

**GOVERNMENT OF NAGALAND
OFFICE OF THE CHIEF SECRETARY
NAGALAND : KOHIMA**

NO.CSO/GAB-I/COM/GEN-I/2020

Dated, Kohima, the 18th September, 2020

ORDER

Subject: Partial reopening of schools for students of Classes 9 to 12 on a voluntary basis for taking guidance from their teachers and permission for skill or entrepreneurship training in institutions/centres.

In continuation of this Office Order of even number dated 31st of August 2020, and consequent to issue of SOPs dated 8th September 2020 by MoHFW, GoI for partial reopening of schools for students of Classes 9 to 12 on voluntary basis for taking guidance from their teachers in the context of COVID-19, and for the skill or entrepreneurship training institutions/centres and the preventive measures required to be taken for containing spread of COVID-19 in these institutions/centres; the following activities in schools, colleges, educational, coaching and training institutions/centres will be permitted with effect from 21st September 2020 in the State, subject to strict adherence to the Standard Operating Procedures annexed to this Order:

- a) Up to 50% of teaching and non-teaching staff may be permitted to be called to the schools at a time for online teaching/ tele-counselling and related work, in areas outside the Containment Zones only, subject to strict adherence to the SOP enclosed as **Annexure-A**.
- b) Students of classes 9 to 12 may be permitted to visit their schools, in areas outside the Containment Zones only, on voluntary basis, for taking guidance from their teachers subject to written consent of their parents/guardians, and strict adherence to all the provisions in the SOP enclosed as **Annexure-A**.
- c) Skill or Entrepreneurship training will be permitted in National Skill Training Institutes, Industrial Training Institutes (ITIs), Short term training centres registered with National Skill Development Corporation or State Skill Development Missions or other Ministries of Government of India subject to strict adherence to the SOP enclosed as **Annexure-B**. National Institute for Entrepreneurship and Small Business Development (NIESBUD), Indian Institute of Entrepreneurship (IIE) and their training providers will also be permitted as per the aforesaid enclosed SOP.

Sd/-
TEMJEN TOY
Chief Secretary, Nagaland

NO.CSO/GAB-I/COM/GEN-I/2020

Dated, Kohima, the 18th September, 2020

Copy to:

1. The Commissioner & Secretary to Governor, Nagaland for kind information.
2. The ACS to Chief Minister, Nagaland for kind information.



3. The Sr. PS to Minister, Higher & Technical Education, Nagaland for kind information.
4. The Sr. PS to Advisor, School Education, Nagaland for kind information.
5. The Principal Secretary, School Education & SCERT, Nagaland for information.
6. The Commissioner & Secretary, Higher & Technical Education, Nagaland for information.
7. The Commissioner & Secretary, Health & Family Welfare, Nagaland for information.
8. The Commissioner & Secretary, Industries and Commerce, Nagaland for information and necessary action
9. The Commissioner & Secretary, Social Welfare, Nagaland for information and necessary action
10. The Commissioner & Secretary, Employment, Skill Development and Entrepreneurship and Labour, Nagaland for information and necessary action
11. The Secretary, DUDA, Nagaland for information and necessary action
12. The Additional Secretary, Tribal Affairs, Nagaland for information and necessary action.
13. The Principal Director, School Education, Nagaland for information and necessary action.
14. The Chairman, NBSE for information and necessary action.
15. The Director, SCERT, Nagaland for information and necessary action.
16. The Director, Higher Education, Nagaland for information and necessary action.
17. The Director, Technical Education, Nagaland for information and necessary action.
18. The Director, Employment, Skill Development and Entrepreneurship, Nagaland for information and necessary action.
19. The Director, Industries and Commerce, Nagaland for information and necessary action
20. The Director, Social Welfare, Nagaland for information and necessary action
21. The Director DUDA, Nagaland for information and necessary action.
22. The Director Woman Development, Nagaland for information and necessary action
23. The Director Tribal Affairs, Nagaland for information and necessary action
24. The Labour Commissioner for information and necessary action
25. The Station Director, AIR and Doordarshan, Kohima for information.
26. The Director, IPR, Nagaland for wide publicity.
27. All DCs and Chairman DTF, Nagaland for information and necessary action
28. The CP Dimapur/ All SPs, Nagaland for information.


18/09/2020
(ABHIJIT SINHA) IAS
Principal Secretary, Home

SOP FOR PARTIAL REOPENING OF SCHOOLS FOR STUDENTS OF CLASSES 9TH TO 12TH ON A VOLUNTARY BASIS, FOR TAKING GUIDANCE FROM THEIR TEACHERS IN THE CONTEXT OF COVID-19

1. Scope

This SOP outlines various generic precautionary measures to be adopted in addition to specific measures to be taken to prevent spread of COVID-19 when schools are permitting students (for 9th to 12th class) on a voluntary basis, for taking guidance from their teachers.

