

Trinitas Christian School
A Guide for
Re-opening Campus on May 4, 2020

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Section I – Introduction

The faculty, staff, administration, and board are excited to be re-opening campus for the return of students on May 04, 2020! We have talked to most families in recent days and expect more than three-fourths of Trinitas students to return to campus. We also know it is better for some families to continue school remotely for various reasons, and Trinitas will support that decision by continuing to provide assignments remotely.

Of course, re-opening campus is contingent upon Governor DeSantis allowing the “Safer at Home” order to expire at midnight on Thursday, April 30. If the Governor extends the “Safer-at-Home” order, we will continue remote learning for all classes. If we are able to return, we must be prepared to be flexible because, as with everyone’s best-laid plans of recent weeks, the school may need to adjust this plan as necessary to make the return of students as safe as practicable.

Whether your family is returning when campus is re-opened or choosing to work remotely, this document contains instructions for the rest of the school year as completely as we are able to provide them at this time, knowing that adjustments may have to be made. Of special importance are the SAFETY INSTRUCTIONS. Please read this document in its entirety and make plans for how you will follow the instructions. Our safe return and continued success working remotely depend upon it.

Section II – Timeline for the Rest of the School Year

Grammar School

May 4 - Grammar School Packet Pick-up: Grammar School students will continue to pick up remote learning packets on Monday, May 4. Note the *time change*, however, to **9am – 12pm**. This will allow us to screen Rhetoric students and get them in the building before Grammar school families arrive to pick up and drop off work.

May 11 – Grammar School Return: The Grammar School will return on Monday, May 11, pending a successful first week with the Logic and Rhetoric students back on campus. Depending upon the number of students returning, some classes may need to be split to keep the groups small. If classes are split, there will be three hour morning (8am-11am) and afternoon sessions (1pm-4pm). We have worked out a schedule in anticipation of split classes that provides the least number of daily pick-up and drop-off times for families with multiple children. Junior Kindergarten will continue to meet M-W-F, and their day will be limited to three hours. The school will send more information next week.

Logic and Rhetoric

May 4 – Grades 9-12 return to campus on Monday, May 4, for classes from 8am to 12pm. The building opens at 7:30am. Please arrive closer to 7:30 than 8:00 to allow time for screening, including temperature check.

May 4 – Grades 7-8: return to campus on Monday, May 4, for classes from 1pm to 4pm. The building opens at 12:30pm. Please arrive closer to 12:30 than 1:00 to allow time for screening, including temperature check.

May 4 – Locker Cleanout: Both Logic and Rhetoric students should bring bags, boxes, backpacks, or other suitable containers in which to take home the contents of their lockers on Monday, May 4. Students should plan to condense and work from backpacks the rest of the year as the locker areas will not be used after Monday, May 4. We suggest one notebook with dividers for each class.

Note: There will be no after school care.

End of Year Events

Feast Days: Some teachers may plan scaled-down versions of feast days that had been planned for Spring. All safety protocols will be observed; therefore, these events will not be open to families or the rest of the school. Most feast days and all field trips will be cancelled.

May 8-9 – Drama: Cancelled

May 15 – Recital: Cancelled

May 19-21 – Final Exams: Cancelled

May 25-29 – Last Week: We have always taught during the last week of school in spite of not always taking grades. In recent years the week has been used up in preparing for the Spring Concert, Honors and Awards, Ebenezer Ceremony, Graduation, and other year-end events. Because these events will be cancelled or scaled back this year, we gain instruction time back, and we have never needed it as much as we need it this year. Please do not dismiss the importance of the last week of school.

May 28 – Honors and Awards: At this point there is no indication that large crowds will be able to assemble any time soon. Because of this many of our beloved year-end events will be cancelled or changed. The board president and head of school will confer Honors and Awards on individual classes during the last week of school. We will collect and publish a photo and print record. At a scaled back graduation ceremony we will confer Honors and Awards on the senior class.

May 28 – Spring Concert: Cancelled

May 29 – Yearbook Signing: COVID19 has touched all of life, even delaying the delivery of our yearbook. Not only have we had to scramble to reconfigure the publication based on all that has been cancelled, but also the companies that print yearbooks have been shut down. It is unlikely we will have yearbooks before May 29.

We are considering how to host a contingency yearbook distribution and signing later. The school will provide more information as it is available.

May 29 – Graduation: Many in our community have expressed their heartbreak for this group of seniors because they have lost so much of their senior experience the past few weeks! The school is committed to holding a graduation ceremony for these students and will be communicating details soon.

Section III – For Families that Continue to Work Remotely

Sycamore: Teachers will continue to post assignments and instructions in Sycamore each week for those learning remotely just as they have throughout the remote learning process. For Grammar students, a packet distribution system is still necessary for supplemental material because of the volume of material that cannot be easily digitized or digitized at all.

Google Classroom: Logic and Rhetoric students continuing with remote learning will not need to pick up a packet each week. Teachers will post any supplemental materials—such as handouts, articles, video links, or in some cases classroom recordings—in their Google classrooms.

Packet Distribution: The time for picking up remote learning packets for Grammar students on May 4, and for dropping off the previous week’s completed work for all students thereafter, will be Mondays between 9:00am and 12:00pm. Grammar students working remotely will pick-up new assignments and drop-off completed assignments. Logic and Rhetoric students working remotely will receive their assignments via Sycamore and Google but drop off completed assignments on Mondays from 9am to 12pm. After May 11, parents will come into the school for their packets.

Feedback: As we shift back to classroom instruction while trying to maintain remote learning for those who need it, we will be attempting quite a balancing act. Please communicate to let us know how we can better serve you during this season.

