



MINARET
ACADEMY

COVID-19
PARENT HANDBOOK
SUPPLEMENT
2020-2021

COVID-19 SAFETY PLAN

-Health and Safety Policies and Procedures for the Pandemic-

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OVERVIEW

Minaret Academy believes in the social/emotional, educational and physical support of our students. In order to resume educating our students in person, we are implementing protocols and procedures to ensure that compassion, human connection and safety are at the forefront of our plans. We will continue to maintain the academic rigor and close-knit community that has been synonymous with Minaret Academy.

This document outlines Minaret Academy's plan for safely reopening our school in addition to providing a remote learning platform for those families who select that option. Our plans as part of the Collaborative Team are the result of months of extensive research and strategic conversations among the faculty, staff, and parents. We also continue to investigate the most recent local, state and federal guidelines to ensure we are in compliance. The conversations surrounding these decisions continue to be rooted in what we know is best for our students coupled with our changing environment; To protect the health and safety of our students, faculty and staff; To take into consideration the guidelines established by local, state, and federal authorities; To continue to provide high quality education at Minaret Academy.

The health and well-being of Minaret Academy students, families, and employees is our highest priority, and we want to share with you the precautions we are taking on daily to reduce the transmission of all contagious illnesses in our school.

We will continue to act thoughtfully and prudently as we welcome back staff and families to school.

Minaret Academy will reopen offering the following Academic Models:

Classes on Campus: Minaret Academy families will have the option to return their children to an in-person model of instruction at the school when the state of California permits. Instruction will be offered in person Monday through Friday following the daily school schedule.

Distance Learning: Until the State of California allows for in-person instruction, Minaret Academy will conduct learning virtually. For families who wish to continue with an online format after the campus has opened, Minaret Academy will make accommodations to provide live streaming of lessons. Instruction will be offered online (Live streaming for all core subjects) Monday through Friday following the daily school schedule.

In the event of a complete shutdown: Minaret Academy will revert to teaching online classes for all grade levels. Montessori will operate based upon guidelines from the Department of Social Services (DSS). There will be no Tuition refunds.

COVID-19 SAFETY PLAN (CSP)

The Minaret Academy in person learning environment will have modified routines and activities to allow for physical distancing.

Health Screening Upon Arrival

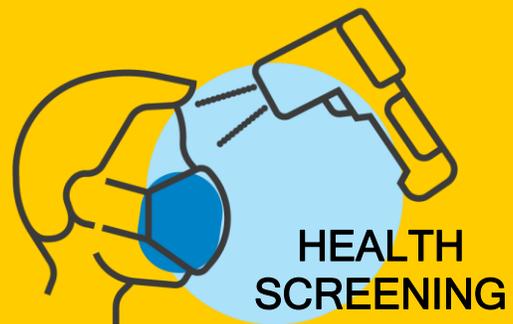
To provide for the security of Minaret Academy staff and students, Health Screenings will be required of all faculty, staff, students, and vendors (in accordance with federal guidance). The screening will include completion of a questionnaire (see Appendix 1) and a temperature check. Non-contact infrared thermometers will be used for all temperature checks. Only individuals who clear the health screening will be able to enter the facility.

Health screening must start from home. Parents should check their child(ren) for symptoms of COVID-19 before leaving the house for school. Common symptoms include:

- Fever and/or chills
- Shortness of breath
- Persistent cough
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Vomiting, unusual nausea or diarrhea
- Temperature of 100° or higher within the past 24 hours*

*A child with a fever (regardless of suspected COVID-19) must be fever-free (under 100 degrees), without the use of fever-reducing medication, for 24 hours or more before he/she can return to school. A child with vomiting or diarrhea, similarly, must be symptom free for 24 hours or more before he/she can return to school.

Individuals with a temperature reading above 100° F will require further medical assessment to determine the cause of elevated temperature. Anyone exhibiting symptoms of COVID-19 will not be allowed on campus or to return to campus unless a health clearance from a doctor is provided.



