



## **Return to Trinity: COVID-19 Policies**

Approved by Board of Education on July 27, 2020

Our county is currently at Level 2 -- Orange (as of July 27).

**Any point on this document may be subject to change as Trinity Lutheran School molds and shapes the plan towards what is best for the students, parents, teachers, and staff.**

Greetings in Christ!

The faculty and staff of Trinity are excited for the new school year and the return of in-person teaching! We hope you are as well.

Ohio's "COVID Health and Prevention Guidance for K-12 Schools" was published on July 2 and provides a guide with clear rules and recommendations for Ohio schools. Please remember that even as a nonpublic, religious school, Trinity must abide by the required portions of this document. We live in Ohio, and these rules are given during this time of crisis for the health and benefit of all Ohioans.

The Governor also released a level-color system to describe where the risk of infection is the highest. The levels are (from lowest risk to highest risk are) Level 1/Yellow, Level 2/Orange, Level 3/Red, Level 4/Purple. This system allows us to understand the risk of infection in our area and to act appropriately for the safety of everyone in our school -- teachers, staff, and students. When considering returning to school, we will work in coordination and under the advice of the Hancock County Health Board. To see our current level at any time, you can visit <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/public-health-advisory-system/>.

As you read through the recommendations, there are five overarching guidelines provided by the state:

- Carefully look for symptoms.
- Wash and sanitize hands to prevent spreading the disease.
- Thoroughly clean and sanitize the school environment.
- Practice social distancing.
- Implement face coverings policy.

Trinity's reopening plan addresses how the school will function when Hancock county is at level 1/Yellow or 2/Orange. If our county's risk for infection would rise, you can expect that we may change our policies to help protect your children, whom you have placed under our care.

- Levels 1/Yellow & 2/Orange: We will follow the guidelines, laid out in this document.
- Level 3/Red: We may go to online and at-home learning, in discussion with our health board.
- Level 4/Purple: We will do only online and at-home learning.

Undoubtedly, abiding by these new requirements will change everyday life at Trinity. As you read through the rest of this document, keep the main principles listed above in mind. We are balancing the necessary steps that must be taken to keep our school population safe while also maintaining a comfortable social and academic learning environment for our students. This is not an easy task, and we ask for your support!

How were these initial decisions made? The bullet list below is an effort to "pull back the curtain" and explain some of the priority factors that were considered in creating this plan.

- While our students get to hear about Jesus every school day regardless of the educational setting, we want to give them every opportunity to see that message in action by being in the company of others who demonstrate the love of their Savior.
- The full scope of high-quality education that Trinity has developed can only be completely delivered to students when they are in the school building.
- Full social development of children cannot occur in a virtual setting.
- The immense emotional stress that our students are facing can be greatly reduced by getting them back in regular in-person contact with other students.
- The value that a reliable, daily routine which school provides cannot be overstated.
- Many parents have now returned to work and require supervision of their children each school day; finding, transporting, and/or paying for additional child care places an enormous burden on families.
- Child care settings that have been operating during the past months have not seen any significant impact of COVID-19 infection rates amongst their students or staff.
- The Ohio Department of Education in partnership with the Ohio Department of Health have outlined guidelines for a safe return to in-person learning this upcoming school year.

Please consider observing the new guidelines as an outward display of the love and concern we have for others within our church and school community. We also know that questions will arise, and you, as parents, can provide valuable feedback as we travel through this school year. It is important that we work together and follow the words of the Apostle Paul, "If it is possible, as far as it depends on you, live at peace with everyone" (Romans 12:18). May this be at the forefront of all our thoughts and discussions!

God bless, Pastor Matthew Nowak and Board of Education

**Policies:**

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## **Levels 1-2**

### **1. Screening Students**

- a. Trinity will cooperate with the local Hancock County Public Health officials regarding protocols for screening students and staff.
- b. The kitchen will serve as the quarantine room where students will be monitored if they become ill at school. They will wait there until a parent/guardian is able to pick them up.
- c. Students or staff who test positive for COVID-19 will not be allowed to return to Trinity until they have tested negative for COVID-19 (with proof from a doctor).
- d. Students' temperatures will be taken with a touchless thermometer before they enter the building or get on the bus.
  - i. Students will not be permitted to enter school or board the bus if their temperature is 100 degrees or higher after two temperature checks.
  - ii. It is important for the parent or legal guardian that drops off the student to wait until the temperature check is completed on their child before they leave the parking lot. If the parent or legal guardian leaves and their child has a temperature higher than 100 degrees, they will receive a phone call and be expected to pick the child up immediately. Any delay in picking up the child takes away from the learning time of the other students.

