



**Hosanna House Montessori School
And Hosanna Cares Daycare
Post Covid-19 Reopening of our school
Manual for Parents and Staff**

**POST-COVID GUIDELINES
FOR REOPENING OF
HOSANNA
PRESCHOOL AND
DAYCARE**

HHM



**THE BEST
MONTESSORIAN
SCHOOL IN MUMBAI**

**HOSANNA
HOUSE
MONTESSORI
SCHOOL**

**GROUND FLOOR, SUDHARSHAN
SOLITAIRE BUILDING, VEERA
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OPPOSITE THE ANDHERI CHA
RAJA. MUMBAI, INDIA**

**CALL ON +91 9820770352 /
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ADMISSIONS OPEN

**STUDENTS
OF
TODAY**



**LEADERS
OF
TOMORROW**

**HOSANNA HOUSE
MONTESSORI SCHOOL**

HOSANNA CARES

DAYCARE

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From your Beloved Mamalina


Dear Hosanna Parents,

We are all waiting for the reopening of our school and daycare. It has been a tough battle with Covid-19 and it will be a long battle as we adjust to Corona in our lives till a vaccine is found. Parents too are waiting to go back to work and thus are anxiously waiting for the reopening of educational and care institutions. We urge all of you to understand your responsibility and take the appropriate precautions at home. We have been advised not to open our Centre in haste or without the local government permission to restart centers for children under age of 10 years. We are being cautious in every step we take and trying our best to ensure the children are safe and secure when we finally do open up our school.

Many centers are facing multiple difficulties, how to take online admissions, how to conduct e-learning, how to urge parents to pay fees and how to continue paying salaries and rent with limited income. Please understand, this too shall pass, and till it does, we need to help parents understand the importance of early years care and education. If you cut corners, risk safety of children or be tempted to take chances in reducing hygiene and other investments required. Our biggest priority is our children and ensuring their safety at all times.

We urge you all to also ensure that you buy local materials like masks, sanitizers, thermometers etc. and support the country's economy. Cheap is not best, so think twice before selection of materials.

In many states it will be monsoon when early childhood centers do open, it will mean additional care and thought to be given to safety, hygiene and health. We have to take into account the monsoons and how we will proceed when we start school.

➔ Please download the **Aarogya Setu app** as it will be required for a lot of things and urge your Centre friends and family to download it too. 

This manual will help you understand how we will keep our Centre ready for reopening, as and when the government permits, for under 10-year old's. This manual is divided into four sections, with children last as we have to 'put the Covid (oxygen) mask on us first before looking after them'! just like in the aircraft, we must be proactive and be ready for anything that may arise.

We have also drafted a letter to urge parents to support early childhood care and education centers by paying fees, please find it on the last page of this manual.

1. Covid measures at the center.

2. Covid measures for staff.

3. Covid measures for parents.

4. Covid measures for children.

Dear Parents these are seven words we are keeping in mind while planning our reopening-

a. Planning

b. Rules

c. Training

d. Investment

e. Distancing

f. Disinfecting

g. Collaboration

Contextualization and continuous adaptation are necessary in order to respond to local conditions and meet each child's learning, health and safety needs. Early Childhood Center reopening must be safe and consistent with each state's/city's overall COVID-19 health response, with all reasonable measures taken to protect children, staff, teachers and their families.

We are working together with all or staff and personnel in Hosanna to ensure that when we start school, your child will be safe and secure.

This manual is divided into 2 main sections

- *Before we open school (Home-School-Online-Virtual)*
- *After we open school (Home-School)*

In this manual we will explore ways we will complete our term syllabus considering the lockdown rules and when we are able to restart school.

We assure every Hosanna Parent that necessary steps will be taken to ensure you that

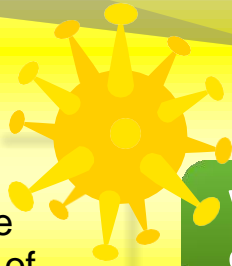
- your child will be safe during school hours.*
- the syllabus will be complete by the end of the academic year.*
- each parents opinion has been taken into account and we will proceed with care and consideration towards everyone's needs.*
- we have considered that parenthood- homelife- work life- office life and school life should work in-sync and in harmony for the benefit of the family. We will not put any undue stress on you during the course of the school year.*

I know that this is a stressful time, all of you have not opted for a home-schooling education and are worried about the future. We are with you to encourage you and to remind you that this is for a short time and will end soon. Until then we will give you all the support you need to get through this phase.

*Sincerely,
Your Mamalina*

A handwritten signature in cursive script, reading "Valerie", enclosed within a hand-drawn oval border.

What is COVID-19?



COVID-19 is a disease caused by a new strain of coronavirus. 'CO' STANDS FOR CORONA. 'VI' STANDS FOR VIRUS. 'D' STANDS FOR DISEASE. It is a disease linked to SARS and some types of the common cold.

What are the symptoms of COVID-19?

Symptoms can include fever, cough and shortness of breath. In more severe cases, infection can cause pneumonia or breathing difficulties. More rarely, the disease can be fatal. These symptoms are similar to the flu (influenza) or the common cold, which are a lot more common than COVID-19. This is why testing is required to confirm if someone has COVID-19.

How does COVID-19 spread?

The virus is transmitted through direct contact with respiratory droplets of an infected person (generated through coughing and sneezing). Individuals can also be infected from and touching surfaces contaminated with the virus and touching their face (e.g., eyes, nose, mouth). The COVID-19 virus may survive on surfaces for several hours, but simple disinfectants can kill it.

What is the treatment for COVID-19?

There is no currently available vaccine for COVID-19. However, many of the symptoms can be treated and getting early care from a healthcare provider can make the disease less dangerous. There are several clinical trials that are being conducted to evaluate potential therapeutics for COVID-19.



Who is most at risk?

We are learning more about how COVID-19 affects people every day. Older people, and people with chronic medical conditions, such as diabetes and heart disease, appear to be more at risk of developing severe symptoms. As this is a new virus, we are still learning about how it affects children. We know it is possible for people of any age to be infected with the virus, but so far there are relatively few cases of COVID-19 reported among children. This is a new virus and we need to learn more about how it affects children. The virus can be fatal in rare cases, so far mainly among older people with pre-existing medical conditions.

How can the spread of COVID-19 be slowed down or prevented?

As with other respiratory infections like the flu or the common cold, public health measures are critical to slow the spread of illnesses. Public health measures are everyday preventive actions that include:



staying home when sick;



covering mouth and nose with flexed elbow or tissue when coughing or sneezing. Dispose of used tissue immediately;



washing hands often with soap and water; and



cleaning frequently touched surfaces and objects.



COVID MEASURES AT HOME

(HOME-SCHOOL-ONLINE-VIRTUAL)

Parents Questions and Information before we start school

F. A. Q's

Here in Hosanna we believe that each child and each family is unique and should be treated with love and respect.

We have considered each and every case before making this Manual and have put in place easy-to-do guidelines that assure each parent that we are doing our best for your child.

Below we will answer your questions

When will school start?

School officially starts on June 15th 2020.

How will school start?

Unless the Govt. has stated otherwise, we intend to start school as normal in June 2020. Which means your child can attend regular school from Day 1. This manual is to show you how we will start school, the measures we will take to assure you of your child's safety while in school.

What about our Orientation?

We will have 2 orientation programs this year.

- 1. On zoom if schools are not allowed to open on or before the 15th of June 2020**
- 2. Physically in school when the lockdown is lifted.**

Each grade will meet according to their age and information regarding your school will be well explained to you. You will get to meet all our staff and personnel and be assured of your child's safety and well-being in school, as well as their curriculum and in-school activities. Details will be informed to you on WhatsApp.

What if schools and daycares are not allowed to open in June?

If we are not allowed to physically open school, we will have online virtual classes on zoom, YouTube and other platforms. Each child according to their grade. We will be with you every step of the way to ensure you have no problems getting the classwork that is being sent.

I don't have access to a laptop?

Don't worry! We can send you the same work via WhatsApp and through YouTube.

I don't like my child on the screen too long. How long will the sessions online be?

Each grade will be considered very carefully. Older children

can handle more and younger ones have a smaller attention span. Each grade will be carefully planned keeping your child in mind. Younger children will have short, effective sessions with a follow up session at a later time to ensure each child is gaining the full benefit of the Montessori Syllabus.

I work, and so does my spouse, I cannot dedicate so much time online with my child, what to do?

The Online timings will be at your child's regular school hours to maintain a routine for all. If your child would come at 11 am to school, then we would start our online class by 11 am. This will help maintain a routine even when school restarts.

How long will the online sessions be?

In school your child's day is divided into 4 times: study time, food time, play time and rest time. During the zoom classes your child's focus will only be on the study time aspect. This will reduce the number of hours your child will be looking at the screen. We will expect your child to be fully dressed and showered, well rested and having already eaten their breakfast before the session starts.

What activities will be done online?

During your online session, there will be activities pertaining to your class e.g. Flashcards, reading time, writing sessions, circle time, puppet shows, music class and more.

My child won't sit for a class, what to do?

As parents we have spent a lot of time teaching our children not to stare at the screen. All of a sudden, we have now started asking them to look at a laptop. Even the child is confused! Here in Hosanna we realize this and have therefore kept the sessions short and effective. If your child cannot sit through it, you may watch us to get ideas and understand the class to do it with your child at another time. Or the staff can help you with an alternative. We are open to ideas and ever willing to help.

How will I get my books and Activities?

In Hosanna you will have a choice of collecting your books, or having them couriered to you at an additional cost.

What efforts are being taken by the school to ensure my child is able to operate an online class?

We first prepare the parent, train the parent to use Zoom and the other online apps we are using for our classes. Secondly, we train the child to use the basic features of the application, each child according to their age. Smaller children will need a helper or assistant while attending a virtual class.

