



Values Ground Us. Education Elevates Us.

## **COVID-19 RETURN TO CAMPUS PROTOCOLS for New Horizon School Westside Staff**

At New Horizon School Westside, we love and value each staff member, and we know that we cannot do what we do without you. We want to share our plan to return to school and to a campus life as close to normal as possible. We have prepared this plan, have made edits and adaptations, and have been determined to remain flexible when making all our decisions, while aligning with health recommendations and local guidelines. We are fully committed to providing a warm and loving environment for all students and taking care of our faculty and staff, and we are doing our part to mitigate risks. The following pages outline the plan as it stands today, which is subject to change according to local and state guidelines. Thank you for your confidence in us as we take necessary steps to allow us to reopen our campus. We are open to feedback and questions and want you to feel heard and seen in this process of returning to campus.



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## HOW WE PREPARED FOR A SAFE RETURN TO CAMPUS

- Established **COVID-specific protocols**
- Implemented new disinfecting and **cleaning protocols** and schedules
- Hired additional **daytime cleaning staff**
- All adults and students over age 2 are **required to wear cloth face coverings** while on school property except while eating, drinking or carrying out other activities that preclude use of face coverings
- Established guidelines for **socially distanced** classrooms, and added clear acrylic shields to desks to create enclosed cubicles to allow students to remove their masks when seated, per teacher's discretion
- Established **traffic-flow** patterns around campus
- Added **barrier** to main office reception area due to high traffic
- **Removed** porous classroom items that do not allow for proper disinfecting (rugs, beanbag chairs, etc.)
- Purchased enough **Personal Protective Equipment (PPE)** for staff
- In the process of installing **water bottle refill stations** as drinking fountains will not be in use, and confirmed **water systems** safety
- Placed movable **hand sanitizing stations** around campus
- In The process of installing a touchless sink in the main playground
- Developed an **improved ventilation plan** per classroom, per CDC recommendations, and upgraded all filters to Merv-13
- Purchased **Air Purifier machines** for regular use
- Established a **campus no-visitor policy** during school hours for parents, vendors, repair personnel, prospective families, delivery personnel, etc.

### **Additional safety measures in place include as the school year begins:**

- Daily **temperature checks** at drop-off
- Staggered student drop-off timing assigned by grade level
- Students will stay in **cohorts/pods** throughout the day
- **Face coverings are to be worn** by adults and students when on campus
- **Class schedules** modified to minimize exposure to shared spaces
- **Routine staff COVID testing** options are being explored, per the recent guideline

We recognize that this will be a huge adjustment for all of us, and **we value and need your feedback** as the year unfolds. Please note that the **Administrative Team is always available** to assist you with any requests as we transition to this new (temporary!) normal.

## HOW WE HAVE DEVELOPED THIS PLAN

The development of this plan has been managed by the Admin Team. We have stayed up-to-date on health recommendations, school opening procedures put forth by the LA Dept of Public Health, the CA Dept of Public Health, and the CDC, and have worked together to apply their guidelines to our unique school environment.

The **Back-to-School Safety Committee** is made up of the following members:

- Dalal Hassouna-Antabli (Administration)
- Salwa Essaid (Admin/Communications)
- Noraini Abdullah-Welsh (Administration)
- Kafa Doufash (Admin, Preschool Licensing)
- Nisrin Kadri (Teacher)
- Suleman Mohammed (Senior Board Member)
- Halima Mohammed (Board of Trustees Chair, Current Parent)
- Shaden Mohammad (Board of Trustees member, Current Parent)
- Mariam Bukher (PA Representative, Current Parent)
- Dr. Omar Durra (Medical Professional, Current Parent)

The **Academic and Scheduling Committee** is made up of Administration, faculty and staff, in order to best facilitate learning needs, academic schedules, and campus spaces to maximize effectiveness. The members are:

- Dalal Hassouna-Antabli (Administration)
- Kafa Doufash (Administration, Preschool)
- Noraini Abdullah Welsh (Administration, Elementary School)
- Salwa Essaid (Administration, Students Affairs Director)
- Razanne Farshoukh (Staff)
- Mounia Laayouni (Preschool Teacher)
- Nisrin Kadri (Elementary Teacher)

