

Masjid Bilal

Madrasah Reopening Plan

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CONTENTS	Page
1 .Introduction	3
2 .Madras s ah Reopening Plan	4
3 .Organisation of Learning	5
3.1 Learning in the Ma d r a s s a h	
3.2 Online Learning	
3.3 Arrival and Leaving	
3.4 Classrooms/Learning Spaces	
3.5 Registration	
3.6 Uniform and Equipment	
3.7 Expectations in the Classroom	
3.8 Toilets and Wudhu	
3.9 Cleaning	
3.10 First Aid and Medical Room	
3.11 Staffrooms and Offices	
3.12 Emergency Evacuation	
3.13 Students and staff who are unwell or test positive	
3.14 Staff Expectations	
3.15 Student Expectations	
4 .Risk Assessment	12
5 .Deep Cleaning Checklist	15
6 .FAQ Letter to Parents (Covid-19)	17
7 .Outbreak Letter – Advice to Parents	20
8 .Template Communications Plan for Temporary Closure	22
9 .Should face masks be work in schools?	23
1 0Further Information and Guidance	23

Guidance on Madrasah Reopening

1. Introduction

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

The UKIM Education Team recommends the following action to be in place before reopening the Covid-19 secure Madrasah:

1. Appoint and train a COVID 19 designated officer.
2. Appoint other volunteers/staff to the covid-19 team.
3. All volunteers/staff to undertake infection control training from the designated person.
4. Plan to keep the Masjid and Madrassah activity separate.
5. Complete the risk assessment.
6. Produce reopening plan to meet covid-19 requirements/regulations and building capacity.
7. Consult with staff and volunteers.
8. Secure approval from Masjid Committee.
9. Prepare the Madrassah estate (including posters to reinforce social distancing and hygiene expectations).
10. Communicate with parents.
11. Induct and train staff/volunteers in the new expectations and procedures.
12. Induct students in the new expectations and procedures.

2. 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 may still be used to deliver lessons.
- 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 with a maximum of 15 students per class.
The attendance at the Madrasah may be increased dependent 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, although carpets will be regularly cleaned, 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 then 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 increase and public health guidance advise a closure is needed.

3.3 Arrival and Leaving

Staff will be available for supervision to implement the smooth staggering process for entry and exit to the 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 5-minute arrival/departure windows.

Class	Arrival	Departure
1	4.30-4.35pm	5:45-5:50pm
2	4.35-4:40pm	5:50-5:55pm
3	4:40-4:45pm	5:55-6:00pm
4	6:00-6:05pm	7:15-7:20pm
5	6:05-6:10pm	7:20-7:25pm
6	6:10-6:15pm	7:25-7:30pm

- 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/office.
- Upon entering Madrasah, students will be asked to use a hand sanitiser.
- Parents should not allow 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.

3.4 Classrooms/Learning Spaces

- If possible 50% of students in each class (maximum of 15 students) will attend at each time.
- Students will have designated learning spaces as outlined below:

Class	Teacher	Room
Reception 1	Sr Tahira	Reception Class 1

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

3.5 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.

3.6 Uniform and Equipment

- Students will be permitted to wear a plain black or white Jubbah.
- 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 (where lessons take place on the floor). Ensure all footwear is stored in a bag or the designated area.

3.7 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.

3.8 Toilets and Wudhu

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.

3.9 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.

3.10 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 section 3.13. A student who is unwell may only use [enter location] 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.

3.11 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.

3.12 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 assembly 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,

3.13 Students and staff who are unwell or test positive

- Any student or staff who are 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 for 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 10 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 at least 10 days.

3.14 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 students work.
10. Where possible, keep doors and windows open at all times.
11. Bring your own water bottle.

NHS

If you have coronavirus symptoms:

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

[Get a test now - do not leave home for at least 10 days after your test](#)

3.15 Student Expectations

Students must only attend Madrasah if they or a member of their household do not have Covid19 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 face covering if sharing a car with people from other households.
3. Arrive at 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 your own water bottle and not share.



If you have coronavirus symptoms:

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

[Get a test now - do not leave home for at least 10 days after your test](#)

4. Madrasah Risk Assessment

Person leading risk assessment:

Date:

Review Date:

The risk assessment should be reviewed regularly.

