



Guidance on Madrasah Reopening Plan



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This template guidance on Madrasah Reopening Plan and Risk Assessment has been produced by Lancashire Council of Mosques (LCM).

The current Government position legally is that Madrasahs are not open and encouraged that services continue to take place online wherever possible. Further information from Government will be given in due course relating to out of school settings which includes Madrasahs.

The earliest expected date for Madrasah re-opening currently is to be no earlier than 4th July 2020.

This guidance is to help support Madrasah committees and staff to prepare for reopening. Madrasahs should adapt and personalise the reopening plan to meet their individual needs.

LCM recommends the following action plan to be in place before reopening the Covid-19 secure Madrasah:

1. Appoint a COVID-19 designated person(s) (from existing staff)
2. Appoint other volunteers / staff to covid-19 team managed by the covid-19 designated person(s)
3. If possible all staff to undertake infection control training
4. Where possible try to keep Masjid and Madrasah activity separate
5. Complete the Risk Assessment
6. Produce Reopening Plan to meet covid-19 requirements / regulations and building capacity.
7. Consult with staff
8. Secure approval from Trustees / Madrasah Committee
9. Prepare the Madrasah estate (including the production of posters to reinforce social distancing and hygiene expectations)
10. Communicate with parents
11. Induct and train staff in the new expectations and operational procedures
12. Induct pupils in the new expectations and operational procedures



Madrasah Reopening Plan

Key Principles

1. The Madrasah will only open when safe and legal to do so according to Government guidelines.
2. Despite the Madrasah opening, remote learning will form the main basis of delivery.
3. Social distancing according to Government guidance will try to be maintained in the Madrasah at all times.

Key Operating Principles

1. The Madrasahs opening will take place in gradual phases, starting with each student in each class attending at a **minimum 1 day a week**.
 - The attendance at the Madrasah may be increased dependant on Government guidelines and Madrasah capacity.
 - **The attendance level may be lower / higher for some students depending on Madrasah room capacity and other factors.**
2. Staggered opening and closing times will be used where possible to reduce crowding. Refer to arrival and leaving section below.
3. Madrasah will need to ensure emergency contact details for children are up to date.
4. Teacher and students who are shielding or clinically vulnerable should stay at home. They will deliver/access their lessons from home.
5. For teachers and students who are living with someone who is shielding or clinically vulnerable, it is preferred to deliver/access their lessons from home
6. Staff and students who are displaying symptoms, or have household members who are symptomatic, will stay at home until a test confirms whether they have the infection and they have completed their period of isolation. They will deliver/access their lessons from home (if well enough to do so).
7. Students will be based in one class only, with a single teacher and a single room. This will be their 'bubble'.
8. Students and teachers will wash hands with soap (or use a hand sanitiser) just before entering and leaving the Madrasah. They will do the same after coughing, sneezing or visiting the toilet.
9. The consumption of food will be prohibited.
10. No books, stationery or equipment will be shared.
11. Access to toilets and ablution/wudhu areas will be limited and managed. They will be cleaned on an ongoing basis.
12. Cleaning of all learning and social spaces will be undertaken at the end of each day. In addition, carpets will be regularly cleaned, though all students and teachers will be required to bring a prayer mat (or equivalent) to sit on during their lessons.



13. If a student or staff tests positive, the Madrasah will assess if they had direct contact or close contact with any other members of the Madrasah community. Such individuals will be asked to isolate at home for 14 days. However, if social distancing has been strictly applied, all other members of the class will be able to continue attending Madrasah (unless they show symptoms).
14. If several students or staff test positive, and following guidance from local public health officials then unfortunately the Madrasah may have to be closed. The Madrasah would also have to be closed if infection rates in the local area increased and public health guidance advised a closure is needed.



Organisation of Learning

Option 1 - Online and partial opening of Madrasah

- Each student should be allowed to attend the Madrasah at least once a week for personal and spiritual development, as well as learning about the importance of the new arrangements.
- As this is universal advice for all Madrasahs where Madrasahs have additional capacity within their estates the Madrasah can increase attendance of students from 1 day a week to what can be safely implemented.
- We also encourage the Madrasahs to reinforce the message of cleanliness and current government covid-19 guidelines to staff and pupils.
- **The Madrasah will be closed on Fridays for enhanced cleaning of all learning and social spaces.**

Class rota system	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
	25% of students attend	25% of students attend	25% of students attend	25% of students attend	On-line

- Monday to Thursday: 50% of the teaching time is exclusively dedicated to the students attending the Madrasah.
- The remaining 50% should be for all the students in that class to join in online.

