



PIC – Masjid Usman Covid-19 Safety Plan

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The PIC-Masjid Usman Covid-19 Safety Plan outlines the details and procedures in accordance with the Ministry of Health. The plan explains the duties and responsibilities of each department and its respective team members. The plan covers the areas of communication, screening tools, risk management, potential case safety protocol, and other resourceful links. In addition, the plan collects data from its visitors, employees, and other on-site workers for contact tracing in case of a outbreak or probable case.

1. Communicating with the Public & Employees

Pickering Islamic Centre takes priority in educating and spreading awareness in people to keep themselves current with the Covid-19 government guidance. To do so, the following departments will be communicating relevant information to all concerned:

- **Administrator** – using social media, email, website and signage:
 - Board of Directors & Trustees
 - Admin Employees
 - Elementary School Principal (BES)
 - Religious School Coordinator
 - Community
- **Religious School Coordinator** – using email:
 - Religious School Principals
- **BES/RS Principals** – using social media, signage and verbal broadcasts:
 - School Staff & Volunteers
 - Teachers
 - Students
 - Parents



2. Screening for COVID-19

To find out if people/students are healthy when they come to PIC, we will ask everyone basic questions about their physical health and symptoms using the provincial check list of Covid-19 screening tools.

- Administrator will make current Covid-19 symptoms checklist available for screening to patrons and staff:
 - Electronically for:
 - Board of Directors and Trustees
 - Admin Staff
 - Principal BES
 - Coordinator Religious Schools
 - Website & Social Media
 - Hard copies for:
 - Essential visitors
 - Vendors
 - Contractors
 - Others
 - Signage for people attending:
 - Prayer Services
 - Funeral Services
 - Nikah Services
 - Other Religious Services
- BES and Religious School Principals will follow the same pattern as above with school staff, students, and essential visitors. Temperature checks of teachers and students are additional screening tools available in the school, managed by the Principal.
- Frequency of Screening:
 - Daily: Board Members, Staff, Teachers and Students
 - Service Based: patrons of Prayer services, Funeral services, Nikah and other Religious services



3. Transmission Risk Control

Transmission of virus is the risk we are taking by keeping our doors open. To minimize the risk, we have the following control measurements in place.

- **Masks:**
 - People without masks are not allowed to enter
 - Provide free masks to people who show up without it
 - Ensure that the masks are always worn by covering the nose and mouth
- **Maximize social distance and separation:**
 - Floor markings every two meters to ensure compliance
 - Posted signs: No handshake, No hugging etc.
 - Created bubbles for students attending and ensure students to remain within their assigned circles
- **Reducing transmission through surfaces and objects:**
 - Frequent cleaning
 - Frequent disinfecting of areas likely to have been touched
 - Weekly detailed disinfecting of the facility through fog technology
 - Frequent use of disinfectant wipes by staff and teachers
- **Providing good hand and respiratory hygiene:**
 - Installed touchless hand sanitizers on all floors
 - Each class is provided with hand sanitizing bottles
 - Each student, teacher, staff and principal is provided with masks and face shields



4. What To Do If Someone Is Suspected of the Virus

If someone shows symptoms or is suspected of a potential case, a designated safe isolation area is available in our facility and a checklist with the procedures of what to do is available for all levels of staff/principals.

- Keep the Isolation Room fully sanitized and ready for use
- Ensure to have PPE (Masks, Shield, Gloves and Gowns)
- Call 1-800-841-2729 for guidance and medical help
- Dispose off used PPE in a safe manner after use

Isolation - School

- If any student displays symptoms of covid-19, he/she will be placed in the isolation area and parents will be asked to collect him/her as soon as possible.
- The student will be supervised by a teacher/principal who will have to wear PPE.
- After the student is collected by the parents, the area will be sanitized.
- The parents should keep the student at home and if the symptoms continue after 48 hours, then the student should be tested.
- If the symptoms have been resolved after 48 hours or are improving the student could return to school.
- A student who is tested, will have to be in isolation until the results are out. In case the test is negative, the student will return to school.
- If the test is positive, the parents will be advised by the Health Department when the student should return to school.
- If anyone in a student's household is tested positive, then the student will also have to isolate until advised by the Health Department.
- The same protocols will apply for teachers and staff.
- The Public Health Department, through a nurse assigned to Brock Elementary School will inform the school of any positive cases and will be responsible for tracing and advising on any actions that we may be required to follow. As such, it is important that records be kept of visitors, vendors and contractors etc.

Contact including contact tracing information for local public health unit:

- Parents, teachers or anyone can seek advice or get their questions answered on Covid-19 from the Health Department at the number 1-800-841-2729
- PIC will maintain log of visitors, vendors, contractors, students, staff



5. Disclosures

Administrator and Principals to update and inform necessary stakeholders within the school and the community while maintaining confidentiality of the ill individual.

No personal information will be made public. As cases for students or staff members are resolved, we will update the COVID-19 advisory section of our website to remove information about these cases.

Regular school functions can continue unless directed otherwise by the local Public Health Department. Notice of any closures of religious services, classes, cohorts or schools will be posted on our website: www.masjid.ca/organization/covid-19-advisory

6. Monitoring New Information & Follow-up

Administrator will establish regular check-ins with the principal and coordinator about how they are coping with the new changes and any new practices they may have noticed at work. Weekly input will be received from them.

Areas for New Information

- Monitor Durham Region Updates at: <https://www.durham.ca/Modules/News/en>
- Review existing critical risks and provide input
- Notice work practice changes, that may affect our current risk management strategy
- What new risk controls may be required?

The above check-in must be established by:

- Administrator with Board and Staff
- BES Principal with Teachers and Staff
- Coordinator with the respective Religious School Principals



7. Reviewing The Plan

It is a high priority that this plan works:

- Have a weekly review of the plan
- Have electronic input from employees, students, and parents

A team consisting of the following members will ensure that reviews are done and inputs are received, if any. The team will also evaluate how things are working and for adapting the plan if there are any better/easier ways to do them.

1. Shakil Akhter, Administrator
2. Bibi Ali, Principal, BES
3. Raza Shamsi, Coordinator Religious Schools

All communication to take place via Zoom or emails. Any changes to be communicated to all concerned through social media, website, and signage.