

Reopening Plan for Al-Mamoor School
Grades Pre K-12

2020-2021



AL-MAMMOOR
SCHOOL



COVID-19 Prevention Strategies for the 2020-2021 School Year

Masks/Personal Protective Equipment (PPE)



- Masks required for employees
- Masks strongly encouraged for students at school and expected for those riding a school bus
- Additional PPE in clinics and when serving medically fragile students

Enhanced Cleaning



- Improved routine cleaning and disinfecting of facilities by custodians
- Safe and effective cleaner provided to all teachers and office staff to use on high-touch surfaces throughout the day

Wellness and Hygiene



- Hand sanitizing stations installed in school hallways
- Hand-washing and sanitizing encouraged throughout the day
- Paper towel dispensers installed in bathrooms
- Restricted use of water fountains/ encouraged use of water bottles

Bus Safety



- Personal Protective Equipment (PPE) for bus drivers, including masks and gloves
- Assigned student seating to improve loading and unloading
- Buses disinfected after morning and afternoon routes
- Sanitizing station affixed to the bus frame
- All students are expected to wear masks
- Parents may choose to transport their child to school

Class Structures

- Classrooms used for instruction will follow all social distancing protocols. Student desks will be 6 feet apart, or 4.5 feet if 6 feet is not possible.
- The classrooms selected will be able to accommodate 9-13 students.

School Logistics



- Space out desks and tables in classrooms to improve social distancing
- Limited distribution of school lockers and building visitors will be restricted
- "Mask Down Zones" in classrooms where students can safely, but temporarily, remove masks
- Hybrid learning will take place to accommodate in person and remote learning instruction.

Health Services



- All persons who are sick will be expected to stay at home
- Those who become sick at school or work will be sent home immediately
- Students reporting to the clinic will have their temperature taken
- The school will have a room to isolate symptomatic persons

Public Health Signage

- CDC-designed signage displayed prominently throughout buildings to reinforce healthy hygiene and expected school and workplace behaviors
- Health information posted on how to prevent the spread of COVID-19
- Instruction related to COVID-19 will be provided to all stakeholders through mass messengers and will be posted on the school website.



Student Meals

- Students will eat in their classrooms, those eating in the cafeteria will be seated in a manner that supports social distancing
- Lunch schedules will be modified to ensure social distancing.
- Students will be required to wash their hands before and after eating. Students will be instructed to wash their hands two at a time to comply with social distancing.



Al-Mamoor School
Plan for School Year 2020-2021
Hybrid Learning

Plan to Reopen

The following reopening plan has been designed to ensure the safety of all our students, staff, parents and community members. The global pandemic has forced educators to redesign the education system to cater to the needs of students in a manner that the world has never seen before. In order to ensure that the education of all our students is not compromised and students are prepared for the challenges of the 21st century we have outlined a plan that will allow for instruction to occur in a meaningful and productive manner. We feel the hybrid learning model will allow for our students to benefit from in person and remote learning methods of teaching. The following protocols have been designed to ensure that the right to an education is not denied to any of our students and all guidelines took into consideration the regulations as set forth by the Department of Health.

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. Therefore, personal prevention practices (such as hand washing, staying home when sick) and environmental cleaning and disinfection are important principles that are covered in this document. Fortunately, there are a number of actions school administrators can take to help lower the risk of COVID-19 exposure and spread during school sessions and activities.

General guidelines:

- All staff will be provided training and guidelines on proper hygiene and sanitary procedures that need to be followed in light of the Coronavirus pandemic.
- Information regarding steps to take to prevent the spread of Covid-19 will be widely circulated using all avenues of mass communication. In order to create awareness of all the protocols that need to be followed our school will have in person/zoom meetings, phone conversations, a set of written guidelines for all members of the school, Covid-19 information pamphlets, signs/posters in schools, and information on how to successfully carry on with school in light of the pandemic will be posted on the school website and sent through a mass messenger system.
- Administrators will review with staff/parents' proper sanitary measures that need to be carried out at home and in school in relation to the Coronavirus.
- Staff/Parents will be trained, and letters will be sent home with regard to the warning signs that need to be taken seriously and the steps that will be necessary to ensure the safety of all.
- Staff will be trained to go over procedures with students regarding proper hand and respiratory hygiene, face coverings and social distancing. Teachers will establish procedures and protocols to maintain a clean atmosphere in the classroom and create guidelines for students to follow to maintain proper hygiene.

