

BHONSALA MILITARY SCHOOL, NASHIK

STANDING OPERATING PROCEDURE FOR PREVENTION AGAINST COVID-19

Reference : Education and Sports Department, Mumbai, Government of Maharashtra, Circular No संकीर्ण-2020/प्र.क्र.86/एसडी-6 dated 15 June 2020.

General

1. COVID-19 Pandemic has spread to all parts of the country as a result of which and Students, Teachers, Staff their families of Bohsala Military School, Nasik are at risk of getting infected. In most people the infection will pass off as a mild illness; however it has a potential to cause severe respiratory illness. CHMES is undertaking a combination of containment and mitigation activities with an aim to minimize and restrict the infection of COVID-19 in the CHMES campus.

Aim

2. The aim of this SOP is to ensure '**Zero Infection**' cases in all Students, Teachers, Staff and families of Bohsala Military School, Nasik and also to monitor, implement and ensure that the guidelines and advisories received from WHO, MHA, Maharashtra Government related to COVID-19 has been disseminated to all Students, Teachers, Staff and families of Bonsala Military School. Over and above this the school will be nominating various appointments to interview, handle/quarantine each individual returning from Lockdown away from home, holidays or leave, check his Aarogya Application, examine his medical parameters and monitor the adherence of the complete quarantine process. For Quarantine Ramdandees will have to undergo quarantine in Bhavans for a duration of 14 days under supervision and Staff and family member of the staff will undergo self quarantine at home.

Outline

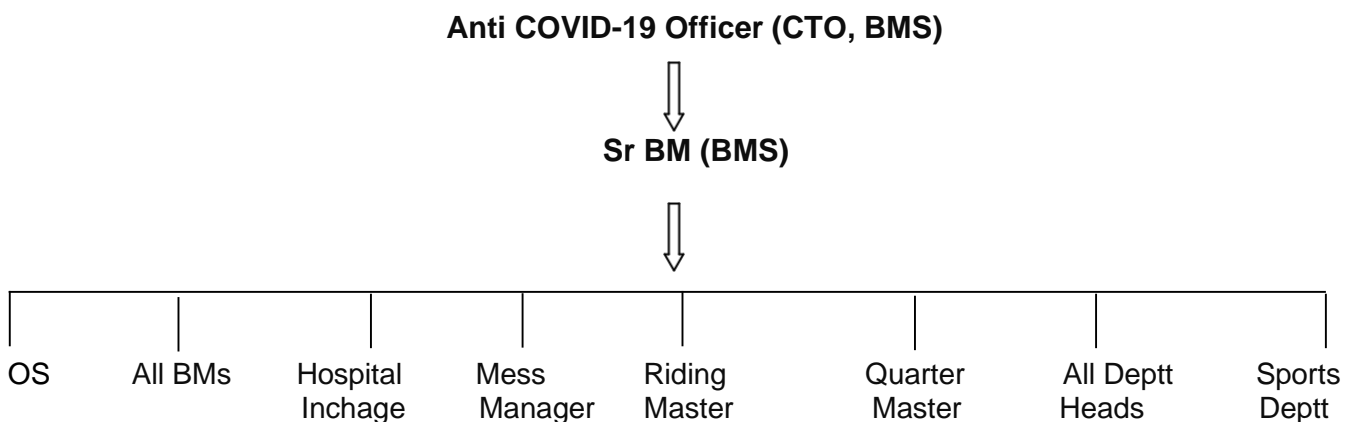
3. The outline of the SOP is in following manner:-

- (a) Part I - Composition and duties of COVID-19 Prevention Team
- (b) Part II - Guidelines / Measures to be followed at entry/exit Gates, School premises, Bhavans, Dining halls, Common Places and Bathroom.
- (c) Part III - Quarantine Centre (For students arriving from Red Zones), Activities Prior to and On Arrival .
- (d) Part IV - Do's and Don'ts.
- (e) Part V - Feedback system and documents required to be prepared.
- (f) Part VI - Green, Yellow and Red Categories, classification of Area/ Cities.

PART – I : COMPOSITION AND DUTIES OF COVID-19 PREVENTION TEAM

Composition

4. Anti COVID-19 team will consist as follows: -



Duties / Responsibilities of COVID-19 Team

5. The duties / responsibilities for COVID-19 team will be as follows : -

(a) **CTO**. Overall in charge of promulgating advisory / guidelines with respect to COVID-19. Take feedback from all appointment holder as ser 4 above and report to Commandant in case of any case of person having or complaining of Corona Symptoms.

(b) **CTO/Sr BM**. To compile the details as mentioned below received from VP, BMs and other person and forward the same to the Commandant on daily basis by 2000hrs and 1000hrs. Details will be as under :-

- (i) Anti Covid Medical Check up.
- (ii) Permanent/Temporary Visitors visiting the School Premises.
- (iii) State of Anti Covid Equipment.
- (iv) Maintenance and upkeep of Mess.
- (v) State of Patients suffering from Covid-19.

