

**COVID-19 Return to School Plan:
Response and Policies for
Trinity Catholic High School
SY 2020-2021**



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The purpose of this document is to lay out the policies and procedures that will be used at Trinity Catholic High School during the 2020-2021 school year to allow students and staff to return to the building. These policies and procedures will be in place so that all people who enter the building will be protected from the possible spread of COVID 19. While the school cannot guarantee the changes within will completely prevent the spread of COVID 19, Trinity Catholic will do everything in its ability to keep everyone in the building safe and healthy. The policies within are based upon requirements and recommendations from the Saint Louis County Health Department, the Department of Elementary and Secondary Education (DESE), the Missouri State High School Activities Association (MSHSAA), and the Archdiocese of Saint Louis Catholic Education Office (CEO). A hard copy of the policies will be kept in the Main Office.

All policies contained within this manual are subject to alteration in response to changes in public health data provided by Saint Louis City, Saint Louis County, the State of Missouri, and any federal agency.

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Basic General Requirements

Staff and students entering building should be asked if they are experiencing

- Fever or chills (take temperature)
- A new cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of sense of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting or diarrhea
- If they have been exposed to any confirmed or suspected cases of COVID-19 within the past 14 days

Building entry

- Wear face covering. **NO ONE CAN ENTER THE BUILDING WITHOUT WEARING A MASK.**
- Sanitize hands.
- Enter the building.
- Complete health screening.
- Proceed to workspace.
- Sanitize hands.

Leaving office, classroom, workspace and entering hallway or shared space

- Wear face covering.
- Sanitize hands.

Work room, shared space

- Wear face covering.
- Sanitize hands.
- Tidy, clean, disinfect per building policy.
- Wash/sanitize hands.

Restrooms

- Sanitize hands when leaving the workspace.
- Wear face covering.
- Use the restroom.
- Dispense paper towel (so it is ready to grab).
- Wash hands (the full 20-30 second scrub); leave the water running if there is a manual on/off.
- Grab a paper towel, dry hands, and shut off water with the paper towel.
- Open the door with the paper towel, then throw away the towel.

Exclusion from school environment

If a student or staff member runs a temperature above 99.9°F, that person will be escorted to an air conditioned room in the St. Mary's Preschool adjacent to the high school. After 20 minutes, the person will be retested. If the second test temperature is below 99.9°F, the student or staff member may proceed to the high school. If the second test is above 99.9°F, the student or staff member will be sent home.

Once a student or staff member is excluded from the school environment, they may return if they satisfy the recommendations of the local Health Department. Current guidelines are:

1. Untested

Persons who have not received a test proving or disproving the presence of COVID-19 but who experience symptoms may return if the following three conditions are met:

- a. No fever for at least **72 hours (three full days of no fever without the use of medicine that reduces fever)**;
- b. Other symptoms have improved (for example, when cough or shortness of breath have improved);
- c. At least 14 calendar days have passed since symptoms first appeared.

2. Tested

Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following three conditions are met:

- a. No fever (without the use of medicine that reduces fevers);
- b. Other symptoms have improved (for example, when cough or shortness of breath have improved);
- c. Two negative tests in a row at least 24 hours apart have been received.

3. Tested with no symptoms

Persons who have not had symptoms but test positive for COVID-19 may return when they have gone 14 calendar days without symptoms and have been released by a healthcare provider.

POLICIES FOR STUDENTS

Self-Quarantine

If a student recently has had close contact with a person with COVID-19 symptoms, who has been diagnosed with COVID-19 or who has recently traveled from somewhere considered to be a “hot spot” by the CDC, the school may exclude the student or employee from the school building and recommend that they self-quarantine for 14 calendar days.

Siblings or Other Students in the Household

If a student is excluded from school due to COVID-19 symptoms or has had a positive COVID-19 test, his or her siblings or other students living in the same household will also be excluded from school.

Lockers and Backpacks

Students will not be assigned lockers for the 20-21 school year. Students will only be permitted to use a school issued backpack for the 20-21 school year. Students can keep all personal belongings that will fit in the backpack.

Textbooks, Art Supplies, and Instruments

Students should keep all school issued textbooks at home. If the textbook is needed for a class, the teacher may have a classroom set that will be sanitized after each use or pages from the text will be scanned and uploaded to Google Classroom. Students will be expected to purchase and use their own art supplies. Students cannot share personal art supplies. Students will not use shared instruments for at least the first 30 days of school.

iPads and Personal Belongings

It will be more important than ever for students to keep their iPads charged and have them at school. Students will not be permitted to share iPads with other students. Also, students will not be allowed to share other personal belongings with students such as school supplies, beauty products, etc.

