

# Trinity Return to School Plan

## COVID-19 Preparedness Plan

The purpose of this document is to clarify the protocols Trinity Lutheran School will have in place for each of the possible phases during this Coronavirus pandemic. In addition to the resources listed at the end, thank you to everyone who shared their input, including the teaching staff of Trinity, the athletic directors, the cook, the custodians, the IT director, Bay City School transportation department, parents and the Trinity Board of Education. This document will be available on the Trinity website at [trinitymonitor.org](http://trinitymonitor.org) for future reference, and will include updates as needed.

### Personal Protective Equipment (PPE)

#### Phases 1-3

- School is closed for in-person instruction

#### Phase 4

- All staff will wear facial coverings when in classrooms, except during meals, and unless coverings cannot be medically tolerated as documented through written and signed verification by a physician.
- All passengers and drivers will wear facial coverings when on a school bus, except when eating, and unless face coverings cannot be medically tolerated as documents through written and signed verification by a physician, with parental consent.
- All staff and students in grades pre-kindergarten and up will wear facial coverings when in indoor hallways and common areas, except during meals, and unless face coverings cannot be medically tolerated as documents through written and signed verification by a physician, with parental consent.
- Facial coverings are not required in preschool classrooms by children ages 3 and 4.
- All students in grades kindergarten through 4 will not be required to wear facial coverings in their classrooms, unless students do not remain with their cohort class throughout the school day and come into close contact with students in another class. Parents of k-4 students opting into having their child wear a mask all day in the classroom needs to inform the teacher of such in writing. It is also recommended that students have a paper bag to store their mask when not being worn.
- All staff and students in grades 5-8 will wear facial coverings, except when eating, and unless face coverings cannot be medically tolerated as documents through written and signed verification by a physician, with parental consent. It is Trinity's policy that said note must come from a medical doctor (MD), doctor of osteopathic medicine (DO), nurse practitioner, or physician's assistant.
- Trinity Lutheran School will not conduct indoor assemblies that bring together students from more than one classroom, with the exception of Chapel worship, where social distancing and mask requirements into and out of the church are required.
- Facial coverings may be homemade or disposable level one/basic surgical masks.

#### Phase 5

- The facial coverings, as described above, are optional for students and staff based on comfort level and individual need.

#### Phase 6

- Safety protocols no longer required.

## **Hygiene**

### **Phases 1-3**

- School is closed for in-person instruction.

### **Phase 4**

- Adequate supplies to support healthy hygiene behaviors is provided (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
- Teaching and reinforcing of handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer, coughing/sneezing into elbow, immediately throwing used tissues into trash and repeated handwashing will occur.
- Systematic and frequent check and refill of soap and hand sanitizers.
- Daily opportunities for handwashing by teachers and students will be provided.
- Limit sharing of personal items and supplies.

### **Phase 5 & 6**

- Adequate supplies to support healthy hygiene behaviors is provided (including soap, hand sanitizer with at least 60% alcohol for safe use by staff and students, paper towels, tissues, and signs reinforcing proper handwashing techniques).
- Teaching and reinforcing of handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer, coughing/sneezing into elbow, immediately throwing used tissues into trash and repeated handwashing will occur.

## **Spacing, Movement, and Access**

### **Phases 1-3**

- School is closed for in-person instruction.
- School employees may be physically present in the school buildings for purposes of conducting basic school operations, including remote instruction, as determined by school administrator.

### **Phase 4**

- Space students as far apart as feasible in classrooms, whether desks or tables are utilized.
- Post signage to indicate proper social distancing.
- Place markers at six-foot intervals where line formation is anticipated.
- Provide social distancing markers in waiting and reception areas.
- Post signs on the doors of restrooms to indicate proper social distancing and hand hygiene techniques.
- Restrict entrance to school to students and staff only, with the following allowances: Family members or other non-staff adults are not allowed in the school building except under extenuating circumstances determined by school officials. All non-staff adults entering the building must be

screened for symptoms using a monitoring form, wear facial covering, and wash/sanitize hands prior to entering. Strict records, including date and time, should be kept of all non-staff adults entering and exiting the building.

- Signs will be posted on the door reminding visitors that masks are required.
- Whenever feasible, “special” classes will meet in the students’ homeroom classroom.

#### **Phase 5**

- Space students as far apart as feasible in classrooms, whether desks or tables are utilized.
- Signage of proper social distancing and hand hygiene are posted.

#### **Phase 6**

- Safety protocols no longer required.

### **Screening Students and Staff**

#### **Phases 1-3**

- School is closed for in-person instruction.

#### **Phase 4**

- Trinity will cooperate with the local health department regarding implementing protocols for screening staff and students.
- Identify and designate a quarantine area for students and staff who develop signs or symptoms of COVID-19 at school.
- Students and staff who become ill with signs or symptoms of COVID-19 will be placed in an identified quarantine area with a facial covering in place, if able, until they can be picked up.
- Symptomatic students and staff sent home from school will stay home until they have tested negative or have completely recovered according to CDC guidelines.
- Students with symptoms should NOT be brought to school. Families are encouraged to check for symptoms, including taking temperature (100.4 or greater), BEFORE bringing children to school.
- Staff should conduct a daily self-examination, including a temperature check, prior to coming to work. If they exhibit any new or unusual symptoms as reported on the COVID-19 school monitoring form, they will stay home. Staff member will contact school administrator.

#### **Phase 5**

- Trinity will cooperate with the local health department regarding implementing protocols for screening staff and students.
- Identify and designate a quarantine area for students and staff who develop signs or symptoms of COVID-19 at school.
- Students and staff who become ill with signs or symptoms of COVID-19 will be placed in an identified quarantine area with a facial covering in place, if able, until they can be picked up.
- Symptomatic students and staff sent home from school will stay home until they have tested negative or have completely recovered according to CDC guidelines.
- Students with symptoms should NOT be brought to school.

## **Phase 6**

- Safety protocols no longer required.

## **Testing Protocols for Students and Staff and Responding to Positive Cases**

### **Phases 1-3**

- Schools are closed for in-person instruction.

### **Phases 4-6**

- Trinity will cooperate with the Bay County Health department's protocols for anyone testing positively to COVID-19.
- Symptomatic students and staff will remain home until they have tested negative for COVID-19 or have been released from isolation according to CDC guidelines.
- Families will be notified of the presence of laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observations for any symptoms at home.

## **Responding to Positive Tests Among Staff and Students**

### **Phases 1-3**

- Schools are closed for in-person instruction.

### **Phase 4**

- Cooperate with the Bay County Health department if a confirmed case of COVID-19 is identified and in particular, collect the contact information for any close contacts at school of the affected individual from two days or before he or she showed symptoms to the time when he or she was last present at school. The Bay County Health Department will initiate contact tracing, following regular public health practice.
- Notify the Bay County Health Department, staff, and students immediately of any positive case of COVID-19 while maintaining confidentiality consistent with federal and state privacy laws. Follow Bay County Health Department's directives.

### **Phase 5 & 6 (when no masks or social distancing is required)**

- In the event of a lab or clinically diagnosed case of COVID-19 among staff or student, the classroom or areas exposed must be immediately closed until cleaning and disinfection can be performed.
- If the person was in the building without a face-covering, or large areas of the school were exposed to the person, short term school dismissal may be required. This decision will be made by the principal along with the Bay County Health Department.

## **Food Service, Gathering, and Extracurricular Activities**

### **Phases 1-3**

- All inter-school and after school activities are suspended.

## Phase 4

- Prohibit indoor assemblies that bring together students from more than one classroom, with the exception of Chapel worship, where social distancing will be practiced.
- Classrooms or outdoor areas will be used for students to eat meals at school.
- Servers and cafeteria staff will use barrier protection including gloves, and face shields, and surgical masks.
- Students, teachers, and staff will wash their hands before and after every snack and lunch.
- Off-site field trips are suspended.
- Recess will be conducted outside whenever possible with appropriate social distancing. If cohorts are mixed, masks are required.

## Phase 5

- Classrooms or outdoor areas will be used for students to eat meals at school.
- Servers and cafeteria staff will use barrier protection including gloves, and face shields, and surgical masks.
- Students, teachers, and staff will wash their hands before and after every snack and lunch.
- If field trips occur, face coverings are required.

