



## Reopening Plan for Trinity School, September, 2020

**As students return to school, expect all learning environments to look different than in the past. Everyone will need to exhibit flexibility, patience, and grace as we relearn procedures and processes to keep everyone as safe as possible during this time of pandemic. Please understand that the health of our students is at the forefront of all we do, and changes to this plan may be made with little notice. Trinity School will consider all recommendations of the Lincoln County Health Department (LCHD), Wisconsin Department of Public Instruction (DPI), and the Center for Disease Control (CDC). We will follow all governmental mandates and orders. We plan to reopen with an in-person, five day per week program for most students with a temporary virtual option available to families who wish to keep their children at home during the pandemic. We seek to educate your child from a Christian perspective while considering their health and safety at all time. Student spiritual, physical, emotional and social health is our primary concern. Helping students learn to socialize under the new guidelines, and providing time for this, will take precedence the first quarter of the school year.**

### **COMMUNICATION**

Parents and staff will be updated frequently about expectations, procedures, and guidance from the CDC, DPI, and LCHD, as well as our own expectations. The school administrator will make information available to staff, families, School Board, and other constituents. FastDirect will be our primary method of conveying information to parents, although announcements may also be made on social media, primarily Facebook and our school website.

### **SCHOOL DAY**

School will start at 7:50. Dismissal will be staggered, with K-6 beginning at 3:00 and 7/8 at 3:15.

### **SAFE PRACTICES**

- All staff and students will be screened prior to entering the building. Those with a fever of 100 or greater, or other symptoms of COVID19 or other contagious diseases will be sent home.
- All masks worn by 4K through 4<sup>th</sup> grade must be attached to your child's clothing with a lanyard. Masks found unattached will be disposed of. Cloth masks must be washed daily. Please send one extra mask to school with your child in case one is forgotten. The school has masks to distribute to students, up to 3 per student, if requested.
- Staff only will be allowed in classrooms. Parents having business in the office are asked to enter only during times when students are not in the halls, and are asked to maintain social distancing. Any visitors or volunteers will be screened. Volunteers will only be used outside or after the school day.
- All teachers have a non-touch thermometer. Students developing fevers or other signs of illness will immediately call home, using their own phone if they have one, or, with younger

students, by the administrative assistant from the office. Students displaying signs of illness will not enter the office nor stay in their classrooms, but after the teacher reports their symptoms to the office, will go to the former aide room, which is designated as our health room, until a parent can come pick them up. Siblings of symptomatic but not positive tested students will not be required to leave school. Siblings of students who test positive will be required to have home-based learning.

- Students may bring water bottles from home and will refill them using touchless dispensers. Water fountains have been turned off.

#### **ENTERING AND DISMISSAL PROCEDURES**

- **Entering Procedures** –There will be no before school care in the cafeteria to start the year. For families bringing their students to school by car, please note that there is a slight difference in the car line. When entering, half of the cars enter through the gate, and the other half go around the garage, entering through the new gate to the south of the garage. This will help prevent a back up of cars into the street as the screening process will take longer to drop off. Students will go directly to classrooms after being screened at door #2 when entering. Students remain in cars until motioned in by the attending adult at the back door. Students who are bussed will be screened at the door #1.
- **Dismissal** – Dismissal will begin at 3:00 for K-6 grades, and 3:15 for 7<sup>th</sup> and 8<sup>th</sup>. Specific instructions for dismissal times will be distributed at family visits. Those being picked up in car line will be called out of their classrooms as their adults arrive.
- Bussed students will be dismissed and will maintain social distancing in the hallways. Students walking will be dismissed as parents arrive in order of grade level.
- **NOTE:** Afterschool care will only be for Trinity students.

#### **CLASSROOM SET UP, USE OF MATERIALS**

- All students will use their own crayons, markers, pencils, etc. There will be no shared use. If toys or learning tools are handled, they will go into a tote to be sanitized before use. Books will be quarantined for 3 days before reuse.
- Student seating arrangements will be 6' apart whenever possible and separated by plexiglass sneeze guards.
- Middle school students will be organized into “pods” rather than grade level classrooms. They will stay with their pod throughout the day, and will change classrooms only after time for sanitization, most often at lunch. A letter explaining changes specific to middle school will follow this document.

