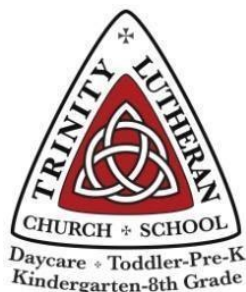


Covid-19 Safety Plan aka Reopening Plan
for
Trinity Lutheran School
2020-2021
School Year



This Covid-19 Safety Plan aka Reopening Plan includes Trinity's Early Childhood Center (ECC) and Trinity Lutheran School's grade school -- elementary and middle grades. The goal of the plan is to implement protocols to help ensure the health and safety of Trinity Lutheran School's staff and students according to the guidance provided by state and local authorities, the New York State Coalition for Independent and Religious Schools, and the Lutheran Schools Association. This plan has been developed with input from Trinity's Covid-19 Task Force and stakeholders. This plan continues to be revised to reflect updates from the New York State Department of Health, the governor's office.

Part One: Repopulating the Campus (This section refers to the school's reopening in September of 2020 and the general protocols of operation as outlined in August of 2020.)

Classrooms: Trinity's classrooms are large and the class sizes average approximately 15 students. Based on current registration with planning for additional registrations, grades have been assigned to specific spaces in the building that guarantee 36 square feet per student with additional properly distanced space for the teacher. Each preschool class will have a maximum of 15 students or less.

Learning Cohorts/Pods: Each classroom will be a cohort, also known as a pod, in which students will learn and move. Special subject teachers will come to the classes and observe proper social distancing wearing face coverings.

Remote Learning Option: K-8 families were surveyed and given the option for remote synchronous learning, asynchronous learning, or in-person learning. Also, K-8 students will be prepared to transfer to all remote learning should a shutdown occur. Additional technological upgrades are being implemented to facilitate this plan. All K-8 students will be required to have a device. A device will be provided, if needed. If a student does not have internet access, a personal hotspot will be provided. ECC classes will provide

in-person learning except in the event of a shutdown. If a shutdown occurs, classes will continue, every day, remotely.

Staggered School Start: The calendar for the year has been adjusted to permit a staggered opening for middle school, lower elementary, upper elementary, and early childhood students.

Daily Schedule: The class periods have been adjusted to allow for staggered arrival times, additional lunch and recess periods to accommodate smaller numbers of students and maintain cohorts, and a staggered dismissal. Remote students will participate with their class in real-time, and learning will be synchronous unless asynchronous learning is needed. In the event of a school-wide shutdown, remote learning will be made available to all students via synchronous and asynchronous learning.

Cafeteria:

Students will be permitted to use the cafeteria. Students will be socially distanced and grouped according to their learning cohorts/pods. “Grab and Go” meals and snacks will be available or students will be permitted to bring their lunches from home. Reusable lunch bags, thermoses, and water bottles are permitted but must be clearly labeled with the student’s first and last name. Preschool meals will be boxed according to preorder and sent to the Early Childhood Center classes where children will eat in their classrooms. All utensils, condiments, plates, bowls, cups etc. will be single-use, disposable items. Cafeteria surfaces will be cleaned and disinfected between lunch periods.

Gymnasium:

The gymnasium will be used only in inclement weather. As much as possible, physical education classes will take place outside. Students will be socially distanced and instructed in their cohorts. When the gymnasium is used, social distancing will be maintained. Surfaces and equipment will be cleaned between class periods.

Worship Space:

Chapel services will be streamed to classrooms via Facebook Live or Zoom. Only the class helping to conduct chapel for a particular Wednesday will be permitted to enter the church. Social distancing will be maintained and masks will be worn. Preschool chapel will be conducted in the ECC.

Outdoor Play Spaces: Cohorts will be permitted to play together outside for recess. Play equipment will be allowed to be used and will be cleaned and disinfected between play periods. If the weather is inclement, recess will be held in the classroom.

Library: The library will not be used for the 2020-2021 school year. The librarian will visit the students’ classrooms with materials and activities, each week. Students will be encouraged to “take out books” via online libraries.

Extra-curricular Activities; Before and After Care: There will be Before and After Care and some extracurricular activities. Since these programs will involve students co-mingling from other cohorts/pods, masks will be worn at all times, and strict social distancing will be observed.

