



Mission Statement: Rooted in our Catholic Faith and enriched by our diverse community, Trinity Catholic School fosters spiritual development, academic excellence, responsibility to self, and service to others.

Trinity Catholic School Reopening Plan with Phase-in of Students

Trinity Catholic School, using guidelines provided by the Diocese of Spokane and the Department of Health, has created a plan to reopen following the closure of schools in response to the Covid-19 pandemic. School guidance and mandates are under the jurisdiction of the Washington State Department of Health (DOH), and in some cases, the Washington State Department of Labor & Industries (L&I). The reopening guidance aligns with all four phases of [Washington State's Safe Start Plan](#). Even if a county enters into Phase 4, individuals and employers must engage in: appropriate physical distancing (6 feet or greater); use of personal protective equipment (PPE); illness monitoring; handwashing and other personal hygiene practices; and cleaning activities.

We have taken into account all of the requirements and are applying best practices so that optimal learning for our students will take place. It is our desire for all students to return to "face to face" instruction in the Fall of 2020. We understand the importance of preparations to adjust as the situation changes, and we have created plans for three different learning models: in-person instruction, hybrid learning, and remote continuous learning.

1. **In-person Instruction:** Students return to school in person, within the school building, following social distancing and safety guidelines.
2. **Hybrid Learning:** Students participate in a blended learning model designed to limit the number of students in the building at one time, participating in continuous learning on days when not physically present at school.
3. **Continuous Learning:** Students continue learning at home with lessons and technology provided by teachers.

To meet the most recent recommendations of the Department of Health and to safeguard the health and well-being of our students and faculty, all Diocesan schools will begin the 2020-2021 school year by following a *phase-in* model to hold in-person instruction. We will begin with our youngest students (K-2) which allows us to prioritize the students with the greatest educational needs. Data shows the most crucial period for learning is within the primary grades which may not be effectively delivered through remote instruction. Kindergarten, first, and second grade students will be present on campus each day to receive in-person instruction. All safety guidelines will be adhered to by students and faculty members. Additional grades will be *phased-in* as rates of infection decrease in our area and the Department of Health offers such guidance.

During this *phase-in* process, students who are not on campus (grades 3 through 8) will participate in remote continuous learning. Students will stay at home and communicate with teachers using a variety of platforms. Instruction will occur digitally. Materials will be provided digitally or through paper copies if necessary. Our hope is to have all students return to campus as soon as possible.

While our goal is to return to face-to-face instruction for all, we understand that families may need or want their child(ren) to stay at home throughout the pandemic. We invite families to communicate these needs, and we will make every effort to accommodate through the use of our alternate models.

We also encourage families to establish a back-up plan. We must prepare for all versions of this school year.

In an effort to fully prepare for the return of our youngest students and to provide adequate time to train both students and faculty in safety protocols, we are postponing the **first day of school** until **September 14**. On **September 10th**, we will hold a training/check-in for all students. This time will be used as an opportunity to educate students on safety procedures and protocols. Materials for students participating in remote continuous learning will be distributed. A staggered schedule for families will be followed to limit the number of individuals in the building. We ask that you make every effort to have your student(s) attend this training and adhere to the schedule provided.

September 10 Training Schedule: (use student last name unless other arrangements made in advance)

- Last name beginning with A-E: 8:30-9:15
- Last name beginning with F-J: 9:30-10:15
- Last name beginning with L-O: 10:30-11:15
- Last name beginning with P-T: 12:30-1:15
- Last name beginning with U-Z: 1:30-2:15

In-Person Instruction: Below you will find the detailed safety protocols we will implement during in-person instruction at Trinity. Please make every effort to help educate your child(ren) about these practices. **In-person Instruction begins September 14 for grades K-2.** School will dismiss at 1:00 on September 14 and 15 to allow for faculty meetings.

Staggered Start and Dismissal Times:

*Grade levels will use different entrances to enable greater distancing. **Grades K and 1 will enter and exit through the front door on Cedar. Grade 2 will enter and exit through the rear door on Carlisle.** Additional classes will be added to this schedule as our phase-in progresses.*

- **Kindergarten- 8:25-2:55**
- **1st- 8:30-3:00**
- **2nd- 8:30-3:00**
- **Each Thursday, school will dismiss ONE HOUR early for teacher PLC's (K will dismiss @ 1:55, 1st and 2nd will dismiss @ 2:00)- dismissal procedure remains the same.**

Entry Procedure:

- Parents are provided a list of health questions to be adhered to each day. The attestation document must be signed by the parent and returned to the school daily for students to be admitted into the building. These forms will be distributed weekly and will be available on our website. In order to safely phase-in all grade levels, it is vital that all families adhere to the health screening attestation.