	Risk	Control	Lead	Deadline	Completed
1	Staff who are in the shielding category	<ol style="list-style-type: none"> 1. Staff to be identified. 2. Staff to be advised to deliver teaching from home via online methods. 3. Students for their class to be advised to stay at home, unless a substitute teacher is identified. 			
2	Students who are in the shielding category	<ol style="list-style-type: none"> 1. Students to be identified 2. Students to be advised to stay at home and access remote learning. 3. Staff to deliver remote learning to shielding students. 			
3	Staff who are in the shielding category	<ol style="list-style-type: none"> 1. Students and staff advised to seek and follow advice from a medical professional, such as their GP. 2. Students 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.	<ol style="list-style-type: none"> 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.	<ol style="list-style-type: none"> 1. All rooms will be used to only 50% capacity or online teaching option. 2. All classes will be treated as "bubbles" with a single teacher and a single room. 3. Teachers are advised to stay in a 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.	<ol style="list-style-type: none"> 1. All staff and students advised to visit the toilet and complete ablution at home before coming to Madrasah. 2. Access to toilets and ablution/wudhu areas will be limited and managed. If you need to use the toilet only use the designated toilet / ablution area. 3. To maximise social distancing, the ablution area will be at 50% capacity with some seats taped off. 4. Cloth towels will be removed. 5. Paper towels will be provided. 			
7	Entrances will cause crowding at the start and end of Madrasah	<ol style="list-style-type: none"> 1. Opening and closing times will be staggered. 2. Multiple entrances will be used where possible. 3. Congregation near entrances and exits will be supervised and managed. 			
8	Children from different classes and households may share cars	<ol style="list-style-type: none"> 1. Parents are advised to avoid having children from different households travelling to and from Madrasah in the same car. 2. 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"> 1. Students and staff disinfect hands upon entering and leaving class. 2. Students and staff disinfect hands after coughing, sneezing or going toilet. 3. Cleaners will undertake regular and frequent wiping of all contact surfaces with disinfectant. 4. After each Madrasah session, the cleaner(s) will wipe with a disinfectant all surfaces in classrooms (including desks, windowsills and other contact surfaces). 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 case transmission.	1. Books, stationery and other belongings must not be shared. 2. Food will be prohibited in the Madrasah.			
11	Students or member of staff tests positive for COVID-19	1. Direct or close contacts will be asked to isolate at home for 14 days.			
12	Cash payments	1. Only where necessary. 2. Standing order or direct debit preferred.			
13	Parents or other members entering during Madrasah hours	1. No parent or other person allowed during Madrasah hours.			
14	Managing Madrasah during Salah time with Jamaat/ congregation	1. Supervision, social distancing			
15	Transmission of COVID-19 indoors	1. No fans or air conditioning allowed.			

5. Deep Cleaning Checklist

Deep Clean Checklist – Key Tasks	Date
1. Personal protective equipment (PPE)	
<p>The minimum PPE to be worn for cleaning an area after a person with symptoms of, or confirmed COVID-19 has left the Madrasah is disposable gloves and an apron. Wash hands with soap and water for 20 seconds after all PPE has been removed. Additional PPE should be worn (i.e. covering eyes, mouth and nose) if the risk that virus is present is assessed to be higher.</p>	
2. Cleaning and disinfection	
<p>a) Corridors: Public areas where a symptomatic person has passed through and spent minimal time but which are not visibly contaminated with body fluids, such as corridors, can be cleaned thoroughly as normal.</p>	
<p>b) Surfaces: All surfaces that the symptomatic person has come into contact with should be cleaned and disinfected, including all potentially contaminated and frequently touched areas such as bathrooms, door handles, telephones and grab rails in corridors and stairwells. Additional areas to consider are sinks, kitchen surfaces and carpets.</p>	
<p>c) Wipes and mop/buckets: Use disposable cloths / paper roll and disposable mop heads to clean all hard surfaces, floors, chairs, door handles and sanitary fittings – think one site, one wipe, in one direction. A two-mop bucket technique should be used for floors, with one for detergent and one for rinsing, cleaning and drying them after use. Use one of the options below:</p> <ul style="list-style-type: none"> • A combined detergent disinfectant solution at a dilution of 1,000 parts per million available chlorine (ppm av.cl.); or • A household detergent followed by disinfection (1000 ppm av.cl.). Follow manufacturer’s instructions for dilution, application and contact times for all detergents and disinfectants; or • If an alternative disinfectant is used within the organisation ensure that it is effective against enveloped viruses. 	
<p>d) Carpet and soft furnishings: When items cannot be laundered or cleaned using detergents, steam cleaning should be used. Steam cleaning is effective against germs on carpets, furnishings, upholstered furniture and mattresses. Curtains can be cleaned by laundering or disinfected by steam cleaning.</p>	
<p>e) Kitchens: Ensure all food preparation surfaces and kitchen areas the symptomatic person may have come in contact with are cleaned thoroughly before re-use again, including sinks, dishes, crockery. Crockery and eating utensils should not be shared.</p>	
<p>f) Bathrooms/Toilets: Ensure thorough cleaning with toilet cleaner and brush is carried out. Limescale should be removed using a descaling product. Ensure toilet seat, handle, rim and other frequently touched surfaces are cleaned by using a disinfectant.</p>	
3. Waste disposal	
<p>Personal waste from individuals with symptoms of COVID-19 and waste from cleaning of areas where they have been (including PPE, disposable cloths and used tissues):</p> <ol style="list-style-type: none"> 1. Should be put in a plastic rubbish bag and tied when full. 	

