



# The Huda Academy

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Where Guidance Promotes Excellence

## The Huda Academy Reopening Safety Guidelines

*in accordance with the CDC, ADH, DHS, LRSD  
and Arkansas Department of Education guidelines*

### RE-OPENING 2020-2021

Assalamu Alaikum Dear Respected Huda Academy Family. The intention of this document is to provide information and planning around Huda's school reopening for the 2020-2021 school calendar. **The Huda Academy Task Force is preparing to offer in-person and virtual learning options for reopening; families will have the choice of in-person or virtual learning for each of their children.**

Onsite instruction is in the best interest of our students because students learn best when they are engaged in lessons and interacting with their classmates. Onsite instruction also allows the Huda Academy staff to properly cater to the social and emotional wellbeing of our students who have been greatly impacted by the prolonged social isolation due to COVID-19.

However, we understand the need to prioritize the safety and health of our students while also working to ensure the highest possible quality of education. Therefore, the reopening for in-person instruction will not take place unless: **(1) all policies, procedures, and physical location have been meticulously examined and adapted as necessary to keep our students and staff safe; (2) full compliance of government and public health guidelines and restrictions is practiced, and (3) vital feedback is received from parents/guardians that supports reopening for onsite instruction.**

Our plans for in-person instruction focus heavily on the guidelines and protocols set by the *CDC, ADH, DHS, LRSD and Arkansas Department of Education* as it relates to **preventive health measures, social distancing strategies, class size and ratio requirements, drop-off and pick-up procedures, staff and student screening, cleaning and disinfecting measures, and healthy hygiene.** We are fully aware of all of the challenges that we are facing in our current situation, but we are optimistic that we will be able to open safely for in-person instruction.

Our teachers and staff will receive the necessary training in policies, protocols, and expectations to keep our students and staff safe. Students will also receive proper guidance, training, and expectations regarding the new safety and health guidelines.

We are actively monitoring federal and state public health guidelines and communicating with other schools to better navigate these new challenges in student safety and risk management. Rest assured that we are working diligently to ensure that we deliver on the mission and vision of The Huda Academy and we are confident that the way we responded to this crisis to date has given our parents/guardians confidence in our capacity and expertise as a school board and administration.

#### **HOME SCREENING:**

##### *Taking Temperature at Home*

Parents/guardians are highly encouraged to take their child's temperature daily before coming to school. The Huda Academy will require all parents/guardians to keep their child home when they are sick. Staff will also be required to stay home when they feel sick.

##### *Prescreening Exposure Survey*

Parents/guardians will be required to complete a pre-screening exposure survey on daily basis. This daily pre-screening exposure survey will provide information if the child or any of the child's household members have been exposed to COVID-19 or considered to be at-risk prior to returning to school at the beginning of the week.

This will allow administration to track this data and to be notified prior to the start of the school day. This process will help in identifying students who should not attend school. However, the school will still equip itself to measure temperatures for any student or staff member prior to entering the school facility.

#### **DROP-OFF/PICK-UP PROCEDURES**

##### *Entering the Building*

Drop-off will begin at 7:30 a.m. to allow ample time for the screening of all students and staff members. **All students and staff must enter the school facility through the school's main entrance.** Other entrances to the school facility will not be accessible. Hand hygiene stations will be set up at the entrance of the school so that students and staff can clean their hands before they enter. Staff and Students will have their masks on before they exit their cars.

Parents/guardians or designated persons for drop-off will not be permitted to enter the school during drop-off times. **Parents/guardians or designated persons for drop-off must drop-off their child in the drive-thru lane.** Students must wear masks and form lines outside of the school standing six feet apart until they are allowed to enter the school facility. However, family members that commute to school in the same vehicle can stand together in clusters and should wear masks.

**For all students that walk to school, they must form lines outside of the school to enter from the main entrance.** Students must stand six feet apart until they are allowed to enter the school facility. However, family members that walk to school together can stand together in clusters and taking the necessary precaution respecting distance from other children or families. Hugging or shaking hands is strictly prohibited.

**In-person visits will be limited to only those essential to school operations.** Parents/guardians are highly encouraged to contact the school by phone or email. Any parents/guardians that are permitted to visit the school for official business must follow the preventive measures and safety requirements of the school. And will meet only in designated area away from the students.

#### *Screening Upon Arrival*

Staff members on duty will greet students outside the school facility as they arrive while maintaining the recommended distance. These staff members will make a visual inspection of the students for any signs of illness and direct students into the school facility for temperature screening. Social distancing will be observed during temperature screenings to minimize exposure due to close contact to a child who has symptoms or even those who are symptomatic during screening.

Designated staff members will conduct temperature screening of each student while wearing the proper Personal Protection Equipment (PPE). Non-contact thermometers will be used to check the temperature of each student. **Any student who has a fever of 100.4 degrees or above or other signs of illness will not be admitted to the school facility.**

#### *Dismissal Procedures*

Dismissal pick-up procedures will be staggered to limit direct contact and to observe social distancing protocols. **All students will remain in their last period classrooms while observing social distancing until their names are called for dismissal.** Parents/guardians or designated persons for pick-up will not be permitted to enter the school during pick-up times. All students that walk home must leave the school premises immediately when they are dismissed.

**Parents/guardians or designated persons for pick-up must pick-up their child in the drive-thru lane.** Curbside pick-up is highly discouraged except for parents/guardians or designated persons for pick-up that walk their child to school.

**Aftercare services for students will not be provided.** Parents/guardians or designated pick-up persons must pick up their child on-time in the drive-thru lane.

#### **PREVENTIVE HEALTH MEASURES**

Teachers, staff, and administration will implement several strategies to support healthy hygiene behaviors and maintain a healthy and safe environment throughout the school day.

The school will provide an adequate stock of sanitation and disinfectant supplies onsite including soap, hand sanitizer, disinfectant wipes, and an emergency supply of disposable gloves and fabric masks. However, students are required to bring their own supply of personal hand sanitizer and personal tissue paper.

### *Personal Protection Equipment (PPE)*

**All students and staff members must wear at least a school fabric face mask on school premises.** Students and staff may choose to wear a face shield in addition to wearing a face mask. However, Preschool and lower elementary students who are unable to adjust or remove face masks or any students that have medical conditions that prevent them from wearing a face mask are not required to wear a face mask, but they must at least wear a face shield on school premises. **There will be activities throughout the school that will require students to wear disposable gloves in order to participate in these activities, including recess and physical education.**

### *Healthy Hand Hygiene*

**All students and staff should wash hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizers with at least 60% alcohol/70% Isopropyl alcohol.** Teachers and staff will reinforce students' hand hygiene throughout the school day and in between classroom activities.

Preschool and Lower elementary teachers will supervise students when they use hand sanitizer to prevent ingestion and assist students with handwashing.

Teachers and staff will also reinforce students to cover coughs and sneezes with a tissue, and if not available, covered in their elbows. Used tissues should be thrown in the trash and students must wash hands immediately with soap and water for at least 20 seconds or use alcohol-based hand sanitizers with at least 60% alcohol/70% Isopropyl alcohol.

### *Shared Objects*

Students will be required to keep their personal items separated from others. **Students will not be permitted to share any supplies, materials, and electronic devices that are difficult to clean or disinfect.** Teachers and staff will ensure adequate supplies, materials, and equipment are available to minimize sharing of high touch items or limit use of supplies, materials, and equipment by one group of students at a time and clean and disinfect between use.

### *Water Fountains*

**Students should bring their own water bottles to minimize the use and touching of water fountains. (Extra bottles will be available if needed)**

### *Bathrooms*

The office manager will routinely clean all bathrooms on the school premises. **All bathrooms will have cleaning supplies and disinfecting spray at all times to clean the sinks and toilets between use.**

## **SOCIAL DISTANCING STRATEGIES**

### *Class Size and Ratios*

**Class sizes and teacher-student ratios will be adjusted for onsite instruction to adhere to the guidelines for social distancing.** The administration will ensure that student and staff grouping are as static as possible by forming cohorts that will limit mixing between groups as

much as possible. Each cohort of students will remain together for classroom instruction and recreational and communal activities. Additionally, students will remain in the same classroom throughout the school day for classroom instruction while teachers rotate between classrooms.

Classroom layouts will be modified in order to accommodate these new teacher-student ratios. Physical guides will be provided, such as tape on the floors and signs on the wall, to ensure that students are practicing social distancing. Student seating/desks will be spaced six feet apart when feasible. Additionally, student seating/desks will face in the same direction rather than facing each other or students will sit on only one side of tables spaced apart.

### *Communal Spaces*

- Morning Assembly
  - **Upon arrival, all students are required to go directly to their designated classrooms.** Morning Assembly will not be conducted in the normal communal spaces (Gym); rather, Morning Assembly will be conducted over the school Public Address (PA) system. Selected students will lead the morning supplications and announcements over the PA system.
- Hallway Access
  - Students will have limited access to the hallways. Staff members will be placed as hallway monitors on a rotating basis to enforce social distancing while students are in the hallway. Staff members on duty will enforce that up to two persons enter the bathroom at a time.
- Locker Usage
  - The use of lockers will be eliminated to reduce the need for hallway use in multiple areas of the school facility. However, teachers will ensure that students are not bringing to school and carrying home an unreasonable number of books.
- Lunchtime
  - **All students will eat lunch with their cohorts in their designated classrooms or utilize outdoor space when possible.** All students are required to bring their own snacks and lunch as well as their own utensils and dishes. Disposable items will be available for emergency situations to prevent students from sharing utensils and/or dishes.
  - Teachers and staff will ensure that students wear gloves when handling non-disposable food service items and properly sanitize these items between usage. Students will be required to wash their hands after removing their gloves or after directly handling used food service items.
  - Before and after lunch or snacks, all students will be required to wash hands immediately with soap and water for at least 20 seconds or use alcohol-based hand sanitizers with at least 60% alcohol/70% Isopropyl alcohol.
- Playground
  - The use of the school playground will be restricted and limited to staggered use by small cohorts of students. Social distancing will be enforced as much as possible on the playground for risk mitigation. **Students will be required to wear**

