily, the entrance from the Variawa House at the rear of the school may be utilized too.**
- i) Grades 1's will come on Fridays and Saturdays till further notice.
- j) Grades sitting for Board Exams i.e. 9 A, B, C / 10 A, B, C, D, E and 11D, E will come on two extra days i.e. Fridays and Saturdays till further notice.

COOPERATE WITH THE SCHOOL FOR YOUR HEALTH AND SAFETY



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Annexure – 5

Dear Vans Owners, Drivers and Cleaners,

As the education sector faces uncertainty due to COVID-19, we at BVS take this opportunity to thank you for your, support, understanding and patience. As we open the school for our young learners we would like to share some guidelines for you to follow.

Standard Operating Procedures:

1. All van owners, drivers and cleaner are expected to wear a mask. They may be to his liking and comfort, therefore, the school does not prescribe a particular one.
Kindly carry extra masks.
2. Gloves and sanitizers are optional if the van owner or drivers wants to.
3. All students and staff using van services must be given separate seats with a seat empty beside them.
4. Anyone found to be coughing, sick must not be picked up and the van drivers **MUST** refuse to do so.
5. Driver, cleaner etc. must also not come to work if coughing, sneezing, have fever.
6. Van owner to immediately make alternate arrangements.
7. School Administration must be informed in advance,
8. All vans must be thoroughly sanitized the night before and during school hours (when to be parked outside)
9. School Administration will keep a vigilant eye on the vans sanitization during school hours.
10. Vans personnel must wash hands frequently.
11. Any van personnel with fever, cough or any COVID-19 symptoms will not be allowed in the school or to provide van services, he will be replaced on an urgent basis.
12. If such symptom arises during school hours the school has the right to call COVID-19 general helpline 1166 (**after consulting the van owner**)
13. Any employee or their close relative (who lives with them) will be granted 14 days' sick leave after proof of COVID-19 positive test, either of the employee or their close relative. A COVID-19 negative test report will have to be provide on recovery and rejoining.



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14. In case number 11 or 12 happens, the van personnel will keep the school notified as to his health progress of the student.
15. If school vans are used for field trip / interschool competition transportation etc. the vans owners will be informed prior to the event, SOPs to be followed and owner will be duly compensated.
16. Van fees will be as per agreement with the school.
17. Do not stigmatize anyone who is sick.

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Your guide to COVID-19 testing

An overview for patients and the public

The Antigen PCR Test



Tests for the presence of **virus** in your body. You may be asked to do this test to confirm if you currently have COVID-19

This test works best between
**2 days before and
7 days after**
you have symptoms



Test can be carried out using:
**Nose swabs
Throat swabs**



Positive

Confirms you currently have the virus and must self-isolate or seek medical assistance if unwell

Does not tell you

how ill you might become or when you got the virus



Negative

Test is **only 75% accurate** - if you are experiencing symptoms you may be asked to be **re-tested 2-3 days later** and continue to be isolated

If it has been more than 10 days since your symptoms started, you might be asked to also have an antibody test

The Antibody Test



Tests if you have been **previously infected** with the virus and have had an immune response

This test works best
at least 14 days
following your first symptoms



Test can be carried out using:
A blood sample



Positive

You have previously had the virus and had an immune response

Does not tell you

if you are protected from becoming ill again if exposed to COVID-19, or how long protection may last for

You must still follow advice



Negative

It is likely you have not had COVID-19. However, the test is only around **80% accurate in mild disease** (but higher in severe disease), so there is a **20% chance** that you have had COVID-19, but the test has not detected an antibody response.