



Noor Academy

COVID-19 Preparedness and Response Plan for Noor Academy

Last Updated August 10, 2020

Noor Academy is committed to providing a safe and healthy school for all our students, employees, and families. To ensure that, we have developed the following Preparedness Plan in response to the COVID-19 pandemic. Directors, employees, and parents are all responsible for implementing this plan. Our goal is to mitigate the potential for transmission of COVID-19 in our school, and that requires full cooperation among all parents, students, employees, and management. Only through this cooperative effort can we establish and maintain the safety and health of everyone at Noor Academy.

Management and teachers are responsible for implementing and complying with all aspects of this Preparedness Plan. Noor Academy teachers and assistant staff have our full support in enforcing the provisions of this policy. Our teachers are our most important assets. We are serious about safety and health and keeping our teachers working at Noor Academy. We are also equally invested in keeping all our students safe and healthy during this time. Students are always our number one priority but without healthy teachers there can be no school. Therefore, teacher involvement is essential in developing and implementing a successful COVID-19 Preparedness Plan.

Our Preparedness Plan follows Centers for Disease Control and Prevention (CDC), state Department of Health guidelines, and federal OSHA standards related to COVID-19 and addresses:

- Hygiene and respiratory etiquette;
- Engineering and administrative controls for social distancing;
- Housekeeping – cleaning, disinfecting and decontamination;
- Prompt identification and isolation of sick persons;
- Communications and training that will be provided to teachers & parents; and
- Management and supervision necessary to ensure effective implementation of the plan.

SCREENING AND POLICIES

Workers have been informed of and are encouraged to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess workers' health status prior to entering the workplace and for workers to report when they are sick or experiencing symptoms.

Prior to entering work, teachers will have their temperature taken and asked a series of questions regarding their health. If they read a temperature of 100.4 or higher, they will be screened again for confirmation. If their temperature is consistently 100.4 or higher after two or more readings, they will be asked to return home. Teachers will also be screened at lunch time to continually monitor their health.

There will always be extra support staff at the school, or available, in case a teacher begins to show symptoms throughout the day. Teachers will be asked to leave if they are experiencing symptoms at work.



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Students will then be moved to a new room for cleaning and disinfecting of their current classroom. Parents will be notified.

Similar to teachers, students will also be screened on arrival and during the school day. As students arrive, they will be screened before entering the school. Students will have their temperature taken and asked a series of questions regarding their health. If they read a temperature of 100.4 or higher, they will be screened again for confirmation. If their temperature is consistently 100.4 or higher after two or more readings, they will be asked to return home.

Students will be monitored throughout the day for symptoms and temperature checks at least 1 or more times. If a student is found to have symptoms during the day the student will be moved to the designated quarantine room. Students in the classroom will be asked to hand wash and moved to another room for disinfecting the current room. Parents will be called immediately and required to pick up their child. Student may only return after receiving a note from the doctor.

Noor Academy has implemented leave policies that promote teachers staying at home when they are sick, when household members are sick, or when required by a health care provider to isolate or quarantine themselves or a member of their household. Substitute and back up staff will step in when a teacher is on sick leave. Substitute staff will be screened and monitored same as other staff. Sick leave will not be announced to parents unless teacher tests positive for COVID or any other communicable disease.

Noor Academy has also implemented a policy for students or teachers informing if they have been exposed to a person with COVID-19 at home and requiring them to quarantine for the required amount of time. If parents know of contact with someone (family, friend, or student) who has contracted the Coronavirus at home or in parent's workplace, or at school, and still continue to send their child to school, without at least a 14 day quarantine, are not only putting their child but other children and staff at risk. If Noor Academy finds out this is done intentionally, the students may risk expulsion. Students may return after a 14-day quarantine and an all clear note from the doctor.

In addition, a policy has been implemented to protect the privacy of student and staff's health status and health information. If a student shows symptom at school and has to leave early, parents or students in that child's class will be notified to monitor their children for symptoms. Student or teachers' names will not be shared. If a student does contract COVID-19 or any communicable disease we are mandated to inform every parent and employee as soon as we find out. The students name will not be given. If anyone at Noor Academy had contracted the virus, we will shut down for cleaning and disinfecting. School will restart once the all clear is given. Be prepared for sporadic days off for cleaning if multiple students are showing symptoms.

