



# School Reopening Plan

2020/2021 Term 2: January - March



December 30, 2020

Letter from Sheikh Waleed and Principal Daniyah

Asalaamu Alaikum Parents,

In September, following an overwhelming request from Noon parents, we made the difficult- yet necessary- decision to transition to virtual learning for the entire school. We did this to ensure the health and safety of Noon students, staff and families in the midst of the uncertainty surrounding the COVID-19 pandemic.

As the academic year progressed, we kept on top of news, Ontario Ministry updates and Public health guidelines to help us navigate and be prepared to make changes to our plans according to developments in the situation. On December 16<sup>th</sup>, in light of the rising COVID-19 cases and projected numbers following the winter break, we were informed by the Ministry of Education of the of province wide school closures beginning January 4<sup>th</sup>, 2021.

Pending further Ministry updates, we are continuing efforts to prepare for the eventual return to in-school learning. We have been working hard to create a staggered plan for reopening that would enable us to safety and smoothly transition to in-school learning in January. To ensure the safety of all our staff and students, we have created a five-phase reopening plan, based off successful transition practices implemented by school leaders and recommended by leading health officials. The first three phases involve grades 4-8 staggered return to school. At this time, we do not intend to reinstate classes in school for students from grade 1 - 3, and their instruction will continue to be provided through our online Teams platform during the second term.

Phase I - IV

Duration	Dates (tentative)	Days/week in school learning	Days
3 weeks	4 <sup>th</sup> - 22 <sup>nd</sup> Jan	Online Learning	
2 weeks	25 <sup>th</sup> Jan - 5 <sup>th</sup> Feb	2 days a week	Mon. & Tues.
2 weeks	8 <sup>th</sup> – 19 <sup>th</sup> Feb	3 days a week	Mon., Tues. & Wed.
Remainder of 2 <sup>nd</sup> term	22 <sup>nd</sup> Feb – 12 <sup>th</sup> Mar	4 days a week	Mon., Tue., Wed. & Thur.

The last phase of the reopening involves students from grade 1-3 returning to full day in-school learning. We hope to have grade 1-3 students join in-school learning following the March Break.

Phase V

Duration	Dates (tentative)	In-school learning	Days
Third Term	22 <sup>nd</sup> Mar – 29 <sup>th</sup> Jun	Grades 1 - 8	Mon. – Thur.

We recognize that many of you have sincere concerns about the uncertainty of the situation and the safety surrounding an eventual return to school. We would like to reassure you that we are taking every precaution possible to ensure a smooth transition. At the end of the day, the mental and physical health and development of our students remains a priority.

We look forward to hearing your feedback after you have had the chance to review the following revised school reopening document.

Sincerely,

*Waleed Almakee & Daniyah Flynn*

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## Safety Precautions and Changes

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### Infrastructure Updates

Over the course of the summer and first term of the 2020/2021 school year, Noon Academy made various renovations to provide for better environmental conditions including:

- Renting additional units to increase the square footage of the school
- Expanding smaller classrooms to allow for greater physical distancing and better air circulation
- Updating the buildings ventilation systems for improved airflow and a reduction in recirculated air
- Installing wall mounted fans in each classroom
- Installing no-touch soap dispensers and waste receptacles
- Relocating larger furniture and office items from hallways and common areas to allow for more space and unobstructed movement through the school

### Screening policy and procedure

In order to prevent the spread of COVID-19, students and employees who have signs/symptoms of COVID-19 (according to Ministry of Health and local public health guidance) must stay home and make arrangements to be tested immediately.

1. Each morning, parents must use the symptoms checklist (a copy will be provided) to screen their child(ren) before they bring them to school.
2. On arrival, parents will be asked a series of screening question on behalf of their child(ren) before the student is allowed into the school.

*Please note: changes in the guidelines mean that even in the case of symptoms related to other known causes (e.g. shortness of breath in a child with asthma), students are required to stay home.*

3. According to public health guidelines, should a student have any of the symptoms listed in the checklist, they are required to stay home and isolate for ten days OR until they get tested and receive a negative COVID test result.
4. Siblings and any family members living in the same residence must also self-isolate for 10 days regardless of whether or not they have symptoms.

