



Following meeting of KCL Centre Team on 06/06/2020 we have prepared this document for phased re-opening of Mosque, madrasa and KCL Community Centre.

It is likely that phases for re-opening may be in categories such as:

- Full Lockdown: Closure to members of the public
- Individual Only Lockdown: Open for individual or private prayer only, with physical distancing measures in place. **We will be on this category w.e.f. 15/06/2020**
- Limited Groups Lockdown: Open to groups of a limited size and for a limited range of services, linked to ensuring physical distancing measures in place
- “New Normal”: Open for wide range of services with physical distancing measures in place.

The decision on how and when to re-open our Mosque, Madrasa or Community centre ultimately lies with our trustees. We have been gearing up with phased re-opening on 4<sup>th</sup> of July. Centre team has thought through the full range of considerations for re-opening; and requests Managing Committee to endorse it. The earlier version of this document has been approved by Managing Trustees on Sunday, 07/06/2020. This version has been approved by Managing Committee on 02/07/2020.

As responsible Trustees, we have duty of care towards people attending congregation. So we have come up with range of actions in place so that the risk of catching Covid-19 is minimised.

Upon opening:

- We will be complying with the relevant regulations in force at the time
- We will be discharging our legal duties to the best of our abilities.
- Safety - The safety of our community members and volunteers/staff is of paramount importance and all available protection measures have been considered
- Insurance – We have consulted our insurers through Zaeem Parkar on the re-opening options as they may have certain requirements of us which we need to take into consideration and the validity of our public liability or other insurance may be dependent on this. We also have provided them with the Risk Assessment.
- Risk Assessments & Procedures – We have reviewed and updated our building risk assessment and operating plans and documented this as this may be required by our insurers should claims arise at a later date.
- Charitable objects - We are not significantly changing what we deliver.
- Record keeping - Any key decisions made by Managing Committee will be minuted/recorded to demonstrate that all material considerations were taken into account in arriving at the decisions.

We have considered nine steps for re-opening as recommended by Muslim Council of Britain

**Allocate – COVID Safety Officer**

We have allocated at least five COVID Safety Officers on our management team (Nihad Kapdi, Aleem Modak, Khalid Parkar and Said Modak & Mushtaque Parkar). These officers will have the ability to engage with a wide range of community members, keep updated with the latest public health regulations and be a focal point for our re-opening preparations. All these officers have undergone training with MCB (Muslim Council of Britain) on Wednesday, 24/06/2020.

In the course of planning, we have consulted with our:

Community Members – their safety is of paramount importance. Especially given that BAME communities which includes the majority of Muslim communities are heavily affected, our community members whether male/female, young/old, will rightfully want to know what we are doing to keep them and their families safe. We have also communicated the changes to our community members through newsletter and WhatsApp messages, therefore engaging them early will help them feel their views are being listened to.

Scholars and Imams – there are some difficult decisions to be made regarding which services can and cannot run under a particular limited lockdown phase (e.g. Friday Jumuah or Eid prayers), or how they will be run differently (e.g. limiting numbers, physical distancing during prayers etc). We have consulted our Imams early to ensure the scholarly view is taken into account, and that our decision as trustees, for our organisation is in keeping with our school of thought and fiqh guidelines. Currently we will be having five daily prayers with limited number. We may consider two Jamahs on Friday with sufficient time for disinfection.

Neighbours – the importance of treating our neighbours cannot be emphasised enough in Islam. We should not let them be surprised when we decide to re-open and they see community members entering our building again. They may be worried about the impact of re-opening on the spread of the virus to the rest of the community so we are keeping them informed of our plans.

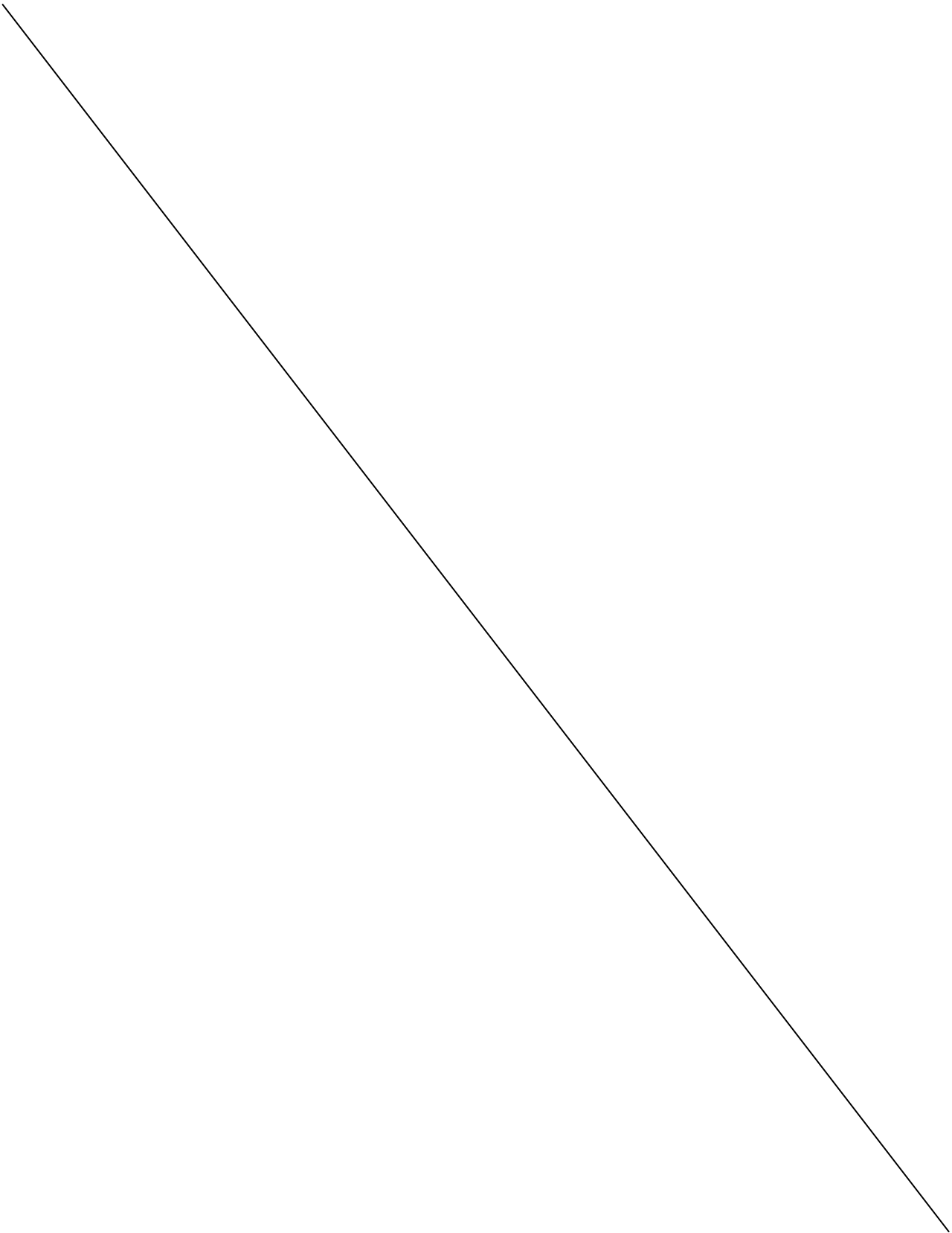
Volunteers & Staff – we have trained our volunteers and staff in managing the building as it re-opens. Also we will ensure, no volunteer or staff member should feel uncomfortable to perform a role or duty which they feel is unsafe. Therefore, we are engaging our volunteers and staff early so that their views are being listened to. We are also providing them with adequate and ongoing training.

Regional Muslim Network/Council of Mosque – Community members will be confused if some mosques, madrasas or community centres in our town, city or region re-open in a certain way, while others do not. To ensure a united approach, we are coordinating with Luton Council of Mosques in our town.

Local Authority/Police – we have engaged with our local police force/Community Cohesion Team and Local Authority to seek their advice and keep them informed of our plans. We have contacted Marek in Luton Borough Council and forwarded our documents including Risk Assessment. We have also contacted Liam from Community Cohesion Police.

### **Conduct – Risk Assessment of the building:**

**See risk Analysis table below:**



# Risk Analysis

The following potential risks have been identified with the phase re-opening of Kokni Mosque, Madrasa and Community Centre in Covid-19 situation:

Risk	Impact	Probability	Action	Lead
Confrontation with attendees/public	High	Low	Volunteers to manage, Security officers for Jumuah/Eid Communication	Covid Officer/ Volunteers/ Management
Bottleneck of Crowd at entrances/exits	High	High	Communicate with attendees/ one-way system. System in place for repeat attendees	Volunteers/Security Officers
Physical contact with shoe racks	Medium	Medium	Bring their own shoe bag and leave shoes with them/Awareness	Volunteers
Maintaining physical distancing	High	High	Marking 1.7m+ gaps on the floors/carpet covering with tape/marker at entrances and exits and in main rooms/prayer halls/ Awareness	Centre Team
Wudu area/ touching taps/spread of infection	High	High	Close wudu area. Put notice-they are closed. Tape them off	Centre Team
Doors/handles being infected due to contact	High	High	Door stoppers for non-fire doors Communication	Volunteers to monitor/Caretaker to sanitise handles after each congregation
Infections through sneezing/coughing Identifying infected person/s	High	High	Mandatory face masks Leave windows open Communication Attendance register in place	Volunteers to monitor. Provide mask and ask to bring their own  Volunteers to maintain Register for each Salah