A note of clearance from the doctor is mandatory for entrance into the building following a Positive Test result for COVID-19. Alternatively, if an individual shows two consecutive negative COVID-19 RNA PCR tests taken at least 48 hours apart he/she will be allowed to return to campus.

Wellness Checks while on Campus

Staff will be vigilant about student health and conduct Wellness Checks throughout the school day which include:

- Temperature Checks
- Make a visual inspection of the child for signs of infection or illness, which could include flushed cheeks, fatigue, extreme fussiness, etc.
- Send home children with a fever of 100° degrees or higher, or develop COVID-19 symptoms. Any student exhibiting symptoms will be required to wear a face covering and wait in an isolation area (separated from others) until they can be transported home or to a healthcare facility, as soon as practicable.

**Parent or authorized adult must pick up child(ren)
with signs of illness within 30-45 minutes.**

Any repeated violation of this policy may result in being dismissed from the school.

Handwashing/Sanitization

Students will be encouraged to wash their hands and/or use hand sanitizer frequently: upon arrival, before and after snack and lunch, when leaving and entering the building, etc. For proper hand washing procedures, please see Appendix 2.

Traveling/Safety Measure

Students traveling by air or out of state/country will be required to complete a 2 week quarantine before they are allowed back on campus.

Modifications to Campus Access for Visitors and Parents

To ensure the safety of our community, Minaret Academy will limit access to our campus. In accordance with state and county guidelines, Minaret Academy cannot invite anyone that is not a student, staff, or faculty member on campus during our school's operational hours until further notice. This allows for accurate contact tracing if an illness does occur.

All communication between teachers and parents must be via email or phone. If for any reason you are unable to communicate with the teacher, you may call the front office and a staff member will relay the message.

Campus Access for Montessori Parents

As per Title 22, Montessori parents have the right to enter the facility without notice. Due to COVID-19, we are asking parents to contact the school first. Montessori parents accessing the facility will be required to follow our health screening procedures, use required PPE, as stated in the PPE section) and follow social distancing protocols.

Personal Protective Equipment (PPE)

FACE MASKS/SHIELDS

All individuals on campus, administrative staff, teachers, and students are required to wear a face mask or shield at all times except while eating and drinking. Shields that are open at the chin must be worn with a mask, unless the shield has a bottom closure.

Minaret Academy will NOT provide face coverings for students. It is the parents responsibility to provide the proper face covering for their child(ren).

Face masks/shields should NOT have:

- Slogans
- Inappropriate pictures

To facilitate clear communication with students, teachers will wear **The Humanity Shield™**. A full face shield made from PETG plastic and surrounded by a medical grade barrier cloth.



Students or Employees will **NOT** be allowed on campus without a proper face covering.

It is recommended to send an extra face mask to school with your child in case of a mess or loss.

TIP: Keep extra masks in your car

We expect students and staff to wear a clean face mask/shield daily. If wearing a reusable face mask, it should be washed daily before wearing again. To prevent discomfort, please make sure your child's mask fits appropriately.

We recognize that some people have conditions that prevent them from effectively or safely wearing a face covering. In this case, the student may choose the online learning options offered by the school.

DESK SHIELDS

In addition to increasing space between desks, protective shields have been attached to each student desk in order to minimize the spread of germs. The shield covers the entire front of the desk and both sides. Each side has a small cut out at the bottom for comfort and to allow arm/elbow movement.

Cleaning & Disinfecting

Staff will engage in frequent, thorough cleaning each day following the guidance established by the CDC regarding cleaning, sanitizing, and disinfecting. The guidelines can be found at the CDC website.

Minaret Academy has invested in a patented chemical disinfectant, sanitizer, and cleaning solution, known as **DECON7**, for use on a daily basis to keep our campus clean and sanitary. This high performance product is also used in the healthcare and hospitality industries.



Each classroom will be equipped with **DECON7** for use as needed. In addition, the entire campus will be fogged once a week to ensure that every surface is sanitized.

As recommended by ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers) and the CDC (Centers for Disease Control) for schools, **MERV 13** filters have been installed in the buildings HVAC system. This has been tested to effectively filter out small particles that standard filters cannot, including bacteria, viruses, smoke, and other microscopic allergens.