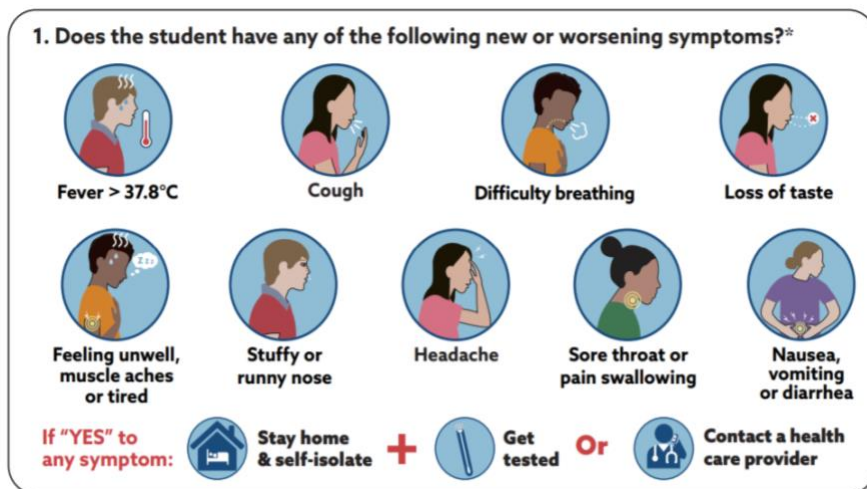


Image 1 – Overview of Symptoms

### *Hand Hygiene Policy and Procedures*

COVID-19 and other respiratory viruses are primarily spread by respiratory droplet transmission. As a result, routine, frequent and proper hand hygiene (soap and water or hand sanitizer) is critical to limit transmission.

1. Students and staff are required to perform hand hygiene upon entering and before exiting the building, after using the washroom, before and after eating, and before and after play/lessons with shared equipment/toys.
2. Hand sanitizer (60-90% USP grade alcohol) will be available upon entry into the school, at all common areas, and within all classrooms.
3. No-touch soap dispensers and waste receptacles have been installed and placed in the washrooms and near all sink areas.
4. All staff and students will be given explicit training on proper handwashing techniques and respiratory etiquette and related clear signage will be posted around the school.
5. A regular schedule for hand hygiene will be in place in each classroom - geared towards specific class dynamics and needs. For practical reasons, the preferred strategy for these extra hand hygiene breaks is hand sanitizer.
6. Students will be verbally reminded throughout the day to avoid touching their face, eyes, nose and mouth.
7. Liquid soap, hand sanitizer, disinfectant sprays, and paper towels will be replenished weekly to ensure the necessary supplies are available to perform hand hygiene frequently. Donations are appreciated.

### *Safe Masking Practices*

While the use of non-medical cloth masks/face coverings (NMMs) in the school setting is a complex issue, the benefit of NMMs remains; they may reduce the transmission of COVID-19 and other respiratory viruses by helping to prevent the respiratory droplets from the wearer from coming into contact with others.

1. All students, teachers and parents are required to wear a face mask when inside the school.
2. While Noon Academy commits to having a reasonable supply of NMMs available within the school, students are required to bring their own masks from home, including 2 spare masks, labeled and securely kept in a Ziplock bag in their classroom.
3. Certain periods in the day (lunch, outdoor breaks, gym, etc) where NMMs can be safely removed, will be worked into the daily schedule to counter the difficulty students and staff may feel with extended NMM wear.

### *Environmental Cleaning Policies*

It is possible that infection can be transmitted by touching contaminated surfaces and then touching one's mouth, nose or eyes. Because of this, environmental cleaning and disinfection are important to reduce the risk of transmission of COVID-19 and other infections in schools.

1. A regular cleaning schedule using Health Canada approved disinfectants will be implemented with emphasis on high-touch surfaces and washrooms.
2. Students will be expected to maintain clean workstations and under the supervision of the teacher, sanitize their areas regularly.
3. When possible, the use of class resources that can be cleaned and disinfected by staff and/or students will be preferred.
4. Daily afterschool classroom and common area(s) cleaning and disinfection will be carried out by teachers and staff.

### *Physical Distancing*

The objective of physical distancing is to reduce the likelihood of contact that may lead to transmission. In the school setting several control measures will be put into place to encourage physical distancing, especially when prolonged exposure is expected (e.g. in the classroom).

- Students and staff are expected to make all efforts possible to socially distance from others when in the school, especially in enclosed spaces.
- All students will be informed about how physical distancing has been implemented in the school (e.g. desks separated, expected behaviors) and the expected practices in the school environment.
- Clear signage and reminders about social distancing will be posted throughout the school.
- Classroom furniture will be placed to ensure the optimum amount of space will be available for separated desk placement.