### **2. Spacing and Movement**

- a. Parent drop off/pick up -- Location
  - i. PreK parents will drop their children at the Allen St. entrance (on the north side).
  - ii. K-8 parents will drop their children at the office entrance (on the southeast side of the building near the alleyway). If K-8 parents also have a PreK child/children, they should drop their Pre-K children off first.
  - iii. The bus will drop off and pick up at the gym doors (on the southwest side of the building).
  - iv. Students will be checked for temperature, when they arrive (see point 1).
  - v. Face coverings will be required by those entering the building.
- b. Parent drop off/pick up -- Procedure
  - i. All parents: Please form a line along the southern lane heading east (turn onto Allen St. from Main St.) and exit following Allen St. toward the corner onto High St (corner at the soccer field).
  - ii. PreK parents with no grade school children can remain on High St. and turn on Church St. to get back to Main St.

- iii. All K-8 parents can follow High St. around and turn right on to the alleyway near school. Follow the alleyway and exit onto Main St. Please yield to the bus.
- iv. Students will be dropped off at their respective doors in the morning. Parents will wait in the designated area for their child to be screened before leaving the campus. Students will wait until their car is in the designated area to leave the car and enter school.
- c. PreK parents may walk with their child to the PreK doors.
  - i. A teacher will monitor dismissal allowing parents to wait in the car while the students are allowed to walk to the car.
  - ii. PreK parents may walk to the main PreK doors to pick up and drop off their child, but will not enter the building unless necessary.
    - 1. Only one family should walk up to the door at a time.
    - 2. The other preschool families must wait in their cars until the door is cleared.
    - 3. To avoid unnecessary trips into the building, a container will be placed outside the office doors for parents to pick up and drop off items.
- d. Face coverings will be required by those entering the building.
- e. Parents will avoid coming into the building unless necessary.
- f. To avoid unnecessary trips into the building, a container will be placed outside the office doors for parents to pick up and drop off items.
  - i. Please label the items being dropped off with the student's name on it.
  - ii. Please call the office at 419-326-4685 or ring the doorbell to let our secretary know that you have dropped off something.
  - iii. For the safety of our students and staff, please do not enter the building if you have been sick recently or are feeling sick.
- g. Everyone inside the building will practice social distancing as the space allows.
- h. Flow in the hallway should always be done on the right side, just like traffic on the road.
- i. Inside the classroom, desks will be distanced as much as the space allows.
  - i. Students will be encouraged to stay at their desks while in the classroom.
  - ii. If a different teacher teaches another class, students will stay in their own desks in their classrooms while the teachers rotate classrooms.
- j. The classroom windows will be open as weather permits to allow air flow in the building.
- k. Students will be required to put their belongings in their backpacks when they enter school or when they leave school.
- l. Recess will be staggered.
  - i. Each classroom will go to recess at a different time.
  - ii. Teachers will remind students to wash hands before and after recess.

### **3. Personal Protective Equipment (Face Coverings, including face shields, cloth masks, and disposable masks) and Hygiene**

- a. Facial coverings (including face shields, cloth masks, and disposable masks) must always be worn in the school building by all faculty and staff except during lunch or whenever they are working alone.
- b. Any face covering must conform to the Trinity Lutheran dress code as written in the student handbook.
- c. As required by the governor's order on July 23, 2020, and in conjunction with the K-12 Guidelines, all students in Grades 3-8 are required to wear facial coverings in the school building except during lunch.
- d. All students in K-2 are required to wear a face covering, whenever they are in the hallway or in a communal group setting. When they are in their own room, the decision to take off the face covering rests with the teacher.
  - i. When students are working in their own place, the teacher may allow the student to remove his/her face covering.
  - ii. When the students are working in a group, the teacher may require the student to wear his/her face covering.
- e. All individuals who do not arrive at school with a face covering will be given one by Trinity to wear for the day.
  - i. This applies to all students and all staff, as well as anyone who enters the building.
  - ii. Anyone who is unable to medically tolerate a facial covering is not required to wear one. Anyone who is incapacitated or unable to remove the facial covering without assistance is not required wear one. Trinity requires a signed note from a doctor before students, faculty, or staff are excused from the rules regarding face coverings.
- f. Facial Covering Care
  - i. Cloth facial coverings should be washed daily.
  - ii. Disposable facial coverings should be disposed of at the end of the day.
- g. On the first day of school, the teachers will teach the students proper personal protection and hygiene techniques, including but not limited to the items below.
  - i. Washing with soap for at least 20 seconds.
  - ii. Using hand sanitizer
  - iii. How to cough and sneeze into their elbows, etc.
- h. Trinity staff will daily check and refill soap and hand sanitizer stations.
- i. There will be no sharing of school supplies. All students must have their own supplies. Students must use a backpack to transport supplies and books to and from school. Backpacks are mandatory.

