

**GOVERNMENT OF ASSAM  
EDUCATION DEPARTMENT  
DISPUR, GUWAHATI-06**

No. ASE.01/2020/Pt.-II/214

Dated, Dispur the 7<sup>th</sup> January, 2022

**ORDER**

In supersession of earlier SOP communicated vide Memo No.ASE.01/2020/Pt-II/185, dated 28<sup>th</sup> September, 2021 this new SOP is hereby issued and shall be effective from 7/1/2022 onwards and until further orders.

**STANDARD OPERATING PROCEDURE (SOP)**

Considering the fact that the status of COVID-19 cases in the State of Assam has been reviewed and it has been observed that the number of COVID-19 cases has been gradually increasing over the last few days and therefore the Govt. of Assam in Education Department have decided to streamline the functioning of the schools/Educational Institutions so as to contain the spread of COVID-19 variant and also the highly mutant SARS-COVID-2 variant.

Now, all the Government funded Educational Institutions and private Educational Institutions are hereby directed to follow the SOP as noted below:

**General Guidelines**

1. **All Schools (both Govt. and Private) upto Class VIII in Kamrup Metropolitan District and upto Class V in all other Districts shall remain closed until further orders.**
2. **The physical classes shall be allowed on alternate days for class IX,X,XI and XII in respect of Kamrup(M) District as detailed below:**
  - (a) **Class IX and XI shall be held on Monday, Wednesday and Friday.**
  - (b) **Class X and XII shall be held on Tuesday, Thursday and Saturday.**
3. **In respect of other Districts (excluding Kamrup (M)) the physical classes shall be allowed on alternate days as detailed below:**
  - (a) **Class VI, VIII, X and XII shall be held on every Monday Wednesday and Friday.**
  - (b) **Class VII, IX and XI shall be held on every Tuesday, Thursday and Saturday.**
4. **The physical classes in respect of degree/Post Graduate Students of Colleges/ Universities/Engineering Colleges/ Technical Institutions are allowed to function with fully vaccinated students.**
5. **The In-Charge Headmaster/Headmistress of the Elementary Schools shall supervise and ensure serving of Mid-Day Meal to the students as per instructions guidelines issued by the Govt. from time to time during class days and off days.**
6. In respect of attendance of Students in schools, attendance is not compulsory and will be based purely on parental consent.
7. In addition to formal classes online classes will also continue as per requirement and continuity of education.
8. Meetings in schools/educational institutions (formal and informal) will not be allowed in the Educational Institution premises.
9. There will be no cultural function, meetings etc., until further orders.
10. There should not be more than 30 (thirty) students in a section. The Head of the Institution will assess the required number of sections and open more sections accordingly if required.
11. **All Educational Institutions shall continue to provide quality virtual option/ online classes in addition to physical classes.**
12. The Schools/Educational Institutions shall have to be sanitized on every weekend (preferably on every Sunday).
13. COVID appropriate behaviour should be followed by every Educational Institution.
14. Compulsory use of Masks/Sanitizers by all shall be ensured.
15. Social distancing in classes shall be ensured. Maintenance of physical distance of minimum 6ft both inside and outside the classroom should be ensured.
16. Temperature check of all students/teachers etc. shall be done every day through thermal screening during entry of the teachers/students/ and non-teaching staff.
17. Every school/college or Educational Institution authority should co-ordinate with the nearest Health Centre (PHC/CHC etc.) in case of fever, cough, difficulty in breathing/ medical emergency.

