**TRINITY**

**CHRISTIAN SCHOOL**

**Trinity Christian School Return to Campus Plan**

Trinity Christian School has been educating students for the past 56 years. One of the strengths of Trinity has been the family atmosphere students experience while on campus. This environment is why parents keep their students here and why new families enroll their child in our school. Parents and staff have expressed a deep desire to have students back on campus. In a school survey taken earlier, 75% of the families surveyed wanted their students on campus 5 days a week. Very few families desired a blended learning schedule with students on campus part-time and at home the other days. It was clear that an on-campus education was preferred overall.

The staff and families of Trinity Christian School desire a return to campus and it is clear that for the majority of our students their social, emotional, and educational health is better served while on campus. Therefore, in accordance with the guidance set out by CDC, State of California, and Los Angeles County, we have developed this plan to safely return to campus amidst the health crisis caused by COVID-19.

**HEALTH & HYGIENE**

**As you prepare for the school year:**

* Limit contact as much as possible with people outside your family two weeks prior to the start of school. This will help slow the spread of COVID-19 and help ensure your child arrives healthy on our campus for the beginning of school.
* Begin practicing wearing a mask with your child so they will be used to it by the time they join us on campus.

**Health Screening**

Every student, parent, teacher, staff member and visitor will be screened and their temperature checked upon entry. Any person with a temperature above 99.9, will not be admitted on campus. No one can return until they are fever free for 48 hours.

**Face Masks & Shields**

* Masks must be worn by all staff and students while on campus. Parents should provide a mask for students to wear. If possible, please provide two masks in case one is lost or broken.
* Teachers are required to wear face shields while teaching.
* Currently, all students are required to wear a mask in the classroom and while playing outside. Students do not have to wear a mask while eating or napping.

**Handwashing & Hand Sanitizer**

Students and teachers are required to wash their hands using soap and warm water for at least 20 seconds Younger students will have regularly scheduled handwashing breaks:

* After using the restroom
* After recess
* Before and after snacks, lunch and outdoor play
* After any group activity
* Hand sanitizers will be available in the classrooms and on campus for use. Regular handwashing will be means for keeping the students hands cleaned.

**Cleaning & Disinfection**

* The contracted janitorial company thoroughly cleans the campus after school every day.
* Scheduled and routine cleaning will take place in the classrooms, restrooms and high areas of contact throughout the day.

**Air Ventilation**

We have added high performance air filters to our ventilation systems to minimize the effects of allergens and particles so that we can bring in as much fresh air as possible from outside.

**Social Distancing**

Students and teachers are encouraged to socially distance six feet or farther whenever possible. This includes the following:

* Every desk has a shield placed around it for protection.
* Desks in all classrooms are positioned according to CDC social distancing guidelines.
* Walking patterns have been created and designed to keep students from passing one another in the hallways. Following the signs and arrows to avoid one another.
* Appropriate spacing when students are in line to move about the campus.
* Encouraging students to socially distance while on the playground.

**Isolation Room for possible COVID symptoms:**

Any student or staff member exhibiting symptoms of COVID-19 will be cared for in a special isolation area. This will prevent cross-contamination between COVID-19 and non COVID-19 cases. Parents or guardians of students exhibiting symptoms will be contacted and are required to pick up their child within one hour.

**Visitors:**

All visitors, including parents of students, are not allowed in the classrooms or on campus to visit their child. Only business with this office is acceptable at this time.

**Water Bottle Filling Station**

To help slow the spread of the COVID-19 on campus, water fountains will be available for use by students and adults. Students are asked to bring personal, large refillable water bottles clearly labeled with their name.

**Shared Materials:**

Students will not be permitted to share classroom materials, including but not limited to the following: pencils, crayons, markers, erasers, textbooks and other items. Each student must use their own supplies.

**TEACHING & LEARNING**

Below is a summary of Trinity’s policies pertaining to classroom organization and individual classes. These policies are in place, as of now and are subject to change.

**Cohorting**

* The size of each class allows the kids to move in a cohort with their class only.
* Each class will learn together, eat together, and play together as a group.

**Classroom Movement**

In order to prevent potential cross-contamination between classrooms, students at all grade levels will remain, as much as possible, with their classmates from their own class. The movement of students on campus will be minimized.

**Chapel**

The weekly chapel services will be streamed into each classroom so that students will be able to participate in the weekly chapel service. When the ban on limited gatherings is lifted, we will resume chapels under the guidelines prescribed.

**Choir & Music**

All these programs will be suspended until further notice.

**PE & Sports**

These organized activities will be postponed until further notice to limit close contact and use of equipment by the students.

**Computer Classes**

The use of the computer lab will be postponed until further notice. The lab is ready for use as soon as this is permissible.

**EATING**

**Lunch**

We will be using an outside company to provide lunch. They will meet all health requirements. There will be no food preparation on campus. This includes food brought from home and allowing any staff member to reheat any lunches for students.

**Snacks**

When classes have snack times, snacks for students should be brought from home and will be eaten in classrooms. Younger students should bring easy-to-eat snacks in easy-to-open packaging. Pack unwrapped straws for younger grades.

**Birthday Celebrations**

Students may not bring birthday treats to be shared with classmates. Teachers and parents will work together to plan each student’s birthday celebration in a special way.

**DROP-OFF & PICK-UP**

**Daycare Program – (Please refer to the drop-off and pick-up procedures flyer for details)**

Daycare is open daily from 7:00-8:15 in the morning.

At 8:00, daycare will be dismissed to their classes. Students arriving after 8:00 will still be charged for daycare till 8:10.

**Afternoon daycare** opens after dismissal and ends at 5:00pm.

Only parents who have signed their child up for daycare using the form provided will be allowed to attend. No drop-ins will be allowed until further notice.

Students’ arrival on campus will be determined by their grade. We will be staggering the entry times to minimize contact. If you have a child in multiple grades, bring your child with the earliest start time along with the other siblings. No need for you to wait for the later start times.

6th – 8th will begin classes at 8:20 and may arrive after 8:10

3rd – 5th will begin classes at 8:30 and may arrive after 8:20

K – 2nd will begin classes at 8:40 and may arrive after 8:30

**During the School Day Procedures**

If a student is tardy to school in the morning, or parent needs to pick up or drop off their child during the school day, the family needs to call the school office. Any student dropped off must be screened before being allowed in the class.

**RESPONDING TO COVID-19 CASES**

Below is a summary of Trinity’s policies on how we will respond to individuals who contract COVID-19. These policies are in place for now and are subject to change.

**Symptoms**

According to current CDC guidelines, COVID-19 symptoms include the following:

Fever 100.4 degrees or higher or chills New loss of taste or smell

Cough Sore Throat

Shortness of breath or difficulty breathing Congestion or runny nose

Fatigue Nausea or vomiting

Muscle or body aches Diarrhea

Headache

If a student or staff member exhibits any of the symptoms, or tests positive for COVID-19, the protocols below will be followed.

1. A person either receives a positive COVID -19 test or exhibits symptoms.
   1. This person may not return to campus until all three of the following criteria are met:
      1. 10 days have passed since a positive test result or symptom onset.
      2. All symptoms have subsided
      3. At least 24 hours have passed with no fever without the use of fever reducing medication.
2. A person exhibits one or more COVID-19 symptoms during a daily on-campus health screening
   1. This person will not be admitted to campus until all of the following criteria are met:
      1. Symptoms have subsided
      2. A medical professional provides written clearance of this person to return to campus based on an alternative diagnosis.
      3. OR 10 Days of self-isolation
      4. With at least 24 hours with no fever with the use of fever reducing medication.
3. A person has “close contact” with someone who has tested positive for COVID19.
   1. This person may not return to campus until they have self-quarantined for 14 days to monitor symptoms and have contacted their physician for further guidance OR until they receive a negative COVID-19 test that was conducted at least 5 days after exposure and is symptom-free.
4. Someone other than a student in a person’s home is exposed to someone outside their home who has tested positive for COVID-19.
   1. Students in these households may report to school for onsite learning because they have not been directly exposed to the positive COVID-19 case. Households should monitor all members for symptoms.

**Communicating COVID-19 Cases**

If a student or classroom teacher on campus test positive for COVID-19, school leadership will send an email notification about the positive test result to all parents of students who may have been directly exposed so those who have come into contact with the infected person may self-monitor for symptoms. The identity of the person who has tested positive will be kept confidential.

**Classroom Closures**

If a student or classroom teacher tests positive for COVID-19, the classroom will be cleared immediately, deep cleaned, disinfected, ventilated, and will receive antimicrobial treatment. The infected person must self-quarantine according to the guidelines on processing COVID-19 cases. Parents of students in the affected class will be notified when the classroom has been cleaned, disinfected, and ventilated. After 14 days they may return to the classroom.

**DISTANCE LEARNING**

There is always a possibility we could return to distance learning. The decision to close, reopen and how we reopen can change quickly. You will be notified as soon as we know through email if we have to return to distance learning. This could happen through the government notification or if we have an outbreak on campus and have to make the decision ourselves because of the guidelines we have to follow.

**What can I expect with Distance Learning?**

* Students will be expected to participate in classes and attendance will be taken daily.

**What will my child need for Distance Learning?**

* All students will need an electronic device as a learning tool: Chromebook, laptop, iPad. Smartphones are not considered an effective learning device.

**What if I do not want my child on campus?**

If you choose to keep your child at home, students may participate in distance learning rather than come on campus. Parents will make this decision for their child.

**Will tuition be discounted with Distance Learning?**

I believe Trinity will provide one of the best educations for your child whether in class or with distance learning. Our teachers provide an unmatched education for your child and there is not a drop in the quality of education. Therefore, it is not necessary to provide a tuition discount for state mandated distance learning or a hybrid schedule. We are a self-sufficient entity, so we do not have a larger organization or the government behind us to provide the necessary funds to help us weather financial storms. If you are encountering financial difficulties, please contact the school office to learn more about tuition assistance options that might be available.

**When is the first day of school?**

* **Distance Learning**
  + All grades will continue with Distance Learning until cleared by the LA Health Dept. or the state of California.