Co-mingling of Cohorts/Pods: Co-mingling of cohorts/pods will be limited situations where specific needs and circumstances require it. For example: 8th grade honor classes will require students of different cohorts to co-mingle. In this case and any other similar situation, Students will remain 6 ft. apart and be required to wear their face covering at all times

Beginning of the Year Orientation:

The Trinity Staff have been participating in reopening meetings via Zoom throughout the summer months. In addition, specific professional development will be provided to orient staff to specific health and safety protocols prior to the opening of school.

The first days of school will be dedicated to reviewing the safety protocols and schedule with the students.

A special Covid-19 Addendum will be added to the Parent/Student Handbook, outlining the new protocols related to Covid-19 and the expectations for students and families. Additionally, Town Hall Meetings will be conducted via Zoom Conferencing to review the Addendum and discuss questions and address concerns.

The Wearing of Personal Protective Equipment (PPE)

Masks:

Masks will be required for all staff, students 3 years of age and older, and for anyone permitted in the building. Mask wearing will be strongly encouraged for the students in our ECC learning pods. Masks will be worn throughout the school day in accordance with public health guidelines. Students and staff will be expected to wear masks to school and will not be permitted to enter the building without wearing them. Cloth masks are to be washed daily. Single use masks will be disposed of at home.

Other PPE:

School nurses, kitchen, and custodial staff will follow special PPE requirements mandated for their respective duties and according to public health guidelines.

Special Education: Service Providers will be permitted entrance to the building according to their schedule for service provision. They will be met at the main entrance for a temperature and health check prior to entering. PPE will be worn during sessions.

Use of Facilities Outside of the School Day:

Trinity Lutheran Church and Trinity Lutheran School have suspended all use of the facility by outside groups and have limited access to the building to church and school staff according to safety guidelines and protocols. Sunday in-person church service is

limited in number and building access is also limited. All areas used on Sundays are cleaned and disinfected after use.

Other Procedures:

- When students are not in the classroom, the doors and windows will be opened to facilitate an “airing out” of the classroom.
- K-8 students will not share materials. Each student will be expected to have basic supplies in their desks and at home.
- ECC students will not share art materials.
- Students are to use the bathroom in their rooms exclusively, if available. If not, only one child at a time will be permitted to use the bathroom.
- Classrooms, bathrooms, all public areas, all surfaces, light switches, door handles, banisters etc. will be cleaned and disinfected daily at a minimum. Cleaning and disinfecting will use solutions will be soap and water, bleach and water solutions, disinfecting wipes, and an electrostatic fogging machine.
- In ECC, shared items will be cleaned and sanitized daily.
- Throughout the building, all surfaces and high touch areas will be cleaned and sanitized at the beginning, middle, and the end of each day.
- Hand sanitizing stations will be installed by the classrooms and at the entrances and exits.
- Signage will be posted throughout the building to remind students and staff about proper hand hygiene and proper use of masks and disposal of masks.
- Students will not be permitted to come to the office or nurse’s office at will. Teachers will call the office and someone will go to the room to meet the child, as needed.
- Only staff, students, special education service providers, and inspectors will be permitted in the building. Inspectors and providers will be met at the door for a temperature check and to be logged in. Should a visitor need to enter the building, her/his temperature will be taken and a health attestation given.
- Parents will be required to call the school with a minimum of a 30 minute notice when dropping-off a student late and for early pick-ups.
- On the rare occasion that a parent must deliver something to the school, there will be a receiving box outside of the main school entrance to place items. Parents should notify the school when something is left in the box.
- Supply deliveries will be scheduled and received via a separate entrance where temperatures will be taken along with a health attestation.
- When moving throughout the building, students will walk 6 feet apart, in one direction, using floor markings to guide them.
- Evacuation and lockdown drills will take place according to schedule and will observe prescribed protocols.
- Communication with all stakeholders will occur on a weekly basis via electronic newsletters, mass notify text messages, and emails. Town Hall Meetings will be

held for staff and families for on-going communication, information sharing, and input. Prior to the start of the school year, three Town Hall Meetings will be held.