Masks

Students will be given one school issued mask. Students may wear other masks. Masks must completely cover the nose and mouth area of the face. Masks should not have any printing or graphics that may be deemed offensive, promote a particular political affiliation, contradict the teachings of the Catholic Church, or that distract from the learning environment. Failure to properly wear a mask may result in the student not being allowed in the school. **Masks should be cleaned after every in-person school day.**

DAILY PROCEDURES

Entry to the building

To better regulate all who enter the building and keep students healthy, students will not be permitted to enter the building until 7:30 AM. All students must enter the building through the **Gymnasium** entrance. While waiting to enter the building, students may remain in a car or stand outside the building. Students are expected to maintain **appropriate social distancing** and wear a **mask** at all times while on campus.

Before entering the building, students should abide by the following:

- Must be properly wearing a mask
- Must successfully complete the COVID-19 Entrance Questionnaire (see Appendix A)
- Must sanitize their hands

Once in the building, students should proceed immediately to their assigned advisory and sit in their assigned seat. Students should not stop to socialize with other students or staff in the hallways. Students should adhere to social distancing at all times in the hallways and other large gathering areas.

Classroom expectations (Advisory, Class, Academic Lab)

When entering a classroom, students will:

1. Sanitize their hands.
2. Sit in their assigned seat.

Students must keep their masks on at all times in the classroom. Students should remain seated in their assigned seats at all times in the classroom.

To minimize the number of students in the hallways, teachers will only permit one student to leave the classroom at a time. This includes students that need to use the bathroom.

When exiting a classroom, students will:

1. Sanitize their hands.
2. Grab a wipe and clean the desk.
3. Throw away the wipe.
4. Maintain appropriate social distancing in the hallways.
5. Proceed immediately to their next class.

Hallway Expectations

Students should proceed to the classes immediately. Students should refrain from any physical contact and from social gatherings. Students should attempt to maintain social distancing at all times while in the hallways. Faculty and staff will be in the hallways between classes to help remind students of these expectations.

Restroom Expectations

Students should not congregate in the restrooms at any time during the school day. Stalls, urinals, and faucets may be closed or turned off to maintain appropriate social distancing. If all stalls, urinals, and faucets are in use, students should wait outside the restroom until another student leaves.

When using the restroom, students should:

- Sanitize hands when leaving the classroom.
- Wear face covering.
- Use the restroom.

- Dispense paper towel (so it is ready to grab).
- Wash hands (the full 20-30 second scrub); leave the water running if there is a manual on/off.
- Grab a paper towel, dry hands, and shut off water with the paper towel.
- Open the door with the paper towel, then throw away the towel.

Lunch Expectations

Until further notice, students must pre order lunch during advisory or bring their lunch. Students will be required to order at least a day in advance. All purchases must be made using a lunch card. No cash transactions will be accepted. There will be no lunch line. All vending machines will be empty and turned off. Loose utensils and condiments will not be provided. Microwaves will not be available for student use.

Upon entering the cafeteria, students will:

1. Sit at a desk. Students **cannot** move the desks.
2. Students **will be dismissed by desk** to grab their prepared lunch.
3. Students may take off masks to eat at their desk. When finished eating, students should put their mask back on and remain seated for the duration of the lunch.
4. Students will be asked to throw away trash as the trash can is wheeled to the desks.
5. **Students will be dismissed from the cafeteria by row.** This will be done by a lunchroom supervisor.

Students should remain seated at all times while in the cafeteria. ***Students should refrain from shouting or talking loudly only while they are not wearing their masks to eat.*** Students may not share food or drink at any time.

Academic Lab expectations(will not happen in the first quarter)

To maintain a safe and healthy environment, students going to other classrooms during Academic Lab is strongly discouraged. Moving during Academic Lab will be heavily monitored by teachers and administrators. Students will only be allowed to leave if they have a signed permission slip or planner. Teachers can only give students permission to go to their classroom during lab for **academic purposes**. All passes to another class must be obtained BEFORE the beginning of third/seventh period.