HANDWASHING

Basic infection prevention measures are always being implemented at Noor Academy. Teachers and students are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of the day, prior to any mealtimes, before and after using classroom materials/toys, before and after going outside, and after using the toilet. A combination of frequent handwashing and the use of hand sanitizer will be practiced by everyone. Teachers will utilize gloves to assist children in play, bathroom, diapering, food serving, handling of bodily fluids, cleaning, or as needed. All visitors, if any allowed, to the facility will be required to wash their hands prior to or immediately upon entering the facility following their health screening. Handwashing posters and signs will be displayed throughout the school to remind and encourage students and teachers.



RESPIRTORY ETIQUETTE & MASKS

Teachers will be required to wear a mask during the school day. Students will be required to wear masks if participating in small group activities that require close proximity to other students and teachers.

Elementary students will be required to wear a mask for longer periods than preschoolers. Toddlers will not be required to wear masks for safety purposes but may begin practicing and asked to wear them for certain activities. Toddlers will wear face shields when social distancing is not possible. Masks must be provided by parents and multiple should be available to student in case one breaks or goes missing. In rare situations, the school will provide masks to students, but parents may be charged as they are hard to come by and costly. Parents must also wear a mask during drop off and pick up.

Elementary students will be provided their own individual tissues and sanitizer to use when sneezing, coughing, or blowing their nose. Preschool students will be given a tissue by their teacher who will sanitize their hands before and after giving them to students. Students will also sanitize after using a tissue. Students are instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be demonstrated on posters. Students will be instructed and monitored to make sure etiquette is followed.

SOCIAL DISTANCING

Social distancing is being implemented at Noor Academy through the following measures and administrative controls:

Classrooms & Materials

Classroom sizes are small with less than 10 in a classroom at once. Students will remain with their same class for the entire day. The classrooms have been redesigned to provide more space for social distancing play. Designated areas are marked to show students the proper spacing they need between each other while playing. No shared materials will be provided. All supplies (crayons, markers, glue, pencils, etc.) are individual for that child only. Toys and learning materials for work time will be limited and ones that can be easily cleaned. Once a child is done with an activity or toy those materials they will be disinfected before being used by another student. Students will be spaced throughout the room during table work to avoid proximity to one another. Elementary students are provided with their own desks that will store all their personal supplies and materials for learning. Plenty of space is given during large groups or circle time. Students may interact with each other but will not be allowed to share the same toys at the same time. Students can practice parallel play to encourage social interactions and skills. Games that support social distancing will be played in the classrooms instead. Students will not be allowed to touch (high five, hug, pat, tag, etc.) one another at all. Teachers will limit any touching with students unless it is to assist them with an activity, only after washing their hands first.

While in school, students will not leave their classrooms unless to use the restroom or go outside for recess. Lunch will be eaten inside the classroom. Hallways will remain empty and teachers must communicate before moving a child or class into the halls. Classes will have designated bathrooms for their classes only. Bathrooms will be deep cleaned every day and after each use. There will be no shared classrooms. Classes will alternate days to visit the library. The library will be disinfected after each classroom use.



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Drop Off / Pick Up

To avoid crowding at drop off and pick up, student arrival and parent pickup will be staggered based on class. Students will have a certain arrival and dismissal window for their class group. Parents must arrive during that window to avoid crowding and cross-class contamination. The morning drop off will be the most important because students need to be screened before entering. This process takes time and will be delayed if you miss your time frame. Students will be screened outside. Parents will not be allowed inside to walk students to class. They must drop them at the door where a teacher will guide them inside to their cubby and class. This is a new policy and will take some time for students to adjust to. Please explain this to them before the first day. Both front doors will be assigned to classrooms and used during drop off and pick up to speed up the process, but it will take time. Please plan your mornings and afternoons accordingly.

No students will be allowed in the building after 9:00, unless parents let staff know of an appointment or reason one day in advanced. Because of student/teacher ratios, screening procedures, and health and safety purposes we will no longer be able to allow students in the doors after 9:00. Please plan for traffic and other extenuating circumstances that may cause you to be late. There will be no extra staff available to open the door after 9:00.

List of COVID-19 Symptoms:

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, and Diarrhea.

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

PPE:

Teachers will be provided with masks, gloves, face shields, PPE, and any cleaning supplies necessary to ensure their health and safety while screening and working during the day. These will be provided at no cost to teachers. Students will be asked to bring their own masks. They should have an extra mask at school in case theirs breaks or gets dirty. Parents are asked to donate any supplies at the beginning of the year if possible.



