

**The Instruction
Manual of**
“Preparedness of schools
and other Educational
Institutes to prevent the
spread of COVID 19”

Ministry of Education



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கல்வி அமைச்சு
Ministry of Education

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திகதி
Date } 2020.05.11

Circular No.15/2020

- All Provincial Secretaries of Education,
- All Provincial Directors of Education,
- All Zonal Directors of Education,
- Deputy Directors of Education in charge of Divisional Education
- All Presidents of National Education Colleges
- All Principals of Teacher Training Colleges
- All Chief Incumbent of Privenas, and
- All Principals of Government and Private Schools.

Preparing Schools and Educational institutes to prevent the spreading of COVID-19

This circular is issued in concurrence with the circular no. FHB/SHU/COVID/Let/2020 dated 29.04.29 by the Director General of Health services of the Ministry of Health with regard to the guidelines of preparing schools to prevent Covid-19.

This virus has not previously been identified as a virus that causes human disease, and it has been named the Novel Corona Virus 2019. The World Health Organization has declared the COVID 19 as a pandemic situation spreading all over the world.

Since the situation has been declared as an outbreak of a pandemic disease, paying special attention in preventing the spread of Corona virus is considered a social responsibility. Accordingly, the schools/ Pirivenas/ Colleges of Education/ Teacher Training Colleges will be reopened only after obtaining the recommendations of the Ministry of Health. Therefore, the dates and procedures of re-opening schools shall be notified in due course.

As per the circular 2019/02 on School Health Promotion issued by the Ministry of Education, the provincial level health promotion committee needs to be activated with the guidance and direction of the Provincial Secretary of Education. This committee should consist of the Provincial Director of Education, the Provincial Director of Health Services, District Secretary, the Director of District Health Services, Zonal Director of Education and representatives from identified important sectors such as the transport sector, local government offices etc. At the provincial level, all decisions should be made as per the instructions and guidelines issued by the Provincial Director of Health Services and all action taken need to be in accordance with their guidance and direction.

In view of the above, the role of said committee shall be, identifying the prevailing situation and providing necessary facilities to assist, monitor, guide and direct the schools and privenas. Health Promotion Committees need to be active at zonal level as well and they should take necessary action as per the guidance and directions of the Director of District Health Services.

Similarly, institutional level Health Promotion Committees should be active with the guidance / direction of the chief incumbent of the Pirivena / the Principal of the school. These committees should always act as per the advice and guidance of the office of the Medical Officer of Health in the area and should seek their guidance in case of an emergency. All National Collages of Education and Teachers' Colleges should also establish Health

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Promotion Committees of their own.

In accordance with the recommendations of the Ministry of Health, schools / other institutions should be re-opened only after the assurance provided by the Health Promotion Committee that the school environment is healthy and safe.

Initially, the Presidents / School Heads need to meet with their academic staff and prepare the schools/colleges for teaching –learning process.

In this regard, it is required to consider followings:

1. Ensure adequate hand washing facilities are provided at the entrance and exit gates of the school, near the toilets, and if possible close to the classrooms.
2. Ensure continuous water supply as required.
3. If the school/ institution is currently being used for any other programs / activities, such programs / activities need to be terminated three days prior to the commencement of academic work.
4. Clean the school /institution and sterilize the premises.
5. Decide a location to measure the body temperature and supply required instruments.
6. Prepare a sick room with minimum required equipment as per the guideline to keep the sick children away from other children in case of an emergency.
7. Instruct the academic and non-academic staff, entrust the responsibilities and train them.
8. Make the parents and school community aware. (School development committee, old boys association etc.)
9. Keep someone at the gate to verbally check the symptoms of COVID-19

After the completion of preliminary work, the President / Chief Incumbent/ Principal should make a log entry regarding the measures taken to maintain healthy and safe environment at the school/ institution and inform the Deputy/ Assistant Divisional Director of Education and Zonal director of Education or the Chief Commissioner (Teacher Education).

The schools will be re-opened at different stages depending on the number of students and considering the prevailing condition in the regions.

Such information on grades and number of students to re-open schools and the order of reopening shall be notified in due course. It is mandatory to comply with such instructions given with regard to re-opening schools / institutions and pay special attention on following practices.

1. Maintain social distance / physical distance.
2. Promote personal hygiene practices.
3. Waste disposal and environment cleanliness.
4. Pay due attention to mental health issues and psychosocial needs.
5. Update with latest information on COVID 19 and make others aware.
6. Follow proper procedures when a child or a member of staff falls ill during school hours.

A detailed description with regard to the procedures to be taken before re-opening of schools and measures to be taken during school hours is included in the guideline provided herewith. Further, all heads of schools/ institutions have to maintain direct contact with the office of MoH and should seek their advice immediately in case of any emergency. The necessary advice, guidance and assistance could also be obtained by contacting hot line1390 in case of an emergency.


During the period of this COVID 19 pandemic, it is required to act promptly, in accordance with the advices of the Director General of Health Services or the Provincial Director of Health Services or the Director of District Health Services or the Medical Officer of Health.

Arrangements will be made to release funds for procuring necessary equipment and items for the pre-preparedness as per the guidelines given herewith. Having considered this as an approved new

project, schools also need to use unutilized funds in the School Development Society account for necessary arrangements as appropriate. Other institutions need to use their existing allocations for this purpose.

Accordingly, all schools need to plan the timetables, conduct classes, engage teachers in learning teaching process and maintain records on monitoring activities and check lists properly.

In view of the above, I hereby inform all parties concerned to take necessary action with social and administrative responsibility to prevent the spread of this disease.



H.N.M Chithrananda

Secretary

Ministry of Education

- Copies -
1. Secretary to the President – For kind information
 2. Secretary, Ministry of Public Administration..... – For necessary action.
 3. Secretary, Ministry of Health– For kind information and For necessary action.
 4. Auditor General - For kind information
 5. All Provincial Chief Secretaries- For kind information and For necessary action.
 6. All Provincial Secretaries to the Governors- To Aware the Governor
 7. Director General Health Servicers- For kind information and For necessary action.
 8. All Provincial Directors of Health Services- For kind information and For necessary action.
 9. Director, Family Health Bureau- For kind information and For necessary action.
 10. Chief Commissioner, Teacher Education, Ministry of Education- For necessary action.
 11. Director of Education, National Schools, Ministry of Education- For necessary action.
 12. Director of Education, Private Schools, Ministry of Education- For necessary action.

Before commencement of schools, as per the guidelines issued by the Ministry of Health, a safe and healthy environment should be established and the officials of Ministry of Health should be satisfied with those measures. Accordingly, the school environment should be prepared, understanding the nature of disease, and take necessary precautions to prevent the spread of the disease. Therefore, it is the responsibility of all before the commencement of schools, as per the guidelines issued by the Ministry of Health, a safe and healthy environment should be established and the officials of the Ministry of Health should be satisfied with those measures. Accordingly, the school environment should be prepared, understanding the nature of the disease, and take necessary precautions to prevent the spread of the disease. Therefore, it is the responsibility of all stakeholders to take necessary initiatives to ensure that the school environment is safe and healthy.

The World Health Organization has declared the COVID 19 outbreak, as a pandemic situation. Therefore special attention should be paid on the following instructions in order to prevent the spread of the disease.

