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(स्कूल शिक्षा और साक्षरता विभाग)

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F.No. 10-76/2020-NVS(SA)/

Date: 09.10.2020

To

The Deputy Commissioner
Navodaya Vidyalaya Samiti
All Regional Offices

Sub: Standard Operating Procedures (SOPs) for re-opening of the JNVs- reg.

Sir/Madam,

All the JNVs were closed in March 2020 due to the outburst of COVID-19 pandemic and summer vacation was declared for all JNVs. In order to ensure that there is no academic loss to the students, online classes have been started w.e.f. 15th June 2020 as per the guidelines of MoHFW and MoE the Schools now need to get ready for reopening from 15th October 2020 or from any later date as per SOPs of State/ UTs. As we move toward reopening, we ask each member of our community to make safety and precaution-taking a personal obligation as well. As per the direction of MoE, SOP has been prepared for JNVs by NVS in line of SOP issued by MoE.

The aim and purpose of the SOPs compilation is to assist Vidyalayas in finding the best suited solutions for customizing their SOPs based on the SOPs of State/ UTs to ensure the health and safety of all persons on campus.

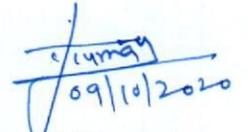
Kindly share the SOP of NVS with the State/ UT Administration and insure that SOP of residential component as already included in SOP of MoE is also included in the SOP of State/ UT govt. JNVs may be opened in alignment with the directions of the State/UT authorities.

Kindly intimate the action taken in this regard.

This issues with the approval of the competent authority.

Yours faithfully

Enclosure: as stated above


09/10/2020

(GireeshKumar)

Assistant commissioner (SA)

NAVODAYA VIDYALYA SAMITI



COVID-19

SOP/Guidelines for Health and
Safety protocols for Reopening of
Jawahar Navodaya Vidyalayas
Learning with Physical / Social
Distancing

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INTRODUCTION

The Ministry of Home Affairs vide Order no. 40-3/2020-DM-I (A) dated 30th September, 2020 , has issued guidelines for re-opening, following lockdown measures put in place for containment of COVID-19 in the country under the Disaster Management Act, 2005. Among the activities permitted outside the Containment Zones is the re-opening of Schools and coaching institutions, after 15th October, 2020, in a graded manner, for which the State/UT Government may take a decision in consultation with the respective schools/institution management, based on their assessment of the situation.

In view of the above mentioned guidelines the re-opening of the JNVs outside the containment zone may be considered subject to the following conditions :-

- a. Permission/Approval of the re-opening of the JNVs should be obtained from State /District Authority
- b. Where JNVs are conducting online classes, and some students prefer to attend online classes rather than physically attend vidyalaya, they may be permitted to do so.
- c. Students may attend JNVs/institutions only with the written consent of parents.
- d. Attendance must not be enforced, and must depend entirely on parental consent
- e. Regional Offices /JNVs will prepare their own Standard Operating Procedure (SOP) regarding health and safety precautions for reopening of JNVs based on SOP to be issued by Department of Education and Literacy (DSE&L), Ministry of Education, Government of India, keeping local requirements in view.
- f. JNVs which are allowed to open, will have to mandatorily follow the SOP to be issued by Education Departments of States/UTs .

Navodaya Vidyalaya Samiti under the Department of Education and Literacy, Ministry of Education, has prepared the following guidelines/SOP for re-opening of JNVs. The guidelines are divided into two parts:

- a) Part I refers to the health and safety aspects for reopening JNVs. These are based on the prevailing instructions of Ministry of Home Affairs, Ministry of Health and Family Welfare and Ministry of Education with regard to health and safety

protocols, and maybe implemented by adopting/adapting in accordance with the local situation in all states/UTs.

- b) Part II refers to learning with physical/social distancing and the academic aspects related to the delivery of education, such as, curriculum transactions, instructional load, timetables, assessment, etc. These are advisory in nature. ROs & JNVs may use these in the manner deemed fit to prepare their own guidelines

Based on these SOP/guidelines, Regional Offices /JNVs need to develop their own Standard Operating Procedures for reopening JNVs and for training different stakeholders as and when the State/Union Territory Governments declare it safe for JNVs to operate.

The extent and severity of COVID-19 is evolving and changing with time and also varies spatially from region to region. The response and safety protocols will accordingly need to be adjusted to these dynamics by the States/UTs from time to time. States/UTs while adopting the measures suggested may plan additional measures depending on the local situation.

All ROs & JNVs are expected to comply with the COVID-19 related directions issued by Ministry of Home Affairs and Ministry of Health and Family Welfare, Government of India, from time to time.

It is pertinent to note that many JNVs have been used as quarantine centers, therefore, it is of utmost importance to properly sanitize/deep clean all of these JNVs before reopening them. Vidyalaya re-opening must be safe and consistent and aligned with India's overall COVID-19 health response, with adequate measures taken to protect students, teachers, other staff, cook-cum-helpers and their families. Teachers and other staff may be encouraged to use Arogya Setu Application for their own as well as others safety.

PART- I

SOPs FOR HEALTH, HYGIENE AND SAFETY

I. STANDARD OPERATING PROCEDURES (SOPs) FOR HEALTH, HYGIENE AND OTHER SAFETY PROTOCOLS BEFORE OPENING OF JNVS

a) Ensure proper cleaning and sanitation facilities in the vidyalaya

- ❖ Arrange for thorough cleaning and disinfecting of all areas, furniture, equipment, stationery, storage places, water tanks, kitchens, canteen, washrooms, laboratories, libraries, etc. on vidyalaya campus and ensure air flow in indoor space.
- ❖ Ensure working hand washing facilities in the vidyalaya.
- ❖ Ensure availability of key supplies like thermometers, disinfectants, soaps, etc., and arrange for availability of these essentials. The thermometer to be used should be a calibrated contact-less infrared digital thermometer.
- ❖ Ensure sanitization of vidyalaya transport before they start plying.
- ❖ Guidelines issued by the Ministry of Health and Family Welfare on Disinfection of Common Public Places available at http://www.mohfw.gov.in/pdf/Guidelines_on_disinfection_of_common_public_places_includingoffices.pdf may be referred to for suitable follow-up.

b) Form different Task Teams

- ❖ Task Teams such as, Emergency Care Support/Response Team, General Support Team for all stakeholders, Commodity Support Team, Hygiene Inspection Team, etc. with earmarked responsibilities will be helpful.
- ❖ Teachers, students and other stakeholders deemed fit for being the members of these task forces may be identified to be the members of these task forces who will work collaboratively to take strategic and immediate actions.

c) Seating plan

- ❖ As suggested by the Ministry of Health, As per prevailing SOP there must be at least 6 feet distance between students in the revised seating plan. It is advisable to mark the seating that students should occupy.
- ❖ If there are single-seater desks, simply providing space between the desks in the classrooms to maintain physical/social distancing of 6 feet will be effective. If benches are used, 'one child one bench norm' may be considered.

- ❖ Similarly, physical/social distancing shall also be maintained in the staff rooms, office area, and other places of public interaction.
- ❖ If available, bigger rooms, temporary space or outdoor spaces (in case of pleasant weather) may be utilized for conducting classes, keeping in view the safety and security of the children and physical distance protocols
- ❖ Seats may be designated with adequate distance for teachers in the staff room and other available rooms/halls.
- ❖ The number of seats in the reception/entrance area may be limited with at least 6 feet distance between them.

d) Ensure Physical / social distancing at the Entry and Exit Points of the Vidyalaya.

- ❖ Staggering the timing of entry and exit for students of different classes.
- ❖ Earmarking different lanes for coming and going.
- ❖ Opening all the gates at the time of entry and exit, in case vidyalaya has more than one gate and earmarking classes for each gate to avoid crowding.
- ❖ Making announcements through Public Announcement System to guide students to maintain physical/social distancing.

e) Vidyalaya SOPs based on guidelines from States/UTs

- ❖ JNVs may be encouraged to make their own SOPs based on the guidelines issued by States/UTs for the following, Keeping in view the safety and physical/social distancing norms, and ensuring that the notices/posters/messages/communication to parents in this regard are prominently displayed/disseminated:
 - Use of Playground, Library and Laboratory
 - Break Time
 - Regular Cleaning and Disinfection of vidyalaya infrastructure
 - Use of Vidyalaya vehicle
 - Monitor and Plan for Absenteeism of both staff and students
 - Information Sharing System with partners
 - Dealing with emergency situation
 - Visit of service providers, parents and other visitors to vidyalaya

f) Display of Signage and markings for enforcing physical/social distancing and safety protocols -

- ❖ Displaying posters/messages/stickers and signage at appropriate places in the vidyalaya reminding students about maintaining physical/social distancing such as inside the classroom, libraries, outside washrooms, hand washing stations, drinking water areas, vidyalaya kitchen, halls and classrooms.
- ❖ Ban on spitting shall be strictly enforced.
- ❖ Marking circles on ground at different places, water facility stations, hand washing stations, area outside washrooms, and other areas.
- ❖ Marking separate lanes with arrows for coming and going at all possible places in vidyalaya to avoid physical contact.

g) Staggering timetables – some alternatives:

- ❖ One way of ensuring physical/social distancing is to have flexible, staggered and reduced timings planned for different classes in such a way that physical/social distancing is maintained along with other guidelines.
- ❖ Asking only a certain percentage of the students or classes preferably X to XII or IX & X (in case school is upto class X) to attend the vidyalaya depending on the enrolment and combining with home assignments could be another mechanism. Online mode of teaching learning may be continued until normalcy is attained. In respect of other classes, feasibility may be explored to bring in the students without any devices/support.
- ❖ In case size of classroom is small, classes may be held in rooms having larger area such as computer room, library, laboratory etc. with physical distance of 6 feet between the students.

h) Vidyalaya events, congregations, meetings, etc.

- ❖ JNVs should not undertake vidyalaya events where physical/social distancing is not possible.
- ❖ Functions and celebration of festivals should be avoided in JNVs
- ❖ However, vidyalaya assembly may be conducted by the students in their respective classrooms or outdoor spaces or other available spaces and halls under the guidance of the class teacher.
- ❖ Likewise, if possible, virtual parent teacher meetings can be arranged.

