



ABSTRACT

Disaster Management Act, 2005 - School Education Government Examination - Preparatory work related to Examination Operating of Transport, opening of hostels Thermal Screening in Examination Centres - Standard Operating Procedures (SOP) - Orders - Issued.

REVENUE AND DISASTER MANAGEMENT (DM.II) DEPARTMENT

GO.Ms.No. 279

Dated: 06.06.2020.

சார்வரி வைகாசி 24
திருவள்ளூர் ஆண்டு 2051

Read :

1. G.O.(Ms) No.172, Revenue and Disaster Management (DM-II) Department, dated 25.3.2020 and addendums issued thereon.
2. G.O.(Ms) No.217, Revenue and Disaster Management (DM-II) Department, dated 3.5.2020 and addendums issued thereon.
3. G.O.(Ms) No.244, Revenue and Disaster Management (DM-II) Department, dated 17.5.2020
4. G.O.(Ms) No.245, Revenue and Disaster Management (DM-II) Department, dated 18.5.2020.
5. Govt. Letter (Ms) No.45, School Education Department, dated 12.05.2020.
6. Govt. Letter (Ms) No.46, School Education Department, dated 19.05.2020.
7. G.O.(Ms) No.246, Revenue and Disaster Management (DM-II) Department, dated 20.5.2020.
8. G.O.(Ms) No.262, Revenue and Disaster Management (DM-II) Department, dated 31.5.2020
9. From the Commissioner of School Education Lr.No.014628/2020/CoSE, dated 03.06.2020

ORDER:

The Government have extended the State-wide lockdown from 00.00hrs of 1.6.2020 till 24.00 hrs of 30.6.2020 under the Disaster Management Act 2005 with various relations ordered in G.O.Ms.No.262, Revenue and D.M.(D.M.II) Department, dated 31.5.2020.

2. In the reference sixth read above the Government has proposed to conducting following examination and evaluation works relating to 10, 11 and 12th revised for examination/evaluation is as below:

S.No.	Subject	Examination/ Evaluation schedule
1)	10 th Standard Board Examinations	From 15.06.2020 to 25.06.2020
2)	11 th Standard Board Examination	16.06.2020
3)	12 th Standard re-examination (For absentees on 24.03.2020)	18.06.2020

3. In the reference seventh read above, the Government have issued the following arrangements need to be made for above examination/evaluation process by the School Education Department among other things:

- For the sake of inter-district and inter-state students who stay in hostels, all types of Government/private school hostels and welfare hostels shall function from 11.06.2020 till the completion of the examination only for the students who write their board examination.
- The respective departments/managements shall ensure that such hostels are disinfected before opening and twice daily thereafter and social distancing is followed.
- To facilitate transport of teachers and students during examination/evaluation steps shall be taken to provide adequate Government transport/Private school vehicle facility duly following all precautionary measures. Similarly Government transport arrangement shall be made for the return of students/teachers/staff associated with examination/evaluation from another district to the district of examination/duty.

4. Now the Commissioner of School Education has sought the Standard Operating Procedure (SOP) for operation of hostels by private management and Government hostels, thermal screening and transport for private school buses and vans.

5. The Government hereby issues the Standard Operating Procedure (SOP) for Preparatory work during conduct of board examination on transport facilities by private school buses and vans,

opening of hostels and thermal Screening in Examination Centres as annexed to this order.

(By order of the Governor)

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

To

The Principal Secretary to Government, School Education
Department, Chennai-9.

The Principal Secretary/Commissioner of Revenue Administration,
Chennai-5.

All the District Collectors.

The Commissioner, Greater Chennai Corporation, Chennai.

Hon'ble Chief Minister's Office, Chennai 600 009.

The Special P.A. to Hon'ble Minister for Revenue and Disaster
Management and Information Technology, Chennai-9.

The Private Secretary to Chief Secretary to Government,
Chennai 9.