Arrival/Dismissal procedures

- School buses will be required to be properly sanitized and disinfected. Bus drivers should follow all protocols as set forth by the Transportation department. Bus drivers should wear masks and gloves whenever feasible.

- Students using the bus for transportation will be asked to enter the school one at a time and they should maintain 6 feet distance to the best of their ability.
- The school railing leading to the entrance of the school will be marked off by 6 feet distance in order to have a spot for each student as they leave the bus and wait to be escorted by the teacher to enter the school.
- Students will be required to wear masks as they enter the school building.
- Parents dropping off their children will be asked to use the back entrance. Staff will be stationed by the back entrance to monitor students as they enter the building and ensure all safety measures are being followed. Parents will be required to drop off their children and will not be allowed inside the school building during arrival and dismissal time.
- Staff will be stationed at different entry points to ensure that students are wearing masks and check for any concerning health problems in students.
- Arrival/Dismissal time will vary according to grade to avoid overcrowding of any entrance/exit.

Face Coverings

- All staff, students, parents and any visitors entering the building will be required to wear face coverings at all times, especially when in situations where appropriate social distancing is not possible. Students will be allowed to move face covering during mealtime, instruction and for short breaks. Any area where 6ft distance is not practical, students will be required to wear masks.
- Masks- The school will have disposable masks available for students, parents and teachers in order to ensure that face coverings are accessible at all times.
- Exemptions- Any student or staff that has a medical excuse and cannot wear a mask always will be excused however they must follow social distancing rules.
- Enforcement: School administration or staff will be consistently monitoring that students take face coverings seriously. In instances where reusable masks are left at home, a disposable mask will be provided for the day. Students who repeatedly do not wear a mask on school grounds will be educated on their importance while faculty will work to use restorative practices to encourage students to utilize a mask.
- Social Distancing- Students will be placed in classrooms with proper circulation of air and ventilation. The classrooms will space out all desks to maintain 6 feet distance between students and the teacher. The use of Air filters and air conditioners, and opening of windows will allow for proper circulation of air.

Classroom Structure

- Classrooms used for instruction will follow all social distancing protocols. Student desks will be 6 feet apart, or 4.5 feet if 6 feet is not possible, with space for the teacher to provide instruction in a comfortable manner. The classrooms selected will be able to accommodate 9-13 students which

will allow for some grades to be in session two days a week only and others four days a week to guarantee instruction for all students.

- Teacher/student schedules for in person learning will be adjusted such that it focuses on only the core academic subjects (Math, English, Science, Social Studies, Arabic). Electives and PE will be taught through remote learning only.
- Teachers will be encouraged to use digital instruction as much as possible to limit the number of supplies and books required in the classroom and control the spread of germs.
- Students/Staff will be encouraged to take hand-washing breaks throughout the day, in addition to washing hands before and after eating, as well as before sharing materials. Hand soap and paper towels will be provided at every sink. Hand sanitizer will be in each classroom. We will encourage all parents to purchase hand sanitizers such that students have access to them at all times.
- Teachers will minimize the use of shared items in the classroom, including learning tools, pencils and other items shared in a group setting. If any group activities occur, students shall wear masks.
- Students will remain in the same classroom all day and teachers will be required to move from class to class in order to provide instruction.
- All extracurricular activities and clubs will be done virtually.
- Teachers will utilize in person learning to teach concepts that are difficult for students to work on remotely and use the time to teach new material as required by the curriculum.

Meal time:

- Administrators/teachers will go over all protocols students need to comply with during breakfast and lunch time.
- Administrators/Teachers will educate students and post signs on proper procedures to follow while eating and disposal of trash procedures.
- Students will be provided with breakfast and lunch in the classroom. Students will eat in the classroom.
- Lunch schedules will be modified to ensure social distancing.
- Students will be required to wash their hands before and after eating. Students will be instructed to wash their hands two at a time to comply with social distancing.
- Students will not be allowed to pass or share any items, including food, with other students.
- Teachers and staff will facilitate lunch and breakfast procedures.