<p>2. The plastic bag should then be placed in a second bin bag and tied.</p> <p>3. This should be put in a suitable and secure place and marked for storage until the individual's COVID-19 test results are known.</p> <p>If the individual COVID-19 tests negative, disposed of immediately with the normal waste.</p> <p>If COVID-19 is confirmed, waste should be stored for at least 72 hours before disposal with normal waste.</p>	
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This checklist is a general guide and not a replacement for taking into account your building's local context, based on your COVID-19 secure Risk Assessment.

For best practice on stopping germs from spreading, also visit the [NHS cleaning guide](#)

6. FAQ Letter to Parents (Covid-19)

Date:

Dear parents and carers

At UKIM we are committed to keeping both children and staff members safe now they have returned to the Madrasah.

We would like to inform you about what our Madrasah will be doing and what we ask of you as parents or carers if your child or any member of your household shows symptoms of coronavirus (COVID19).

The most common symptoms of coronavirus (COVID19) are a recent start of any of the following

- A new continuous cough.
- A high temperature (feel hot to touch on the chest or back).
- A loss or change in your normal sense of taste or smell.

A **well** child/young person feels 100% well, seems themselves and not displaying any changes in behaviour or their daily routines.

An **unwell** child could be a possible case of COVID19. Other symptoms that have been linked to COVID are vomiting, diarrhoea, sleeping more than usual, agitated, cold, headaches - anything that may indicate they are not feeling themselves.

Please DO NOT send your child into the Madrasah if:

- They are unwell in any way.
- Anyone in the household is unwell, awaiting testing or their result, or has been tested positive.

What happens if a child/young person or member of staff becomes unwell at the Madrasah?

As soon as the Madrasah is made aware, the child, young person or staff member will be sent home and advised to isolate until the result of the COVID test is known. The Madrasah will arrange any necessary cleaning.

How do I get a test for my child?

If your child is displaying symptoms of coronavirus, book a test at the local walk-in testing site which is located at [enter location].

A test can also be booked on the NHS website using the link below which provides you options for either a drive-through test, for which you or someone you live with must have a car to get to a regional test site or you can request for a home testing kit for yourself and anyone else you live with who has coronavirus symptoms. There is an identity check for home test kits.

<https://www.nhs.uk/ask-for-a-coronavirus-test>

Please ensure you inform the Madrasah when you have the test result, whether positive or negative.

What happens if a child, young person or staff member at the Madrasah has symptoms?

If anyone in the Madrasah becomes unwell with a new, continuous cough or a high

temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they will be sent home and advised to book a test.

- The person should isolate for a minimum of 7 days, or until the test.
- Members of their household should self-isolate for 10 days. The 10 days is the time it takes for symptoms to show if you have been infected.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision is required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people. The rest of the bubble need not be sent home unless the child or adult has a positive test result returned.

What happens if a child, young person or staff member at the Madrasah tests positive?

Guidance states that:-

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 10 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live within that group subsequently develops symptoms.

Therefore, children/staff in their bubble need to be sent home only if the child/adult has a positive test result.

- The person should isolate for a minimum of 7 days, or until the test.
- Members of their household should self-isolate for 10 days. The 10 days is the time it takes for symptoms to show if you have been infected.
- The rest of their bubble/class/group within their the Madrasah (children and adults) will be sent home and advised to self-isolate for 10 days (and offered testing if symptoms develop).
- The other household members who live with the contacts in the bubble/class/group do not need to self-isolate unless the child, young person or staff member they live within that group subsequently develops symptoms.