Dismissal Expectations

When the dismissal bell rings, students should proceed immediately to their after-school activities. Students will not be allowed to congregate in any area of the school. Students who are waiting for rides will be directed out of the building at 3 PM. While waiting for a ride, students are expected to maintain appropriate social distancing and wear a mask. **It is important that students are picked up as close to 2 PM as possible and 3 PM on Fridays. After that time, the school will not have full supervision for students that are waiting to be picked up and all students will be asked to wait outside, including waiting for practices to start.**

******Assemblies, pep rallies, Mass, dances, and any other large social gatherings at school are postponed.******

POLICIES FOR VISITORS

To ensure the safety of all visitors and people in the building, any non-Trinity personnel must enter the school through the Main Office entrance and wear a mask. **No visitors will be allowed in the building until after 8 AM, unless a meeting has been prearranged.** It is strongly recommended that any meetings with Trinity faculty or staff be scheduled. The school may limit the number of unscheduled visitors and may require a scheduled meeting to be set up.

We ask that anyone wishing to visit the school that has been exposed to a person with COVID 19, has been exposed to a person with COVID 19 symptoms, travelled to a COVID 19 “hot spot,” or has COVID 19 symptoms stay home.

General Hygiene Expectations

- Sanitize hands before all interactions
- Properly wear a mask at all times
- Maintain appropriate social distancing

Entry to the building

To enter the building, visitors should enter through the Main Office entrance. Visitors are asked to wear a mask and to sanitize their hands. Visitors may be required to have a temperature check.

Visitors should proceed to the Main Office where an office secretary will help “sign in” the visitor in our visitor management system, VisitU. The visitor will be given a badge to wear at all times. Any visitor should remain seated in the Main Office waiting area. Visitors should remain at least six feet apart and should refrain from physical interaction with people in the building.

Visitors should not enter any other part of the building unless given permission to do so by a faculty or staff member.

Parent Pick Up and Drop Off Expectations

If a parent is picking up a child prior to dismissal, the parent should remain seated in the Main Office. The parent will sign the student out through VisitU. The parent can meet the child in the foyer of the Main Office entrance. Parents should not enter the building if they are picking up a child at or after dismissal.

If dropping off a student after 8 AM, parents may not escort the student into the building. The student(s) should go immediately to the Main Office by way of the Main Office entrance. The student will then sign in to school using the VisitU system.

If a meeting is needed, parents should schedule the appointment so that the number of individuals in the building can be monitored.

POLICIES FOR STAFF

GENERAL PRACTICES

- Wash or sanitize hands before entering a shared space (i.e. hallway).
- Wear face covering.
- Remove face covering in one's own non-public workspace (i.e. classroom, office)
- Maintain six (6) feet physical distance from others.
- Sanitize hands prior to re-entering hallways or other shared spaces.

Staff entering building will be asked if they are experiencing:

- Fever or chills (take temperature)
- A new cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of sense of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting or diarrhea
- If they have been exposed to any confirmed or suspected cases of COVID-19 within the past 14 days

Building entry

- Wear face covering.
- Sanitize hands.
- Enter the building.
- Complete health screening.
- Proceed to workspace.
- Sanitize hands.

Leaving office, classroom, workspace and entering hallway or shared space

- Wear face covering.
- Sanitize hands.

Work room, shared space

- Wear face covering.
- Sanitize hands.
- Tidy, clean, disinfect per building policy.
- Wash/sanitize hands.

Restrooms

- Sanitize hands when leaving the workspace.
- Wear face covering.
- Use the restroom.
- Dispense paper towel (so it is ready to grab).
- Wash hands (the full 20-30 second scrub); leave the water running if there is a manual on/off.
- Grab a paper towel, dry hands, and shut off water with the paper towel.
- Open the door with the paper towel, then throw away the towel.

Masks

Staff will be given one school issued masks. Staff may wear other masks. Masks must completely cover the nose and mouth area of the face. Masks should not have any printing or graphics that may be deemed offensive, promote a particular political affiliation, contradict the teachings of the Catholic Church, or that distract from the learning environment. **Masks should be cleaned after every in person school day.**

Classroom/Office Expectations

Faculty and staff should have a face mask on at all times when interacting with any person in their office or classroom. Masks may be removed only if the faculty or staff member is working alone. Staff members should sanitize hands when entering and exiting a classroom or office.

Desks or chairs should be situated so that appropriate social distancing can be practiced. When meeting with a class or visitors, faculty and staff should have on a face mask. Any surface that was touched by a visitor or faculty/staff member should be wiped down after the meeting is ended. Faculty and staff should refrain from making physical contact with any visitor.

Teachers should help students remember to keep their masks on at all times. Teachers should help remind students to wipe down their desk at the beginning of class. Teachers should remain in their designated space within the classroom and should refrain from close interaction with students or other teachers.

If close proximity or physical contact between a student and teacher may be necessary (e.g. working in a lab) the teacher and student must be wearing masks, gloves, aprons, and protective shields. If these conditions cannot be met then that activity should not occur.

