



ISLAMIC FOUNDATION SCHOOL

SCHOLARSHIP • CHARACTER • SERVICE

Islamic Foundation School Safety Plan Handbook (COVID-19)

Last revised: August 2020

Occupational Safety and Health Act of 1970 “To assure safe and healthful working conditions for working men and women; by authorizing enforcement of the standards developed under the Act; by assisting and encouraging the States in their efforts to assure safe and healthful working conditions; by providing for research, information, education, and training in the field of occupational safety and health.

Table of Contents

Covid-19 Overview and Description

Maintaining Healthy Environments

Maintaining Healthy Operations

Section I: Reducing the risk of spreading illnesses to others

Section II: Definition of IFS Stakeholders

Section III: School Health and Safety

Section IV: Building Access and entry points

Section V: Procedures and time on entering the building

Section VI: In School Procedures

Section VII: Facilities

Section VIII: Nurse Protocol and Guidelines

Section IX: Training Protocol

The Islamic Foundation School Safety Plan handbook guidelines are intended to provide the school and its stakeholders with guidance and policies towards the school operations under the current pandemic environment. As the conditions, current medical landscape, and growing body of knowledge surrounding COVID-19 continue to evolve. This reality presents challenges to planning, preparing, and guiding school operations. **Therefore, this document will be revised accordingly.** The IFS Administration and IFSC will continue to communicate with local authorities and adhere to the most recent and restrictive recommendations from the Centers for Disease Control and Prevention (CDC), ISBE & IDHP guidelines.

In light of this new pandemic environment, IFS understand there are two key factors: 1) the school's ability to maintain a safe and healthy school environment, and 2) the prevalence of COVID-19 in our community. IFS will be constantly evaluating these two key factors as we will most likely fluctuate between the various phases of disease transmission over the coming months.

It is imperative for the school community inclusive of staff, parents, administration, and students work together to prevent the introduction and spread of COVID-19 in the school environment.

The health and wellness of School community members is of the upmost importance to the Islamic Foundation School. Therefore, we will be implementing and promoting behaviors that reduce spread:

- Staying Home when Appropriate
- Hand Hygiene
- Temperature Screening Protocols
- Random temperature screening protocol
- Cloth Face Coverings
- Adequate Supplies
- Signs and Messages- signs will be posted in highly visible locations (e.g., school entrances, restrooms) that promote protective measures

Maintaining Healthy Environments

- Cleaning and Disinfection
- Shared Objects- Discourage sharing of items that are difficult to clean or disinfect.
- Ventilation
- Modified Layouts- space seating/desks at least 6 feet apart when feasible.
- Food Service
- Physical Barriers and Guides- Installation of physical barriers particularly in areas where it is difficult for individuals to remain at least 6 feet apart. Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times. Creation of one-way routes when possible.

Maintaining Healthy Operations

- Protections for Staff and Children at Higher Risk for Severe Illness from COVID-19
- Identifying Small Groups and Keeping Them Together
- Staggered Scheduling
- Having a designated COVID-19 Point of Contact on-site: School nurse
- Communication Systems- Consistent with applicable law and privacy policies, having staff and families self-report to the school if they or their student have symptoms of

COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance HIPPA.

- Leave (Time Off) Policies and Excused Absence Policies
- Back-Up Staffing Plan
- Support Coping and Resilience- Promote employees and students eating healthy, exercising, getting sleep, and finding time to unwind.

Section I: Reducing the risk of spreading illnesses to others

Education

- Staff will undergo rigorous training prior to the start of the 2020-21 school year.
- Students and staff will undergo training on the essentials of social distancing and disinfection.
- Staff will be trained on various blended learning methods of distant learning, in the case that a need arises according to CDC.
- Staff will be trained with social emotional guidance, to provide emotional support to students as they navigate through difficulties.

Communication

- Communication updates will be sent to parents, students, and staff on current school health practices and CDC updates.

Large Scale Events

- All large events, assemblies, and games will be canceled until further notice.
- All field trips and non-essential gatherings will be canceled.
- For club meetings, proper social distancing parameters will be enforced.

Section II: Definition of IFS Stakeholders

- **Administrators:** any staff who supervises any employee at IFS.
- **Frontline staff:** office personnel & school nurse
- **Teaching staff and Aides:** any personnel who is interacting with students.
- **Facilities and maintenance:** any personnel (daytime and evening staff) responsible for maintaining various components of the building.
- **Security:** any personnel responsible for the safety and security of the building.
- **Parent and members of the community:** any parent who has a student and or child(ren)s who are registering, interested in registering and/or have children currently enrolled and attending IFS.
- **Community:** includes any visitors who are not employees of IFS.

Section III: School Health and Safety

If Staff and/or Student is sick

One should not come to the Islamic Foundation School if they are experiencing symptoms of Coronavirus Disease (COVID-19), including fever (100.4° or above), cough, shortness of breath, sore throat, chest tightness, extreme fatigue, loss of sense of taste or smell, diarrhea, muscle aches, or headaches. If these symptoms are experienced, it is asked that staff and students stay home and call their doctor.