- ❖ During the process of admission to new classes, only parents/guardians may be consulted. Children need not accompany parents as far as possible.

i) Parent's/Guardian's consent

- ❖ JNVs should take the Consent of parents/guardians before their child/ward begins attending JNVs. Students willing to study from home with the consent of the parents may be allowed to do so.
- ❖ Follow-up on the progress of the learning outcomes of all such students may be planned appropriately.

j) Sensitize students, parents, teachers, community members and hostel staff on COVID-19 related challenges and their role:

- ❖ JNVs may share the guidelines issued by the Ministry of Education, Ministry of Home Affairs and the Ministry of Health and Family Welfare with all the stakeholders. Suggestive strategies for sensitizing the stakeholders are given in Annexure B
- ❖ Prior to reopening of JNVs, arrangements may be made for sensitization of teachers, parents, staff, and members of Vidyalaya Management Committee through online/offline modes such as pamphlets, letters, public announcement systems in villages, urban wards etc. on COVID appropriate behavior such as:
 - Required do's and don'ts including maintenance of hand hygiene, respiratory hygiene and disinfection of frequently touched surfaces
 - Maintaining physical distance
 - Hygienic practices necessary for the prevention of COVID-19
 - Stigmas attached to COVID-19
 - Thermal screening for fever detection
 - Avoiding attending vidyalaya if having symptoms and seeking medical care
- ❖ Staff and students belonging to containment zones shall not attend the vidyalaya and other educational institutions until the containment zone is de-notified.
- ❖ Students and staff shall be advised not to visit areas falling within containment zone.
- ❖ The recommendations of MoHFW are to be followed, i.e, "All employees who are at higher risk i.e, older employees, pregnant employees and employees who have underlying medical conditions to take extra precautions.. They

should preferably not be exposed to any frontline work requiring direct contact with the students.”

k) Ensure availability of medical support

- ❖ Ensure availability in vidyalaya or at contactable distance full-time trained health care attendant/nurse/doctor and counselor to take care of physical and mental health of the students. Regular health check-up of students and teachers may be organized.

l) Redefine the vidyalaya attendance and sick leave policies:

- ❖ Attendance must not be enforced to report to JNV and must depend entirely on parental consent. However, after joining in JNV, attendance is to be regularly monitored.

- ❖ Alternate staff for critical vidyalaya jobs/roles may be identified and given orientation for their new job roles to meet the emergency.

m) Academic Calendar:

- ❖ Plan for changes in academic calendar for all classes, particularly in relation to breaks and exams.
- ❖ See section on Learning with physical/ social distancing for greater detail.

n) Access to Textbooks:

- ❖ Ensure that all students have prescribed textbooks

o) Collect information:

- ❖ From students, parents and teachers:
 - ✓ In the form of self-declaration regarding their health condition, Arogya Setu health assessment, recent travels abroad or inter-state, and decide if the person will require additional time away from vidyalaya.

- ❖ From local administration:
 - ✓ About the State and district help lines and the nearest COVID Centre and other contact details for dealing with emergency.

p) Ensure Safe Residential Stay at Hostel/dormitory

- ✓ Students will be accommodated in the dormitory in alternate beds i.e. by keeping one bed vacant between two students by reducing the number of inmates in each dormitory in to 50% as per the requirement. Beds which are not to be occupied are to be properly labelled.
- ❖ Temporary partitions may be erected to separate inmates/boarders, if required and feasible. Adequate distance between beds may be ensured.
- ❖ Physical/social distancing must be maintained all the times in hostels.
 - Signage and messaging at prominent places will be important.
- ❖ Alternative space may be arranged to accommodate students to enable physical/social distancing.
- ❖ Initial preference for calling students to join back hostels may be given to students who do not have any support at home and also no facility for on-line education.
- ❖ Students of higher classes may be called first as per accommodation facility of the vidyalaya.
- ❖ Screening of every boarder needs to be done before they start staying at the hostel. Only asymptomatic boarders should be allowed to join.
- ❖ Since students may be coming from different locations by using public transports such as buses, trains, etc., it is important that they should minimize their contact and interaction with others on arrival at hostel, and effectively, maintain quarantine as per State/UT requirement. Their health status should be monitored during the period.
- ❖ Arrangement for a regular visit of Counselor teacher or a Counselor needs to be ensured to take care of any mental or emotional health issue of the students.
- ❖ Hostel should be out of bound for all persons except essential staff with known health status.
- ❖ Medical team may inspect kitchen and mess at least once a week to ensure maintenance of hygiene.
- ❖ Capacity building of hostel staff should be done on physical/social distancing norms, health, and hygiene, clean and nutritious food, etc., for the hostellers.
- ❖ These facilities should be used as per norms of physical/social distancing.

II. STANDARD OPERATING PROCEDURES (SOPs) FOR HEALTH, HYGIENE AND OTHER SAFETY PROTOCOLS TO BE FOLLOWED AFTER OPENING OF JNVS

a) **Ensure continuous maintenance and monitoring of cleanliness and hygienic conditions in and around vidyalaya premises**

- ✓ Vidyalaya campus should be cleaned daily and a daily record of areas cleaned may be maintained.
- ✓ Note that students should not be involved in any of the cleaning activities for health and safety reasons.
- ✓ Water, sanitation and waste management facilities may be ensured along with compliance of environmental cleaning and decontamination procedures. Waste management (with regards to bio-medical waste including masks, used tissues, etc.) needs to follow CPCB guidelines (available at https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES-COVID_1.pdf)
- ❖ Frequent cleaning and sanitization of commonly touched surfaces like doorknobs and latches etc., inside and outside the classrooms may be carried out.
- ❖ Disinfecting all teaching learning material such as learning materials, teaching aid, sports materials, swings, desks, chairs, computers, printers, laptops, tablets etc. focusing particularly on frequently touched surfaces/object.
- ❖ All garbage should be disposed in dustbins and must not be allowed to pile up anywhere else in the vidyalaya premises.
- ❖ All dustbins must be cleaned and covered properly. Protocols must be in place for the final safe disposal of waste.
- ❖ Availability of soap and clean water at all hand washing facility may be ensured. This can be monitored by the identified or designated staff/students.
- ❖ If possible, alcohol-based hand sanitizer may be placed at prominent places like reception and entrance of the vidyalaya.
- ❖ Frequent cleaning and disinfecting of washrooms during the vidyalaya hours may be ensured.
- ❖ Availability of safe and clean drinking water for students may be ensured
- ❖ Cleanliness and hygiene should be maintained during meal preparation, serving, eating, and after eating the place and utensils, etc., should be properly cleaned.
- ❖ Daily Sanitization of school building/hostel/dining hall may be done, preferably when the building is not under use.

b) Making students' stay safe in vidyalaya

- ❖ All students and staff to arrive at vidyalaya wearing a face cover/mask and continue wearing it all through, especially when in class, or doing any activity in groups, such as eating in the mess, working in the laboratories or reading in the libraries.
- ❖ Ensure and educate children not to exchange masks with others.
- ❖ To the extent possible JNVs may adopt contactless process for attendance, classroom participation, assessment and learning including online submissions etc. for both students and staff members.
- ❖ Simple health screening of students and staff may be carried out daily, and updates be maintained.
- ❖ Every child needs to learn how to cough or sneeze into a tissue or elbow and avoid touching face, eyes, mouth, and nose.
- ❖ Sensitize all stakeholders in vidyalaya about the ban on spitting.
- ❖ Availability of necessary equipment like gloves, face cover/masks, hand washing soaps for sanitation staff/workers.
- ❖ Ensure nutritious native food for students and avoid sharing food and utensils with others.
- ❖ No outside vendor should be allowed to sell any eatables inside the vidyalaya premises or at the entry gate/point (No tuck shops to sell eatables).
- ❖ The tender age of children may be kept in mind while giving these instructions and advice, which may be explained gently in a way that they can understand.
- ❖ In case some children are not following instructions, parents may be taken into confidence to assist teachers.
- ❖ Give responsibility to teachers and willing students (with parental consent from class VI onwards) on a rotation basis to monitor observing of physical/social distancing norms at different places and also students' behavior like frequently touching own face or handshake with other students, etc.

c) Ensure Safe Commuting of Students for official purpose.

- ❖ Sanitization of vidyalaya vehicle on regular basis at least twice a day – once before children board the transport and once after.
- ❖ Vidyalaya Driver and staff/students should maintain physical distance at all times and ensure physical/social distancing among students in the bus/cab.
- ❖ A minimum physical distance of 6 feet should be maintained during seating. Staggering of vidyalaya timings/days/shifts may be essential for ensuring this. Wherever possible, more buses may be arranged.
- ❖ If possible, thermal screening of students may be done

- ❖ All commuters to wear face cover/masks in the vehicle.
- ❖ No curtains on windows in the vehicle.
- ❖ Preferably keep all windows open.
- ❖ For air-conditioned vehicle, the guidelines issued by CPWD shall be followed which include temperature setting at 24-30°C, relative humidity at 40-70% with provision for intake of fresh air (available at: https://cpwd.gov.in/WriteReadData/other_cir/45567.pdf.)
- ❖ Students may be oriented not to touch surfaces unnecessarily. If possible, hand sanitizer may be kept in the vehicle.
- ❖ Students may be advised to patiently wait for their turn to board or alight from the vehicle keeping a safe distance.
- ❖ Students commuting through public transport should be adequately guided by JNVs to take all precautions such as – physical/social distancing, covering nose and mouth with up face cloth/masks, sanitizing hands when touching any surface etc.

d) Implement Safe Vidyalaya Practices for safe arrival and departure of staff and students

- ❖ Physical/social distancing norms should be followed, both, during arrival and departure time, to and from vidyalaya. Minimum 6 feet physical distance should be maintained when queuing up for entry and inside the vidyalaya.
- ❖ Students to attend JNVs as per the schedule prepared by the vidyalaya, as already mentioned.
- ❖ Have staggered arrival and departure timings for different classes.
- ❖ If the vidyalaya has more than one gate, then all the gates be used for entry and exit.
- ❖ Teachers and senior students may be deputed to regulate the students outside the class room in areas like dining hall, dormitory, entrance etc.
- ❖ Screening of all including staff members before entering the vidyalaya without fail for fever/cough and breathlessness. Frequency of thermal screening may be decided as per the need.
- ❖ Self-monitoring of health by all and disclosure about any illness at the earliest to State and district helpline and vidyalaya authorities.
- ❖ Vidyalaya heads to allow staff who want to remain on leave due to sickness, with the advice that they resume duties as soon as they are recovered as the vidyalaya needs their services in this tough time for children who have started coming to vidyalaya for education. However, MoHFW recommendations as mentioned at Chapter I (j) for employees at higher risk should be followed.

