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# **HAMZA ACADEMY 2020-2021 REOPENING PLAN**



## **2020 Reopening Goal for Hamza Academy:**

Our goal is to educate our students in a physical setting while maintaining the health, wellness, safety and security of the entire school community. Therefore, it is critical to have strategies, support and training for students, families and staff members. In addition, it is necessary to establish a collaborative relationship with parents and the school community. Hamza Academy will engage and encourage everyone in the school and the community to practice preventative behaviors. These are the most important actions that will support the school's safe reopening and will help the student and staff to stay healthy. This document has been created ahead of

the final decision for re-entry in September by the Governor of New York, therefore, any changes or directives from government authorities may require revisions to this plan. Hamza Academy is committed to issuing a plan that will be best for all students and staff of the school.

## **Criteria for Reopening Schools:**

- ❑ School in Regions in Phase IV Can Reopen if Daily Infection Rate Remains Below 5 Percent Using a 14-Day Average
- ❑ School will Close if Regional Infection Rate Rises Over 9 Percent After August 1 using a 7-day average

## **Reopening Planning Committee:**

The planning committee identified items to consider related to the opening of schools during the COVID-19 pandemic. Recommendations/suggestions made by the parents and staff were carefully looked into and was thoroughly discussed before reaching to the conclusion.

Ahsan Syed - Director of Hamza Academy

Ziauddin – Vice President of Hamza Masjid Board

Javad Yaqoob – Board Member

Asma Khan - Principal Hamza Academy

Nidha Azam - Health Advisor

Amna Baig - Curriculum and Instruction Advisor



## Health & Safety

### Restart Operations:

Plan to safely reopen facilities and grounds,

- Cleaning and disinfection before opening
  - The building was cleaned by a professional cleaning service, which is also employed to perform regular cleaning services during the school year. Additionally, internal staff will perform daily cleaning of premises before and after school, including classroom furniture, handrails, bathrooms, etc.
- Restarting building ventilation, HVAC?
  - Upon building recommencement that occurred on April X, the HVAC system was inspected and restarted by a licensed vendor. The vendor verified functionality, cleaned and adjusted the HVAC system to intake of external air for ventilation.
- Water systems clean up
  - Water systems such as water fountains for general use have been disengaged to limit multiple person use. Personalized water bottles are required. Water use in bathrooms will be monitored by an attendant.

### Signs:

Below are the list of signs posted throughout the school.

- “One way traffic” signs will be used to show entrance and exit for one-way traffic flow .
- Social Distancing signs will be posted in all commonly used areas.
- “Stay home if you feel sick” signs will be posted in classrooms and the main office area.
- “Mask Required” signs will be posted on all entrances and in the main office.
- Properly store and, when necessary, discard PPE directions will be posted in the bathrooms.
- Report symptoms of, or exposure to, COVID-19, and how they should do so instructions will be sent home with students .
- Follow hand hygiene guidelines will be posted in bathrooms and classrooms.
- Follow respiratory hygiene and cough etiquette will be posted in classrooms and other common areas.



### **Staff Training:**

The staff will be trained on the following topics before starting school:

- COVID-19 disease symptoms
- COVID-19 transmission
- Maintaining strong immune systems
- Basic safety practices, hand hygiene, respiratory etiquette, social distancing
- Self-monitoring and students' health checks
- Employee responsibilities
- Use of face masks
- Cleaning and disinfection

### **Educating Students:**

The students will be educated on the following topics before and throughout the school year. Some video links about Hand Hygienes and Social Distancing will be sent home for students to watch before coming to school.

- Social Distancing (Stay 6 feet apart, non-touch acknowledgment to show friendship, stay home when feeling sick)
- Hand hygiene (Regular and thoroughly hand washing with soap and water, when it's necessary to wash hands: Before eating; after sneezing, coughing, or nose blowing; after using the restroom; after touching or cleaning surfaces that may be contaminated)
- Respiratory hygiene (Covering coughs and sneezes with tissues or the corner of elbow and disposing of soiled tissues immediately after use; keep the masks on when not 6 feet a part etc)

## **Social Distancing:**

The health and safety of our students and staff is our number one priority. Therefore, we will be employing all measures for proper social distancing throughout the school day in and out of the classroom.

