



SALVATION TREE  
School

## **ACTION PLAN FOR RESUMING OPERATIONS POST COVID-19**

**BY HEPESH SHEPHERD,  
PRINCIPAL,  
SALVATION TREE SCHOOL**

*Hepesh Shepherd.*  
SALVATION TREE SCHOOL

PRINCIPAL

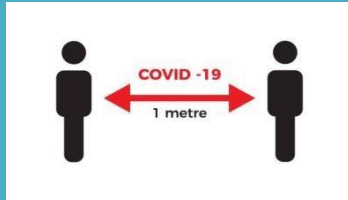
# INDEX

1. Organizational strategy for COVID-19
2. The new way of life for SALVATION family
  - Employee Action framework.
  - a) Starting from home.
  - b) Travel.
  - c) Entry in the school.
  - d) Sanitization of school.
  - e) Things to keep in mind while in school.
  - f) Reaching back to home.
3. Guidelines in case of sickness.
4. Overall Health Advisory.

*Help and Shepherd.*  
SALVATION TREE SCHOOL

PRINCIPAL

# Strategy For COVID-19



## SOCIAL DISTANCING

Stay at least 6  
feet (2 meters)  
from other  
people



## SCREENING AND MONITORING

Usage of Arogya  
Setu app by all.

Mandatory non  
body contact  
temperature



## DISINFECTION & SANITIZATION

Regular  
sanitization of  
all common/  
large/ touch  
prone areas

Use of Sanitizer  
dispenser



## PREVENTION & AWARENESS

Masks for all  
employees

Awareness  
through Training

# **THE NEW WAY OF LIFE FOR SALVATION FAMILY**



**EMPLOYEE ACTION FRAMEWORK**



# Starting from Home

## ✓ **MONITOR HEALTH**

- Check your temperature before leaving home.
- Update self declaration form.

## ✓ **Wear a Mask**

- Wear mask at all times outside the home.
- Carry a spare mask

## ✓ **Always Carry**

- Sanitizer
- Handkerchief



shutterstock.com • 1250600869



# TRAVEL

## PUBLIC TRANSPORT



- ✓ Preferably avoid public transport, in case unavoidable take care following.
  - Mandatory of use of mask and gloves.
  - Avoid touching anything.
  - Don't share autos & cabs.
  - Practice social distancing.
  - Immediate use of hand sanitizer after complete your journey.

## PERSONAL TRANSPORT



- ✓ Use of self- Transport is highly recommended.
- ✓ If using two wheeler, wear proper gear including helmet and gloves.
- ✓ Avoid car pooling, if no option then not more than 2 people.

# ENTRY IN THE SCHOOL

## Steps to Follow:-

- Maintain a distance of 2 meters.
- Allow the guard to scan your body temperature.
- Using of sanitizer before opening any gate.
- Maintain social distancing.
- Wash hands & use sanitizer every hour.



Good to go

# SANITIZATION OF SCHOOL

- All washrooms need to be sanitized on a daily basis.
- All classes, offices desks, chairs, main gate, class doors need to be sanitized.
- Mandatory to wash & sanitize of all modes of Transports.
- No entry for new vendors.
- Old vendors need to submit their medical history and Covid-19 test report.

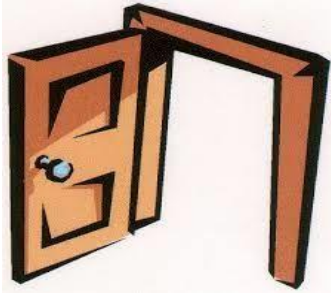


# THINGS TO KEEP IN MIND WHILE IN SCHOOL



- No handshakes.
- Use your chair, don't use anyone's chair.
- Avoid sharing food & snacks.
- Keep sanitizing/ washing your hands every hour.
- Sanitize your laptop, desktop, desk and mobile twice daily
- Maintain social distancing in Meetings

# REACHING BACK HOME



- Ask the door to be kept open
- Don't directly touch any handle or door



- Sanitize before entering
- Leave your shoes outside
- Wash your hands and sanitize belongings



- Take a bath
- Advised to wash your own clothes.

