



No. SO (EP&C) 1-8/2020  
**GOVERNMENT OF THE PUNJAB**  
**PRIMARY & SECONDARY HEALTHCARE**  
**DEPARTMENT**

Dated Lahore the 2<sup>nd</sup> Sep, 2020

To

1. Secretary to the Government of Punjab, Higher Education Department.
2. Secretary to the Government of Punjab, Auqaf Department.
3. All Commissioners in the Punjab.
4. All Deputy Commissioners in the Punjab.
5. All Chief Executive District Officers District Health Authorities, Punjab.
6. All Chief Executive officers, District Education Authorities, Punjab.

Subject: **STANDARD OPERATING PROCEDURES FOR PREVENTION OF COVID-19 SPREAD UPON OPENING OF EDUCATIONAL INSTITUTES, MADARIS AND VOCATIONAL TRAINING CENTRES IN THE PROVINCE**

On the recommendations of Technical Working Group (TWG), Primary & Secondary Healthcare Department (P&SHD) is pleased to issue following 'Standard Operating Procedures' (SOPs) to prevent COVID-19 spread upon reopening of educational institutes, *madaris*, and vocational training centers in the province:

**1. Basic Principle**

COVID-19 is a highly transmissible disease which spreads through respiratory droplets produced during coughing, sneezing and talking of the COVID-19 infected persons those can be asymptomatic as well. These droplets may contaminate the surfaces and hands of the people in surroundings. Touching eyes, mouth and nose with contaminated hands may infect healthy persons. Hand hygiene, respiratory etiquettes, social (physical) distancing, environmental cleaning and disinfection of shared surfaces are required to be strictly observed to prevent COVID-19 spread. Educational institutes, *madaris* and vocational training centers should make

appropriate arrangements to implement the recommended precautionary measures in compliance to the SOPs given as under:

a. **Hand Hygiene**

- (1) Teachers/trainers, staff and students/trainees should be encouraged to practice frequent hand wash with soap and water for 40 seconds or rub with >60% alcohol-based sanitizer for 20 seconds.
- (2) Teachers/trainers, staff and students/trainees should be educated to take precautions especially after touching shared surfaces like door knobs, furniture, arm rests, tables, books, computer equipment, audio/video equipment, game tools/devices, practice equipment and other communal use items.
- (3) Students should be advised to wash hands on reaching back home before engaging in any activity or before any interaction with family members.
- (4) Maintain sufficient stock of soap and hand sanitizer at training center/school premises and provide to staff and students where required.
- (5) Ensure availability of handwashing facilities at school/center's entrances and near class/coaching rooms.
- (6) Message on handwashing with soap should be clearly communicated in the *madaris* by explaining difference between *Wudoo* (ablution) and hand hygiene, without undermining the importance of *wudoo*.
- (7) In vocational training centers, where machine handling is involved and hands can be soiled with grease or oil, advise handwashing with water and soap instead of sanitizers.

b. **Respiratory Etiquettes**

- (1) Student or staff with symptoms of respiratory infections should be isolated respectfully and advised to stay at home until cured.
- (2) Wearing of face mask/covering during the lectures and gathering should be advised. Teachers/trainers should encourage and help students/trainees in proper use of face mask/cover especially when in

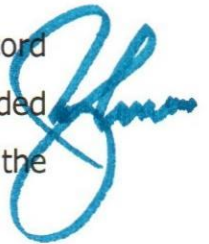


the coaching/training sessions. Strict compliance to face mask/cover use should be ensured where inter-person spatial distance is less than 6 feet.

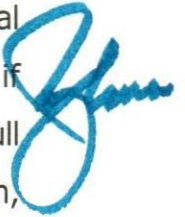
- (3) Students/trainees should be sensitized and educated on mandatory compliance to cover face with arm fold, tissue or handkerchief while sneezing or coughing.
- (4) Face mask/cover should remain intact while talking to others especially when safe distance is not observed; removal of mask may cause spread of droplets and pose a risk for virus transmission.
- (5) Avoid touching face mask/covering and exchange with others.
- (6) Wash/sanitize hands if contaminated while coughing/sneezing or touching mask.
- (7) Maintain sufficient stock of face masks/covers at the institute and provide to teachers/trainers, staff and students/trainees when needed.

c. **Physical (Social) Distancing**

- (1) Reduce the number of students/trainees for one session by staggering the participants in different groups.
- (2) Re-adjust the training/coaching sessions by distributing into virtual classes and physical (contact) sessions.
- (3) Maintain inter-person spatial distance of 6 feet throughout the educational, training and learning practice activities. Floor marking for social distancing should be preferred.
- (4) Adjust the seating arrangements in the classrooms by placing desks and chairs at recommended distances. In case, desks are fixed to floor, mark seating for each student and advise them not to change their allotted seats (DON'T FLOAT IN THE CLASS).
- (5) Seats should be allocated for each student and appropriate record should be maintained. Seats arrangement record should be provided to health authorities for contact tracing if a case is reported from the class.