18. Whenever any COVID-19 positive case is detected in the school premises immediate information should be shared with the nearest Government Health Institution/ Circle Officer of the concerned Revenue Circle. And thereafter the school should be opened next day only for COVID 19 testing (RAT & RTPCR) of the students, teaching, non-teaching staff etc.
19. Hand washing facilities in the schools/colleges shall be arranged at prominent locations inside the premises. A separate room shall be identified and be kept ready to keep any student/teacher/non-teaching staff under isolation in the event of any positive symptoms being observed during their stay in the institution till such time Health Department officials arrive for testing.
  - (a) Students should not share any material (Textbooks, notebooks, pen, pencil, eraser, Tiffin box, water bottle etc.) with each other.
  - (b) The health, hygiene and safety protocols of COVID -19 as issued by the Health & Family Welfare Department from time to time should be followed.
  - (c) Regarding sanitization of schools/Educational Institutions, it will be the joint responsibility of the SMDC of the schools, Deputy Commissioner of the District , Joint Director of Health Services and Inspector of Schools.
  - (d) Students should be made aware about proper and scientific use of Mask, frequent change of Mask, sanitization, maintenance of physical distance of minimum 6 ft. both inside and outside the classroom.
  - (e) Regular cleaning and disinfection of the classrooms toilets corridor etc., shall have to be done.
  - (f) Arrangements for potable water for hand washing with soaps. Install hand washing station, hygienic drinking water points, toilets and urinals to allow physical distancing of atleast 2 meters and ensure these facilities are accessible to children with disabilities.
  - (g) Social distancing in classes/ assembly etc. space will be created in the classroom to ensure that the children desk stands one meter apart and responsibility for such arrangement would lie on the Head of the institution.
  - (h) A District level task force Chaired by Deputy Commissioner of the District and consisting of District Heads of the concerned line Department as members will be responsible for ensuring enforcement of the SOP. Notification has already been issued earlier by Education Department.
  - (i) Schools/Educational Institutions shall not be opened in containment zones till further instructions from the Govt.
  - (j) Whenever multiple COVID-19 positive cases are detected in the school premises and thereafter immediately the school/Educational institution will be closed for a period of 7(seven) days. Subsequently after closure of the school/ educational institution the school building including the entire premises desk and benches, toilet stations/ drinking water station etc., should be thoroughly sanitized. Thereafter, after 7(seven) days the school will be re-opened with due permission from Deputy Commissioner of the District.
  - (k) In respect of private educational institutions social/physical distancing shall be maintained and buses will carry 1/3 intake of the students in the bus. The school buses should be properly sanitized twice daily.
  - (l) A Register shall be prepared with records of vaccination status of all the students/teaching and non-teaching staff. The Register shall be submitted to the Revenue Circle Officer every 14 days alternately.

20. **THE STANDARD OPERATING PROCEDURE FOR HEALTH, HYGIENE AND OTHER SAFETY PROTOCOLS ARE AS FOLLOWS:**

**A. Proper cleaning and sanitation facilities.**

- Use of face covers/masks by students, teachers, staff and all stakeholders is mandatory.
- There should be arrangement for thorough cleaning and disinfecting of all areas, furniture equipment, stationary, storage space, water tanks, kitchen, canteen, washroom, laboratories, libraries, etc., on School/College campus.
- Working hand washing facilities in the School/College should be arranged.
- There should be availability of key supplies like thermometers, disinfectants, soaps, etc., and the thermometer to be used should be a calibrated contactless infrared digital thermometer.
- Ban on spitting shall be strictly enforced.
- All garbage should be disposed in dustbins and must not be allowed to be piled up anywhere in the School/College premises.

- Frequent cleaning and disinfecting of washrooms during the School/College hours should be ensured.
- Mandatory hand washing for all students and staff at regular intervals must be ensured. Hand washing time should be minimum of 40 seconds as health protocol.
- Availability of safe and clean drinking water for students must be ensured. Drinking from water bottles by students maybe encouraged.
- Cleanliness and hygiene should be maintained during mid-day meal preparation, serving, during eating and after eating. Utensils should be properly cleaned.

**B. Seating plan**

- Physical distancing of atleast 6 feet has to be strictly followed.
- Physical and social distancing shall be maintained in the staff rooms, office area and other places of public interaction.
- Seats maybe designated with adequate distance for teachers in the staff room and other available rooms/halls.

**C. Physical/social distancing in the entry and exit points of the Schools/Colleges/Universities.**

- Earmarking different lanes for entry and exit of students/teachers/non-teaching staff. Visit of outsiders should be strictly prohibited.
- Opening of all the gates at the time of entry and exit in case of Schools/Colleges which have multiple gates shall be done to avoid overcrowding.
- Displaying posters/signage/stickers at appropriate places reminding students about maintaining physical/social distancing must be ensured.
- Display communication materials (info-graphics) etc. on COVID-19 prevention in different areas within the School/College premises and the community.
- No outside vendors should be allowed to sell any eatables inside the School/College premises or at the entry/exit gate points.
- Ensure Soap (Liquid) is available at each hand washing station, near every door of toilets, in the Mid-Day-Meal distribution areas/ school Canteens and school entrance points.
- The Headmaster of the respective school will assign one teacher to stand at the entry point of the school during entry of the students and one teacher at the exit point during the exit of the students.

