



# DHACSS

## COVID-19 Check List (Teachers)

1. All students to be seated as per the Govt. directive (1.5 m).	
2. Students will not be left unattended at any time of the day for any reason.	
3. Students will stay in the class throughout the day.	
4. For social distancing, the floors have to be marked with a tape inside and outside the class.	
5. Social distancing to be ensured by staff and students.	
6. No activities which require close contact with the students will be planned.	
7. Class teachers must be in the class to receive; welcome the students.	
8. Students will sanitize their hands every hour.	
9. Staff and students will wear the mask throughout the school day.	
10. Hygiene/safety corner is to be established in every class. Hand sanitizer, masks, gloves, disinfectant spray, and tissues to be available at all times.	
11. Classes will be disinfected at the start and end of the day.	
12. Safety SOPs posters to be displayed in each class.	
13. Students must be trained to wear masks and to cover the face with the elbow while sneezing or coughing. Discuss health and safety habits and prevention of COVID 19 daily for 5 minutes.	
14. Be patient with students and do not show agitation at any point.	
15. Ensure that students take frequent water breaks.	
16. Doors and windows to be kept open for good ventilation and sunlight.	
17. Students will bring snacks and water bottle from home.	
18. Sharing of stationery books, snacks, water, or any other item will not be permissible.	
19. Class work notebooks to be kept in the school.	
20. Teachers will not take the notebooks home for correction.	
21. Students will go to wash hands (before snack time) and restrooms one at a time.	
22. Monitor and identify any COVID symptoms. Immediately inform school head and he/she will send the designated staff member to take charge of the student. The concerned student will be taken out of the class by the teacher and handed over to the dedicated COVID-19 staff. No panic to be shown or created.	
23. In case a student suffers from COVID-19, he/she will only resume school after submitting a negative test report.	
24. The teacher must inquire about sick students' welfare from parents and send get well wishes regularly.	
25. In case a Covid-19 patient is identified the concerned class and teachers will be quarantined for fourteen days at home.	
26. Used gloves, masks and tissues will be properly disposed off, preferably in closed bins.	
27. No towels in wash rooms.	
28. Confidentiality of all matters to be ensured.	