

COVID 19 Policy for Aseema Charitable Trust

Ownership	Human Resource
Forum where approved	Board
Effective Date	Immediate effect
Next Review date	As and when required

I. Introduction

The outbreak of corona virus disease (COVID-19) has been declared a Public Health Emergency of International Concern (PHEIC) and the virus has now spread to many countries and territories. It is transmitted through direct contact with respiratory droplets of an infected person (generated through coughing and sneezing) Individuals can also be infected from touching surfaces contaminated with the virus and touching their face (e.g., eyes, nose, mouth).

In the current scenario where this virus is spreading rapidly, the protection of our students and educational facilities is particularly important. Precautions are necessary to prevent the potential spread of COVID-19 in school settings; however, care must also be taken to avoid stigmatizing students and staff who may have been exposed to the virus.

II. Purpose of Policy

Today, children and young people are global citizens, powerful agents of change and the next generation of caregivers, scientists, and doctors. Any crisis presents the opportunity to help them learn, cultivate compassion and increase resilience while building a safer and more caring community. Having information and facts about COVID-19 will help diminish students' fears and anxieties around the disease.

This policy provides guidelines for engaging and is applicable to all school administrators, teachers and staff, parents, guardians and community members, as well as children themselves in promoting safe and healthy schools. This policy must be followed by all concerned stakeholders diligently, to sustain a healthy and safe educational environment and workplace. In order to ensure compliance to the said policy we may require some information from our employees and the same will be treated with high confidentiality and sensitivity.

III. Scope of policy

This policy applies to our trustees, advisors, management staff, teachers, support staff, all other employees, children, volunteers, donors, vendors, contractors and all visitors who work in and visit our schools and offices.

This document has been created and developed for our employees and beneficiaries under the unprecedented circumstances of the COVID-19 outbreak.

IV. General Rules for Hygiene

1. All the employees of Aseema and those visiting the premises need to use **face masks** at all times
2. Regular and **thorough hand-washing** must be undertaken by employees, students, parents, volunteers, donors, vendors, contractors and visitors.
3. Every person should **maintain physical distance from others**. Crowded spaces will be avoided and at least 1 meter distance (3 feet or arms-length) must be kept from others.
4. Nose and mouth to be **covered with a bent elbow or paper tissue when coughing or sneezing**, tissues will be disposed off and hands to be cleaned immediately after use.
5. One should **refrain from touching mouth, nose, and eyes**.
6. **Common touch points** such as finger print scanners, landline phones, door handles/ knobs, elevator buttons, light switches etc. will be avoided to the extent possible and shall be sanitized from time to time and care will be taken that face is not touched when touching such high contamination risk zones. Hand hygiene to be performed immediately after coming out of such places.

V. Visit to workplace during lockdown / current scenario

In view of the current scenario of lockdown and prevalence of Covid 19 the administrators of all Aseema schools and office places must ensure that the following basic guidelines are adhered to in case it is unavoidable to visit the workplace:

1. The security guards will be instructed to ensure that entries are made in the entry register for all the visitors date wise.

2. HR needs to be informed by the respective administrators about people visiting the respective Aseema schools and work places.
3. At the entry point all visitors, employees to undergo temperature screening. This will be done by the security guards.
4. Everyone visiting the workplace must be fully equipped with Masks, (head covers, gloves wherever applicable) and sanitisers.
5. The premises will be sanitized properly by support staff every fortnight.
6. Norms for social distancing will be adopted by people visiting.
7. Staff aged 65 and above, pregnant women, those with chronic medical/health conditions including hypertension, lung or heart problems, diabetes, or who are undergoing cancer treatment or some other immunosuppression and those with co-morbidities are not allowed to come. They can work from home

VI. Reporting to work after Covid 19 (Basic Guidelines)

Once the employees resume their duties after the organization reopens its workplaces/locations, each and every employee will have to submit a Declaration form (refer Annexure A) to the HR on the date of rejoining.

1. Adaptation to the layout of the workplace and the organisation of work will be undertaken by all concerned which will reduce COVID-19 transmission. This needs to be done before resuming work fully and before all staff return to the workplace.
2. Work will be resumed in phases to allow adaptations to be carried out.
3. Floor markings will be done to ease social distancing. At the main gate, circular floor marking to be made for everyone to maintain queue for entry and attendance.
4. Security at all schools and workplaces will be responsible for providing masks to employees and not allow anyone inside the premises without a mask. Security should keep record of each visitor including name, address, age and contact details in a register.
5. Thermal Screening instrument will be provided to the Security staff. Visitors and employees and students will undergo body temperature screening by using an

infrared thermometer. Anyone with a temperature reading above the minimum defined level will not be allowed in the school/workplace.