## BEFORE STAFF ORIENTATION WEEK

- Please complete the voluntary [High-Risk Self-Identification Request Questionnaire](#) if you have not done so already
- Review the [COVID-19 Protocols](#) (our updated Health Policy)
- Please discuss any personal concerns about returning to work with the Head of School
- Out of respect for all members of our community, we are asking our faculty and staff to please consider limiting travel, within 14 days of returning to campus

## DURING ORIENTATION WEEK

- Please complete and submit the **COVID-19 Screening Questionnaire** within 72 hours of reporting to campus. This will be emailed to you and must be **completed and submitted prior to your arrival** on campus.
- Please **take your temperature and complete a symptom check** (cough, shortness of breath or fever, or any other COVID-like symptoms you may be experiencing) before leaving your home to report to campus. This will be required every day of the coming school year, and we are in the process of setting up an app that will record daily temperatures
- Please arrive to campus wearing a **cloth face covering**. During staff orientation week, the school will be distributing the shields, and the school will provide you with disposable masks.
- Meeting spaces will be set up to **ensure proper distancing**. There will be no in-person meetings with all staff present. Those meetings will be held via Zoom. Smaller meetings may be in-person or via Zoom, depending upon space limitations and number of attendees.
- Each group will be **receiving guidelines on how to setup your classroom** and any secondary learning spaces to allow for proper distancing and traffic flow. Teachers will be responsible for individual classroom set up. We will have the appropriate number of desks for each classroom and will be providing bins for every student.
- **Class lists will be provided** to indicate which students will need to be accommodated on-campus, and which students have selected to participate in our Remote Learning Program.
- During orientation, all **high-touch points** such as stairwells, door handles, bathroom fixtures and toilets will be **regularly sanitized**. Comprehensive cleaning will be completed daily
- **Hand sanitizing stations** are positioned throughout campus, and gloves are available if desired
- In lieu of providing in-service breakfast and lunch, the school will be providing individually snack bags and boxed lunch meals during the week.
- While some of the time will be dedicated to important COVID-related training, **the bulk of your time during staff orientation** will be spent setting up your classroom and working on curriculum for both in-person and online learning
- As part of your welcome video which will be sent to your incoming families, we will ask you to please **consider the social-emotional health** of your students and parents, and

reference the measures we have taken to mitigate risk. We are aware that some students will have more transition anxiety than typical years. You will receive additional guidance from the Administration on these videos

- To increase your comfort and confidence as the school year commences, you will receive training on the following:
  - Proper use of PPE (face coverings, gloves, etc.)
  - Face covering requirements
  - Guidelines and strategies for social distancing
  - How to properly clean and disinfect, and how to instruct students to do so
  - Recommended hand washing practices
  - Schedules for shared spaces such as restrooms, recess, lunch
  - How to do your own temperature checks
- Please review the following videos to aid in knowledge and training:
  - [Hand-washing](#)
  - [Hand sanitizer](#)
  - [Cloth mask protocols](#)
  - [Cloth mask protocol 2](#)
  - [Disposable mask protocols](#)
  - [Glove donning and removal](#)

## SCHOOL DAY MORNING ROUTINE

- Please **take your temperature and complete a symptom check** (cough, shortness of breath or fever, or any other COVID-like symptoms you may be experiencing) before leaving your home to report to campus. This will be required every day of the coming school year
- Please **DO NOT COME TO CAMPUS if you have fever or any active COVID-19 symptoms**. Please alert the School office and the Head of School by 7:00 am if you are unable to report to work
- Please **DO NOT COME TO CAMPUS if you have been exposed to a known case of COVID-19**, and alert the School office to receive guidance on quarantine and testing protocols before you return to campus
- **Drop-off timings will be assigned** according to the students' grade. Siblings may be dropped off at the same time, and temperature checks and health screenings will take place as children exit the car. Any staff member assigned to a morning duty will be trained on administering such screenings
- Upon drop-off, **children will report directly to an assigned location (class)** where they will meet their cohort/pod and teaching staff