Department of Health COVID-19 Screening

Staff and students with any illness must stay home. Ask the following questions daily:

1. Have you had any signs or symptoms of a fever in the past 24 hours such as chills, sweats, felt "feverish" or had a temperature that is elevated for you/100.0F or greater?

2. Do you have any of the following symptoms?

- Cough
- Shortness of Breath or Chest Tightness
- Sore Throat
- Nasal Congestion/Runny Nose
- Unusual Fatigue
- Headache
- Myalgia (Body Aches)
- Loss of Taste and/or Smell
- Diarrhea
- Nausea
- Vomiting
- Fever/Chills/Sweats

3. Does anyone in your household have any of the above symptoms?

4. Has your student been in close contact with anyone with suspected or confirmed COVID-19?

5. Has your student had a positive COVID-19 test for active virus in the past 10 days?

6. Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection?

7. Has your student had any medication to reduce a fever before coming to school?

The student must be excluded from school if the answer to any of the above questions is "yes." This will be considered an excused absence. If the answer to all of the above questions is "no," students will be monitored for signs of being sick, such as flushed cheeks or tiredness or other symptoms throughout the school day.

All students and staff members are to be screened for illness each day. Both DOH and L&I require students and staff to receive a health screening before entering a school. DOH and L&I follow guidance from the U.S. Centers for Disease Control and Prevention (CDC), which allows for health screening to be performed at home before school or on-site. Attestation forms will be kept for 30 days.

- Parents and students MUST remain in their car until their scheduled drop-off time. Parents remain until student(s) have been admitted for the school day.
- Students will line up at scheduled time in front of the building or along Carlisle (based on grade level entrance), using marked places to ensure 6ft. social distancing. (places marked with flags in grass)
- Teachers will collect students from the line at scheduled time.
- Students will enter one person at a time, submit attestation document, and enter the building if symptom free. Parents may depart upon admittance.
- Upon entry, students move to marked places in the main hallway (places marked with stickers 6ft. apart).

- Teachers escort all students to the classroom. Educare students are collected from the cafeteria as class moves to the classroom. Health check for Educare students completed upon entrance into Educare center, therefore students are free to enter the classroom.
- Upon entry of the classroom, all students must wash or sanitize hands. (Each classroom has a washing station and sanitizer)
- If students arrive late (past their scheduled time) they must wait in the car with their parents until after the last group has entered at 8:30. Parents will call the school office at 327-9369 to ask for entry assistance. Office staff will direct students/parents through entry procedure, collect health attestations, and fill out tardy slips.

Returning to School After Illness/Signs of Covid-19:

A Student or Staff member who had signs of suspected or confirmed COVID-19 can return to the program when:

- At least three days (72 hours) have passed since recovery – defined as no fever without the use of medications and improvement in respiratory signs like cough and shortness of breath; AND
- At least 10 days have passed since signs first showed up; OR
- It has been at least three days (72 hours) since recovery AND a health care provider has certified that the student/staff member does not have (suspected or confirmed) COVID- 19.

If a person believes they have had close contact to someone with COVID-19, but they are not sick, they should watch their health for signs of fever, cough, shortness of breath, and other COVID-19 symptoms during the 14 days after the last day they were in close contact with the person sick with COVID-19. They should not go to work, child care, school, or public places for 14 days (unless they have been tested with negative results).

If a student or staff member is diagnosed with COVID-19, their family should notify the school. The local health authority will advise the school on the next steps after the discussion of the specific situation.

Once a case has been confirmed, local health authorities will take over any contact tracing strategies. Response activities will depend on the number of cases, the extent of the exposure, and whether the virus appears to be spreading within the school.

Both the local administration and the local health officer have the authority to close a school, with the local health officer holding the ultimate authority to order closure. The process will depend on the circumstances.