(c) **BHAVAN MASTERS (BMs)**. To monitor the directions given in the SOP and ensure to implement the same in their respective area of influence (to include Bhavans, Toilets, Washing area, Drying area, Play field, Gymnasium, Roads, Barber shop and Balaji Hospital). Prepare feedback form per **Appendix A** and forward the same duly signed by self to CTO by 2000hrs on daily basis or an immediate basis on occurrence of any case come to light.

(d) **BM's and Nominated Senior Employee of Quarantine Area**.

- (i) Ensure individual medical documents/ log book is updated on daily basis.

- (ii) VP, Sr BM and OS to ensure “Aarogya Setu” application is downloaded and is being used by all Teachers and Staff and families in the school.
- (iii) Disseminate guidelines / instructions given in SOP as received from various Sources on COVID-19 to all students and staff in the school premises.
- (iv) Surprise check in area of responsibility to ensure all points given in SOP are being implemented.
- (v) Ensure all anti Covid 19 equipment is in working condition, as is being used as per requirement.
- (vi) All Covid related Hygiene and chemical are adequately stocked and are in usable condition.
- (vii) Ensure visitors do not meet Ramdandees, Teachers, Staff and families without written permission of the Principal, CTO, Sr BM and OS.
- (viii) Ensure Dinning Hall is sanitised periodically and medical check up of staff in the cook house is done daily.
- (ix) Security Incharge of the Main Gate to ensure all activities are being carried out as per briefing done to him by the CTO. The in/out register will be put up to CTO daily at 2000 hours.
- (x) All appointments (Department Heads) to ensure that medical check up of all individuals are done as per requirement.
- (xi) Ensure cleanness and correct disposal of Garbage in area of responsibility and also ensure correct parking of vehicles.
- (xii) All to ensure social distancing is being maintained always and every time.
- (xiii) All persons inside the campus to use face masks, and specially the Staff detailed or responsible for the Quarantine Centre to be adequately protected.

PART – II : GUIDELINES , PREVENTIVE MEASURES

- 6. Precautionary measures in respect of COVID-19 to be implemented are given in succeeding paras.
- 7. **Measures for BMS Main Gates.**
 - (a) Entry only from nominated gate that is Main Gate. Gate to be manned by Security Guard and Bouncers. Entry of visitors to be allowed only after verification and sanitization and written permission is checked. In case of a impromchu visitor permission of the CTO will be obtained at the main gate.
 - (b) Any Visitor entering the BMS premises to have the authority from Principal, CTO or Sr BM to enter alongwith certificate duly attested by a RMP that he is devoid of any Corona Symptoms since last 14 days.
 - (c) All visitor to have the Aarogya Setu application downloaded in his/her mobile and should be up to date.

- (d) There should be minimal move in and out of Inmates as per laid down norms of the personnel who are residing in the school premises. This includes families of staff. All movement in/out to be recorded in a Register.
- (e) Any person going out, should make an entry at the gate of his time in and out and will only be permitted to go out/in if wearing gloves and mask.
- (f) All vehicles of Staff/Teaches/Inmates to have a vehicle pass to enter the Premises.
- (g) Medical Representative of Balaji Hospital/Security persons will carry out medical frisking of all persons entering the Gate. Any Visitor, Teacher or Staff showing variation in body temperature and SPO2 counts to be denied entry. The person who is denied entry if comes again to get a medical certificate from RMP that he has no symptoms of Covid 19.

8. **Measures for Guards at the Gate (Day and Night).**

- (a) No change in Sentries persons, place of duty for at least a week.
- (b) All Sentries /Guards to wash hands frequently while on duty. They need to use masks and gloves and should have sanitising equipment for self and visitors.
- (c) Hand sanitizer to be available for visitors, at entry/exit point (Main Gate).
- (d) No crowding at the main gate. Vehicle Pass, Identity Card and helmets to be checked, and is a mandatory requirement for entry.
- (e) All Guards and Sentries to be sanitised to maintain social distancing from all visitors and be adequately protected.
- (f) A bucket, mug & soap to be kept outside each security post for visitors to wash hands periodically. This is over and above the sanitising equipment kept at the entry gate.

9. **Measures for Bhavans.**

- (a) All door handles, metal frame of bed, line for mosquito net, almirah to be cleaned by soap water then by cleaned water by the inmates. (BMs to ensure this religiously).
- (b) One senior Ramdandee to be detailed in each Bhavan to operate common items like remote of TV, distribute water from dispenser and operate light switches. The senior student will also sanitize above equipment by cotton and hand sanitizer.
- (c) All benches and chair outside the Bhavan to be washed by soap water once a day by the help provided to the Bhavans.
- (d) Windows of all Bhavans to be kept open during day for air circulation. One senior student to be detailed to open and close window.
- (e) Sanitisation Equipment and a bucket, mug and soap kept outside each Bhavan for individual to wash hands before entering the Bhavans.