- Custodial staff will create a schedule to clean tables and classrooms throughout the day.. Custodians will establish sanitation procedures to clean and disinfect tables, chairs, and other frequently touched hard surfaces between groups of students.
- Students will be reminded that the expectation is to wear face covering up to the point of beginning their meal and immediately upon finishing the face cover will be put back on.

Transportation

- School administration along with the bus driver will establish seating charts in order to ensure social distancing.
- There will only be one student allowed in each seat on the bus.
- Students will be socially distanced as much as the physical capacity of the bus allows.
- Hand sanitizer stations will be on each bus, and students will be encouraged to use it upon entry and exit.
- Students will also wear masks while maintaining social distance.
- Bus drivers will have disposable masks to hand out to students in the event a student does not have his or her mask.
- Ventilation will be incorporated into the bus along with air conditioning systems.
- Bus cleanings will be required every day and if possible twice a day

Access Control

- All visitors will always be required to wear a face mask
- All visitors will be encouraged to set an appointment prior to their visit
- Administrators will prioritize meetings over the phone or virtually to avoid in person meetings
- The entrance will be mapped out with 6 feet marks for visitors to stand and wait on. Only one visitor at a time will be allowed in the main or administrator office.
- School administration will establish a wait line system for offices and visitors where inadequate barrier systems might exist. This system should be limited to 2-3 people at a time with socially distancing strictly enforced.

Sanitation Cleaning and Disinfecting Protocols

- All areas in the school will be cleaned and sanitized on a daily basis.

- Custodial shifts will be arranged throughout the day in order to ensure deep cleaning. Day custodial shifts will be expected to sanitize and clean all classrooms and traffic areas throughout the day to ensure consistent disinfectant practices.
- Custodial staff will wear face masks and gloves as much as possible. Provide appropriate gear for cleaning to staff.
- All staff and students will be provided with guidelines on how to work together to keep the school clean at all times.
- Hand sanitizers and disinfectant sprays will be made readily available to all staff and students to maintain cleaning of all areas.
- Night custodial shifts will be required to clean all areas, sanitize and disinfect such that all classrooms, restrooms, offices and hallways are ready to use for the next day.
- Cleaning will be focused on high-touch surfaces and objects vary by location. Examples include doorknobs, light switches, handrails, kitchen appliances, countertops, drawer handles, tables, sinks, faucet and toilet handles, drinking fountains, elevator buttons, push and pull plates on doors, phones, keys and remote controls.
- Clean surfaces with soap or detergent and water (or a cleaning product) first to remove visible dirt and grime. Disinfectants are most effective on clean surfaces and objects.
- Alcohol-based Hand-Rub Dispensers will be placed in each classroom and hallways.

Prekindergarten

Prekindergarten program will follow all guidelines set forth by the New York State Department of Health when planning for 2020-2021 Prekindergarten programming. The following health and safety guidance that will be also be considered:

- Family style eating will not be practiced, due to health and safety requirements.
- Since our classroom does not have an interior bathroom, an adult will accompany each child to and from the bathroom outside the classroom and ensure that proper handwashing protocols are followed.
- Napping materials will be sanitized daily, to the extent that its practicable.
- Center-based and small group learning is a critical component of a Prekindergarten instructional program. Our School will:

- avoid centers that include multiple students using it at one time, such as water/sand tables, sensory table, dramatic play etc.
- students will have individual sets of materials to avoid sharing of common items; and we will follow proper sanitation guidelines from the Department of Health after children have been at a learning center or in small groups.

Gatherings in school

- All indoor gatherings in school will be limited to 20-30 individuals in any designated area depending upon space.
- All gatherings must follow social distancing protocols and all individuals present must have face covering on at all times.
- Whenever possible any meeting that requires the presence of more than 15 members will occur virtually.
- Staff meetings will occur at different times with different groups of staff members to avoid one large group at one time.
- Whenever possible, preference will be given to virtual meetings with any given party.
- Parent/Teacher conferences will be conducted virtually.