Option 2 - Online only

Online and Safeguarding Madrasah guidance Safety Measures

- Pupils do not need to create an account on Zoom/online. Instead a teacher room ID will be shared from the Madrasah. This link will be exclusively for the student
- Student will require earphones
- For registration, video will have to be switched on to confirm identity.
- Staff will access the meetings by signing in via Zoom/online using an official email address.
- The Madrasah will ensure the host (teacher) is in control of who can control the screen, save the video / chat content.
- The teacher will mute and unmute all participants, including video.
- The teacher needs to be conscious of background environments and others in the room.
- The teacher will use the relevant tools where applicable e.g. whiteboard, screen sharing and annotation tools to improve engagement.
- The teacher will remind students about respecting others and using the chat box for educational purposes.
- Staff, parents and students are expected to dress and talk appropriately.
- All meetings should be recorded on Zoom/online service.



Arrival and Leaving

- Staff will be available for supervision in order to implement the smooth staggering process for entry and exit to Madrasah.

Example scenario

- To reduce crowding on entering:
 - Students will be assigned different entrances through which to enter the building
 - For each Madrasah building, students will be assigned one of three 15-minute arrival windows.
 - 4.30pm to 4.45pm, 4.45pm to 5.00pm and 5.00pm to 5.15pm.
 - Students will also leave during one of three 15-minute windows:
 - 6.30pm to 6.45pm, 6.45pm to 7.00pm, 7.00pm to 7.15pm
 - Where families have siblings, students should arrive at the designated time for the younger sibling.
 - Students should ensure they have visited the toilet and completed ablution/wudhu before leaving home for Madrasah.
 - Once students arrive, they should report immediately to their designated learning room/space. Students must not congregate in corridors, toilets, ablution/wudhu spaces and other areas.
 - Unless a student has a medical need or other vulnerability, parents should avoid coming to the Madrasah reception.
- Upon entering Madrasah, students will be asked to use a hand sanitiser.
- Parents should avoid children from different households travelling to and from Madrasah in the same car. In the event they do so, a mask or face covering should be worn by all.
- At the end of the Madrasah day, students will be asked to use the hand sanitiser before leaving their final lesson.

Room/Learning Spaces

- If possible 25% of students in each class will attend at each time
- Students will be designated learning spaces as outlined below:

<u>Class</u>	<u>Teacher</u>	<u>Room/Learning Space</u>
Elementary Class 1	Apa Maryam	Room 1

- The library will be closed.
- Students are not allowed to congregate in corridors, toilets, wudhu spaces and other areas.



Registration

- A register should be maintained by the teacher of each class and should not be shared with (i.e. circulated or touched by) anyone else.
- For students who are shielding or isolating at home, or where parents have decided against their child attending the Madrasah, the student will be required to continue to learn online.

Uniform and Equipment

- Students will be permitted to wear a plain Jubbah of any colour.
- Clothes worn to Madrasah should be changed as soon as the student returns home from Madrasah.
- Students should only bring the necessary books and stationery for each Madrasah day.
- Student Madrasah bags will need to be kept clean via wipes or washing.
- Students must not share stationery and equipment with others.
- All students must bring a prayer mat (or equivalent) to sit on during their lessons.
- Ensure all footwear is stored in a bag or the designated area.

Expectations in the Classroom

- Students and staff will use hand sanitiser on entering Madrasah each day.
- If IT facilities are present, teachers should wipe the keyboard and mouse at the start of each lesson.
- All classroom doors should be kept open at all times.
- Windows for sufficient ventilation should be left open during the lesson unless it disrupts the learning.
- Teachers should avoid touching student work.
- All classrooms will have socially distant fixed seating and students must sit in the same place at all times. Fixed seating must not be moved from their location.
- To maximise social distancing, teachers should avoid movement during lessons and stay at their designated place.
- Group activities and any close contact between individuals should be avoided.

Toilets and Ablution

- Students and staff should be advised to visit the toilet and complete ablution / wudhu at home before Madrasah.
- Access to toilets and ablution/wudhu areas will be limited and managed. They will be cleaned on an ongoing basis
- To maximise social distancing, the ablution area with some seats taped off so that they cannot be used.
- Wash hands with soap or hand sanitiser.



- It is best practice for cleaning of toilet door handles / lock, toilet flush handle and the toilet seat after each use.
- Towels will be removed.
- Paper towels will be provided.