### **4. Responding to Positive Tests among Staff and Students**

- a. Trinity will cooperate with the local Hancock County Public Health officials regarding protocols for screening students and staff.

- b. Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the school.
  - i. The names of people affected will not be shared in the notification.
  - ii. Immediate efforts will be made to contact any close in-person contacts (those who spent more than 15 minutes less than six feet in close proximity to the student or staff member) so that those who have developed symptoms can be quarantined at home.
  - iii. Trinity will collect the contact information for any close contacts of the affected person from the two days before he or she showed symptoms to the time he or she was last present at school and provide those to the local Hancock County Public Health officials.
- c. Students, faculty, or staff members who test positive for COVID-19 will not be allowed to return to the building unless they have tested negative (with proof from a doctor).
- d. After learning of a positive diagnosis for COVID-19 of a student, teacher, or staff, Trinity will be closed for a minimum of 7 calendar days to facilitate sanitizing of the school building.
  - i. We will go to a Virtual Learning Plan as soon as possible.
  - ii. We will continue in the Virtual Learning Plan until that teacher or student tests negative for COVID-19, or when we receive an all-clear from the local Hancock County Public Health officials.

#### **5. Food Service, Gathering, and Activities**

- a. Trinity will follow OHSAA guidelines for athletics.
- b. Trinity will continue to chapel services in the gym while maintaining social distancing among the class rooms.
- c. Lunch will be eaten in the classrooms.
- d. Hot lunch will not be provided, because the kitchen is the quarantine room.
- e. Microwaves will not be used in the school during COVID. This is to prevent sharing or touching of common services.
- f. Water fountains will not be used during the day. Parents will provide bottles for water for children throughout the day. Only water will be allowed in the classroom.

#### **6. Cleaning**

- a. Desks and highly touched areas will be sanitized throughout the day.
- b. Staff will be mindful of wearing proper PPE while disinfecting.

#### **7. Busing and Student Transportation during School Activities**

- a. Hand sanitizer will be made available on the bus as needed.
- b. Facial coverings must be worn on the bus at all times.
- c. Field trips are not being scheduled at this time, subject to change.

- d. Temperatures will be taken by bus driver and recorded by a staff member.(Cf. Section 1)
  - i. Be mindful that traffic will be stopped while temps are being taken.
  - ii. Please have your child ready at the bus stop out of concern for other motorists' schedules.

#### **8. Operations, Budget, Enrollment, and Staffing**

- a. The custodian, the trustees, and Board of Education, with assistance from the school secretary, will maintain the supply chain for cleaning and disinfecting supplies.
- b. Trinity Lutheran School will not always follow Cory-Rawson for a non-weather related cancellation. The Trinity Board of Education will make the final determination for a COVID-19-related cancellation.
- c. Trinity will communicate this plan with its families as well as any changes to this plan or the student handbook.
- d. The principal, with guidance from the school board and the trustees, will communicate along with the Cory-Rawson School District on guidance for use of CARES ACT funding for key purchases for implementing this plan.
- e. Any points of this plan are subject to change.

#### **9. Technology**

- a. Trinity will monitor the need for school wide devices and give information about reliable internet connection at home to support remote learning.
- b. If in-person instruction is closed, Trinity will implement a Virtual Learning Plan.

#### **Levels 3-4**

- 1. During Level 3, Trinity **may** be closed to in-person instruction.
  - a. Trinity will contact parents through email/text to inform the parents, whether we have in-person class or if we will teach and learn from home.
  - b. When Hancock County is upgraded to a level 3, Trinity will inform the parents at least 24 hours in advance before switching to a Virtual Learning Plan, except in the case of a positive COVID-19 test of a student, teacher, or staff member.
- 2. During Level 4, Trinity will be closed to in-person instruction.
  - a. Trinity students will receive homework from their teacher prior to closing.
  - b. Students are required to participate in class by doing the work required by their teacher.