



COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATIONS

PRAGATI HOUSE, 3RD FLOOR, 47-48, NEHRU PLACE, NEW DELHI - 110019

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Chief Executive & Secretary

GERRY ARATHOON

M.A., B.Ed.

CIR/ SAFETY/2020

10th October 2020

To: All Heads of CISCE affiliated Schools

Subject: Safety Measures to be taken in all CISCE affiliated Schools

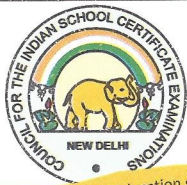
As you are aware, the MHA in its notification dated 30th September 2020 has suggested that schools may reopen after 15th October 2020 and that students may attend the same in a graded manner, **subject to written parental approval**. Some **State Governments too have indicated the reopening of schools later in November**.

Whenever Schools reopen in your respective States, the CISCE mandates that every school should adhere to certain basic safety procedures, as the health and well-being of all the students & teachers are to be of topmost priority.

Being the Head of the School, you are required to implement the following Safety measures:

A. Safety measures to be put into place prior to the reopening of the School:

1. Before the school formally opens to the students / teachers, the entire school building/s must be thoroughly fumigated and sanitized.
2. All the Classrooms, the Laboratories, Hall/s, Library, Recreation Rooms, Games rooms, Staff room/s, Reception area/s, storage places, canteen, etc. including the furniture, equipment, stationery, must be thoroughly cleaned and disinfected.
3. All outdoor areas i.e. corridors, open spaces, garden area, playgrounds, open fields, swimming pools, water-tanks, etc. must be similarly attended to.
4. In Residential Schools, along with the above, special care will need to be taken in the Dormitories, Dining Hall/s, the School Kitchen/s, living quarters of the Staff, Place of worship, etc.
5. Infrared (non-contact) Thermometers must be procured and used at the School Main Gate to check temperature of the students and teachers before they enter the school and go to their Classrooms. Visitors too, must be checked and hand sanitizers used.
6. An adequate number of face masks should be made available at the Examination Centre/Classrooms to be used in case a student is found to be coughing / sneezing and has not brought his/her own mask.
7. Bottles of sanitisers should be placed at various points/locations in the school for use by the students and teachers.



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8. The washrooms in the school should be frequently sanitized and cleaned.
9. One attendant, per washroom, should be present at all times to ensure that there is no overcrowding.
10. All washrooms in the school must have enough soap and water.
11. Sufficient number of closed waste bins should be available at various locations in the school.

B. Safety measures to be implemented during a normal working day in School:

1. Morning Assembly for the students should be avoided, as far as possible. If held on an urgent need basis, proper social distancing must be maintained.
2. Wearing of masks and use of sanitizers is to be made mandatory for all students. The use of gloves in school, is optional and may also be permitted.
3. Students should not be permitted to share/borrow stationery or their lunch/tiffin with other students.
4. Insist on a 'no contact' policy with all students and teachers. Touching, patting, hugging, beating, etc. must not be permitted in school.
5. Suitable safety measures must be taken by all personnel involved in the conduct of the daily lessons. The use of masks and sanitizers by the Teachers, Lab. Assistants & Attendants is compulsory.
6. Entry into the school, where the number is large must be done in a staggered manner, to avoid crowding at any place or point of time.
7. Any form of crowding must be avoided at all costs. Maintaining of Social Distancing is very important in the school premises.

C. Safety measures to be taken at the end of a normal school working day:

1. Every single room in the school which has been utilized by the students during the course of the working day must be thoroughly disinfected and sanitized.
2. The closed bins must be emptied of their contents. This must be suitably disposed of on the same day.
3. An inspection of the premises should be done by the Head of the School or his/her representative to ensure that all the safety measures of the CISCE have been carried out.



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Please note that there should be no assessment for up to three weeks and ensuring smooth transition from home-based learning during the Covid-19 pandemic to holding classes in schools. Flexible attendance and sick leave policies may be developed and implemented to encourage students and staff to stay at home when sick.

I look forward to your cooperation and support in the above matter for the safety and well-being of our students & our teaching community.

With warm regards,

Yours sincerely,

Gerry Arathoon —
Chief Executive & Secretary