10. **Measures for Mess.**

- (a) There will be a fixed manpower for mess for cooking food who would be staying inside the campus. No additional persons coming for cooking Food from outside the campus. Cook house is out of bound for all others except meal time. Only medical and supervisory staff can

enter the cook house otherwise. Contractor will submit a list of authorised staff working in the Dining hall/cook house with mobile numbers and medical done to the Mess Manager.

(b) Cooks will wash hands & veg / fruit before any cooking. They will be medically frisked daily by the team of Balaji Hospital.

(c) Persons will be detailed to distribute food. No self service.

(d) All Dining table, chairs, distributing tables, eating table to be washed with soap water before & after every meal.

(e) STAGGERED meal timings for all Bhavans will be strictly followed as per directions issued by the CTO/CAO.

(f) No table cloths to be used on dining tables.

(g) Rotis will be made on automatic Roti maker. There will be no casual workers or daily wagers working in the mess

(h) Social Distancing Squares to be made where required as advised by the Staff of Balaji Hospital.

(j) All Dining hall/cook house staff will wear protective clothing during working hours. Medical Scrunity of all mess staff will be done once a day by the staff of Balajee Hospital.

11. **Measures for Common Area.**

(a) Office, School complex and places like kote, stable, swimming pool, washrooms to have sanitising water buckets with soap dispenser to wash hands as much as possible.

(b) All Ramdandees and Staff to carry personal hand towel or two handkerchief at all times to wipe hand after washing.

(c) No fallins and gathering will take place unless specified by the Commandant. PA system/Mega phone will be put in all Bhavans to pass orders.

(d) All persons to avoid physical contact amongst Ramdandees and also with outsiders, visitors, teachers staff.

(e) Marked square boxes with paints about 1.5 mtr away from each other for any place where people congregate to maintain social distancing.

12. **Measures for Washroom.**

(a) Wash hand before and after using latrine wash basin taps.

(b) Individual bucket to be used in wash room and subsequently kept secured.

(c) Individual to wash taps of basin and bathing cubicle before and after use with soap.

(d) No crowding in bathroom. BMs to ensure this aspect by staggering bathroom timings

(e) Social distancing squares to be made under the supervision of BMs and Staff of Balaji Hospital.

13. **Measures and Directions for Security Guard** :-

- (a) All gates will have in/out Register and all in mates staying inside will enter their respective particulars while moving inside / outside the Campus.
- (b) Guard to check all visitors visiting various institutions for their entry. They will be permitted inside only with a valid reason.
- (c) Non Residential Teachers, Staff and dependents will be permitted inside only after showing a valid pass issued by the head of the institution, on daily basis.
- (d) In mates who return from leave, Journey, visit of any Red Zone / Quarantined Area will be permitted inside only when they show the following documents:-
 - (i) Certificate from a RMP that the individual does not show any symptoms of COVID 19.
 - (ii) Certificate from his head of the organization that he be allowed inside with the reason mentioned in the Certificate.
 - (iii) His / Her Aroyoga setu app should be up dated.
 - (iv) He / She will be medically frisked by representatives of Balaji Hospital, at the gate.
 - (v) The individuals luggage will be properly sanitised at the gate
 - (vi) He / She will be only allowed to enter if wearing a mask and gloves.

14. **Measures and Directions of Head of Institutions** :- All heads of institutions are requested to abide with the following:-

- (a) Issue of individual pass to all employees and dependents by 15th June.
- (b) Issue of yearly vehicle pass to all vehicles entering the Bhonsala premises (computer image of a sample can be obtained from CTO, BMS).
- (c) Ensure inmates joining after leave, Journeys and visit of Red Zone in the Country are self-quarantined for a durations of 14 days.
- (d) The individual as per serial 14 (c) above will have to be given the following:-
 - (i) Certificate from the head of the Department that he is returning after a valid reason and should be allowed entry.
 - (ii) Should be in possession of a current medical certificate from a RMP that he does not show symptoms of COVID 19.
 - (iii) Undertaking from the individual that if found violating the self-quarantined norms will be asked to vacate the accommodation inside the premises.
- (e) All branch heads also needs to appoint a COVID 19 officer, (preferably residing in the campus) and forward his details as under to the undersigned.

Ser No	Name	Appointment	Mobile No.	Residential Address	Remarks

15. **Anti Covid 19 Measures for Security Supervisors:-**

- (a) Ensure no unauthorized individual enters the campus without a valid reason.
- (b) Each individual visitor going inside the campus has :-
 - (i) Mask and gloves
 - (ii) Has sanitised his hands
 - (iii) Has been medically frisked at the Gate.
- (d) Supervisor should have a list of individuals who are undergoing self-quarantine inside the campus.
- (d) Anybody entering inside with luggage should get his luggage sanitised.
- (e) Security staff to keep monitoring the violations activity of a self-quarantine individual and report incidents of violations to the undersigned.
- (e) Check all necessary documents of a person entering inside after performing a Journey or returning from leave.