Staff and Students will be temperature screened by a Medical Professional or Trained Individual provided that such screening is out of public view to respect privacy and results are kept private.

Any individual exhibiting symptoms or unable to self-certify will be directed to leave the school premises and seek medical attention and applicable testing by their health care provider. They are not to return to the School until cleared by a medical professional.

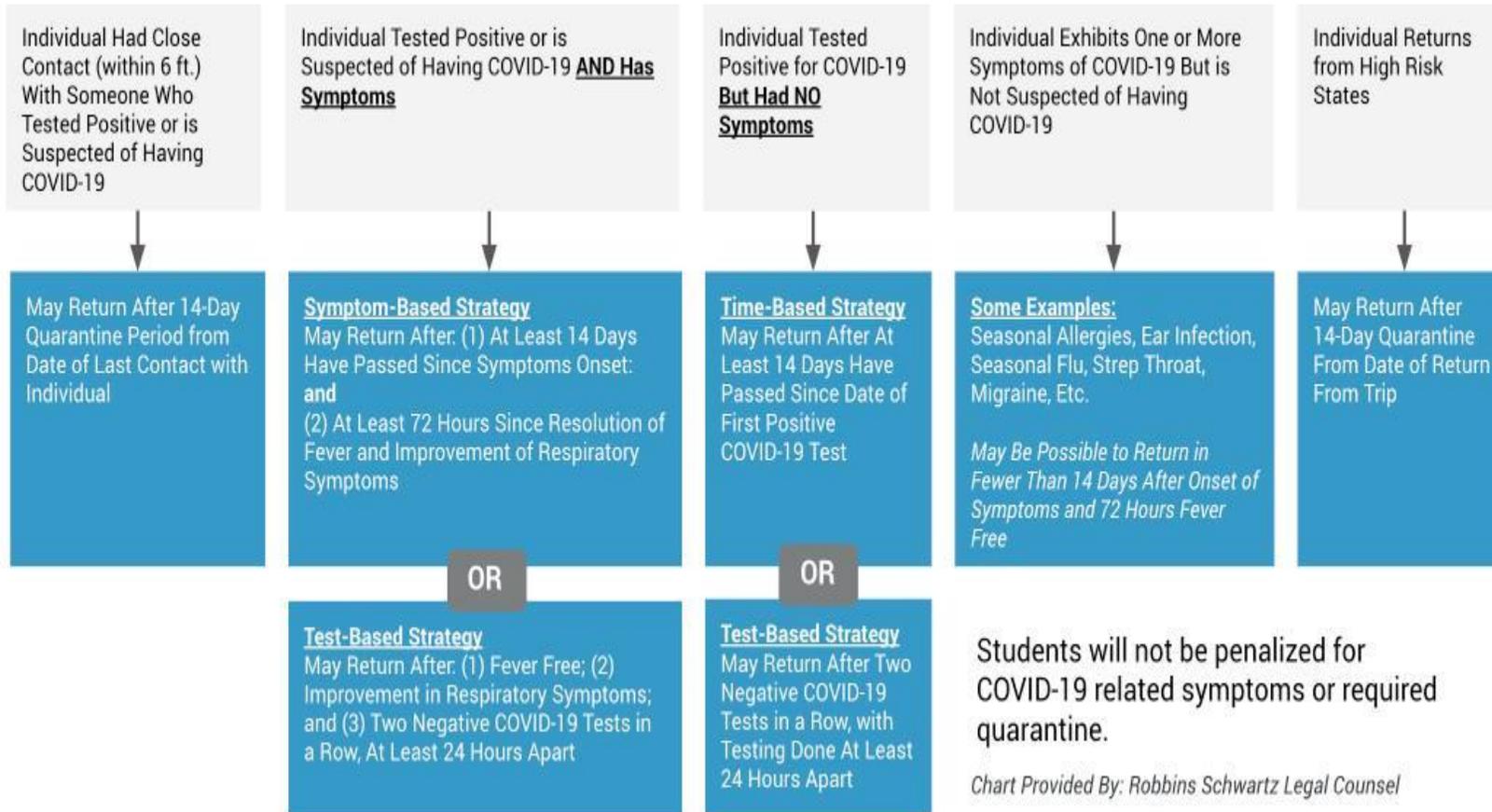
Screening upon Arrival

- Prior to arrival: Inquiries will be sent by administration to parents, requesting they inform the school if their child or any family members experience any symptoms or COVID-19 or other illnesses.
- Upon entering, students will be screened and asked to sanitize and notify the designated staff at the entry points if they are not feeling well.
- Once screening is complete, students will need to go directly to their respective classes.
- Any school visitors must be screened with a temperature check and must hand sanitize before entering the school.

Self- Certification: During the screening process each student and staff will self-certify the following:

- Have no signs of a fever or a measured temperature above 100.4 degrees or greater, a cough or trouble breathing within the past 24 hours.
- Have not had "close contact" with an individual diagnosed with COVID-19. "Close contact" means living in the same household as a person who has tested positive for COVID-19, caring for a person who has tested positive for COVID-19, being within 6 feet of a person who has tested positive for COVID-19 for about 15 minutes, or coming in direct contact with secretions (e.g., sharing utensils, being coughed on) from a person who has tested positive for COVID-19, while that person was symptomatic.
- Have not been asked to self-isolate or quarantine by their doctor or a local public health official.

COVID-19 Response Flow Chart



Practice Social Distancing

Pursuant to Executive Order 2020-32 (Stay at Home Order), Islamic Foundation School will comply, to the greatest extent feasible, with social distancing requirements by:

- Enforcing the maintenance of at least 6 feet of physical separation between staff, students, and parents is taking place.
- Marking with signage or tape 6-foot spacing for staff and students to maintain appropriate distance from one another.
- Provide face coverings to employees, especially when it is not possible to maintain at least 6 feet
- Provide handwashing stations with soap, clean water, and single use paper towels and encourage frequent handwashing for 20 seconds or longer.
- Provide hand sanitizer (with at least 60% alcohol) & sanitizing products for staff and students.
- Regularly clean high-touch surfaces including doorknobs, light switches, shared equipment, toilet handles, sink faucets, and clock in/out areas.
- Throughout the day: Regular and/or random temperature checks for each grade will be employed by the nurse and staff.
- Student and staff will be reminded that if they are feeling sick, they should stay home and call their primary care physicians.
 - If students or staff are call(ed) in sick, the nurse will inquire to find out their symptoms. Depending on the severity of the symptoms, the nurse will ask that the parents schedule an appointment with a physician to confirm the illness is not contagious.
 - Similar steps will be followed if an individual has recently traveled out of state or country.
 - Students and Staff will not be able to return to school without a doctor's note.

Employee Protocol and Guidelines

SOCIAL DISTANCING GUIDELINES AT WORK

	1	Avoid in-person meetings. Use online conferencing, email or the phone when possible, even when people are in the same building.
	2	Unavoidable in-person meetings should be short, in a large meeting room where people can sit at least six feet from each other; avoid shaking hands.
	3	Eliminate unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
	4	Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize. Keep six feet apart when possible.
	5	Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).
	6	Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.
	7	Limit recreational or other leisure classes, meetings, activities, etc., where close contact with others is likely.



Sample Memo: COVID-19 Employee-Screening Procedures

Effective [date], all employees reporting to work will be screened for respiratory symptoms and have their body temperature taken as a precautionary measure to reduce the spread of COVID-19.

Every employee will be screened, including having his or her temperature taken, when reporting to work. Employees should report to [location] upon arrival at work and prior to entering any other areas of Islamic Foundation School property.

Each employee will be screened privately using a touchless forehead/ temporal artery thermometer. The employee's temperature and answers to respiratory symptom questions will be documented, and the record will be maintained as a private medical record.

Time spent waiting for the health screening should be recorded as time worked for nonexempt employees.

An employee who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing symptoms of the virus will be sent home. The employee should monitor his or her symptoms and call a doctor or use telemedicine if concerned about the symptoms.

An employee sent home can return to work when:

- He or she has had no fever for at least 24 hours without taking medication to reduce fever during that time; AND
- Any respiratory symptoms (cough and shortness of breath) have improved; AND
- At least ten (10) days have passed since the symptoms began.

An employee may return to work earlier if a doctor confirms the cause of an employee's fever or other symptoms is not COVID-19 and releases the employee to return to work in writing.

An employee who experiences fever and/or respiratory symptoms while home should not report to work. Instead, the employee should contact his or her immediate supervisor for further direction.

Self-Quarantine, Self-Isolation, and Self-Monitoring Screening Procedure

1. Anyone entering into IFS building will be required to wear personal protective equipment (PPE) throughout the day.
2. All IFS Staff and students are required to complete the COVID-19 screening form in a designated confidential isolated area.
3. Designated check-in personnel review the form and responses and verifies and validates the health and safety check.
4. Designated personnel perform no touch temperature checks.
5. Temperature is verified that is within the guidelines of 100.4
6. Staff and Students will proceed to wash hands/ sanitize at the designated hand washing station.

COVID-19: Employee Screening Questions and Guidelines

This guidance is intended for screening of employee prior to the start of the workday. It is not intended for people confirmed or suspected COVID-19, including persons under investigation.

Ask employees reporting to work the following questions:

Do you have any of the following?

- Fever
 - Employees who have symptoms of acute respiratory illness are recommended to notify their supervisor and stay home until they are free of fever (100.4° F [38.0° C] or greater using an oral thermometer), have signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).
- Shortness of breath (not severe)
- Cough
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Are you ill, or caring for someone who is ill?

- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor.
- If an employee is confirmed to have COVID-19, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA).

In the two weeks before you felt sick, did you:

- Have contact with someone diagnosed with COVID-19?
- Live in or visit a place where COVID-19 is spreading?

Guidance for confirmed or exposed individuals: If you have one or more symptom(s) that may be related to COVID-19 stay home and take care of yourself.

COVID-19 Employee Health-Screening Form

Employee name: _____

Job title: _____

Supervisor's name: _____

Date	Body temperature	Other symptoms? (Y/N)	Screened by

If an employee's body temperature is at or above 100.4 degrees Fahrenheit, the employee must be sent home immediately and the following completed:

Date the employee was sent home: _____ Recorded temperature: _____

Are visible signs/symptoms of illness present? Yes No

An employee sent home with a fever can return to work when:

- He or she has had no fever for at least 24 hours without taking medication to reduce fever during that time; AND
- Any symptoms have improved; AND
- At least ten days have passed since symptoms began.

The employee may return to work earlier if a doctor confirms the cause of the employee's fever or other symptoms is not COVID-19 and provides a written release for the employee to return to work.

Date the employee returned to work: _____

This guidance is intended for:

- People with confirmed or suspected COVID-19, including persons under investigation, who do not need to be hospitalized and who can receive care at home.
- Household members, intimate partners, and caregivers in a non-healthcare setting of a person with symptomatic, laboratory-confirmed COVID-19. If you have confirmed COVID-19 infection, please follow the guidance below until you are directed to return to your normal activities.

If you are being evaluated for COVID-19, you should follow the prevention steps until your healthcare provider informs you of your test result.

Cleaning and disinfecting while in the home is extremely important for individuals in Home Isolation/Quarantine guidance.

Prevention steps for people with confirmed or suspected COVID-19:**Stay home**

- Stay at home except to get medical care. Do not go to work, school, or public areas, and do not use public transportation or taxis.

Separate yourself from other people in your home

- As much as possible, you should stay in a different room from other people in your home. You should also use a separate bathroom, if available.

Wear a facemask

- Wear a facemask when you are in the same room with other people and when you visit a healthcare provider. If you cannot wear a facemask, the people who live with you should wear one while they are in the same room with you. Cover your coughs and sneezes
- Cover your mouth and nose with a tissue (or into your upper sleeve) when you cough or sneeze. Dispose of used tissues in a lined trash can, and immediately wash your hands with soap and water for at least 20 seconds (or use alcohol-based hand sanitizer).

Wash your hands

- Wash your hands often and thoroughly with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer if soap and water are not available and if your hands are not visibly dirty. Avoid touching your eyes, nose, and mouth with unwashed hands.

Avoid sharing household items

- You should not share dishes, drinking glasses, cups, eating utensils, towels, bedding, or other items with other people in your home. After using these items, you should wash them thoroughly with soap and water. Monitor yourself for severe symptoms
- Symptoms of COVID-19 are fever, cough, and shortness of breath/difficulty breathing.
- Call your doctor right away if your illness is getting worse, for example if you are having difficulty breathing.
- Before going to your appointment, call the medical provider. This will help the healthcare provider's office take steps to keep other people from getting infected.

- Other symptoms can include a combination of two or more of the following: chills, repeated shaking, muscle pain, headache, sore throat, and loss of taste or smell. If you develop symptoms, follow the prevention steps described above, and call your healthcare provider as soon as possible.

Recommended precautions for household members/others that may have close contact with people with confirmed or suspected COVID-19:

If you had close contact with someone who is a confirmed COVID-19 case, you should:

- Monitor your health starting from the last day you had contact with the person and continue for 14 days.
- Watch for these signs and symptoms: * Fever (100.4° F or greater). Take your temperature twice a day. * Cough * Shortness of breath
- Household members should stay in another room or be separated from the patient as much as possible. Household members should use a separate bedroom and bathroom, if available.
- Prohibit visitors who do not have an essential need to be in the home.
- Household members should care for any pets in the home and restrict pets from access to the patient as much as possible.
- Make sure that shared spaces in the home have good air flow, such as by an air conditioner or an opened window, weather permitting.
- Perform hand hygiene frequently. Wash your hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer (that contains at least 60% alcohol).
- Avoid touching your eyes, nose, and mouth with unwashed hands. If you are taking care of a family member who has tested positive for COVID-19:
- Make sure that you understand and can help the patient follow their healthcare provider’s instructions for medication(s) and care.
- Help the patient with basic needs in the home and provide support for getting groceries, prescriptions, and other personal needs.
- Monitor the patient’s symptoms. If the patient is getting sicker, call his or her healthcare provider and tell them that the patient has laboratory-confirmed COVID-19.
- The patient should wear a facemask when around other people. If the patient is not able to wear a facemask (for example, because it causes trouble breathing), you, as the caregiver, should wear a mask when you are in the same room as the patient.
- Throw out disposable facemasks and gloves after using them. Do not reuse.
- Avoid sharing household items with the patient. You should not share dishes, drinking glasses, cups, eating utensils, towels, bedding, or other items. After the patient uses these items, you should wash them thoroughly (see How to Clean & Disinfect guidance)
- Clean all “high-touch” surfaces, such as counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and bedside tables, every day. Also, clean any surfaces that may have blood, stool, or body fluids on them. (see How to Clean & Disinfect guidance)
- Wash laundry thoroughly (adhering to precautions in Cleaning Guidance)

COVID-19 Employee Self-Certification to Return to Work

I, _____, attest to the following:

I have had no fever for at least 24 hours without taking medication to reduce fever during that time.

Date of last fever of 100.4 degrees or higher: _____

My symptoms have improved.

Date symptoms began improving: _____ (write N/A if no symptoms present)

At least ten days have passed since my fever and/or other symptoms began.

Date fever and/or symptoms began: _____

Employee name: _____

Employee signature: _____

Today's date: _____

Date returned to work: _____

Sample notice of Workplace exposure:

Notice of Workplace Exposure to a Communicable Disease

We have been notified that one of our employees has been diagnosed with the novel coronavirus, also known as COVID-19. As such, employees working at [location] may have been exposed to this virus. According to the Centers for Disease Control and Prevention (CDC), the virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. If you experience symptoms of respiratory illness (fever, coughing or shortness of breath), please inform human resources at [contact information] and contact your health care provider. Islamic Foundation will keep all medical information confidential and will only disclose it on a need-to-know basis.

The Islamic Foundation is taking measures to ensure the safety of our employees during this coronavirus outbreak, including:

[Describe the measures taken, such as disinfecting workspaces, offering telework, etc.]

For more information on COVID-19, including symptoms and treatment, visit the CDC website at www.cdc.gov.

COVID-19: Student Self-Quarantine, Self-Isolation, and Self-Monitoring Screening Procedure

This guidance is intended for screening of students prior to the start of the workday. It is not intended for people confirmed or suspected COVID-19, including persons under investigation.

1. Anyone student entering IFS building will be required to wear personal protective equipment (PPE) throughout the day.
2. All IFS Students will report to work and complete the COVID-19 screening form in a designated confidential isolated area.
3. Designated check-in personnel review the form and responses and verifies and validates the health and safety check.
4. Designated personnel perform no touch temperature checks.
5. Temperature is verified that is within the guidelines of 100.4
6. Students proceeds to wash hands and the designated hand washing station.

Section IV: Building Access and entry points

Staff Entrance

Staff will enter the School building from door 9. They will proceed to the now QAIS office. The school nurse, designated staff member and/or Human Resources will be present and will follow the above said check-in procedures. (Diagram of traffic flow to be attached later)

Elementary Students Entrance

Elementary Students will enter from the old gym door #7. There will be three stations set up, divided by lower, middle and elementary grades. Each station will have designated personnel, school nurse and/ or administrator present to assist with student check in. (Diagram of traffic flow to be attached later)

Middle School Students Entrance

Middle School Students will enter from door # 11. There will be three stations set up, divided by grade levels. Each station will have designated personnel, school nurse and/ or administrator present to assist with student check in. (Diagram of traffic flow to be attached later)

High School Students Entrance

High School Students will enter from door #12. There will be four stations set up, divided by grade levels. Each station will have designated personnel, school nurse and/ or administrator present to assist with student check in. (Diagram of traffic flow to be attached later)

Visitor Entrance

Visitors will enter from the main entrance door # 10. There will be a station set up in the corridor to administer the check in. The station will have designated personnel to assist with student check in. (Diagram of traffic flow to be attached later)

Section V: Procedures and time on entering the building

Layout of traffic flow and details of below

- Where markings and stations
- Staff who will be present
- Materials needed
- Devices needed to fill out the forms

Red = Elementary Drop Off

Yellow = MS/HS Drop Off



2020-2021

Drop Off Protocols and Procedures

- Students enter the building with PPE required coverings and report to designated screening stations.
- Staff will perform temperature and screening procedures.
- Students will then report to their designated classrooms.
- Elementary students will follow traffic map leading to door #5 and exiting as indicated on the map.
- Middle and High school will follow traffic map leading to the designated drop off locations and report to door #11/MS, #12/HS, as indicated on the map and proceed out the southwest exit.
- There will be a 2 lane split for MS/HS at door #11 and #12.
- Parents who have Elementary children along with MS/HS will use the Elementary Drop off plan.

***Students will not be allowed to enter at no point through door #10 during regular drop off hours. Late students will enter door #9 for screening checks. Upon completion and clearance of screenings students will proceed to their designated classrooms and teachers will record attendance.**

Staff and Student Start time

- Teacher Start Time:
 - 7:45am Staff Report to School for temperature check-in at Door 9
- Student Start Time:
 - Drop off begins 8:00 am
 - Elementary: Door 7
 - Middle: Door 11
 - High: Door 12
 - Morning announcements/dua daily at 8:15
 - Start schools at 8:20 am - First period for all school levels

Role and responsibility for Staff

- **Administrators**
 - Monitor drop off and pick up procedures
 - Review temperature and symptoms daily logs
 - Consistently check in with teachers regarding student social-emotional concerns
 - Monitor hallways and classrooms to ensure social distancing is being practiced
- **Frontline staff include office personnel & school nurse**
- **Teaching Staff and Aides**
 - Assist with morning health checks (rotational basis)
 - Consistently check in with teachers regarding student social-emotional concerns
 - Monitor hallways and classrooms to ensure social distancing is being practiced
 - Helping students with hand washing/sanitizing
 - Assist cleaning staff by maintaining disinfecting of doorknobs, desks, light switches, etc.
 - Monitor students during the dismissal process (3:30 – 3:45)
- **Facilities and maintenance**
 - Ensure Facilities is being cleaned and sanitized as scheduled.

Section VI: In School Procedures

Classroom setup to ensure social distancing

- As per CDC and state-wide guidelines, social distancing will be enforced on school grounds.
- Classrooms will be modified, to avoid student-student contact and student-teacher contacts.
- Desks will be spaced out to have 6 feet distance and face the front of classrooms to ensure students are not seated facing one another.
- Students will not be allowed to gather in any common areas, such as lockers. Lockers will not be utilized.

Grade specific accommodations

- Elementary: Students will be seated 6 feet apart and will be frequently required to sanitize and wash their hands.
- Middle and High school: Students will be seated 6 feet apart and will be frequently required to sanitize and wash their hands.
- Transitioning between classes for students will be limited, to limit contact among students.
 - Hand sanitizing is required for any one changing classrooms.

Washroom usage

- Elementary: Students would remain in the classroom and use the in-class washroom one at a time. If there are no bathrooms **in the classes**, students will go to the washroom one at a time never in a group.
- Middle School and High School: students will remain in the classroom and will be allowed to use the washroom one at a time. Students will be asked to sanitize their hands before leaving for and after returning from the bathroom.
- Students must bring their own water bottle to school that may be filled at the drinking fountain.

Prayer accommodations

Will need to be discussed further with administration and resident scholars to maintain social distancing and be in accordance with CDC and Islamic practices

- Elementary, Middle, and High: Prayer will take place in the classroom. Students will pray next to their desks using their own prayer rugs (brought from home).

Lunchtime

- Social distancing must be maintained throughout the lunch
- Disposable lunches must be used, such as one time use brown bags. No leftovers or lunch boxes should be brought to the classes.
- Students should not be sharing lunches or snacks.
- Students will not have access to a microwave.
- Utensils must be brought from home; plastic utensils will not be supplied.
- Milk will not be sold or provided to students at any grade level.
- Handwashing must be done before and after the lunch time.
- Temperature readings should be taken before the start of lunch.
- Student desks will be wiped down by each student immediately after lunch.
- Masks may be removed for the duration of lunch only.

Playground/Outside protocol

- Students will not use the playground equipment during recess, before school or after school.
- Walks should be taken daily, weather permitting, led by homeroom teachers during a break incorporated into class time.

- Teachers may choose to lead classes outdoors. Maximum of 3 classes can be outside at any time, on a reserved basis.

Gym and Recess

- Social distancing must be maintained through all recreational activities.
- Close contact games should be avoided.
- The gym will be set at a capacity where social distancing can be well maintained. Any gatherings or games should be avoided until CDC updates such policies.
- Handwashing must be done before and after both gym and recess.
- Any equipment used in sports must be disinfected.
- Any equipment used outdoors must be cleaned but doesn't need to be disinfected.
- Students will not share equipment.

Lockers and storage areas

- All handles and knobs should be cleaned every day
- All School:
 - Students will not utilize lockers.
 - All books, jackets, and belongings will be hung on the back of each student's chair.
 - Lunches will be placed in desks.
 - Water bottles (no other beverages) must remain on desks.

Assemblies

- All assemblies and announcement for elementary, middle, and high school should proceed via loudspeaker directly to students while they are in classrooms. No large gatherings will be permitted until further notice from CDC.

Nurse's Office

- Before sending students to nurse, teachers must call the nurse to check how many students are with her in the office.
- Social distancing must be maintained at the nurse's office as well.

Dismissal

- Parents may not enter the building to pick up children.
- Students will remain in their classroom, with all belongings, until their ride's arrival is announced.
- The car pickup process will be maintained.
- Students will be picked up at the same door used for morning drop off.

Drills – Waiting on ISBE Guidelines

- Maps for safe school exit and emergency plans will be placed in each classroom.
 - Fire
 - Tornado
 - Lockdown

Staff Lounges

- No more than 4 may gather in the lounge, while maintaining social distancing guidelines.
- Room 109 may be used as a break room.
- Both bathrooms can be used.
- Teachers' lounges will not be in use for gatherings. Teachers will eat in their classrooms with their students.
- Coffee will not be provided
- No microwaves
- All dirtied dishes/drinkware/containers must be rinsed, bagged and removed from the lounge immediately after use
- Wudu protocol: teachers will mop each time, making sure to keep the floor and sink cleaned off after use and then sanitize

Section VII: Facilities

Disinfecting against COVID-19

Prior to Reopening

- Deep cleaning of the entire school will be performed.
- Surfaces that are less likely to be touched will be cleaned with soap and water for items, while higher touch items (tables, light switches, sinks, keyboards) will be cleaned with proper disinfectants daily, such as diluted bleach that is left on surfaces for at least one minute.

CDC Approved disinfectants

- Any school cleaning products will need to be verified on the Environmental Protection Agency's (EPA) website to ensure that they do work against COVID-19.
 - Proper precautions need to be taken while cleaning such as wearing gloves and masks, opening windows for proper ventilation, and ensuring the cleaners are safe for staff.

Cleaning protocol

- In School Hours
 - Doorknobs and light switches
 - Frequently touched surfaces
 - Procedure must be in place for both teacher desks and students' desks. The desks will be sanitized by the cleaning evening crew daily. The teaching staff/admin has to make sure all the surfaces to be sanitized are clear of books or other items. During day, the surfaces to be sanitized by the user (teacher/student) after food serving. Pre School/KG will be supported by daytime cleaning crew.
 - Teachers wipe down their desks daily. Evening cleaning will also do it, if the desks are clear of everything.
 - MS/HS teachers who will be moving from room to room. They need to wipe the teacher desk after the use. Admin to make sure there is sanitizer wipes container on each teacher desk.
 - Washroom Cleaning
 - Daily evening cleaning crew will fill and Sanitize all the washrooms.
 - During day, the day crew will sanitize frequently touched items in the bigger washrooms and check smaller washrooms once.

Facilities setup: maps and markings

- Classroom
 - There is marking on the floor for each user. They are marked six feet apart.
- Traffic flow (markings on floor and posting of posters)
 - In Middle and High school (new building) they are marked going in one way a counterclockwise direction.
- Hallways
 - In Middle School building will be accessible
 - One-way in new building
 - Both ways in Elementary (will be marked and communicated with students and staff)
- Always follow social distancing guidelines
 - Entry points
 - Separate stairwells
 - Entry points for each school level

Facilities PPE procurement

Types of PPE used:

- Rubber cleaning gloves and work gloves
- Goggles

- Apron
- Rubber long shoes/boots
- Welding Glass shield

All cleaning supplies are bought on a monthly basis and inventory is replenished as needed. All supplies are stored in a safe room locked away from student and non-facilities staff.

If need arises to disinfect classrooms, HAZMAT suits for Electrostatic Mist spray will be purchased for facilities staff to wear during the cleaning process.

Facilities staff: Cleaning and Maintenance

- All facilities staff is trained on existing equipment. As new equipment is purchased, training will be done accordingly.
- Cleaning schedule
 - Morning staff: roles/duties defined in details
 - Afternoon staff: roles/duties defined in details

Other considerations

- For frequent handwashing
 - In Elementary we have a washroom in each classroom and a group washroom in hallway.
 - In MS/HS we have enough sinks where handwashing can be safely practiced as the number of students in school will be significantly lower.
- Sanitizer stations with sensors are needed in every corner but we still need more. If still needed, Admin can purchase, and it will be installed.
- Every classroom should have sanitizer bottles/wipes.
- Especially in winter – there will need to be a space for coats, hats, etc.
- Cubbies for elementary must be placed farther apart. Use chair “packs”
- Tapes or markings on floor for the desks, hand railings, washrooms, etc. Already done.
- Air purifiers/filters would be recommended for the classrooms without windows. This was recommended in the past, that windows are installed at the top of the inner classrooms so that they can open to the hallways where we can open windows and bring in that air circulation.

We have HVAC system with proper Merv filtration system and fresh air mixing. The interior rooms in New Building has HVAC, so they are not deprived of air. We do not have sunlight in those rooms. HVAC circulates the air while cooling or heating.

Section VIII: Nurse Protocol and Guidelines

Ensuring that staff and families know that they (staff) or their children (families) should not come to school, and that they should notify school officials if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.

Symptoms impacting consideration for exclusion from school. Staff and students need to recognize the following COVID-19-related symptoms:

- Fever (>100.3) 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
- Diarrhea

Preparing for When Someone Gets Sick – Map of room, location and procedures

Isolate and Transport Those Who are Sick

Once the school nurse is notified the student or staff should be taken to the isolation room to separate anyone who has suspected COVID-19 symptoms. School nurses and other healthcare providers should use standard and transmission-based precautions when caring for sick people (PPE).

A record will be kept of all persons who entered the room and the room will be disinfected several times throughout the day. Strict social distancing is required, and staff must wear appropriate PPE. Students who are ill will be walked out of the building to their parents.

Students who do not display symptoms of COVID-19 can be seen and treated in the nurse's usual office. These would include students who are injured during the school day or students with special health care needs such as those with chronic health conditions (i.e. - diabetes or seizures), those requiring medical treatments (i.e. nebulizers), and those with individual health plans.

Clean and Disinfect

Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting

Notify Health Officials and Close Contacts

Return to School After Exclusion

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC.

Currently those guidelines are:

Untested Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:

- they have not had a fever for at least 72 hours (that is three full days of no fever
- without the use of medicine that reduces fevers); and
- other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since symptoms first appeared. Students and staff will also need in writing a note from their health care provider to return to school.

Tested Positive- Symptomatic Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:

- the individual no longer has a fever (without the use medicine that reduces fevers); and
- other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- at least 10 calendar days have passed since symptoms first appeared: or
- the individual has received two negative tests at least 24 hours apart. Students and staff will also need in writing a note from their health care provider to return to school.

Tested Positive- Asymptomatic Persons who have not had symptoms but test positive for COVID-19 may return when they have gone ten calendar days without symptoms and have been released by a healthcare provider. Students and staff will also need in writing a note from their health care provider to return to school.

Medical Inquiries Federal law typically limits the type of medical inquiries that can be made, but given the nature of the pandemic more leeway has been given to districts/schools in this circumstance to make additional medical inquiries of staff and students than would otherwise be allowed.

- If a parent tells the school that a student is ill, the school may ask the parent whether the student is exhibiting any symptoms of COVID-19.
- If an employee calls in sick or appears ill, the school can inquire as to whether the employee is experiencing any COVID-19 symptoms.
- If a person is obviously ill, the school may make additional inquiries and may exclude the person from school property.

Even without symptoms, if a student or employee has recently had contact with a person with a suspected or confirmed case of COVID-19, has someone in their home being tested for COVID-19, or has recently traveled from somewhere considered to be a “hot spot” by the CDC, the school may exclude the student or employee from the school building and recommend that they self-quarantine for 14 calendar days.

Illinois State Board of Education (ISBE) Reports: Immunizations, vision and hearing screenings and dental information

- **Deadlines**
 - Immunization data: due in November
 - Vision data: due in November
 - Dental data: due in May
- **Screenings**
 - Vision/Hearing done based on the availability of the DuPage County Health Department
- **Reports**
 - Reports will be created and submitted in accordance to the deadlines.
 - Students’ health records will be collected upon the beginning of the academic year for the required grades.
 - Parents will be expected to scan/upload or fax the health information before the first day of school.
 - If anything is missing, the families will be contacted via email and/or phone before the exclusion dates given by ISBE (October 15th).
 - Based on the health documents given/collected, reports will be generated.
- **In School Health Records**

- Based on the information provided by the parents, reports will be created for internal use. Such reports will include pertinent health information, diagnosis, medications, and allergies.
 - Parents will be contacted to fill out an asthma and food allergy action plans by their child's physician.

Materials

- **Face Masks** (subject to change based on CDC/state-wide protocol)
 - Every classroom should have a storage to hold face masks.
 - Every teacher and teaching assistant will need to be equipped with face masks to wear throughout the day.
 - Per current guidelines, students will also need to wear face masks throughout the day.
- **Hand Hygiene**
 - Every classroom should have a storage to hold gloves.
 - Each classroom should always have ample hand sanitizer available and accessible .
 - Students and staff will need to be advised to wash their hands frequently for at least 20 seconds and use sanitizer frequently.
 - Handheld and other electronics must be used after hand washing and be cleaned frequently.
- **Thermometers**
 - Thermometers will be found in the nurse's office.
 - To avoid cross contamination with frequent thermometer use, it is recommended that a no touch, digital thermometer is to be purchased to ensure safe and frequent checks.
 - Each day a class will be chosen at random for temperature checks.
 - If permissible, temperature checks can be done for students upon arrival in school.
 - If teachers/staff notice that a student is exhibiting (or a student themselves complain of) any of the following symptoms: cough, shortness of breath, chills, headache, sore throat, body aches, they must immediately notify the nurse.
 - The student will be seen by the nurse and a temperature check, will be performed, while also checking for other signs.
 - If anything seems alarming, administration will be notified and parents will be contacted to discuss further steps.

Government Health Contacts

- Daily checking of Illinois Department of Public Health and DuPage County Health Department web pages for any announcements and updates.
- Illinois Department of Public Health
 - Call 217-782-3300
- DuPage County Health Department:
 - Call 630-682-7400, extension 7553
- Absenteeism practices will continue as previously followed when reporting to the local health contacts.

Local health officials

- DuPage County Health Department
- Islamic Foundation School is lucky to have many parents who are excellent physicians and resources to ask questions to and take advice from as complex situations arise.

Reporting and monitoring students

- If students have been diagnosed or have had a family member affected, administration and the nurse will need to sit down and determine personalized action plans.
- Such students will only return on a case by case basis after being appropriately quarantined as recommended by the current CDC guidelines.
- Local health officials will be immediately notified upon a positive case confirmation and protocols will be initiated to dismiss students and most of the staff for 2-5 days (until the health department can assess the situation).