

**BISHOP WESTCOTT BOYS' SCHOOL, NAMKUM**

**RANCHI- 834010.**

**STANDARD OPERATING PROCEDURE(SOP)**

**DO'S AND DON'TS BY THE STUDENTS AND TEACHERS /OTHER STAFF OF THE SCHOOL**

- 1. PHYSICAL DISTANCING OF AT LEAST 6 FEET**
- 2. USE OF FACE COVERS /MASKS MANDATORY**
- 3. FREQUENT HAND WASHING WITH SOAP ( FOR AT LEAST 20 SECONDS )**  
**( PLEASE BRING YOUR OWN SOAP/ PAPER SOAP )**
- 4. USE OF ALCOHOL BASED HAND SANITISERS .**  
**( PLEASE BRING YOUR OWN HAND SANITIZER )**
- 5. RESPIRATORY ETIQUETTES LIKE COVERING ONE'S MOUTH AND NOSE WHILE  
COUGHING OR SNEEZING TO BE STRICTLY FOLLOWED**
- 6. SPITTING SHALL BE STRICTLY PROHIBITED**
- 7. ONLY ASYMPTOMATIC STUDENTS / TEACHERS TO BE ALLOWED IN THE PREMISES**
- 8. SHARING OF ITEMS BOOKS/ PENS/ PENCILS/ ERASERS/WATER BOTTLES/TIFFINS  
AMONG STUDENTS IS NOT ALLOWED**
- 9. SIT ONLY IN THE SPECIFIED ALLOTTED SEAT.**
- 10. STUDENTS MUST COME TO SCHOOL IN COMPLETE SCHOOL UNIFORM**

**YOUR COOPERATION IS SOLICITED IN THIS REGARD.**

**PRINCIPAL**