

Trinity Lutheran School Reopening Plan for the 2020/2021 School Year

This plan focuses on the majority of instruction being given in-person with established procedures and protocols along with procedures and protocols to be implemented for distance learning on a case by case situation for those choosing to learn remotely and/or in the event of the school or a class needing to continue the education through distance learning at any given time during the school year. With this plan, Trinity students can opt for in-person schooling or distance learning. The following sets forth guidelines that prioritize the health, safety and well-being of students and staff, provides for the best learning environments and instruction allowable under the pandemic, is flexible and responsible under changing conditions, and updates, re-evaluates and complies appropriately with outside regulatory agencies based upon changing conditions and public health authority guidelines. Trinity's start date is September 8, 2020.

1) Healthy Hygiene Practices:

- A. Each classroom has its own sink, hands-free soap dispenser and paper towels. Upon arrival into the classroom, each student and staff will wash their hands. Hands will be washed prior to eating and at the conclusion of eating. Staff have been trained on proper handwashing and protocol and will schedule appropriate hand washing throughout the course of the day. There are three bathrooms with three sinks each and one bathroom with 5 sinks. There are two staff bathrooms each designed for single use and one additional sink in the office.
- B. Each classroom and the office have their own hands-free hand sanitizing dispensers.
- C. Handwashing protocol for students and staff before and after transitions of classrooms (i.e. bathroom, recess, outdoor learning, etc.), and prior to eating and after eating.

2) Face Coverings: Requirements

- A. Staff and students are expected to wear a face covering in accordance with <https://files.covid19.ca.gov/pdf/guidance-schools.pdf>
- B. Upon arrival to school, all persons (including K – 2) will wear face coverings. Those who do not have a face covering will be offered one. Any person not wearing a face covering or refusing to wear a face covering will not be allowed on campus. Campus gates will be locked after check in time.
- C. Face coverings are required of staff, families, students above 2nd grade, and any on-campus visitors.
- D. Students (children) between two years old and 2nd grade are encouraged to wear cloth face coverings or face shields during the day.
- E. For all age groups above 2nd Grade, face shields may only be worn by those with medical reasons exempting them from wearing cloth face covers.
- F. Face coverings may be removed during meals and snacks while maintaining 6' distance from others. When eating, students will be given instruction on

proper removal of face covering and given a small closed container to place the face covering in until finished with the meal. Upon completion of a meal, staff will monitor and instruct proper reapplication of face coverings and proper hand washing protocol.

- G. Face coverings may NOT be removed during recess or other unstructured outdoor time.
- H. Face coverings may be removed when outdoors if maintaining 6' distance from others AND participating in a structured outdoor classroom, or permissible youth sports.
- I. Face covering protocol signs will be posted in prominent entry points and throughout campus.
- J. Staff monitoring the gates at the start and end of each day will enforce the use of face coverings.
- K. Staff have been instructed on proper use of face coverings and will monitor students throughout the day. Students in class will be instructed on proper use of face coverings by the classroom teacher.
- L. The main gate to the office will remain open and monitored by office staff for proper use of face coverings.
- M. For those students who are unable or refuse to wear a face covering, distance learning will be provided as an alternative to in-person instruction.
- N. Staff and students will be instructed in proper cleaning of cloth face coverings to be washed daily in hot water according to CDC guidelines.
- O. **GUIDANCE FOR THE USE OF FACE COVERINGS**
<https://www.gov.ca.gov/2020/07/17/governor-gavin-newsom-lays-out-pandemic-plan-for-learning-and-safe-schools/>
- P. Knowledge gained over the past four months:
 - People who are infected but are asymptomatic or pre-symptomatic play an important part in community spread.
 - The use of face coverings by everyone can limit the release of infected droplets when talking, coughing, and/or sneezing, as well as reinforce physical distancing.
 - Face coverings do not substitute for existing guidance about social distancing and handwashing.

3) **Cleaning and disinfection: Bus Service/Food Service, Sanitation**

- A. Bus Services:** Trinity Lutheran School does not provide bus service. All students arrive by private vehicle, walking, or biking.
- B. Food Services:** Trinity does not have an indoor lunchroom or kitchen facility. Food Service is available through School Eatery, an online order app. School Eatery will be offering a CONTACTLESS delivery for school lunches this year and continue to follow the CDC recommendations and guidelines for all meal deliveries. All meals come individually boxed with the student's name and grade from a different local restaurant each day of the week. Meals will be picked up by the individual student while waiting and maintaining 6-foot distancing in the designated lunch line in the wide hallway perpendicular to the main hallway. Since lunch times are staggered, a small group (3 or fewer) will

be going to the lunch line at any given time. Most students bring their lunches from home and will store these in their designated space. There are strict rules in place that prohibit sharing of food. In inclement weather, lunches will be eaten in the classroom. Most days, lunches will be eaten outdoors (weather permitting) on picnic tables that have been sectioned off with tape to provide visual for seating arrangement. There are thirty tables. A rotating lunch schedule allows for all classes to eat outside with time in between for proper cleaning and sanitizing of tables.

- C. Staff use sanitizing spray/wipes to sanitize all workspaces as practicable throughout the class
- D. Classrooms and restrooms sanitized daily, high touch services cleaned and disinfected regularly. This will be done by staff.
- E. The entire campus will be cleaned and sanitized daily. A disinfectant fogger generator will be used by maintenance.
- F. Sanitizing spray and towels, or sanitizing wipes, available for use by staff before, during, and after class
- G. Students have their own school supplies kept in their desks. Learning tools will be separated and broken down into individual sets so each student has their own. Use of shared items will be kept to a minimum and, if used, will be cleaned and sanitized prior to someone else's use.
- H. Staff should clean and disinfect frequently-touched surfaces within school

Frequently touched surfaces in the school include, but are not limited to:
Door handles, Light switches, Sink handles, Bathroom surfaces, Tables, Chairs and Desks.

- I. Ensure safe and correct application of disinfectant and keep products away from students.

4) Ventilation and Use of Outdoor Space

- A. Maintain well ventilated buildings/classrooms by opening windows/doors as weather permits; limit use of heat and air when steps can be taken to ventilate. No use of fans.
- B. Ensure proper ventilation during cleaning and disinfecting. Introduce fresh outdoor air as much as possible, for example, by opening windows where practicable.
- C. Use of outdoor space for some classroom activities/learning opportunities as appropriate and practicable, weather permitting. For example, consider part-day instruction outside.

5) Distancing

- A. One staff member is at each gate entry. Students wait at designated gates practicing social distancing upon arrival to school for temperature check/health check. Sidewalk is marked with 6' spaces and arrows to show flow.
- B. Students will wait outside practicing social distancing until staff member props open the door. If door is already propped open, students enter one at a time while maintaining social distance.
- C. Students exit through propped door while following social distancing protocol
- D. Indoor and outdoor markings facilitate directional flow and social distancing

- E. Restrooms posted with limited occupancy to support social distancing
- F. Backpacks kept on assigned hooks/cubbies/lockers and labeled to allow for optimum distancing. (i.e. color groups with each same color at least 6 feet apart)
- G. Floors clearly marked for 6-foot distancing and directional flow of movement
- H. Routines established in classroom to promote social distancing (turning in class work handwashing, getting supplies, etc.)
- I. Desks are oriented one direction to avoid cluster configurations with six-foot distance between students' desk area and 6-foot distance from the teacher. Privacy shields will be used during independent desk work.
- J. Use of 6' markings on sidewalks will be used as a guideline to grass area outdoor space.
- K. Indoor space is calculated and posted to show maximum number of occupants that can maintain 6' distancing or greater that includes furniture.
- L. All hooks and cubbies will be color coded and individually labeled as to promote social distancing and keep personal items in the same location.
- M. Staff have developed instructions for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
- N. Implement procedures for turning in assignments to minimize contact
- O. Minimize congregate movement through hallways as much as practicable.