### *Cohorting*

Cohorting refers to the practice of keeping students together in a small group throughout their school day, with limited exposure to multiple teachers and limiting the number of other students that a single student is in contact with. The purpose of cohorting is to limit the mixing of students and staff so that if a child or employee develops infection, the number of exposures would be reduced, and the process of contact traceability would be facilitated.

1. Students and staff will be assigned to certain cohorts (based on grade) with no more than 20 individuals as part of the cohort.
2. Any activities throughout the school day will be done within one's cohort. This applies to both indoor as well as outdoor activities.
3. Daily scheduling will be staggered in a way that allows for the different cohorts to move together when needed to reduce chances of overcrowding in areas and at times where maintaining physical distancing becomes difficult.
4. Certain teachers, staff members may need to be part of multiple cohorts (eg. Religious studies teachers and admin).
5. Up-to-date lists of all cohorts will be kept and readily available if needed.

## Schedules & Supplies

### Staggered Reopening

In order to allow students to become familiar with the new school procedures and transition back to in-school learning, Noon Academy will be adopting a staggered approach to reopening, with an additional day of in school learning being introduced every 2 weeks as outlined in the table below. *Please note however, that the dates for reopening after the Winter Break are subject to change based on government updates.*

Duration	Dates (tentative)	Days/week in school learning	Days
3 weeks	4 <sup>th</sup> - 22 <sup>nd</sup> Jan	Online Learning	
2 weeks	25 <sup>th</sup> Jan - 5 <sup>th</sup> Feb	2 days a week	Mon & Tues
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Staggered Reopening Outline

### Daily Schedule

- During the weeks using the hybrid model, students will continue using the online class schedule for days they are learning from home.
- A balanced day schedule will be used on the day's students are in school (please see reference below). Teachers will be providing class specific schedules at a closer date.
- Fridays will be purely online learning to accommodate Jumma.

School Begins	Period 1	Period 2	Nutrition Break	Period 3	Period 4	Nutrition Break	Salaah Break	Period 5	Period 6	School Ends
8:30 am	8:40 – 9:40	9:40 – 10:30	10:30 – 11:10	11:10 – 12:00	12:00 – 12:50	12:50 – 1:30	1:30 – 1:40	1:40 – 2:30	2:30 – 3:30	3:30

Overview of Standard Balanced Day Schedule

### Student Belongings

1. All student belongings (including articles of clothing, masks, classroom supplies etc.) must be labelled with the child's first and last name.
2. Students must bring a labelled water bottle to school each day – the fountain will not be available to drink from directly.
3. Noon Academy will not be maintaining a lost and found bin until further notice - Any unclaimed or incorrectly stored items (including lunch bags) left behind in the classroom, will be disposed of during our weekend cleaning.
4. Students are highly discouraged from bringing in non-essential items into the school.

### School Supplies

1. lockers will be unavailable until further notice- student coats and bags will be stored in the designated spaces in their respective classrooms.
2. Students will not be allowed to carry their books to and from school unless necessary.
3. All books and materials need to be placed back in their designated areas and wiped down as need requires.

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## Logistics

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### *Morning Drop-off*

1. A Pre-screening checklist will be provided to parents to use each day before bringing their child(ren) to school.
2. Kiss and Ride system
  - a. A drive pathway will be set up along the perimeter of the school building with pylons
  - b. A teacher will be outside to retrieve students from their cars and ask a series of screening questions
3. Students are required to go immediately to their classrooms to be supervised by their teacher.
4. Doors will be locked at 8:40am

### *Attendance, Late Arrival & Early Pick-up*

- Please ensure that all planned absences are reported to the office administrator before 9:00am via the email: [attendance@noonacademy.net](mailto:attendance@noonacademy.net) or by calling (905) 216-3981. *Note: Please do not post lates or absences in your child's class group.*
- Attendance will be taken at 8:30am- students who have not arrived by then will be marked late.
- Students who arrive after 8:30am must be signed in by a parent at the front desk.
- If a student needs to leave early, parents must inform the school in the morning or as soon as possible by calling (905) 216-3981.
- Once the parent arrives, the office will call the students to the front desk and ask the parent to sign them out. *Note: Parents are not allowed to leave the reception area.*

### *After School Pick-up*

In order to ensure that the pick-up procedures run smoothly after school, we ask that parents respect the guidelines set and arrive promptly on- or before- time to collect their child(ren). There will be no after school programs offered until further notice.

