

Trinity COVID-19 Addendum

Trinity Lutheran School 2020-2021

*The following response plan is subject to change as desired by Trinity Lutheran School. This plan was designed with the most up to date resources found at the end of this Addendum. Updated Sections are marked with an **

Screening*

- All students, parents, teachers, and staff that will enter and move throughout the school building are expected to have self-screened at home. This means showing no signs of COVID-19 symptoms and having a temperature below 100.4.
- Follow the Directives on the included sheet "COVID-19 Screening for Parents" included in your summer mailing packet or linked below
- https://www.coronavirus.in.gov/files/20_Return%20to%20School_Parenting%20Screening.pdf

Hand Washing

- Students and Teachers will wash or sanitize their hands every time they enter or exit a classroom.
- Every classroom will have a handwashing/sanitation station available at the entrance of their classroom.

Mask Wearing*

- Following the Governor Holcomb's Executive Order #2039, all students in third through 8th grade will be required to wear a mask when social distancing (3ft or more) is not achievable.
- All parents that choose to enter and move throughout the school building are required to wear a mask. Any parent who enters the building not wearing a mask, we will assume you have documented medical reason for not wearing one.
- Parents may not enter the building after 8:15 am. However, parents may enter the building to handle any business items with the office during operation hours. If a parent is volunteering or supporting a school function, once they are in their area they may they may remove their mask if maintaining the proper social distancing protocol.

- We ask that all parents and children do their very best to be mindful and practice social distancing whenever feasible.

In the classroom*

- All students will be in assigned desks that face the front of the classroom.
- Students will be spaced out to a minimum of 3 feet. To maintain this space, classroom numbers will be capped as follows:
 - K-8 (20 students)
 - Grade 4 (24 students due to size of the classroom)
- Students will have all of their supplies in their own storage station and community supplies will no longer be an option.
- When teachers are aiding students in close proximity, a teacher has the option to wear a mask or work with students in designated help stations where a protective shield will be set up creating a safe workspace.
- Teachers will wear a mask whenever 6 feet distancing is not achievable.
- There will be employee enhanced cleaning procedures at the end of every day and between classes if students are moving rooms.

Band and Choir*

- Band and choir will follow the CDC guidelines found below
- https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/CFC_Guide_for_School_Administrators.pdf



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Physical Education, Recess, & Lunch

- All sporting events are to return to normal with full contact starting on August 15th.
- CDC guidelines and adjustments will be made to our current physical education and recess policies, including sanitization practices, smaller groupings, and modified activities.
- To maintain safe social distancing, lunchtimes will be staggered and available open space will be maximized.
- We will not be offering hot lunch.
- Parents are asked to refrain from joining their child for lunch.
- All birthday/shared treats will need to be individually wrapped, prepackaged and store bought.

Arrival/Dismissal*

****We have always enjoyed our parents in the building, but for a time, we ask that all parents only enter the building by appointment, coordinated through our office. K-8 parents are not permitted in the building during morning arrival.****

- Upon arrival to school, all K-8 families will utilize our new drop-off procedure.
- Morning Drop off Procedure - <https://docs.google.com/document/d/1YRyH3BXIESaWzHfh5jCuM0KOlwxL7y9cZZRzeLIs2qU/edit?usp=sharing>
- Early Childhood parents may also use the new drop off procedure.
- Early Childhood parents who wish to walk with their children, may utilize our walk-up procedure using the separate Early Childhood entrance Door 3 (gym entrance). One parent may choose to walk-up their child(ren), while adhering to the mask guidelines at all times. If parents are unable to follow the mask protocol, please utilize the drop-off procedure and do not enter the building.
- All students in grades K-8 will follow the arrival time of 7:40 am - 8:00 am. A mask is required for students age 8 and older upon entry to the building following drop-off.
- Early Childhood parents are encouraged to utilize the 8:00 am - 8:15 am arrival time. EC families with students in grades K-8 may utilize the earlier arrival time, if needed.
- Teachers and Students will be required to wear masks during pick-up/dismissal.