6. All Employees including visitors, contractors, vendors, volunteers, donors etc are required to submit doctor's note confirming they are absolutely fit and fine prior to resuming duties (Annexure B)
7. CCTV footage back up and coverage will be retained for 30 days.
8. Students, teachers and other staff who are sick should not come to school. They need to inform their immediate reporting head.
9. Staff aged 65 and above, pregnant women, those with chronic conditions including hypertension, lung or heart problems, diabetes, or who are undergoing cancer treatment or some other immunosuppression and those with co-morbidities should not be allowed to come. They should work from home.
10. Employees who have travelled to affected areas will be quarantined for sufficient number of days, as prescribed. After a couple of weeks or as per the prevailing norms, they will be allowed to enter the work place.
11. Those from containment areas will not be allowed to visit the work place.

VII. **Role of Administrators**

The administrators should adhere to the following guidelines which can help keep students, teachers, and staff stay safe at school/work place and help to stop the spread of this disease:

1. Appropriate medical equipment (e.g. thermometers, masks, disinfectants, and paper tissues, disposable gloves and head gears will be used wherever applicable) will be available at the schools and offices.
2. Sanitizing hand rub dispensers or sanitisers will be placed at prominent places, all entry and exits points, dining areas, washrooms, toilets. These dispensers will be regularly refilled.
3. Helpline emergency numbers and contact lists will be displayed and updated which will be useful in the event of a case being detected. Posters shall be displayed at prominent places where they are visible to all to promote hand-washing at prominent places

4. The entire premises including main gate, school building, playground, back yard, staff rooms and other classrooms, pantries, washrooms, meeting rooms and all other areas will be sanitised twice a day i.e. before and after office and school hours and a record of the same will be maintained.
5. Door handles, locks, keys, wash basin knobs, printers, scanners, landline phones, light switches, other metal items such as utensils can be sanitized by using alcohol based sanitizers and employees will be trained to avoid direct touching of the same as far as possible (eg. they may use handkerchiefs to operate door handles). Hand washing to be performed immediately after coming out of such places.
6. All study material, stationary, parcels / material will be fumigated/ sanitized prior to use.
7. Regular water supply, sanitation, waste management facilities, environmental cleaning and decontamination procedures will be adopted at all schools and office places.
8. Trash to be removed daily and disposed of safely.
9. Usage of biometric machine will be avoided until further notice.

VIII. Role of the Education Team:

The following social distancing practices will be implemented

- Staggering the beginning and end of the school
 - Not to hold assemblies, sports, games and other events that create crowded conditions
 - Students desks will be at least one metre apart
1. Awareness and education to be imparted to the children about the pandemic and the precautions to be taken.
 2. Academic calendar changes will be introduced, particularly in relation to breaks and exams.
 3. Monitoring and tracking of students' absence and comparison against usual absenteeism patterns at the school will be undertaken.
 4. The education team to ensure that there is a definite plan for continuity of learning in case of long absenteeism of students to support access to quality education. The following practices can be adopted:

- a) Use of online/e-learning strategies
 - b) Assigning reading and exercises for home study
 - c) Podcast or television broadcasts of academic content
 - d) Assigning teachers to conduct remote (daily or weekly) follow up with students
5. There will be a well defined plan for separating sick students from those who are well, without creating stigma. CWC will be intimated to inform the respective parents, guardians.

Students concerns will be addressed in a supportive way and they will be explained these are normal reactions to an abnormal situation. The teachers should listen to and comfort the students and ensure that they feel secure and safe.

IX. Role of Counselor

In the current situation the role of the school counselors is very critical. They understand the childrens' emotional health better than others, hence they should ensure that they have regular sessions with students during the lockdown phase and also after the lockdown is over. The following guidelines must be adhered to:

1. Help children cope with the stress; address Mental & Emotional Health/Psychosocial needs
2. Identify and support students who exhibit signs of distress.
3. Encourage children to discuss their questions and concerns. Explain it is normal that they may experience different reactions and encourage them to talk to teachers or counselors if they have any concerns. Listen and take time to comfort them and give them affection, reassure them that they are secure and safe.
4. Consider the specific needs of children and how marginalized populations may be more acutely impacted by the illness or its secondary effects. 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.

X. Role of Community Work Cell (CWC)

The CWC team of Aseema is responsible for communicating with the students, their families and parents. They should undertake all activities related to creating awareness

about COVID 19 and communicate the same to students and their family members. In order to achieve this, the following guidelines will be adopted by them:

1. Basic information will be provided to the students and parents about corona virus disease (COVID-19), including its symptoms, complications, how it is transmitted and how to prevent transmission.
2. Explain how to recognize the symptoms of COVID-19 (coughing, fever, shortness of breath) and seek medical advice by first calling their nearest health care centre and then proceed as advised.
3. The parents / guardians will be told that they should alert the school and health care authorities if someone in their home has been diagnosed with COVID-19. The parents should also be made aware that symptoms of COVID-19 such as cough or fever can be similar to those of the flu, or the common cold, which are a lot more common. If their child is sick, they will be kept at home and notify the school of the child's absence and symptoms.
4. The parents must be requested to engage the child with reading and assignments so that they can continue learning while at home. Parents should explain to the child what is happening in simple words and reassure them that they are safe and secure.
5. The CWC team should educate the parents about the hand washing steps to be followed at home especially before and after eating; after blowing the nose, coughing, or sneezing; going to the bathroom/ toilets and whenever hands are visibly dirty. If soap and water are not readily available, they should use an alcohol-based hand sanitizer.
6. The parents will be explained that children may respond to stress in different ways. Common responses - having difficulties in sleeping, bedwetting, having pain in the stomach or head, being anxious, withdrawn, angry, clingy or afraid to be left alone. Parents should support the child and explain that these are normal reactions. They should patiently listen to their concerns, comfort them, give them affection and make them feel secure.
7. Form parent-teacher committees and other mechanisms to promote information sharing.

XI. HR Guidelines for Asema employees

Once the organization resumes normal work from its various work locations/schools the following need to be adhered to:

General Guidelines

1. Every employee has to submit a certificate from doctor mentioning he/she does not have virus symptoms apparently (Annexure B). This is mandatory for all employees resuming at work. The document needs to be submitted to HR prior to resuming work.
2. Employees will be under CCTV surveillance for monitoring the above guidelines and any non-compliance will be seriously dealt with a disciplinary action.
3. All work related trips and events both local and outstation will be kept on hold until further notice.
4. All meetings will be held virtually where possible, especially with external agencies (donors, vendors, contractors, candidates, volunteers etc.)
5. If an employee plans to undertake outstation travel he/she needs to inform HR before commencing the travel.
6. If an employee has returned from areas with a high number of COVID-19 cases, he/she needs to work from home for 14 calendar days, and return to work place once quarantine is over and provide a doctor's certificate specifying that the employee is fit and proper to resume duties (Annexure B).
7. All employees are encouraged to download the ArogyaSetu app on their mobile.

Sick leave and Work from home

1. If an employee has cold symptoms, such as cough/sneezing/fever, or feels unwell, he/she should request for sick leave.
If he/she is feeling ill, but is able to work, he/she can request to work from home.
2. If an employee has been tested COVID-19 positive, he/she can return to work only after having fully recovered, with a doctor's note confirming the recovery
3. If an employee is a parent and his/her child is sick, he/she can request for work from home. They should follow up with their reporting head to make arrangements so that the work is not held up and set expectations are met with.
4. If an employee needs to provide care to a family member infected by COVID-19, he/she can request work from home. They will only be permitted to return to the office 14 calendar days after the family member has fully recovered, provided that he/she has a doctor's note confirming he/she does not have the virus.

5. If an employee normally commutes to work by public transport and does not have other alternatives, he/she can request to work from home as a precaution.

XII. Review of Policy

This policy will be reviewed annually or as and when required. The amendments will be made as per the prevailing guidelines and regulatory changes. The employees will be intimated accordingly.

Please note it is the duty of each and every employee to ensure their personal health, safety and maintain hygiene. The organization will not be responsible or accountable in the event of any employee being detected with Covid-19.

DECLARATION BY EMPLOYEE

1. Details of employee:

Name:	
Designation and Emp. Code	
Address:	
Contact Nos. (Self) M:	Home:
Emergency Contact Details: Name:	
Contact No:	Relationship:

2. Details of any Disease / Ailments (Self):

Type / Nature of Diseases/Ailments
Period of Such Condition
Treatment Taken
Hospitalisation Details, If any

3. Details of any Disease/Ailments (Immediate Family)

Name	Age and Gender	Relationship	Type / Nature of Diseases/Ailments	Period of Such Condition	Treatment Taken

4. Travel history over the last 30 days (Self)

Date & Place of Return to India:
Any specific instructions from the Immigration Authorities:
Any other important matter:

5. Travel history over the last 30 days (Immediate Family)

Name	Age and Gender	Relationship	Date & Place of Return to India	Any specific instructions from the Immigration Authorities	Any other important matter

Declaration:

I declare that above information is true and factual statement of various particulars about myself and my family members. I further agree that I have understood the Covid policy and will provide all information and keep the organization immediately informed about health conditions of myself and my family members. I also agree to take all the necessary precautions and abide by any guidelines that the organization may issue from time to time for personal health, safety and hygiene and any regulatory pronouncements made by any authorities.

(Name and Signature of Employee)

Date:

Doctor's Certificate (on letter head)

*I, Dr.....do hereby certify that Mr/Ms..... has
been clinically examined by me and apparently he/she does not have any Covid 19 Symptoms as
on dd/mm/yyyy (date)*

He/She is fit and proper to resume his office duties.

Doctor's Name, Signature and rubber stamp

Mobile No :

Registration Number/Stamp:

Date:

Place: