



Al Madina School of Richmond

Return to School Plan 2020/2021

Local Public Health Conditions

a. *Do you consider your community to be one with no or minimal case transmission? If so, what public health metrics or considerations informed your assessment?*

Currently we support a small sector of the Greater Richmond community. Due to the pandemic our enrollment numbers have further decreased. We currently have 84 students enrolled, with that in mind and the current infected population being on the lower end in Chesterfield County. We are following other private schools in the area.

b. *Will your health mitigation strategies vary from the Phase Guidance in any major ways? If so, how? (e.g. no physical distancing on buses; athletic competitions; etc)*

No, we will be implementing health mitigation strategies in order to comply with state regulations.

Planning to Reopen

a. *Establish a COVID-19 team within the school division and a point person at each school facility. Provide names of staff and contact information.*

Due to the small scale of our school our COVID-19 team within the school would be led by our Principal Asma Shahab. The school only has one location therefore we only need one team, which will be made up of the Administration team and the heads of each dept.

- Asma Shahab (Principal)
 - asmashahab@almdinarichmond.org
- Halimah Abdul-Mateen (Administration/Academic Liaison)
 - halimahabdulmateen@almdinarichmond.org
- Hamna Saleem (Administration/ Human Resources)
 - hamnasaleem@almdinarichmond.org
- Wafaa Ben-Said (QAIS Department Lead)
 - wafabensaid@almdinarichmond.org
- Mounira El-Khayat (Hifz Lead)

- MouniraElkhatat@almdinarichmond.org
- Sheikh Tanveer Shahid (Quran/ Hifz)
 - sheikhshahidtanveer@almdinarichmond.org

b. Know the contact information and procedures for reaching the local health department. Provide the name of a specific point of contact and direct contact information for that person.

Reach out to VA department of health liaison to schools, Tracy White, School Health Specialist at VDOE, by email at Tracy.White@doe.virginia.gov, or by telephone at (804) 786-8671 or Joanna Pitts, School Health Specialist at VDH, by email at Joanna.Pitts@vdh.virginia.gov.

c. Plan for health and absenteeism monitoring/approaches. Provide the mechanism/program/process for tracking attendance and interventions, when necessary.

Administration will keep track of Attendance and health monitoring of staff members, through Orbund. If an intervention is needed for Staff, Administration will intervene with follow up phone calls and emails.

Attendance and health monitoring of students will be documented by teachers who will convey information to Administration. Teachers will first reach out to parents of students if attendance is irregular. If teacher/s do not get a favorable response the Administration will reach out to parents after the 3rd offense. Initial health monitoring will occur by staff assigned at the entrance of school, throughout the day the teacher will be responsible for monitoring.

d. Develop, and describe below, a communications strategy that includes:

- 1) *Orientation and training for staff and students specific to new COVID-19 mitigation strategies;*

During teacher training prior to school opening, staff was given new COVID-19 strategies and procedures. A memo was shared with all stakeholders (staff, students, board of directors). Document can be found on our website also.

- 2) *Plans for communication with staff, parents, and students of new policies;*

All communication with staff, parents, and students are through our communication platform Orbund, email and text messaging.

- 3) *Plans for how to communicate an outbreak or positive cases detected at the school.*

During the course of the year if there is an outbreak or a positive case is detected. The claim would be investigated immediately by COVID-19 Team. During this investigation they would investigate how many students and staff members may have been in contact. Administration would send an urgent memo to the entire school. This would be communicated via all modes of communication Orbund, text, and email. If it is a positive case and can be isolated to a singular class the entire class and teacher would have to self quarantine and move to virtual learning

for a two week period. If the investigation shows that the impact was greater or it is an outbreak the entire school would move to virtual learning with staff members providing instruction from home. During the investigation period a deep cleaning of the entire school would be done. The team would also share findings with CCPS school liaison and department of health.

- 4) *Describe the division or school's participation in community response efforts.*

The school's goal is to be able to respond with accurate information as soon as possible through designated modes of communication. Our school has a close working relationship with affiliated places of worship and would be able to utilize their modes of communication with the community also.

- 5) *Prepare your division's student health services. Are you doing the following:*

- a) *Assure provision of medical-grade PPE for health services staff;*

The school will have medical grade PPE on hand if it is needed. Staff and students are encouraged to use PPE that they are more comfortable with. If someone has forgotten it or it becomes compromised the school office will have disposable face masks available. There are gloves and other health related items on hand for emergency situations.

- b) *Assure and maintain typical (non-COVID-19) health services;*

There are gloves and band-aids, ice packs, other health related items on hand for emergency situations always onsite. For all emergencies students and staff rely on front office staff to help with stabilization and communication for health related emergencies.

- 6) *Describe how you will assure the maintenance of routine mental health services.*

If the need arises we will communicate to staff or student families what local mental health resources available to them. Chesterfield Mental Health or local practices, based on urgency and situation.

Promoting Behaviors That Reduce Spread of COVID-19

a. *Create an education/training plan for staff, students and families. Consider COVID-19 prevention education (hand washing, staying home if ill, etc.). Education should be part of staff and student orientations and to be sent to all parties before reopening schools. Does your training and communication to school community members include the promotion of the following?*

a. *Hand hygiene and respiratory etiquette, (Yes)*

b. *Use of cloth face coverings, (Yes)*

c. *Staying home when sick, (Yes)*

d. *Encouraging physical distancing. (Yes)*

b. *Maintain adequate supplies to promote healthy hygiene. (Yes)*

c. *Provide signs and messaging to promote healthy hygiene. (Yes)*

d. *Promote physical distancing. Explain how you will promote physical distancing, including*

the following:

- 1) *Modify layouts of classrooms, communal areas and buses to ensure social distancing is maintained.*
We have separated the desks (there will be limited to no communal seating). Each desk will be spaced 6ft apart. Eliminated students having to move during periods and will have teachers move instead to prevent overcrowding in the hallways. Shortened school day will be implemented.

FULL RETURN TO SCHOOL

- **Scenario 1** Hybrid Learning
[Both On Campus & E-learning]
 - Mon - Thurs On Campus
 - 8:00 - 8:15 Arrival
 - Du'a @ 8:20 - 8:30
 - 8:30 1st of 8 PERIODS
 - Dismissal begins at 2:45 (Post CoVid dismissal time was 3:35)
 - Friday Virtual
 - 4 PERIODS beginning at 8:30 and ending at 11:50
 - Teachers are on campus from 8:15 - 11:50 (delivering instruction from classroom)
 - Students joining via e-learning platform through their Google Suite

The transportation program has been suspended to ensure social distancing.

- 2) *Develop strategies for food/dining services; these should be consistent with plans to optimize physical distancing.*
Students will have lunch in their classrooms at their desks, to ensure proper social distancing measures are adhered to.
- 3) *Limit size of gatherings consistent with Executive Orders and impose strict physical distancing placed during gatherings.*

Due to implementation of the 6 foot social distancing mandates, we will need to limit the student enrollment per classroom.

- Montessori **COVID LIMIT is 15** (post CoVid caps was 24)
 - **KG- 12th Gd COVID LIMIT is now 15**
 - Kg post CoVid enrollment equaled 18
 - 1st - 4th post CoVid enrollment < 13
 - 5th - 6th post CoVid enrollment < 11
 - 7th - 8th post CoVid enrollment < 10
 - 9th - 12th post CoVid enrollment < 5
- 4) *Follow relevant Virginia Phase Guidance[1] for Schools and CDC guidance for recreational sports for school-related sports and other recreational activities.*

Temporarily have suspended extra-curricular activities provided by the school.

Maintaining Healthy Environments and Operations

- a. *Plan for health monitoring of staff and students. Your plan should address the following:
Will health screenings of students or staff take place?
If so, when, where, and by whom?*

Health Screenings will begin right at drop off, a staff member will ask health screening questions and take temperature of students before they exit their car.

- *Parent daily check-ins for temperature checks*
 - In the form of completing and submitting questions via google form daily
 - TODAY, Is your child's temperature less than 100.4?
 - Has anyone in your family been around anyone with CoVid 19?
 - Has anyone in your family been around anyone who is sick?

AND/OR

- Temperature checks from the vehicles as they pull around to a temperature check station where someone will check the student's temperature from the car before they are allowed in the building.

- b. *Hygiene Practices: Are you promoting the following hygiene practices? (Y/N)*

Yes we have incorporated procedures to help with our goal of "Safety First" this year:

- Complete Rehabilitation of bathrooms at the main campus to include "Touch Free" design
 - power flush toilets
 - automatic soap dispensers and faucets
 - automatic paper towel dispensers
- Hand Sanitizing Stations in common areas around the building
- Fresh/easily cleaned paint for hallways and high touch surfaces
- Signage and multiple daily reminders about social distancing

- a. *Create cleaning and disinfection protocols that include frequently touched surfaces; transport vehicles; schedules for increased cleaning, routine cleaning, and disinfection; ensuring adequate cleaning supplies and correct use/storage.*

- Full time janitorial staff for extra cleaning throughout the day according to CDC best practices.
- Each teacher will be responsible for reminding students to clean their desks and wash their hands regularly, multiple times throughout the day
- Students will have their own supply of disinfecting wipes and the school also will have disinfectants on supply in the office.
- Transportation has been suspended

- b. *Provide additional hand sanitizer/handwashing stations.*

- Hand Sanitizing Stations in common areas around the building
- Automatic hand pumps installed in each classroom

c. *Ensure adequate supplies to minimize sharing to the extent possible (e.g. dedicated student supplies, lab equipment, computers, etc).*