This manual guides to limit the exposure to the virus and to reduce the chances of transmission of the diseases in schools. Preventive measures taken by the school alone are not sufficient to prevent the spread of the disease in the area, but somehow it contributes to the reduction of the spread of the disease in the community. This will also help to bring a change in the behaviours of the school community for better in the long run, while continuing to engage in day-to-day activities of the school.

Accordingly, it is expected to raise awareness among school society displaying the notices and banners produced by the Ministry of Health on healthy behaviour in the Privenas/schools and conducting awareness programmes for the staff/students and school community with the assistance of Medical Officers of Health of the areas as required.

According to the World Health Organization, prevention and control of the spread of the disease need a scientific approach; and a practical solution to minimize the damage caused by the infection.

COVID 19 disease

COVID 19 is caused by a newly identified virus. This virus was previously called as 2019 Corona virus (2019-nCov). Corona virus belongs to the same family of viruses that caused SARS and MERS epidemics in the past.

The Symptoms of COVID 19

Common symptoms of the disease include fever, cough, and sore throat and as the disease progress shortness of breath and increase heartbeat could be seen. In fewer cases, complications such as pneumonia can develop, and kidney failure and even death could occur.

Spread of COVID-19



1. Droplets

These droplets are expelled when a person with COVID-19 coughs, sneezes un-hygienically or speaks loud, and these droplets are likely to spread up to one meter distance.



2. Direct contact

Persons infected with COVID-19 can transmit the disease from person to person through direct contact (kissing and hugging).



3. Indirect

Droplets can land on objects and surfaces of the vicinity such as tables, doorknobs, and handrails and remain for a considerable time. Touching these objects or surfaces, and then touching their eyes, nose or mouth can infect persons

People who are at a higher risk of developing COVID 19

Older people, and those with chronic diseases such as diabetes, heart diseases, kidney disease, or people with a low level of immunity such as cancer, or people who are taking immune suppressing medications like prednisolone for a long period of time, are at a higher risk to contract and have complications of COVID 19 illness. However, healthy children are less likely to develop complications. However, it is not proven since this is a new virus and illness and data are scarce. Nevertheless, the children can transmit the virus to the adults and other groups.

Identifying the COVID 19 Virus

The virus could be detected through PCR test of nasal secretions, phlegm or other body fluids.

The treatment for COVID 19

There is no specified treatment for this disease. But, research is in progress to find a treatment. In the meantime, as many symptoms require symptomatic treatment, the best is to seek medical advice as soon as possible.

The treatment for COVID 19

- Precautions to be taken to prevent the spread of the disease
 - Wash hands thoroughly with soap and water
 - Cover the mouth and nose with a bent elbow or tissue paper or a piece of cloth when coughing and sneezing.
 - Dispose the used tissue paper into a bin with a lid immediately.
 - Always maintain one meter distance between two people
 - Consume well cooked food, especially fish and meat
 - Do not spit in open spaces
 - Wear face masks
 - Clean/disinfect surfaces frequently being touched.
- The people with symptoms of respiratory illness should stay at home and avoid crowded places and seek medical advice immediately.

Pre-preparedness in the school



1. Adequate hand washing facilities should be established near the entrance and exit points of the school, close to the toilets, and if possible close to the class rooms (most suitable would be to fix pedal operated wash basins). Those facilities should be arranged to suit different age groups and also able to use by children with special needs.

Steps should be taken to provide the following,

- a. Continuous water supply
- b. A bar of soap or liquid soap
- c. A pedal-operated dustbin with a lid to discard the tissues used to wipe the hands.

If there is more than one tap to wash hands, they should be fitted allowing the one-meter physical distance between users. Further, the users could be able to maintain a one-meter gap when they are in the queue to wash hands, by marking one-meter distance markings on the ground.



2. Determine a place to measure body temperature and provide with the required equipment. Assign a person for the responsibility of measuring the body temperature on random picks or children showing any symptoms and plan for alternatives. There should be at least one thermometer to measure the temperature and the requirement should be identified in accordance with the number of students attending the school daily. Set up the measuring points ensuring adequate distance. Moreover, the body temperature of all students attending the school should be measured.



3. Disinfection – The school premises and equipment should be cleaned and disinfected before the re-opening of schools for the students as appropriate. If the school had been used for other activities where community gatherings have occurred, it is mandatory to disinfect the school once the task is over and before handing over to the school principal. In this case, the Medical Officer of Health should provide the guarantee that the school is safe. All activity using school premises should end at least three days before reopening and proper cleaning should be done before students enter into the premises. As necessary, obtain the assistance from the local government (Municipal council / Urban council / Pradeshiya Sabha) for cleaning and disinfection.

It is not compulsory to disinfect the entire school premises if it has not been used for any other purposes during recent times and seek the advice of the Medical officer Health (MoH) of the area regarding safety. Thorough cleaning would suffice.



4. Instruct the academic and non-academic staff, entrust the responsibilities and train them on following,

- a. The teachers, students and non-academic staff with symptoms of fever and respiratory illness should not attend school.
- b. Minimize the chances of the gathering of students and maintain physical distance.
- c. Maintain a database including the information of the school community. Identify Emergency call lines and display.
- d. Ensure that students, staff do not share commonly used items such as pens, pencils, exercise books, food and water etc among them. Advise them to bring their equipment and also to name them to prevent mixing.
- e. Ensure that each student brings their own meal and water. Encourage to drink sufficient amount of water. Those who have difficulty in bringing food from home, arrange a method to provide the food, in a way that student won't gather at a single point.
- f. Make sure every person washes their hands properly before entering the school premises and after engaging in activities. Train them on proper hand washing techniques and also when to wash.

- g. Identify the way to send messages/notices to parents. Try to minimize the use of handbills/notices to parents/ children. Use Electronic media wherever possible.
- h. Obtain the services of special teachers and helpers to take care of children with special needs.
- i. Delay the attendance of the children who are with immune compromised diseases and who are on immune compromising medication. They should not attend school until further notice.
- j. Disinfect surfaces that are frequently being touched. They should be cleaned at least twice a day, such as before starting the school in the morning and immediately after heavy use such as immediately after school begins, after the interval is over or if possible once in 3 hours (walls, dining table, the knob of doors and windows, learning – teaching equipment, toilet, tap, etc)
- k. Keep the door and windows of class/ hall open during school hours. Keep the curtain of windows aside for adequate lighting and ventilation. Keep the common doors opened. Use fans for ventilation and set them to blow the wind in one direction.
- l. Instruct the students to wear the masks properly, and to remove, clean and store it safely after use.



5. Appoint adequate staff for monitoring and entrust the responsibilities to,

- a. Ensure the availability of items such as disinfectant liquid, soap, facemasks etc, insufficient amounts.
- b. Ensure proper cleaning and disinfection of the objects and surfaces (floor of buildings, tables, chairs, and other equipment or furniture) that are frequently used.
- c. Ensure washing hands, frequently, using clean water and soap adopting proper technique.
- d. Ensure the availability of safe water for drinking, sanitation and waste management facilities in the school and that the school premise is clean and the environment is free of germs.
- e. Take necessary measures to clean the water tank, taps and wash basins frequently
- f. Be concerned about the students, who do not attend school due to illness,
- g. Be aware of home situation of the students and obtain the information of parents (Telephone numbers)
- h. Identify and assist the children with mental stress and discomfort
- i. Be aware of the steps to be taken when a child is ill or having elevated body temperature, more than 37°C.



