

# Minutes of Meeting

Date: 14/10/2020

Venue: Principal Chamber

Time: 2:00 pm

Sub: COVID-19: SOP/Guidelines for Health and Safety protocols for Reopening of Schools and Learning with Physical/Social Distancing;

A staff meeting was conducted under the guidance of Shri Umesh Chandra (Principal KV Dimapur) dated 14.10.2020 to discuss COVID-19, SOP/Guidelines for Health and Safety protocols for Reopening of Schools and Learning with Physical/Social Distancing in the Principal chamber at 2:00pm. It was decided to implement the guidelines issued by the Govt. of India, State Govt. of Nagaland and Local Administration for re-opening of the Vidyalaya.

Following committees are formed for implementation and vigilance:

## Emergency Care Support Committee

- i) Dr. V.S. Gurjar (I/c) PGT (Hindi)
- ii) Mrs. Babli Barman, PGT (Chemistry)
- iii) Mr. Y B Singh, TGT (P&HE)
- iv) Miss Aparupa Mohanty TGT (Sanskrit)
- v) Mr. N.H. Mao (PRT)
- vi) Mr. V. Sema (Sub Staff)

### Task Assigned:

1. Ensure sanitization in Vidyalaya
2. Make the arrangements to deal with emergency situation.
3. Monitor and Plan the resources to be managed during time of emergency.
4. Collect day to day working details from the other committees.
5. Place the ill students or staff in isolated room and immediately inform the nearest medical facility.
6. Monitoring of health and all the protocols advised by MoHFW

## General Support Committee:

- i) All the Class teachers
- ii) Mrs. Kusum, (I/C), PGT (Commerce)
- iii) Mr. Prabhat Mishra, PGT (English)
- iv) Mr. Arvind kumar, TGT (English)
- v) Mrs. Prabhjot Kaur, TGT (English)
- vi) Mrs. Preeti, PRT
- vii) Mr. Gavadu Patil, PRT
- viii) Mr. S Ahmad (Sub Staff)

### Task Assigned:

1. Sensitize all the stake holders to follow the SOP.
2. Introduce strict monitor on the movement of the students in the vidyalaya.
3. To interact with the students and the parents about the physical and mental health.
4. Encourage students to extend positive attitude.
5. Ensure and acknowledge emotional students and parents.

6. Introduce the use of digital learning portals, Such as: DIKSHA, SWYAMPARBHA, e-PATHSHALA.
7. Ensure the arrival and departure of the students in the guidance of the parents.  
(Class Teachers will take care of this.)

### **Commodity Support Team:**

- i) Mrs. Priyanka Kumari, (I/c), PGT (Geography)
- ii) Mr. Alok Ranjan, TGT (So. Sc.)
- iii) Mr. Ketan Singh, TGT (Mathematics)
- iv) Mr. Ajay Kumar Tripathi, TGT (Hindi)
- v) Mr. Vaman Rao, PRT
- vi) Mr. Manoj Kumar Chhetry, (SSA)
- vii) Mr. H Sema (Sub-Staff)

#### **Task Assigned:**

1. Maintain the availability of necessary commodities, such as Soap, Sanitizers, Digital Thermometer, Mask, Gloves.
2. Ensure the arrangement of toilet cleaners, brush, finale, nephthaline balls.

### **Hygiene Inspection Team:**

- i) Mrs. K Ramya, (I/c) PGT (Computer Science)
- ii) Mr. Sunil Kumar Gupta, TGT (Mathematics)
- iii) Mr. Avnish Nath Tripathi, TGT (WE)
- iv) Mr. Manoj Kumar Chhetry, SSA
- v) Mr. Pawan Singh, PRT
- vi) Mr. H. Sema Sub-Staff

#### **Task Assigned:**

1. Ensure regular monitoring of students' health.
2. Ensure availability of drinking water.
3. Ensure clean and safe toilets,
4. Ensure safe collection, storage & disposal of waste.
5. Co-ordinate with students to receive information.
6. Sensitize students about cleanliness.
7. Promote and ensure not to share the lunch, water bottles, books, copies, pens etc. to other students.
8. Ensure all the staff members as well as parents to install Aarogya Setu App.

### **Entry Gate Point:**

- i) Mrs. Sneha Lata Meena, TGT (Science)
- ii) Mr. S. Ahmed, Sub-Staff

#### **Task Assigned:**

1. To check and ensure the optimum temperature of students entering the Vidyalaya (not more than  $37.5^{\circ}\text{C}$  /  $99.4^{\circ}\text{F}$ ).
2. To ensure physical and social distancing norms to be followed during arrival.

### **Exit Point:**

- i) Mr. Y. B. Singh, TGT (P&HE)
- ii) Mr. Ajay Kumar Tripathi, TGT (Hindi)
- iii) Mr. Jitendra Naamdev Nalwade, PRT

**Task Assigned:**

1. To ensure physical and social distancing norms to be followed during arrival departure.

**Time-Table Committee:**

- i) Miss Preeti Meena, PGT (Mathematics)
- ii) Mr. Sunil Kumar Gupta, TGT (Mathematics)
- iii) Mr. Avnish Nath Tripathi, TGT (WE)
- iv) Mr. Ketan Singh Karnawath, TGT (Mathematics)

**Task Assigned:**

1. To make a time-table for staggered arrival and departure.
2. Re-frame as per time-table for arrival of the students and their need.
3. Pre-prepare a comprehensive plan for subjects and classes keeping in view on-line classes also.

**Marking Circle:**

Mrs. Priyanka, PGT (Geography)

**Task Assigned:**

1. Mark circle near the toilets, water points and in the corridors.
2. Ensure the space between the desks in the class room to maintain physical distance of 6 feet.
3. Physical distancing shall also be maintained in the staff room.

**Helpline:**

Miss Geeta Malakar, Computer Instructor

1. Stick the important helpline numbers and other guidelines around the School Campus.
2. To be resourceful to collect the emergency numbers of the local bodies, hospitals and quick medical facilities.

Note: All the Class Teachers should ensure student's coming to the Vidyalaya must have consent letter of their parents.

(Principal)