**D. Parents/Guardians consent**

- Students will come to the schools/Colleges provided their parents have no objection and as such written undertaking/confirmation from the parents should be produced in the schools/Colleges.
- Parents should ensure that their ward goes to schools/Colleges wearing a mask and sensitize them not to exchange mask with others.
- Parents may take care not to send their ward to school if the child is not feeling well.
- Students willing to study from home through online mode maybe allowed to do so.
- Attendance must not be enforced and must depend entirely on parental consent.

**E. Schools/Colleges/Universities events, meetings, etc.**

- Schools/Colleges/Universities should not undertake any school events/College events /Universities events.
- Functions and celebration of festivals should be avoided in schools/Colleges.
- School assembly maybe conducted by the students in the respective classrooms/outdoor spaces/other available spaces and halls under the guidance of the class teachers and maintaining physical distancing of atleast 6ft.

**F. Formation of different Task teams.**

The schools/Colleges will ensure formation of different Task teams such as Emergency care support/Response team/General support team for all stakeholders, hygiene inspection team, etc. The members of such teams may be identified from amongst the Teachers, Professors, Associate Professors, students and other stakeholders who will work collaboratively to take strategic and immediate action.

**G. Health checkup**

- Regular health checkup of students and teachers must be ensured.

**H. Ensure safe commuting of students who avail school/college transport.**

- Sanitization of school/College transport should be done on regular basis atleast twice a day- once before children board the transport and once after.
- Driver and conductor should ensure physical distance at all times alongwith students.

- If possible, thermal screening of students may be done by the bus conductor at the time of their boarding.
- All commuters are to wear face cover/masks. School/College transport authority should not permit students without masks and as per as possible provide them with masks.
- No curtains should be there in the windows of the school/College bus. Preferably all windows should be kept open.
- For air conditioned buses, the guidelines issued by CPWD will be followed which include temperature setting at 24-30 degree Celsius, relative humidity at 40-70% with provision for intake of fresh air.
- Students should be oriented not to touch surfaces unnecessarily.

**I. Ensure safety norms in classrooms**

- Teacher must ensure that students sit at allocated seats maintaining physical distancing and wearing face covers/ masks. Teachers too wear face masks.
- In case of practical works, it should be done in small groups maintaining physical distance.
- Students should not share any material (textbooks, notebooks, pen, pencil, eraser, tiffin box, water bottle, etc.) with each other.
- All the necessary learning material may be kept in the classroom.
- No sharing of food among students should be allowed.
- Overcrowding in washrooms should be discouraged.
- For air conditioning within the school, CPWD norms shall be followed which prescribes temperature setting in the range of 24-30 degree Celsius, relative humidity in the range of 40-70% and provision for intake of fresh air and cross ventilation.

**J. Protocol to be followed in case of detection of suspected case of COVID-19.**

- The sick student or the sick staff should be placed in a room or area where they are isolated from others.
- The nearest medical centre should be contacted.
- A risk assessment will be undertaken by the treating physician.
- Disinfection of the premises to be taken up if the person is found positive.
- The school authorities/College should coordinate with the nearest health centre/Joint Director of Health Services, in case of emergency.
- All protocols as advised by Health and Family Welfare Department/ NHM should be followed.

**K. STANDARD OPERATING PROCEDURE FOR SERVING MID-DAY MEALS IN SCHOOL**

**Midday-Meal will be served to the Students of Elementary Schools as per guidelines and instructions issued by the Govt. in Education Department from time to time.**

**Specific Guidelines are as follows:**

**a) Entry of cook cum helpers (CCH) in schools.**

- It shall be the responsibility of District/Block Administration related to MDM to ensure that the CCH is not COVID positive.
- All CCH to give self-declaration to the Headmaster of the respective schools with regard to the wellness of self and family members before starting their work in school.
- Thermal scanning of the CCH must be carried out at the entry point of the school.
- The CCH must sanitize/wash their hands for minimum 40 seconds upon entering the school.
- Wearing face masks will be mandatory during cleaning, washing, cutting, cooking and serving of meals.
- Handmade face covers should be washed daily.
- Nail polish or artificial nails should not be worn because they can become foreign bodies and might compromise on food safety.
- Spitting and nose blowing should be strictly prohibited within the premises by CCH or any other person during school hours.
- The CCHs should wear head covers and gloves.