We then have games we can play online (e.g. Pictionary)

We have toilet breaks and water breaks incorporated in our session. We have eye and breathing (lung) exercises that we do daily with our children both at school, and online. We have physical exercises and dance songs to keep us active while we are online.

What more is the school doing to ensure we are getting our Moneys-worth?

Other than online classes, once we start school, we will reassess our school calendar. We may need to cut down on some Diwali and Christmas vacation time, and extend our semester beyond April 2021. We will ensure the academic year is complete and that parents are satisfied.

My child is very young. We cannot manage online classes at the moment.

That is completely fine. All the days we have missed in class can be made up once we resume regular school.

How will the online class schedule be?

Your child's class will most likely be Mondays to Fridays and at your child's regular school timing. Here in Hosanna we are slightly flexible about this because of the situation at hand. Timings can be changed to suit the majority.

How can I pay the fees?

A minimum deposit of Rs 20,000/- is required to ensure your seat is secure with us. The remaining fees can be paid in installments before October 2020. No late fees will be collected this year in lieu of the Covid-19 Pandemic.

How will my child be assessed?

Each child will be assessed by the work they do. Both online and in school. Regular attendance will be noted. Parents are encouraged not to miss a class. Report card notes will only be taken at the end of the year, after a complete revision of their class work.

Montessori is a physical system; how will online classes combat this?

We will start in June 2020 with our Theoretical Montessori system this year, and once school restarts, we will continue with the Physical Montessori system. This will in no way affect your child.

What measures has Hosanna taken to assure me of my child's safety?

This manual is a full detailed explanation of our procedure when we start school.

We have also made a few in-house changes

- Reduced admissions for June 2020 (HHM and Hosanna Cares)**
- Regular checking of our staff and personnel**
- Regular checking of our children**
- Regular disinfecting of our premises and keeping our school hygienic at all times.**
- Maintaining social distancing, masks and gloves.**

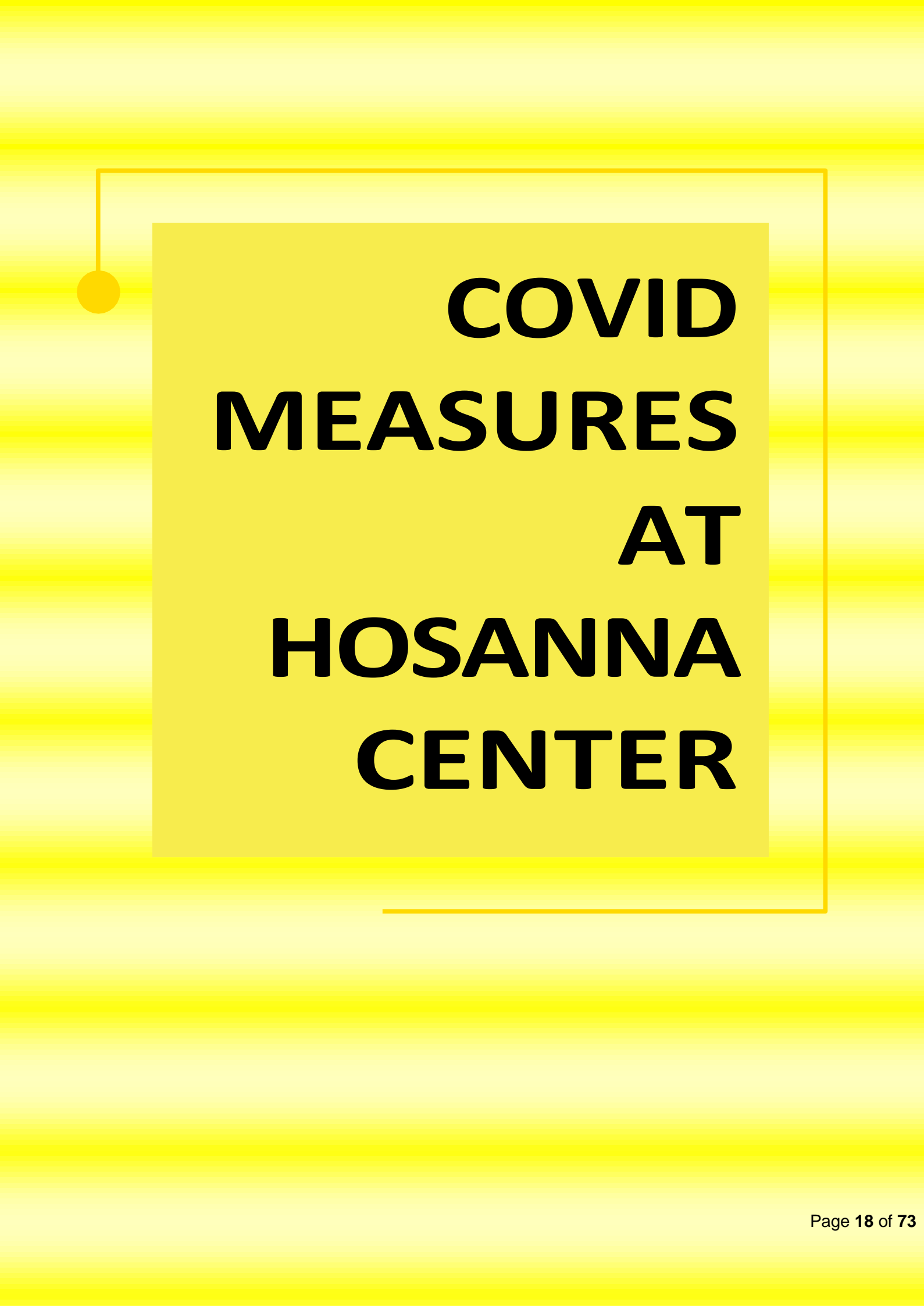
Can you guarantee me that my child won't pick up covid-19?

No one can assure you of this. Not even the government. All we can do is take some steps and measures to assure you that we will do everything in our power to ensure it doesn't spread. We will follow the guidelines set by the Government and WHO to ensure no virals spread in our school.

What should I do if my child gets sick?

DO NOT FEAR AND DO NOT PANIC. Inform your doctor on how to proceed. Next, inform the school, we will keep your details private and ensure you of privacy while you get the help you need. We will stand with you in prayer and be with you during that time, in any way you may need help.

If you have any further questions please feel free to contact us at any time on +91 9820770352



**COVID
MEASURES
AT
HOSANNA
CENTER**

STAGGERING THE OPENING OF THE SCHOOLS AND DAYCARES AND STARTING WITH ONLINE SESSIONS

We plan to maintain social distancing in the classrooms and daycare. We are planning the seating arrangements according to each grade. Each parent will be intimated with their seating chart on the WhatsApp Group (+91 9820722032)

We ensure that time between two shifts is enough to clean the whole premise, before next shift arrives.

We will not start school transport this year. For those carpooling, we will have a demo session via Zoom before school starts. (Demo Class by Mamalina)

We are planning how we will start the attendance of children. These are the options below. Once we start, we will see how each parent can manage and we will proceed with care and caution.

a. Staggered start date of school for different classes- start older children first, give them a week to settle and then the younger children. MA's and Emergents will start first, then the Playgroup and Transition children. Each grade will be intimated on their WhatsApp Group.

b. Alternate day approach- As many parents now want a small school with limited numbers, we have seen an increase in admissions for 2020. if our class numbers are too many we may have to divide the children into more classes and thus may have space only for half the children to attend in a day, which means we will divide the school into 2 groups and each group attend on alternate days to accommodate all in the school with social distancing. This is a last precautionary measure and will only be used if we have no choice.

c. Alter the shift approach- which means we will divide the children now into two shifts, so that social distancing is maintained.

d. Ensure that new admissions start attending last, so that things are settled in the school by then.

Seating arrangement in the classroom: Children can be made to sit on alternate chairs. A maximum of 6 children per class with 1 teacher and 1 assistant.

We will work on changes in Diwali, Christmas and Summer holidays if required and make required changes in academic calendar and curriculum. Holiday schedule will be sent via WhatsApp and on emailed to you.

SafetyCoordinator:OurSafetyCoordinator(fromthe existing staff) is to assure the implementation of safety procedures and guidelines. Ms. Zasha Maria (+919820770352) will be available any time for your queries. Relevant training for the same will be ongoing and a refresher course will be completed before the school starts. (First Aid, CPR, Fire and Safety)

Children will be our main focus; sick children will not be permitted into school as a precautionary measure.

We plan to cancel or postpone all group events and open house for the first half of the academic year (i.e. until December 2020) Annual Day will be conducted in 2021 and Sports Day at the end of this year.

High risk groups: If you have children with underlying health conditions and for children with disabilities please let us know at your earliest.

All staff and parents must download ArogyaSetu app in their phones.

We intend to Develop clear and easy-to-understand protocols on physical distancing measures, including prohibiting activities that require large gatherings, staggering the start and close of the school day, staggering feeding times, moving classes to temporary spaces or outdoors, and having school in shifts to reduce class size.

Our staff will start coming a week prior to ensure that everything is clean and all points listed below are in place.

Hosanna will train staff on all the points given in the docket. Train both teaching and non-teaching staff, including our watchmen and security.

The watchmen are put in place to assure you that no unnecessary personnel come into the school premises and will not be allowed near our children. The staff and their families have been thoroughly checked and ensured that they nor their family members are at risk from unduly contracting coronavirus.

Staff and all associated Hosanna Personnel will be paid on time to ensure smooth running of the school.

Fees will be collected in a staggered manner to ensure no extra burden on Parents. Late fees are waived off for the year June 2020 to May 2021. Parents continuing in Hosanna must pay a minimum deposit of Rs 20,000/- to book their seat.