DROP OFF AND PICK UP PROCEDURES

Different areas and times have been assigned for drop off and pick up in order to ease the flow of traffic and safely practice social distancing. All individuals dropping off and picking up students are required to wear a face mask/shield.



Health screening must start from home. Parents should check their child(ren) for symptoms of COVID-19 before leaving the house for school.
For list of symptoms, refer to page 4.

DO NOT BRING YOUR CHILD TO SCHOOL IF:

- He/she has any COVID-19 symptoms. Inform the office if your child will not be coming to school. Contact your doctor for further guidance.
- Any individual living in your home has COVID-19 symptoms.
- Your child has been exposed to someone with COVID-19 within the last 14 days.

Parents/guardians or authorized adults, who are in self-quarantine due to close contact with a COVID-19 positive individual, should NOT drop off or pick up students. Ideally, the same person should drop off and pick up every day.

Drop Off Procedure

1. Arrive with face mask/shield on at your designated drop off area, which has been assigned by Family Last Name as specified in the chart below.
2. Parents must walk with their child(ren) and wait until health screening is completed. While waiting, please keep a 6 feet distance from others.
3. Upon clearing the wellness check, your child(ren) will be required to use hand sanitizer and then proceed to their classroom.

Initial of Family Last Name	Drop Off Location	Arrival Time
A-J	IIOC Main Entrance	7:45am
K-Z	Drive-Through Area	7:45am
Montessori (by grade level)	Classroom Door	8:30am

Montessori

Parent or designated adult must walk the child to the classrooms exterior door accessible from the parking lot. Teachers will receive students at the door and conduct a health screening and disinfect each child's shoes before entering the classroom. Parents must bring their own pens to sign in their child every morning.

Pick Up Procedure

Montessori

Students will be picked up from their classroom door. Please bring your own pen as when you signed in. The teacher will bring the child out to the parent.

Elementary and Middle School

Grades 1-8 will wait to be picked up from the Drive-Through Area. Dismissal will be by grade level and times will be staggered according to the table below. Parents must arrive at the designated time. For children who are not picked up on time, a late pick up fee will be applied to your monthly statement.

Dismissal will remain the same on inclement weather days. Students will wait under tents.

Grade	Pick Up Location	Dismissal Time
Montessori	Classroom Door	2:45pm
1-4	Drive-Through	2:45pm
5-8	Drive-Through	3:00pm

2:45pm Dismissal: Grades 1 and 2 will come down through the main staircase and exit the through the MPR. Grades 3 and 4 will exit through the patio.

3:00pm Dismissal: Grades 5 and 6 will come down through the main staircase and exit the through the MPR. Grades 7 and 8 will exit through the patio.

Extended Care

Extended care will be limited to Montessori ONLY until further notice.

For student safety and contract tracing needs, homework club, after-school tutoring and extracurricular classes are suspended until further notice.

If you are unable to pick up your child on time, please contact the office (714) 533-6273.

Adjusted Uniform Policy

To promote good health and hygiene, the Uniform Policy has been adjusted for this year ONLY for all grade levels as stated below.

Full Dress days are on hold until it is deemed safe to have any form of assembly or school events.



Elementary and Middle School

Grades 1-8 are required to wear clean and fresh uniform every day. We understand the challenges of meeting this requirement, therefore, to make it convenient for all parents, Minaret Academy will allow parents to purchase uniform items from a store of their choice as long as it meets the following requirements:

- Navy Blue Pants
- Solid Polo shirt in white, dark blue or light blue (No logos or prints)
- Black shoes (Must be sanitized daily)

If you already have uniforms purchased from Norman's, please use it.

Montessori

Montessori students are exempt from uniform dress code for this year ONLY. All children must wear a **clean set of clothes each morning**. Each student must have a complete set of clean clothes at school to change into in case of a spill or an accident.

Montessori students spend considerable time sitting on the carpet, and shoes can carry pathogens. Parents are required to sanitize their child's shoes daily.