# GENERAL GUIDELINES FOR CHILDREN AND STAFF:

## **WALKWAYS** →

- Do not walk in groups & Maintain Social Distancing of 2 meters
- Monitors and Security staff to point out if crowding (Roko- Toko)

## **ATTENDANCE PUNCHING** →

- Biometric has been disabled – Use register for manual attendance.
- Follow markings while in queue.

## **CLASSROOM AND STAFF WORKING** → for children

- Follow new seating plan with social distancing.
- Use digital medium / phones for interaction in place of physical mediums.
- Define your chair; don't use anyone else's chair.

## **For Staff**

- Adequate partitions to maintain social distancing
- 100% adherence to safety norms.
- Fee Payment to be done in online mode to avoid physical contact.

- No handshakes
- Sanitize your laptops, mobiles and desks twice daily.

### **LUNCH BREAKS →**

- Avoid sharing food specially liquids.
- Always wash hands before lunch with special instruction from teacher.

### **USING WASHROOMS →**

- Follow distancing norms while using restrooms.
- Clean taps before and after use
- Avoid spitting in the urinals.
- Wash your hands for 20 seconds within an interval of few hours.

### **PRECAUTIONS →**

- If staff, or children get unwell in school, they must be sent home.
- Clean and disinfect regularly touched objects and surfaces more often than usual using standard cleaning products.

- Supervise young children to ensure they wash their hands for 20 seconds more often than usual with soap and water or hand sanitizer and catch coughs and sneezes in tissues.
- Staff and children should stay at home if unwell to avoid spreading infection to others.

## GENERAL HEALTH ADVISORY:-

### WASHING HANDS:-



- Wet hands with water
- Apply enough soap to cover all hand surfaces
- Rub hands palm to palm

- Right palm over left dorsum with interlaced fingers and vice versa;
- Palm to palm with fingers interlaced
- Backs of fingers to opposing palms with fingers interlocked;
- Rotational rubbing of left thumb clasped in right palm and vice versa;
- Rotational rubbing , backwards and forwards with clasped fingers of right hand in left palm and vice versa;
- Rinse hands with water;
- Dry hands thoroughly.

## **SANITIZATION & MASK:-**



- Apply the sanitizer on the palm of the hand.
- Rub hands together.
- Cover all surfaces until hands feel dry (20 sec).
- Before putting on a mask clean hands with sanitized or wash them with soap

- Cover mouth and nose with mask and make sure there are no gaps between your face and the mask
- Replace the mask as soon as it is damp
- Avoid touching the mask while using it
- Do not reuse a single use mask
- To remove the mask: remove it from behind.

## WHEN OUTSIDE:-

## PRECAUTIONS WHILE TRAVELLING:-



- Always wear mask
- Maintain social distancing in car.
- Sanitize your hands before boarding
- Sanitize your hands after de – boarding

## **WHILE EATING IN COMMON PLACES:-**



- Maintain social distancing while queuing and seating
- Wash or sanitize your hands before and after eating
- Avoid talking during meal
- Don't spit out food on tables and trays
- Use tissues and dump the tissues in close lid dustbins
- Avoid sharing utensils.

## **DISINFECTING RESIDENCE:-**



- Kitchenware : place in boiling or high temperature water for 15 mins
- Frequent contact areas: Door handles, Tables / Chairs and floor should be cleaned with disinfectant.



- Mobile /Tablets/ Laptops: Use alcohol based wipes to clean surface frequently.

## **CARE FOR YOUR LOVED ONES:-**

### **TAKING CARE OF ELDERS AT HOME:**



- Spending time with family & connecting with loved ones
- Cut down on listening to news
- Getting them involved in recreational and daily activities
- Take out time for exercise.

### **TAKING CARE OF KIDS AT HOME:**



- Disinfect / sanitize toys frequently
- Wash your hands once arrived home before carrying kids
- Avoid bringing kids out and help them stay active

- Do not blow on baby's food
- Teach and reinforce everyday preventive actions
- Do not share utensils

## **PRECAUTIONS FOR SELF:-**



VectorStock®  
VectorStock.com/33386689

- Avoid close contact with people who are sick
- Cover your cough or sneeze with a tissue or elbow , then throw the tissue in the trash
- Keep your home and surroundings clean and well – ventilated
- Monitor your temperature twice daily
- Avoid touching your face with your hands.

*Hepest Shepherd.*  
SALVATION TREE SCHOOL

PRINCIPAL