Teachers should stand outside classrooms during passing time to help students remember to maintain social distancing and to remind students to wipe down desks as they enter the classroom.

Teachers should allow only one student out of the classroom at any one time. Teachers should be sure that students remain seated throughout the class period.

Shared Space

Staff that use a shared space must maintain social distancing. If social distancing cannot be maintained, staff should have their masks on properly. Staff should sanitize their hands whenever entering a shared space. Staff should sanitize any common tables, chairs, desks, or other work surfaces.

No more than three staff members should be in the Faculty Lounge at any one time. Staff should wear their face masks while in the Faculty Lounge. Staff should sanitize any common space used upon leaving the Faculty Lounge.

No more than five staff members should be in the Faculty Workroom at any one time. Staff should wear face masks while in the Faculty Workroom, unless alone. Staff should sanitize any surface used or touched.

Hallway Supervision

Teachers will need to be in the hallways during passing time. Teachers should position themselves down the middle of the hallway to help remind students to maintain appropriate social distancing.

POLICIES FOR ATHLETICS AND ACTIVITIES

Due to the shifting nature of local health regulations, the athletics policies might need to change. As of now, the following precautions will be in place:

- All participants must be screened on a daily basis before being allowed to participate.
- No more than 10 individuals including coaches, in a space.
- Social distancing must be practiced. Players/Coaches should keep a 6 feet separation from each other.
- You can have multiple groups of 10, but the groups should not interact with each other.
- Machines and equipment must be wiped down with disinfectant after each use.
- Athletes should not have any interaction with groups outside of their workout area.
- No spectators are allowed during this phase.
- Athletes are not allowed to use the locker room.
- Each athlete should have their own water bottle with their name clearly marked on it.
- Spectators allowed at games will be limited based upon the venue. This will be clearly communicated at the beginning of each season.

Trinity Catholic High School is committed to keeping all people in the school building safe and healthy. Anyone in the building will be expected to follow these guidelines. Failure to do so will result in that individual being asked to leave the building.

Extra-Curricular Eligibility – 2020-2021 School year

Due to the impact of the Covid-19 Coronavirus, the Trinity Catholic High School Administrative Team has decided to make some revisions to the Extra-Curricular Eligibility Policy for the 2020-'21 school year.

Trinity Catholic High School will follow the Missouri State High School Activities Association's ruling that all **students who have fully completed the entire registration process** will be eligible to participate in MSHSAA activities. Because of the Covid-19 Coronavirus, MSHSAA has suspended the rules for eligibility **for the first semester of the 2020-'21 school year only**.

Beginning with the second semester of this coming school year it is anticipated all previous MSHSAA eligibility rules will be reinstated statewide and at Trinity Catholic. Those rules state that any student who is more than a half credit deficient at the end of a semester is ineligible for extra-curricular activities for the entire next semester.

*Example: If a student fails two or more semester classes during a single semester (meaning he or she is one or more credits deficient) he or she would be ineligible to participate in extracurricular activities for the entire subsequent semester. **Credits may be regained during the summer.***

The Trinity Catholic Administrative Team has also decided to institute **a one semester only extension** on the credit deficient policy that was to have been instituted this coming August. It was stated last year that beginning in August of 2020 any student who was credit deficient would not be allowed to participate in extracurricular activities until the credits were recovered. Due to the circumstances surrounding Covid-19, The Administrative Team has decided to allow credit deficient students to participate in extracurricular activities in the first semester of the 2020-'21 school year only. **All credits must be recovered by the end of the first semester.**

*Example: If a student is credit deficient at the start of the upcoming school year he or she will be allowed to participate in extracurricular activities in the first semester only. Those students will have to make up those deficient credits during the first semester. Students who remain credit deficient at the beginning of the second semester will not be allowed to participate in extracurricular activities until the credits are recovered. **Mr. Lewis, our Guidance Counselor, will be working with all students who are currently credit deficient to establish plans to recover the necessary credits.***

****These policies and regulations may be changed at any time as health conditions shift and health guidelines change.****

Appendix A: COVID-19 Entrance Questionnaire

Any staff or student entering the building will be asked the following:

Today or in the past 24 hours, have you had any of the following symptoms...

1. A fever above 99.9°F
2. New or worsening cough
3. Shortness of breath or trouble breathing
4. Sore throat, different than your seasonal allergies
5. New loss of smell and/or taste
6. Diarrhea or vomiting
7. Have a household or close contact with anyone who has been diagnosed with COVID-19 in the past two weeks.

