

**// TOP PRIORITY //**

**GOVERNMENT OF ANDHRA PRADESH  
MUNICIPAL ADMINISTRATION DEPARTMENT**

O/o the Commissioner & Director  
of Municipal Administration,  
AP., Guntur.

**CIRCULAR**

**Roc.No.11021/89/2019-JSEC(2632992/2019/J1)**

**Dated 26/09/2020.**

Sub: Municipal Administration Department – Municipal Education – COVID-19 – Opening of Municipal Schools for IX and X Classes and other – Certain instructions - issued – Regarding.

Ref: 1) G.O.Rt.No.390, Health, Medical & Family Welfare (B2) Dept.,  
GoAP, dated.07.09.2020.  
2) Standard operating procedure (SOA) for partial reopening of Schools  
issued by MoHWF (EMR) Division, GoI, dt.08.09.2020.

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The attention of all the Municipal Commissioners in the (59) ULBs where Municipal Schools exist and all the RDMA's in the State are hereby informed that, the Central Government of India have issued Unlock 4 guidelines for phased reopening in the State of Andhra Pradesh. Accordingly, Government of Andhra Pradesh have issued guidelines vide G.O.Rt.No.390 HM&FW (B2) Dept., dated.07.09.2020. As per these guidelines, all the educational institutions shall remain closed for students and regular class activity upto 30<sup>th</sup> Sep, 2020. Later the Government has taken a decision for to reopening of schools for IX & X classes w.e.f. 21.09.2020. According, the School Education Department have issued guidelines vide Proc.Roc.No.151/A&I/2020, dated.10.09.2020.

2. Feedback from the ULBs and HMs was also taken on 21.09.2020. Further, as it is expected that all Schools shall reopen in the month of October 2020, it is necessary that the Commissioners of all (59) ULBs in the state should personally monitor & prepare for opening of Schools. In this context the following instructions are issued for necessary implementation by the Head Masters and the Municipal Commissioners concerned:

**Precautionary Measures to be implemented by the Head Masters of the Municipal Schools:**

- To Scrupulously follow the instructions communicated vide Proc. Roc. No. 151/A&I/2020, dated.10.09.2020 for communicating the SOP issued by the School Education Department
- Regular Sanitization for School and Class rooms.
- Ward Health Secretary is to be tagged to each school and details of the same may be submitted to this office without fail. The Ward Health Secretary has to visit the schools assigned and keep a watch on necessary arrangements and also for follow up if any child is noticed with symptoms.
- Physical distance should be maintained in the class room keeping in view of class room dimensions.

- Sanitizers are to be made available for teachers and students in the School.
  - Similarly Soaps are to be made available to the students to enable for hand washing before taking Mid-Day-Meal.
  - Consent letters for attending the Schools should be taken from the parents without fail.
  - The class teacher has to be take attendance of the students and similarly the Head Master has to submit the attendance of the teachers to this office without fail.Further all the supervisors are requested to send daily reports by noon to State Cell without fail.
  - For Sanitizers etc, School Grants /Municipal General Funds may be utilized by following the due procedure.
3. **Further, all the Commissioners of all (59) ULBs in the State** are also instructed to take further necessary action on the following items:
- ❑ Necessary instructions to be issued to the Head Masters of all Schools to procure sanitizers, soaps etc in view of the COVID-19, through maintenance grants, and if the grant is exhausted to utilize General Funds for this purpose following due procedures.
  - ❑ To visit all the Schools under their control and utilize the services of the Ward Health Secretaries by mapping them to the schools for daily visit and follow up where required.
  - ❑ Take necessary action on the detailed instructions given in the Annexure to this order relating to Opening of New Schools/Upgradation , checking for structural soundness of buildings and other structures.
4. Further, all the Commissioners of (59) ULBs are also requested to ensure, in coordination with the HMs, for frequent health camps / checkups and follow up activities and to create awareness programmes on seasonal and communicable diseases and also in view of COVID-19 pandemic.
5. All the RDMA's in the State are also requested to monitor the issues regularly and ensure that the above instructions are followed by the Commissioners concerned in their jurisdiction & also to visit schools in their inspection to ULBs without fail.
6. Any failures in obeying the above instructions will be viewed seriously.

Sd/-Vijay Kumar Gsrkr Ias

Commissioner & Director.

To,

All the Commissioners of (57) ULBs where Municipal Schools exists.

The Commissioners of GVMC and VMC.

All the RDMA's in the State.

Copy to all the HMs (through the Commissioners concerned).

Copy to the DTCP, AP, Mangalagiri for n/a.

Copy to the ENC (PH), AP, Tadepalli for n/a.

Copy submitted to the Secretary to Government, MA&UD Dept., AP Secretariat,  
Velapudi, Guntur Dist. for favour of kind information.