Classrooms will be rearranged in a way where more space is available for students. All unnecessary items will be removed to give more space for student seating and more social distancing . Students will strictly be using classrooms and Students and staff will not be sharing workstations, desks, tables, or other shared surfaces without cleaning and disinfection between use.



### **Classroom Social Distancing:**

- Instead of group tables, all students will be provided a single student desk.
- Student desks and other seat spaces will be at least six feet apart to increase the space between students according to the NYS Department of Health guidelines. (6 ft. apart)
- Classes will be held outside when possible and students will be encouraged to spread out.
- All classes will be held in their own classrooms.
- Students will keep their supplies in their own desks to avoid sharing of supplies (e.g., scissors, pencils, etc.).
- The items that are commonly used will be cleaned frequently.
- All upholstered furniture and soft seating will be removed.
- The use of permanent restroom/hall passes will be discontinued.
- Visual aids (painter's tape, stickers, etc.) to illustrate traffic flow and appropriate spacing.
- Windows will be open to ventilate the building before students arrive and after they leave.
- Signs will be posted in the classrooms and the hallways

### **Hallway Social Distancing:**

- Students will practice social distancing from arrival at school through departure.
- Classes will be modified where students are likely to be in close contact (computer, art, P.E., etc.) by bringing the specialist teacher to individual classrooms instead of having students go to the shared space.
- Instead of students going for lunch and prayer, they will have lunch and prayer in their own classes so the hallways and stairways are not crowded.
- There will be a hallway/stairways and bathroom monitor all the time to remind students to keep the distance.
- 3 entrances/exits will be utilized and all traffic will go only one way. All students will be dismissed from their classroom.



## **Gatherings:**

- All extra curricular activities and all field trips will be canceled until further notice.
- All after school programs, activities and clubs will be canceled until further notice
- No guest speakers will be allowed/called until further notice.
- No assemblies will be held until social distancing rule is in place.
- Hamza Academy will not use a lunchroom and prayer room students will be eating in their own classrooms.
- There will be no bake sales and no class parties held until further notice.
- Sharing of food and beverages will be prohibited
- Staff meetings will be held through Zoom and when meeting through Zoom is not preferable or possible, we will hold the meetings outside ( weather permitted) or in well-ventilated spaces ( main hall or 2nd floor balcony and ensure that individuals maintain appropriate social distance or wear a face covering.
- Elevator use will be very limited to only those who are in need. Staff will be encouraged to use stairways.
- Classes will be scheduled to use the bathroom at different timings to avoid
- Bathrooms will have an attendant in front to limit the occupancy and make sure having too many students inside at the same time and when waiting they are 6 feet apart.
- To make sure staff is not gathering in the teacher's lounge we will stagger schedules for faculty and staff to reduce density and promote social distancing in enclosed areas (e.g., coffee breaks, meals, and shift starts/stops)
- Emergency Drills: Hamza will conduct standard operations and procedures without deviating from current requirements while maintaining proper social distancing protocol.

## **Visitors:**

- No visitors will be allowed without an appointment.
- Tuition and other paperwork MUST be submitted through an on-line system.
- Visitors must follow the 6-foot social distancing mandate and follow regulations for wearing protective equipment to limit the spread of illness while on site.



- No assemblies will be held and no guest speakers will be invited until further notice.
- An office personal will sign in visitors upon their arrival and collect information for contact tracing.
- Visitors will go through the temperature check door as well and a questionnaire will be given to the visitors for a self-screening protocol.