Part Two: Monitoring the Health of Students, Faculty, and Staff

1. Prior to leaving home, all school and church employees will be required to check their temperatures and attest to their wellness via health attestation that will be called into the employee attendance line each morning. Any staff member exhibiting symptoms and/or registering a fever of 100 degrees or greater is required to report her/his temperature and/or symptoms and remain home.
2. Prior to leaving home, families of bus children will be required to check their children's temperatures and attest to their children's wellness by calling the student attendance line. This will be required before a student can board a bus. Any student exhibiting symptoms and/or has a fever of 100 degrees or greater is required to remain home.
3. Before a student enters the building, the child's temperature will be taken (including bus students). This will be done by trained staff members. The students' temperatures will be recorded on the daily health checklist and an attestation will be provided by the parent or guardian. A child exhibiting symptoms and/or registering a fever of 100 degrees or greater, will not be permitted to enter the building and will be required to return home with the parent or caregiver. Any bus student arriving with symptoms and/or a fever will be escorted to the nurse's office, isolated, and a family contacted to come to school to pick up the child.
4. Mental Health—Two, part-time mental health professionals will be on-site to help address mental health concerns. Each professional will have expertise in the following grade levels, early childhood, elementary, and middle school. Also, additional Social/Emotional Learning (SEL) classes have been added to the weekly schedule.
5. Staff will be advised to avoid international travel or out of state travel.

Part Three: Containment

1. A student or staff member who has been exposed that is, had direct contact, with someone who has Covid-19, outside of the confines of the school, will be required to report the exposure to the school office and specifically the "Site Safety/Covid-19 Coordinator" or principal.
2. The person who has been directly exposed will be required to get tested and to self-quarantine for 14 days.
3. If anyone travels OUTSIDE OF NEW YORK STATE, he/she will be required to notify the school office and self-quarantine for 14 days. OR he/she can get a Covid test 3 days before traveling and upon return, quarantine for 3 days and test on the 4th day. After submitting documentation of the 2 tests with negative results, the staff member or student will be permitted to return to school in-person. This includes ANY STATE outside of New York. If anyone travels outside of the United States, he/she will be required to self-quarantine for 14 days.

4. If a child or staff member should become ill while the school is in session, a call will be made to the office. The nurse or another designee will come to escort the child or staff member to the nurse's office or the ECC director's office, where there will be an isolated area where the child or staff member can rest and wait for a family member to collect him/her.
5. Anyone with any Covid-19 symptoms will be required to present a medical clearance note from a physician **OR** documentation of a negative Covid test to be permitted to return to school. Signs of Covid-19 are as follows: **1.** fever or chills, **2.** cough, shortness of breath or difficulty breathing, **3.** body aches or headaches **4.** vomiting or diarrhea, **5.** new loss of taste or smell **6.** nasal congestion or sore throat. **Chronic illnesses such as asthma, seasonal allergies, etc. are required to have such conditions documented by his/her physician and on file with the school.**
6. No one is permitted to come to school after receiving cough medicine, fever reducing medication, or any other medication that might mask symptoms. In such cases, he or she should present a medical clearance from a physician **OR** documentation of a negative Covid test to be permitted to return to school.

Part Four: Closure

1. Should a student or staff member test positive for Covid-19, that student or staff member will be required to self-quarantine for 14 days.
2. The student or staff member who tests positive will not be permitted to return to school for 14 days, until symptom free, and has submitted documentation of a negative Covid-19 test.
3. The Site Safety/Covid-19 Coordinator or principal will contact the Nassau County Department of Health to assist in conducting contact tracing and to provide guidance regarding the school's closure and quarantining protocols.
4. Deep cleaning and disinfecting will be done during closure and the period of closure will be in accordance with Department of Health requirements.
5. The school will close if ordered by the governor or by order from Nassau County. Public school closures will not mean that Trinity must close. Yellow school busing will continue, even if a particular district has closed its public schools. Should the school be ordered to cease in-person learning by the state or local governments, all K-8 students will operate remotely, according to a regular bell schedule. ECC, instruction will continue, every day, remotely, as well.

We attest that we have developed and have on file a COVID-19 Reopening Plan that Contains the Following Elements: Re-population, Monitoring, Containment, Closure.

Name of School: Trinity Lutheran School
School Address: 40 West Nicholai Street, Hicksville, NY 11801

Name of Covid-19 Coordinator: Jennifer Forte
Email of Covid-19 Coordinator: jforte@trinityli.org

Name of School Administrator: Mary-Elaine Leake, Principal
E-mail of School Administrator: mleake@trinityli.org

Contact Phone of School Administrator: 516-931-2211
Contact Phone of Covid-19 Coordinator: 516-931-2211

Intended date of arrival of the first students: 9/9/2020
Intended date of on-campus classes starting; 9/14/2020
Date Plan Submitted: 7/31/2020

Name of Person Submitting Plan: Mary-Elaine Leake