- ❖ Parents may be sensitized about personal hygiene, personal health, and cleanliness of uniform and this information may be circulated well in advance through letters, emails, or any other social media.
- ❖ Parents to be sensitized that they must not send their wards to vidyalaya if the child or any family member living in the same household suffers from fever/cough/breathlessness etc. Similarly, children with underlying medical conditions are to take appropriate precautions as advised by their respective medical practitioners.
- ❖ States may also consider obtaining declaration forms from the parents saying that no one in the family is suffering from COVID-19 or from fever/cough/breathlessness etc., before their wards start coming to vidyalaya.
- ❖ Parents and staff members having mobile phone may be advised to download the Arogya Setu App.
- ❖ Announcements may be made to sensitize students and accompanying parents to follow all safety norms.
- ❖ Vidyalaya attendance may be monitored to keep track of student and teacher absence and to compare against usual absenteeism patterns. Close track to be kept of absence due to respiratory illnesses.

e) Ensure safety norms in classrooms and other places

- ❖ A proper crowd management in the vidyalaya as well as in outside premises shall be ensured.
- ❖ Teachers may ensure students sit at marked/allocated seats maintaining physical/social distancing and wearing face covers /masks in the classes, laboratories, libraries, playground or any other part of vidyalaya premise.
- ❖ Group activities in games, sports, music, dance or other performing art classes may be allowed only if it is feasible to maintain physical distance and following health safety norms.
- ❖ Practical work should be done in small groups maintaining physical distance.
- ❖ Students should not share any material (textbooks, notebooks, pen, pencil, eraser, tiffin box, water bottles, etc.) with each other
- ❖ All the necessary learning material may be kept in the classroom.
- ❖ Different break times may be provided for different classes.
- ❖ No sharing of food among students should be allowed.
- ❖ Teachers to wear face covers/ masks while correcting written assignments of students.
- ❖ Windows and doors of the classrooms and other rooms to be kept open for ventilation.

- ❖ Number of people in the passages shall be restricted. Use of stairs with one person on alternate steps may be encouraged.
 - ❖ Specific focus on avoiding over-crowding in washrooms should be encouraged.
 - ❖ Students to sanitize hands before and after lunch/snacks, each time they use the washroom and any other outdoor activities. Hand sanitizers with 70% alcohol can be an alternative.
 - ❖ For air conditioning within the vidyalaya, CPWD norms shall be followed which prescribes temperature setting in the range of 24-30°C, relative humidity in the range of 40-70% and provision for intake of fresh air and cross-ventilation.
 - ❖ All physical/social distancing norms are to be implemented as per the defined protocols/SOPs.
- f) Protocol to be followed in case of detection of a suspected case of COVID-19**
- ❖ Place the ill student or staff in a room or area where they are isolated from others
 - ❖ Provide a mask/face cover till such time as he/she is examined by a doctor.
 - ❖ Immediately inform the nearest medical facility (hospital/clinic) or call the State or district helpline.
 - ❖ Disinfection of the premises to be taken up if the person is found positive.
 - ❖ For a suspect or a case detected in hostel, the student/staff shall not be sent back to his/her home as it may lead to spread of the disease. He/She should be isolated and State/district health officials shall be informed to suitable follow-up.
 - ❖ All protocols as advised by Ministry of Health and Family Welfare should be followed.
- g) Physical/social distancing during distribution of Meal**
- ❖ Methods of safe distribution can be employed by the JNVs which may include staggered distribution. Food may be provided in multi batches.
 - ❖ Physical/social distancing norms may be observed in the kitchen as well. No other person may be allowed in the kitchen except minimum essential staff. Cleanliness of kitchen and its staff may be ensured.
 - ❖ Staggered timing for having meals to avoid crowding.
 - ❖ Detailed guidelines for Meal in JNVs are given in the following section of these guidelines.

III. SOPs FOR RUNNING THE VIDYALAYA MESS (Mess In-Charge and Catering Assistant to ensure)

a) **Background:**

- ❖ To meet the nutritional requirements of children and safeguard their immunity during the COVID-19 outbreak, JNVs are advised to provide hot cooked Meal.
- ❖ These broad guidelines are aimed at helping JNV authorities to prepare for resuming the normal cooking and serving of Meal in JNVs with focus on food safety, health, and hygiene along with physical/social distancing.

b) **Entry of Cook & Mess Helpers in JNVs**

- ❖ It shall be the responsibility of vidyalaya administration related to Kitchen & Dining to ensure that the mess staff is not COVID positive.
- ❖ All mess staff also to give a self-declaration with regard to the wellness of self and family members before starting their work in vidyalaya.
- ❖ Thermal scanning of the mess staff may be carried out at the entry of the Mess to check the temperature. The temperature may be recorded on daily basis.
- ❖ The mess staff must sanitize/ wash their hands for minimum 40 seconds upon entering in the kitchen following the prescribed methods (<https://covid.aiims.edu/steps-of-handwash/>).
- ❖ Wearing face cover/mask will be mandatory during cleaning, washing cutting, cooking and serving of meals. If re-usable face covers are used, it should be ensured they are washed daily.
- ❖ Nail polish or artificial nails should not be worn because they can become foreign bodies and may compromise on food safety.
- ❖ No watches, rings, jewelry and bangles should be worn during cooking, serving and distribution as there is a danger of contamination of product.
- ❖ Spitting and nose blowing should be strictly prohibited within the premises by mess staff or any other person during vidyalaya hours and especially while handling food.
- ❖ The mess staff should be provided adequate and suitable clean protective apron, and head gear for covering hair and **gloves**. It must be ensured that the mess staff at work wear only clean protective apron and head covering.
- ❖ The mess staff should wash their hands at least each time work is resumed and whenever contamination of their hands has occurred; e.g. after coughing / sneezing, visiting toilet, using telephone. Hand washing time should be a minimum of 40 seconds.

- ❖ Mess staff must be cautious to avoid certain hand habits - e.g. scratching nose, running finger through hair, rubbing eyes, ears and mouth, scratching beard, scratching parts of bodies etc.- that are potentially hazardous when associated with handling food products, and might lead to food contamination through the transfer of microbes. When unavoidable, hands should be effectively washed before resuming work after such actions. Soap must be available at all times at the wash basin/hand pump/tap water for frequent hand cleaning by Cook and Mess Helper.
- ❖ Capacity building of Cook and Mess Helper and teachers through digital mode can be used to update them on hygiene, safety and physical/social distancing in JNVs.

c) Cleaning Kitchen cum Store or the place of cooking:

- ❖ The kitchen cum store/place of cooking must be deep cleaned and sanitized before 24 hours of actual cooking after reopening of JNVs.
- ❖ The kitchen should be cleaned before the actual preparation and cooking of food on daily basis.
- ❖ The floors of kitchen and the cooking top should be cleaned every day before and after the food is cooked.
- ❖ Special attention should be paid to the cleaning of difficult to reach areas including cooking areas and at the junction of floors and walls.
- ❖ It is important that surfaces in direct contact with food must be both clean and dry before use.
- ❖ Cracks, rough surfaces, open joints etc. must be repaired as soon as possible.
- ❖ There should be efficient drainage system with adequate provisions for disposal of refuse. Potential sources of contamination like rubbish, waste water, toilet facilities, open drains and stray animals should be kept away from kitchen.
- ❖ Ventilation systems natural and /or mechanical including windows, exhaust fans etc. wherever required, should be designed and constructed so that air does not flow from contaminated areas to clean areas.

d) Cleaning of utensils for cooking and serving of meals

- ❖ Cleaning accessories such as cloths, mops and brushes carry a very high risk of cross contamination. They must therefore be thoroughly washed, cleaned and dried after use.
- ❖ Cleaning accessories used in the cooking area should not be used in other parts of the kitchen.
- ❖ Sun drying of the cleaning accessories in a clean and tidy place should be done.

- ❖ Tables, benches and boxes, cupboards, glass cases, etc. should be clean and tidy. Cooking utensils and crockery should be clean and in good condition. These should not be broken/ chipped. All kitchen utensils and devices should be washed and sun-dried before using. Preferably use hot water (above 60 degrees Celsius) for washing and sanitizing.
 - ❖ Clean cloths should be used for wiping utensils, wiping hands and for clearing surfaces. Cloth used for floor cleaning should not be used for cleaning surfaces of tables and working areas and for wiping utensils.
 - ❖ Leftovers or crumbs from plates or utensils should be removed into dustbin by using cloth or wiper. Every utensil or container containing any food or ingredient of food should at all times be either provided with a properly fitted cover/lid or with a clean gauze net or other material of texture sufficiently fine to protect the food completely from dust, dirt and flies and other insects.
- e) Checking of old stock of food grains, oil & fat and condiments before use:**
- ❖ Use of left out food grains, oil & fat and condiments should only be done after careful inspection of quality and shelf life if any, as they are left in JNVs for the last few months due to closure of JNVs.
 - ❖ Use of ingredients should be subject to FEFO (First Expire First Out) or FIFO (First in, First Out) stock rotation system as applicable.
- f) Washing & cutting of vegetables and cleaning of food-grains and pulses etc.**
- ❖ Vegetable, fruits and perishable food commodities should be procured fresh and storing for long time/duration should be avoided.
 - ❖ The vegetables once procured should be thoroughly cleaned with water before use. Vegetables may be washed thoroughly with a combination of salt and haldi (turmeric) / 50 ppm chlorine (or equivalent solution) and clean potable water to remove the dirt and other contaminants.
 - ❖ The food grains, pulses need to be washed properly before using.
 - ❖ Outer sealed package /cover of condiments, pulses etc., should be thoroughly washed with soap solution and sun dried before transferring the material to the jars followed by washing of hands with soap for a minimum of 40 seconds.
 - ❖ No raw material or ingredient should be accepted if it is known to contain vermin, undesirable micro-organisms, pesticides, veterinary drugs or toxic items, decomposed or extraneous substances, in other words, material which cannot be reduced to an acceptable level by normal sorting and/or processing.

g) Cooking of the Meals

- ❖ Wherever possible, kitchen activities may be performed maintaining appropriate distance between activities e.g., there should be defined separations for raw material procurement area, cutting of vegetables and cleaning of grains/pulses, cooking area, cooked food area.
- ❖ The cooks cum helpers may work with their faces in the opposite direction to maintain physical distance.