6. There should be a room to keep a sick child in an emergency with following basic facilities. If it is mixed schools there should be two separate rooms for boys and girls.



- Proper light and ventilation
- A bed
- Drinking water
- First Aid box with basic medication
- Door and a screen to isolate from each other
- Facilities to wash hands with soap and water and if possible to have an attached toilet

7. Instruct the parents and the school community (past pupil associations/school development society);
- a. Not to send students to school and, others not to visit the school premises if,
 - They have symptoms such as short-term fever, cough, runny nose, sore throat and difficulty in breathing,
 - They were in contact with a suspicious or confirmed person for a new corona virus infection during the past 14 days, and quarantined because of the threat of NOVEL Corona virus infection.
 - b. To provide the students with sufficient meals from home since the canteen will remain closed or function minimally and the school meal programme will not be implemented soon after re-opening. Therefore, following should be provided from home,
 - I. A balance meal for the interval
 - II. A bottle of water or a cup to drink water (if use common water source at school) since the children have to drink sufficient amount of water.
 - III. Clean the cup daily.
 - c. To advice children regarding maintaining distance during transport.
 - d. Focus on adopting private transportation methods as much as possible. Keep up the physical distance if public transport is adopted. If it is within walking distance, encourage walking, as it is beneficial. Cycling to the school is also recommended.
 - e. On wearing masks – Leave the house wearing a mask, and
 - I. A clean dress and wash daily.
 - II. Once returned home, remove the shoes out side the home and dry in the sun
 - III. Direct to wash hands with soap and water soon after returning home
 - IV. Avoid wearing a watch and other jewelry
 - V. Keep the bag, books, and stationery in a separate place. Once returned home, daily clean them with a disinfectant fluid if possible or keep in the sun for some time.
 - VI. Soak the clothes in a detergent liquid or Soapy water and wash the same day.
 - VII. Have a shower or bath before coming into contact with others at home.



8. Maintain adequate stocks of consumables

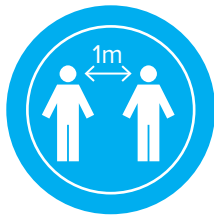
- a. Ensure the availability of adequate stocks bars of soap, liquid soap, disinfectant fluid, and masks for at least two weeks.
- b. Ensure the availability of protective equipment such as gloves for those who have been engaged in activities of cleaning/disinfecting.



9. Identify the methods of communication

- a. Identify contact person/s and place/s to seek advice, and guidance whenever required by staff, parents, or students and coordinate with relevant authorities and have the latest updates.
- b. Identify methods to communicate information to parents before re-opening the school.
- c. Identify methods to communicate information to children during school hours, and
- d. Identify methods to communicate during an emergency

Steps to prevent the spread of disease



1. Measures to maintain physical distance

- a. Allow only the correct number of students in each classroom that enables to maintain adequate distance.
- b. Prevent gathering or grouping of students at anytime during school hours.
- c. Have the school intervals at different times in a staggered manner, without giving to all at once.
- d. Prevent gatherings (assembly), contact sports, educational excursions, extra-curricular activities or any other activity that would provide an opportunity for students to gather.
- e. Organize the classrooms in such a way by placing the desks and chairs to maintain 1 meter physical distance between each student, and always ensure not to exceed the maximum number of students that could be allowed.
- f. In order to maintain physical distance at all times, provide directions on how children should move by using arrows thus minimizing the chance of coming into contact with each other.
- g. All should have a sufficient amount of food, but take steps to prevent sharing.
- h. A distance of 1 meter should be maintained at the playground or while engaging in physical exercise.
- i. A distance of 1 meter should be maintained when using the toilets. Instruct that a student should enter the toilet only once the previous person had left the toilet. Disperse and send children to more toilets.
- j. Organize physical meetings only for the staff only it's necessary. Arrange seats to maintain required minimum physical distance.

- k. Prevent parents waiting at the gate unnecessarily and allow only one parent to accompany the student to school.

2. Promote personal hygiene practices

- a. Wash hands with water and soap for at least 20 seconds on the following occasions.
 - I. Immediately after entering school
 - II. After coughing or sneezing
 - III. After touching common surface
 - IV. After the exit from public transport or a building
 - V. After touching doorknobs or buttons of switches
 - VI. After use of toilet
 - VII. Before and after the meal
 - VIII. Immediately after returning home
 - IX. After any time where hands get soiled
- b. Prevent touching eyes, nose, and mouth without washing hands properly.
- c. Cover the mouth with a tissue when coughing or sneezing, and discard the used tissue into a closed bin and wash hands or cover the mouth/nose with the inside of a bent elbow.
- d. Wash the hands with soap and water properly once return home from school, and remove the shoes and dry the shoes in the sun.
- e. Take a shower or clean the body before coming into contact with family members at home.
- f. Soak the clothes in detergent and clean it the same day. Dry them in the sun and iron them before use.
- g. Avoid drinking water using hands. Keep a personal water bottle/ cup, and avoid sharing it with others.
- h. Bring meals from home and avoid sharing with others.

3. Waste management and environment cleanliness

- a. Segregate and dispose the garbage separately. Use color-coded bins with lids and preferably use pedal operated bins.
- b. Dispose the tissues used to wipe hands or to cover face when coughing/ sneezing, to the bins with a lid and burn them later in the day without delay.
- c. Maintain a timetable for daily cleaning and disinfecting the school.
- d. Clean frequently touching surfaces such as bells, learning - teaching aids, door knobs, window frames, and switch buttons with a piece of cloth soaked in soap water or disinfectant solution.
- e. Daily clean the floor of classroom, laboratory, etc using a disinfectant solution.
- f. Clean the toilets several times a day with an appropriate disinfectant solution.



The method of sterilization

• The knobs of doors and windows	Wipe with 70% of ethyl alcohol solution
• Other metal surfaces	Wipe with 70% of ethyl alcohol solution
• Non- metallic surfaces	Wipe with 0.1% of Hypochlorite solution
• Table handrails /dinning tables	Wipe with 70% of ethyl alcohol solution
• Learning – Teaching equipment	Wipe with 70% of ethyl alcohol solution
• Reusable equipment	Wipe with 70% of ethyl alcohol solution
• Toilet	Clean with 0.5% of Hypochlorite solution
• Simple equipments use for cleaning (mop, waste bins)	Clean with 0.5% of Hypochlorite solution
• Infected wastes	Burn in a separate place.

Hypochlorite solution can be prepared using bleaching powder (with 35% of chlorine)available in markets

How to make 0.5% Hypochlorite solution

Take 15 g of Bleaching powder (with 35% of chlorine) and dissolve, well in 1l of water. Then take the supernatant as a disinfectant and discard the sediment by filtering.

How to make 0.1% Hypochlorite solution

Take 3 g of Bleaching powder (with 35% of chlorine) and dissolve, well in 1l of water. Then take the supernatant as a disinfectant and discard the sediment by filtering.