### **LUNCH PROCEDURES and DAILY SNACK**

- First lunch (middle school) will be at 11:30. Students will alternate by grade level as follows:  
Daily – 2 pods in Cafeteria, 2 pods in classrooms
- Second lunch will be at 12:05, after lunch room is sanitized. We will monitor to see if half an hour is enough time.  
Kindergarten will eat in the cafeteria, at least through the first quarter.  
1 – 4 grades will alternate weeks in the cafeteria and classrooms, with two grades per day in the cafeteria.
- Due to the later lunchtimes and longer school day, students are all asked to bring a healthy snack from home each day. Candy and other sugar filled snacks are not acceptable. The following list of acceptable snacks is taken from our Wellness Policy:
  - Raw vegetables/ slices with dressing or yogurt dip
  - Fresh fruit and 100% fruit juices
  - Frozen fruit juice pops
  - Dried fruits (raisins, banana chips, apricots, etc.)
  - Low-fat meats and cheese sandwiches
  - Party mix\*
  - Low-sodium crackers
  - Baked corn chips & fat-free potato chips with salsa and low-fat dips
  - Low-fat muffins, granola bars and cookies\*
  - Angel food and sponge cakes
  - Flavored yogurt & fruit parfaits
  - Jell-O and low-fat pudding cups
  - Low-fat ice creams, frozen yogurt, sherbets
  - Low-fat and skim milk products
  - Water (no energy drinks or caffeinated beverages)
  - Fig bars

### **RECESS**

Students will sanitize or wash hands before and after playing outdoors. Students are encouraged to actively participate in recess, but to maintain social distancing. To ensure that, classes or pods will be assigned areas of the playground daily – one group on the blacktop, one on the field, one on the playground equipment, one in the nature based area.

Lunch Recess: 11:25 – 11:55 for K-4, with staggered patterns for leaving and re-entering the building.

12:00 – 12:30 for 5 – 8

All small equipment (balls, hula hoops, etc.) will be sanitized after use. Separate bins will be used for K-4 and 5-8 recess equipment. Large equipment will be sanitized as recommended by the CDC.

### **SANITIZING AND DISINFECTING**

- The school will provide hands free soap, sanitizer, and paper towel dispensers. The school will also provide all necessary cleaning materials, including wipes, sprays, and UV devices.

- The school will sanitize nightly with a UV sanitizer or sanitizing spray, as well as a thorough cleaning.
- Teachers each have a UV wand to sanitize items touched by students during the day that need to be reused, and for desks every evening. Teachers and students will wipe down all desks and tables frequently during the day, as well as at the end of the day.

### **MOVEMENT THROUGH THE BUILDING**

Students and staff must maintain social distancing in the halls, in the office, etc. Teachers and aides will supervise this. A specific flow of using the north stairways to go up and south to go down will be used.

### **HOME-BASED LEARNING OPTION**

- Whether for families desiring a home-based learning environment or students who may find themselves quarantined due to contact, a virtual option will be offered. Students participating in home-based learning will be provided with textbooks and necessary work.
- Participation will be via Zoom for lesson delivery, which will follow the regular school day. Students will be required to participate, through Zoom, in all direct instruction, and to submit all assignments in the same time frame as those in school.
- Teachers in K-4 will use SeeSaw, and grades 5 – 8 Google Classroom for any lesson submission. FastDirect will be the primary communication tool for questions between parent and teacher.
- Participation in home-based learning will only be provided for those with an Internet connection and who were successful in completing assignments during the March – May closure during the 2019-20 school year.
- A signed “Acknowledgement of Remote Learning Expectations” form must be signed prior to beginning home-based instruction.

### **CHAPEL**

Chapel will be virtual – either prerecorded or livestreamed. Our first chapel will be at 8:30 on September 1, and all subsequent chapels will be Wednesdays at 8:10.

### **VIRTUAL EDUCATION PREPAREDNESS**

Teachers will be prepared for home-based learning at all times in the event of a second wave or a case in our school.