2. Generic Preventive Measures

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (teachers, employees and students) in these places at all times.

These include:

- i. Physical distancing of at least 6 feet to be followed as far as feasible.
- ii. Use of face covers/masks to be made mandatory.
- iii. Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be done wherever feasible.
- iv. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of Aarogya Setu App may be advised wherever feasible.

3. All schools (with classes IX to XII) shall specifically ensure the following arrangements

- i. Online/distance learning shall continue to be permitted and shall be encouraged.
- ii. Students of class 9th to 12th shall be permitted to visit their school on voluntary basis for taking guidance from their teachers. This will be subject to written consent of their parents/guardians. Such visits and teacher – student interaction must be organized in a staggered manner.

4.1 Before opening up of schools

a) Planning of reopening of schools.

- i. Schools outside the containment zones only shall be allowed to open. Further,



students, teachers and employees living in containment zones will not be allowed to attend schools. Students, teachers and employees shall also be advised not to visit areas falling within containment zones.

- ii. Prior to resumption of activities, all work areas intended for teaching/demonstrations etc., including laboratories, other common utility areas shall be sanitized with 1% sodium hypochlorite solution, with particular attention to frequently touched surfaces.
- iii. Schools that were used as quarantine centres will be properly sanitized and deep cleaned before partial functioning is resumed. Guidelines issued by Ministry of Health & Family Welfare for disinfection of common public places including offices may be referred to in this regard) (<https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>)
- iv. The concerned teaching and non-teaching employees (up to 50 % of the strength) may be called to schools for online teaching/tele-counselling and related work.
- v. Students from classes 9th to 12th will have the option of attending the classes remotely/virtually or physically only on a voluntary basis for guidance from their teachers subject to written permission of parent /guardian.
- vi. Instead of biometric attendance alternate arrangements for contactless attendance shall be made by the school administration.
- vii. At all times, the teachers and students shall maintain a physical distancing of 6 feet apart, wherever feasible. Scheduling of activities and seating plan shall be made accordingly.
- viii. Ensure Hand washing facilities along with provision of soap shall be ensured.
- ix. For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet may be made. Similarly, physical distancing shall also be maintained in staff rooms, office areas (including reception area), and other places (mess, libraries, cafeterias, etc.).
- x. Weather permitting, outdoor spaces may be utilized for conducting teacher student interactions, keeping in view the safety and security of students and physical distancing protocols.
- xi. Assemblies, sports and events that can lead to overcrowding are strictly prohibited.
- xii. Schools should display State helpline numbers and also numbers of local health authorities etc. to teachers /students / employees to contact in case of any emergency.
- xiii. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30° C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.
- xiv. Lockers of students will remain in use, as long as physical distancing and regular disinfection is maintained.
- xv. Gymnasiums shall follow the provisions of the SOP enclosed as Annexure-D to Order NO.CSO/GAB-I/COM/GEN-I/2020/(A) dated 31st August 2020 (available at: <https://covid19.nagaland.gov.in/docs/1600410622.pdf>).
- xvi. Swimming Pool (wherever applicable) shall remain closed.

b) Planning and scheduling of activities

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 front-line work requiring direct contact with the students.

iGOT online modules training course on 'basic awareness on COVID' (https://diksha.gov.in/igot/explore-course/course/do_313010389971255296164) may be undertaken by all employee and students during online interactions or guidance sessions on the first day.

c) Availability and management of supplies

- i. Appropriate back-up stock of personal protection items like face covers/masks, visors, hand sanitizers etc. shall be made available by managements to teachers and employees.
- ii. Provide adequate supply of thermal guns, alcohol wipes or 1% sodium hypochlorite solutions and disposable paper towels, soap, IEC materials on COVID.
- iii. Pulse oximeter to check oxygen saturation levels of any symptomatic person must be arranged.
- iv. Ensure availability of sufficient covered dustbins and trashcans
- v. Provision for proper disposal of used personal protective items and general waste in accordance with CPCB guidelines (available at: https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES-COVID_1.pdf)
- vi. Housekeeping employees to be informed & trained about norms for waste management & disposal

4.2 After opening of schools

a) At the entry point

- i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions. Multiple gates/separate gates, if feasible, should be used for entry and exit.
- ii. Only asymptomatic persons (teachers, employees and students) to be allowed in the premises. If a teacher/employee/student is found to be symptomatic, he/she should be referred to nearest health center.
- iii. Posters/standees on preventive measures about COVID-19 to be displayed prominently.
- iv. Proper crowd management in the parking lots, in corridors and in elevators – duly following physical distancing norms shall be organized.
- v. Entry of visitors should be strictly regulated /restricted.

b) Conduct of guidance activities in the rooms or open spaces within the school campus

- i. Seating arrangement to ensure a distance of 6 feet between chairs desks etc.
- ii. Staggering of guidance activities to be done, with separate timings lots, to allow for

adequate physical distancing and disinfection of classroom premises.