16. Incharge of Balaji Hospital will carry out following spray as and when planned with the persons detailed for the task after getting the chemical issued from QM store for prevention of corona virus:-

- (a) Bleaching Powder.
- (b) Cresoli black.
- (c) Hypo Chloride.

17. **Medical Security.** Staff of Balaji Hospital will ensure daily detailment of Nurses at the following areas :-

- (a) Quarantine Bhavan. (Four teams)
- (b) Main Gate.
- (c) Dhobi Ghat. (as and when required)
- (d) Office Complex (at about 1100hrs)
- (e) Reception (at about 1000hrs)

18. They will carry out the following :-

- (a) Temperature and SPO2 check of all individuals entering the premises.

- (b) Check for Corona symptoms of all the quarantined Ramdandees.
- (c) Ensure all protective gear are available to all concerned, and are being used correctly.
- (d) Ensure all medicines, Hygiene and chemicals are available and correctly stored and handled.
- (e) Ensure all individuals follow the correct sanitation procedure.
- (f) Train adequate volunteer of Bhonsala Nursing College for various duties.
- (g) Ensure all inmates are medically frisked daily.
- (h) Ensure medical waste is disposed correctly.

PART – III : QUARANTINE CENTRE

Definition of Quarantine

19. Quarantine is defined as “a period of time when a person who has or may have an infectious disease must be kept away from other people”.

Guidelines for Quarantine.

20. There will be 3 Bhavans to quarantine all Ramdandees arriving from Red Zones.

(a) **Scope.**

(i) A contact is defined as a healthy person who has been in such association with an infected person or a contaminated environment as to have been exposed and is therefore at a higher risk of developing disease.

(ii) 14 days quarantine is applicable to all contacts of a suspect or confirmed case of COVID-19. This intervention will be limited to the following:-

(aa) **Travel related cases for people arriving from Red Zones. .**

(ab) **Focal clusters** arising from a travel related / unrelated case where cluster containment strategy is adopted.

(ac) **Person coming from COVID-19 affected areas** where local and community transmission is evident.

(b) **Duration.** The quarantine period is for 14 days from contact with a confirmed case or earlier if a suspect case turns out negative by not showing any symptoms and if a laboratory test up is done showing negative result.

(c) In current scenario, all persons returning from summer vacations/ leave who have undertaken any out station travel, will be required to be quarantined.

Instructions for CTO.

21. The home / barrack quarantine period is for **14 days** from contact with confirmed case. In case a person is quarantined as a close contact of a suspect case, quarantine can be lifted in case the suspect case who display or diagnose with no symptoms of COVID-19.

22. In case the person being quarantined becomes symptomatic, all his close contacts at home / barrack will be quarantined and followed up for an additional 14 days or till the report of such case turns out negative on laboratory testing. Symptomatic persons will be taken to Guruji Hospital for further investigation and Ambulance coming from Guruji Hospital. If the patient is transported by a requisitioned in the school Echo the Vehicle to be sanitized afterwards at School vehicle decontamination area as per **Appendix B**.

23. To avoid cluttering of Ramdandees due for longer quarantine, **multiple, small separate barrack quarantine** required for individuals returning from red Zones be organised. Batch wise planning is therefore essentially required to be carried out by CTO and Bhavan Masters.

Instrs for Contact Tracing of a COVID-19 Positive Case

24. All persons who case in close contact (**within 6 feet**) of COVID-19 positive cases will have to be traced inside the campus by all means to avoid spread of COVID-19 in local community. Flowchart for contact tracing for COVID-19 is attached as **Appendix C**.

Establishment of Quarantine Facilities

25. Three Bhavans will be prepared to accommodate the Ramdandees arriving from Red Zones. Bhavans will be equipped for the purpose and will be organised as per social distancing Norms.

26. Various aspects related to establishment of quarantine facilities are outlined below:-

- (a) The quarantine facilities will be subscribed for individuals returning Red Zone as being classified in India.
- (b) The Bhavan Masters will ensure that these individuals are distributed into clusters / squads of 10 for the purpose of PT, training, distribution of food, utilization of washroom facilities, adm, working and other Sundry activities.
- (c) The Bhavans should be further Sub divided into smaller zones housing approx 10 individuals clearly demarcated so as to prevent intermingling of individuals with each other within these Areas. This will prevent spread of COVID infection to the entire Bhavan in case of any individuals within the Bhavan is later reported COVID positive.
- (d) Proper equipping and kitting of the people working in the Bhavans will be ensured by the BMs which should including provn of basic necessities of bedding, lockers, central bathing, washing and drying facilities, sanitising equipment, availability of warm drinking water etc.
- (e) The Bhavans should have adequate ventilation, provn of summer appliances and protective gear both for inmates and Doctors/Nurse on visit.