## DAILY ROUTINE

- **No visitors will be allowed on campus** during the school day
- **Cloth face coverings** are to be worn by all adults and students over age 2 when on campus, except when eating or drinking, when seated at a desk with an acrylic barrier, or when carrying out other activities that preclude use of face coverings
- **Regular hand washing** will be part of everyone’s schedule throughout the day  
Please work this into your daily class routine
- Classrooms will be set up to allow for proper **social distancing with the use of individual clear barriers** to create walled cubicles around desks. This will allow you to determine when it might be safe for students to remove their masks when seated at desks
- To the best of our ability, we will keep kids within their **cohorts/pods** while on campus to minimize the spread of germs

## ACADEMIC SCHEDULING AND CLASS STRUCTURE

- **Schedules have been developed** that are most conducive to the learning environments and needs of each school division (Preschool and Elementary). These schedules allow us to **best use our campus spaces**, meet the academic and emotional needs of our school community, and adhere to local guidelines
- Due to the square footage of learning spaces, **student groupings have been decreased** to safely maintain social distancing
- While Preschool will remain in 10-student cohorts, we have adopted “**grade-level Cohorts**” for **TK-5th Grade** that allow ALL students in one grade to have interactions, mostly outdoors, throughout the day. This includes recess and lunch times

## TRAFFIC FLOW PATTERNS AROUND CAMPUS

- When traveling around campus, all individuals **are required to wear a mask and follow determined traffic patterns**. Teachers will need to help students remember to keep safely distanced and to adhere to set protocols
- **Class schedules** will be staggered to keep walkways clear, help maintain social distancing, and minimize the amount of congregating by students
- **Any shared spaces** will be cleaned by our maintenance team between student groups throughout the day

## IN THE CLASSROOM

- Upon each entrance and exit of the classroom, and between classroom activities, please instruct students to **wash hands or apply hand sanitizer**
- **Classroom desks and learning spaces are to be forward-facing** to allow for social distancing and minimize face-to-face contact between students
- Desks will have an **individual clear barrier** to create walled cubicles for each student. This allows you, as the teacher, to determine when seated students can safely remove their face coverings
- When wearing a face shield, teachers **will adhere to wearing their own cloth face mask** and only remove it when they are alone in their own cubicle space.
- Teachers will need to **monitor proper mask usage**, including the distribution of provided plastic bags for each student to safely store their masks when not in use
- We prefer that **teachers NOT physically assist students with the donning and removal of face coverings** and are asking parents to work with their children to practice mask independence. In the event that a student does require physical assistance, each classroom will have gloves available
- Students and teachers will be **disinfecting their personal spaces** throughout the day. Based on your orientation training, please instruct your students on how to wipe down their workspaces effectively with provided cleaning materials which will be in your classrooms
- Additional **disinfecting** will take place between classes for shared spaces by our maintenance team
- As much as possible, the School has **procured individual supplies** for each student to minimize the need for shared supplies. When your students need to use any **shared items, please make sure these are disinfected** after each use
- Please note, per the guidelines, you will use your **own signing sheet** to record manually your hours of work, and we cannot allow group signing.

## CLASSROOM AND STUDENT SUPPLIES

- **Parents have been asked to provide** 2 masks per day per child, a snack, a packed lunch (unless ordered through hot lunch vendors), and a refillable water bottle clearly labeled with their child's name
- The **school has provided lists to parents** with the individual materials needed in a classroom setting to eliminate the need to share materials, per your classroom supply lists. These will be delivered to your classrooms before the start of school and must be labeled and separated for each student's personal use
- One plastic bin has been provided for every student. Books, supplies and learning materials must be placed in the bin for the individual students' use.

- We will ask parents to pick up the student supply bins for students who will be participating in the **Remote Learning Program**. These should include supplies needed for the first trimester **only**.
- Homeroom teachers will store the remaining student supplies in a container clearly labeled with the student's name in the classroom ready for the student's return to campus.

## SENDING STUDENTS TO THE OFFICE

- The teacher will be expected to treat students for things such as:
  - Scrapes
  - Medication distribution with doctor's prescription
  - Minor Injuries
- If a student displays any of the symptoms below, **teachers must call x110** before sending any student or staff member to the school designated area and receive instruction on how to handle the individual.