If a student or a member of staff falls ill during school hours



1. Develop a method to inform the relevant Medical officer of Health (MoH) and the Public Health Inspector (PHI) of the disease (If required inform the members of staff or parents).



2. Develop relevant plans together with the Medical officer of Health (MoH) and the Public Health Inspector (PHI), and the staff in-charge of health.



3. Update the emergency contact numbers and display them at a place visible to all.



4. Allocate an emergency room with hand washing and toilet facilities to keep a sick student/staff member until hospitalized or handed to parents/guardians.



5. Treat the sick children with kindness without any discrimination and keep them away from other healthy children.



6. If a student shows symptoms of COVID-19 such as fever, sore throat, difficulty in breathing, or any other concern, put him / her on a mask as soon as possible and keep away from other children.



7. Necessary medical advice, information, and precautionary actions to obtain by contacting emergency hotline 1390.



8. Contact Suwaseriya 1990 hotline when it is not possible to contact 1390 hotline to obtain required information/facilities in an emergency.



9. Provide required health facilities to patients promptly.



10. Educate the staff, parents and children on required information through SMS, E-mail, Whatsapp or using any other electronic medium.

Plan to continue the learning process

Follow appropriate strategies as detailed below to cover the subject content that was missed due to sick leave or temporary closure of the school.



1. Appoint teachers to find out the progress of children who reside far from school



2. Develop rapid learning methods and consider new methods of teaching/learning.



3. Explore the possibility of using distance learning and electronic learning methods.

Facilitate mental health and psychosocial needs



1. Give opportunities and encourage students to discuss their problems and possible solutions



2. Make them understand that it's normal to face such difficult situations and encourage them to express their ideas



3. Keep in touch, at least via telephone, with children who are not attending school.



4. Provide accurate information and adapt them to suit each age group.



5. Provide services of a Counseling Teacher.



6. Impart children with required knowledge and skills to help their peers and to avoid bullying and abuse.



7. Teachers should guide children to maintain good physical and mental health.



8. Obtain the support of the health staff and trained personnel to identify children with mental stress and disorders.



9. Educate on available support services

- a. Mental Health Service – 1926
- b. Health Promotion Bureau – 1999
- c. Child Protection Services- 1920

How to identify mental stresses in children?

- Lack of interest in an activity used to do before
- Sleep deprivation or sleepiness more than ever
- Behavior problems / easily getting angry / violent
- Reduced self-esteem
- Poor memory
- Lack of concentrate
- Physical symptoms such as change of appetite, headache
- Easily irritated
- Inappropriate behaviour for age
- Displaying stubborn attitudes

Update with latest knowledge/information



1. Provide basic information on COVID-19. Educate on the symptoms of novel corona virus infection, how it spread and how to prevent the spread.



2. Update the children with the knowledge and information shared by the Health Promotion Bureau, Epidemiology Unit, Ministry of Health, World Health Organization and UNICEF.



3. Be alert of fake and false information shared by rumors and the internet.

Relaxation sample Activities



The relaxation activities will help to overcome mental stress, depression or anxiety faced at home, road or schools and get ready for learning. Therefore, engage them in relaxation activities. Some relaxation activities listed below could be practiced at the beginning of the day or period at school .

- Relaxation of body
- Simple yoga exercise
- Imagining scenes of a beautiful place
- Enjoying music
- Listening to songs
- Writing stories
- Think of innovations.

Maintaining the hostels of schools



Obtain the advice and guidance of the Medical Officer of Health of the area on opening and maintaining the hostels.

- Maintain distance between students
- Prevent gatherings
- Disinfect the properly
- Practice regular handwashing with soap
- Frequently wipe the furniture such as desks, chairs etc and the equipment such as TV, radio, remote controls using a disinfectant.
- Keep an emergency room to keep sick children away from other children, and the said room should be located away from the common areas used by the children.
- Remove shoes and slippers outside, before entering the hostel.

School Canteen

Prevent opening the canteen until it is confirmed that Covid 19 is well under control or function minimally under special circumstances. The school meal programme should be suspended until officially informed to start. Alternative methods should be adopted to provide meals for students who are unable to bring food from home.

School transport services

- Decide the number of students who could be seated in a vehicle maintaining adequate distance.
- All inside the vehicle should wear face masks
- Wash hands properly before and after traveling
- The driver and helper should refrain from attending to service if suffer from respiratory illness.
- Disinfect the van/ bus once in three days.
- Clean daily and wipe the seats with a disinfectant solution.

Role of Institutions

Ministry of Education

- Provide necessary guidelines along with the Ministry of Health
- Obtain support and assistance from the Ministry of Health and other health services
- Coordinate with other agencies and obtain necessary assistance
- Assist to obtain funds to prepare the school environment
- Monitor the status quo in coordination with provinces

- Communicate the information in emergency situations
- Obtain coordinated support and assistance from organizations such as Red Cross/ Saukyadana/St. John's.

Provincial Ministry of Education and Provincial Department of Education

Provincial Secretaries of Education and Provincial Directors of Education should work collectively. Conduct weekly meetings during the first month after reopening of schools and continue monthly from second month onwards. Maintain coordination with the Ministry of Education and share ministry instructions with Zonal Directors of Education.

- Keep up the provincial health promotion committee active and link other representatives of other institutions as required.
- Seek advice from the Provincial Director of Health Services.
- Seek the guidance and support of the District Government Agents.
- Coordinate with other agencies in the province and obtain necessary assistance
- Obtain support and assistance from organizations such as Sri Lanka Red Cross / Saukyadana / St John ambulance service.
- Maintain coordination with Zonal Directors of Education.
- Ensure that all schools in the province have met the basic requirements to re-open the school and provide that information to the Ministry of Education
- Provide necessary assistance and make necessary decisions in case of an emergency.
- Maintain a database on the status of the province

Zonal Education Office

The Director of zonal education should identify the needs and act accordingly.

- Keep up the Zonal Health Promotion Committee active and link representatives from other institutions as needed.
- Conduct weekly meetings during the first month after reopening of schools and continue with the monthly meeting from the second month onwards.
- Seek advice from the Director of District Health Services and maintain relationships.
- Seek guidance and support from Divisional Secretaries.
- Proper coordination with Deputy / Assistant Directors of Education in charge of the Education Division.
- Obtain the assistance and support from organizations such as Sri Lanka Red Cross / Saukyadana / St John ambulance service.
- Provide necessary information to Heads of Schools / Pirivenas / Institutions and be in coordination with them.
- Ensure that all schools in the zone have met the basic requirements of re-opening and provide such information to the provincial authorities.
- Provide necessary assistance and make necessary decisions in case of an emergency.
- Maintain a file with regard to information on the status of the zone.
- Obtain assistance from Municipal Councils / Urban Councils / Pradeshiya Sabhas for waste disposal activities and disinfection.

Privena and Schools

The heads of Institutions, the chief incumbent of privenas and the principals of government and private schools should get the school ready for re-opening and take necessary initiatives to function uninterrupted.

- Activate the Health Promotion Committee of the Institution / Pirivena / School and link with the representatives from other institutions as requires.
- Conduct meetings twice a week during the first month after the reopening of schools and continue weekly meetings from the second month onwards.