- When weather permits, the full length of the pick-up curb (all the way to the church) will be utilized for carline pickup.
- If students must stay inside for pick up due to inclement weather, Church entrance, main entrance, and gym entrance doors will be used to space out classes as they are dismissed.

Documented case of COVID - 19 found in the building

- The school will close for approximately 1 day for thorough cleaning. Local health departments may be contacted by the school to consider a need to close for more than one day.
- The grade level/classroom where the positive case is found, the entire class and their immediate family of the confirmed case, will be asked to quarantine and follow the procedure outlined in the "return to school" section.
- The grade level/classroom may return to school following the protocol outlined in the "return to school" section found below.
- If a student or staff member tests positive for Covid-19 they will be asked to follow the recommendation of the Indiana State Department of Health return to school guidelines linked below.
- https://www.coronavirus.in.gov/files/20-Return%20to%20School_Parenting%20Screening.pdf

If a staff member(s) or student(s) must stay home due to a COVID - 19 case

- If the staff member(s) is able, they will conduct their usual work expectations from home as much as physically able. If needed a replacement or substitute worker will fill in for this individual while they are quarantined.
- If the student(s) must stay home, the student and the teacher will communicate and deliver instruction through remote learning strategies. They will be expected to participate throughout the entire school day, utilizing their school issued iPad. If the symptoms are



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too severe at any given time, preventing the student from completing their work, the student will be allowed a reprieve from work for that day with the expectation that it will be made up when they are healthy and again physically able.

- During any school closures due to a documented COVID-19 case, all students will have a remote learning day. All students must attend the remote learning day and complete all requirements from their teacher. If a student does not attend or complete work for these designated remote learning days they will be marked with an unexcused absence.
- Protocol and procedure for a remote learning day are outlined in the parent handbook page.

Return to School After Exclusion

- Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations laid out in the Indiana State Department of Health guidance linked below (a physical copy is also included in your summer mailing packet)
- https://www.coronavirus.in.gov/files/20-Return%20to%20School_Parenting%20Screening.pdf

Mandatory Reporting Procedure

- If a positive Covid Case is found in any classroom, the case should be reported to the administration. The administration will then contact the health department to work through proper communication and procedure for all involved.
- If a positive Covid case occurs in the home of a student and their family has potential exposure school administration needs to be notified. Your personal medical information will continue to be kept private. All families and students who may have potential exposure will be notified by administration.

Application of Virtual Real-Time Learning and Remote Learning*

Throughout our year we are preparing for different scenarios to best accommodate students and families as we all continue to deal with the evolving health pandemic. The following links will explain each plan, and when they will be applied.

Virtual Real-Time Learning Plan - https://docs.google.com/document/d/1cu9ODahvofGkpVeLrlnOH_MRTtoHHgMY1xVG_SlwYng/edit?usp=sharing

Remote Learning Plan - <https://docs.google.com/document/d/1aJfNkkrWLu05hxTfeESAX50aTxI2NfQdyRWyE-TEBCQ/edit?usp=sharing>

Resources*

The following resources have been used in the creation of this policy

- <https://docs.google.com/document/d/1T1n-Qj3BrQRtT5QXVcVLGel14bOd5dSCIWRgg-PuPE5dg/edit>
- https://www.coronavirus.in.gov/files/20-Return%20to%20School_Parenting%20Screening.pdf
- https://drive.google.com/file/d/16_H5G3q_ft-Mi5MkPd78Q9CG31QqXMX-0/view?usp=drivesdk
- <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
- https://pubmed.ncbi.nlm.nih.gov/32405162/?fbclid=IwAR1r7Y_6yiflR8RfedXOWOkAlc4MTe6ExK-9KZ1nzPVUELEvhv8bRrh3B5rk
- https://drive.google.com/file/d/1NnNah3w56M-Lp_PJ7NYkuDN_KY8drG_08/view?usp=drivesdk
- https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/CFC_Guide_for_School_Administrators.pdf

By initialing and dating below you are stating you have read, understand and agree to follow the 2020 Trinity COVID-19 Addendum, and subsequent revisions. (Please Return at Registration)

Guardian Initials _____

Date _____

