



ABSTRACT

Disaster Management Act, 2005-COVID -19 – Standard Operating Procedure (SOP) for distribution of Textbooks and educational items to students in schools in Tamil Nadu – Orders - Issued.

REVENUE AND DISASTER MANAGEMENT (DMII) DEPARTMENT

GO.Ms.No. 344

Dated: 10.07.2020

சார்வரி, ஆனி 26,
திருவள்ளூர் ஆண்டு 2051

Read :

1. G.O.(Ms) No. 172, Revenue and Disaster Management Department, dated 25.3.2020 and addendum issued thereon.
2. G.O.(Ms) No. 217, Revenue and Disaster Management Department, dated 3.5.2020 and addendum issued thereon.
3. G.O.(Ms) No. 245, Revenue and Disaster Management Department, dated 18.5.2020 and addendum issued thereon.
4. G.O.(Ms) No. 262, Revenue and Disaster Management Department, dated 31.5.2020.
5. G.O.(Ms) No. 324, Revenue and Disaster Management Department, dated 30.6.2020.

ORDER:

In the G.Os 1st to 5th read above, the Government have issued orders with regard to the guidelines to be followed during the lock down period in adherence to the notifications issued by Ministry of Home Affairs, Government of India from time to time.

2. The Government has decided to distribute the cost free textbooks and educational items such as soft copy of video lessons etc, to students studying in Standards 12 and 10 initially for the Academic Year 2020-21 in Government and Government aided schools to help them to learn their lessons from their homes during this lockdown period due to COVID-19.

3. The Government accordingly issue the following Standard Operating Procedure (SOP) for distribution of textbooks and educational items to students in all schools in Tamil Nadu.

I Social Distancing norms

1. Textbooks and educational items shall be issued to students/parents in their schools according to pre-assigned time slots to avoid queuing. Not more than 20 students/parents should be asked to come during a slot of one hour.

2. Students/parents in containment zones and undergoing quarantine due to travel shall be asked to come to school to collect the textbooks and educational items after the quarantine period is over or the containment zone is declared normal.
3. Proper boxes must be marked on the floor/ground to ensure social distancing in the queue.
4. The students/parents must come to collect textbooks and educational items wearing a face mask.
5. On the days of the distribution, social distancing norms shall be followed to avoid crowding at the gate.
6. The students shall not be allowed to linger outside in the schools.
7. For downloading of educational video lectures in the Laptops of class 12 students, no student / parent should be allowed inside the hi-tech lab. Designated staff should collect the Laptops and take them inside and outside the hi-tech Lab.
8. To avoid mixing of Laptop, students should be advised to paste a label in the Laptop with their name and roll number.
9. The staff distributing textbooks and handling Laptops must wear hand gloves.
10. Two class rooms must be earmarked as waiting halls for students/parents following social distancing norms. However, waiting of students/parents must be avoided to maximum extent.

II Precautionary measures and sanitization:

1. Prior to distribution of textbooks and educational items, the school premises along with furniture, hand rails, doors, windows etc. shall be disinfected properly following the Government guidelines already issued for the same. This exercise should be done daily before starting the distribution work.
2. Provision of hand wash facilities with soap and running water which is the most preferred mode of disinfection for hands shall be made adequately. In addition, hand sanitizers shall be provided.
3. Personnel/teachers/students/parents shall only be allowed to enter the premises after washing their hands with soap /sanitizing. Suitable hand wash with soap /sanitization provisions shall be made at the entry and exit points of the schools and wherever required.
4. The handling staff shall disinfect his/her hands before touching the textbooks and educational items and distributing them to students/parents.
5. CEOs shall communicate the **Government guidelines** for sanitization of public places to all schools / local bodies/health department officials for strict compliance by all concerned.
6. Wash areas, toilets, etc., where people are likely to come shall be disinfected properly. Social distancing norms shall apply to such areas strictly.
7. The management of every school shall be responsible for the upkeep of their school premises according to these standards.

III Social behaviour for pandemic prevention

1. The Head Master shall ensure that a clean face mask is used by all /teachers/students/ personnel involved in the work.
2. Wearing of face mask shall be compulsory in all areas of the school premises. Touching the mask should be kept to minimum.
3. Touching the face or any part of the face should be avoided.
4. Touching any surfaces of furniture/fixtures/railings/lifts/handles and other surfaces should be avoided.
5. Spitting should be strictly prohibited except in wash areas where the same should be washed away with running water immediately.
6. Social distancing shall be maintained at all places.

IV Other instructions

1. All employees/teachers/students must compulsorily wear their Identity card at all times.
2. Employees/teachers/students/parents should be strictly instructed not to create any gathering inside the school premises.
3. The Head Masters shall be held responsible for adherence of guidelines at the centres and should carry out compliance checks frequently.

(By order of the Governor)

**K.SHANMUGAM
CHIEF SECRETARY TO GOVERNMENT.**

To

All the District Collectors.

The Commissioner, Greater Chennai Corporation, Chennai.

All Secretaries to Government, Chennai – 600 009.

The Principal Secretary/Commissioner of Revenue Administration, Chepauk, Chennai – 600 005

Copy to

The Hon'ble Chief Minister Office, Chennai-600 009.

The Special PA to Hon'ble Deputy Chief Minister, Chennai– 600 009.

The Special PA to Hon'ble Minister for Revenue & Disaster Management and Information Technology, Chennai-600 009.

The Private Secretary to Chief Secretary to Government, Chennai-600 009.

The Principal Secretary to Government, School Education department, Chennai -09.

The Director of School Education ,Chennai-600 006.

//Forwarded By Order//

Shanmugam
16/12/2021
SECTION OFFICER