- Seek medical advice from the Medical officer of Health.
- Seek guidance and support from Public Health Inspectors.
- Ensure the active involvement of the school development society.
- Engage in activities along with old boys / well-wishers and obtain the necessary assistance.
- Obtain the assistance of organizations such as Red Cross / Saukyadana / St John ambulance service
- Maintain proper coordination with Zonal Directors of Education and Deputy / Assistant Directors of Education in charge of the Education division.
- Take immediate action to meet the basic requirements of re-opening of the school and thereafter notify the Zonal Director of Education.
- Maintain a report on the status of quo.
- If any problem arose after the re-opening, inform the relevant sections immediately and seek advice and assistance.
- Always keep necessities like soap, liquid soap / sterilizer liquid / gloves in stock for at least the next two weeks.
- Maintain an adequate stock of face mask to use in case of an emergency.
- Direct and guide the parents to prepare face masks at home.

Teachers

- Promote and monitor the implementation of keeping 1m physical distance, hygiene practices including hand washing with soap and water among students in the class room
- Ensure the proper and timely disinfection of the class room
- Learn new information on COVID-19 disease and update the students and parents
- Support to continue learning and the mental health of infected students and students from infected and quarantined families.
- Make parents aware of school level regulations on COVID-19 prevention before and after school reopening.

Students

Be aware of this disease; avoid getting infected and take necessary steps to prevent the spread of disease.

- If you have respiratory symptoms inform parents and refrain from attending school
- Wear the face masks when leaving home
- Measure the temperature at home if you feel unwell. If the temperature exceeds 37°C stay away from others and seek medical advice.
- Always wear the masks when in close proximity with others and should be removed during PA.
- Wash hands with soap and water once enter the school.
- Wash hands with soap and water after using toilet sports equipment, and before and after having meals.
- Bring food from home and prevent sharing with others.
- Remove shoes and dry in the sun before entering home
- Wash hands thoroughly once return home.
- Change the uniform and wash it with soap and water.
- Have a shower or a bath before coming into contact with other family members.
- Keep the bag, books, and stationery in a separate place once returned home and clean them with disinfectant fluids if possible or keep in the sun for some time.
- Don't drink water using hands. Always use the personnel bottle/cup. Avoid sharing with others.
- Advice students to bring only essential items to the school

Minimum facilities to be available in the school

Number of students	Thermometer ^a	Sick room bed	Water tap at the entrance	Allocation (Rs)
Less than 50	01	01	01	30,000
51-100	01	02	02	35,000
101-200	01	02	04	60,000
201-500	02	02	06-10	75,000
501-1,000	02	03	10-16	80,000
1001-2000	03	03	20-40	110,000
More than 2000				110,000

^ato be used in the sick room, A mercury thermometer would suffice.

When the number of students exceeds 1000, the needs and amount should be determined in order to safeguard adequate social distance and prevent any form of gathering. Calculate the number of taps needed to wash hands based on the ratio of 1 for every 50 students. Distribute the wash areas in several places to avoid congestion.

The Checklist to prove the safety before re-opening of schools

Special circumstances	Yes/ No
1. Ensure adequate handwashing facilities near the entrance and exit points of the school, near toilets, and if possible near classrooms	
2. Ensure an adequate continuous supply of water	
3. If the school is being used for any other purpose, the work should be completed three days before the commencement and adequately clean and disinfect based on previous use	
4. Clean the school and ensure an environment free from mosquitoes and other hazards.	
5. Availability of instruments to measure body temperature and be familiar with the method of measuring.	
6. An emergency room with adequate equipment to keep ill children away from other children.	
7. Outline the procedure need to be taken when a child or member of staff falls ill during school hours and be prepared to act.	
8. Instruct the academic and non-academic staff on required procedures entrust the responsibilities, and train them.	
9. Display the notices and banners that illustrate the importance of physical distancing proper way of washing hands, and wearing masks.	
10. Educate the parents and school community (school development committee past pupils associations, etc) about the situation and plans put in place.	
11. Availability of sufficient masks in the school to use in an emergency. (home-prepared masks are also appropriate)	
12. Make available sufficient safety equipment to be used by sanitary and school laborers. (Face masks, gloves, etc)	
13. To ensure the availability of sufficient amounts of bars of soap and disinfectant fluid for hand washing and disinfection.	
14. Activate the health promotion committee in the schools.	

The Checklist to prove safety after school is re-opened.

Special circumstances	Day	Day	Day	Day	Day	Day
Engage in washing hands						
Clean and disinfect the toilets						
Availability of sufficient water and soap to wash the hands at washing stations.						
Disinfecting the buildings and classroom						
Disinfect the furniture and equipment such as door handles, locks, knobs of windows using a disinfectant liquid with 70% alcohol solution.						
Disinfect the surfaces using the liquid with 0.5% of the hydrochloride solution.						
Adequate lighting and ventilation						
Encourage respiratory etiquette and encourage hand washing practices						
Proper disposal of waste including the burning of the used tissue/masks safely						
Use of notice board/public addressing system to disseminate messages						
Maintain records of attendance of teachers, students, non-academic staff						
Students to engage in daily physical activity for a half-hour while maintaining adequate physical distance						
Report any special events						

Face Mask

"Masks are effective only when used in combination with frequent hand washing with soap and water or disinfecting with an alcohol-based hand rub. If you wear a mask, then you must know how to use it and dispose it properly." World Health Organization

Face masks can be divided into two categories as disposable masks (medical face masks and surgical face masks) and reusable face masks (cotton face masks)

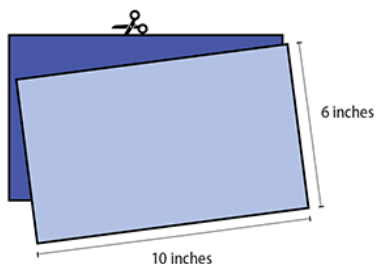
How to make a facemask at home

Method 01

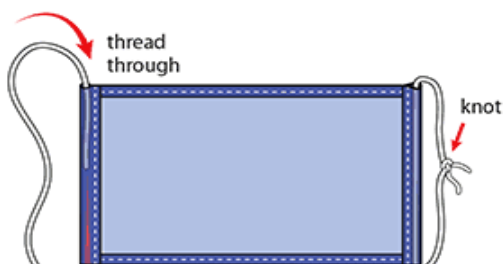
Materials

- Two 10"x6" rectangles piece of cotton cloth
- Two 6" pieces of elastic (or rubber bands, string, cloth strips, or hair ties)
- Needle and thread (or bobby pin)
- A pair of scissors
- Sewing machine

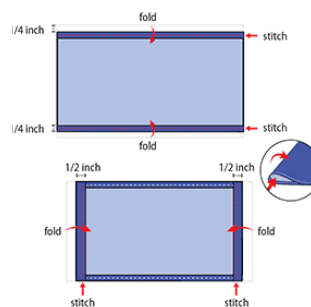
Tutorial



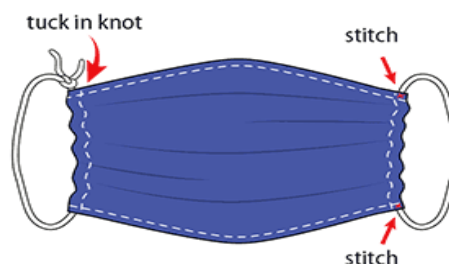
1. Cut two 10-by-6-inch rectangular pieces from the cotton fabric. Use tightly woven cotton, such as quilting fabric or cotton sheets. Even the t-shirt fabric would be useful. Place the two rectangular shape pieces of cloth one on top of the other and stitch along the edges for it to look like a single piece of cloth.