1. Student pick-up time is 3:30pm *sharp*.
2. Parents will line up (on the markers indicating safe social distancing) outside the school doors and be seen to on a first come first serve basis. A staff member will see the parent and arrange for the child(ren) to come out.
3. Parents must wait by the main (reception side) door to retrieve their child(ren) – for safety reasons, we will not send a child directly to a waiting car.
4. Students will exit through the main (reception side) entrance.
5. Parents who do not pick-up their child on time will be charged the late pick-up fee and *must pay the fine immediately*, upon picking up their child(ren).
6. Front doors will be locked at 4:00pm.

### *Lunch and Break Procedures*

In accordance to the balanced day schedule, students will have two nutritional breaks and two free play breaks.

1. both free play breaks will be outdoors to ensure social distancing and allow students to freely remove masks. During inclement weather, students will have in-class breaks.
2. Breaks will be staggered and arranged in a way to ensure no mixing of cohorts.

3. Students must bring food items that do not require warming or refrigeration (*students will not have access to microwaves or fridge*).
4. Parents will not be allowed to drop take-out lunches for their child(ren) at the school. We will provide students with a healthy alternative if they forget their lunch at home.
5. Hand hygiene will be monitored and enforced by teachers before and after eating and before and after going outside.
6. After eating, surface areas will be disinfected by the teacher.

### *Daily Salah*

- Students will need to bring their own (small) prayer mat to keep in school, sealed in a bag.
- Students who do not bring their prayer mat will not be allowed to attend congregational Dhuhr prayers and will need to pray at home.
- Students will pray in the musallah area in their separate cohort groups.

### *Visiting the School*

based on ministry recommendations, we will be significantly limiting and/or even prohibiting visitors, including parents, into the school in the best interest of our students and staff.

1. Drop-ins to the school will no longer be possible- appointments must be made in advance and admin notified. This is inclusive of parents dropping off forgotten items for students and/or bringing in lunches, early pick-up without prior notice, meeting with teachers etc.
2. Any visitors/volunteers that do come into the school will need to fill out the visitation form online for contact traceability.
3. Any visitors to a school will be required to self-screen and to wear a medical mask while on school premises.
4. A roster of volunteers and supply staff will be maintained to limit the number of individuals coming into the school.

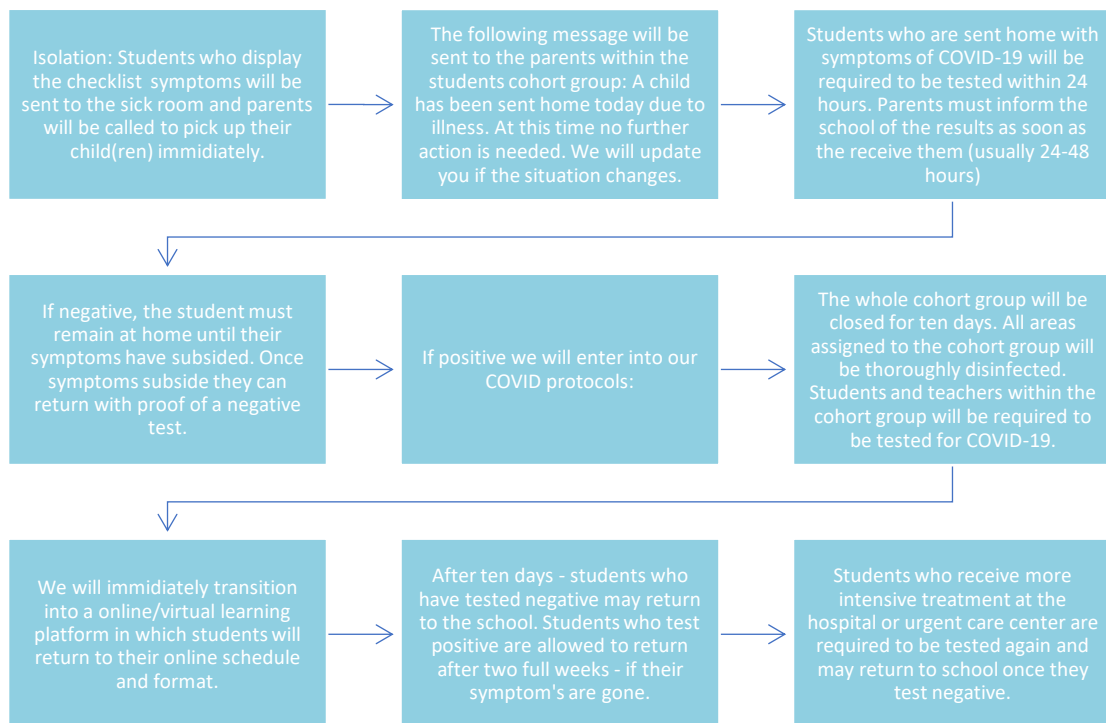


## Management of Illness at School

Children who display any signs of COVID-19 must stay home until the symptoms have resolved and they receive a negative test result. Parents must assess their child(ren) every morning before coming to school using the checklist provided. Below is a guide of common and associated symptoms for reference.

Most Common Symptoms	Symptoms associated with some children
<ul style="list-style-type: none"> <li>• symptoms of a cold such as a sore throat, congestion, or a runny nose</li> <li>• chills</li> <li>• muscle pain</li> <li>• headache</li> <li>• a loss of taste or smell</li> <li>• nausea or vomiting</li> <li>• diarrhea</li> <li>• tiredness</li> </ul>	<ul style="list-style-type: none"> <li>• fever</li> <li>• belly pain</li> <li>• vomiting or diarrhea</li> <li>• neck pain</li> <li>• a rash</li> <li>• red eyes</li> <li>• feeling very tired</li> <li>• red, cracked lips</li> <li>• swollen hands or feet</li> <li>• swollen lymph nodes</li> </ul>

The following protocols will be in place if a student demonstrates any checklist symptoms during the school day.



**Given the seriousness of the global pandemic, Noon Academy will be adopting a no tolerance policy when it comes to parents dropping off their children to school if they are unwell/sick- not only limited to COVID-19 symptoms.** If a student is unwell, they will be placed in isolation and the parents will be called to pick up their child immediately.

Should the student again come to school unwell, they will be sent home and **suspended for 3 days**. A third strike will result in a **week suspension**. A fourth time, and the student will be **expelled from the school**.

- Siblings will be required to go home even if they are not exhibiting symptoms.
- If anyone tests positive for COVID-19 in a student's household, they will be required to stay home for 10 days or until a negative test result is provided.
- Arrangements for continued learning will be made for students who must quarantine – please see Alternative Learning Solution on page 11.
- Teachers and admin will carefully document attendance of students, staff and visitors to the school and ensure up-to-date contact information to facilitate public health management should a case be identified in the school.

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## Alternative Learning Solution

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Student and staff health and safety is always a priority at Noon Academy. In light of the recent global pandemic, we've made many changes from physical school expansions, to a complete shift in teaching strategies to facilitate the transition to an online learning platform. In order to be able to open the school in the new year, we've put into effect a wide array of new policies and procedures in line with government recommendations and standards. We have, and will continue, to take the necessary steps to ensure the wellbeing of all Noon stakeholders, while also ensuring that our vision to provide an exceptional learning environment where academic rigor and Islamic values come together to create a balanced education is maintained.

Despite all these measures in place, we understand that some families may still be uncomfortable with the idea of sending their child(ren) to school in January. Additionally, even for families ready to send their children to school, there may be instances throughout the term that their child(ren) cannot attend in-school learning. We recognize this difficulty and are committed to providing the following solutions.

### *Cameras in the Classrooms*

We will be taking steps to have cameras available and aimed at the whiteboard in each of the classrooms.

- Students can login to their Teams account during the scheduled in-school class time to attend the live lesson with their peers.
- The camera will only be on during the direct instruction portion of the class (usually the first 15-20 minutes of class time).
- Following the direct instruction, students will be expected to complete the work assigned on camera but muted- for the rest of the period.

### *Teacher Support*

Our teachers are committed to provide support to their students choosing to attend school online. Please note however, that they are busy preparing and optimizing their instruction for the transition back to in-school learning, and as such, the level of support available may be limited.

- During class time, students may ask questions via the Teams chat function and once the lesson is over, the teacher will be able to respond.
- Teachers may arrange for online students to be able to participate in class discussions with their peers. Specific guidelines will be outlined by the class teacher and communicated to all students.
- Students are expected to complete any work given during the class within the designated period and submit it using the method specified by the class teacher.
- The class teacher will have designated office hours twice weekly, to provide one on one support to students working online.
- Additional support and check-ins of up to 30 minutes a week, can be arranged between the student and teacher.