h) Serving of Meals

- ❖ The serving and dining area should also be well sanitized before and after food consumption.
- ❖ The serving of meals to the vidyalaya children may be done in a spread-out manner in batches to follow physical/ social distancing norms.
- ❖ However, in case the meals are served in vidyalaya dining halls, clear markings should guide the children to the seating arrangement.
- ❖ The Cook and Mess Helper, while distributing the food should wear protective equipment such as hand gloves, face mask, head cover and shall maintain appropriate distance from the vidyalaya children.
- ❖ The vidyalaya children should also wear face cloth/ masks while the food is being served and at all times in the dining area except while eating/drinking.
- ❖ Temperature of the meal when served should be maintained at least at 65°C. Therefore, food should be served to children immediately after being cooked.

i) Hand washing by Vidyalaya Children before and after having meals

- ❖ Hand wash with soap for a minimum of 40 seconds before and after eating meal should be vigorously promoted.
- ❖ The JNVs should define an area for hand washing where children can wash their hands while maintaining physical/social distancing. For this purpose, empty plastic bottles can be filled with liquid soap and diluted with water.
- ❖ Children should wash their hands for minimum 40 seconds.
- ❖ The teachers need to monitor the process of hand washing carefully.
- ❖ Wherever proper hand washing facilities are either not available or inadequate for all children, buckets and mugs can be used to supplement the available facilities.

j) Drinking Water supply

- ❖ Continuous supply of potable water should be ensured in the vidyalaya premises.
- ❖ In case of intermittent water supply, adequate storage arrangement for water used in food or washing should be made. Water used for cleaning, washing and preparing food should be potable in nature.
- ❖ Water storage tanks, if available, should be thoroughly cleaned before the reopening of JNVs and further periodical cleaning should be done.
- ❖ Non potable water pipes should be clearly distinguished from those in use for potable water.

k) Management of waste

- ❖ Adequate waste disposal systems and facilities should be provided and they should be designed and constructed in such manner that the risk of contaminating food or the potable water supply is eliminated.
- ❖ Waste storage/tanks should be located in such manner that it does not contaminate the food process, storage areas, the environment inside and outside the kitchen and waste should be kept in covered containers and removed at regular intervals.
- ❖ Periodic disposal of the refuse/waste may be made compulsory.
- ❖ Eco friendly measures like vermi-composting may be encouraged for food waste management.
- ❖ Applicable food waste management rules of respective States / UTs shall be adhered to by all JNVs.

l) Involving stakeholders

- ❖ Under the prevailing circumstances, active positive involvement of parents, community, PTC members and teachers is of crucial importance in providing nutritious meals to children in a safe and hygienic manner.

m) Additional points for Mess management

i) Purchase and maintaining store

- ❖ Locally made ready to eat items from the market like sweet, samosa, cake etc is not allowed to ensure safety of all inmates. Menu has to be planned accordingly.
- ❖ Local nutritious food items like native food, milk, egg etc may be included in the menu as per the advice of Doctor, Staff Nurse, mess committee.
- ❖ On receipt of the grocery items, they may be kept in stock at least for

- 2-3 days before using.
- ❖ Grocery items (Dry ration) is to be procured in bulk at least for one month and is to be stored properly, instead of piece meal procurement.
 - ❖ Vegetables may be procured depending upon the need and they are to be properly washed.
 - ❖ No staff or students is to be allowed to mingle with mess employees by considering their safety.

ii) Staff in mess / Kitchen

In general, daily wage personnel commute from their home, which are located outside the JNV campus. **Arrangement to accommodate daily wage personnel in the campus itself is to be explored and movement outside the JNV campus is not to be permitted.** By considering the cleaning and other related work, Principal may engage sufficient daily wage personnel on need basis.

iii) Staff and students to dine in the dining hall.

House master and AHM have to dine along with house students for which places may be pre-decided.

Both the students and staff have to maintain social distance at all places including washing area, rinsing area and the area where sanitizer is placed.

PART – II

LEARNING WITH PHYSICAL/ SOCIAL DISTANCING

IV. REDEFINING TEACHING, LEARNING AND ASSESSMENT TO ACHIEVE DESIRED LEARNING OUTCOMES

Online / distance learning shall continue to be the preferred mode of teaching and should be encouraged. However, the following SOPs may be followed for face to face classes in JNVs and online learning:

A. BEFORE VIDYALAYA REOPENING

a) Preparation of Teaching-Learning: Making a Comprehensive Alternative Calendar of Activities for the Whole Year with focus on learning outcomes

- ❖ JNV may consider dividing the total vidyalaya hours between class room activities and self study. It is suggested that broad categories such as the following could be considered.
 - (i) Number of hours at vidyalaya for academic activities
 - (ii) Number of hours spent at Dormitory (active learning)
 - (iii) Number of hours spent on sports keeping physically and mentally healthy
 - (iv) Number of hours spent on creative activities related to art, music and art- integration.
- ❖ JNV may like to consider rationalizing the curriculum into 3 components:
 - i. Classroom lessons – which could include, essential topics that are conceptually difficult to understand
 - ii. Self-learning lessons – which could include essential but conceptually easier to understand
 - iii. Not a part of the core area of curriculum or learning Outcomes – which could be kept aside this year

Details of curriculum will be separately circulated. For secondary and senior secondary level, the directions of CBSE may be referred.

- ❖ Academic calendar may be realigned for the remaining session in accordance with the emerging situation. Comprehensive academic plan will also be prepared as per the guidelines
- ❖ Vidyalaya calendar needs to make syllabus learning outcome-based rather than theme-based; planning may be at the National / regional level for blended/diverse mode learning, and also a clear policy on assessment of children.
- ❖ The comprehensive academic plan should clearly depict the topics to be covered at vidyalaya and activities to be covered at home/ dormitory by the students along with the proper methods and rubrics of assessment.

- ❖ This plan may follow guidelines of Alternative Academic Calendar prepared by the NCERT.

Looking at the current pandemic situation, inequitable access to infrastructure for online teaching and internet connectivity and non-availability of smart phones with all parents, NCERT has come out with ALTERNATIVE ACADEMIC CALENDAR which only expects a basic mobile to make a connection between child or parent with a vidyalaya teacher, so that teacher can initially guide parent or student. Later, students can do self-study with the help of parents or siblings.

The Alternative Academic Calendar is based on multiple pedagogies- guided learning followed by self-study and are available on the web link <http://ncert.nic.in/aac.html>

- ❖ Fun activities may be planned for each class
- ❖ Pedagogical interventions may be included which emphasize linking classroom activities with the experience children are undergoing or have gained in their day-to-day life in COVID-19 situation. For example, prepare age appropriate awareness posters relating to COVID-19 precautions, to be displayed in every classroom. These posters may be in local language/Hindi/English or all these languages. Some posters involving graphs, data on how corona spreads may not only be useful for awareness but also serve as a teaching tool in higher classes. This will help the teachers to link the students' day to day experiences with the subject areas like environmental studies, languages, mathematics and science.
- ❖ Arrangements may be made for community radio and audio classes by the teachers on this medium through JNVs whenever possible.
- ❖ Receive-only-Terminals (ROT), Television, Projectors, Computer, etc., if available, may be repaired and functional before reopening of the vidyalaya. Students can be engaged with these gadgets in case of shortage of teachers.
- ❖ Assessment plans may be prepared along with rubrics.
- ❖ The formats for periodic tests, mid-term and final exams may be designed as per the demand of the situation and keeping in view number of days and adjusted curriculum.
- ❖ It is advisable that the vidyalaya should not plan any assessment of student learning in the first two-three weeks of reopening of JNVs in order to ensure emotional well-being of the students.

- ❖ Moreover, non-stressing assessments may be planned to identify the learning gaps, i.e., to find out how much the students have learned during home-based schooling.
- ❖ Assessments in the form of role plays, choreography, class quiz, puzzles and games, brochure designing, presentations, journals, portfolios, etc., may be preferred over routine pen-paper testing.

B. AFTER VIDYALAYA REOPENING

a) Teaching Learning Process: Create Learner-friendly Vidyalaya and Classroom Environment

- ❖ Reintegration of students into vidyalaya may be taken on priority after reopening.
- ❖ Teachers must talk and sensitize all students about COVID-19 and related myths, social stigma, and fears.
- ❖ There can be flexibility with attendance until such time that the situation eased. As one of the important activities in each class, students themselves may be asked to prepare and take an innovative pledge focusing on Dos and Don'ts for vidyalaya entry/exit/duration, and for following at their homes. Time may be allocated during the vidyalaya schedule daily to reflect on it.
- ❖ Care should be taken to ensure health, social, and emotional bonding despite having to maintain physical/physical/social distancing.
- ❖ Children may be discouraged from sharing books, copies, etc., and how they will help each other in this way to reduce risk of spreading the disease may be explained to them. Mock safety drills may be conducted on how to keep safe from COVID-19 on regular basis (for a few days) to ensure complete sensitization and awareness.
- ❖ Some yogic exercises may be practiced in the open space to make children comfortable. For example:
 - ✚ Micro yogic practices like the rotation of the head and shoulder, touching toes and stretching for primary children.
 - ✚ Some simple asanas like Tadasana, Vrikshasana for children in classes 6 onwards-)
 - ✚ If sitting place is available Swastikasana, Vajrasana, etc. can be organized for children in classes 6 onward)
 - ✚ Other breathing practices like Kapalbhathi, Anuloma-Viloma, Pranayama can also be organized

- ❖ Children can also be sensitized about the pandemic by integrating various concepts into the teaching of various subject areas such as EVS, languages, science and social science, arts; here are a few examples:
 - ✚ Use posters, visuals, video or other media to show how to protect themselves from being infected and teach them about the value of media and how to distinguish true news from fake news.
 - ✚ promote good hand washing practices of minimum 40 seconds judiciously (wash hands with soap after reaching vidyalaya, after going to the toilet, before taking food, handling garbage, touching pets and other animals, caring for sick people coughing and sneezing) and make them aware of the composition of soap and how it is able to disinfect from the virus.
 - ✚ eating healthy food, fruits, and doing regular yoga to boost immunity and the role these have in reducing immune-suppressants in the body
 - ✚ proper and hygienic use of the toilet, and how it aids in the spread of illness of not used properly.
 - ✚ share their experience of the lockdown period and understand the importance of physical/social distancing.
 - ✚ Provide children with all important information to protect themselves and their families. This may require discussing with children about work their parents do, and discussion on this aspect may lead to the theme- 'Work People Around Us Do'- this theme is inbuilt from classes 3 to 8 in Social Sciences.