### **Arrival and Dismissal:**

- 4 Entrances/Exits will be used as entry and exit points. ( Drop off/ Pick up PreK and 2nd Grade will use the ground floor gate, 3rd grade will use the office entrance gate, 1st and 4th grade will use the Main Entrance 1st floor gate and KG will use their own class door. Buses drop offs and pick ups will use the front entrance door.)
- Students will not gather in the main hall anymore and they will directly report to their classrooms and will be dismissed from there.
- Parents will be given clear guidelines/ procedures for drop off/ pick up ( see attached ).
- No Parents will be allowed to park their car at drop off and pick up time.
- Parents will be requested to drop-off and pick up their child at the door.
- Hand sanitizers dispensers will be installed near all entry doors and other high-traffic areas.
- Parents will be encouraged to wash their own hands and assist in washing the hands of their children before drop off, prior to pick up and when they get home.
- An office personnel will be assigned for sign-in/ sign-out for late drop off and early pick up students.
- A hand sanitizer will be available just in case parents have to sign in their child. Follow current hand sanitizer in school regulations for children.
- A thermometer will be installed on all entrances to detect who has a fever of 100.4°F or above and should not be admitted to a school building.
- Parents will be given a checklist that they will follow each morning.
- parents will be encouraged to be on the alert for signs of sickness in their children and keep them home when they are sick. Encourage staff members to stay home if they are sick.



## **Personal Protective Equipments:**

Hamza Academy will maintain protocols and procedures for students, faculty, and staff to ensure appropriate PPE is used to protect against the transmission of Covid-19.

### **Face Shields:**

Hamza Academy is in the process of acquiring face shields for all students and staff. With this option, students will be able to take breaks from wearing the masks during instruction.

### **Face Masks :**

Whenever social distancing is not possible then ALL staff and students are required to wear face coverings except those who are medically unable to tolerate a face covering. We are asking students and staff to have their own face coverings. However, in the event someone does not have an adequate face covering, the school will provide one.

## **Cleaning and Disinfecting:**

Hamza Academy will follow cleaning protocols in all buildings based on the direction of the Department of Health and the CDC such as:

- Hire more staff for cleaning and disinfecting commonly use areas during the day
- Electrostatic Disinfectant Sprayers will be used for after school disinfection procedure.
- Hospital Grade Disinfecting solutions will be used for more effective results
- Custodians will be instructed and guided to clean surfaces using soap and water especially frequently-touched surfaces during the school day.
- Furthermore, custodians will be given cleaning schedules and administration will assure that all classrooms, common areas, bathrooms and stairways and main hall are disinfected with sanitizing solutions on schedule by following a daily log.
- All ipads and chrome books will be placed in wipeable covers.
- Students will be assigned the ipads or chrome books instead of sharing
- Teacher will make sure to wipe off the electronics with disinfecting wipes before
- The area that is used by an ill person, will be closed off until disinfected thoroughly or advised by the DOH





## Health and Hygiene:

Hamza Academy will ensure adherence to hygiene and cleaning and disinfection requirements as advised by the CDC and DOH.

- Several signs all over the building will be posted showing the importance of healthy habits, hand washing/sanitizing .
- Students and staff will be trained on proper hand washing techniques and frequency.
- Teachers will be guided to discuss coughing and sneezing etiquette in the classrooms with their students as well as the importance of not touching their faces or other people's faces.
- Students will be taught non-touch acknowledgment to show friendship
- Handwashing routines will be reinforced and more time will be allowed for students to thoroughly wash their hands throughout the day and before/after eating.
- Students and Staff will be required to sanitize and/or wash hands upon entering the building
- Ample supplies will be provided in classrooms, bathrooms and hand sanitizing stations.
- Custodial staff will be instructed to assure that every soap dispenser in every bathroom is full and check them throughout the day.
- When soap and water are not available, students will be asked to use hand sanitizer that will be provided in classes and on several stations or they may bring in sanitizer themselves.
- Administration will make sure that the attendance policies are supportive of students and staff staying home when sick.

## Health Screen Protocols:

- **Home :** All staff and students will receive a notification through email before school begins with a form required to be completed related to health screening necessary to determine if they can attend school ( We will use the form provided



by CDC). Any individual failing the health screening may not enter the building or return to work until medically cleared.