Visitors:

Parents and/or guardians **will not** be permitted to enter the school without prior request. The interaction that normally occurs with the office must now be arranged prior for an in-person visit and most—if not all—communication should be handled through phone or email.

All other visitors will NOT be permitted – without prior arrangement and the following of screening protocols. (i.e. sales people, guest speakers)

Late arrival due to medical/dental appointments: As with tardies, parents will call the school to request entrance. Office personnel will greet parents and students in the vestibule inside the main entrance to collect the health screening and fill out necessary forms. The window cutout and speaker can be utilized in these circumstances if

appropriate.

Every effort should be made to schedule appointments outside of regular school hours.

In the event of early pick-up of a student, parents will call the school office to request their student be released. When the student arrives at the main entrance, parents may enter the vestibule to sign their child out for the day.

Classroom Safety Procedures:

- Students keep all personal belongings at/in their desk. Lockers and cubbies are not to be used by students due to close proximity. (Lockers will only be used if adequate spacing can occur)
- Students remain in their designated areas (marked on floors) unless instructed differently.
- Supplies, snacks, meals, water bottles are not to be shared.
- Students will be instructed to follow distancing guidelines while using the restroom. Restrooms must have available space before they enter.
- Water bottles are to be provided by parents. Water fountains will be sanitized regularly throughout the day.
- Hands must be washed or sanitized each time a student enters the classroom, before and after meals, after coughing or sneezing, and at other times as necessary.
- Desks are to be spaced 6ft. apart and face the same direction.
- Student areas will be marked with tape on the floor as a reminder to students.
- Desks will be sanitized at the end of each school day.
- Door knobs, sink faucets, light switches, drinking fountains to be sanitized periodically throughout the day.
- Seating charts will be kept as a record of any possible exposure.

Playground Procedures:

- Follow recess schedules to limit playground population.
- Remind students to spread out and maintain distance.
- Lines to and from the playground and gym must be spaced 6ft. apart.
- Clean/sanitize play structure and equipment often.

Hallway Procedures:

- Teachers escort classes at all times.
- Stay 6ft. apart in lines. Use floor signage as reminders.
- Stay on the appropriate side of the hallway.
- Staircase near the office is the DOWN staircase, UP uses stairs near the cafeteria. (Exception is fire drills).

Masks and Face Shields:

DOH requires everyone in a school building or on a school bus to wear a face covering. Students may use a face shield instead of a cloth face covering; however, cloth face coverings have a superior ability to capture more droplets from speaking, coughing, sneezing, etc. Students who receive a medical exemption for masks must present documentation to the school prior to admittance.

Staff may use a face shield instead of a cloth face covering while teaching. For all other activities (staff meetings, hallway monitoring, playground or cafeteria monitoring, etc.), staff must wear a cloth face covering unless they fit into one of the exemption categories.

According to DOH, [a cloth face covering](#) is fabric that covers the nose and mouth. It can be:

- A sewn mask secured with ties or straps around the head or behind the ears.
- Multiple layers of fabric tied around a person's head.
- Made from a variety of materials, such as fleece, cotton, or linen.
- Factory-made or made from household items.

Face shields may be worn in the classroom setting. Masks are to be worn in the classroom (if not using a face shield), in the hallways, on the playground, and during other school events (such as Mass and All School Prayer). Face coverings may be removed during meal and snack times and during outdoor breaks. The use of face coverings will continue as mandated by the Governor. *We ask that mask wearing be practiced prior to the start of school and that all masks are appropriate for the school setting.*

Mass Attendance Procedures:

- 50 people may occupy St. Anthony's at one time to accommodate appropriate social distancing.
- Students will attend Mass with their classroom cohorts to minimize contact between individuals. Masses will occur on Wednesday-Friday to accommodate distancing. One Mass may be scheduled for the whole school each month when deemed safe. Feasibility for the whole school Mass will be determined at a later date.

Technology Safety Procedures:

- Chromebooks are numbered individually. Students are assigned to a specific Chromebook to limit sharing and interaction.
- Students are issued a Trinity user account.
- Students and parents sign and agree to the Trinity Technology Usage Agreement.
- All activity, whether occurring at school or at home, when using the Trinity account, is subject to the user agreement and monitoring by faculty.
- Trinity Chromebooks are stored each day in charging carts.
- Usage schedules will be determined by each class to minimize transfer of Chromebooks.
- Chromebooks to be sanitized by each user prior to return to the charging cart.
- Personal Chromebooks are allowed and welcome with the understanding that the Trinity user account is to be used during school hours and at home for school-related activities and assignments.
- Teachers will coordinate online learning platforms to create a simplified method of accessing technology for students and families.
- Chromebooks will be lent to remote students as we are able. Students participating in in-person instruction also require access to technology so our demand will be greater.