Classroom Modifications & Social Distancing

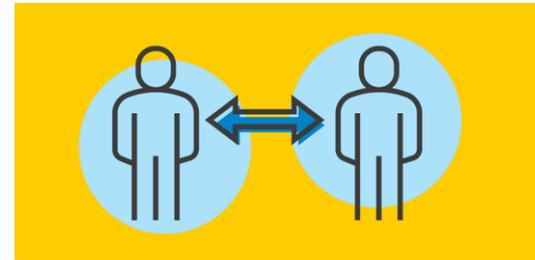
Staff will remind and enforce social distancing inside and outside of the classroom. Parents are expected to educate their children regarding the importance of social distancing at school.

In the Classroom:

- All students will face in the same direction and desks will be assigned and spaced out to the greatest extent. As stated on page 6, each desk will have a protective shield.
- Extra furniture will be removed to ease traffic flow and allow for more social distancing
- In Montessori classrooms, tables will be assigned to each child and carpets will be marked so children sit apart from each other at a proper distance.
- Air Purifiers will be used daily to promote clean air
- Student's belongings will be separated in individually labeled storage containers, cubbies or areas.
- Students will NOT share materials in the classroom to inhibit the spread of germs. If necessary, materials will be disinfected between uses.

Other Social Distancing practices will include:

- Increased distance between students during class activities
- Minimizing face-to-face contact as practicable.
- Planned activities are individualized to children.
- When possible, the same staff will remain with the same group of students each day.
- Additional outside time will be provided as practicable.



Student Supplies

To prevent the spread of germs from home to school and vice versa, students will NOT be allowed to bring backpacks to school. Books and school supplies can be transported in a foldable and washable fabric bag which can be placed in their desk. When returning to campus, students will bring a pencil box filled with supplies to leave at school. No one will be allowed to borrow **any supplies** from any one.

Snacks and Lunch

Until further notice, there will be no hot lunch program offered by the school. Parents must provide students with snacks and lunch in disposable bags to be discarded when finished.

Drinking fountains will no longer be used until further notice. Students must bring a water bottle each day.

Lunch and snack time will take place outside as long as weather permits. Students will be required to bring their own foldable mats to sit on. These mats will be taken home every day to be washed.

Outside at Recess

Students will be introduced to games that allow for distance and no materials will be shared.

- Outside play areas will be divided into sections to be used by one group of students and staff members at a time.
- Disinfecting products will be applied regularly to outdoor play equipment so children may still use the playground.

Field Trips, Assemblies, and Large Gatherings

All field trips through January 2021 are currently cancelled. Campus events including, but not limited to, back-to-school nights and performances will also be held virtually until further notice. Following CDC guidelines, all large events will be held virtually including, but not limited to parent meetings, indoor/outdoor assemblies, and field trips.



Prayer

Students in grades 5-8 must bring their own prayer mat. Location to be determined.

Physical Education

PE Classes will not be held on campus. Activities will be assigned to be completed at home.

Montessori Nap Time

Staff will place resting or napping children head to toe and as far apart as possible to further reduce the potential for viral spread.

Nap Bedding

Parents with a napping child will be required to take home, wash and sanitize their child's bedding daily. Children will not be allowed to nap on used bedding.

CLOSE CONTACT AND COVID-19 CASES IN SCHOOL

Minaret Academy will enforce the following: If a student or parent/caregiver has been identified as a close contact to someone who is diagnosed with COVID-19, **they must self-quarantine and stay home for 14 days** as per federal, state, and local guidelines. Students with COVID-19 symptoms will not return to school until they have met the CDC criteria to discontinue home isolation, including 3 days with no fever, symptoms have improved, and 10 days since symptoms first appeared

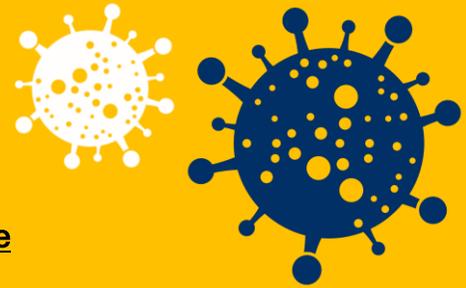
When there is a confirmed case of COVID-19 in the school, the admin office will consult with the Orange County Health Care Agency for the next steps.

