**Final Exam Spring Semester 2020**

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Semester: **4th**  Subject: **Principles of Management**

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**Peshawar Model School (all branches)**

**Standard Operating Procedures:**

Standard operating procedures are written, step-by-step instructions that describe how to perform a routine activity. Standard operating procedures help maintain safety and efficiency for departments such as:

SOP’s are the rules, on the basis of which a company can run fluently if each and every person belongs or working in that company follow these rules. We all are facing a hard phase of our life, but in near future our school will reopen, so we are announcing some SOP’s for all the school. We are making plans to bring students back to school, it must ensure that the school management, the teachers and other staff are fully prepared to operate under the new normal. This is to ensure social distancing to prevent the possible spread of the Covid-19 virus.

It has been quite a long absence from school and students are longing to go back to a proper classroom environment where they can better interact with teachers and their classmates. Although e-learning from home is unavoidable in the current situation, the students are not able to focus as much as they can in a classroom.

The new conditions and new norms should include the following:

* **SOP’s for Classrooms:**

1. Class rooms should clean twice a day (In morning before students’ arrival & in evening when school is over).
2. Each class should only accommodate 16 to 17 students at any one time.
3. Exchange of material is strictly prohibited between students like rulers, pencils and erasers.
4. Keep at least 3 feet distance between student’s tables.
5. Students must report to teachers if they have a fever or other flu-like symptoms.
6. Priority for use of classrooms should be given to students preparing for public examinations.
7. Sanitizer must keep in every class.

* **Students Recess:**

1. Partition should made for students outside canteen.
2. Recess times and canteen visits must be staggered and monitored.
3. Make sure that every commodity in the canteen should protect from dirt and keep clean.
4. There must be frequent break times to enable students to regularly practice personal hygiene.
5. No sharing of lunch between students.
6. After break students should sanitize their hands in class room then sit on chairs.

* **Personal Hygiene:**

1. Most germs are spread through hand contact. Regularly [washing hands](https://www.healthdirect.gov.au/hand-washing-tips) will prevent every student and others from getting sick.
2. Children need regular baths or showers. Students should take bath every morning before leaving for school. You could encourage a bath or shower at the end of the day as part of a bedtime routine.
3. Children need fresh clothes every day, even if their old clothes don’t smell. Clean underwear every day is especially important. You can hang up their school uniform to air when they get home each day.
4. Students need to cover their mouth when they cough.
5. Brush teeth twice a day (morning & at night before going to bed).
6. Shoes must be sanitized before students enter classrooms.

* **SOP’s for Teachers:**

1. As social distancing is going to be the practice, teachers must be better organized to teach in a "new norm" atmosphere. New ways and methods of teaching are required.
2. Teachers should be able to explain to students the necessity for social distancing while emphasizing that it is not the same thing as being anti-social.
3. Salary of every employee will transfer to their accounts on 5th of every month.
4. Building positive links with parents and keeping them informed about the way their children are being taught and how they are progressing.
5. Teachers should give instructions to students on the use of corridors, steps and playgrounds.
6. In case of any emergency during class teacher should take immediate action to inform the management.

* **Safety and Management:**

1. Without mask no one should allowed to enter the premises of school.
2. All offices, classrooms, staff rooms and toilets should sanitize completely and regularly.
3. Special efforts must be made by management to ensure good hygiene is practiced at all times.
4. Everyone has to follow the school’s SOP’s for the safety of everyone’s life.

Thanks!

Stay Home Stay Safe