- **Transportation:** At this time Hamza Academy doesn't run any transportation services. Transportation is provided by the district where the child resides in. However, according to NYSDOH Guidance, parents will be encouraged to drop off or walk students to school to reduce density on buses.
- **School :** Upon arrival, all students and staff will pass through a temperature scanner. If their body temperature will be detected more than 100 degree then their form will be cross-referenced. An individual who screens positive for COVID exposure or symptoms must be immediately sent home with instructions to contact their Health Provider. That individual will be instructed to bring a "safe to return note" by their health provider when joining back . If the student is tested for Covid, they must provide documentation from a health care provider following evaluation, negative COVID-19 diagnostic test result, and symptom resolution, or if COVID-19 positive, release from isolation.

## **Managing ill Persons:**

### **1) In case a staff member or student comes into direct contact (within six feet) with a person with COVID-19:**

- They are obligated to report this to school .
- Hamza Academy will immediately report this to the Department of Health.
- They will be then disallowed from entering school property until safe to return.
- If in case they had entered a school, then the school building would be thoroughly cleaned and disinfected before students and staff would be permitted to return.
- This may result in the facility to be closed for a few days.
- Parents and all stakeholders will be notified.

### **2) In case a staff member or student with COVID-19 enters a school facility:**

- If any staff or student shows the symptoms of COVID - 19 during the school day , that individual will be immediately isolated in a separate room.
- N 95 masks will be provided to the ill individual.



- N 95, gloves and disposable gowns will be provided to the person who will be caring for the ill person.
- Parents, caretaker or emergency contact will be notified for pick up pick-up arrangements.
- A protocol will be in place for how parents or legal guardians should pick up their children. That guideline will be sent to the parent through email who will be coming to pick up their child.
- Written instructions will be given upon parent arrival which will required that the student must be seen by a health care provider ASAP
- That person will not be allowed to join back until a “safe to return “ note is provided by the doctor.
- If the test for COVID -19 comes out positive: This is an urgent situation and it will be immediately reported to the Department of Health and the school will be closed until the DOH assesses the situation and makes the appropriate recommendations regarding cleaning, disinfecting and possible self-quarantine of others and/or possible closing of the facility.
- Hamza Academy will notify the state and local health department immediately upon being informed of any positive COVID-19 diagnostic test result by an individual within school facilities or on school grounds, including students, faculty, staff, and visitors.
- In the case of an individual testing positive, Hamza Academy will support and corporate local health departments in contact tracing, Isolation and quarantine efforts .
- Confidentiality of individuals will be maintained as required by federal and state law and regulations.
- Responsible Parties must cooperate with all state and local health department contact tracing, isolation, and quarantine efforts.

## **Communication:**

- Hamza Academy will utilize Target Bright Arrow for automated phone calls and a two-way text messaging system Bloomz to inform all families of any important information, urgent notices and impending closure.
- Hamza Academy will also post messages on the school's website ([www.hamzaacademy.org](http://www.hamzaacademy.org)) as well as on Facebook and Instagram.



## **Instructional Activities**

- 1) Schools in Regions in Phase IV Can Reopen if Daily Infection Rate Remains Below 5 Percent Using a 14-Day Average**

### **Enrollment & Classrooms Capacity:**

Total Enrollment: 67

Staff : 15

<b>Grade</b>	<b>Students Enrolment 2020-2021</b>	<b>Room Size</b>	<b>Normal Capacity</b>	<b>Capacity with Social Distancing 6 feet apart</b>
Pre-K	11	384 Sq feet	18	9
KG	12	252 sq feet	12	6
1st	12	320 sq feet	16	8
2nd	13	330 sq feet	16	8
3rd	14	460 sq feet	22	11
4th	5	180 sq feet	9	5

### **Hybrid Learning Model - Alternating Full Day:**



It is necessary to deliver a program that ensures the successful growth of our students toward the end of the 2020 - 2021 school year. At this time due to the size of the classrooms, we are unable to bring in all students for a full, in-person instructional model each day. Hamza Academy is planning to implement a hybrid-learning model alternating in-person instruction with remote learning at home with 50% of the student body attending school in person while 50 % would be remotely learning. The groups will alternate between in person classes and remote learning.