3. Run a 6-inch long and 1/8-inch wide elastic thread through the opening on the shorter sides of the mask. These will be used as the ear loops. Use a large needle or a bobby pin to thread the elastic through this opening. Tie the two ends tight. If elastic threads are not available could use hair ties or elastic headbands. If you have only strings, you can have longer pieces and tie the mask from behind your head.



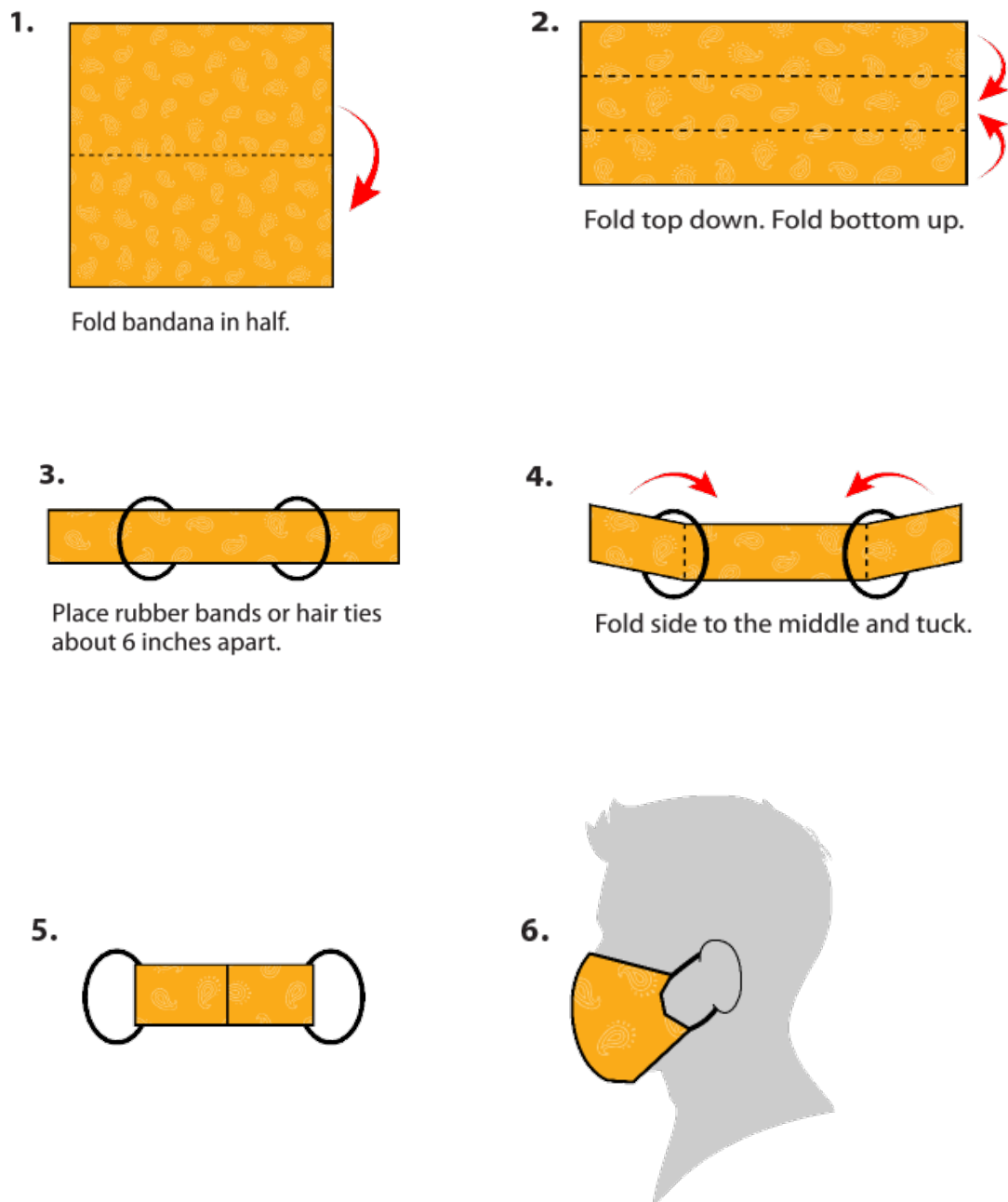
2. Fold along the long side into a 1/4 inch hem and stitch. Then fold the double layers of the cloth along the shorter side into 1/2 inch and stitch to make a cylindrical opening enabling to pass a thread.



4. Gently pull on the elastic so that the knots are tucked inside the hem. Gather the sides of the mask on the elastic and adjust so the mask fits your face. Then securely stitch the elastic in place to prevent it from slipping away.

Method 01**Materials**

- Square cotton cloth approximately 20"x20")
- Rubber bands (or hair ties)
- A pair of scissors (if you are using your own cloth)

Tutorial

How to Clean and disinfect your Homemade Mask every day

(Do not attempt to clean and boil disposable masks. They have material that cannot withstand washing)

1. Thoroughly wash the mask in soap and warm water and leave it to dry in the hot sun for at least 5 hours or else boil it for at least 15 minutes and leave it to dry. Adding salt to the water is recommended.
2. Wash and clean with soap and water and apply heat on the mask for up to five minutes. (You may use an iron).

It is recommended that you keep three facemasks so you can wear one, while the others are being washed and dried. Ensure that you replace the facemask every 4 or 6 hours.

How to wear a face mask correctly

If it is a disposable facemask (medical or surgical face mask) place the colored or labeled side of the mask facing outside, and the white surface facing inside touching the face. Place the bendable stiff thread up against the bridge of the nose. Press and mold it over your nose to take its shape. It will help to keep the upper end close to the face with a minimum gap. Pull the mask down over the mouth until it moves towards chin area. Place the string loops around each ear. Make sure that you wash your hands with soap before you wear the mask and before removing the mask.

How to remove a facemask correctly

Wash hands before removing the mask. Do not touch its blue or white portion. Hold the string loops and lift the mask gently off your face. Wrap the mask in a piece of paper before throwing it out to a closed bin. If it is a reusable mask, put it in a separate bag. After disposing of the mask wash your hands with soap and water.