In case of fever not related to COVID, as per our handbook, the child must be fever free for 24 hours before returning to school. A note of clearance from the doctor will be required before permission to enter the building is granted.

Reporting a COVID-19 Case

If a student or parent tests positive for COVID-19 you are **required** to immediately notify the school admin.

Failure to report a positive COVID-19 case and/or sending a COVID-19 positive child to school will result in expulsion of the child(ren) from the school.



Cleaning Protocol for Confirmed Cases of COVID-19

If COVID-19 is confirmed in a student or staff member at the school:

- Close off areas used by the student or staff member who is sick.
- Open outside doors and windows to increase air circulation in the area.
- It is recommended to wait as long as possible before cleaning or disinfecting to allow respiratory droplets to settle
- Janitorial staff will clean and disinfect all areas used by students or staff members who are sick, such as classrooms, offices, bathrooms, and common areas while using proper protective equipment.
- Advise staff or family of student affected by illness not to return until they have met the CDC criteria to discontinue home isolation, including 3 days with no fever, symptoms have improved, and 10 days since symptoms first appeared.
- Office Administration will communicate with staff and parents/caregivers with general information about the situation. It is critical to maintain confidentiality.
- Office Administration will be the designated liaisons responsible to respond to COVID-19 concerns. They will document and track possible exposure in order to notify the Orange County Health Care Agency, and to respond to staff and families in a prompt and responsible manner.

Distance Learning

Minaret Academy will make accommodations to provide live streaming of lessons for families that prefer distance learning. Instruction will be offered online (Live streaming for all core subjects) Monday through Friday following the daily school schedule. In order for teachers to connect with students who are distance learning, while they are teaching students on campus, each Elementary and Middle school classrooms will be equipped with a **Swivl™ Robotic Camera**. The camera allows the teacher to move around the classroom and be interactive using Zoom without moving out of sight or out of earshot of the online students.

To further enhance this experience, the classroom TV/computer screen will be used to stream the webcams of students who are learning from home. This allows teachers and on-campus students to see and interact with those online giving the illusion they are all together.

Growing from our experiences this spring, Minaret Academy students are accustomed to, incorporating synchronous (virtual teacher-led instruction) and asynchronous (student-directed and teacher-guided) lessons. Students will be required to participate daily in their core classes while learning remotely. Our remote learning platform is meant to allow students to blend their learning into their lives at home.

Protocol for Distance Learning

We understand that learning online and at home is not ideal for every family, but may be a desired option even as we begin in person instruction this fall or may end up being required anytime during the year.

The following would initiate distance learning for students who have elected in-person learning:

- If through the daily health screening a student is found to be ill and unable to attend school on campus.
- If a student has an immediate family member in their residence who has tested positive for COVID-19.
- If a student continuously fails to follow on campus COVID-19 protocols and procedures, they may be asked to continue with distance learning at home.
- If a new stay-at-home order is initiated.

Families electing to begin the 2020 school year with their child learning remotely will not be offered a reduction in their regular tuition.

Appendix

1. COVID-19 Health Screening Questionnaire

- Do you have a fever or have you felt hot or feverish recently?
- Are you having shortness of breath or other difficulties breathing?
- Do you have a cough?
- Do you have a sore throat?
- Do you have congestion or a runny nose?
- Do you have any other flu-like symptoms (headache, body ache, fatigue, upset stomach)?
- Have you experienced recent loss of taste or smell?
- Are you currently taking any medications?
- Have you traveled in the past 14 days?
- Have you or anyone in your household had close contact with a person who tested positive for COVID-19?

2. Proper Handwashing Procedures

Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, fragrance-free hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

Follow these 5 steps for hand washing or hand sanitizing every time:

- Wet your hands with clean, running water (warm or cold), turn off the tap with a paper towel and apply soap.
- Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
- Rinse your hands well under clean, running water.
- Dry your hands using a paper towel or air dry them.