6) Sharing of Objects

- A. Students use their own school issued supplies
- B. Personal items (backpacks, jackets, lunches) kept on assigned hooks/cubbies/lockers and name labeled
- C. Students sit in same seat each class meeting
- D. There are strict rules in place that prohibit sharing of food. Avoid sharing of foods and utensils (including birthday treats) and buffet or family-style meals. (including food based upon the curriculum or class project)
- E. 5th and 6th Graders use their own personal electronic device. 4th Graders have assigned computers. K – 3rd use devices on an individual limited basis and only with cleaning and disinfecting in between use by staff.
- F. Learning tools are separated and broken down into individual sets so each student has their own. Use of shared items will be kept to a minimum and, if used, will be cleaned and sanitized prior to someone else's use. Limit sharing of objects and equipment, such as toys, games and art supplies to the extent practicable. But where allowed, clean and disinfect between uses.
- G. Each child's belongings separated and in individually labeled storage containers, cubbies or areas.
- H. Ensure adequate supplies to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent practicable or limit use of supplies and equipment to one group of children at a time and clean and disinfect between uses.
- I. Limit use of shared playground equipment in favor of physical activities that require less contact with surfaces. The disinfectant/fogger will be used on

climbing/swinging/sliding equipment as is practical throughout the day in accordance with a cleaning and disinfecting schedule.

7) Cohorting:

- A. All students stay within their cohort for all subjects throughout the day.
- B. Most days, lunches will be eaten outdoors (weather permitting) on picnic tables that have been sectioned off with tape to provide visual for seating arrangement. Students eat with their classroom cohort.
- C. A recess and lunch schedule provides for individual cohorts to utilize specific space at separate times on a rotating basis and not mix with other cohorts with time in between for proper cleaning and sanitizing of tables.
- D. Each classroom stays together for the day including P.E. and outdoor lessons.
- E. Cleaning and sanitizing of high touch areas occurs between schedule shifts.

8) Teacher and Other Staff Safety

- A. Higher risk staff will have the opportunity to work remotely.
- B. Bookkeeping is already off site and accounts receivable is easily able to work remotely or in person.
- C. Teachers who desire to work remotely will oversee distance learning and support on campus teachers with this endeavor.
- D. Staff lounge / workroom posted with maximum occupancy
- E. Staff meet virtually on Zoom and/or on campus with distance guidelines and all other guidelines adhered to.
- F. Limit nonessential visitors, volunteers and activities involving other groups at the same time.
- G. Limit communal activities where practicable. Alternatively, stagger use, properly space occupants and disinfect in between uses.
- H. Only one parent/household in the office at a time.
- I. Sneeze guard separates office staff from visitor
- J. Two separate outdoor walk-up windows are available for transactions, as well.
- K. Staff lounge / workroom posted with maximum occupancy.

9) Training Staff and Educating Families

A. Staff: Training and Reinforcement of hygiene

- See Health and Safety Protocol hand-out
- See How to Disinfect Your Workspace hand-out
- See Promote Healthy Hygiene Practices hand-out
- See Intensify Cleaning, Disinfection, and Ventilation hand-out
- **HSA Training/Certification** <https://online2.cce.csus.edu/dpr/login/index.php>
Register, retrieve email, this redirects you to site. Take Course: Basic IPM for the Classroom and Office Environment (Basic 2020/2021), Watch video – answer 3 questions, then go to certification section – answer 10 questions, then print certificate of completion. Sign acknowledgement of training on the Reopening Plan, Health and Safety Protocol training, How to Disinfect our

Workspace training, Promote Healthy Hygiene Practices Training, Intensify Cleaning, Disinfection and Ventilation Training and HAS Training/Certification.

- Staff have completed all of the aforementioned training and reinforcement of hygiene.
- Continue to communicate, educate and reinforce appropriate hygiene and social distancing practices in ways that are developmentally appropriate for students, families and staff.

B) Families and Staff

All families will individually be given an orientation in August that will cover health hygiene practices and sanitation, physical distancing, face coverings, health screenings and identifying COVID -19 symptoms along with specific classroom and school protocols. A main emphasis will be on encouraging everyone in the school and the community to practice preventive behaviors as these are the most important actions that will support our school's safe reopening and will help us stay open. Educate parents and care givers on the importance of monitoring for and responding to COVID-19 symptoms at home. Training and orientation will also include when to seek emergency medical attention:

- Direct symptomatic students and staff are to get tested immediately.
- The CDC currently recommends that you should seek medical attention immediately if you develop emergency warning signs* for COVID-19: Trouble breathing, Persistent pain of pressure in the chest, New confusion or inability to arouse, Bluish lips or face. *This list is not all inclusive.
- Consult your medical provider for any other symptoms that are severe or concerning.
- Where to get tested: <https://www.emergencyslo.org/en/index.aspx#>

10) Health Screening and Isolation

Entry/Exit

- Upon arrival, staff do health and temperature check in office. This includes acknowledgement that they are not exhibiting COVID-19 symptoms. (see student check in below) Staff and students are directed to stay home if they are not feeling well and/or exhibit COVID-19 symptoms.
- Students arrive at school between 7:30a.m and 8:00a.m. The half hour window of time allows for staggered entry into school.
- Student Check In: One staff member is at each gate entry. *See map in appendix. Students wait at designated gates practicing social distancing upon arrival to school for temperature check/health check. This includes a visual wellness check, temperature check with a no-touch thermometer and a question check asking if they or anyone in their home is exhibiting COVID-19 symptoms. If anyone in a student or staff member's household is sick with COVID-19 symptoms, then they too should stay home. (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) Upon arrival, anyone with a temperature of

100.4 or higher will not be allowed to remain on campus and is not to return until they have been fever-free, without medication, for three days.

- For students who do not meet requirements for health and temperature check: Class participation requirements are modified to support isolation measures including make-up opportunities. This includes video/digital instruction, alternative assignments, and any other means by which equitable learning opportunities can be provided including extended due dates.
- Students and Staff are monitored throughout the day for signs of illness.
- An isolation room has been set up adjacent to the office. This will be used for any ill student. Staff will be sent home immediately. Students will be isolated and a parent or authorized emergency contact will be contacted and instructed to pick up immediately. The location of the isolation room provides for quick and easy access to the outside via the hallway without passing any classrooms, bathrooms or entering into the main office. Procedures for cleaning and sanitizing the isolation will be strictly followed as described in the CDC guidance.

11)Managing Cases:

- A. The Public Health Department will be notified immediately of any confirmed case and exposed staff, students, and families.
- B. Public Health will be provided with contacts.
- C. Trinity will provide a list of exposed students and staff and any other requested information in a timely fashion. Daily attendance is taken and stored on our school portal to support contract tracing. In the case of distance learning, attendance is taken daily during Zoom sessions and/or email but kept separate from in-person cohorts. Data is also kept on the Nurse Mode of the school portal for any injury or illness and what procedures were followed.
- D. Sick staff members and students must not return to campus until they have met CDC criteria to discontinue home isolation, including at least 24 hours with no fever (without using fever-reducing medicine), symptoms have significantly improved, and it has been at least 10 days since symptoms first appeared.

12)Testing

Rapid testing of students and staff when a confirmed case of COVID-19 is in our school will occur through the immediate notification of those encountering probable exposure under the direction and guidance of County Health.

13)Identifying a Point of Contact

Jane Fairbank, Principal, is designated as the point of contact for Public Health related to COVID-19.

14)Sports and Extra-Curricular

Trinity is using the following protocol regarding sports, extra-curricular activities, and classroom activities:

- No field trips
- No classroom volunteers
- No classroom activities that elevate heart or respiratory rates

- No shared food, birthday treats, eatable food projects or classroom buffets
- After school sports and extra-curricular activities have been suspended until allowable under CDC guidelines for schools
- Trinity is not offering band, choir, or drama until allowable under CDC guidelines for schools

15) Widespread Flu Vaccination

- Through school communication, (email and newsletter), Trinity will strongly recommend that all students and staff be immunized each autumn against influenza unless contraindicated by personal medical conditions, to help:
 - Protect the school community
 - Reduce demands on health care facilities
 - Decrease illnesses that cannot be readily distinguished from COVID19 and would therefore trigger extensive measures from the school and public health authorities.

16) Triggers for Switching to Distance Learning

- Trinity will revert to 100% distance learning when multiple cohorts have cases or 5% of students and staff test positive within a 14-day period.
- Closure decisions should be made in consultation with local health officers.
- After 14 days, schools may return to in-person instruction with the approval of the local public health officer.

17) Communications Plan

Trinity families will be notified through school portal messaging when there are COVID-19 cases in the school. When communicating about the health status of a student or staff, Trinity will take care to avoid disclosing personally identifiable information and will follow all applicable privacy requirements.

Appendix

Additional Information: Distance Learning – page 9

Additional Information: Face Coverings – page 10

Additional Information: Gate map – entry and exit – page 11

Distance Learning: Additional Information

Distance Learning is set in place for current student population or in event of school closure or class quarantine

Hybrid Model – Learning online together and working offline independently

- Printed materials remain an important component of most distance learning courses.
- Two-way technology-based communication is an essential feature of distance learning delivery.
- Email (school portal), internet chat (Google Classroom), and internet videoconferencing (Zoom) are the most cost-effective modes of communication.
- Use of and support from web-based programs is utilized
- All courses incorporate opportunities for synchronous (real-time) communications.
- Five key factors for teachers to keep in mind during course design:
 1. Delivery and access, 2. Control, 3. Interaction, 4. Symbolic (or audiovisual) characteristics of the medium, 5. Social presence created by the medium
- Teachers collaborate, mentor and are given access to internal or external technical and course design ideas
- Teachers are flexible, innovative, and creative, as dealing with the distance learner presents challenges different from that of a traditional classroom.
- In general, teachers teach online at the same rate that they teach traditional courses. However, teachers should adapt workload and execution of course studies to not exceed the hours of a typical school day.
- Distance students (and parents of younger students) should be given, at minimum, the same level of support as campus students. Teachers will be available in chat rooms, emails and set office hours via Zoom or other platform.

Distance Learning will proceed as follows. Attendance will be taken each morning 5 days per week according to the school calendar. Teachers will work from their classrooms. There will be daily live interaction with teachers, access to video support instruction and additional live support. Students will need access to a computer and internet for part of each day and are required to attend live instruction. Platforms on Google Classroom and Zoom along with specified web-based programs will be utilized. Design of distance learning curriculum varies greatly depending on the age of the students. Each student should have access to a Gmail account to access Google Classroom. There will be set times for live instruction, breaks, and classwork to follow a specific weekly schedule. Specific detailed plans have been created for each grade level with times, subject matter, materials needed and class expectations.

Face Coverings: **Additional Information**

The following individuals are exempt from wearing a face covering:

- Persons younger than two years old. These very young children must not wear a face covering because of the risk of suffocation.
- Persons with a medical condition, mental health condition, or disability that prevents wearing a face covering. This includes persons with a medical condition for whom wearing a face covering could obstruct breathing or who are unconscious, incapacitated, or otherwise unable to remove a face covering without assistance. Face shields are an appropriate alternative for this group.
- Persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication. Face shields are an appropriate alternative for this group.
- Persons who are engaged in outdoor recreation such as walking, hiking, bicycling, or running, when alone or with household members, and when they are able to maintain a distance of at least six feet from others. Students will not be required to wear a face mask during recess but will practice social distancing.

Background

What is a cloth face covering?

A cloth face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as cotton, silk, or linen. A cloth face covering may be factory-made or sewn by hand or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels. Their primary role is to reduce the release of infectious particles into the air when someone speaks, coughs, or sneezes, including someone who has COVID-19 but feels well. Cloth face coverings are not a substitute for physical distancing, washing hands, and staying home when ill, but they may be helpful when combined with these primary interventions.

How should I care for a cloth face covering?