Section IV – Safety Protocols in Action

Schedule: Our small size is an important contributor to our being able to re-open the campus; still, scheduling will be important to avoid large gatherings. These are the steps we have planned for:

1. We are staggering the schedule of students in the building throughout the day to reduce the likelihood of large groups.
2. Students will remain in one classroom throughout the day, and teachers will come to them.

3. Any movement outside of the classroom for restroom breaks or other reasons is tightly scheduled among the classes.
4. Class periods will be a few minutes shorter than normal, and some classes will have to be discontinued or greatly reduced for the remainder of the school year. PE and music, for example, create situations that may promote the spread of COVID19 and are being discontinued for the remainder of the year.
5. With the exception of a staggered schedule for cleaning out lockers the first day back, common areas will not be used. There will be no Morning Meeting or dismissal in the Grand Hall. The playground equipment will be closed.

Pre-Screening: Screening is the cornerstone of our being able to re-open the campus. If we screen well, we greatly reduce the risk of the disease entering the building. Most of this process rests with families and must take place each day before the decision is made to go to school. We will ask students and/or parents each morning if they have screened themselves. If the answer is yes, the screening process at the door will go quickly and smoothly. Here are the steps:

1. Are you sick? Have you had a fever of 99.5F or higher within the past 24 hours? Have you been vomiting or exhibiting other symptoms of an intestinal virus? If the answer is yes in either case, **stay home!** This is normal Trinitas policy and not specific to COVID19.
2. Do you have the common COVID19 symptoms? Shortness of breath, cough, fever? **Stay home** and call the county health department!
3. Have you been exposed to someone who tested positive for COVID19? **Stay home** and continue remote learning. If you are symptom free for 14 days after exposure, call the school to discuss the possibility of your return under health department guidance.
4. Have you been exposed to someone who exhibited all the symptoms of COVID19 but is awaiting screening, testing, or results of testing? **Stay home** and await the results of screening or testing. If the test is positive for COVID19, follow #3 above. If negative, come to school.
5. If you can answer “no” to the above questions each morning, please come to school. We look forward to seeing you!

Temp Check: In addition to asking students and/or parents if they have completed pre-screening, we will check the temperatures of each person entering the building with infrared thermometers. Anyone who has a temperature of 99.5 or higher will not be allowed in the building.

Self-Sanitizing: Students and teachers will apply hand sanitizer upon entering and leaving the classroom and must wash hands with soap and hot water each time they go into the restroom. Students and teachers must be self-disciplined to cough or sneeze into the inside of their elbow and to keep their hands off their faces, common surfaces (as possible), and others.

Social Distancing: The schedule and movement about the building have already been discussed. We must also ask students and teachers to maintain six feet distance from each other as much as possible. This will be especially difficult for the little ones who expect hugs from their teachers. Please help us prepare students for this change as it is not optional. Class sizes will also be restricted with the goal of keeping the group sizes small.

Masks: The CDC suggests that cloth face coverings “can be used as an additional, voluntary public health measure” specifically “in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.” Because such coverings are intended to slow the spread from the person wearing the covering to others and not as a preventative for the wearer’s being infected, we have elected not to use masks but to rely on social distancing and stringent screening. Again, we ask all families to follow the screening guidelines carefully.

Daily Disinfecting and Sanitizing the Building: Each day teachers and staff will disinfect and sanitize common surfaces throughout the classrooms, halls, and bathrooms using common household products such as bleach, ammonia, and disinfectant sprays such as Lysol. This is in keeping with best practices described by the CDC.

Weekly Disinfecting and Sanitizing the Building: Each Friday, beginning May 1, a professional cleaning service will use a biocide product to disinfect the classrooms and restrooms at an even higher level than what we can do daily. On the first Friday, the lockers will be disinfected before students visit them on Monday, May 4.

Section V – Drop-off and Dismissal

Drop-off: During drop-off the screening process for students will take place in front of each set of hall doors (not at the main front entrance). This process will take up some space, so we will need the lane nearest the front of the building traffic-free. We ask parents to drive into the regular drop-off lane in the parking lot where we will split into two traffic lines to move things along faster. It will be best if parents do not plan to come in the building. We will have the center parking spaces blocked off to give us a little more space for drop-off.

In Case of Rain: No change in drop-off procedure except that screening for all students will take place under the portico at the main entrance.

Dismissal: All students, regardless of age (unless driving themselves), should be picked up in front of the building. We will run two lanes of traffic one way (counter-clockwise) under the portico. Students will be picked up at the end of the hallways where their classrooms are located (not at the main entrance). Staff stationed outside will communicate through the school’s intercom to have teachers release specific students to be picked up. This new process will require some patience from all of us as we work

through it. Two lines should move quickly. It would be best if parents do not plan to come in the building at dismissal.

In Case of Rain: No change except all students will be picked up at the main entrance.

Section VI – Conclusion

How many times have we heard in recent weeks, “We are in uncharted waters”? Too many times, I think, but it is nonetheless true. As Trinitas seeks to faithfully serve your family to the very best of our ability in these uncharted waters, we are implementing procedures that are out of character for us and, some might say, anti-community. Please know we care about our students and want to create an environment that mitigates many of the safety concerns surrounding COVID19. We long to get back to normal life just as you do, but we aren’t quite there yet. This first step of coming back to school, even cautiously, to participate in a (distant) community and be in conversation again with teachers and classmates is a good first step back toward that normal life. We hope the procedures we are implementing allow us to do that as safely as possible, but please know that they do not foreshadow a new or different Trinitas. As soon as we are able to do so, we will swing wide the doors of the Grand Hall and warmly welcome all again with big hugs and hearty handshakes. We look forward to seeing you here soon. May the Lord bless you!