An Example

With children at the lower classes, the discussion can happen in the following manner:

- ✓ Can anyone show how we cough? (or teacher can demonstrate)
- ✓ Has he/she done it rightly?
- ✓ Yes! Do all of you cough like this?
- ✓ No, why is it wrong?
- ✓ Why do we keep our mouth covered while coughing?
- ✓ While sneezing, what should we do?
- ✓ Why are we using masks nowadays? Or Why do we use masks every day?
- ✓ Do you have any queries regarding the present situation?

(Teachers may start discussions and observe children's participation, interest, and also the information they have already collected from outside. The teacher must observe every student on the following rubric-

1. Participation in discussion
2. Interest level
3. Fear/anxiety
4. Alertness about Corona Virus spread
5. Feeling the need to work to save corona infected people

6. Actions they take at their level

Creating some subject-specific rubric will help teachers to make the class engaging and also help in assessing children on their learning outcomes

- ❖ When students start feeling comfortable in JNVs with the present situation and also with teachers and peers, teachers may start teaching-learning process based on syllabus focusing on learning outcomes.

b) Teaching-Learning when students are in Vidyalaya

- ❖ Teachers must polish their skills for integrating ICT in class as far as possible. Training is already imparted to all Principals, Vice Principals and Teachers. E- content is also shared.
- ❖ It is possible that all students may not attend vidyalaya until the pandemic situation is over. Therefore, teachers should be prepared for teaching in classroom as well as following up with students at home, and also for adapting their teaching mechanisms accordingly.
- ❖ Right in the beginning, teachers must discuss with the students the clear roadmap of the curriculum, the modes of learning to be adopted (through face to face instruction/individual assignments or portfolios/group-based project work/group presentations, etc.) to be covered, the time to be taken for the same, dates of vidyalaya based assessments, breaks, etc.
- ❖ Teachers must also clarify those topics and themes, which are required to be explained by the teacher through classroom transactions/activities and those that are to be covered by the students at home, though assessed at vidyalaya.
- ❖ Divergent use of teaching resources shall have to be relied upon keeping physical/social distancing and other safety norms in mind. Resources could include peer teaching and learning, use of workbooks and worksheets, use of technology-based resources in class, empowering parents/grandparents/older sibling to teach, using the services of volunteers from the community, etc.
- ❖ There should be greater emphasis on collaborative learning in class. This will also impact positively on the mental well-being of children.
- ❖ Life skills must be integrated with all teaching and learning processes, as now, more than ever, these will be required in learners. Life skills, such as communication and collaboration can be developed through group presentations as a method

for learning. Creativity and critical thinking skills can be developed in specific home-assignments, project work, etc.

- ❖ Routine homework assigning should be discouraged; instead work that will develop curiosity and problem-solving abilities in the child should be encouraged. For example, diversity is a theme, which cuts across the subject areas and classes. Homework can be interdisciplinary in such a case.
- ❖ Similarly, the concepts of chemical reactions, gravitational laws, etc. can be introduced as a concept by the teacher and later on projects and assignment related to it can be done at home.

c) Address Concerns of Children with Special Needs along with other Children

- ❖ Focus on the most vulnerable students (displaced students, students with disabilities, and students directly affected by Covid-19 through a family death or hospitalization) to prioritize their needs.
- ❖ Ensure provision of assistive devices and learning content as per the needs of the CwSN.
- ❖ Ensure that safety guidelines are available as far as possible in multiple and accessible formats to meet the needs of all children, such as:
 - JAWS software, large print and high contrast for children who are blind or have low vision;
 - Easy-to-read version for children who have intellectual disabilities;
 - Digital formats with text captioning
 - Sign language for Children with hearing impairment
 - Accessible web content for those using assistive technologies such as screen readers
 - Useful Apps related to COVID 19 such as AarogyaSetu are usable with assistive technologies such as the screen reading software.
 - Ensure Content Accessibility Guidelines 2.1 (WCAG 2.1) for the web pages, digital documents, and apps user interface.
- ❖ Make use of free online resources on the NCERT website under “Accessibility” (<http://www.ncert.nic.in/accesstoedu.html>) in the vidyalaya curriculumicon:
 - Barkhaa: A Reading Series for All based on UDL& IE principle. These stories can be linked with the content of textbooks at Primary and Upper Primary Level
 - E-pathshala Digital Textbooks (Class 1- 12) in all subjects

- E-pathshala Mobile App- “Text To Speech (TTS)” for children with Visual Impairments
 - The E-Pathshala mobile scanner app
 - E-Pathshala AR/VR programs through the dedicated app
 - Tactile Map Book with Audio programs
 - Audio Books
- ❖ Make use of the NIOS prepared material for visually-impaired and hearing-impaired students in secondary and senior secondary level.
 - ❖ Introduce strict preventive measures for children who are more susceptible to infection due to the respiratory or other health complications caused by their impairment.
 - ❖ Train teachers and other vidyalaya staff on signs of distress to enable them to identify and refer children who may have specific psychosocial support needs, or for signs of violence who may require protection and assistance.

d) Prepare Students for Learning at Home

- ❖ As only a fraction of students on roll might attend vidyalaya as per the decision of the State/UT, it is important that all students have their textbooks as well as details of the curriculum to be covered in the given time.
- ❖ PRAGYATA Guidelines on digital and online education can be used to orient teachers and students in this regard.
- ❖ NCERT has developed Textbooks. Inform students and parents how to download the e-content behind the QR on DIKSHA, codes and use the same in offline mode, thereon.

NCERT has also developed PRAGYATA, the guidelines for digital and online education for teachers and students containing useful information on how to switch over to online education. These guidelines also compile numerous links of online resources available in India and abroad. These will be made available on MHRD and NCERT website.

- ❖ Project-based assignments, portfolios, creative work, etc. are the best ways to continue effective learning from home. More details are given in the next para.

- ❖ Audio-visual e-content can be loaded onto pen-drives, CDs etc. to students at home and taken to far-flung and interior areas where there is neither any internet / mobile / TV network, wherever feasible.

e) Project-work, Assignments to be done at home under the guidance of teachers and parents

- ❖ Teachers may select various themes on which interdisciplinary and multidisciplinary project work and assignment are done by students at home with the support of the parents
- ❖ Very creative methods could be used to ensure learning. For example,
 - ✓ Record interview of your mother of her experiences at the workplace or home. Listen to this recording and write its highlights (for class VI-VIII students). This can be done under subject areas Hindi, Urdu, English, Social Sciences, etc.
 - ✓ Make an expenditure chart of your home for last one month. Make a summary of the money spent on different categories of items and savings, Also, write how can this be improved in the next month (Upper- Primary- Mathematics, Languages, Social Sciences).
 - ✓ Collect different materials such as toys, pen, pencils, empty small medicine containers, etc. Immerse them in water and write your observations (EVS, Science, languages, for class V-VIII).

f) Promote Learner-Friendly Assessment

- ❖ Teachers, parents, and administrators need to focus on formative assessment to ensure achievement of learning goals by all learners.
- ❖ However, the format of assessment must undergo change. Typical pen-paper tests must be discouraged at all levels.
- ❖ In vidyalaya, assessment can take different formats, such as, role plays, choreography, class quiz, puzzles and games, brochure designing, presentations, journals, portfolios, etc.
- ❖ At home, multiple modes of assessments such as individual projects/reflections/ experimentation/portfolios should be promoted.
- ❖ The assessment should not focus on what students have memorized, but instead it should focus on application of learning and critical and creative thinking in situations relating to daily life. It is not important whether they have solved a problem, it is more important what steps they take to solve it, or how they have tried to solve it.

- ❖ For students studying from home, explore low-cost or no-cost options for students to be able to submit responses/ tasks on which they get feedback to teachers, perhaps benefitting from collective if not individual feedback once the teacher has a chance to review all responses. For example, empower the learners to self-check and peer review whether their responses are correct.
- ❖ Guidelines of SCERT/NCERT may be used to sensitize parents to improve their understanding of and appreciation for formative assessment.
- ❖ Teachers may use text-or audio-based messages to send brief quizzes to parents/caregivers to use for informally assessing their progress against the curricular contents for their grade, or even their emotional and mental well- being.
- ❖ Open book examination system may be introduced for a few selected subjects/ topics

g) Customizing assessment practices

Keeping the availability of infrastructural facilities, JNVs/teachers can customize assessment practices in line with the strategies suggested below: -

<p>1. JNVs, where reasonably good ICT enabled environment is existing and students are undertaking online classes through desktop, laptops, and smart phone</p> <hr/> <ul style="list-style-type: none"> ▪ Replace Pen-paper test by alternative methods of assessment like individual assignments, project work, and portfolios. ▪ Credit to these assessments needs to be shared with the students in advance. Students may be involved in framing the assessment criteria. ▪ Teachers may encourage using peer assessment and self-assessment through class wise/subject wise groups. ▪ Students after learning a few concepts/subtopics may reflect on their learning and keep it as a record. ▪ Teachers may use ICT enabled assessment using existing tools, analyse the responses and share it with students. ▪ Assessment based on discussion forums may be practiced.

2. JNVs having partial facilities for conducting online classes and students are occasionally engaged in online classes

- Teachers may use tools to develop quizzes and seek responses of students through social media or mobile platforms.
- Teachers may create peer groups and encourage them to give appropriate feedback.
- Students may keep a record of their work like composing a poem, copy of the notes, small drawings, self-framed questions, and creative answers. This material can be shared in the group to seek appropriate feedback.
- A quick review of the concepts/topics may be carried out. Quiz and MCQs for each topic may be administered to know the readiness of students for the forthcoming concepts/topics.