Instructions for Ramdandee Re-joining from Home.

27. The following to be ensured:-

- (a) The Lodging facility is divided into Quarantine Bhavans based on arrival date of individuals which should be divided in batches of 50-60 arriving each day. Date and time of reporting will be intimated to all Ramdandees well in advance.
- (b) Individuals to be checked for Corona Symptoms. Sanitisation of personal luggage will also be done before entry into the Registration Hall (Gym) and Bhavan.
- (c) Individual will be allotted Bhavan, bed No & bathroom No on arrival depending on the status of his home station.
- (d) All Ramdandees will be briefed regarding the DO's / DON'T's in the Gymnasium as per instructions laid down at part IV of SOP.
- (e) Ramdandees will be allotted lockers in which they will keep their personal belongs. Individual will keep their toothbrush, toothpaste, soap, hair oil, facial cream, powder, bucket and mug inside the lockers. No clothing will be kept outside
- (f) Ramdandees will have meals with staggered timings displayed for each Bhavan. This will be made known to all individuals. Bhavan Master will ensure this and coordinate.
- (g) Waste food bins will be kept at required places and hygiene chemicals will be made available to decontaminate it. This will be checked daily by the Mess Manager.
- (h) Dish washing point will be marked with adequate water and soap. Mess incharge will supervise cooking, handling and washing of utensils.
- (j) Cloth washing and drying area will be made for individuals to wash and dry own cloths. Bhavan Masters to ensure additional drying lines to be made available in Bhavans to avoid overcrowding at any point.
- (k) The Bhavans and toilets will be centrally cleaned and maintained using adequate chemicals by a dedicated house keeping team periodically and will be supervised by the BMs. A work sheet will be maintained by BMs to ensure.
- (l) All Ramdandees Carry 2 sets of cotton bed sheets, hand towels undergarments and face masks over and above the usual number carried otherwise.

Activities Prior to and on Arrival

28. **Prior to Mov.** At present, the Bhavans are vacant and repairs and maintenance is being carried out. Certain instructions will be strictly borne in mind by all concerned specially the BMs before planning return of Ramdandees:-

- (a) The return of all Ramdandees will be strictly planned as per the Priorities being laid down by Commandant along various Instructions which have been promulgated from time to time to all the Teachers and Bhavan Masters.
- (b) No individual will be allowed to return out of turn on his own without explicit permission of the Commandant.
- (c) There is a requirement of staggered programme for rejoining of these Ramdandees so that the individuals returning can be effectively put through the mandatory quarantine period. VP, CTO alongwith Sr BM will prep a priority list for return of the individuals based on their Academic Circurrulum, Seniority of classes, Red Zone and other factors.

(d) Sr BM, OS, and BMs will communicate to all and ensure that all instructions with regard to mov have been disseminated to the Ramdandees. It will be ensured that all Ramdandees adhere to the norms system as promulgated by the School authorities.

29. **On Arrival.** Following will be ensured on arrival of Ramdandees to the BMS :-

Reception Cell.

(a) A reception cell will be created at the Riding School gate under the aegis of CTO.

(b) A detailed arrival plan of Ramdandees with items and documents to be carried along will be issued to all Ramdandees by 30 June 20 by the Sr BM, OS and BMs.

(c) Ramdandees will report initially at the Gate and subsequently guided for medical screening and other arrival formalities before being dispatched to their respective quarantine Bhavans.

(d) Maintaining adequate social distancing will be ensured.

(e) Gymnasium will be prepared for carrying out all arrival formalities of Ramdandees.

(f) The following are to be adhered to :-

(i) Echo car to be earmarked to carry Ramdandees and their luggage to their respective Bhavans.

(ii) The doors of the vehicle will be kept open and one Ramdandee will occupy one seat, in order to proceed to the quarantine centre with luggage.

(iii) Multiple rounds can be done if Ramdandees are more than the capacity of the vehicle. Apt

(iv) The initial screening will be done for all Ramdandees returning to the School from leave by Staff of Balaji Hospital at Table No 1 to check for any symptoms related to COVID-19. They will be issued mask, hand sanitiser and face shield.

(v) Table No 2 will be of office staff to make payments.

(vi) Table No 3 will be of Bhavan Master who will enable the documentation of the Ramdandee.

(vii) Table No 4 will be of QM to issue books/stores to the Ramdandees.

(viii) All Ramdandees will be wearing masks and use hand sanitizer before moving to their respective Bhavans under the guidance of BM.

(ix) A nurse of Balaji Hospital will be stationed outside the reception centre (Gymnasium) at all times who will ensure that the requisite medical screening of the individual is carried out. Suspected and symptomatic cases will not be accepted and returned back, to move back with their parents.