Carpooling in Hosanna House Montessori Pick up and Drop service (school / non-school)

- The bus / car / van driver and support staff have to disinfect and sanitize the vehicle twice a day.
- Ensure that all children and staff of the bus are wearing masks at all times and plan a well-spaced seating arrangement.
- The pick-up and drop can be re-worked so that there are not too many children traveling together.
- The bus / car / van attendant to be given a thermometer and to check temperature of the child before picking up the child.
- Bus / van / car attendant and driver to be taught hygiene, handwashing and social distancing rules.
- Ensure that there is a hand sanitizer available at all times in the bus.
- Make children use it as and when necessary.



QUARANTINE PROCEDURE 1

- We have prepared a Child/ staff quarantine at our school: policy for keeping a child quarantined at school till the parent picks up.
- Identify quarantine locations within school. Have a quarantine policy and inform to parents. (the book library area)
- Our School will also ensure there is space to temporarily separate sick students and staff without creating stigma. Share procedures with staff, parents and students, including advising all sick students and staff to remain home.



QUARANTINE PROCEDURE 2

- Establish procedures to ensure children and staff that come to the child care center sick or become sick while at your facility are sent home as soon as possible.
- Keep sick children and staff separate from well children and staff until they can be sent home.
- Sick staff members should not return to work until they have met the criteria to discontinue home isolation.
- Sick child policy: the parents need to abide by the terms illustrated in the policy. Communicate to parents the importance of keeping children home when they are sick. Parent need to fill out the form below (last page) and comply with the school efforts to maintain a hygienic school.



THERMOMETERS AND TEMPERATURE CHECKS

- We have Invested in a good quality, long range digital thermometer. We Have enough so that if one gets spoiled, we have backups. While using the thermometer, we will wear disposable gloves, especially if too many people are going to use the same thermometer. Keep batteries in stock for the thermometers.
- Temperature checks, masks, social distancing and regular hand washing or sanitizing a must for all staff.
- Children or staff who have a fever of 100.40 (38.00C) or above or other signs of illness should not be admitted to the facility.
- Our main entrance in the front of the school is a place where the temperature of children and staff entering the premise will be taken, ensure safe distance is maintained.



WEARING OF MASKS, HYGIENE AND HANDWASHING

Wearing face mask to be mandatory, for everyone- teachers, staff, parents and children, even homemade ones can be used. Ensure that they are washed properly before each use.

We intend to keep enough face masks in stock in case staff or children have forgotten to wear one. Homemade ones will be best to use for now. On the first day of school the children will be taught to make their own masks with the help of a teacher.

Do not reuse readymade masks under any condition.

Identify Hospitals/clinics in the nearby areas, which are available for covid-19 treatment and this should be displayed at the center and available to all staff at all the times. (Kokilaben Hospital)

Develop detailed protocols on hygiene measures, including handwashing, respiratory etiquette, use of protective equipment, cleaning procedures for facilities and safe food preparation practices.

Hand sanitizer: provision for hand sanitizer (at least 60% alcohol) preferably with touch free mechanism to be made at all entry and exit points and common areas in sufficient quantities. This should be administered for all visitors walking into the Centre.

Prioritize costs of supplies and services to thoroughly clean and disinfect schools and for contingency plans and stocks.

Train staff on these protocols, both teaching, non-teaching and support staff.

WEARING OF MASKS, HYGIENE AND HANDWASHING

Parents **Must remove their full mask briefly when picking up their child to ensure no child is given to an unknown person.**

Emphasize behavior change to increase both the intensity and frequency of cleaning and disinfection activities and improve waste management practices.

Encourage the use of hand sanitizer, and where recommended by national authorities, emphasize the importance of proper use of cloth masks. Information on hygiene should be widely available and accessible, including in minority languages or braille, and in child-friendly language.

Make placards at relevant location in the center to display about rules and procedures, and will be posted all over our Hosanna school.

Post signs encouraging good hand and respiratory hygiene practices: place posters to reinforce the importance of practicing frequent hygiene protocols and wearing masks. Hosanna Children seen practicing good behavior and social distancing skills will be rewarded with a star on their star chart and not on their hand.

Parents will be intimated about their child's progress on a weekly basis via the demos, with Mamalina and Ms. Zasha Maria.

Demos will be conducted via Zoom (online for the first 3 months of school i.e. during the monsoons))



OTHER MEASURES TO IMPLEMENT

- 1 We will prepare and Share clear, concise and accurate information about COVID-19, normalize messages about fear and anxiety and promote self-care strategies not only for students and their families but also teachers and other school staff.
- 2 At Hosanna we will have staggered lunch breaks for staff and ensure they sit at least 6 feet apart.
- 3 Seating at least 6 feet away from others, during curriculum meetings and in-house training sessions.
- 4 Outside food deliveries is to be stopped.

OTHER MEASURES TO IMPLEMENT

- There is a designated area, outside the center, for keeping courier packages etc. received. We will keep them there for 12 hours before bringing them inside, also sanitize them before opening.
 - Parents sending in food for their children will have to send it properly sealed and dropped off by a known person. Food will not be accepted from swiggy, Zomato or scootsy.
 - Except the staff, no body to be allowed in the premises of the center.
 - We will get our annual maintenance of all air conditioners and appliances done before reopening the center.
 - In case any maintenance has to be done in the premises, we will do it only after all children have left and follow mask, social distancing and hygiene and cleaning practices with the personnel.
 - Pick up - drop procedures: all parents to drop and pick up children from outside the center. Ensure they maintain social distancing and are wearing a mask. We will have a sign in and sign out procedure for safety, to ensure your child is safely handed over to the parent
 - We will have a staggered arrival and drop off time and plan to limit direct contact with parents as much as possible.
 - We will stop issuing books from the library for a short time.
- We will send homework books, sheets and circulars home. Please ensure they are kept clean and germ free.

CLEANING HOSANNA

Cleaning

cleaning refers to the removal of germs, dirt, and impurities from surfaces. Cleaning does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

Disinfecting

refers to using chemicals to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

- ▶ Hosanna Staff taking care of hygiene practices for young infants and toddlers will wear disposable hand gloves and dispose them after handling each child.
- ▶ We will routinely clean high-touch surfaces (e.g., doorknobs, light switches, countertops.)
- ▶ Appropriately trained custodial staff should be the personnel using the cleaning and disinfecting products.
- ▶ Use all cleaning products according to the directions on the label.
- ▶ Target the use of disinfectants for surfaces that are touched frequently by hands.
- ▶ The routine application of disinfectants to surfaces that are not high-touch (e.g., bookcases, tops of filing cabinets) is unnecessary.
- ▶ Use sanitizer wipes or cloths moistened with disinfectant to wipe electronic items (e.g., phones, computers, remote controls) that are touched often.
- ▶ Provide disposable wipes so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down by staff before each use.
- ▶ Employees and children in school are encouraged to wash hands with soap and water after cleaning surfaces. If soap and water are unavailable use a hand sanitizer with at least 60% alcohol.

CLEANING THE CENTER

Disinfecting To be done 1 hour before the children arrive

- ▶ Schools should clean bathroom surfaces on a regular basis. Air sanitizer products have not been shown to disinfect airborne virus or reduce disease transmission and are not recommended.
- ▶ Additionally, air sanitizers may negatively impact persons with chronic respiratory conditions such as asthma.
- ▶ Good cleaning with soap or detergent in water will remove most microorganisms, as well as soil and organic matter that would otherwise reduce the effectiveness of subsequent disinfection.
- ▶ If registered disinfectants are not available, a chlorine bleach solution may be used - add about one tablespoon of bleach to a quart (4 cups) of water (smaller batches can be made from 1.5 teaspoons of bleach in a pint (2 cups) of water). Dispose of the used bleach solution when it becomes dirty or at least daily. Mix a fresh solution when repeating the cleaning process. Only mix bleach solutions in small batches. Never combine bleach solutions with other cleaning products. (as advised by the Govt of Maharashtra)
- ▶ Many surface disinfectants require the treated surface to remain wet for several minutes to be effective. Take note of any hazard advisories and indications for using personal protective items (such as household gloves).
- ▶ Soft surfaces such as carpeted floor, rugs, and drapes and soft toys to be removed from the classes. Store them in store room.
- ▶ Dry clean or use washing machines to wash all clothing in daycares like sheets, cushions, cushion covers, towels and napkins. Also clean them every day.
- ▶ The kitchen area must be well maintained at all times. All utensils, cookware, gadgets like refrigerator, microwave to be wiped clean.
- ▶ For disinfection, most common epa-registered, **fragrance-free household disinfectants should be effective and will be used**
- ▶ **keeping in mind all our children.**
- ▶ All cleaning materials should be kept secure and out of reach of children.
- ▶ Cleaning products should not be used near children, and staff should ensure that there is adequate ventilation when using these products to prevent children from inhaling toxic fumes. Use sodium hypochlorite at 0.5% (equivalent 5000ppm) for disinfecting surfaces and 70% ethyl alcohol for disinfection of small items, and ensure appropriate equipment for cleaning staff