Screenings

We will do the following daily:

- Prior to entering the school building all staff/parents/students will be asked to do a self-evaluation. Parents will be asked to look for the following signs and not send their child to school if one of these is visible:
- Have you experienced any of these symptoms, not associated with previously diagnosed conditions, in the past 72 hours:
 - ~ **Fever greater than 100.4F/chills**
 - ~ **Cough/shortness of breath**
 - ~ **New loss of taste or smell**
 - ~ **Nausea/vomiting/diarrhea**
- In the last 14 days, have you:
 - ~ Been in close contact with anyone who has been diagnosed with COVID-19
 - ~ Been placed on quarantine for possible contact with COVID-19
 - ~ Traveled abroad to an area of the country where it is recommended that you self-quarantine
 - ~ Have a COVID-19 test pending
- If a student/parent/staff member answers yes to any of the above, we will ask them to stay home and only return either with a doctor's note or after 14 days of quarantine.

- Office staff will check all students' temperatures on a daily basis upon entering the building. Any student with a temperature above 100 will be placed in a separate classroom and their parents will be immediately notified to pick up their child.
- Any child exhibiting any symptoms related to Covid 19 will be isolated and sent home. Teachers will be trained to monitor students for Covid related symptoms.
- Records will be kept on every student that is sent home due to symptoms related to Covid 19. Students will only be allowed to return to school once they are cleared by a doctor or they have spent 72 hours with no symptoms.
- Vulnerable populations- If a staff member or student has underlying health issues we will accommodate accordingly.
- **Attendance**
 - Teachers will collect and report daily teacher/student engagement or attendance for Prekindergarten through 12th grade, regardless of the instructional setting.
 - Attendance will be taken for every period of class not only homeroom.

Mental Health, Behavioral, and Emotional Support Services and Programs-

- We will provide ongoing support to our students through reinforcing a positive culture during remote and hybrid learning. We will have sessions for students to attend online such that they can discuss with a on site counselor their emotions and create more mental awareness. Teachers will also have advisory once in two weeks to work with some of the concerns students are facing. All stakeholders will work to use the data collected to help develop plans to address the areas of concern.
 - Award systems will be in place to encourage students.
 - Online competitions will take place to help students in their skill building

Teaching and Learning

- **The school will provide 180 days, or the equivalent, of instruction to their students. Instructional days shall be counted for programs that are delivered in person, remotely, or in a hybrid model.**
- **Hybrid model- Students will be provided instruction in person 2X a week and remotely 3X a week.**
- **Students that selected only remote learning will attend the live sessions from home. Expectations for in school and remote learning will be the same.**

- **Classrooms have been selected such that social distancing can occur and no more than 14 students will be in any given room.**
- **Google Classroom: Teachers must use google classroom for each of their classes. All assignments from teachers, assignment submissions from students, and lesson plans must be exchanged via Google Classroom.**
 - **All teachers are required to conduct Zoom sessions everyday to increase student engagement.**

Classes will run on a 40 minute block schedule and students learning remotely will be expected to logon to their classrooms using zoom.

Classes will be live streamed for students that are viewing from home.

- **Hallways:** All students must walk on the right side of hallways to prevent close contact. There will be markers on the walls/floors to make it easier for the children
- **Stairs:** Rear stairs are only for going up while the stairs near the office and the side stairs are only for going down.
- **Separate Entrances:** Once classrooms are determined, students whose classrooms are near the front of the school must enter via the front and vice versa.
- **Dismissal:** Students do not leave their class and enter the yard to wait for their parents.
- **Water/Bathroom Breaks:** Teacher must check the hallway first to ensure that it's empty. If empty, the child can proceed to drink water/go to the bathroom. If the bathroom has two students in it, the child must return to class and wait.
- **Hybrid to Remote:** Students who would like to transition from hybrid to remote can do so within a day's notice.
- **Remote to Hybrid:** Students who would like to transition from remote to hybrid must do so before the 1st of any given month. Then, by the 7th of any given month, all parents who requested hybrid learning will be integrated into the classrooms.