- (6) If floor seating is required, ensure inter student/trainee distance of 6 feet. Spatial distancing circles to earmark area for the individual students should be implemented.
- (7) Students should be advised not to shake hands with or hug other students.
- (8) Line and social distance discipline should be implemented for entry and leaving institute or class rooms. Where possible arrange one-way movement of students' queue. Ensure 6 feet inter-person distance all the time.
- (9) Institutes with large number of students/trainees should use multiple gates for entry and exit to ensure safe distancing and avoid crowd.
- (10) Student/trainee volunteers/monitors should be assigned to perform duties at entry and exit to support line and safe distance discipline.
- (11) Morning assembly should be avoided during the current situation of pandemic. However, assembly can be used for imparting health education and delivering prevention measures to the students by adhering to SOPs.
- (12) Ensure seating of students/trainees and staff 6 feet apart in classrooms, library rooms, staff room, laboratory and other communal use areas.
- (13) Teachers/trainers should observe safe distance and face protection while delivering lectures/conducting demonstration sessions.
- (14) Indoor games area, swings and slides inside the institutes shall remain closed during the current pandemic.
- (15) Institute transport (van/bus/rickshaw) shall strictly abide with 50% occupancy of the seating capacity. Administration concerned shall monitor its implementation in letter and spirit.
- (16) Boarding/hostel occupancy should be reduced to 30% of total capacity. Prefer single occupancy of boarders or double occupancy if room is large enough to accommodate spatial distancing. Depute full time cleaners at washroom and toilets. Communal TV watch,





newspaper reading, indoor games and other activities that may have risk of violation of social distancing, should remain closed.

- (17) For *madaris*, residing students (*muqem talib*) should not be permitted to attend *madaris* where boarding facilities are not appropriate/sufficient.
- (18) Special attention shall be paid to ensure social distance, hand hygiene and cleanliness of dining table & crockery in the hostel facilities. Where possible, room serving shall be preferred over communal dining.

d. **Cleanliness & Disinfection**

- (1) Ensure cleanliness of institute building, workshops/labs and boarding buildings 3-5 days before opening. In case, the institute/hostel building remained in use for quarantine purpose for COVID-19 travelers/contacts, ensure disinfection as per SOPs.
- (2) Follow standard procedure i.e. clean the surface to make it dirt/dust free then wipe with 1% freshly prepared sodium hypochlorite solution. Help may be sorted from District Health Authority concerned for proper disinfection measures.
- (3) Staff deployed for cleanliness and disinfection should wear mask and gloves.
- (4) On opening of institutes, ensure regular cleanliness and disinfection of surfaces of places of common use. Priority areas for frequent cleanliness include floor, furniture, equipment, doors (knobs & handles), rest rooms, wash basins, toilets, etc.
- (5) Carpeting or mat cover of floors is not permissible and must be removed.
- (6) Ensure daily cleanliness and disinfection of building, class rooms, toilets and offices.
- (7) Ensuring adequate ventilation of classrooms, hall and other places of communal use in the building.

- (8) Trainees of vocational training centers should maintain their own tool kit and not share anything with fellows. If shared, wipe it with >60% alcohol wipes on return.
- (9) Don't share cellphone or other devices unless wiped with alcohol swab.
- (10) Communal towel use is not permissible.
- (11) Avoid indoor or outdoor curricular or co-curricular like seminars, speech competitions, stage presentation, sports competitions, tournaments and other pro-crowd activities requiring frequent surface sharing, close contact and posing risk for violation of recommended social distance. However coaching practices for sports, debate etc. may be carried out subject to strict compliance of recommended social distance, wearing of mask, avoid surface sharing and practice frequent hand wash.
- (12) Student/trainees should bring their own lunch from home and not share with other fellows.
- (13) Ensure continual cleanliness and disinfection of communal use wash basins and toilets. Full time cleaner should be present at the facility to keep it clean and disinfected.
- (14) Ensure cleanliness and disinfection of student/trainee pick and drop vehicle after every trip. Use leather seat covers for easy cleaning.
- (15) Ensure adequate arrangements for collection and disposal of solid waste.
- (16) Ensure provision of safe drinking water. Student should keep their own drinking cup and do not share with fellows.
- (17) Sharing of learning tools, devices, equipment (pen, paper, stationary etc.) should be avoided. If not possible, frequent cleaning and wiping with standard disinfectant solution should be practiced.