- iii. The teaching faculty will ensure that they themselves and students wear masks throughout the conduct of the teaching/guidance activities.
- iv. Sharing of items like notebook, pens/pencil, eraser, water bottle etc. amongst student should not be allowed.

c) Conduct of skill based training in workshops /laboratories

- i. For practical activities in laboratories maximum capacity per session based on redesigned spaces, may be planned and scheduled accordingly.
- ii. Ensure that the equipments have been disinfected, particularly the frequently touched surfaces before and after each use.
- iii. Ensure a floor area of 4m²per person is available for working on equipment/workstation.
- iv. Ensure that members sanitize their hands before and after using training equipment. For such purpose hand sanitizer should be provided at workstations/simulation labs etc.

d) Activities in common areas – library, mess/canteen, common rooms, gymnasium etc.

- i. Physical distancing of 6 feet needs to be maintained
- ii. Persons using the common areas need to use mask/face cover all the time
- iii. Cafeteria/mess facility, if any within the premises, shall remain closed.

e) Transportation to and from the institution:

If transportation facility is being managed by the school, proper physical distancing, sanitization of buses/other transport vehicles (with 1% sodium hypochlorite) shall be ensured.

4. Hygiene and Sanitation

- i. Daily cleaning of the floors shall be taken up.
- ii. Provision of soap in toilets and hand sanitizers in other common areas insufficient quantity must be ensured.
- iii. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, handrails, chairs, benches, washroom fixtures, etc.)to be made mandatory in all classrooms, laboratories, lockers, parking areas, other common areas etc. before beginning of classes and at the end of the day.
- iv. Teaching materials, computers, laptops, printers, shall be disinfected with 70% alcohol wipes.
- v. Deep cleaning of all drinking and hand washing stations, washrooms and lavatories shall be ensured.
- vi. Students and employees should be advised to dispose of used face covers / masks in separate covered bins placed in classrooms, workstations and other common areas. The same may remain stored in the bins for 3 days and disposed of as dry general solid waste after cutting/shredding.
- vii. Students should not be involved in any of the cleaning activities for health safety reasons.'

5. Risk Communication

- i. Create awareness to ensure the students do not gather when leaving the school and in their free time.
- ii. Sensitize students, parents, teachers and employees to create awareness on COVID appropriate behavior, as detailed under generic measures above.
- iii. If a student, teacher or employee is sick, they should not come to the school and follow necessary protocols in this regard.

6. Psycho-social wellbeing

- i. Ensure regular counseling is done for students and teachers reporting mental health issues such as anxiety and depression.
- ii. It is advisable that teachers, school counselors and school health workers should work in unison to ensure emotional safety of students.

7. SOP to be followed in case a student/teacher/employee develops symptoms (fever, cough, difficulty in breathing)

- i. Place the ill person in a room or area where they are isolated from others.
- ii. Inform parents/guardians as the case maybe.
- iii. Patient will remain isolated while wearing a mask/face cover till such time they are examined by a doctor.
- iv. Immediately inform the nearest medical facility (hospital/clinic) or call the State or District helpline.
- v. A risk assessment shall be undertaken by the DTF and accordingly further action be initiated regarding management of case, their contacts and need for disinfection.
- vi. Disinfection of the premises to be taken up if the person is found positive.

- 8.** Any violation of the provisions of the above SOP will attract action as per legal provision against the management of the school/institution.

SOP on preventive measures to contain spread of COVID-19 in skill or entrepreneurship training institutions/centres

1. Scope

This SOP aims to enable safe resumption of teaching/ training activities in skill or entrepreneurship training institutions and centres, and outlines the various generic precautionary measures to be adopted in addition to specific measures to be taken at these institutes to prevent spread of COVID-19.

2. Generic Preventive Measures

The generic preventive measures include simple public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (faculty, employees, students and visitors) in these places at all times.