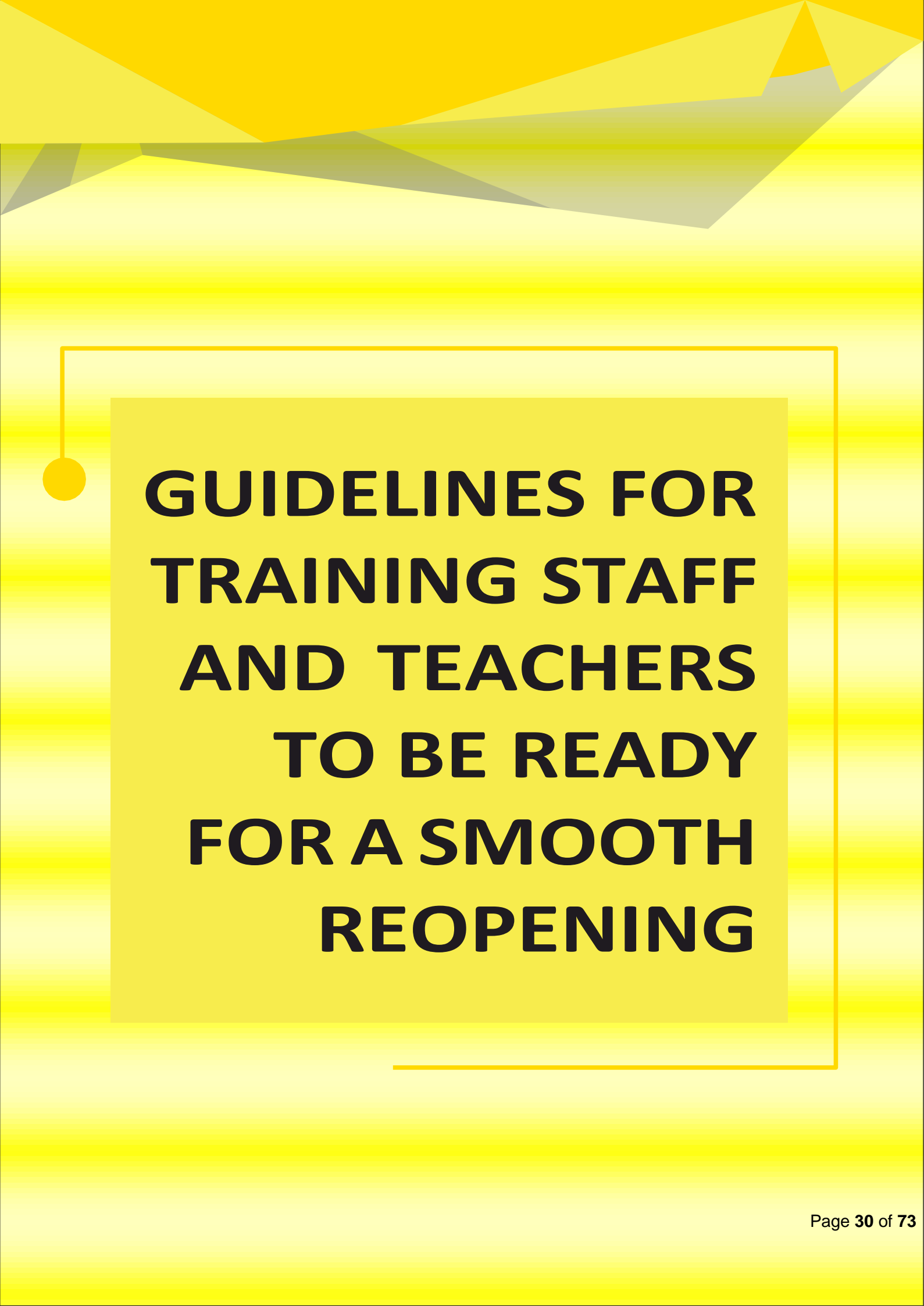
CLEANING THE CENTER

Disinfecting

- ▶ Waste segregation : after periodic cleaning and disinfecting of the premise it is advised to dispose of their garbage in three categories – biomedical waste (tissues, masks, gloves, sanitizer bottles), recyclables (metal cans, all size pet/hdpe plastic bottles and other heavy plastic objects, cardboards) and compostable (food and other organic waste)
- ▶ Hand Hygiene: Hosanna students and staff should practice good hand hygiene to help reduce the spread of COVID-19. Hand hygiene includes traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds) or the use of alcohol- based hand sanitizers (60% alcohol or greater) when soap and water are not available, and hands are not visibly dirty. If alcohol- based hand sanitizers are not allowed in the school, hand sanitizers that do not contain alcohol may also be useful for killing germs on hands.

CLEAN AND SANITIZE TOYS

- Toys that cannot be cleaned and sanitized should not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA- registered disinfectant, rinse again, and air-dry.
- Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.
- Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for “soiled toys.” Keep dish pan and water out of reach from children to prevent the risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.



**GUIDELINES FOR
TRAINING STAFF
AND TEACHERS
TO BE READY
FOR A SMOOTH
REOPENING**

PREPARING TEACHERS AND OTHER STAFF FOR POST COVID REOPENING

All Hosanna staff including teachers and support staff, start attending first for a week, will get used to sanitization, hygiene and other protocols, training on what activities to avoid, how to quarantine, how to handle social distancing, mental health etc.-

We ensure that Training for support staff is done thoroughly especially about - strict hygiene, handwashing, social distancing and mask rules. The procedure is as follows: -

1. Conduct a risk assessment for teachers and other staff (considering age, chronic conditions and other risk factors), then implement a staggered approach for returning to school.
2. Appraise teachers about the structure of functioning, class room arrangement, social distancing, circulars and policies pertaining to Covid guidelines for safety and procedures sent to parents.
3. Train teachers on every aspect of the manual.
4. Inform them to download ArogyaSetu app and that it will be checked each morning before they enter and their temperature will be taken.
5. Ask them to share any health-related issue pertaining to them or their family members with you.
6. Inform them about social distancing, hygiene and handwashing procedures and rules.
7. Equip teachers to deal with both learning recovery and students' mental health and psychosocial (MHPSS) needs.
8. Teachers should be trained to identify age-related behavioral and cognitive changes and provide age-appropriate learning support.
9. Inform teachers not to focus on academics only, mental, emotional and physical help will be the first priority.
10. No water play, sand play or any activity like playdoh in which children end up touching the same items as others.
11. All toys to be wiped with the child friendly disinfectant every day.
12. Where toys are concerned, make a plan of a toy box for each child and ensure that children are not involved in activities like –it's time to pick up your toys, they should not be touching toys that others played with. This is against social development, but it's an exception during Covid times that we sadly have to follow.

13. Ensure that teachers/co teachers/ helpers wear a mask at all times. Make them Understand that because they have a mask on their faces, children are unable to see their expressions, so ensure that you speak in voice modulation and use your eyes to convey a lot of emotions.
14. The same is with children, their faces are covered with masks which may end up masking their emotions and feelings! Teachers must be trained in understanding body language, eye movements and emotions in the voices of children, so that they are able to respond.
15. Train teachers not to remove masks for speaking as children imitate them. So, masks on at all times.
16. Hosanna has trained its teachers in LISTEN-COMFORT-REASSURE-
 - A. **Listen:** Give children opportunities to talk about what they are feeling. Encourage them to share concerns and ask questions
 - B. **Comfort:** Use simple tools to comfort and calm children, for e.g. telling stories, singing with them and playing games. Praise them frequently for their strengths, such as showing courage, compassion and helpfulness.
 - C. **Reassure:** children that you are prepared to keep them safe. Provide them with correct information through valid sources
17. Train teachers to help children understand the basic concepts of disease prevention and control. Use exercises that demonstrate how germs can spread. For example, by putting colored water in a spray bottle and spraying over a piece of white paper. Observe how far the droplets travel. This will be done continuously in the first week of school.
18. Demonstrate why it is important to wash hands for 20 seconds with soap and water. Put a small amount of glitter in students' hands and have them wash them with just water, notice how much glitter remains, then have them wash for 20 seconds with soap and water
19. With a puppet show, make them aware of why it is important to keep social distancing and not touch hands or faces of others, including masks. For example, a child/teacher comes to school with a cold. He/she sneezes and covers it with his/her hand. He/she shakes hands with another person or touches them on their face. What did the teacher/child do that was risky? What should he/she have done instead?

HYGIENE AND HANDWASHING DETAILS FOR TEACHERS

1. Encourage staff to take everyday preventive actions to prevent the spread of respiratory illness.
 - a) Wash hands often with soap and water. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
 - b) Always wash hands with soap and water if your hands are visibly dirty.
 - c) Remember to supervise young children when they use hand sanitizer to prevent swallowing alcohol.
 - d) Cover cough and sneezes.

2. Washing, Feeding, or Holding a child- It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children: Hosanna Child care providers can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo.
 - a) Hosanna Child care providers should wash their hands, neck, and anywhere touched by a child's secretions.
 - b) Hosanna Child care providers should change the child's clothes if secretions are on the child's clothes. They should change the button-down shirt, if there are secretions on it, and wash their hands again.
 - c) Contaminated clothes should be placed in a plastic bag and given to be washed in a washing machine by the parents at home.
 - d) Infants, toddlers, and their providers should have multiple changes of clothes on hand in the Hosanna care center or home-based child care.
 - e) Hosanna Child care providers should wash their hands before and after handling infant bottles prepared at home or prepared in the facility. Bottles, bottle caps, nipples, and other equipment used for bottle-feeding should be thoroughly cleaned after each use by washing in a dishwasher or by washing with a bottlebrush, soap, and water.

HYGIENE AND HANDWASHING DETAILS FOR TEACHERS

1. All Hosanna children, staff, and volunteers should engage in hand hygiene at the following times:
 - a) Arrival to the facility and after breaks
 - b) Before and after preparing food or drinks
 - c) Before and after eating or handling food, or feeding children
 - d) Before and after administering medication or medical ointment
 - e) Before and after diapering
 - f) After using the toilet or helping a child use the bathroom
 - g) After coming in contact with bodily fluid
 - h) After playing outdoors or in sand
 - i) After handling garbage
2. Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.
3. Supervise children when they use hand sanitizer to prevent ingestion.
4. Assist children with hand washing, including infants who cannot wash hands alone.
5. After assisting children with hand washing, staff should also wash their hands

FOR HOSANNA TEACHERS TO RELAX

Teachers and staff will be tense and stressed trying to follow rules, keep children engaged and parents reassured! So, help them relax with these exercises at the start and end of each day. Remember that stressed staff will only add to your troubles. These can even be used with children.