The symptoms are:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- **Medical-grade masks will be provided** in each classroom for teachers to wear in case a child is exhibiting COVID-like symptoms and needs to be walked to the shed.
- The COVID-specific shed is set up to allow for **isolation of any students** exhibiting symptoms
- In the case of a suspected case, **immediate pick-up by a parent will be mandated**, and **all siblings** should also be picked up from school at that time
- Teachers will be expected to **provide classwork** to students who are asked to stay home due to COVID exposure or symptoms
- Students who are sent home with COVID symptoms are **required to remain home and must be fever-free for 72 hours** before returning to school. The family is required to provide 2 negative COVID tests taken 24 apart to confirm that no virus is detected, or a medical note from a doctor with an alternative non-COVID diagnosis
- If COVID is confirmed, **the school will alert LA Department of Public Health** and will receive guidance on quarantine requirements, contact tracing, and on a possible temporary school closure. In addition, the Head of School will alert all school constituents per public health guidelines via our emergency Alert text and email platform.

- In recognition that it is possible that we will have a case of COVID on our campus this year, we strongly urge everyone to **approach others in our community with the respect, confidentiality and compassion** that embodies the mission and values of our school

## WHEN A CHILD IS ABSENT

- **At-home work will need to be provided** for students who are absent when that student is attending school on-campus. This includes children who may be self-isolating for COVID symptoms, and is separate from our Remote Learning Program
- If a parent needs to pick up materials from the school, they will need to be labeled and **left at the School office**. Parents may pick up outside the gate since they will not be able to come onto the campus

## KEEPING THE CAMPUS CLEAN

- During the day, stairwells, door handles, bathroom fixtures and toilets will be **regularly sanitized**. Our maintenance team will follow a **comprehensive schedule** to ensure proper cleaning of campus spaces
- **Classrooms and common spaces will be thoroughly cleaned daily**
- **CDC-approved cleaners** will be used on hard surfaces in classrooms
- **Each classroom will be stocked** with necessary cleaning supplies (sanitizer, gloves, spray, wipes, etc.) and should you require more supplies, please let the school office know
- All staff members will be trained on safe and effective cleaning practices

## LUNCH AND SNACK

- Students will be asked to bring their lunch (there will be no hot lunch vendor orders) and snack with them in the morning, as well as their own **reusable water bottle**, which can be refilled at the water fountains
- **When hot lunches are available for purchase for students and staff**, they will be delivered to the school individually pre-packaged. **Class lunch runners will need to be assigned** by each class, which will involve them retrieving all lunches for their class from the school office
- **Lunch and snacks** will be eaten in classroom or designated outdoor spaces, after thorough hand washing by each student
- Daily **schedules** will allow children time to eat and time to play outside, weather permitting

## RECESS AND PE

- Students will be assigned to **specific outdoor locations** to share with their cohort/pod at varying times throughout the day to allow for recess play
- Students will **line up and be escorted** to and from outdoor spaces by their teacher while maintaining proper distancing measures and wearing masks
- Students will **wash or disinfect hands** upon leaving and entering classroom
- **Shared outdoor equipment will be disinfected** throughout the school day by teachers and staff
- **Minimal touch sports** will be played in the PE setting to allow for safe distancing among students

## PICKUP PROCEDURES

- **End of day pick up** will take place with students seated within their cohorts, in their own seats and distanced as much as possible while waiting for parents.
- **Cloth face coverings will be worn** by all students and staff until all students are picked up from school

## AFTER SCHOOL CARE AND ENRICHMENTS

- **Preschool Afternoon Daycare** is still being discussed due to the challenges of keeping kids in assigned to cohorts/pods due to the flexibility of our program
- **Homework Club** will not be offered at this time. We will continue to monitor and will open it up as soon as we can do so safely and according to guidelines
- **After-school programs** have been delayed for the time being. We will continue to follow guidelines, and we will notify our families as things change

## A FEW NOTES ON OUR REMOTE LEARNING PROGRAM

- A preliminary survey with Kindergarten parents indicated up to 50% of our families may elect to participate in our Remote Learning Program.
- Our Remote Learning Program is being offered as part of our school's commitment to **support students** who, due to health reasons, are not able or comfortable to return to campus
- Students enrolled in the Remote Learning Program **will be assigned to a grade-level class**, and we ask teachers to help **facilitate regular socialization and connection with classmates virtually** through camera, emails, letters, Zoom calls, etc., so that our Remote Program students feel connected