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Miscellaneous

- Water fountains will not be available for student use. Students must use their own water bottles from home to drink from. Teachers can refill using the filtered water fountain if needed.
- Students will have their own individual cubbies to store their personal items. No toys or books from home will be allowed in the classroom. All personal items from home (backpack, change of clothes, lunch box, water bottle, etc.) must be stored in their cubby. A separate storage for sleeping bags will be provided.
- Outdoor area will be open but limited to one class at a time. Indoor space will be used to alternate classes if needed. Playground equipment (balls, jump ropes, etc.) will be designated to each class and shared equipment will be cleaned after each use.
- If applicable, students who need before/after school care will be kept in the same classroom during the day to avoid cross-classroom exposure. Students in after school will practice the same social distance guidelines and practices.
- An extra staff member will also be available to clean and disinfect and provide teachers with their breaks.

HOUSEKEEPING

- Regular housekeeping practices are being implemented, including DAILY cleaning and disinfecting of table/chair surfaces, toys, games, materials, floors, carpets, and high touch areas like door handles, light switches, and bathrooms. (Please see attached cleaning schedules and guidelines provided by the CDC that we will follow below.)
- A disinfecting fog machine will be utilized at the end of each week to ensure every hard to reach surface is cleaned.
- Doors will be opened every evening at the end of the day, weather permitting, to help circulate air throughout the school.
- Deep carpet cleaning will be done monthly.
- IF someone does test positive for Coronavirus, the school will be shut down for 2-5 days for deep intense cleaning and disinfecting.
- Only CDC approved cleaning agents will be used for sanitizing and disinfecting. All cleaners will be kept in a safe place out of reach of children.

Cleaning Schedule:

<https://nrckids.org/files/appendix/AppendixK.pdf>

Cleaning Guidelines:

https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fdisinfecting-building-facility.html

https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/Reopening_America_Guidance.pdf

https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf



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COMMUNICATION & TRAINING

Training for teachers and staff will be provided before school starts. Parent training will occur during parent virtual meeting.

Director will monitor how effective the program has been implemented by providing checks and balances. Teachers will have to confirm best practices have been implemented during the school day and after dismissal to management before leaving. Checklists will be provided, and signs will be posted to help staff remember the new policies. Management and teachers are to work through this new program together and update the training as necessary.

SCHOOL ACADEMIC CALENDAR

As of July 1st, 2020 we plan to start school on Monday August 17th as planned prior to COVID-19. We will be taking fewer breaks in the fall in preparation for the anticipated spike during the seasonal flu season. We will not be taking off for Labor Day September 7th, parent-teacher conference/teacher work October 14th & 15th will be school days. October 16th will remain a no school day for teacher workday/training & school cleaning. Winter Break will be extended, starting December 16th, and ending January 4th.

Please be prepared for school to be cancelled due to cleaning or exposure for any given period of time. Noor Academy will do its' best to notify parents as soon as possible if school will have to be closed on a day not noted on the academic calendar.

This calendar will be updated and reviewed every 2 weeks. Any changes will be announced and communicated to parents right away.

VIRTUAL SCHOOL/ONLINE

If the Governor gives the order to shut down, like in March 2020, we will evaluate the conditions and determine if it is safe for us to remain open or not during the shutdown, if allowed. Because we are a small private school, we will be able to remain open during a shut down as an essential business for parents who need us. It is not ideal to shut down and only provide virtual schooling, but we have to prepare for that scenario and plan for it. If school is shut down due to in school exposure we will move to virtual classes until it is safe to return to school.

FINAL COMMENTS

It is critical that we work together to keep everyone at Noor Academy safe and healthy. These new policies and procedures are not to be taken lightly. If found that anyone is deliberately going against these guidelines, they will risk termination from Noor Academy. Parent input is encouraged and will be considered. Please contact us with any questions or concerns regarding our COVID-19 Preparedness Plan.

Tuition is yearly and you are contractually obligated to pay the full years tuition whether or not we have to shut the school for cleaning or move to virtual school at any time during the 2020-2021 school year.



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SOURCES:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

https://www.safenebraska.org/application/files/7815/8878/1234/Workplace_Assessment_for_COVID19.pdf

<https://www.healthychildren.org/English/Pages/default.aspx>

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

This Preparedness Plan has been certified by Noor Academy management and has been distributed Monday August 10th. It will be updated, as necessary. Updates will be added to the website and sent out accordingly.



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ACKNOWLEDGEMENT

I _____ have read and acknowledge all policies, rules, and regulations written in this COVID-19 Preparedness Plan. I will follow and accept these as written for the 2020-2021 school year. Failure to follow can result in child being removed from Noor Academy.

Parent Signature: _____

Print Name: _____

Date: _____