## Phase 6

- Safety protocols no longer required.

## Athletics

### Phases 1-3

- All athletics are suspended.

### Phase 4

- Trinity will comply with the league requirements, which follows the guidance of the MI HS Athletic Association (MHSAA) and the National Federation of State HS Association (NFHS).
- Students, coaches, and other staff must use proper hand hygiene techniques before and after every practice, event or gathering.
- Every participant should confirm that they are healthy and without any symptoms prior to any event. Screening Forms need to be completed by all adult participants, including coaches, volunteers, and staff.
- All equipment must be disinfected before and after use.
- Each participant must use clearly labeled (first and last name) water bottle for individual use.
- Handshakes, fist bumps, and other unnecessary contact must not occur.
- Large scale **indoor** spectator events are **suspended**. Large scale **outdoor** spectator events are limited to 100 people, and people not part of the same household must maintain 6 feet of distance from one another.
- Spectators are allowed provided that facial coverings are used by observers and 6 feet of social distancing may be maintained at all times. Attention must be given to entry and exit points to prevent crowding.

## **Phase 5**

- Indoor spectator events limited to league requirements. Large scale outdoor spectator events are limited to 250 people, and people not part of the same household must maintain 6 feet of distance from one another, as feasible.
- Students, coaches, and other staff must use proper hand hygiene techniques before and after every practice, event or gathering. Every participant should confirm that they are healthy and without any symptoms prior to any event.
- All equipment must be disinfected before and after use.
- Each participant must use clearly marked water bottle for individual use. There should be no sharing of this equipment.

## **Phase 6**

- Safety protocols no longer required.

## **Cleaning**

### **Phases 1-3**

- Schools are closed for in-person instruction, and cleaning practices are adjusted to maintain school building functional order.

### **Phase 4**

- Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning every 4 hours with either an EPA-approved disinfectant or diluted bleach solution.
- Libraries, computer labs, arts, and other hands-on classrooms must undergo a cleaning after every class period or when cohorts change classrooms with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class period.
- Playground structures must continue to undergo normal routine cleaning, but using an EPA-Approved disinfectant is NOT necessary.
- Ensure safe and correct use and storage of cleaning and disinfectant products, including storing products securely away from children, and with adequate ventilation when staff use products.
- Staff must wear gloves, surgical mask, and face shield when performing all cleaning activities.

### **Phase 5**

- Frequently touched surfaces including light switches, doors, benches, bathrooms, must undergo cleaning regularly with either an EPA-approved disinfectant or diluted bleach solution.
- Libraries, computer labs, arts, and other hands-on classrooms must undergo a cleaning after every class period with either an EPA-approved disinfectant or diluted bleach solution.
- Student desks must be wiped down with either an EPA-approved disinfectant or diluted bleach solution after every class exchange.
- Ensure safe and correct use and storage of cleaning and disinfectant products, including storing products securely away from children, and with adequate ventilation when staff use products.

## **Phase 6**

- Safety protocols no longer required.

## **Busing and Student Transportation**

### **Phase 1-3**

- All busing operations are suspended.

### **Phase 4 – 6**

- Trinity Lutheran School uses the Bay City Public School bus system as provided; therefore, all safety guidelines will be provided by the BCPS provider.

## **Medically Vulnerable Staff and Students**

### **Phases 1-3**

- Schools are closed for in-person instruction.

### **Phases 4 & 5**

- Systematically review of all current plans (IEP, 504s, Trinity Student Plans, Health Plans) for accommodating students with special healthcare needs and update their care plans as needed to decrease their risk of exposure to COVID-19.
- Create a process for students /families and staff to self-identify as high-risk for severe illness due to COVID-19 and have a plan to address requests for alternative learning arrangements or work assignments.

### **Phase 6**

- Safety protocols no longer required.

## **Mental & Social-Emotional Health**

### **Phases 1-3**

- Schools are closed for in-person instruction.

### **Phases 4-6**

- Provide the staff with timely, responsive and ongoing training/professional development.

## **While School is Closed for In-Person Instruction (Phases 1-3)**

Trinity Lutheran School will...