If my child tests positive, do I need to tell people they have been in contact with?

Yes. You need to log onto the NHS Test and Trace portal <https://contact-tracing.phe.gov.uk/> and share details of all their close contacts. All close contacts (household, the Madrasah related or any other close contacts) will receive a letter, a phone call or a text to advise them to self-isolate. Please also ensure that the Madrasah Head has been informed.

What happens if my child tests negative?

Your child can return to the Madrasah when they are 48 hours symptom-free. Household members can end their isolation straight away following the negative test unless someone else in the household is waiting for the result of their test.

What do I need to do if either myself or my child has been in 'contact' with somebody who has tested positive

A 'contact' is a person who has been close to someone who has tested positive for coronavirus (COVID-19) anytime from 2 days before the person was symptomatic up to 7 days from onset of symptoms (this is when they are infectious to others).

For example, a contact can be:

- People who spend significant time in the same household as a person who has tested positive for coronavirus (COVID-19).
- Close personal relationships/partners.
- A person who has had face-to-face contact with someone who has tested positive for coronavirus (COVID-19), including being coughed on, having a face-to-face conversation within one metre, or having skin-to-skin physical contact, or any contact within one metre for one minute or longer.
- A person who has been within 2 metres of someone who has tested positive for coronavirus (COVID-19) for more than 15 minutes.
- A person who has travelled in a small vehicle with someone who has tested positive for coronavirus (COVID-19) or in a large vehicle or plane near someone who has tested positive for coronavirus (COVID-19).

In a Madrasahs context, all children/staff in the classroom 'bubble' will be classed as a close contact and others will be assessed on a case by case basis. If you or your child falls into one of the categories above of a contact, they must self-isolate at home because you are at risk of developing symptoms in the next 10 days and could spread the virus to others before the symptoms begin. If you have concerns for your health, contact your GP or NHS 111 online. In an emergency, contact 999.

What happens if somebody in the wider the Madrasah community tests positive?

If a member of the wider Madrasah community (e.g. a parent/carer, a member of our cleaning staff) tests positive, they should let the Madrasah know immediately to identify if the confirmed case attended the Madrasah in the 48 hours before the onset of their symptoms (or the date of the test). No further action is required in the Madrasah if the person did not attend during that time when they could have been infectious. Contact tracing will take place with the person testing positive to understand the other types of contact the individual may have had both in the Madrasah and out of the Madrasah.

We would like to reiterate ways to reduce the spread of coronavirus disease and the risk of you and anyone you live with getting ill with COVID-19:

- Maintain physical distancing and to stay 2 metres from apart from others (except family members).
- Stay out of crowded places and avoid mass gathering.
- Wash your hands with soap and water often – do this for at least 20 seconds.
- Use hand sanitiser gel if soap and water are not available.
- Wash your hands as soon as you get home.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- Put used tissues in the bin immediately and wash your hands afterwards.
- Keep your hands away from your face (eyes, nose and mouth).

Please keep this letter for future reference. We would like to reassure you that we are doing all we can to keep your children safe and we thank you in advance for following this advice and guidance.

Jazakallah Khayr

Headteacher

7. Outbreak Letter – Advice to Parents

Date:

Dear Parents/Carers,,

We have been made aware of one member of our Madrasah who has tested positive for COVID 19.

We are continuing to monitor the situation and are working closely with Public Health England. This letter is to inform you of the current situation and provide advice on how to support your child. Please be reassured that for most people, coronavirus (COVID-19) will be a mild illness.

The Madrasah remains open and providing your child remains well they can continue to attend the Madrasah as normal. We will keep this under review.

What to do if your child develops symptoms of COVID-19

If your child develops symptoms of COVID-19, they should remain at home for at least 7 days from the date when their symptoms appeared as advised in <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>.

You should arrange for testing for your child via <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> or 111.nhs.uk or primary care.

All other household members who remain well must stay at home and not leave the house for 10 days. The 10-day period starts from the day when the first person in the house became ill.

Household members should not go to work, the Madrasah or public areas and exercise should be taken within the home.

Household members staying at home for 10 days will greatly reduce the overall amount of infection the household could pass on to others in the community

If you are able can, move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home, to stay with friends or family for the duration of the home isolation period

Symptoms of COVID 19

The most common symptoms of coronavirus (COVID-19) are recent onset of:

- new continuous cough and/or
- high temperature
- a loss of, or change in, normal sense of taste or smell (anosmia)

For most people, coronavirus (COVID-19) will be a mild illness.