How to Store your Clean Mask



1. Take any plastic bag at home



2. Clean it thoroughly with soap and water



3. Let it dry well on both sides



4. Keep your extra clean mask in this clean bag



5. Keep it well sealed



6. Now you can rotate your masks for daily use

Hand washing Devices and Hand washing Stations suitable for Schools

1. Check list for setting up handwashing stations

a. The taps should have an appropriate slope to prevent water splashing on to uniforms	<input type="checkbox"/>
b. Prepare the washbasin platform to ensure proper waste drainage	<input type="checkbox"/>
c. The wastewater should drain to a proper size soak pit	<input type="checkbox"/>
d. A soap dispenser should be made available which could depend on the local situations or contexts	<input type="checkbox"/>
e. Place a pedal-operated dustbin nearby to discard the used wipe tissue	<input type="checkbox"/>
f. The washbasin height should be between 2.5 to 3 feet for comfortable use	<input type="checkbox"/>
g. There should be a minimum distance of 1 meter between two tap points	<input type="checkbox"/>
h. Pipelines and washbasins should be free of leaks	<input type="checkbox"/>
i. Regularly check for leaks and fix immediately	<input type="checkbox"/>
j. Mark 1 meter distance points on the floor at each wash station for queuing	<input type="checkbox"/>

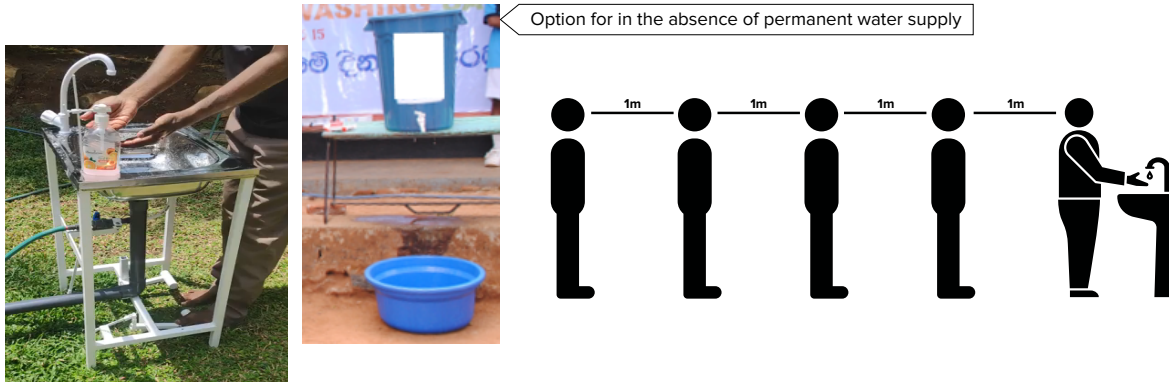
2. Operation and maintenance of the handwashing facility

a. Ensure the continued flow of clean water	<input type="checkbox"/>
b. Make bars of soap or liquid soap available all times	<input type="checkbox"/>
c. Manage wastewater effectively	<input type="checkbox"/>
d. Lubricate and maintain the mechanisms of the washing apparatus regularly	<input type="checkbox"/>
e. Maintain adequate physical distancing and avoid crowding at the wash station	<input type="checkbox"/>
f. Frequently clean and disinfect taps and wash station depending on usage. Depending upon the model or type of the station, workout an operation and maintenance model.	<input type="checkbox"/>
g. Peddled or elbow taps are recommended for the wash station.	<input type="checkbox"/>

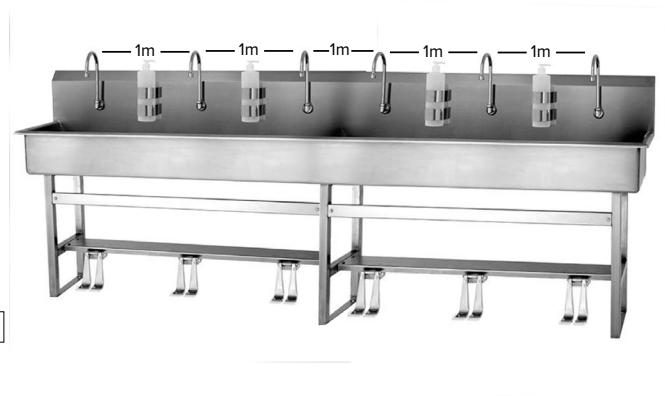
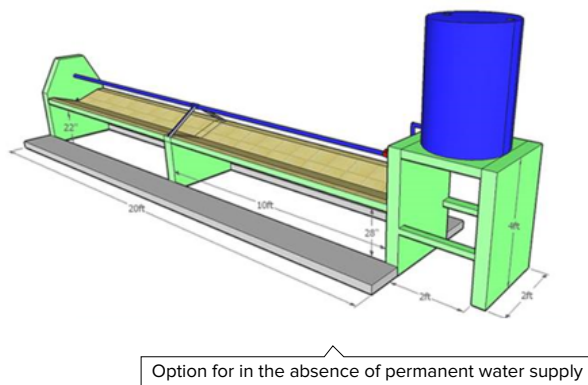
Types of handwashing designs suitable for schools

- Pedal-operated portable hand washing unit with a single tap.
- Portable multiple tap handwashing station
- Permanent handwashing stations with multiple taps fixed on an existing wall
- Permanent handwashing station with multiple taps fixed on a separate wall

Pedal-operated portable handwashing unit with a single tap.

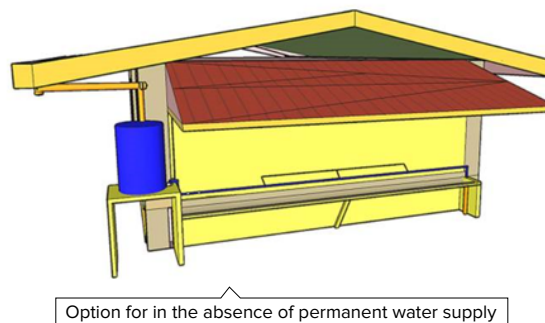


Design Features	
Design structure	<ul style="list-style-type: none"> • Pedal-operated a portable handwashing unit with a single tap.
The ideal place to locate within the school	<ul style="list-style-type: none"> • This can be installed in a small outdoor / indoor space.
Water source	<ul style="list-style-type: none"> • Water supply can be connected from an existing overhead tank or separate cell tank placed near the wash station.
Water storage and capacity	<ul style="list-style-type: none"> • Type: Indoor fixed / outdoor PVC Tank • Capacity: varies from 200 liters to 500 liters according to the tank size
Disposal of wastewater	<ul style="list-style-type: none"> • Can be connected to the existing or newly constructed soakage pit/drainage
Operation and maintenance	<ul style="list-style-type: none"> • Requires care and maintenance
The life span of hand washing station	<ul style="list-style-type: none"> • Minimum 5 years.
Design benefits	<ul style="list-style-type: none"> • Portable to move to a preferred location. • Semi permanent / minimum 5 years lifetime. • Low cost compared with cement concrete structure. • Can be manufactured at a welding plant and supply to required places. • Bulk supply is possible within a short period.
Limitation:	<ul style="list-style-type: none"> • Care and maintenance. • May not be suitable for primary it needs considerable force to operate • Need several units for group hand washing.



Design Features	
Design structure	<ul style="list-style-type: none"> • Portable multiple tap hand washing device.
Ideal place to locate within school	<ul style="list-style-type: none"> • This can be installed in a small outdoor space. • Can be placed even indoors.
Water source	<ul style="list-style-type: none"> • The water supply can be connected from an existing overhead tank or separate cell tank placed near wash station.
Water storage and capacity	<ul style="list-style-type: none"> • Type: Fixed, Indoor / outdoor PVC Tank • Capacity: varies from 50 liters to 100 liters according to the tank size
Disposal of waste water	<ul style="list-style-type: none"> • Can be connected to the existing or newly constructed soakage pit.
Operation and maintenance	<ul style="list-style-type: none"> • Requires moderate operation and maintenance.
Life span of hand washing station	<ul style="list-style-type: none"> • Minimum 5 years.
Design benefits	<ul style="list-style-type: none"> • Portable and suite preferred location. • Semi permanent / minimum 5 years life time. • Low cost compared with cement concrete structure. • Can be manufactured at a welding plant and supply to required places. • Bulk supply is possible with short period.