(x) General directions and precautions against COVID-19 will be briefed to all by the Nurse of Balaji Hospital, on daily basis and weekly basis.

(xi) All Ramdandees will carry use and throw water bottles for self use.

Routine

30. A well set routine needs to be followed so that effective COVID-19 management can be carried out and also the boredom is not set in the Ramdandees. Following is suggested:-

(a) **Bathroom Clearance.**

- (i) The timings for bathroom clearance will be pre decided in clusters and timings will be displayed on the notice board and the routine will be ensured by BM.
- (ii) Hand sanitizers will be placed outside the bathrooms. The Ramdandees will first sanitize their hands and then will enter to bathroom and operate sanitary ware.
- (iii) Ramdandees will wash their slippers with washing powder / soap before exiting the washroom.
- (iv) The inner wear of the Ramdandees will be washed with washing powder / washing soap and will be sun dried by the Ramdandees themselves.
- (v) Ramdandees will again sanitize their hands on exiting the washroom.

(b) **Daily Clinical Examination & Referral.**

- (i) All quarantined Ramdandees are read to be examined twice daily clinically (Morning and Evening) and those requiring referral for related symptoms of COVID-19 or any other reasons needs to be referred to Balaji Hospital or Guruji Hospital by the Nursing Staff/Doctors of BMS.
- (ii) Echo should be on call duty at Balaji Hospital 24 x 7 and as and when required Ambulance will be called for from Guruji Hospital, as and when parents need to be transported to Balaji Hospital.

(c) **Physical Training.**

- (i) Post medical check-up of Ramdandees will be taken at PT ground.
- (ii) Senior most Ramdandee with Bhavan Master will be appointed as cluster head who will also be responsible for conducting PT tables with no compromise on social distancing .
- (iii) During fall in social distancing norm will be followed. Each Ramdandees will be min 10 feet apart from each other.
- (iv) For running, a circuit will be decided and briefed to the Ramdandees.
- (v) Ramdandees will run in single line with minimum distance of five meters amongst them.
- (vi) Post run, Yoga may be organised. Pranayama is a must for all Ramdandees and BM will ensure this every day.

(d) **Academic Classes.**

- (i) During the period of quarantine all Ramdandees will be attending on line classes and also doing assignments given to them.

(ii) The routine will include medical checkup, PT, Yoga, Academic Classes and Routine.

(e) NDA Coaching.

(i) The physical coaching for NDA will commence for Ramdandees as soon as they join the school. However, for Ramdandees under quarantine, it will be on line with the display on a TV screen.

(ii) Written assignments and Test conducted will be submitted physically by all quarantined Ramdandees.

(iii) No Ramdandees will have an access to Mobiles except when he is talking to parents.

(f) **Daily Routine / Training.** In order to engage the Ramdandees in a constructive manner during the period of quarantine, it is essential that certain training activities be organised for all Ramdandees. A suggested programme is given as below:-

<u>Time</u>		<u>Activity</u>	<u>Remarks</u>
<u>From</u>	<u>To</u>		
0530h	0600h	Morning Parade	In Staggered Timing
0600h	-	Fallen	With proper distance
0600h	0700h	PT	In a open field
0700h	0830h	Breakfast	
0830h	1030h	Military Training Classes preventive of COVID-19	
1030h	1100h	Short Break	
1100h	1300h	Academic Classes. Maint / Cleaning & drying up of bed sheet and Mattress	
1300h	1500h	Lunch Break	

141500 h	1600h	Own Time	
1600h	-	Fallen	With proper distance
1600h	1700h	Yoga/Sports	With proper distance
1700h	1800h	Bath and change	
1800h	1830h	Tea/Snacks	

1830h	2000h	Study period	
2000h	21000h	Dinner	
2100h	2130h	Intrusions on Preventive of Covid-19	
2130h	-	Light Out	

Instructions for Family Members of Teachers/Staff Being Home Quarantined.

31. Staff members on leave will **be initially directed to rejoin duty station without family**. In case of change in instrs or an emergent case of an individual returning to Nashik with family, following instructions will be explicitly followed : -

(a) The entire family should stay in their own house. Movement of the family members will be totally restricted to the house and no movement outside the premises will be allowed for a **minimum duration of 14 days**.

(b) It is advisable to **maintain a distance of at least 6 feet** between the family members.

(c) Need less to **stay away from elderly people**, pregnant woman, children and persons with co-morbidities (life chronic heart/lung conditions and diabetes) within the household.

(d) **Regular med checkups** should be carried out for all family members, particularly if showing symptoms of Cold Cough and fever.

(e) **Home delivery of essential services** should be ensured. It should be ensured that a fool proof system of delivery of items be created so that there is no physical contact with any one delivering goods and services to the residence.

(f) Visitors should not be allowed to meet any of the quarantined persons/ Ramdandees.