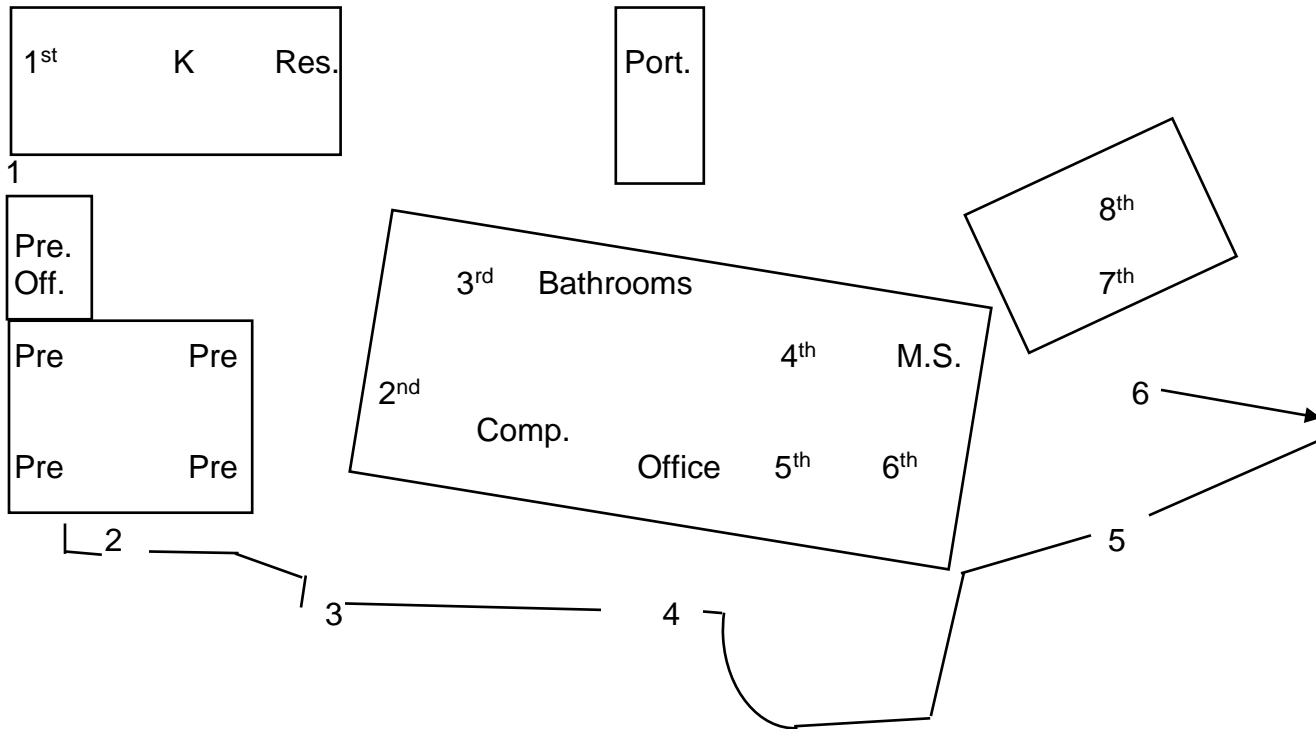
It's a good idea to wash your cloth face covering frequently, ideally after each use, or at least daily. Each student will have a small container to keep cloth face coverings in until they can be laundered with detergent and hot water and dried on a hot cycle. If you must re-wear your cloth face covering before washing, wash your hands immediately after putting it back on and avoid touching your face.

Discard cloth face coverings that:

- No longer cover the nose and mouth
- Have stretched out or damaged ties or straps
- Cannot stay on the face
- Have holes or tears in the fabric

Implementing Distancing Inside and Outside the Classroom

- Minimize contact at school between students, staff, families and the community at the beginning and end of the school day.



Fence: Breaks in lines with numbers indicate gate entrances

1) K & 1 2) Preschool 3) 2nd & 3rd 4) 4th & 5th 5) 6th 6) 7th & 8th

- Upon arrival students wait on marked spaces on the sidewalks surrounding the fencing and gates at the gate number associated with their grade level. Staff will be available at the beginning of each day to check each student in to school. Dismissal will occur through the same arrival gates.