//Forwarded By Order//

Shanmugam
1/1/2022
SECTION OFFICER

Annexure

Standard operating procedure (SOP) for thermal screening in examination centres during conduct of Board Examinations

1. Thermal screening of all employees/staff/teachers/ students including contractual staff shall be done on a daily basis in the morning when they arrive for the exam.
2. A no-touch thermometer shall be supplied by the Department for thermal screening. The Chief Superintendent shall check whether it is functional a day before the examination.
3. A no-touch thermometer (supplied by the Department), 4 numbers of AAA cells for replacement and a clean cloth (both to be arranged by the school) are to be kept ready for thermal screening.
4. Thermal screening could be done before the person enters the exam centre at the gate. Subject to the infrastructure available, it is desirable that students/persons wait in a queue following physical distancing norms, in some shaded area like a covered structure or corridor, etc,. Proper marking should be done in the floor for social distancing.
5. There should be three people in a team to do the thermal screening. The team may be identified from staff already deployed for examination duty. The persons/students to be scanned need to stand in a queue following physical distancing norms. One team member may ensure such queueing and also that minimum time is lost between thermal screening of one person and the next person. The second person should do the scanning and the third person in the team should segregate the persons having more than normal temperature for a second measurement and send the persons having normal temperature into waiting/exam halls.
6. The person handling the thermometer should wash hands and dry them before touching the no-touch thermometer. That person should familiarize himself with the instructions.
7. Before using the no-touch thermometer, the person handling it should look at the infrared sensor lens at the end of the unit. If dirty, it should be cleaned so the thermometer works properly. To clean the lens, wipe gently with a damp swab. Do not use solvents, and do not touch the lens with the fingers.
8. To prevent transmission of disease, avoid direct contact of the thermometer with a person's skin.

9. After use every day, the device handle should be wiped clean and dry, before storing it safely for next use.
10. The thermometer should be checked for functioning an hour before the first use each day. In case the cells are having no power left, they should be replaced. Always spare cells should be available with the person operating the thermometer.
11. In case, there is a large number of students in one centre, then two or three thermometers may be obtained specially from the CEO and kept ready for use so that students do not get anxious standing in long lines.
12. The average normal body temperature is generally accepted as **98.6°F (37°C)**. Some studies have shown that the "normal" body temperature can have a wide range, from 97°F (36.1°C) to 99°F (37.2°C). It is expected that some students might feel tense/anxious before exams and may show elevation in temperature. The persons who show temperature above 37.2°C may be segregated and allowed to calm down while a few others are being scanned. The segregated persons' temperature may be taken again. If the reading is more than 37.2°C again, then those students may be visually examined for any obvious symptoms of illness which could prevent them from writing the examinations.
13. It would be good to log the person's second temperature reading for cases a) to d) below, with date and time in a log book/register to be provided for the same. The information may be given to the parent concerned. Those students' health situation may be watched in the next exam days.
14. If a person other than a candidate for the examination is showing temperature above normal, then they may be advised to return home and take rest. A student is showing elevated temperature on second reading too, action may be taken as follows:
 - a. If there are any obvious symptoms of illness which could prevent the student from writing the examinations, the student may be sent home/to hospital as the case may be, if they wish so. An adult accompanying such student is desirable.
 - b. If there are symptoms of influenza like illness and the student wishes to write the exam and has not been tested COVID 19 positive, that student may be allowed to write the exam in a room all alone with no other student in that room.
 - c. If there are symptoms of influenza like illness and the student wishes to write the exam and statedly has been tested COVID 19 positive, that student may be transported

- back home and be advised to write the exam at the supplementary stage.
- d. If there are no obvious symptoms of illness and the student wishes to write the examination, she or he may be taken to a separate room (where there can be upto 9 other students having similar/ slightly elevated temperature) and be allowed to write the examination. This will prevent their mingling with healthy students.
15. It is advisable that students under category b) and d) above may be guided to use separate set of toilets, hand wash facilities and drinking water facilities. This will also prevent their mingling with healthy students.
 16. The students under category b) and d) may be sent home/to hostel as the case may be, after the completion of their examination, in a staggered manner to prevent their mingling with healthy students, in the exit gates. If the infrastructure provides, these students may exit through a separate gate.
 17. It may be ensured that the invigilators of these students under category b) and d), may, as far as possible, not suffering from diabetes, hypertension or asthma.
 18. The invigilators of these students under category b) and d), and those in the examination control room, may sanitise their hands every half an hour till they hand over/complete the processing of the collected answer scripts and other documents in the control room. They shall wear their masks at all times and shall not touch their faces or spectacles without sanitizing their hands.
 19. The answer scripts and other documents of these students under category b) and d), shall be processed at the end after completing all other work in the control room, as far as possible, and sealed separately.

B. Standard Operating Procedure (SOP) for operation of Hostels by private management.

I General:

1. Hostels should be disinfected twice daily, once in the morning and once in the evening.
2. The surroundings of the hostels are to be thoroughly cleaned and disinfected every day.
3. Toilets should be cleaned and sanitized twice every day.