<b>Risk</b>	<b>Impact</b>	<b>Probability</b>	<b>Action</b>	<b>Lead</b>
Vulnerable/symptomatic/Sick people attending and likely to catch/spread infection	High	High	Communicate not to attend. Do temperature checks. Explain and educate	Volunteers/Centre Team/ Management
Contamination of Carpet/floor due to prostrate positions and bare feet	High	High	Bring your own mats/Janamaz mandatory policy. Sanitise carpet/covering after each congregation. Communicate.	Volunteers/Caretaker
Fire Hazards	Medium	Low	Keep fire door shut. Clear clutter. Ensure free excess through fire doors. Additional bins provision for disposable PPE	Centre Team/Caretaker
Security: Thefts/Forced entry	Medium	Low	Initiate intruder alarm/ keep doors/windows shut when closing building. Ensure cctv is maintained.	Care taker/Responsible person/Centre Team
Air contamination through breathing/gathering	Medium	Medium	Leave windows and doors (except fire doors) open during congregations for air circulation	Care taker/ Volunteers
Worried neighbours about impact of re-opening	Low	Low	Communicated in advance. Re-assure	Centre Team/Management
Risk of not adhering procedures due to lack of knowledge	High	Medium	Posters and Notices  Communication through Leaflet/Whatsapp /YouTube/word of mouth/ newsletter	Centre Team / Management

### **Calculate/Estimate 'new capacity'**

Physical distancing measures will be maintained as per guidelines and this will markedly reduce the capacity of our building. We have calculated our building's 'new capacity' considering:

1. Mark-out – We will trial run our main rooms, halls or classrooms with physical distancing.
2. Calculate – We have estimated our 'new capacity' for each room.
3. In/out flow - We have communicated and enforced the capacity limits and physical distancing requirements and put new signage. We have trained volunteers/staff.

### **Identify – New equipment we will have in place**

1. Signage– We have new signage for physical distancing, sanitizing hands, and mandatory PPE
2. Sanitization – We have provided contactless hand sanitizer at entrances.
3. Cleaning routines – We will be sanitizing door handles and floor/carpet coverings in between congregations or as required.
4. Disposable – We may use disposal items such as used masks or gloves and arrange extra bin to dispose them and other used PPE off
5. Bring Your Own –We will be asking our community members to bring their own prayer mats, face masks and shoe bags.

### **Train – our volunteers and staff**

1. Advance Planning – we have decided what our new measures and procedures look like and have trained our volunteers and staff. We will require our volunteers and staff to wear face mask/PPE as standard.
2. Male/Female – We will ensure both male and female volunteers and staff receive the same training so that they can comfortably deal with both male and female community members using our building again. At this moment of time we are not inviting females for congregation. We will review the situation and will start bringing in females as appropriate.
3. Young/Old – We will ensure both young and old volunteers and staff receive training, in order to be able to communicate effectively with both young and old community members using our building again.
4. Escalation – We will try our best to minimise bottleneck at entrances and exits. Volunteers are trained to deal with an unhappy community member at the door. They will escalate the matter to Covid Officer if a situation gets out of hand and Covid-19 Officer will take appropriate actions.

5. We will ensure we give our regular staff and volunteers enough time to rest and recover, and divide up the tasks equally so that nobody feels over-burdened.

6. Safeguarding Officer – We will be considering appointing Safeguarding Officer in due course.

**Communicate** – expectations of the wider community

1. Educating – Whatever additional measures we put in place at our mosque, madrasa or community centre will be useless unless our community members are educated about them. We have published/distributed Leaflet so that they have the chance to ask us questions / discuss the changes. It will also indicate what to bring from home if they attend.

2. Regular attendees - We have communicated to our older members of the community about our new measures and procedures via word of mouth, leaflets and announcements so that they understand the risk of attending congregation for age 65 and over. We will review this as an ongoing process.

3. Children –Very young children will not be able to attend, due to them not being able to maintain physical distancing. We will communicate to our community members not to bring their young children with them.

4. Vulnerable/Shielding – we will look into our community members those may still be shielding or vulnerable, and thus should not be entering our building. We will keep in touch with them and ensure they don't feel left out. We will continue delivering some services online, or reach out to them through volunteers.

**Points to be noted:** Ultimately, the decision on how and when to re-open lies with us, the trustees for this organisation. Allocating a dedicated COVID-19 Safety Officers is essential to be a focal point for the transition. It is important that the decisions to re-open are not rushed and that all necessary preparations, training and measures are in place well in advance. Trustees have significant legal responsibilities to keep their community members safe and community members will rightfully have an expectation that trustees do not neglect their duties.

Madrasa and Centre will be opened step by step after receiving further Guidance ensuring we have good procedure in place.

**KCL Centre Team**

**01/07/2020**

**Signed:**

**1) Managing Trustee**

**2) Managing Trustee**