(g) In case the person being quarantined becomes symptomatic, all the close contacts will be home quarantined and followed up for an **additional 14 days** or till the report of such case turns out negative on lab testing, if required at that time.

32. Personal hygiene / public measures to be followed by home/Bhavan quarantined person:-

(a) **Wash hands often** thoroughly with soap and water or with alcohol based hand sanitizer.

(b) **Avoid sharing** e.g dishes drinking glasses, cups, eating utensils, towels, bedding, or other items with other people.

(c) Avoid fetching fact periodically. Touch face only after washing hands thoroughly for 30 seconds.

(d) Wear a **three layered surgical mask** at all the time, the mask should be changed every 6-8 hours and disposed off. Disposable masks are never to be reused. Used masks to be soaked in 1% sodium hypochlorite solution first and then either burnt or buried centrally under the supervision of medical staff at Balaji Hospital.

(e) If symptoms appear (cough / fever / difficulty in breathing), he / she should immediate inform the attendants at Balaji Hospital.

Instructions for Environmental Sanitation.

33. **The Housekeeping Staff at all the Bhavans should Clean and disinfect frequently touched surfaces** in the quarantined persons room (e.g bed frame, tables, door knobs / handles, staircase railings etc) by daily mopping with hygienic cotton cloth soaked with 1% Sodium Hypochlorite Solution or any commercially available disinfectant like bleach. They can also be washed with soaped water.

34. **The Housekeeping Staff at Bhavans should Clean and disinfect toilet surfaces** daily with regular household bleach solution / phenolic disinfectants, e.g Lizol, Phenyl, cresol black 5% etc.

35. **The Dhobi Staff at all the Bhavans should Clean the clothes** and other lines used by the person separately using common household detergent and soap.

Frequency of Inspection of the Facilities at Quarantine.

36. **Security.** For security purpose, ensure 24 hours manning of the post of the quarantine facility by selected Ramdandees. The Bhavan should have a lockable gate to prevent any unauthorized person trespassing through the area with a clear sign boards indicating "Post entry Quarantine Area-Entry is denied without Permission" and watch and ward.

37. **Drinking Water.** The water in the cooler be heated up to 30⁰ for periodic consumption by the inmates.

38. **Drainage.** The field be properly leveled to prevent water logging and with good drainage facility.

39. **Lodging, Catering and other related activities.** It is to be ensured that Quarantine Bhavan is close to Dining Hall. So that Ramdandee can walk up for meals. Disposable and pre-packed food to be needs to be served to quarantined Ramdandees staying away from the Dining Hall. All the quarantined Ramdandees to be kept on separate beds with distance of 1-2 meter with no bed facing opposite to each other. All beds were having washable bed sheet that should be changed on daily basis. Personal toiletries / towel / blanket / pillow with covers kettle, room sanitising equipment and masks to be provided to each person depending on the consumption patterns and monitored by BMs.

40. **Laundry.** A separate washer man with additional facility needs to be assigned to perform laundry services for cleaning of all the clothing and other washing related activities. Before

laundering, all the washable items needs to be placed in 1% hypochlorite up to 30 min and later washed in detergent solution.

41. **Disposable Items.** All quantined Ramdandees will be provided with 3 disposable mask per day and 200 ml hand sanitizer per week. They will also be given a face shield which would be worn always when moving outside the Bhavan. The disposal items will be suitably disposed under the supervision of the BMs and Balaji Hospital Staff.

42. **Medical Check-up** All quarantined Ramdandees will be medically examined each morning and evening and a log book for them to be maintained. The RMO will examine these log books periodically for any abnormalities. The Teachers and Staff residing outside the campus will be medically examined each day prior to entering the School Premises and a log book of the same will

be kept with the individual. The individual will also download the Arogya Setu Applications and it should be kept updated at all times.

43. **Conversations with Parents.** All quarantined Ramdandees will be able to talk to their parents as per a talking schedule issued weekly by the Bhavan Masters. On emergency the Bhavan Masters will call and inform the parents.

44. **Out Pass.** There will be no out pass for any of the Ramdandees till the end of the year. Parents will only be allowed to meet on emergency grounds.

PART – IV: DO’s & DON’TS

45. Do’s & Don’ts are as under:-

<u>Do’s</u>	<u>Don’ts</u>
To maintain personal hygiene and physical distancing	Shake hands
To practice frequent hand washing. Wash hands with soap and water or use alcohol-based hand rub. Wash hands even if they are visible clean.	Have a close contact with anyone, if you are experiencing cough and fever
To cover your nose and mouth with handkerchief / tissue while sneezing and coughing	Touch your eyes, nose and mouth
To throw used tissues into closed bins immediately after use	Sneeze or cough into palms of your hands
To maintain a safe distance from persons during interaction, especially with those having flu-like symptoms	Spit in public.
To sneeze in the inner side of your elbow and not to cough into the palms of your hand	Travel unnecessarily, particularly to any affected region
To take their temp regularly and check for respiratory symptoms. To see a doctor if you feel unwell. While visiting the doctor wear a mask.	Spread rumors or panic.
Throw used tissues into closed waste bins immediately after use	Touch your eyes, nose and mouth with unclean hands.