These include:

- i. Physical distancing of at least 6 feet to be followed as far as feasible.
- ii. Use of face covers/masks to be made mandatory.
- iii. Frequent hand washing with soap (for at least 40-60 seconds) even when hands are not visibly dirty. Use of alcohol-based hand sanitizers (for at least 20 seconds) can be done wherever feasible.
- iv. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
- v. Self-monitoring of health by all and reporting any illness at the earliest.
- vi. Spitting shall be strictly prohibited.
- vii. Installation & use of Aarogya Setu App shall be advised wherever feasible.

3. All Institutions conducting skill or entrepreneurship training institutions shall specifically ensure the following arrangements

- i. Online/distance learning shall continue to be permitted and shall be encouraged.
- ii. Skill or entrepreneurship training will be permitted with effect from 21st September 2020

4.1 Before opening up of the institution

a) Planning of reopening of institutions

- i. The institutions conducting skill or entrepreneurship training institutions shall only be allowed to open if they are outside the containment zones. Further, students and staff living in containment zones will not be allowed to attend the Institution. Students and staff shall also be advised not to visit areas falling within containment zones.
- ii. Prior to resumption of activities, all work areas intended for conduct of skill or entrepreneurship training, including hostels, laboratories, other common utility areas shall be sanitized with 1% sodium hypochlorite solution, with particular attention to frequently touched surfaces.
- iii. Wherever skill based training on equipments are envisaged to be utilized, place the equipment 6 feet apart, wherever feasible, to facilitate physical distancing. Similarly,

- utilize any outdoor space by relocating equipment outside like in verandah, courtyard, shed, etc.
- iv. Instead of biometric attendance alternate arrangements for contactless attendance may be made.
 - v. For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet may be made and be adhered to.
 - vi. The institute should display State helpline numbers and also numbers of local health authorities etc. to faculty /trainees / staff to contact in case of any emergency.
 - vii. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which emphasizes that the temperature setting of all air conditioning devices should be in the range of 24-30o C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be there.
 - viii. Lockers of students will remain in use, as long as physical distancing and regular disinfection is maintained.
 - ix. Gymnasiums shall follow the provisions of the SOP annexed to Order NO.CSO/GAB-I/COM/GEN-I/2020/(A) dated 31st August 2020. (Available at: <https://covid19.nagaland.gov.in/docs/1600410622.pdf>)
 - x. Swimming Pool (wherever applicable) shall remain closed.
 - xi. Prominently display signages, posters and standees must indicate the dos and don'ts for the staff and students.

b) Planning and scheduling of activities

- i. The academic calendar shall be planned with a view to avoid overcrowding, congregation etc. As far as possible, the academic calendar should promote a mix of regular classes and online teaching/ training, assessments
- ii. The day-wise, time-wise scheduling of teaching/training activities may be done in a staggered manner so as to avoid overcrowding at any one location on any day.
- iii. For practical activities in laboratories maximum capacity per session based on redesigned spaces, may be planned and scheduled accordingly.
- iv. 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 front-line work requiring direct contact with the students.

c) Availability and management of supplies

- i. Appropriate back-up stock of personal protection items like face covers/masks, visors, hand sanitizers etc. shall be made available by management to the teachers and staff.
- ii. Provide an adequate supply of thermal guns, alcohol wipes or 1% sodium hypochlorite solutions and disposable paper towels, soap, IEC materials on COVID.
- iii. Pulse oximeter to check oxygen saturation levels of any symptomatic person must be arranged.
- iv. Ensure availability of sufficient covered dustbins and trash cans
- v. Provision for proper disposal of used personal protection items and general waste in accordance with CPCB guidelines (available at: https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMW-GUIDELINES-COVID_1.pdf)
- vi. Housekeeping staff to be informed & trained about norms for waste management & disposal

4.2 After opening of the teaching/training institutions

a) At the entry point

- i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions. Multiple gates/separate gates, if feasible, should be used for entry and exit while maintaining physical distancing norms.
- ii. Only asymptomatic persons (faculty, employees, students and visitors) to be allowed in the premises. If a faculty/employee/student/visitor is found to be symptomatic, he/she should be referred to nearest health center.
- iii. Posters/standees on preventive measures about COVID-19 to be displayed prominently.
- iv. Proper crowd management in the parking lots, in corridors and in elevators – duly following physical distancing norms shall be organized.
- v. Entry of visitors should be strictly regulated/restricted.

b) Conduct of teaching activities in the classrooms

- i. Seating arrangement to ensure a distance of 6 feet between chairs, desks etc.
- ii. Staggering of classroom activities to be done, with separate timing slots, to allow for adequate physical distancing and disinfection of classroom premises
- iii. Academic scheduling should have intermix of regular classroom teaching and online teaching/ assessments
- iv. The teaching faculty will ensure that they themselves as well as the students wear masks throughout the conduct of the teaching activities
- v. Sharing of items like laptops, notebook, stationary etc. amongst students should not be allowed.

c) Conduct of skill based training in workshops/laboratories

- i. Ensure that the equipment has been disinfected, particularly the frequently touched surfaces before each use
- ii. Ensure a floor area of 4m² per person is available for working on equipment/work station
- iii. Ensure that members sanitize their hands before and after using training equipment. For such purpose hand sanitizer should be provided at workstations/simulation labs etc.

d) Activities in common area – library, canteen, common rooms, gymnasium, etc.