Cleaning

- After each Madrasah session, the cleaner(s) will wipe with a disinfectant all surfaces in classrooms (including desks, windowsills and other contact surfaces).
- After each Madrasah session, the carpet in each classroom and corridor will be cleaned.
- Cleaners must wear PPE at all times (disposable gloves, apron, cloth mask). There will not be a requirement for any additional PPE when cleaning an area affected by a suspected COVID-19 case.
- When cleaning visible bodily fluids produced by a person, staff should wear gloves, mask and goggles.
- In addition to cleaners, any staff who request PPE if possible will be provided by the Madrasah.
- On Fridays, there will be a more thorough clean of all spaces and surfaces.

First Aid and Medical Room

- Any student or member of staff who suffers serious illness or injuries please seek immediate medical assistance by calling 999 or NHS 111 for minor injuries.
- Students or staff showing covid-19 symptoms will be sent home, please refer to page 9.
- A student who is unwell may only use the Entrance Room as a waiting area before being collected by a parent.
- Students and staff will self-administer first aid if at all possible.
- If it is necessary for staff to administer first aid, PPE must be worn beforehand.
- All students on prescribed medication that is taken daily during Madrasah hours must be self-administered by the student if at all possible. It may be necessary for staff to help supervise medication for students.

Staffrooms and Offices

- Staff should only use offices or staffrooms if they are able to socially distance themselves from each other.
- Staffrooms must not be used for meetings unless social distancing is possible. All meetings should be completed through remote means.
- In staffrooms and offices, hot-desking on PCs should be avoided. Staff should only use a PC if it is designated to them. Alternatively, if sharing of PCs is unavoidable, staff should wipe down the keyboard and mouse before using.
- Staff should use a hand sanitiser when entering and leaving the staffroom and/or office.



Emergency Evacuation

- On hearing the fire alarm, students must be instructed to leave the building in single file and in a calm, orderly manner whilst exercising as much social distancing as possible.
- The teacher in each class must indicate the exit route to be used and everyone must be directed to the predetermined Assembly Point.
- The Assembly Point remains the same.
- Once everyone has left the classroom or office, staff must lock the door.
- Specific arrangements must be made for students with physical disabilities or complex needs to ensure that they are assisted during evacuation. In such circumstances, staff should wear a mask if social distancing is not possible.
- All bags, coats and classroom materials must be left in the classroom.
- As staff move to the evacuation point:
 - Staff should maintain social distancing from colleagues and other students.
 - Students should be encouraged to move quickly and staff should model this.
- Lifts must not be used.
- If there are any visitors to Madrasah, they must be directed to follow the students out of the nearest exit.
- Anyone who is not in class when the alarm sounds must report to the assembly point.
- If the evacuation is necessary during break periods, students and staff should evacuate immediately and report to the meeting point.
- The class teacher will complete registers for each class at the assembly point.
- At the assembly point, students should line up in line with current social distancing guidelines. Upon re-entry into the lesson, students should use a hand sanitiser.

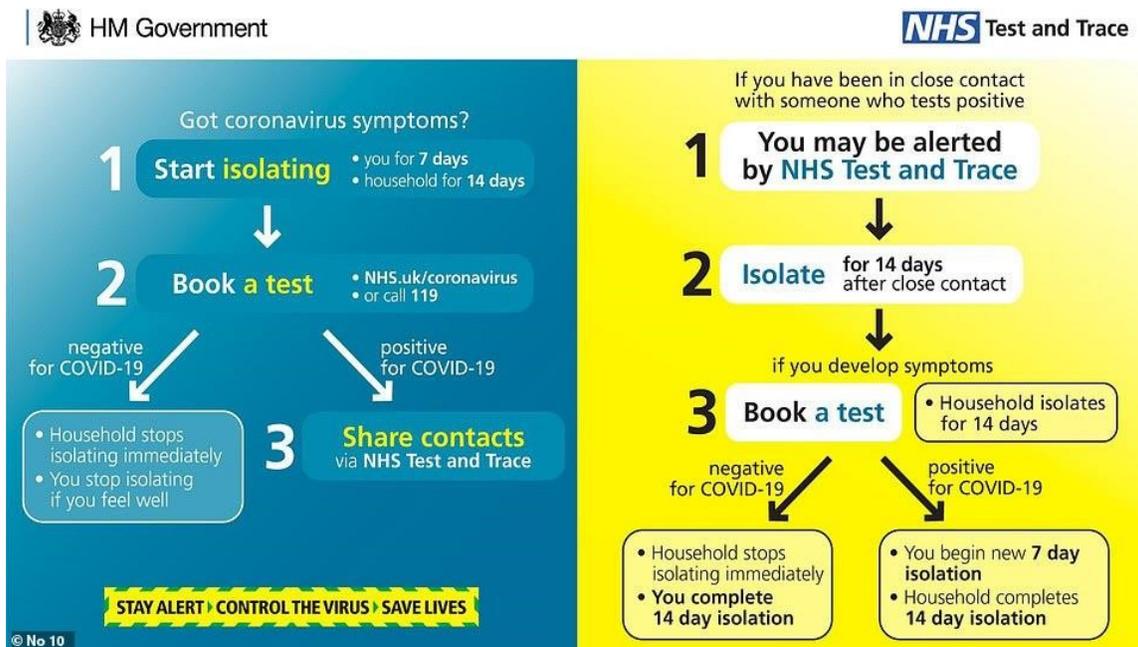
Students and staff who are unwell or test positive