- Hamza Academy will use benchmark assessments to determine ELA and Math levels/regression of all students.
- Benchmarks will be used to reteach/pre-teach priority standards/units.
- During the summer, we will be identifying priority standards and skills that need reinforcement due to disruption and loss of instructional time in the Spring of 2020. Each grade level will have a document that highlights standards/skills/content necessary for the year. We will be updating curriculum expectations on a monthly basis based on the progress of the students.

## **Plan A:**

### **Group A On Site:**

- Students onsite would follow a regular schedule receiving all subjects instruction throughout the day
- No shared materials, such as supplies and textbooks
- Lunch & Prayer will be held in Classrooms

### **Group B Online :**

- Hamza Academy will install webcams in each classroom and will use Google Meet/Zoom to broadcast live lessons to students who are at home.
- Students off site would participate in the same standardized schedule as their class fellows are attending in person.
- The lessons will also be recorded and the recording will be available for the students who will not be available to attend for any reason.



- The teacher will conduct the mini lesson/direct instruction where both groups of students will be watching. When it comes time to do individual work, the teacher and the teacher's assistant will rotate in communicating with the virtual learners and in-class students.

<b>Week 1</b>	<b>Monday</b> Group A	<b>Tuesday</b> Group B	<b>Wednesday</b> Group A	<b>Thursday</b> Group B	<b>Friday</b> Group A
	<b>Monday</b> Group A	<b>Tuesday</b> Group B	<b>Wednesday</b> Group A	<b>Thursday</b> Group B	<b>Friday</b> Group B

**Daily In Person and Remote Learning Full Day Schedule Draft**

<i>Period</i>	<i>Time</i>	<i>Subjects</i>
Arrival	7:45 - 8:00	
1	8:00 - 9:30	ELA/Literacy Block
2	9:30 - 10:15	Specials
3	10:15- 11:45	Math Block
4	11:45-12:30	Specials
5	12:30 – 1:30	Lunch/Recess/Pray
6	1:30 – 2:15	Science or Social Studies
7	2:15-2:40	SEL
Dismissal	2:45 - 3:00	

**Plan B:**

**Group A On Site:**



- Students onsite would receive Instruction focusing on ELA/Literacy, Mathematics and Quran
- Lunch & Prayer will be held in classrooms

**Group B Online :**

- Students off site would receive virtual/recorded Special Area Classes through zoom and they also would be given reinforcement materials to be completed at home.

<b>Monday</b> Group A (In person) Group B (Remote Learning)	<b>Tuesday</b> Group A (In person) Group B (Remote Learning)	<b>Wednesday</b> Group B (In person) Group A (Remote Learning)	<b>Thursday</b> Group B (In person) Group A (Remote Learning)	<b>Friday</b> Group A & B Remote Learning
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**In School Schedule:**

Period	Time	Subjects
Arrival	7:45 - 8:00	
1	8:00 - 9:30	Math Block
2	9:30 - 10:30	Specials
3	10:30- 11:30	Literacy/ Phonics
4	11:30-12:30	Writer's Workshop
5	11:45 – 1:15	Lunch/Recess/Pray
6	1:15 – 2:00	Science
7	2:00-2:30	SEL
Dismissal	2:30 - 2:45	

**At Home Schedule:**

Time	Subjects



9:00 - 9:45	Special
9:45 - 10:00	Break Stretch
10:00 - 10:45	Raz Kids
10:45 - 11:00	Beak/Stretch
11:00 - 11:45	Science
11:45 - 1:15	Lunch/Recess/Pray
1:15 - 2:00	Social Studies
2:00 - 2:45	Think Central Assignments

**2) Schools Will Close if Regional Infection Rate Rises Over 9 Percent After August 1 (using a 7-day average)**

## Closure :

### **9:00 am - 12:00 pm Live Virtual Instruction :**

- Live Lessons focusing on Literacy, Mathematics, and Quran
- Live All Support Classes for Focused Groups