Progressive muscle relaxation is a method that helps relieve that tension. In progressive muscle relaxation, you tense a group of muscles as you breathe in, and you relax them as you breathe out. The technique involves alternating tension and relaxation in all of the body's major muscle groups. You work on your muscle groups in a certain order. When your body is physically relaxed, you feel less anxious.

Find a quiet place free from distractions. Lie on the floor or recline in a chair, loosen any tight clothing, and remove glasses or contacts. Rest your hands in your lap or on the arms of the chair. Take a few slow even breaths. Now, focus your attention on the following areas, being careful to leave the rest of your body relaxed.

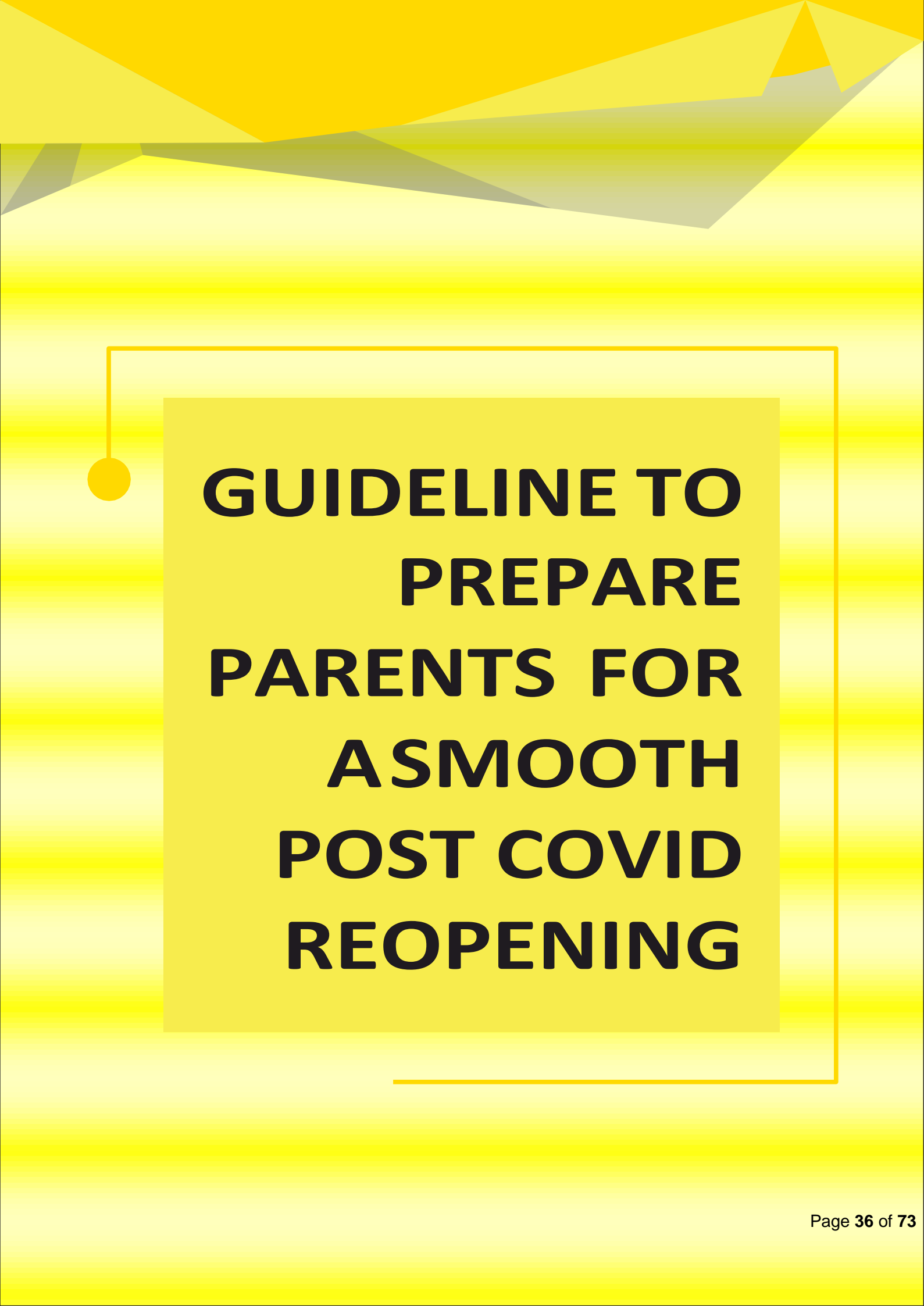
1. **Forehead.** Squeeze the muscles in your forehead, holding for 15 seconds. Feel the muscles becoming tighter and tenser. Then, slowly release the tension in your forehead while counting for 30 seconds. Notice the difference in how your muscles feel and the sensation of relaxation. Continue to release the tension until your forehead feels completely relaxed. Continue breathing slowly and evenly.



2. **Neck and shoulders.** Increase tension in your neck and shoulders by raising your shoulders up toward your ears and hold for 15 seconds. Slowly release the tension as you count for 30 seconds. Notice the tension melting away.



3. **Arms and hands.** Slowly draw both hands into fists. Pull your fists into your chest and hold for 15 seconds, squeezing as tight as you can. Then slowly release while you count for 30 seconds. Notice the feeling of relaxation.
4. **Legs and feet.** Slowly increase the tension in your calves and feet over 15 seconds. Squeeze the muscles as hard as you can. Then gently release the tension over 30 seconds. Notice the tension melting away and the feeling of relaxation that is left. Enjoy the feeling of relaxation sweeping through your body. Continue to breathe slowly and evenly.



**GUIDELINE TO
PREPARE
PARENTS FOR
ASMOOTH
POST COVID
REOPENING**

THINGS TO BE COMMUNICATED TO PARENTS AND EXPECTATIONS FROM PARENTS

Hosanna will strengthen communication and coordination mechanisms that promote local dialogue and engagement with parents on Covid guidelines that we plan to follow. We will send the following points to parents in form of an e-circular/pdf before school reopens.

1. Make a PowerPoint or poster about the following (or use the one given in the manual) and share with parents before school/daycare opens.
 - a. hygiene habits during coughing and sneezing
 - b. handwashing
 - c. social distancing
 - d. wearing a mask
2. We ask our parents to show it to their children and teach them important pointers about, Hygiene, Handwashing, Social distancing, and wearing a mask in school.
3. We ask parents to talk positively about the school experience and not scare them with too many do's and don'ts.
4. We advise parents that if they are apprehensive then they can send their child later rather than earlier, as it is important that the child sees confidence of the parent in the school and its preparedness.
5. Parents please talk to your children about their teacher, her name etc.
6. We urge parents not to stress too much on academic skills as it is a difficult period for children and a very different world and behavior that they are adjusting to.
7. We ask parents to help children understand not to share food or water from anyone or to anyone due to health reasons.
8. We urge parents to monitor their child's health and keep them home from school if they are ill.

PARENTS WILL BE REQUIRED TO FILL IN A FORM AND SEND IN AN UNDERTAKING AS, 'ACCEPTED AND UNDERSTOOD', TO THE CENTER, PRIOR TO REOPENING

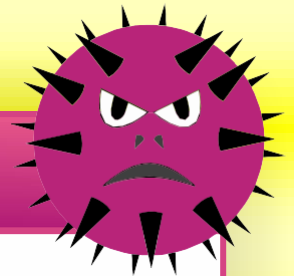
1. Self-declaration form: Hosanna House Montessori school and Hosanna Cares to duly get the travel history details from the parent when the school re-opens.
2. The sick and quarantine policy- Inform parents that if we find child having fever, shortness of breath or continuous cough we will quarantine them in an appropriate manner and will call parent to come and pick up the child.
3. The transport policy or carpooling and sharing transport facilities including other school vans pick up and drop.
4. The temperature taking policy – we are to Inform parents about temperature taking at the entrance- children who have a fever of 100.40 (38.00C) or above or other signs of illness will not be admitted to the facility.
5. We will ask parents/guardians to take their child's temperature either before coming to the facility or upon arrival at the facility. Make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue or extreme fussiness, if they find such signs, they should not bring the child to school.
6. Encourage parents to be on the alert for signs of illness in their children and to keep them home when they are sick.
7. Details about how the classes will be conducted, social distancing, what activities will continue, what will not, about the changes in curriculum, assessment and that all communication to the teacher-school and from the teacher-school to be online only, no paper work etc.
8. Letter of consent from parents - Written consent from parents that they would keep the school indemnified from any claims whatsoever, as the School is operating using best practices of Social Distancing and following MHA guidelines.

**Details of the form and Undertaking
is at the end of this Manual.**

**Parents need to fill in the document
and have it ready before we start
school.**

**A physical copy is required with a
signature and date clearly
mentioned**

MYTHS & MISCONCEPTIONS ON COVID-19



Parents and caregivers need to be mindful about myths and rumors that are circulating. Make sure they themselves understand the harms of spreading fake information in their own adult circles and around children.

