



THE UMMED INTERNATIONAL SCHOOL
Abu Road
Covid – 19 Guidelines for Boarder & Staff

Date: 06-04-2021

Dear Teachers and Students,

The Covid- 19 pandemic has raised unprecedented challenges in the functioning of school and our way of living has changed in unexpected ways. Keeping this in mind The Ummid International School is determined to provide a safe and hygienic environment to all the returning residential teachers.

The following SOP's have been created keeping in mind the guidelines given by the government for fail-safe strategies for comprehensive school operations:

- 1) Detailed records of personnel staying on campus to be maintained at the entry and exit of the school.
- 2) Contact of students, teachers and other staff with outsiders must be minimized. No visitors must be allowed, with the exception of parents on pre-arranged days; parents' visits must be prescheduled and restricted to ensure no overcrowding.
- 3) Face masks must be worn at all times, ensure regular hand washing, and sanitizers should be carried by each person at all times.
- 4) Social distancing to be maintained at all times.
- 5) The staff and students must avoid meeting each other in groups due to any given reason, telephonic communication is recommended instead.
- 6) Ordering anything online or receiving packages is discouraged, in case of urgency, the package must be collected by the receiver, sanitized and left untouched for 24 hrs. The guards will not be responsible for receiving and delivering any package.
- 7) The mess staff must be kept separate from the students, since they would be going out for shopping, etc. Vendors should regularly sanitize before they deliver the goods.
- 8) Assuming the schools can become a closed community, for the initial 14 days, strict rules as per quarantine must be observed, following which the community within the school can be like a family, with due adherence to protocols for safety
- 9) Physical distancing must be strictly maintained in school, messes and dormitories.
- 10) Effective sanitation within the premises shall be maintained with particular focus on lavatories, staircase and common areas.
- 11) Proper knowledge and education to be provided to all students and staff regarding Covid – 19 symptoms.
- 12) Immediate check – up and action to be taken in case any symptoms of Covid- 19 are experienced by any person.
- 13) Unnecessary transit of the resident member from the school to market is strictly prohibited.
- 14) You must get prior permission from the undersigned to move out side of the campus for your personal work.

We hope for everyone's active participation in maintaining a healthy, hygienic and stress-free environment. Following the given plan of action is crucial for everyone's safety and smooth function of school. We expect an immediate and honest response in case anyone has any symptoms. A collective effort at following the given guidelines will ensure that we don't get any Covid- 19 positive cases on campus.

Principal