Students are always encouraged to have their own supplies (list has been released to families)

School will issue laptops for individual use to limit sharing

c. *Have you ensured ventilation systems operate properly and increase circulation of outdoor air as much as possible?*

Recently air handlers were upgraded in school. Throughout the school most if not all classrooms have working windows. There are fans throughout the school building also.

d. *Have you ensured that water systems are safe to use after a prolonged facility shutdown? Please include water fountains as part of your considerations.*

The water system was evaluated for routine maintenance and repaired as needed. We continue to encourage students and staff to bring bottled water to site.

e. *Do your plans for gatherings, field trips, and volunteer restrictions align with the Executive Order in effect?*

Yes

f. *Have you trained back-up staff to ensure continuity of operations? Please consider both instructional and support positions.*

Yes

Protecting vulnerable individuals (e.g. 65+, underlying health conditions):

a. *What policy options have you created to support those students and staff at higher risk for severe illness to limit their exposure risk (e.g. telework, modified job duties, virtual learning opportunities)?*

Staff was consulted with and those who had concerns were given modified job duties.

For Students:

- **All classes from KG-12 will be available virtually** for any student who can not join on campus due to CoVid 19 illnesses, comfortability or quarantine
- Continue to use the G Suite for Education software that we used previously for LIVE classes (when necessary), Google Classroom activities, teacher chats etc.

b. *Describe flexible sick leave policies and practices that enable faculty, staff and students to stay home or self-isolate when they are sick or have been exposed.*

At this time we have communicated with faculty and students the importance of self isolation and how to identify if one should refrain from coming to school. We have created two tiers for sick leave, the initial tier is to work virtually, the next tier would be sick but unable to join virtually. In both cases students and faculty would have to communicate with administration and teachers. They would be guided on how

to proceed with instruction and/or the ability to have a substitute (in the case of faculty); for students extension in submission of work.

c. *Describe your policies for return to class/work after COVID-19 illness.*

Infectious Disease Preparedness & Response Plan (Emergency Standard) will be implemented and practices followed to allow return to work/class.

Student/Staff members should be symptom free for the latter 3 days during the 10 day quarantine period and should provide the school with 2 negative tests, prior to start day.

Preparing for When Someone Gets Sick

Please describe how your plan addresses the following:

- a. *Separate and isolate those who present with symptoms.*
Symptomatic Student or Staff member to remain in the clinic. Their belongings will be collected by a Staff member collected and put in a plastic bag for transport.
- b. *Facilitate safe transportation of those who are sick to home or healthcare facility.*
Office staff will contact parent or guardian in students case, if it is a staff member the staff members will be asked if they are able to drive otherwise next of kin will be contacted.
- c. *Implement cleansing and disinfection procedures of areas used by sick individuals.*
Janitorial Service will be notified of incidents and areas affected for thorough cleaning and disinfecting of floors surfaces and all high traffic areas. Infectious Disease Preparedness & Response Plan (Emergency Standard) will be implemented.
- d. *Develop a communications plan with the local health department to initiate public health investigation, contact tracing and consultation on next steps.*
Reach out to VA department of health liaison to schools, Tracy White, School Health Specialist at VDOE, by email at Tracy.White@doe.virginia.gov, or by telephone at (804) 786-8671 or Joanna Pitts, School Health Specialist at VDH, by email at Joanna.Pitts@vdh.virginia.gov.

Information for contact given by CCPS liaison Deana Haggerty, deana_haggerty@ccpsnet.net

Planning to close down if necessary, due to severe conditions.

Please describe which if any conditions will trigger:

- a. *A reduction in in-person classes (Isolated case in a class or suspicion of a case in a class)*

- b. *A complete school closure (Outbreak in school or stay at home order enacted)*
- c. *A complete division closure (Not Applicable)*

- **SCENARIOS:
IN THE EVENT OF AN OUTBREAK**

- **Scenario 1 E-learning Model**

- Will follow the on campus schedule
- Teachers will not be on campus from 8:15 - 4:00 (delivering instruction from their home)
- Students joining via e-learning platform through their Google Suite

- **IN THE EVENT OF STAY AT HOME ORDERS BEING ENACTED**

- **Scenario 2** Complete E-Learning Model
 - Will follow the on campus schedule
 - Teachers are on campus from 8:15 - 4:00 (delivering instruction from classroom)**
 - Students joining via e-learning platform through their Google Suite

**Subject to change, teachers may teach from home if mandated or if an outbreak occurs.

10700 Academy Drive Midlothian, VA 23112 (804) 330-4888 Fax# (804) 330-4889
e-mail info@almdinarichmond.org
www.almdinarichmond.org