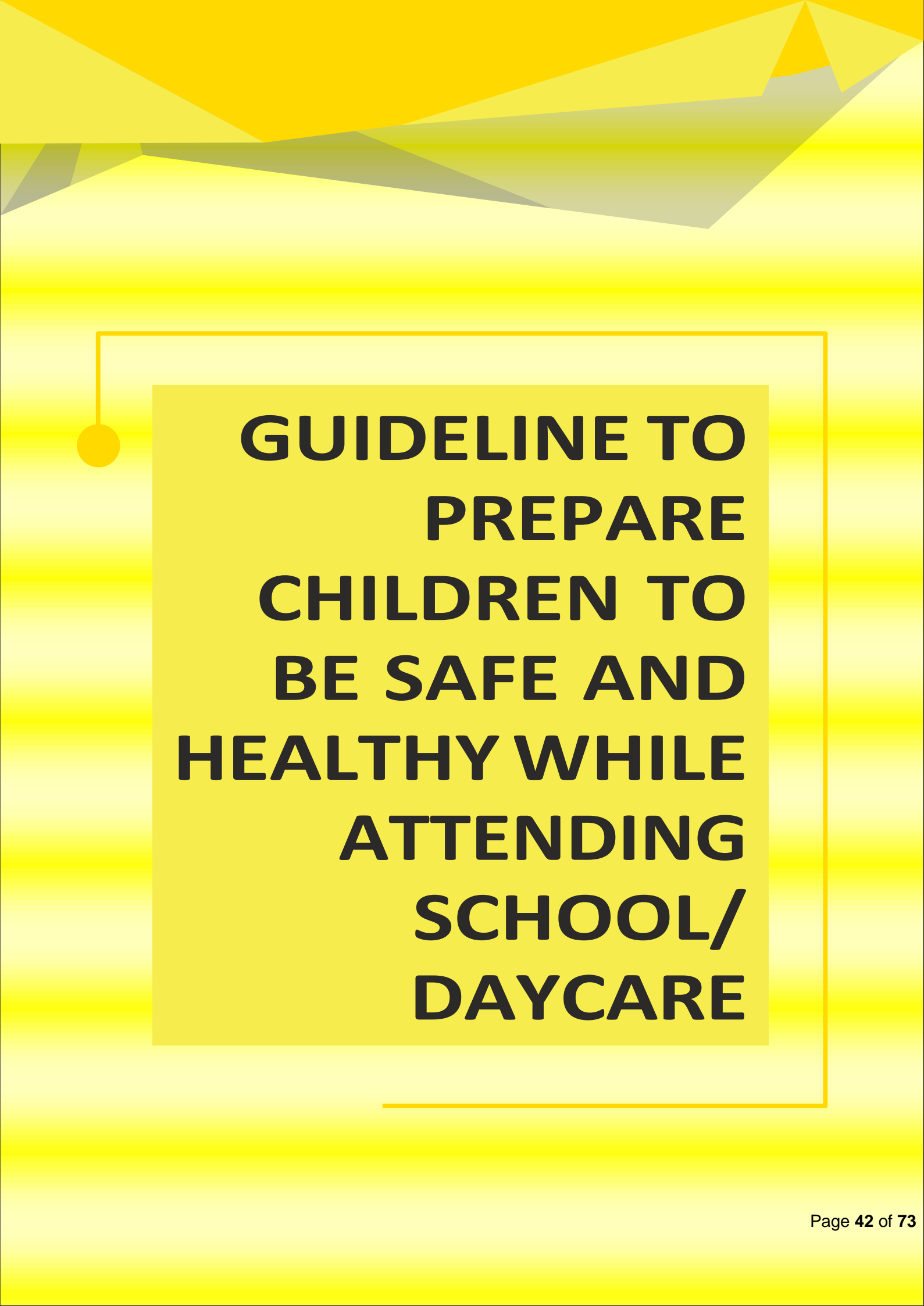
The following information is **NOT TRUE**:

1. The virus attacks only old people and children and spares young people
2. The virus is transmitted through pets and people should abandon their pets.
3. The use of mouthwash, antibiotics, cigarettes, and liquor with high alcohol can kill COVID-19.
4. Going for a steam bath, outside in the sun, can prevent you from getting infected with coronavirus.
5. All food items are contaminated and will spread the corona virus.
6. There is no need to worry as Indians have higher immunity and are exposed to many diseases than people in the western countries.
7. Corona virus does not survive in warm/hot weather.

Always use credible sources of information verified by **Ministry of Health and Family Welfare, Government of India**.

HELPING PARENTS UNDERSTAND BEHAVIOUR ISSUES OR CHANGES IN CHILDREN'S BEHAVIOUR

1. **Children with disabilities** Children with disabilities may have stronger reactions to ongoing pandemic. They might have more intense distress, worry or anger because they have less control over day-to-day well-being than other people. The same is true for children with other physical, emotional, or intellectual limitations. They may need extra words of reassurance, more explanations about the event, and more comfort and other positive reinforcements of messages. Talk to them, ensure their needs are taken care of and they are able to participate in all activities
2. Speak calmly and firmly to your child if she/he misbehaves, or undertakes any risky behavior.
3. Younger children who are throwing a tantrum more than usual, being defiant or acting out may actually be feeling anxious. Pick a calm, undistracted time and gently ask how they're feeling and make sure to respond to outbursts in a calm, consistent, and comforting way.
4. Try to understand the situation and the reason behind a certain negative behavior.
5. Maintain a regular routine and give children specific responsibilities.
6. Set positive reinforcements for children for following safe and hygienic practices and not giving into fear or anxiety
7. Remember children don't need to know every little detail. Unless children ask specifically, there's no reason to volunteer information that might worry them.
8. Keep a sense of perspective, engage in solution-focused thinking and balance this with mindful acceptance.
9. Very young children may be oblivious to the facts of the situation, but they may still feel unsettled by the changes in routine, or pick up on the fact that people around them are worried and upset.
10. Check in with younger children periodically and give them the chance to process any worries they may be having



**GUIDELINE TO
PREPARE
CHILDREN TO
BE SAFE AND
HEALTHY WHILE
ATTENDING
SCHOOL/
DAYCARE**

Once children start attending school/daycare

1. The person who takes their temperature at the entrance should greet them and explain what they are doing- "I am taking your temperature to understand your body temperature." (On most days it will be Ms. Zasha Maria- available on +91 9820770352.
2. If a child's temperature is high, don't exclaim, scream or make child feel stigmatized. Gently tell the parent, "The thermometer is showing body temperature high, so please let your child rest at home."
3. If you find a child having continuous cough or sneezing, or looking flushed, please take their temperature and if temperature is above 100 then it's time to quarantine the child and call the parents.
4. The adult taking care of these quarantined children must try to maintain social distancing and should wear mask and gloves. Try to buy a full-face transparent cover mask for these staff and ensure they wear full sleeves.
5. Remove all soft toys from the classrooms.
6. Though paper is quite safe, do avoid library books as they will be handled by multiple people.

In the classroom

1. On the first day we will talk to children through a PowerPoint or poster or puppets about the following (or use the one given in the manual) which we have shared with parents before school/daycare opens.
 - a. hygiene habits during coughing and sneezing
 - b. handwashing
 - c. social distancing
 - d. wearing a mask
 - e. not sharing food or water with anyone.
 - f. Informing you if they feel sick and its ok to feel sick, not to worry.
2. Encourage your children to ask questions and express their feelings with you. Remember that each child may have different reactions to stress; be patient and understanding.
3. Prevent stigma by using facts and reminding children to be considerate of one another
4. Focus on good health behaviors, such as covering coughs and sneezes with the elbow and washing hands frequently
5. We will Sing a song while washing hands to practice the recommended 20 second duration, the happy birthday song, works best, though we will try a few more to keep Hosanna Children interested.
6. Children can “practice” washing their hands with hand sanitizer
7. Use puppets or dolls to demonstrate symptoms (sneezing, coughing, fever) and what to do if they feel sick (i.e. their head hurts, their stomach hurts, they feel hot or extra tired) and how to comfort someone who is sick (cultivating empathy and safe caring behaviors)
8. Introduce the concept of social distancing (standing further away from friends, avoiding large crowds, not touching people if you don't need to, etc.) Have children sit further apart from one another, have them practice stretching their arms out or 'flap their wings', they should keep enough space to not touch their friends. We will play Hosanna games with them like the animal game, fly like a bird etc.
9. Make sure to listen to children's concerns and answer their questions in an age-appropriate manner; don't overwhelm them with too much information. Encourage them to express and communicate their feelings. Discuss the different reactions they may experience and explain that these are normal reactions to an abnormal situation.
10. Emphasize that children can do a lot to keep themselves and others safe.
11. Start each day by going through the above points with children.



Help from other agencies

We intend to use as much help as we can get from professional agencies

Early Childhood Association has come out with two story books on Covid safety- **The New Lion and the Mouse**- where the mouse teaches the lion about corona safety. And Goldilocks and the Covid-smart bears. You can download them from here.

<https://youtu.be/b3vGckRcBQc>

Sesame Street has come out with some wonderful videos on Covid-19 for children. We are following their series and will incorporate some of their ideas into our school routine.

DO THE FIVE' AND HELP STOP CORONAVIRUS FROM SPREADING BY FOLLOWING THESE 5 BASIC STEPS:

NOTE: IT IS IMPORTANT TO TELL CHILDREN THAT THESE 5 BASIC STEPS MUST BE FOLLOWED BY ALL.

DEMONSTRATE BY FOLLOWING YOURSELF.

1. HANDS:

Wash them often (regularly for 20 seconds, with soap and water or alcohol-based hand rub.)



2. ELBOW:

Cough into it



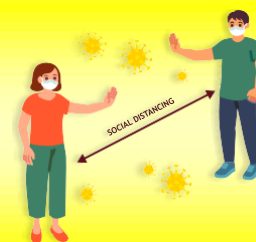
3. FACE:

Don't touch it (with unclean hands)



4. SPACE:

Keep safe distance (1 meter or 3 feet) with people who are unwell and show signs of flu



5. HOME:

Stay at Home if you are feeling unwell. Inform your parents.