**disposable gloves while using the playground.** All playground equipment will be disinfected between use. Upon leaving the playground, all students will be required to wash hands immediately with soap and water for at least 20 seconds or use alcohol-based hand sanitizers with at least 60% alcohol/70% Isopropyl alcohol.

- Prayer
  - All students are required to bring a personal prayer rug/mat in a plastic bag to perform prayer in their personal spaces. Students will be praying Dhuhr in the gym and Jummah prayer in the ICLR mosque.
  - Social distancing will be enforced to ensure that students are not physically touching and that they are at least six feet apart.

### *Emergency Management*

Schools are required by law to conduct a certain amount of emergency drills throughout the school year. The reality is that emergency situations can occur at any time during the school day. Therefore, The Huda Academy must continue to practice these drills so that students and staff are prepared to respond in case an emergency arises. However, preventive measures will be taken to ensure the health and safety of our students and staff by following the guidelines and protocols of social distancing as much as possible.

### *Physical Education*

The CDC has established guidelines for athletic and sport programs. The Huda Academy will strictly follow these guidelines for our physical education activities in order to keep our students safe and healthy. There are a number of actions that the school will take to minimize any risks as much as possible. Below, you will find a summary of actions that The Huda Academy will be taking:

- Reducing physical closeness or contact between students by allowing them to focus on building individual skills and preventing unnecessary physical contact, such as high-fives, handshakes, fist bumps, and hugs.
- Limiting the sharing of equipment by providing extra equipment to minimize the need to share and/or encouraging students to bring their own equipment.
- Promoting healthy hygiene practices such as providing hand sanitizer before and after activities.
- Intensifying cleaning and disinfection of frequently touched surfaces and daily shared facilities and equipment between uses.
- Using disposable gloves if using the same balls or equipment.

## **CLEANING AND DISINFECTING**

The Huda Academy staff will be working with the office manager to intensify the cleaning and disinfection efforts of the school facility. The office manager will routinely clean,

sanitize, and disinfect surfaces and objects that are frequently touched during the school day including but not limited to: playground, bathrooms, doorknobs, and light switches.

All commonly used surfaces in the classroom such as keyboards, desks, chairs, doorknob, light switch, classroom sink handle, countertop, and remote controls will be wiped down before and after use with disposable wipes.

### **ISOLATING A SICK CHILD**

Procedures have been established to ensure that both students and staff who are sick or become sick while in the facility are sent home as soon as possible. **Students and staff that become sick on site will be separated from students and staff until they can be sent home. Both sick students and staff will not be able to return to the school facility until they have met the criteria to discontinue home isolation.**

The Huda Academy will have an isolation room or area that will be used to isolate a sick student. If a sick student has been isolated, then the isolation room and surfaces will be cleaned and disinfected after the sick student has gone home.

**If COVID-19 symptoms are confirmed in a student or staff member then the school administration will take the following measurements:**

- Close off areas used by the person who is sick.
- Depending on the contact time there may be more than one person at risk. The virus can be transmitted through sneezing, coughing, body fluids, etc.
- Increase air circulation in the areas
- Wait up to 24 hours or as long as possible before cleaning or disinfecting to allow respiratory droplets to settle before cleaning and disinfecting
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas
- If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary
- Continue routine cleaning and disinfection

In accordance with state and local laws and regulations, the school administration must notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA).

### **RETURNING TO SCHOOL**

#### *Returning to School After Contracting COVID-19*

If it is suspected that your child had COVID-19 and experienced symptoms, they may return to school only after all of the following conditions have been met: three days with no fever, respiratory symptoms have improved (e.g. cough, shortness of breath), and ten days have passed since symptoms first appeared.

Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If tested, you can be around others when you have no fever, respiratory symptoms have improved, and you receive two negative test results in a row, at least 24 hours apart.

If you have tested positive for COVID-19, but experienced no symptoms, you can be around others after ten days have passed since testing.

Depending on your healthcare provider's advice and availability of testing, you might get tested to see if you still have COVID-19. If you will be tested, you can be around others after you receive two negative test results in a row, at least 24 hours apart.

It is important to remember that anyone who has close contact with someone with COVID-19 should stay home for 14 days after exposure based on the time it takes to develop illness.