- i. Physical distancing of 6 feet needs to be maintained
- ii. Person using the common areas need to use mask/face cover all the time
- iii. Canteens may remain closed as far as possible.
- iv. Wherever applicable, avoid cash transactions and e-wallets etc may be promoted.

e) Transportation to and from the institution

If transportation facility is being managed by the institution, proper physical distancing, sanitization of buses/ other transport vehicles (with 1% sodium hypochlorite) shall be ensured.

5. Hygiene and Sanitation

- i. Daily cleaning of the floors shall be taken up.
- ii. Provision of soap in toilets and hand sanitizers in other common areas in sufficient

quantity must be ensured.

- iii. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, chairs, benches, washroom fixtures, etc.) to be made mandatory in all class rooms, laboratories, lockers, parking areas, other common areas etc. before beginning of classes and at the end of the day.
- iv. Teaching materials, computers, laptops, printers, shall be regularly disinfected with 70% alcohol swipe.
- v. Deep cleaning of all drinking and hand washing stations, washrooms and lavatories shall be ensured.
- vi. Students and staff should be advised to dispose of used face covers / masks in separate covered bins placed in class rooms, work stations and other common areas. The same may remain stored in the bins for 3 days and disposed of as dry general solid waste after cutting/shredding.
- vii. Residential buildings, if any, also need to be sanitized regularly.

6. Risk Communication

- i. Create awareness to ensure the students do not gather when leaving the institute and in their free time.
- ii. Create awareness among the students to follow simple preventive health measures like hand hygiene, respiratory hygiene, physical distancing and wearing of masks.
- iii. Ensure regular counseling is done for students reporting mental health issues such as anxiety and depression
- iv. If a student, faculty or staff is sick, she/he should not come to institute and follow necessary protocols in this regard

8. Ensure Safe Stay at Hostels, guest houses and other residential complexes

The measures as proposed above related to use of mask/face cover, hand hygiene, respiratory hygiene, physical distancing norms and environmental sanitation will apply to hostels and other residential buildings.

Further, the following specific points for Hostels/guest houses/other residential complexes shall also be followed:

- i. Students who are not local residents of the city/town, or do not have any support at home, or do not have facility for on-line education may be prioritized for allotment of hostel rooms.
- ii. Since students may be coming from different locations, they shall remain in quarantine and self- monitor their health for a period of 14 days before being allowed to attend classes.
- iii. Screening of every boarder needs to be done before they start staying at the hostel. Only asymptomatic boarders should be allowed to join. Symptomatic boarders shall be isolated in the designated isolation facility at the institute, till such time, they are seen by a doctor.
- iv. Proper crowd management in the hostel as well as in outside premises like parking lots – duly following physical distancing norms shall be ensured. Gatherings/congregations shall continue to remain prohibited.
- v. In shared rooms/dormitories, the beds should be placed at a distance of 6 feet from each other. Temporary partitions may be considered, if feasible. Any symptomatic student should be immediately given a single room and then provided requisite medical care.
- vi. Mess facility, if any within the premises, shall follow physical distancing norms at all times. Staggering of meal timings may be done to prevent overcrowding.
- vii. Hostel should be out of bound for all persons except essential staff with known health status.

9. SOP to be followed in case a student/faculty/staff develops symptoms (fever, cough, difficulty in breathing)

- i. Place the ill person in a room or area where they are isolated from others.
- ii. Inform parents/guardians as the case may be
- iii. Patient will remain isolated while wearing a mask/face cover till such time they are examined by a doctor.
- iv. Immediately inform the nearest medical facility (hospital/clinic) or call the state or district helpline.
- v. A risk assessment shall be undertaken by the DTF and accordingly further action be initiated regarding management of case, their contacts and need for disinfection.
- vi. Disinfection of the premises to be taken up if the person is found positive.
- vii. If there is clustering of cases in hostel/residential building, inform local health authorities immediately.

10. Any violation of the provisions of the above SOP will attract action as per legal provisions against the management of the institutions/centres.