### **12:00 pm**

- Lunch
- Recess

### **1:00 - 3:00 pm Recorded Lessons :**

- Recorded Lessons for all special area subjects.
- Recorded lessons will be sent through email by 12:00 everyday.
- Students will be encouraged to follow a schedule and finish their assigned work during the hours 1:00 - 3:00 pm to have the normalcy in their routines, however if they are unable to follow the routine for any reasons, they will be allowed to submit their work by the end of the day





### **Resources for Remote Learning:**

1. Google Classroom
2. Think Central
3. Ed Your Friends in Learning
4. NWEA
5. RAZ Kids
6. Gradelink
7. Starfalls
8. Brainpop & Brainpop Jr.

A complete schedule for all in person, virtual or recorded lessons classes will be provided to students a week before starting the school.

### **Vulnerable Population:**

Hamza Academy will allow its vulnerable populations ( students, faculty and staff who are at increased risk for severe COVID-19 illness ) and students who may not feel comfortable returning to an in-person educational environment, to safely participate in educational activities and, where appropriate, accommodate their specific circumstances. However, we will ensure that any modifications minimize COVID-19 exposure risk for students, faculty, and staff, to the greatest extent possible. The following protocols will be in place at the start of the year and until further notice:

- These accommodations may include but are not limited to remote learning or telework, modified educational or work settings, or providing additional PPE to individuals with underlying health conditions.
- Hamza Academy will have a process/checklist for students/families and staff to self-identify as high risk for illness due to COVID-19.
- Hamza Academy has already asked the families of the students that if their child is high risk or if they want special arrangements, they can request for alternative learning arrangements.
- Offer distance learning to enrolled students who may be medically vulnerable.
- Any staff member who is medically high risk will be given a choice to teach online/work from home.



## **Technology:**

Hamza Academy will look to address the need to provide devices to students and teachers who currently do not have sufficient access; and provide multiple ways for students to participate in learning and demonstrate their mastery of the learning standards in remote and hybrid instructional models.

## **Physical Education:**

Physical Education is important for our students' health and well-being. Hamza Academy's re-entry plans will ensure that whether remote or hybrid models are utilized, students should be participating in physical activity. During remote or hybrid learning, we will plan on a menu of learning activities for students to engage in under the direction of the PE teacher or independently.

## **Social/Emotional Well Being:**

The social-emotional well-being of students and staff is a priority for Hamza Academy. We will construct a plan to assess the mental health of students and staff and provide support as well as conduct proactive lessons for resiliency and stress reduction.

## **Attendance/Academic Engagement Monitoring:**

Teachers will collaborate with administrators to create attendance/engagement incentive plans for students who have frequent absences and/or trouble with academic engagement during remote learning. Teachers will monitor students' daily attendance and report excessive absences to administration. Teachers and Administration will work with families to assist children who are disengaged and have poor attendance.

Communication will include phone calls, emails, and messaging through Gradelink. Home visits can also be conducted if needed. A student can be marked absent if he/she does not have daily documented engagement or turn in of daily assignments. Students cannot fail or fail to be promoted based solely on their attendance, but attendance may affect grades.



## **Safety Drills:**

Hamza Academy will continue to conduct mandatory fire and lockdown drills according to the existing schedule. We will assess how we can modify current drill procedures to minimize risk of spreading infection.

## **Parent Support for Remote Learning:**

Support for the use of technology in remote learning will be offered by appointment (only) to students and parents'/guardians who will need help.

## **Professional Development for Remote Learning:**

Professional Learning will be provided to teachers before the start of school for skills and techniques for teaching effectively in a hybrid-learning environment. Plans for professional learning will include strategies for effective teaching when using in-person, remote, or hybrid settings throughout the year.

Updates may be made to this plan on a periodic basis based on information provided by the CDC and applicable federal, state and local agencies. As updates will be needed, the Education Board and Office Administrators will take surveys from parents and staff and will make necessary adjustments.