4. Hostel warden/ Matron shall ensure that the floors are mopped using 1% hypochlorite solution at least once a day.
5. All students should be screened for fever by using thermal scanner, once in the morning and once in the evening. This should be recorded in a register. If the student has fever, he /she should immediately be referred to the nearest Government hospital.
6. Provision of hand-wash facilities with soap and running water/ hand sanitizers for disinfection of hands shall be made available adequately. If needed, more hand washing facilities may be made available.
7. Hostel warden should ensure that hostel students sanitize, wash their hands with soap often, especially before eating and after they return to the hostel, from the Examination Centres.
8. Hostel Warden/Matron should ensure that students wear face masks.
9. Physical distancing should be advised and students should keep a distance of 6 feet among themselves. Gargling twice with warm salt water shall be ensured by the hostel wardens/matrons.
10. Hostel Warden/Matron should ensure that students are accommodated in such a way that physical distancing is maintained.
11. Hostel students coming from containment zones should be accommodated separately as a precautionary measure to prevent their mingling with the rest of the students.
12. Cooks should follow all the prescribed sanitization guidelines while preparing food. Students should be provided with clean and boiled drinking water. Dining area should be properly sanitized.
13. The transport of the hostel students to and from the examination centres, shall be arranged following the due protocol.
14. The hostel facility authorities should be constantly in touch with the District School Education authorities and ensure that the hostel students write their exams without any hassles.
15. All group activities including outdoor activities shall not be carried out.

16. The hostel staff should be trained for recording temperature of the students twice a day.
17. The Guidelines issued by the Government from time to time in respects of Corona Virus Disease (COVID-19) should be followed scrupulously in letter and spirit.
18. Wardens should keep the furniture (tables, desks, chairs, doors and windows, electrical switches, lab articles), hand railings, fittings and fixtures in all rooms including water facilities and fixtures in bathrooms/toilets; and flooring used by students and staff for sitting/reclining or walking with barefoot or otherwise, of the entire hostel and its office, clean and disinfected.
19. The hand washing protocol, has to be followed methodically and compulsorily for 20 seconds by all wardens, staff and students with liquid and running water and if water availability is a problem, with sanitizers. In the case of hostels, this has to be done as soon as the students/staff wake up in the morning; while taking bath; before and after having food; before leaving hostel and just after entering hostel. This protocol may be followed every time the washroom/toilet is used too. Suitable hand wash/sanitization provisions may be made at the entry and exit point of the hostels and all its toilets and wash areas. Drivers and loading-unloading staff, guards and other personnel shall wash /disinfect /sanitize their hands too.

II. Social behavior for pandemic prevention in hostels

1. Everyone must wear a clean and washed mask. The mask should be washed in soap every day if it is reusable.
2. Wearing of face cover is compulsory in all areas of the hostel. The mask should be worn at all times except when consuming food/beverages and while washing face.
3. Touching the mask should be kept to minimum.
4. Touching the face or any part of the face should be avoided.
5. Touching any surfaces of furniture/ fixtures/ railings/ lifts/ handles and other surfaces should be kept to the minimum.
6. Spitting and flushing of noses should be strictly prohibited except in wash areas where the same is washed away in running water immediately. Chewing of anything which requires spitting except prescription drugs, should be strictly prohibited at all times.

III. Physical Distancing norms

1. Personnel in charge of public places nearby hostels, like work places, canteens and shops shall ensure proper

physical distancing, as per the guidelines issued by Ministry of Health and Family Welfare, from time to time. This is important for keeping the inmates of hostels safe.

2. Any gathering of teachers/parents/students should be strictly discouraged by wardens and personnel in charge of hostels.
3. There should be a total ban on non-essential visitors at hostel offices/hostels. Parents and family members who have come to drop and take back students should be advised to follow physical distancing norms with boxes marked on the floor.
4. Employees/staff/teachers/students shall ensure physical distancing at all times.
5. Seating arrangement with social distancing must be followed in dining halls. If necessary, staggered serving for dinner may be followed to maintain social distancing
6. Not more than 2/4 persons (depending on size) should be allowed in lifts. Use of staircase for climbing floors should be encouraged.