- Any student or staff who is unwell should stay at home.
- If a student or staff develops the symptoms of COVID-19 (a new, persistent cough, high temperature or a change or loss of smell or taste), they should isolate at home for 7 days and arrange a test. They should continue with online lessons if well enough to do so.
- Tests will be available all students and staff with symptoms via the Government online portal at <https://www.nhs.uk/ask-for-a-coronavirus-test>.
- However, this in itself will have no impact on the individuals in their class unless or until the original person tests positive.
- However, if a student or staff tests positive, the Madrasah will assess if they had 'direct contact' or 'close contact' with any other members of the Madrasah community. Such individuals will be asked to isolate at home for 14 days. However, if social distancing has been strictly applied, all other members of the class will be able to continue attending Madrasah (unless they show symptoms).
- Anyone who tests positive will be contacted by a tracer, employed by the NHS to identify individuals with whom they have had direct or close contact.

Direct and Close contacts with someone who tests positive

Direct contact (without PPE) in the 48 hours prior to the individual falling ill	Close contact (without PPE) in the 48 hours prior to the individual falling ill
<ul style="list-style-type: none"> • being coughed on, or • having a face-to-face conversation within 1 metre or • having unprotected skin-to-skin physical contact, or • travel in a small vehicle with the case, or • any contact within 1 metre for 1 minute or longer without face-to-face contact 	<ul style="list-style-type: none"> • Extended close contact (between 1 and 2 metres for more than 15 minutes) with a case.

In the above 2 scenarios, individuals will be asked to isolate at home for 14 days.





Staff expectations

Staff must only attend Madrasah if they or a member of their household do not have Covid-19 related symptoms.

The main symptoms are:

- **high temperature,**
- **new continuous cough,**
- **loss or change to your sense of smell or taste.**

When attending Madrasah, staff must follow the expectations outlined below. This will help to maintain the health and wellbeing of everyone in our Madrasah and wider community.

1. Only come to Madrasah if and when required to do so. Otherwise, work from home. Go home as soon as Madrasah work is completed.
2. Use the toilet and complete wudhu before leaving home for the Madrasah.
3. Avoid sharing cars on the way to and from Madrasah. If doing so, wear a mask or face covering.
4. Use a sanitiser to disinfect hands on entering and leaving Madrasah. Wash hands regularly during Madrasah, especially after coughing, sneezing and going to the toilet.
5. Do not eat food at the Madrasah.
6. Avoid physical contact at all times. No hugs, shaking hands etc.
7. Do not share belongings (e.g. books, stationery) with others.
8. When teaching, avoid movement around the classroom and maintain a distance from students at all times.
9. Avoid touching student work.
10. Where possible, keep doors and windows open at all times.
11. Bring your own water bottle.



Student Expectations

Students must only attend Madrasah if they or a member of their household do not have Covid-19 related symptoms.

The main symptoms are:

- **high temperature,**
- **new continuous cough,**
- **loss or change to your sense of smell or taste.**

When attending Madrasah, students must follow the rules and expectations outlined below. This will help to maintain the health and wellbeing of everyone in our Madrasah and wider community.

1. Use the toilet and complete ablution / wudhu before leaving home for the Madrasah.
2. Wear a mask or covering if sharing a car with people from other households.
3. Arrive to Madrasah and leave to go home at the designated time. Do not congregate in the building before or after Madrasah.
4. Use a sanitiser to disinfect hands on entering and leaving Madrasah. Wash hands regularly during Madrasah if possible, especially after coughing, sneezing and going to the toilet.
5. Do not eat food at the Madrasah.
6. Avoid physical contact at all times. No hugs, shaking hands etc.
7. Do not share belongings (e.g. books, stationery) with others.
8. In the classroom, sit in the same place at all times. Do not move the desk. Avoid touching displays and other surfaces.
9. As access to toilets and ablution/wudhu areas will be limited and managed, if you need to enter the toilet only use the designated toilet cubicle / ablution area.
10. Maintain a safe distance from others at all times.
11. Bring own water bottle and not share.



