

RISHIKUL SANATAN COLLEGE

STANDARD OPERATING PROCEDURES (SOP)

HARD COPY WEEKLY RESOURCES HOME PACKAGES DISTRIBUTION

Part A: Planning & Preparation

1. The distribution team is made up of Principal, VP, AP, HOD Pamac, Mr. M. Ameen, Mrs Singh (Ancillary staff) and Mrs. Mishra (Bursar)
2. Distribution team to undertake COVID 19 protocols assessment (contact tracer).
3. Distribution team will assist the ancillary staff with printing and collating of all resource materials every Monday of every week.
4. Distribution team will report to the Back entrance of school via Mako place. All printing and distribution will be undertaken in the old 12D classroom.

Part B: Distribution of Weekly Resources Home Packages

1. Current students of RSC are not allowed to come to school for collection of resources.
2. Only parents, guardians or family members above the age of 18 years will be authorized to collect the resources. (1 person only)
3. Parents, guardians or family members above the age of 18 years should wear mask and switch on their FIJI CARE APP.
4. Those who are without the FIJI CARE APP will undergo COVID 19 protocols assessment.
5. Before collecting the resources, all parents, guardians or family members above the age of 18 years will undertake COVID 19 protocols assessment.
6. After completion of COVID 19 protocols assessment, parents, guardians or family members above the age of 18 years will collect the resources from the allocated area.
7. Upon receiving of materials parents/guardians to sign in acknowledgement.
8. Parents/Guardians can collect their other children's materials if they have opted for hard copies.
9. Solutions to every week's activities will be given the following week with the Weekly Resource Packages.

PART C: Year Level Weekly Collection Schedule

1. YEAR 9 - 9am : 10am
2. YEAR 10 - 10am : 11am
3. YEAR 11 - 11am : 12pm
4. YEAR 12 - 12pm : 1pm
5. YEAR 13 - 1pm : 2pm

PART D: Completion on the Weekly Collection of Resources Home Packages

1. All equipment's used to be disinfected and returned to its original station by the handymen.
2. Completed registration forms and left-over resources home packages to be returned to Mrs Singh safe keeping.