**b) Safety norms in kitchen and storage space.**

- The kitchen cum store place of cooking must be thoroughly cleaned and sanitized before 24 hours of actual cooking after re-opening of schools. The Headmasters of the respective schools as well as the SMC are responsible for the purpose.

- The floors of the kitchen and the cooking top should be cleaned every day before and after the food is cooked.
  - The drainage system should be efficient enough for disposal of refuse.
- c) **Cleaning of utensils for cooking and serving.**
- The utensils used for cooking and serving should be thoroughly washed, cleaned and dried after use.
  - Clean clothes should be used for wiping utensils, wiping hands and for cleaning surfaces.
  - Leftovers or crumbs from plates and utensils should be removed into dustbin and properly disposed.
  - Adequate waste disposal system should be arranged so that the risk of contaminating food or the potable water supply is eliminated.
- d) **Checking of old stock of food grains, oil and fat and condiments before use/washing and cutting of vegetables and cleaning of food grains and pulses.**
- Use of left out food grains, oil and fat and condiments should only be done after careful inspection of quality.
  - Vegetables, fruits and perishable food commodities should be thoroughly cleaned before use preferably with a combination of salt and haldi (turmeric).
- e) **During cooking and serving of mid-day meals.**
- Wherever possible, kitchen activities must be performed maintaining appropriate physical distance.
  - The cook cum helpers should use face covers, head covers during cooking and serving.
  - The serving and dining areas should be thoroughly sanitized before serving.
  - The CCH while distributing the food should wear hand gloves and maintain appropriate distance from the school children.
  - The school children should also wear masks while food is being served and at all times in the dining area except while eating/drinking.
  - Ensure that students wash their hands thoroughly before and after eating.

This SOP will come into effect from 7/1/2022 and until further orders.

Sd/-  
(F.H. Choudhury, ACS)  
Addl. Secretary to the Govt. of Assam  
Secondary Education Department

Memo No. ASE.01/2020/Pt.-II/214-A

Dated, Dispur the 7<sup>th</sup> January, 2022

Copy to:

1. All Registrars of Universities (State of Assam)
2. The PS to Principal Secretary to the Hon'ble CM, Assam.
3. The MD, NHM, Assam.
4. The MD, SSA, Assam.
5. The Deputy Commissioner (All), Assam
6. The Director of Information and Public Relations, request for wide publicity.
7. The Director of Higher Education, Assam, Kahilipara, Guwahati-19.
8. The Director of Secondary Education, Assam, Kahilipara, Guwahati-19.
9. The Director of Elementary Education, Assam, Kahilipara, Guwahati-19.
10. The Regional Director, CBSE, Panjabari, Guwahati-781037.
11. The Inspector of Schools (All), Assam.
12. The Secretary, Board of Secondary Education Assam (SEBA), Bamunimaidam, Guwahati-21
13. The Secretary, Assam Higher Secondary Education Council (AHSEC), Bamunimaidam, Guwahati-21.
14. Staff Officer to Chief Secretary, Assam for favour of kind information.
15. P.S. to Hon'ble Minister, Education, Assam, Dispur, Guwahati-06, for kind appraisal of the Hon'ble Minister.
16. P.S. to Hon'ble Advisor, Education, Assam, Dispur, Guwahati-06, for kind appraisal of the Hon'ble Advisor.
17. P.S. to Principal Secretary, Education Department, for kind appraisal of Principal Secretary.

18. P.S. to Principal Secretary, Health & Family Welfare Department, for kind appraisal of Principal Secretary.
19. P.S. to Special Commissioner, Elementary, Secondary and Higher Education, Assam, Dispur, Guwahati-06, for kind appraisal of the Special Commissioner.

Sd/-  
(Sri F.H. Choudhury, ACS)  
Addl. Secretary to the Government of Assam  
Secondary Education Department