- Students in some grade levels will be assigned to skill level classes, in Arabic language and Religious Studies. Both subjects will be taught simultaneously for scheduling purposes.
- Our Remote Learning Program will **cover all core subjects**, and enrichment subjects will be made available as practical.
- We have informed parents who select the Remote Learning Program that there will be a longer period for student interaction with the teachers than what we offered in Spring 2020.
- When appropriate, the administration will work with teachers to record lessons to be shared with Remote Learning students, and teachers must provide parents and students with specific directions regarding lesson goals and assignments if applicable.
- The number of families that choose to be part of our Remote Learning Program will cause our **on-campus class sizes to vary**. Once we have received finalized lists of on-campus and remote learners, we will make necessary adjustments to class assignments
- Our Remote Learning Program requires a **6-week commitment** to provide greater consistency to the classroom environment, both remotely and in-person

## PREPARING FOR SUDDEN SHIFTS IN LEARNING

- In the case that we need to close the campus, we **will immediately shift to a schoolwide online learning model**
- We have evaluated and enhanced our online learning procedures to allow for a cohesive and seamless shift to online education for as long as necessary
- Students will be provided with **suitable technology**, when applicable, to allow for continued education at home

## TAKING CARE OF OUR STAFF

- The **social and emotional health** of our faculty and staff is of utmost importance, and the Administration Team is always available to offer support as needed.
- We are looking into **emotional and social health resources** that are available to us, as well as how to provide additional **spiritual and emotional support to our staff and faculty** as needed. More details will be shared as they become available

## A FEW OTHER THINGS TO NOTE

- We will be **adjusting our campus restrooms** and hand washing stations to allow for proper distancing and have set a maximum occupancy for each restroom on campus.
- We will hold our **monthly fire drills** to ensure the safety of our staff and students, but will congregate by grade in various outdoor locations throughout campus to allow for distancing
- Unfortunately, we are **not able to utilize the staff lounge as a rest area for teachers**. Teachers may use the kitchen area one person at a time.

- Teachers who need a private place on campus to make a phone call, take a break, or enjoy a moment of peace and quiet may use our outdoor space. Appropriate social distancing guidelines must always be enforced.
- Please adhere to maximum capacity rules for all rooms/locations on campus
- **Tutoring is going to be allowed** on campus during after school hours. If you are tutoring on campus, please make sure you are following all campus guidelines that are enforced during the school day, such as social distancing, use of masks, student cubicles, etc. At the end of tutoring sessions, students must be walked to the gate and picked up by a parent.
- The school will provide you with information and resources to allow for our **staff to be routinely tested for COVID**, per the Governor’s recent guidelines, especially considering that LA County is currently experiencing testing challenges

## HOW CAN YOU HELP MITIGATE RISK?

- **Stay at home** if you or a family member is experiencing COVID symptoms like fever, sore throat, cough, difficulty breathing, or any others that may be contagious
- **Maintain social distancing** as much as possible when in contact with those outside of your immediate household
- **Wear a mask** if you are unable to maintain a proper 6 feet distancing between you and others
- **Wash your hands** regularly. Good hand hygiene with soap and water or an alcohol-based sanitizer is crucial to staying healthy



**Wash your hands.**



**Stay home when sick.**



**Cover your cough.**

*We are so excited to have a campus full of the people we love so much!*

Thank you for trusting us during these unprecedented times, and for remaining flexible as things continue to evolve.

# COVID-19

Protect yourself  
and loved ones



Help prevent the spread of respiratory diseases like COVID-19

## + WASH YOUR HANDS

Wash your hands with soap and warm water regularly.



## + COVER A COUGH OR SNEEZE

Cover your cough or sneeze with your sleeve, or tissue. Dispose of tissue and wash your hands afterward.



## + DON'T TOUCH

Avoid touching eyes, nose or mouth, especially with unwashed hands.



## + KEEP YOUR DISTANCE

Avoid close contact with people who are sick.



## + STAY HOME

If you experience respiratory symptoms like a cough or fever, stay home.



## + GET HELP

If you experience symptoms of COVID-19 (cough, fever, shortness of breath), call your health care provider or local health department before seeking care.