Attend office in limited str or an alternate day	Wash hands in a hurry. Self medicate for symptoms of fever, cough or cold.
Make phone calls to avoid contact	Touch surfaces that are commonly used (eg railings, door handles and gates)

PART – V : FEEDBACK SYSTEM & DOCUMENTS REQUIRED TO BE PREPARED

46. **Feedback / Reporting Sys.** Feedback / Reporting sys will be given to Commandant through proper channel as follows:-

- (a) Daily Reporting - As per Appendix 'A'.
- (b) Monday, Wednesday & Saturday - As per Appendix 'D'
- (c) Every Saturday - As per Appendix 'E'
- (d) Every Saturday - As per Appendix 'F'

47. **Documents.** The following documents/details are required to be prepared in each Bhavan/School.

(a) **Contact Log Book** Intensified contact tracing is most crucial to locate onward transmission. All Teachers, Staff, Ramdandees will maintain a daily log of persons they have come in contact with. This would enable a conscious effort by individual to reduce No of people the individual is coming in contact with as facilitate retrospect contact tracing. Format of contact log book is given as **Appendix 'D'**. Individual contact log book will be checked by BM, OS and VP on daily basis followed by the initial on the same.

(b) **Gate In/Out Register.** All in / out persons of BMS, Nasik will be checked daily by CTO and a record be maintained by all BMs as per format attached as **Appendix 'E'**.

(c) **Details of Segregation / Quarantine/Isolated Facilities.** BM will ensure proper Segregation / Quarantine / Isolation in their Area Of Responsibility. Weekly report in this regard be forwarded on every Saturday to Anti COVID officer as per format attached as **Appendix 'F'**.

(d) **Self Declaration (COVID-19) form.** A self declaration (COVID-19) form to be filled by the all individuals returning from home station after Summer vacations followed by thermal scanning done by medical authority and record of the same be maintain with BMs, OS & VP. Format of the form is attached as **Appendix 'G'**.

(e) **'Aarogya Setu' Application.** All Teachers and Staff to download 'Aarogya Setu' app forthwith and use the same on daily basis. The member nominated by Commandant in this regard can do a surprise check. Link of the application is <https://play.google.com/store/app/details?id=nic.goi.aarogyasetu>.

PART – VI : GREEN, YELLOW & RED CATEGORY

48. The CHME Society has decided to put Ramdandees rejoining after summer vacation in 2 category – red and green, to ensure more effective screening of any possible COVID-19 case. With all Ramdandees rejoining school now in a phased manner, guidelines will be sent to all parents for smooth functioning of the school while taking all precautions, well before rejoining.

49. Those who have completed a 14 day quarantine will be put in the green category. Those who need to be in additional 14 day quarantine will be in the yellow category. (There are Ramdandee showing some symptoms of COVID 19 after a lapse of 14 days quarantine) The Ramdandee who are found to be symptomatic will be in the red category and will be sent to Guruji Hospital for further treatment.

50. The process will be applicable to all those who are returning back from Summer Vacation. All Ramdandees returning from Red Zone will need to complete 14 day quarantine in the school Bhavan and then put in Green Category.

51. Teachers, Staff, Ramdandees in Hotspots/Containment zones will follow strict 'No movement' till the areas are de-notified as containment zone. The District authorities of Nashik will decide on the use of the exception of areas officially declared as 'Hotspots/Containment Zones'.

Commandant
Bhonsala Military School
Nashik

Copy to:-

Secretary
CHME Society
Nashik Division
Nashik-05

Education Department, Nashik

Chairman, Bhonsala Military School, Nashik-05

Principal, Bhonsala Military School, Nashik-05

Principal, Bhonsala Military School (Girls), Nashik-05

Admin Office, Bhonsala Military School, Nashik-05

CTO, Bhonsala Military School, Nashik-05

Balaji Hospital, Bhonsala Military School, Nashik-05

Notice Board, Bhonsala Military School, Nashik-05

Mess Manager, Bhonsala Military School, Nashik-05

RECEIPT : SOP FOR COVID-19

Received a copy of Standing Operating Procedure (SOP) for Prevention Against Covid -19 from Bhonsala Military School, Nashik.

Chairman, Bhonsala Military School, Nashik-05

Principal, Bhonsala Military School, Nashik-05

Principal, Bhonsala Military School (Girls), Nashik-05

CTO, Bhonsala Military School, Nashik-05

Balaji Hospital, Bhonsala Military School, Nashik-05

Notice Board, Bhonsala Military School, Nashik-05

Mess Manager, Bhonsala Military School, Nashik-05