Protocols for Remote Learning

- **All students are expected to login to the zoom link provided by the teacher at the assigned time of class.**
- **Students' remote learning times will be the same as school timing. Teachers will provide login links and each subject class is expected to run live for 30-40 minutes.**
- **Students are expected to attend their sessions online on time and prepared with supplies that are required for class.**
- **Students must be attentive in class and stay away from all distractions.**
- **Failure to follow instructions will lead to disciplinary action.**
- **All students are expected to complete all classwork and homework assignments.**
- **Students will receive grades for at least two assignments each week.**
- **It is the responsibility of the student to stay on task and complete all assignments.**
- **Actively participate in class discussions.**
- **While class is in session students are required to be on task.**
- **During class students should not be distracting, talking or searching the net.**
- **Students will be provided live instruction 5 days a week.**

- **Protocols for Hybrid Learning**

- **Students will learn twice a week in person and three days remotely**
- **Students are expected to come to school on the days assigned on time twice a week.**
- **When students are in school they are required to wear masks and follow all social distancing protocols.**
- **Students are expected to give their undivided attention to the class in session during in school session days and remote days.**
- **Students will be provided live instruction 4 days a week and once a week teachers will provide students with assignments to complete by themselves.**
- **It is the responsibility of the student to stay on task and complete all assignments.**
- **Actively participate in class discussions.**
- **Failure to follow instructions will lead to disciplinary action.**
- **While class is in session students are required to be on task.**
- **During class students should not be distracting, talking or searching the net.**

Testing Positive for Covid-19 Protocols

- **Communication:** Upon notification of a positive result, a parent or employee will notify their principal and the covid crisis coordinator.
- **Covid crisis coordinator (Assistant principal)** will be assigned at school to relay all information to all stakeholders regarding the steps to take once someone in the building is tested positive for Covid.
- **If an employee or student tests positive for Covid 19,** the individual will not be allowed to re enter school grounds unless they have been cleared by a health professional and quarantined for 14 days. Individuals should follow the recommendations of their healthcare provider for isolation protocol.
- **If a student or teacher is tested positive for Covid,** the school will be closed for 1 to 2 days and instructions on how to move forward will be provided by school administration.
- **Any student that displays signs of Covid** will be sent to the office and they will sit in a designated area until they are picked up by their parents. The parents will be handed instructions on signs to watch out for and instructions will be provided to the family explaining the need for the child to be seen by a health care provider.
- **If an employee/student tests positive for COVID-19** it is essential that all possible areas of contact should be cleaned and disinfected, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards. Follow cleaning and disinfection. Impacted individuals will be notified.
- **If a person is not diagnosed by a healthcare provider (physician, nurse practitioner, or physician assistant) with COVID-19** they can return to school:

Once there is no fever, without the use of fever reducing medicines, and they have felt well for 24 hours

- If they have been diagnosed with another condition and have a healthcare provider written note stating they are clear to return to school.

If a person is diagnosed with COVID-19 by a healthcare provider based on a test or their symptoms or does not get a COVID-19 test but has had symptoms, they should not be at school and should stay at home until:

- It has been at least 14 days since the individual first had symptoms;
- It has been at least three days since the individual has had a fever (without using fever reducing medicine)
- It has been at least three days since the individual's symptoms improved, including cough and shortness of breath.
- If a teacher feels they have any symptom related to Covid they must inform administration immediately. Teachers should stay home and provide instruction to the best of their ability from home if they are in the condition to. Teachers must monitor their symptoms and not return to work unless they are cleared by a doctor. If a teacher has a fever they must take the Covid test and only return to work after 14 days of Quarantine.

General Safety of School

The school will follow all guidance related to health and safety. This will include meeting social distancing requirements and cleaning frequently touched spaces regularly to prevent spread of infection. We will follow the NYSED Reopening Guidance.

Fire Code Compliance

In case of emergency all protocols for fire safety and lockdowns will be followed.

The school will conduct standard operations and procedures to the best of their abilities without deviating from current requirements.

Fire (evacuation) Drills and Lockdown Drills will comply with plans as outlined by the fire department and will comply with social distancing rules.

The school building will comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC), except as specified in 19 NYCRR 1221.2(d).

Emergency Drills

We shall conduct standard operations and procedures to the best of our abilities without deviating from current requirements. Fire (evacuation) Drills and Lockdown Drills will be conducted regularly.