3. JNVs, where there is no ICT, enabled environment and there is no engagement of students in the learning process

- Teachers may interact with students and parents telephonically about the on-going learning in the class and keep track of students through interview mode.
- Teachers and children together can also suggest ways to go for other alternative modes that suit them better such as sending worksheets to the homes of students, answers to which can be provided in the next round.
- Children may be asked to reflect on their lockdown days and narrate stories/ write memoirs/ write poems, share their experiences, etc. This can be part of assessment especially in the areas of languages.
- Students may interact with the parents/elders on various topics and can record their observations. This may also be part of the assessment.
- Students may be encouraged to conduct small experiments at home with the help of parents.
- JNVs may rationalize their syllabus and prioritize learning outcomes.
- Suitable strategies need to be adopted for assessment to avoid physical/environmental shortcomings being considered as shortcomings in learning.

V. ENSURING SMOOTH TRANSITION OF STUDENTS FROM HOME-BASED SCHOOLING DURING LOCKDOWN TO FORMAL SCHOOLING

- ❖ In order to ensure smooth transition of students from home-based schooling during lockdown to formal schooling and ensuring emotional well-being of students, the JNVs may consider taking the following actions:
 - Implement re-adjusted vidyalaya calendar and redesigned Annual Curriculum
 - Plan (ACP) to make up for the lost instructional time.
 - Assess each student upon return to vidyalaya, by adopting informal methods to enable teachers to adjust their teaching plans accordingly.
 - Plan and implement remedial actions like individualized instructional plans for the students with special needs and also those students who were not able to access online classes during lockdown in order to help them catch up and mitigate learning loss. Activities may also be planned/designed to fill the learning gaps as per individual student's needs.
 - It is advisable that during the first two-three weeks after the resumption of classes, students are to be allowed gradually get used to vidyalaya life again, either by focusing on review of lessons which have been taught online, or through any other activity.
 - “Back to Vidyalaya” campaign may be initiated, with particular focus on the out of vidyalaya and marginalized children especially girls, children with disabilities, children of migrant workers and children belonging to SC/ST communities.
 - Vocational Educational and career counseling programs may be expanded to facilitate the vidyalaya to work transition of adolescents upon completion of vidyalaya, keeping in mind the economic fall-out of the COVID-19 pandemic.
 - Open learning programs may be supported for vidyalaya children.

VI. ENSURING EMOTIONAL WELLBEING OF STUDENTS AND TEACHERS

- ❖ Re-engagement of counselors on contract basis is to be done as per NVS guidelines to ensure proper caring and sharing of students.
- ❖ It is natural to feel stress, anxiety, grief, and worry during and after a disaster/pandemic and children are indeed the most vulnerable ones at such times.
- ❖ Therefore, the JNVs are advised to take note of any symptoms of stress in their students and take appropriate action in collaboration with parents.
- ❖ It is advisable that the teachers, vidyalaya counselor and other staff should work in unison to ensure emotional safety of their students.
- ❖ Moreover, these tough times might have also impacted the well-being of the teachers which in turn might affect their ability to lead and manage their students along with responding to the change when JNVs reopen. So, it is of paramount importance that the mental well-being of teachers should also be taken care of in equal measure. Teachers can be guided to take proactive steps to promote their own mental wellbeing.
- ❖ Online training modules can be developed for teachers with special emphasis on counseling competency of general teachers
- ❖ Similarly, concise module on counseling can be developed to ensure emotional stability, removal of anxiety and building up self-confidence of children once they come back to vidyalaya after a long gap.
- ❖ □ Suggestive guidelines for promoting emotional wellbeing of the students and teachers are given in Annexure- A.

The Ministry of Human Resource Development, Government of India has initiated a programme called 'MANODARPAN' covering a wide range of activities to provide psychosocial support to students, teachers and families for Mental Health and Emotional Wellbeing during the COVID outbreak and beyond.

The services include:

- ✚ A webpage <https://mhrd.gov.in/covid-19> on the website of MHRD containing advisories and motivational posters, and
- ✚ A National Toll-free helpline 8448440632 to provide tele-counselling for students, parents and teachers to help cope with the situation.

VII. SPECIFIC ROLES AND RESPONSIBILITIES OF REGIONAL OFFICES AND JNVs

Before the announcement of reopening of JNVs, it is very important to define the roles and responsibilities of RO/JNV and stakeholders, i.e. State/UT Education Department, Vidyalaya Principal, Teachers, Students and Parents to ensure safe and smooth functioning of the JNVs after reopening.

The complete list of the roles and responsibilities of the above-mentioned stakeholders is given in Annexure-B. The roles and responsibilities of the RO/JNV are briefly as follows (for detailing, this document may be read in its entirety):

a) NVS SOPs or guidelines:

- ❖ NVS may proactively take note of all the guidelines/SOPs issued from time to time at the National level, including this one, and adopt/adapt them and issue their own SOPs/guidelines and inform District and Vidyalaya Administration in a timely manner.
- ❖ NVS SOPs for vidyalaya reopening: RO/ JNV may prepare a comprehensive set of SOPs before the opening of JNVs, which may include:
 - ✚ Phase-wise opening of JNVs: as per the directions issued by the Ministry of Home Affairs and the Ministry of Health and Family Welfare and State Health Departments and a detailed health risk assessment in consultation with the local health authorities. No vidyalaya shall be allowed to resume operations if they fall in containment zones. Restriction of movement of staff and students from contained zones shall be adhered to.
 - ✚ Suggest staggered class/ timetables: for attending JNVs by different classes, and also double shifts(if required) in vidyalaya with modified vidyalaya hours.
 - ✚ Staggering timetables – some alternatives:
 - ✓ One way of ensuring physical/social distancing is to have flexible, staggered and modified timings planned for different classes in such a way that physical/social distancing is maintained along with other guidelines.
 - ✓ RO / JNVs may strictly follow the guidelines to keep the students in the campus in consultation with State / District Administration .

All activities including games and sports are to be carried out by following physical & social distancing norms .

- ✓ Running vidyalaya mess in two shifts in case of high enrolment JNVs can also be considered such that the vidyalaya is able to manage in the overall vidyalaya hours.

- ✚ **Database of staff and Students:** be prepared by RO/ JNV. Details of students attending offline and online classes are to be reported .
- ✚ **Suspension of activities:** that require the gathering of children such as science fair, book fair, annual function of the vidyalaya, extended remedial teaching classes, excursion, field trips, etc., till the COVID-19 situation normalizes.
- ✚ **Continuation of certain activities:** safe procurement of books for the vidyalaya library, sports equipment, sanitization material, stationery items, e-content related equipment, meal, etc., which do not involve a gathering of children or teachers.
- ✚ **Classroom arrangements:** In view of physical/social distancing measures, flexibility in conducting classes must be introduced. This will require a policy to be spelled out clearly by NVS which would take into consideration the following:
 - ✚ **Number of students** per class keeping in view the physical size of the classroom following physical/social distancing norm of 6 feet in all four directions.
 - ✚ **Seating arrangement** in the class and sanitization of walls, floors, and furniture.

b) Instructional load

- ❖ NVS may consider rationalization of syllabus.

c) Vidyalaya Academic Calendar

- ❖ Vidyalaya Academic Calendar needs to be overhauled, making syllabus learning outcome-based rather than theme-based, providing for decentralized planning at the vidyalaya level for blended/diverse mode learning, and also a clear policy on assessment of children. RO/ JNV may encourage pedagogies that promote socio-emotional and foundational learning skills among children.

e) Safe transport

- ❖ Wherever possible, safe transport facilities may also be made available for teachers and students, in case students and teachers have to move out of vidyalaya in emergency situation.

f) District level task force

- ❖ A RO/AC Level Task Force may be created for making random visits to JNVs for observing their preparedness and safe operations. The same may be done through virtual mode also. This task force can also prepare a database on the requirements of JNVs for safe functioning and adequate learning achievements.

g) Assessment

- ❖ Action may be initiated on conduct / assessment of students as NVS directions.

h) Capacity building of teachers for digital education

- ❖ □Already online/digital education capacity building through NLI is conducted. Further training on various areas using television channel, radio and other online and social media tools, on COVID-19 infection, preventive measures, tackling students and parents in this situation, teaching-learning with new perspectives limitations of physical distance, etc., with modules and videos will be arranged as the need.

i) Checklists

- ❖ Make role and responsibility charts for all stake holders of JNVs including RO staff

j) Responsibility of RO/JNV with regard to children:

- ❖ Mapping of all the students is to be done to ensure that there is no academic loss to anyone.

k) RO/JNV to arrange for documentation of the pandemic experience:

- ❖ RO/JNV may encourage innovative documentation of the pandemic experience at all levels of schooling/administration and governance, through the eyes of the children, teachers, education administrators and functionaries, for posterity.
- ❖ These documentations can be compiled at the vidyalaya, cluster and RO levels. All ROs will send the document to NVS(HQ)
- ❖ JNVs can undertake this exercise with their students not only to inculcate a sense of history, but also to understand the science behind it, the geography, the mental-emotional responses, how the pandemic has brought in all-around changes in the way we live, interact, learn, travel and how there has been a resurgence of values of empathy, compassion and minimalism.
- ❖ NVS(HQ) will compile a mix of documentation at all levels and the same will also be shared with DoSEL, MHRD. Virtual field support call center to receive , record and manage COVID-related queries from the field may be set up by the States/ UTs.

VIII. CHECKLISTS FOR SAFE VIDYALAYA ENVIRONMENT

a) For different stakeholders

- ❖ Checklists can be prepared by the RO/JNV for each of the different personnel/stakeholders on the basis of planning done to ensure proper implementation and monitoring of the plans.
- ❖ Suggestive 'Checklists on Safe Vidyalaya Environments' for JNVs, Parents and Students to contain the spread of COVID-19 adopted from UNICEF guidelines, are placed at Annexure-C. The JNVs can contextualize them as per their needs/plans/procedures.
- ❖ MIS systems need to be updated with COVID-related checklists

b) For building resilience

- ❖ Since the outbreak of COVID-19, much change in the functions and roles of traditional JNVs and education has been witnessed.
- ❖ The JNVs can see this crisis as a challenge which can help them establish a resilient and sustainable education system which can prepare us for any change of any scale in future.

c) For academic planning and vidyalaya operations

- ❖ Meticulous academic planning and its implementation will be the key for continuing learning effectively. RO/JNV are directed to develop checklists for JNVs, teachers, , etc. in this regard.
- ❖ With defined and established roles and responsibilities, clear guidelines and standard operating procedures; and customized plans in accordance with local conditions, the JNVs will be able to function safely after reopening. Checklists may be devised for these by the RO/JNV.
- ❖ Measures taken by JNVs can effectively reduce the chances transmission of COVID-19 by students and staff that might have been exposed to it, while minimizing disruption and protecting students and staff from discrimination.