Exit/Departure Procedures:

- Classes will depart from the building at their scheduled time, through the same doorway they used for entrance.
- Desks and personal areas are to be cleaned/sanitized prior to departure each day.

- Parents should remain in their vehicles if at all possible. If necessary, parents may exit their vehicle, remain across the street from the school, maintain their distance from other parents, and wait for their child.
- Students must be picked up within 5 minutes of departure time to avoid contact with other classes.
- Students will maintain distance from each other while waiting for pick up (Use distance markers). Masks are to be worn until they get into their car, or leave the premises if walking.
- Educare students will depart from the classroom with their class and teacher and enter Educare in the cafeteria.
- Teachers will supervise students for 5 minutes outside. Any student remaining after 5 minutes will be sent to Educare, and parents will be billed for one hour of Educare time minimum, regardless of the length of their stay.
- Students will not be allowed to return to the building after departure to collect forgotten items, etc.

COVID-19 Outbreak at School

Trinity will follow the guidance of the Department of Health in the event of an outbreak within the school. Department of Health states:

Definition: Two or more* laboratory-confirmed† COVID-19 cases among students or staff with onsets‡ within a 14-day period, who are epidemiologically linked§, do not share a household**, and were not identified as close contacts†† of each other in another setting during standard case investigation or contact tracing.

If the school is grouping or cohorting students Dismiss the entire classroom for home quarantine for 14 days if two or more confirmed cases of COVID-19 occur within the group or cohort within a 14 day period.

Close a school and switch to remote learning for 14 days when

- 2 or more classrooms are dismissed due to outbreaks (in schools with 10 or fewer classrooms)
- $\geq 10\%$ of classrooms are dismissed due to outbreaks (in schools with > 10 classrooms)
- School cannot function due to insufficient teaching or support staff.

If the school is not grouping or cohorting students Quarantine close contacts and notify families if two or more confirmed cases are reported in a 14 day period. Evaluate to determine if transmission is occurring in the school.

Consider the following to determine the need to close a school and switch to remote learning for 14 days when:

- Rapid increase in cases
- Prolonged chain of transmission (2 or more generations) believed to occur in the school.
- School cannot function due to insufficient teaching or support staff.

Remote Continuous Learning: Students in grades 3-8 will stay at home and communicate with teachers using a variety of platforms. Instruction will occur digitally. Materials will be provided digitally or through paper copies if necessary. **Remote Continuous Learning will begin September 14 for grades 3-8.**

- Online learning platforms will be presented to students and families in user-friendly formats.
- Communication between students and teachers will occur on a regular basis.
- Communication between teachers and families will occur regularly as well.
- Virtual instruction will occur through class meetings and recorded videos.
- Teachers will schedule one virtual meeting each day to monitor attendance.
- Virtual meetings will follow a staggered schedule to accommodate shared technology usage for families.
 1. 3rd grade: 8:30-9:00
 2. 4th grade: 9:15-9:45
 3. 5th grade: 10:00-10:30
 4. 6th grade: 10:45-11:15
 5. 7th grade: 11:30-12:00
 6. 8th grade: 12:15-12:45
- Assignments and supplementary materials will be posted weekly using Google Classroom.
- Teachers will hold regular office hours to assist students and families with continuous learning. Inquiries that occur outside of office hours will not be answered until the next scheduled day.
Office hours for teachers will be 1:30-3:00 daily.
- If paper and pencil assignments are used, a regular schedule for pickup and drop-off will be utilized.
- Grading will occur during continuous learning.
- School-age children using Educare during remote continuous learning will be provided time and space to complete assignments. All social distancing and safety protocols will be followed during this learning activity. Availability to house school-aged children for Educare will be based on licensing requirements and the ability to socially distance the children to minimize contact.
- Textbooks and technology will be distributed to students using staggered schedules to maintain safety of all individuals. Distribution will occur on **September 10** during student training.

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