If your child does develop symptoms, you can seek advice from NHS 111 at <https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/> or by phoning 111.

How to stop COVID-19 spreading

There are things you can do to help reduce the risk of you and anyone you live with getting ill with COVID-19:

- wash your hands with soap and water often – do this for at least 20 seconds.
- use hand sanitiser gel if soap and water are not available.
- wash your hands as soon as you get home.
- cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
- put used tissues in the bin immediately and wash your hands afterwards.

Further Information

Further information is available at <https://www.nhs.uk/conditions/coronavirus-covid-19/>

8. Template Communications Plan for Temporary Closure

8.1 Letter/Email to Your Congregation or Service Users

Dear Attendee,

*****ATTENTION – TEMPORARY SUSPENSION OF SERVICES AT [NAME OF INSTITUTION]****

Due to a reported positive case of COVID-19 at **[NAME OF INSTITUTION]**, as a precautionary measure, the management team has taken immediate action to temporarily suspend all services in the building until further notice.

We take our responsibilities in stopping a local outbreak from happening seriously and have taken this step with a heavy heart and in line with public health advice.

The individuals who have tested positive with COVID-19 are self-isolating at home. In addition, those attendees who were in the building at the same time as the individuals who have tested positive have been contacted and informed to self-isolate and get tested as soon as possible. Anyone can book a free test by visiting the www.nhs.uk or phoning **119**.

We urge all attendees to perform their prayers at home / attend classes online. Further announcements will be made on when **[NAME OF INSTITUTION]** will reopen once it is safe to do so *insha'Allah*.

We pray that Allah (swt) protects us during these testing times and increases us in strength.

Yours sincerely,

[NAME OF CHAIR/SECRETARY, NAME OF INSTITUTION]

For any queries, please contact: **[INSERT CONTACT DETAILS]**

8.2 Social Media Announcement

Due to a reported positive case of COVID-19 at **[NAME OF INSTITUTION]**, all services have been temporarily suspended until further notice. We urge all attendees to perform their prayers at home / attend classes online. We will announce when we can re-open once it is safe to do so.

For further info, please visit **[INSERT WEBSITE LINK]** or contact **[INSERT CONTACT DETAILS]**

9. Should face masks be worn in schools?

Previously government guidance for schools advised stated that “wearing a face covering or face mask in schools or other education settings is not recommended. The majority of staff in education settings will not require PPE [personal protective equipment] beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others.”

As of 1st September 2020, government advice has changed: “Secondary pupils will have to wear face coverings in school corridors in local lockdown areas of England.” However, “Head teachers in any secondary school will also have the “flexibility” to introduce masks in their schools.”

Education Officer advice: Face coverings/masks are not required or advisable for children under 11. Regarding secondary school age students, our Madaris are controlled environments. We have the key public health controls in place – hygiene, cleaning, distancing, - to keep children and staff safe without the need for. Educationally, students need to be able to interact and communicate with their teacher. It is very difficult to do this if the child (or teacher) is wearing a face covering, especially when teaching the Qaidah/Qur’an. Furthermore, teachers, like parents, read a lot from a young person’s expressions. They can tell when young people are “stuck” or thinking or anxious. This can’t be achieved from eye contact alone. It is better that we can hear and see clearly what each other is saying and we keep some distance apart.

The guidance in this document organises the madrasah so that student movement is at a minimum and students will not all be eating or otherwise congregating together. However, if secondary students feel more comfortable using a face mask, then they may wear a plain mask when not in lessons. When the mask isn’t being worn it should be put in a bag in the student’s pocket, so it does not contaminate other surfaces or become a hazard in itself. If national advice changes, we will of course follow this.

10. Further Information and Guidance

<https://www.gov.uk/government/publications/protective-measures-for-holiday-or-after-the-Madrasah-clubs-and-other-out-of-the-Madrasah-settings-for-children-during-the-coronavirus-covid-19-outbreak/protective-measures-for-out-of-the-Madrasah-settings-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/government/publications/guidance-for-parents-and-carers-of-children-attending-out-of-the-Madrasah-settings-during-the-coronavirus-covid-19-outbreak/guidance-for-parents-and-carers-of-children-attending-out-of-the-Madrasah-settings-during-the-coronavirus-covid-19-outbreak>

<https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education>