IX. CAPACITY BUILDING OF STAKEHOLDERS

In order to sensitize all the stakeholders on COVID -19 and build their capacity to ensure safety of all the stakeholders, NVS will conduct awareness and capacity building programmes for, Vidyalaya Heads, Teachers, and Parents before the opening of the JNVs.

Capacity building programme will be arranged at 3 levels

1. NVS(HQ) – For all Officers of HQ and ROs
2. NVS(RO) – For all Principals and Vice Principals
3. JNV Principal – For all staff and Parents separately

A) Awareness Programme for faculty member, Vidyalaya Heads, Teachers, PTC members, Parents, and Students

1. Objective:

- a. To provide information in the local language with contextual examples about the virus, disease, its spread, etc.
- b. To interact with them on taking preventive measures for its spread and also to improve mental health.

2. Process:

Step I: Awareness module may be prepared by NVS on the following aspects:

- a. Information about the virus in the state/regional language in simple form.
- b. Information about the symptoms of the COVID-19 disease
- c. How the disease spreads
- d. How strong immunity helps make us less vulnerable
- e. Why we should not panic, based on half information
- f. How to keep ourselves mentally healthy in this situation
- g. How to maintain health and hygiene in homes and JNVs
- h. Why physical/social distancing is important
- i. How to convince small children about physical/social distancing
- j. Why COVID-19 is declared as a pandemic
- k. What is Epidemic Diseases Act and National Disaster Management Act
- l. What precautions all JNVs need to take before reopening in and during vidyalaya hours.
- m. What is ArogyaSetuApp. How to download and use it
- n. Interaction on FAQs

Step -2 Selecting mode of transaction suitable for different target groups

Suggestive modes of transaction for this awareness programme:

- a. Online/ offline mode
- b. On-line using Google meet, hangout, Skype, etc. for webinars and broadcasts

B) Capacity Building Programme for Vidyalaya Heads, Teachers, Hostel Staff and SMC members

1. Objectives:

- a. To develop an understanding of various aspects of the vidyalaya which need preparation before it's reopening –such as physical/social distancing at the entry, in the class, etc.
- b. To empower them to operate the JNVs safely and provide each child and staff safe stay.
- c. To equip them with multiple pedagogies for making learning happen in a conducive and stress-free environment so that children learn in a joyful manner with progress on learning outcomes.
- d. To empower them to handle an emergency if any arises during vidyalaya operation.

2. Process

Step 1: Preparation of module, containing guidelines for taking actions for preparation before reopening of JNVs, safe vidyalaya operation, learning and assessment, roles and responsibilities of key stakeholders, etc., by NVS.

Step 2: Selection of appropriate online medium for the transaction of module based on the accessibility of these mediums with the target group.

**PROMOTING EMOTIONAL WELL-BEING OF STUDENTS AND TEACHERS
(Guidelines for Students at Elementary and Higher Stages)**

A. SUGGESTIONS FOR STUDENTS

1. Mental well-being Activities for Students of CLASSES VI -VIII

Students may:

- a. Share their feelings and emotions with parents, teachers and other family members, respecting others' emotions
- b. Engage in activities that help to feel positive
- c. Communicate with teachers and friends
- d. Spend time with parents, siblings and other family members by involving in activities like indoor games, antakshari, reading stories together, solving puzzles and crosswords, dancing etc.

2. Activities for Coping with Stress and Anxiety: Strategies for Students of Classes IX-XII

- a. **Acknowledge feelings:** It is important to recognize one's feelings and acknowledge that it is okay to have such feelings.
- b. **Reflection:** Give time to self to reflect on what one has been doing during the phase of lockdown for self and for others, which aspects one would like to change, what kind of effort/thinking/action it would require to bring that desired change. Becoming aware of one's sensations and expressions may help to understand one's feelings.
- c. **Positive thinking:** The key to avoid, manage, and reduce stress is a positive mindset and a positive attitude. Never lose hope, begin from yourself and pass it around to all. Be persistent in keeping positive thoughts.
- d. **Schedule your routine and manage time:** Scheduling a routine helps to create discipline and can have a positive effect on one's thoughts and feelings. Students may modify their time table by reducing the time spent on daily activities that they were engaging in during the lockdown. This will help to transit to normalcy.
- e. **Take care of your mind and body:** Make sure to eat a healthy and well-balanced diet, practice meditation, yoga, or breathing exercises after vidyalaya hours to calm the mind and for building better mental and physical health. Also, get enough sleep every day.
- f. Become aware of your thoughts, feelings, and actions.
- g. **Maintain a diary.** Every day write down how you could follow your plan of action.

Note down changes in your feelings every day and share with your best friend.

B. GUIDELINES FOR TEACHERS FOR PROMOTING EMOTIONAL HEALTH OF THEIR STUDENTS

- a. Initiate conversational activities in the classroom: It is important to focus on bringing back the normalcy in the classroom environment again. Teachers may start a conversation with the students on what they did during the Lockdown period to engage themselves in interactive sessions.
 - b. Indoor individual games: Mental maths games, word antakshari, make words, etc. and music and dance activities may be conducted in the classroom linking these with subject areas under proper guidance. This will help in keeping children happy and stress-free besides being healthy.
 - c. Make students feel safe: Teachers need to make their students feel safe and be able to share anything and everything with them. They may emphasize the fact that child fatalities due to Covid-19 are negligible but children can get it and transmit it if they behave unsafely.
2. Help students to engage in collaborative activities in the classroom: Conduct and encourage students to participate in various deep breathing exercises, activities that will help the students to be mindful. Teachers have to create an environment of emotional togetherness among students by
 - i. precluding of social out casting of anybody recovered from COVID-19
 - ii. Encouraging students to make small gifts for their friends as a token of love and appreciation.
 - iii. Assigning caring activities to students like keeping water for birds, helping to keep the premises clean etc., to build positive feelings of sharing and being responsible.
 3. Acknowledge the change and offer help: Accept and help the students to accept that the present times are difficult. Make sure that the students know that you are there for them if they require any assistance or have any concerns to share.
 4. Conduct reflective activities in the classroom: Reflective activities have huge benefits in increasing self-awareness in an individual and in developing a better understanding of others as well. Reflective practice can also help us to develop creative thinking skills and encourages active engagement in the classroom.
 5. Tell Life stories: This activity will help the students get to know something significant about each other in a very short time. Students rarely get a chance to talk about themselves without interruption, (and without advice or judgment). Each student may speak without interruption for 5 minutes about his/her experiences during lockdown that has shaped her/him in significant ways.

6. **Three-Minute Pause:** The Three-Minute Pause activity can be used in the classroom at the end of the day. It provides a chance for students to stop, reflect on the concepts and ideas that they have learned, make connections to prior knowledge or experience, and seek clarification. Students have to ask themselves: 'I empathized with...'; 'I changed my attitude about...'; 'I am more aware of ...'; 'I was surprised about...'; 'I felt...etc'.

C. GUIDELINES FOR PARENTS FOR PROMOTING EMOTIONAL HEALTH OF THEIR CHILDREN

1. **Get the child mentally ready for a new routine:** Point out the positive aspects of starting vidyalaya. Reassure children that if any problems arise at vidyalaya, parents will be there to help resolve them.
2. **Be patient:** Exercise patience and refrain from using punishment as transitioning once again from home to vidyalaya may be challenging for the students.
3. **Encourage children to extend Positive offerings:** Children may be asked to draw and colour cards for their friends, teachers, and also family members as preparation for vidyalaya reopening thus setting a positive tone and hope.
4. **Collect Motivational resources:** Students can be asked to collate good audio(podcasts) songs developed for and during the Covid-19 that they find motivating for sharing with vidyalaya mates
5. **Ensure their emotional safety:** Parents need to make children feel safe and wanted by giving them the feeling that they can share anything and everything with them as they prepare to go to vidyalaya as well their concerns while they are in vidyalaya.
6. **Acknowledge their emotions:** Stay calm especially when the children are anxious. Pay attention to their feelings and give them space to share their fears, if any. Ensure that there is adequate time for sitting together and talking freely at different times.
7. **Encouragement:** Parents also need to encourage and guide their children to plan their daily schedule for vidyalaya, studies at home, play, sleep, activities to maintain good health and hygiene, etc.
8. **Appreciate your child:** Recognize and praise even small accomplishments and efforts made by children. This not only develops confidence and self-esteem but will lead to the formation of good habits and better performance in different tasks.
9. **Set a good example:** Before expecting children to be disciplined, empathetic, healthy, and hygienic, parents need to practice such things. Parents need to manage their stress by getting good sleep, exercise, healthy diet, connected with friends and family.
10. **Acknowledge your feelings:** Understanding and recognizing one's own emotions is vital for one's well-being. As a parent one

can help himself/herself and their children to navigate each one of their emotions and responses.

11. Focus on the things that can be controlled: Focusing on things that are out of one's control can make one feel drained, overwhelmed, and anxious. So, focus on what can be controlled.
12. Taking care of the self: Make sure to indulge in physical exercises like yoga. Have a healthy diet and take care of your body.

D. SUGGESTIVE ACTIVITIES FOR TEACHERS TO TAKE CARE OF THEIR MENTAL HEALTH

1. Maintain a reflective diary: Make a habit of writing your experiences every day before going to bed.
2. Take time to engage in observing your surroundings by identifying the smells, textures, and visuals.
3. Perform any activity which helps you to connect with your own self - meditation, yoga, walking, reading, etc.
4. Think of the small changes which you can bring in your life.
5. Make sure to take care of your physical health as well by sticking to regular meals with the correct nutritional variety, maintain healthy sleep habits, and engage in pleasant and relaxing activities.
6. Engage yourself in such activities which challenge your creativity and make you feel productive like writing, drawing, or something else of your interest.
7. Attend such online courses which enhance your professional abilities.
8. Ask for help from a colleague or expert when needed.

In order to promote the mental health of students and teachers, the JNVs can develop well-being policy or plan with a specific focus on promoting resilience among them. Students, teachers and JNVs may also be encouraged to visit the website <https://mhrd.gov.in/covid-19> of MHRD and avail of the tele-counselling services to be provided on National Toll-free helpline 8448440632 under the MANODARPAN initiative of MoE to provide psychosocial support for mental health and emotional wellbeing of students, teachers and families during the COVID-19 outbreak and beyond in addition to toll-free number of NVS.