- Gather feedback periodically from families, teachers, students, and school leaders about their experiences with remote learning, making needed revisions based on the feedback.
- Activate remote learning programs to deliver standard-aligned curricula and high-quality instruction. Synchronous and asynchronous learning, and best practices to promote student engagement, consistency, and differentiation will be integrated.
- Review students' plans to provide continued support as needed and documented (such as IEP's).
- Teachers will establish a communication plan with the families in their classroom using tech platforms (Seesaw for Grades Prek-3, Google classroom for 4-8), Fast Direct, Trinity email, texts, and home visits, as parents need and teachers are able.
- Teachers will monitor their students' connectivity and accessibility to be able to receive lessons and do school work, track daily attendance, note the quality of student work, and provide feedback often.
- Information for student meals in the area will be shared, and families in need will be connected to resources through the church and other avenues.
- Teaching staff will meet regularly to provide opportunity to express, discuss, and plan for concerns and new situations that occur, as well as to review priorities for student well-being, learning strategies, and emotional support.
- The school leadership will communicate with parents and stakeholders through the Trinity newsletter, the church Monitor, and Fast Direct.

## **Before Schools Open for In-Person Instruction (Phases 4 & 5)**

Trinity will...

- Implement a health screening for staff and one for students, compliant with FERPA to protect the confidentiality while following mandated reporting guidelines.
- Establish protocol for identification and rapid response for students with symptoms of illness.
- Provide staff with training/professional development on topics including social-emotional learning, COVID-19, self-care, as well as tools for remote learning. Professional development will continue as planned and approved for the school year.
- Review the Crisis Management Plan with the staff.
- Establish and review new protocols for health safety.
- Teaching staff will meet regularly to provide opportunity to express, discuss, and plan for concerns and new situations that occur, as well as to review priorities for student well-being, learning strategies, and emotional support.
- Continue communicating with parents and stakeholders through the Trinity newsletter, the church Monitor, and Fast Direct.
- Begin with NWEA testing to provide information to the teacher on each student to determine retention from 2019-2020 fourth quarter and a starting point for the new school year.
- Provide adequate time for teachers and students to learn, understand, and practice the new protocol requirements for the phase they are in, to teach how God is present in the midst of the pandemic, and establish social – emotional supports for the coming school year.

- Continue to work with and provide needed supplies for the Trinity custodians as they work to keep the school a healthy learning environment.

## RESOURCES

### General

Executive Order - [EO 2020-142.pdf](#)

Roadmap - [MI Safe Schools Return to School Roadmap](#)

Centers for Disease Control and Prevention (CDC): Coronavirus (COVID-19) – [www.cdc.gov/coronavirus/2019-nCoV](#)

State of Michigan: COVID-19 response –

[https://www.michigan.gov/mde/0,4615,7-140-37818\\_53456---,00.html](https://www.michigan.gov/mde/0,4615,7-140-37818_53456---,00.html)

CDC: Resources for Childcare, Schools, and Youth Programs –

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

Federal OSHA – [www.osha.gov](#)

### Hygiene

Handwashing video translated into multiple languages – [www.youtube.com/watch?v=LdQuPGVcceg](#)

CDC Prevention: [www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html](#)

CDC Hygiene Etiquette: [www.cdc.gov/healthywater/hygiene/etiquette/coughing\\_sneezing.html](#)

### Housekeeping

CDC Disinfecting: [www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](#)

CDC Cleaning: [www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](#)

Environmental Protection Agency (EPA):

[www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2](#)

### Employees exhibiting signs and symptoms of COVID-19

CDC Sickness Steps: [www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html](#)

### OSHA Training

Federal OSHA: [www.osha.gov/Publications/OSHA3990.pdf](#)

### Social Distancing

CDC: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Social distancing calculator: <https://www.banquettablespro.com/social-distancing-room-space-calculator>

### Mental Health

Cross Roads Counseling, Frankenmuth, [crcounseling.org](http://crcounseling.org)

Fresh Aire Samaritan Counseling Center, 989-835-7511

M.P.A. Counseling, Bay City [mpacounseling.com](http://mpacounseling.com)