# COVID-19 Screening Flowchart

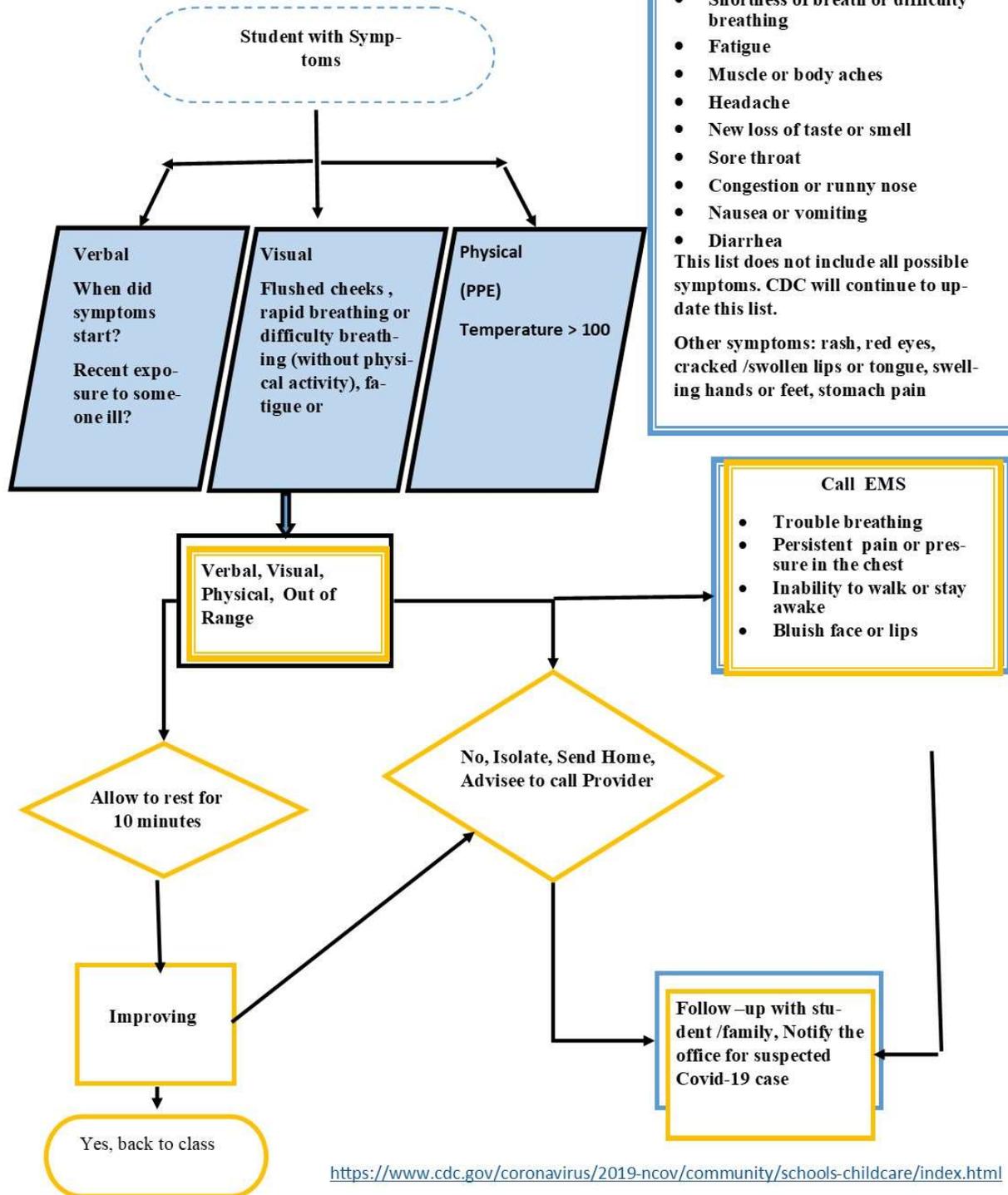
This flowchart will be used for staff to provide guidance on students who may present COVID-19 like symptoms. This does not replace judgment based on identified findings

Patients with Covid-19 may experience the following signs or symptoms over the course of the disease

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list.

Other symptoms: rash, red eyes, cracked /swollen lips or tongue, swelling hands or feet, stomach pain



<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

NHSW/08/2020/KD