**ROLES AND RESPONSIBILITIES OF DIFFERENT
STAKEHOLDERS**

I. NVS

II. Vidyalaya Heads

1. The Head of the Institution needs to create a preparedness plan for reopening of the vidyalaya including physical/social distancing, health and hygiene, and teaching-learning based on the guidelines issued at the National and State levels. This detailed plan should be worked out with PTC members, local health authorities, and community leaders and depending on the availability of space, weather and Teacher Pupil ratio, etc. The plan may include the following:
 - a. The comprehensive academic calendar for conducting classes in the vidyalaya as well at home.
 - b. Assessment and Examination plan for all the classes and subject areas.
 - c. A detailed plan for safe operation and safe stay of students and teachers in the vidyalaya.
 - d. Sharing of this plan through Whatsapp or email or sanitized hard copy with teachers before reopening of vidyalaya. Their feedback should also be sought.
 - e. Making a duty chart for every teacher besides their routine teaching- learning activities as follows:
 - ✚ One teacher can be assigned duty at the entry point of the vidyalaya in the morning.
 - ✚ One teacher can stay at the exit point of the vidyalaya during the closing of the vidyalaya.
 - ✚ One teacher along with some selected senior class students on rotation can take continuous rounds for observing physical distance among children, their health, their sanitization, etc.
 - ✚ One teacher (MOD) to observe meal cooking and distribution.
 - ✚ HM/AHM to talk to students on their queries on corona and to keep an eye on their mental health likewise- other teachers need also to be given other duties as per vidyalaya requirement.

2. Calling every teacher on the mobile phone asking them, to prepare a new time- table based on the guidelines – for the execution of an alternative comprehensive calendar mentioned in an earlier section.
3. Collecting all the essential emergency contacts.
4. In case of most marginalized children having no technological tool at home for connecting to vidyalaya, vidyalaya heads can plan some innovative way to reach out to them to reduce the gap in their education with those who are using technological tools and can come to vidyalaya.
5. JNVs can create a dedicated task team and ensure adequate manpower is deployed for managing COVID related issues with teachers, members of the PTC, volunteers from the community for the implementation of a comprehensive plan for the reopening of the vidyalaya.
6. Before reopening the vidyalaya, the head needs to work with local health officials to execute the plan including actions for prevention and control of COVID 19.
7. All teachers and vidyalaya heads must be made aware and sensitized of all aspects mentioned above through briefing, visuals, and ICT resources.
8. Maintaining cleanliness and hygiene in vidyalaya premises and in vidyalaya transport facility. Sarpanch (in rural areas) and NGOs or some corporate houses (in urban areas) can be roped into this endeavour.
9. It is advised that JNVs have greater collaboration with parents and enhance communication to obtain their support

III. TEACHERS

Teacher may take the following steps:

1. Before reopening of the vidyalaya

- a. Prepare a comprehensive plan for subjects and classes he/she teaches and time-table as well as interesting activities for the execution of this plan. While preparing this plan, teachers need to keep in mind the arrangement being made by JNVs related to physical/social distancing and maintaining health and hygiene, as these need to be linked with the syllabus and learning outcomes.
- b. Prepare posters on precautions related to COVID-19, on physical/social distancing, about COVID-19, etc.
- c. Survey availability of technological tools (smartphone with the internet, television, radio, laptop, tablets, etc.) at the home of the students and their accessibility to students; parents'/guardian's or sibling's educational details, etc., and make a database of the same for the students of

every class (this will help them make a plan of their study at vidyalaya and home).

- d. Develop flexible attendance and sick leave policies; discourage awards for perfect attendance.

2. On re-opening of JNVs:

- a. Allow children to attend vidyalaya with written consent of their parents.
- b. Advise, instruct, suggest, explain about the COVID-19, precautions to be taken, safe stay at home, commuting, etc., repeatedly by conducting fun activities involving students and focusing on learning outcomes even if they are awareness activities.
- c. Study alternative academic calendar by NCERT/SCERT for making classroom plans and also giving home tasks.
- d. In case of availability of technological equipment in the vidyalaya, utilize the following resources:
 - e-contents and e-textbooks for students learning and for the professional development of teachers link: <https://ciet.nic.in/ict-initiatives.php?&ln=enEnergized Textbooks and e-content through Diksha app and portal>
 - DTH - TV channel of NCERT #31 Kishore Manch under SWAYAMPrabha network telecast video programmes based on Alternative Academic Calendar (AAC)
 - Local Radio and TV stations for the development and delivery of e-contents and sensitizing stakeholders on prevention of COVID-19.

Capacity building of teachers on use of these resources should be done through online modes.

- e. Make use of Flipped learning pedagogy where students have access to TV at home. The upcoming dedicated class wise TV channels can be used for that wherein students attend the TV programs at home and only discussions and formative assessment happens in class.
- f. Observe every child in the class continuously for physical health and mental health issues. In case of any symptom of this kind, parents may be informed and seek medical help for the child.
- g. Prepare and disseminate posters, banners, brochures, infographics, etc., on cyber safety and security to keep

students safe in cyberspace. Cyber safety is an international concern.

- h. Maintain students' medical record including a history of infection of the disease in the family/community through Staff Nurse.

IV. PARENTS / GUARDIANS / HOUSEMASTERS

Parents / guardians may take the following steps:

1. Provide written consent for their children to attend vidyalaya if they wish to send to vidyalaya.
2. Ensure that their ward goes to vidyalaya wearing a mask and sensitise them not to exchange masks with others. Masks can be made at home also. Face masks made of cloth may be reused after thorough washing with soap. Disposal face masks are to be disposed safely.
3. Encourage their ward to wear full-sleeved clothes to minimize the interaction with any public surface.
4. Parents may take care not to send their ward to vidyalaya if the child is not feeling well.
5. Drop children in the vidyalaya by maintaining physical/social distancing and ensure that everyone is wearing a mask.
6. Ask their ward to practice physical/social distancing at all times once she/he leaves home.
7. Advise their wards to Clean and sanitize their uniform and other belongings daily.
8. Ensure that their ward maintains personal hygiene such as bathing, brushing teeth properly twice a day (in the morning and before sleeping) and trimming of nails.
9. Provide clean small napkins/clean cloth with their ward for wiping hands.
10. Advise their ward not to share their meal and water bottle with others.
11. It is advisable that parents/guardians download the AAROGYASETU APP commute only when the App shows safe and low-risk status.

**CHECKLIST FOR SAFE VIDYALAYA ENVIRONMENT
(TO BE MONITORED BY CLUSTER IN-CHARGES THROUGH ONLINE MODE)**

1. Checklist for Vidyalaya Administrators, Teachers and other Staff

S. No.	Task	Yes/No
A	Healthy Hygiene Practices are promoted and ensured	
1	Students and Staff have been sensitized on good personal hygiene practices and proper hand washing technique (minimum 40 seconds)	
2	Signages on Healthy Hygiene Practices have been displayed at prominent places in the vidyalaya like classrooms, corridors, washrooms, reception area, etc. <ul style="list-style-type: none"> ✓ Stop handshaking – use other noncontact methods of greeting ✓ Wash hands at regular intervals (wash for at least 40 seconds) ✓ Avoid touching face cover coughs and sneezes 	
3	Adequate, clean and separate toilets for girls and boys	
4	Soap and safe water are available at age appropriate hand washing stations	
5	Key supplies like thermometers (calibrated contact-less infrared digital thermometer), disinfectants, soaps, hand sanitizers, masks, etc., are available in adequate quantity in the vidyalaya	
6	Health and hygiene lessons are integrated in every day teaching	
7	Vidyalaya building, classrooms, kitchen, water and sanitation facilities, vidyalaya transport facilities, surfaces that are touched by many people (desks, railings, door handles, switches, lunch tables, sports equipment, window handles, toys, teaching learning material etc. are cleaned and disinfected at least once a day	
8	Adequate cleaning staff is available in the vidyalaya	
9	There is enough air flow and ventilation in the vidyalaya premises	
10	Regular health screening of all staff and students in the vidyalaya	
11	Trash is removed daily and disposed of safely	
12	There is full time nurse or visiting doctor and counsellor available in the vidyalaya.	
13	The vidyalaya has tie up with the nearby hospital for dealing with emergency.	

B	Physical / Social distancing Measures have been	
1	Vidyalaya arrangements have been adjusted to avoid crowded conditions.	_____
2	Enough space has been created between the desks of	

2. Checklist for Parents

S. No.	Task	Yes/No
1	Regular monitoring of child's health.	_____
2	Keeping of child at home if s/he is ill or has any specific medical condition that may make them more at risk.	_____
3	Teach and model good hygiene practices at home. <ul style="list-style-type: none"> ☐ Wash your hands with soap and water frequently or use an alcohol-based hand sanitizer with at least 70% alcohol ☐ Ensure availability of safe drinking water ☐ Ensure clean and safe toilets at home ☐ Ensure safe collection, storage and disposal of waste 	_____
4	Ensure emotional safety of your child through different means.	_____
5	Prevent stigma by using facts and teach your children to be considerate of one another.	_____
6	Coordinate with vidyalaya to receive information.	_____
7	Offer support to the vidyalaya to strengthen vidyalaya safety efforts.	

3. Checklist for Students

S. No.	Task	Yes/No
1	You avoid stressful situation by talking and sharing with others and help keep yourself and your vidyalaya safe and healthy.	_____

2	You protect yourself and others by: <ul style="list-style-type: none"> ▫ Washing hands frequently, always with soap and safe water for at least 40 seconds 	_____
	<ul style="list-style-type: none"> ▫ Not touching face ▫ Not sharing cups, eating utensils, food or drinks with others 	
3	You act as a leader in keeping yourself, your vidyalaya, family and community healthy by: <ul style="list-style-type: none"> ▫ Sharing what you have learnt about preventing disease with your family and friends, especially with younger children ▫ Model good practices such as sneezing or coughing into your elbow and washing your hands, especially for younger family members. 	_____
4	You don't stigmatize your peers or tease anyone about being sick.	
5	You tell your parents, another family member, or a caregiver (HM/ AHM/Care Taker), if you feel sick, and ask to stay home.	_____

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6. <http://ncert.nic.in/aac.html>
7. <https://www.youtube.com/playlist?list=PLUgLcpnv1YieVe-Epsww-engrBFIntgBh>