Additional Action Points

Sr.No.	Description
1.	Admin team members will be conducting the sanitization prior to school re-opening with a pilot run with teachers coming in as well. Thorough training of staff to understand distance, spacing etc. and do's and don'ts. Perhaps capture this as a video and share with PTA mums as well so that it instills confidence of things being in place
2.	Complete parent orientation at least a week prior... for you to understand and be informed of the facilities and processes and this must be done in person for them to understand how this rotation works and also giving you a sense of confidence. Hosanna owners will share how we are following protocols and what these protocols are - everything demonstrated in rotation as a physical exercise
3.	We will conduct a pre assessment of children (via zoom) some need more time to settle at the start of the new academic year - these children must be accompanied by one adult who is responsible at all times and must not join the rotation groups. Call these children separately and also for shorter duration. Some children need a one on one.
4.	Hosanna Teachers must continue to use blended learning ... use of technology. Classes should be available on Zoom at all times to ensure parents are able to catch up with the work being given. Parents should be regularly informed of classwork and how to proceed, mostly using the Demo Class sessions.
5.	Children are to be handled with care and consideration at all times. Working parents to be given ample help.
6.	All our charts in school must be covered with permissible 'type' plastic sheets so that they can be wiped down daily as infections last on these surfaces longer
7.	Daily orientation at the start of the school day for children regarding do's and don'ts
8.	Doctor and Nurse on call. Also identify hospitals and clinics that are in the neighborhood and identify who to connect with in case there is a case
9.	Half an hour to one hour of sanitization process daily for teachers and children as a part of the routine. Children will carry a bottle each from home labelled

Additional Action Points

Sr.No.	Description
10.	Each class must have a tissue box and sealed dustbins to dispose, and garbage must be cleared thrice during a school day - especially soiled tissues used by the children
11.	Core curriculum standards will be re-analyzed by Hosanna and we will communicate what we will be teaching to students on the basis of their location (red zones etc.), availability of teachers etc.
12.	Emphasize the role of the class mothers assigned by each class - 2 if possible so timely information reaches parents when required about the school developments. Parents will be able to volunteer for this post via our WhatsApp group on +91 9820722032
13.	Don't hide any facts from the school or other parents. Trust is what will be needed the most for success post Covid.
14.	We will limit the number of admissions for June 2020 and ensure numbers are kept small.
15.	Events and celebrations will restart after the pandemic has decreased
16.	In the start of the school year we will consider discontinuing snacks and food served from our center, it can be brought by every child from home until things settle, this further applies for our Hosanna Cares Daycare.
17.	The cleaning process needs to be before the start of the school, after and now during the classes in session especially mopping before the next rotation batch comes in
18.	Hosanna has created a WhatsApp group to create a protocol of sharing information about school closure in case it is an extremely wet day one hour prior to the start of the school. Parents must be educated and therefore schools must have the technology option of students logging in case of a wet day or with a mild cold or cough and not being in school
19.	Hosanna will continue to communicate using pictures, voice notes and update parents on a weekly basis to build confidence in their own system and process
20.	We must avoid children carrying extra books and papers to and from the school. School bags must be light and carry a snack box, bottle, tissues only.

HOSANNA HOUSE MONTESSORI
AND
HOSANNA DAYCARE

**POSTERS AND
SIGNAGES TO USE
AT CENTERS FOR
HYGIENE,
SOCIAL DISTANCING
AND OTHER
GUIDELINES**
(English-Hindi and
English-Marathi)
(Please download other
languages from
www.eca-india.org)

Your child will be taught the significance of these posters and will be visible through
ought the school at all times

PHYSICAL DISTANCING
शारीरिक दुरी बनाये



STAND HERE
यहाँ खड़े रहे

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APER
ASSOCIATION FOR
PRIMARY EDUCATION
& RESEARCH

Maintain Hand Hygiene
हाथों को स्वच्छ रखें



Wash your hand upto 20 seconds
अपने हाथों को 20 सेकंड तक घों

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& RESEARCH

Use Hand Sanitizer

हैंड सेनिटाइज़र का
उपयोग करें



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Avoid touching your eyes, nose and face



आँख नाक और मुँह को हात न लगायें

Do not spit in public



यहाँ वहाँ न थूकें

Sneeze and cough in your elbow or napkin



छीकते या खाँसते समय रुमाल का उपयोग करें

Do not hug or shake hands



ना हाथ मिलाये ना गले मिले

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& RESEARCH

Avoid touching your eyes, nose and face



आँख नाक और मुँह को हात न लगाये

Do not spit in public



यहाँ वहाँ न थूकें

Sneeze and cough in your elbow or napkin



छीकते या खाँसते समय रुमाल का उपयोग करें

Do not hug or shake hands



ना हाथ मिलाये ना गले मिले

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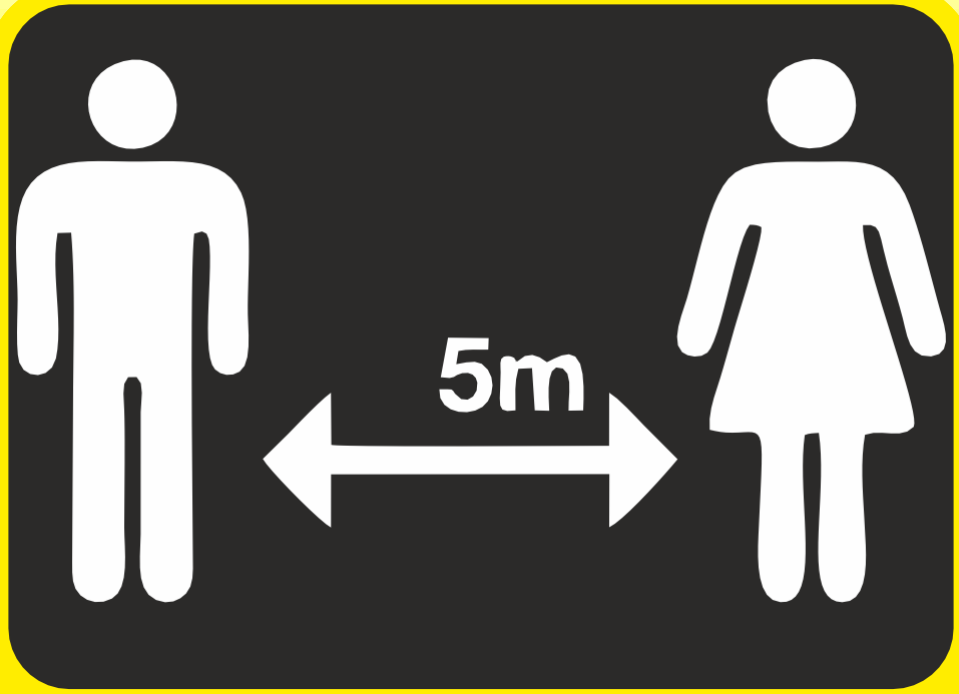
Face mask
must be worn



मुंह पर मास्क अवश्य
लगाकर रखे

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& RESEARCH



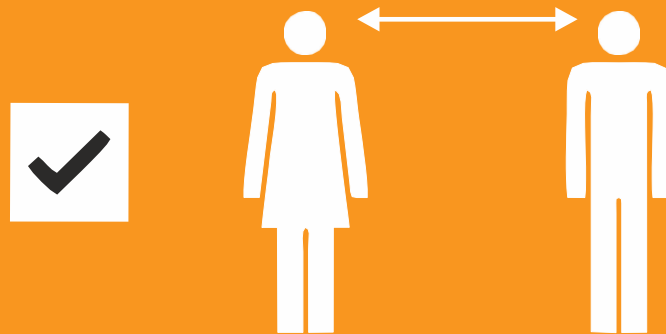
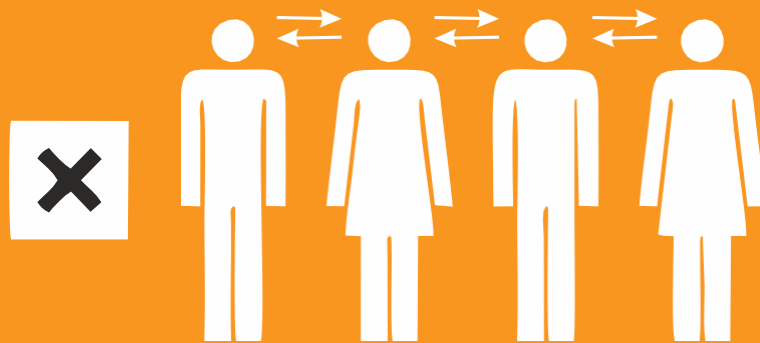
**PLEASE KEEP
DISTANCE**

कृपया दूरी बनाए रखे

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Childhood
Association**

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PRIMARY EDUCATION
& RESEARCH

SOCIAL DISTANCING





**No
handshakes**



**No
hugs**



Just Smiles



Namaste



COVID - 19 PREVENT THE SPREAD



WASH YOUR HANDS OFTEN

With soap & water for at least 20seconds or use an alcohol based hand sanitiser.



CLEAN & DISINFECT

frequently touched objects & surfaces.



STAY HOME

If you are sick.



WEAR A FACE MASK

If you are sick



AVOID TOUCHING

Your eyes, nose, & mouth
With unwashed hands.



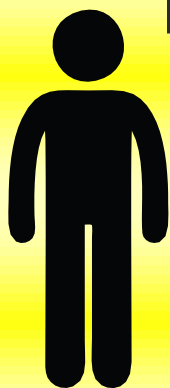
COVER MOUTH & NOSE

With a tissue or your sleeve
(not your hands)
when coughing or sneezing.