## 2. **Health and Awareness**

Health status and awareness regarding COVID-19 prevention requires high importance for self-protection and taking care of fellows.

### a. **Health Status**

- (1) Nominate/depute a focal person for COVID-19 in each institute for implementation of COVID-19 SOPs and coordination with local health authorities.
- (2) Fever with cough, body aches and sore throat are the common symptoms of COVID-19. If anybody is identified/reported with these symptoms, must be isolated and call 1033 for further guidance.
- (3) Ensure daily temperature checking with thermal guns at entry gates.
- (4) Entrants who develop any upper respiratory tract symptoms or fever should be immediately separated and referred for medical checkup.
- (5) Students/trainees or staff suffering from fever or cough should be tested for COVID-19 and stay at home with self-isolation precautions till the results are conveyed. The confirmed COVID-19 patients' management should be carried out under the guidance of local health authorities including isolation and hospital admission.
- (6) Attendance should be monitored to record absenteeism due to fever or acute cough sickness.
- (7) Health log book for all students/trainees and staff should be maintained.
- (8) Any cluster of more than five cases of fever or acute cough from same locality should be reported to the respective District Health Authority/DDHO or UC Medical Officers/or 1033 helpline.

### b. **Mental Health**

- (1) Encourage students/trainees and staff to discuss their questions and concerns.
- (2) Explain it is normal that they may experience different reactions and encourage them to talk to teachers if they have any question.
- (3) Provide information in an honest, age-appropriate manner.

- (4) Help persons with special needs in understanding the situation and to cover the course lost during closing of schools/centers.
- (5) Ensure teachers are aware of local resources for their own well-being. Work with health workers/social workers to identify and support students/trainees and staff who exhibit signs of distress.
- (6) Work with social service systems to ensure continuity of critical services that may take place in schools such as health screenings, feeding programs or therapies for children with special needs.
- (7) Consider the specific needs of children with disabilities, and how marginalized populations may be more acutely impacted by the illness or its secondary effects.
- (8) Examine any specific implications for girls that may increase their risk, such as responsibility for taking care of the sick at home, or exploitation when out of school.

**c. Covid-19 Awareness Activities**

- (1) Ensure display of awareness standees on COVID-19 prevention at entrances and in the classrooms.
- (2) Invite health professional from nearby health facility to conduct awareness sessions with parents, teachers and institute health clubs. While conducting sessions ensure social distancing. Session should be conducted in groups of maximum 10-20 participants depending upon size and strength of school.
- (3) Teachers may deliver COVID-19 prevention messages during their lectures on regular basis.
- (4) Students/trainees may be assigned to prepare posters, speeches and essays on COVID-19.
- (5) Deploy volunteers in each class to monitor compliance of COVID-19 SOPs and help younger children observe precautions.

**d. Closure of Institutes/Smart Lock Down**

- (1) District Health Authority should be informed immediately on confirmation of COVID-19 patient in the institute.





- (2) If one student from one class is found/reported with COVID-19, that class should be closed for at least 7 days. Disinfection of classroom should be ensured before resuming the class after recommended period.
- (3) If two students/persons in different classes are reported with COVID-19, that school should be closed for at least 7 days. Disinfection of school premises should be ensured before reopening of school/institute after recommended period.
- (4) Health Authority would require facilitation and complete support in conducting outbreak investigation/ contact tracing and implement appropriate measures inside the institute.



**CAPTAIN (R) MUHAMMAD USMAN**  
Secretary

### **No.& Date Even**

A copy is forwarded for information and further necessary action to:

1. Minister for SHC&ME and P&SHC Departments Punjab.
2. Chief Secretary, Government of Punjab.
3. Principal Secretary to the Chief Minister Punjab.
4. Secretary, SHC&ME Department, Government of Punjab.
5. Special Secretaries, SHC&ME and P&SHC Departments
6. Additional Secretaries (Tech), SHC&ME and P&SHC Departments.
7. Director General Health Services, Punjab, Lahore.
8. All Divisional Directors Health Services in Punjab.
9. Master File.