IV Other practical supportive practices

1. All employees/staff/teachers/students must compulsorily wear their Identity card at all times, from the time of leaving their residence/hostel until they return to their respective residences/hostels, at the end of the day.
2. Hospitals/clinics in the nearby areas, should be identified and list should be available at all hostels at all times. The warden of every hostel may watch out for obvious Influenza like symptoms in any of the teachers/staff/students/inmates and take suitable action.
3. All employees/staff/teachers/students should be thoroughly oriented on COVID-19 with focus on hand washing, respiratory hygiene, physical distancing, surface cleaning practices, self-care, seeking proper care at the earliest etc.
4. Employees/staff/teachers/students should be strictly instructed not to attend any unnecessary social gathering.
5. Officers/ authorities/ wardens should carry out compliance checks of the hostels frequently, particularly with regard to physical distancing, disinfection, hand washing and wearing of masks.

C. Standard Operating Procedure (SOP) for Transport Operation for private school buses and vans during Board Examinations

I. Bus Handling

1. All buses/ vehicles shall be disinfected before and after every trip.
2. Entry for the passengers shall be only from the rear gate and exit from the front gate, wherever two gates are available
3. All buses / vans shall be fixed with sanitizer dispensers of appropriate size near all gates and filled with sanitizer for use by passengers.
4. Use of air conditioners in buses / vans shall be avoided for better ventilation.
5. Seats to be occupied by the passengers and seats to be left vacant shall be marked to maintain physical distance inside the bus.

II. Crew

1. Body temperature of crew shall be checked daily before commencement of the duty.
2. Crew shall use face-mask and gloves while on duty.
3. All crew shall be provided with a bottle of sanitizer for personal use.
4. All the passengers shall compulsorily wear masks and use sanitizer while entering the bus.
5. School authorities shall be deployed to ensure that the passengers who board the bus maintain physical distancing norms. School authorities should control crowding strictly even in case enough seats are not available in the bus.

III. Passengers

1. Passengers shall mandatorily cover their mouth and nose with mask.
2. Passengers shall board only from the rear door and alight from the front door in case of two gates available.
3. If all seats are filled in the buses according to physical distancing norms, passengers shall not board the bus and wait for the next bus.

4. Passengers suffering from fever, cough and other ailments shall not be permitted to travel in the bus.
5. Toilets in buses (wherever relevant) should be cleaned, sanitized and disinfected every day.
6. The Guidelines issued by the Government from time to time in respect of Corona Virus Disease (COVID-19) prevention should be followed scrupulously.
7. All Vehicles shall be cleaned with 2.5% Lysol (1 litre of Lysol in 19 litres of water) every day before vehicles are taken out.
8. Operators of buses should keep the seating/ chairs, doors and windows, electrical switches, hand railings, fittings and fixtures in all buses, clean and disinfected.
9. The hand washing protocol, has to be followed methodically and compulsorily for 20 seconds by drivers and loading-unloading staff, assistants/guards and other personnel in bus/vehicle operation, before boarding and after every trip.

IV. Social behaviour for pandemic prevention/containment in buses

1. Wearing of mask is compulsory in all the bus/vehicle.
2. 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 kept to the minimum.
5. Spitting and flushing of noses should be strictly prohibited and chewing of anything which requires spitting except prescription drugs, should be strictly prohibited at all times.

V. Physical Distancing norms

1. Personnel in charge of public places nearby to vehicle boarding points like work places, canteens and shops shall ensure proper physical distancing, as per the guidelines issued by Ministry of Health and Family Welfare, from time to time. This is important for keeping the users of buses/vehicles safe.
2. Seating capacity shall be restricted to 60% of the total seating capacity with no standing allowed.
3. There should be a total ban on non-essential persons at vehicle boarding points. Parents and family members who have come to drop and take back students should be advised to follow physical distancing norms.
4. Employees/staff/teachers/students shall ensure physical distancing at all times, viz., while waiting to board and alight from the bus/vehicle.

VI. Other practical supportive practices

1. All employees/staff/teachers/students shall compulsorily wear their Identity card at all times, from the time of leaving their residence/hostel until they return to their respective residences/hostels, at the end of the day.
2. Hospitals/clinics in the nearby areas, should be identified and list should be available in all buses/vehicles at all times.
3. Personnel operating buses/vehicles and passengers should be strictly instructed not to attend any unnecessary social gathering.
4. Officers/ authorities/ owners should carry out compliance checks of the vehicles frequently, particularly with regard to physical distancing, disinfection, hand sanitizing and wearing of masks.

K.SHANMUGAM
CHIEF SECRETARY TO GOVERNMENT.

/True copy/

Shanmugam
6/6/2020
SECTION OFFICER

6-6-2020