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& RESEARCH

Please maintain distance



6 Ft



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PRIMARY EDUCATION
& RESEARCH

PHYSICAL DISTANCING
शारीरिक अंतर पाळावे



STAND HERE
येते उभे राहणे

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PRIMARY EDUCATION
& RESEARCH

Maintain Hand Hygiene

हाथ स्वच्छ ठेवावे



Wash your hand upto 20 seconds

आपले हाथ 20 सेकंद धुवावे

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PRIMARY EDUCATION
& RESEARCH

Use Hand Sanitizer

हैंड सांड्टिज़ेरचा
वापर करावा



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Childhood
Association

APER
ASSOCIATION FOR
PRIMARY EDUCATION
& RESEARCH

Avoid touching your eyes, nose and face



डोळे नाक आणि तोड
याना हाथ लाऊ नए

Do not spit in public



येते तेथे थुंकु नए

Sneeze and cough in your elbow or napkin



खोकताना किंवा शिकताना
रुमालाचा वापर करावा

Do not hug or shake hands



ना हाथ लावणे
ना मीठी मारणे

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PRIMARY EDUCATION
& RESEARCH

Avoid touching your eyes, nose and face



डोळे नाक आणि तोड
याना हाथ लाऊ नए

Do not spit in public



येते तेथे थुंकु नए

Sneeze and cough in your elbow or napkin



खोकताना किंवा शिकताना
रुमालाचा वापर करावा

Do not hug or shake hands



ना हाथ लावणे
ना मीठी मारणे

Early
Childhood
Association

APER
ASSOCIATION FOR
PRIMARY EDUCATION
& RESEARCH

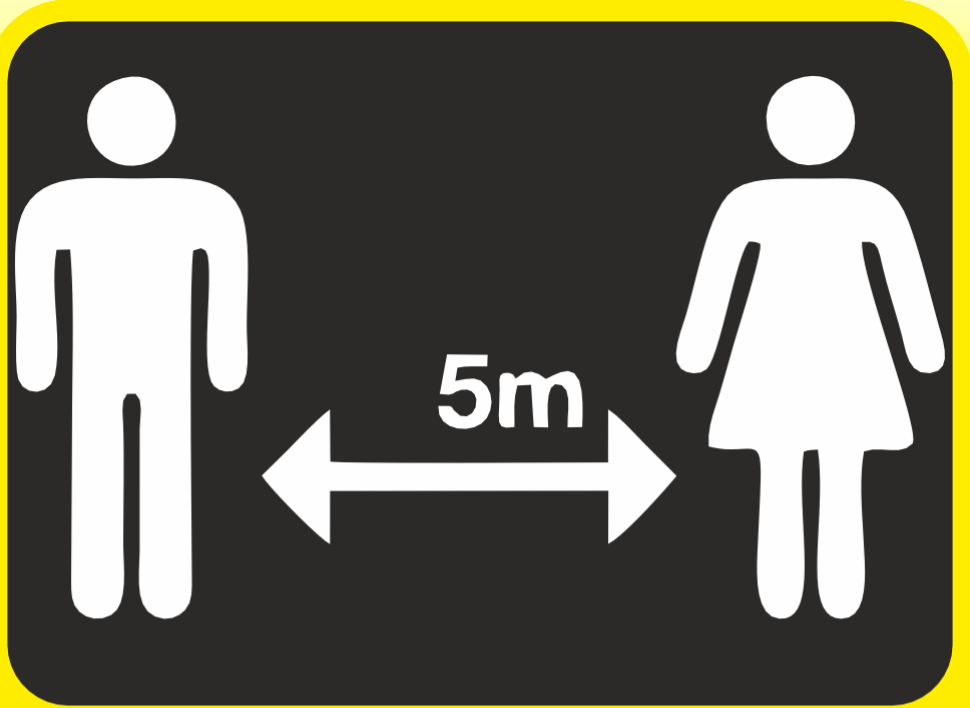
Face mask
must be worn



तोंडाला मास्क
लावणे आवश्यक आहे

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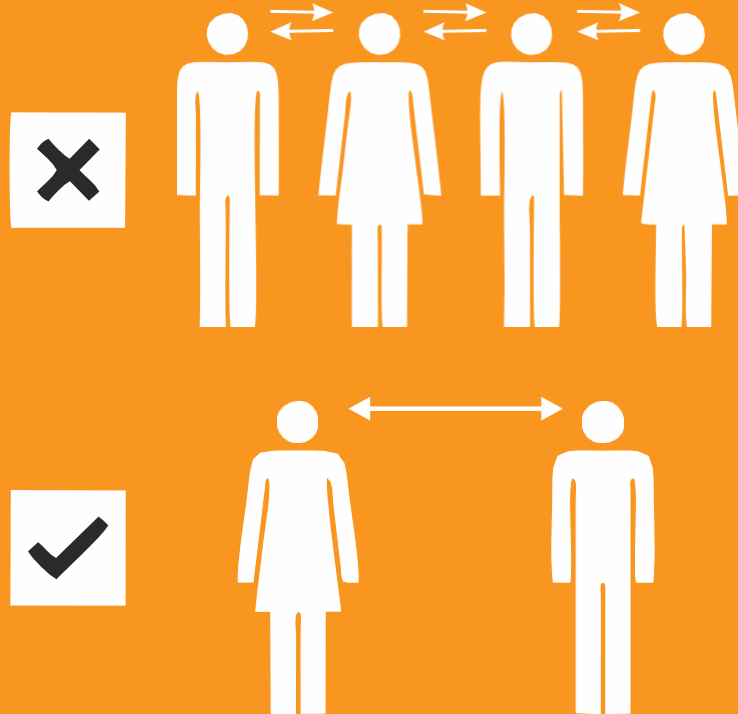
**PLEASE KEEP
DISTANCE**

कृपया अंतर ठेवावे

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SOCIAL DISTANCING



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**No
handshakes**



**No
hugs**



Just Smiles



Namaste



COVID - 19 PREVENT THE SPREAD



WASH YOUR HANDS OFTEN

With soap & water for at least 20 seconds or use an alcohol based hand sanitiser.



CLEAN & DISINFECT

frequently touched objects & surfaces.



STAY HOME

If you are sick.



WEAR A FACE MASK

If you are sick



AVOID TOUCHING

Your eyes, nose, & mouth
With unwashed hands.



COVER MOUTH & NOSE

With a tissue or your sleeve
(not your hands)
when coughing or sneezing.



Please maintain distance



6 Ft



REFERENCES

- a. UNICEF- Key messages and actions for covid-19 prevention and control in schools- March 2020
- b. UNESCO- UNICEF-WORLD BANK- Framework for reopening schools- April 2020
- c. UNICEF- CHILDLINE- Psychosocial support for children during Covid- 19- a manual for parents and caregivers.
- d. MHA order with revised guidelines

Conceptualized, Edited and Created by- **Dr. Swati Popat Vats** President ECA & APER

Suggestions Contributors-

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This document has been designed by
Full credit goes to this team



Please feel free to reach out to them on **ecapresidentindia@gmail.com** and do join their network as members by enrolling on **www.eca-india.org**

Be safe and keep children safe.

- National Committee Early Childhood Association and APER- **www.eca-india.org**

Requirements before school starts

Dear Parents,

We will need to you do the following before you start school

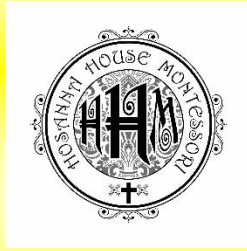
1. Fill out the form below.

2. Write a letter to the school with these key points: -

- Travel history (6 months)**
- Medical history (6 months)**
- Allergies**
- Child is starting school in good health**

3. Please read the fees payment letter below.

Please ensure your letter includes any information the school should be aware of



Hosanna House Montessori School

Coronavirus Self - Declaration Form

Dated _____

Childs photo here

Childs Name _____

Childs Age _____ Childs Date of Birth _____

Sex _____ Nationality _____

Blood Group _____ Identification Mark _____

Grade _____

Childs Aadhar Card Number _____

Fathers Name _____

Fathers Mobile Number _____

Occupation _____

Fathers Aadhar Card Number _____

Mothers Name _____

Mothers Mobile Number _____

Occupation _____

Mothers Aadhar Card Number _____

Home Address

Permanent Address

Does your child have any medical allergies? _____

Does your child or anyone in your family had or was suspected of having Covid-19? State details

Travel History Details

Medical History Details

Is your child suffering from any of the below?

Fever	Nausea	Respiratory Distress	Dizziness	Weakness
Cough	Headaches	Muscle Pain	Sore Throat	Allergies

Mark Appropriately with a signature: -

Do you agree for a daily thermal screening of your child before entering school? _____

Do you agree that the school can take measures to quarantine your child in school incase your child falls ill during school hours? _____

Do you agree not to send your child to school if they are sick? _____

Do you agree to have your child wear a mask during school hours? _____

Do you agree to social distancing for your child during school hours? _____

Do you agree to social distancing at the gate? _____

Do you agree to immediately pick up and drop your child during school designated hours? _____

Do you agree to immediately inform the school if your child is unwell? _____

Please ensure you call up Ms. Zasha for any queries or discussions and not linger at the gate for any reason

The school, Hosanna House Montessori and Hosanna Cares Daycare, ensures our parents that we will do everything in our capabilities to keep the school hygienic and viral free. As the Novel Coronavirus is a new virus which still needs to be explored, we are unable to completely assure you that you or your child will not somehow catch the virus. Therefore, the school cannot be held responsible for any transmission of this disease, or for any untoward event that may occur in our premises.

Date _____

Fathers Signature _____ Mothers Signature _____

From the desk of Mrs. Valerie-Joy-Salway
Your Mamalina

Date: - 18th May 2020

Subject: - Fees Payment

Dear Parents,

We pray that all is well with each of you. By the Grace of God, Team Hosanna and I are well, and healthy. This is a very difficult time for all and we fully understand the implications of this lockdown. We want to reassure you that no matter what, Hosanna, will always stand with you in prayer and support. As you are all aware, we have been active online with our classes during the lockdown. I too have been personally InTouch with all of you to build our curriculum base and maintain our inter-personal relationships with each of you.

I would like to thank those who have already made their school payments for the coming semester and I urge the rest of you to please pay the fees so that our school outgoings can be maintained. We all need to act in faith and believe that the best is yet to come for all of us. If you have any queries don't hesitate to get in touch with Ms. Zasha Maria on +91 9820770352. We give you our full support during these trying times.

Sincerely,
Mamalina (Mrs. V. Salway)

A handwritten signature in blue ink that reads "Valerie" is enclosed within a blue oval border.