



# CRESCENT ACADEMY INTERNATIONAL

*Faith • Knowledge • Unity • Service*

March 2, 2020

Asalaamu Alaykum Crescent Families,

In the wake of the world-wide outbreak of COVID-19 (Corona virus), we wanted to assure you that we are following the CDC's guidelines for schools which do **not have** an outbreak in our community. These guidelines include:

1. Strategies to reduce the spread of infectious diseases
  - a. Teaching staff and students proper handwashing techniques, AND applying these techniques on a daily basis (posters in all rooms in the school to aid in this endeavor)
  - b. Using hand sanitizers with at least 60% alcohol when hand washing is not possible
  - c. Teaching staff and students how to appropriately cover coughs and sneezes (cough or sneeze into a tissue and dispose of it immediately, or into the upper sleeve)
  - d. Disinfecting surfaces by our custodial staff—Daily: door knobs, handrails, water fountains, office phones, bathrooms, lunch tables/chairs. Weekly: desks and cabinet surfaces in classrooms
  - e. Additional wiping down of frequently touched surfaces in the classroom by teachers and students
2. Procedures for staff and students who are sick in school
  - a. Students or staff who present as sick at school are sent home immediately
  - b. Sick students awaiting pick-up are kept in the office and not returned to class
3. Communication plans
  - a. We routinely send communications advising parents when it's appropriate to keep kids home, verses sending them to school, and other pertinent health related information
  - b. We use multiple communication channels: email, social media (FB), texting, posters, handouts, Weebly
  - c. We collaborate with our custodial staff, health care professionals, as well as reach out to community public health care agencies when necessary
4. Absence policies
  - a. Students have ample time to make up assignments missed due to illness
  - b. Grading policies allow for exempting assignments that cannot be made up due to **excused** absences. (In order for an absence to be excused, parents must notify the school of the child's absence and the reason by 9:00 am on the day of absence either by email ([info@crecidentacademy.org](mailto:info@crecidentacademy.org)) or by phone 734-729-1000. If the school is not notified, or the reason is not excusable, the absence will be marked **unexcused**)
5. In case of an outbreak in our community, we have plans in place to
  - a. Notify parents of any school closures due to an outbreak
  - b. Disinfect the entire school building

*Michigan Education Council (MEC) dba Crescent Academy International (CAI)  
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40440 Palmer Road • Canton, MI 48188 • (734) 729-1000 • Fax (734) 729-1004*



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- c. Deal with any curriculum issues that arise as the result of missing school days

For more information about the CDC guidelines and this virus in particular, you may find this link useful:

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

We pray that Allah (swt) keep our school community healthy and well, and to protect all of humanity from this disease and all other harms, Ameen.

Jazakum Allahu Khayran,

Kareemah Abbas  
Principal