Appendix B: How to Wear and Clean Face Coverings

Wearing Face Covering Correctly

- Wash/sanitize hands before putting on a face covering.
- Wear a face covering over nose and mouth and secure it under chin.
- Fit face covering snugly against the sides of the face.
- Make sure the wearer can breathe easily while wearing the face covering.

Removing Cloth Face Covering

- Wash/sanitize hands.
- Untie the strings or stretch the ear loops. (Handle the face covering only by the ear loops or ties.)
- Fold outside corners together.
- Place face covering into a paper bag.
- Avoid touching eyes, nose, and mouth when removing the face covering.
- Wash/sanitize hands immediately after removing face covering.

Cleaning Cloth Face Covering

- Wash the cloth face covering after each use in the washing machine. **or**
- Soak cloth face covering for 5 minutes in a bleach solution (1/3 cup household bleach in 1 gallon room temperature water). Rinse with plain water.
- Dry in a clothes dryer at the highest temperature setting for the face covering's material type. **or**
- Lay cloth flat and allowed to dry completely.

Using the Face Covering to Protect Others

- Wear a face covering to help protect others in case you are infected but do not exhibit symptoms.
- Keep the covering on your face the entire time you are in public.
- Do not wear the covering around the neck or on the forehead.
- Do not touch the face covering. If you do, wash/sanitize your hands.

Cloth face coverings should not be worn by children under age 2 or anyone who has trouble breathing, is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

Cloth face coverings are NOT surgical masks or N-95 respirators. Surgical masks and N-95 respirators must be reserved for healthcare workers and other medical first responders, as recommended in CDC guidance.

Appendix C: Trinity Catholic High School Closure Plan

	Trinity Catholic Closure Decision Matrix		
Level of Community Spread based upon Saint Louis County Health data	Criteria One: 1 student or staff member testing positive	Criteria Two: 2-5 student or staff members testing positive	Criteria Three: 5+ student or staff members testing positive
Low/No Spread (5 or less cases per 100,000)	Close the school for at least 24 hours	Close the school for at least 3 days	Close the school for at least 14 days
Moderate (6 to 100 cases per 100,000)	Close the school for at least 24 hours	Close the school for at least 3 days	Close the school for at least 14 days
High (more than 100 cases per 100,000)	Close the school for at least 3 days	Close the school for at least 3 days	Close the school for at least 14 days

Appendix D: Positive COVID Case Contact Matrix

Protocol for Schools Assisting Health Department in Close Contact Identification for COVID-19 Cases among Students

School notified by family or Health Department about student with **positive** test for novel coronavirus

Positive student* AND household contacts** immediately excluded from school until approved by the Health Department for return to school.

Contacts identified: Students with close contact with the **positive** student:

- During the student's infectious period (48 hours before and for 10 days after symptoms developed)
- Within 6 feet
- Contact >15 minutes

Classroom contacts seated within 6 feet in the front, side, and back of student

Lunch contacts within 6 feet for > 15 minutes

Free period contacts within 6 feet for > 15 minutes

Transportation contacts within 6 feet for > 15 minutes

Sports team or extracurricular contacts within 6 feet for > 15 minutes

Provide list of students and staff who are possible close contacts of positive case to the Health Department:

- Student/staff name and date of birth
- For students, parent(s) name and phone number
- Home address
- Face covering usage***

Positive student information including class name(s), date of last attendance, and information as above.

Health Department will determine which students should be quarantined and excluded from school.**

*****Face covering** usage may be considered for those students who can reliably be expected to wear and report compliance with mask usage.

*Students with a positive test will be isolated and should not come to school until no fever for ≥ 24 hours (without fever-reducing medication) AND symptoms improving AND approved by the local health department to return to school (typically 10-14 days from start of symptoms). For St. Louis City, patients must also be released by primary care provider.

**Students who are determined to be close contacts will be quarantined and should not come to school until at least 14 days after last potential exposure AND approved by the local Health Department for return to school.

Health Department	Phone
St. Louis County case reporting (cdcs.doh@stlouisco.com)	314-615-2660
St. Louis County provider question (provider-COVID@stlouisco.com)	
St. Louis County school nurse liaison (School-COVID@stlouis.com)	
St. Louis City	314-657-1499
St. Louis City school reporting (casereporting@stlouis-mo.gov)	314-657-1453
St. Charles County	636-949-1899
Missouri Department of Health	877-435-8411
Illinois Department of Health	800-889-3931

Prepared by Rachel Orscheln, revised- 8/3/2020