Madrasah Risk Assessment

These are the main risks that have been identified associated with the phased and partial opening of our Madrasah. Additional and appropriate risks identified can be added to this list. We have outlined the main control measures that will be taken to minimise risk and ensure everyone is safe.

The lead person for supervising this risk assessment is [INSERT NAME].

This should be regularly reviewed.

	Risk	Control	Lead	Deadline	Completed
1	Staff who are in the shielding category	<ol style="list-style-type: none"> Staff to be identified. Staff to be advised to deliver teaching from home via online media. Students for their class to be advised to stay at home, unless substitute teacher is identified. 			
2	Students who are in the shielding category	<ol style="list-style-type: none"> Students to be identified. Students to be advised to stay at home and access remote learning. Staff to deliver remote learning to shielding students. 			
3	Staff or students are living with someone who is in the shielding category or clinically vulnerable	<ol style="list-style-type: none"> Students and staff advised to seek and follow advice from a medical professional, such as their GP. Student where possible are taught via online media 			



		3. Staff required to wear face masks if teaching in Madrasah if social distancing is not possible			
4	Cleaners at risk of harm whilst disinfecting Madrasah spaces.	1. PPE will be provided to all cleaners and will be mandatory. 2. Training delivered to all cleaners.			
5	Some classrooms are small and will not allow full social distancing.	1. All rooms will be used to only 25% capacity initially or online teaching option. 2. All classes will be treated as 'bubbles' with a single teacher and a single room. 3. Teachers advised to stay in designated place and maintain distancing from students at all times. 4. Windows and doors left open at all times.			
6	Toilets and ablution facilities may enable transmission of the virus.	1. All staff and students advised to visit toilet and complete ablution at home before coming to Madrasah. 2. As access to toilets and ablution/wudhu areas will be limited and managed, if you need to enter the toilet only use the designated toilet cubicle / ablution area 3. To maximise social distancing, the ablution area will be at 50%			



		<p>capacity, with some seats taped off so that they cannot be used.</p> <ol style="list-style-type: none"> Cloth towels will be removed. Paper towels will be provided. 			
7	Entrances will cause crowding at the start and end of Madrassah.	<ol style="list-style-type: none"> Opening and closing times will be staggered. Multiple entrances will be used where possible. Congregation near entrances and exits will be managed and supervised. 			
8	Children from different classes and households may share cars.	<ol style="list-style-type: none"> Parents advised to avoid children from different households travelling to and from Madrassah in the same car. In the event they do so, a mask or face covering should be worn by all. 			
9	Contact surfaces in social areas and entrances to classrooms will cause transmission.	<ol style="list-style-type: none"> Students and staff disinfect hands upon entry and leaving class. Students and staff disinfect hands after coughing, sneezing or going to the toilet. Cleaners will undertake regular and frequent wiping of all contact surfaces with disinfectant. After each Madrasah session, the cleaner(s) will wipe with a disinfectant all surfaces in classrooms (including desks windowsills and other contact surfaces). 			



		<ol style="list-style-type: none"> 5. After each Madrasah session, the carpet in each classroom and corridor will be disinfected. 6. On Fridays, Madrasah will be closed and there will be a thorough clean of all spaces and surfaces 7. All students and teachers will be required to bring a prayer mat (or equivalent) to sit on during their lessons. 			
10	Sharing of books, stationery or food could cause transmission.	<ol style="list-style-type: none"> 1. Books, stationery and other belongings must not be shared. 2. Food will be prohibited in the Madrasah. 			
11	Student or member of staff tests positive for COVID-19	<ol style="list-style-type: none"> 1. Direct or close contacts will be asked to isolate at home for 14 days. 			
12	Cash payments	<ol style="list-style-type: none"> 1. Wear gloves 2. Bank transfer or online banking 			
13	Parents or other members entering during Madrasah hours	<ol style="list-style-type: none"> 1. No parent or other person allowed during madrasah hours 			
14	Managing Madrasah during Salah time with Jamaat / congregation.	<ol style="list-style-type: none"> 1. Supervision, social distancing 			
15	Transmission of covid-19 indoors	<ol style="list-style-type: none"> 1. No fans or air conditioning allowed 			



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