Permanent Hand washing Stations with Multiple Taps on an Existing Wall



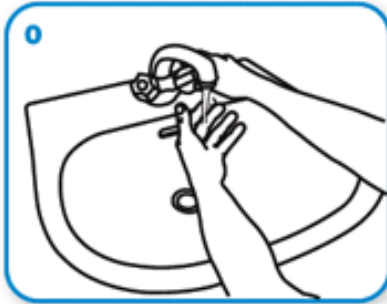
Design Features	
Design structure	<ul style="list-style-type: none"> • Permanent hand washing station with multiple taps fixed on an existing wall.
Ideal place to locate within school	<ul style="list-style-type: none"> • Cement concrete / brick wall .
Water source	<ul style="list-style-type: none"> • The water supply can be connected from an existing overhead tank or separate cell tank placed near the wash station.
Water storage and capacity	<ul style="list-style-type: none"> • Type: Fixed outdoor PVC tank • Capacity: varies from 500 / 1000 liters according to the tank size
Disposal of waste water	<ul style="list-style-type: none"> • Disposable to the soakage pit/ to the ground / earth drainage to the garden.
Operation and maintenance	<ul style="list-style-type: none"> • Only taps to be replaced depending on usage.
Life span of hand washing station	<ul style="list-style-type: none"> • Minimum 5 years.
Design benefits	<ul style="list-style-type: none"> • Permanent and easy maintenance. • Good appearance
Limitation:	<ul style="list-style-type: none"> • Cannot move • Drainage is at ground level. This may lead to wetting the ground, uniforms/clothes and footwear

Permanent Handwashing Station with Multiple Taps Fixed on a Separate Wall

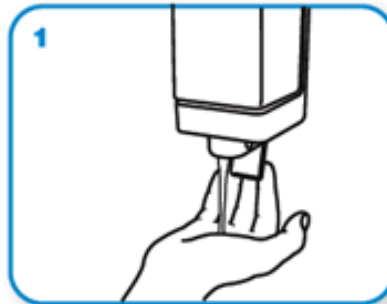


Design Features	
Design structure	<ul style="list-style-type: none"> • Permanent hand washing station with multiple taps fixed on a separate wall.
Ideal place to locate within school	<ul style="list-style-type: none"> • At any outdoor place.
Water source	<ul style="list-style-type: none"> • The water supply can be connected from the existing overhead tank or separate cell tank placed near the wash station.
Water storage and capacity	<ul style="list-style-type: none"> • Type: Fixed outdoor PVC Tank • Capacity: varies from 500 / 1000 liters according to the tank size
Disposal of waste water	<ul style="list-style-type: none"> • Disposable to the soakage pit/ to the ground / earth drainage to the garden.
Operation and maintenance	<ul style="list-style-type: none"> • Only taps to be replaced depending on usage.
Life span of hand washing station	<ul style="list-style-type: none"> • Minimum 5 years.
Design benefits	<ul style="list-style-type: none"> • Permanent and less maintenance. • Good appearance • Wall can be used to fix health messages
Limitation:	<ul style="list-style-type: none"> • Cannot move • Expensive

Instructions for careful cleaning of hands



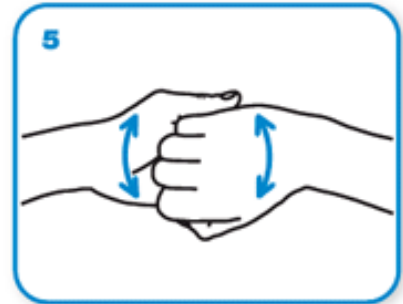
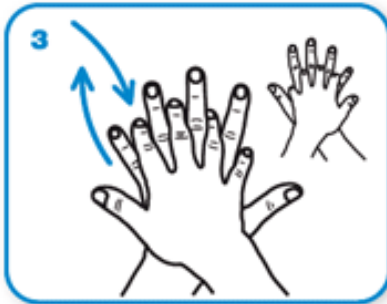
Wet hands with water



apply enough soap to cover all hand surfaces.



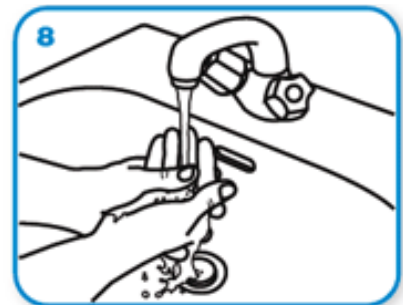
Rub hands palm to palm



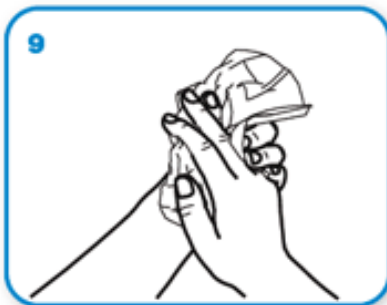
rotational rubbing of left thumb clasped in right palm and vice versa



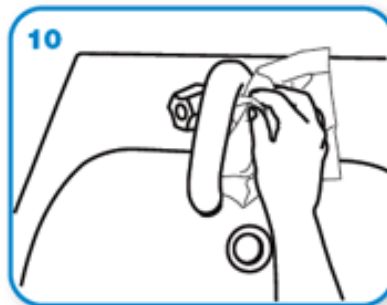
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.

A for cleaning and disinfection of high risk areas within the school

Area	Frequency	Method	Process
Classroom – corridors offices and any indoor areas		Clean (daily) Clean and Disinfect (weekly)	Ensure the cleaning of frequently touched surfaces and the entire floor. They should be cleaned once a week and before disinfection, wash the area.
School cafeteria	Daily	Clean (daily) Clean and Disinfect (weekly)	Frequently touched surfaces and entire floor. Washbasins, taps, should be thoroughly cleaned and disinfected
protective clothing's of school employees	Daily	Clean (daily)	Ensure the regular cleaning of the protective gears.
School Health room	Daily	Clean and Disinfect (weekly)	Suspected cases are temporarily placed. Caretakers and health personnel must enter with protected gears / gloves/ masks or mussels.
Playgrounds -	End of day	Clean	Ensure frequently touched areas are cleaned
School busses	Daily, Weekly	Clean (daily) Clean and Disinfect (weekly)	Clean frequently touched surfaces such as handrails, windows. These places should be disinfected.
Toilets and sanitation facilities (bathing facilities)	Daily	Clean and disinfect	Thoroughly Clean (scrubbing) and disinfect : Toilet seat and cover Hand washing sinks Doorknob Toilet garbage Garbage. Clean and disinfect the frequently touched areas of the door's as well as partitions and walls of the entire floor
All	At least once a week	Clean and disinfect	All Frequently and infrequently touched surfaces as well as soiled surfaces should be cleaned (rinse) and disinfected.



Ministry of Education



Family Health Bureau

unicef  | for every child



USAID
FROM THE AMERICAN PEOPLE