

2021-2022

HT COVID-19 SAFETY PLAN



HOLY TRINITY SCHOOL

DIOCESE OF SAN DIEGO

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Dear Parents/Guardians:

We know the last year has been challenging for everyone as we have adjusted to the changes that have occurred as a result of COVID-19. We hope that you and your family have been well during this time. We are anxious to reopen Holy Trinity School, but we must do it in a way that is safe for our students and staff. After all, we cannot accelerate learning, promote instructional continuity, and address social-emotional and mental health without ensuring physical health. San Diego Catholic Schools developed guidance through various working groups to support the reopening of schools in 2020-2021. The guidance focused on planning for four major areas: Catholic Identity, Schedules & Logistics, Facilities & Operations, and Instructional Programs. The Diocese of San Diego guidance is informed by local county ([San Diego & Imperial Valley](#)), [state](#), and [CDC](#) guidelines, as well as consultation with various stakeholders and data analysis.

Holy Trinity School will begin with in-person learning on August 18. The following priorities have been established for continued cohesive in-person learning this upcoming fall:

- ❖ Focus on prioritized K-8 Standards for Schools in the Diocese of San Diego
- ❖ Teachers and students will continue to interact through platforms such as Google Classroom
- ❖ Enrichment activities in art, music, and physical education
- ❖ Grades that reflect student progress toward mastery of standards
- ❖ Daily attendance tracking
- ❖ Teacher feedback on student progress
- ❖ Support for students with an Individualized Learning Plan (ILP) as designated by our Student Success Team (SST) Learning Support Program
- ❖ Various prayer and community building faith-based opportunities
- ❖ Weekly in-person Mass with our school community

We will continue to work on improving plans that support the academic, faith, social, emotional and mental well-being of all students. Although we are beginning the school year with in-person learning for all of our students, Holy Trinity School is prepared to pivot and transition as needed.

While plans may continue to change, our mission remains the same: Holy Trinity School is committed to supporting families in educating children in academics and Catholic values to meet the challenges of our world. An Independent Study Program will be offered to students throughout the 2021-2022 school year based on the unique circumstances of students related to Covid-19 health and safety conditions, with scheduled and frequent check-ins with their teachers.

MISSION STATEMENT

Holy Trinity School is a joyful, welcoming, caring, active community of believers, supporting families in educating children in academics and Catholic values to meet the challenges of our world.

GENERAL MEASURES FOR HEALTHY AND SAFE PROTOCOLS

Holy Trinity School Safe Reopening Plan

Holy Trinity School's safe reopening plan, updates, and relevant resources related to COVID-19 are accessible on the [HT Response to Covid-19 Update webpage](#). The location of information is posted on our school website and includes the same information of all 14 elements the HT submitted to the County of San Diego.

Guidance

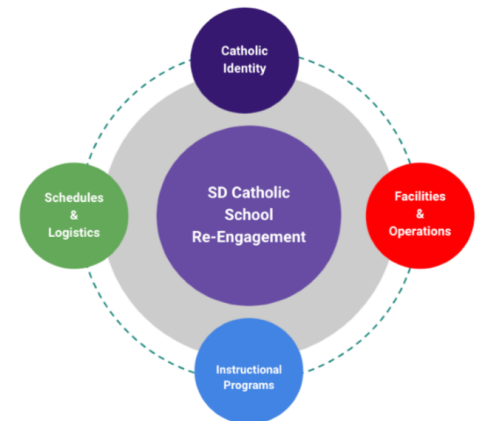
HT will continue to monitor the following guidance updates weekly:

- ❖ [COVID-19 guidance from the California Department of Public Health \(CDPH\)](#)
- ❖ [California Department of Education \(CDE\)](#)
- ❖ [San Diego County Health and Human Services Agencies,](#)
- ❖ [Public Health Services \(PHS\)](#)
- ❖ [San Diego County Office of Education \(SDCOE\)](#)

In partnership with the Diocese of San Diego Office for Schools and following guidance from the California Department of Public Health (CDPH), we have continued to refer to our school's [Guidebook for a](#)

[Safe Return to School](#) as a tool to aid us in planning and implementing guidance from state and local public health

departments, as listed above. In addition, we have consulted with community groups such as parish ministries, our pastor, school board, teachers, staff, and current school families.



Cal-OSHA Requirements

Holy Trinity School has complied with [Cal-OSHA requirements](#) to conduct site-specific hazard assessments and implemented an effective plan to protect employees focusing on school reopening guidance for San Diego County. English is predominantly the primary language of the students and families at Holy Trinity. Translation is available upon request to meet the linguistic needs of our community.

❖ **Temperature and Symptoms Screening**

- All staff, students, and parents entering the campus will be screened. Temperature and symptom screenings will be conducted with a no-touch thermometer and screened at a fever threshold of 100 degrees Fahrenheit or more.

❖ **Face Coverings/Masks**

- As mandated by the CDPH, universal indoor masking is required for all teachers, staff, students, and visitors to K-12 schools, regardless of vaccination status.
- Universal masking prevents outbreaks and permits modified quarantine under certain conditions in K-12 settings, supporting more instructional time and minimizing missed school days for students.
- Universal masking indoors is critical to enabling our schools to offer and provide full in-person instruction to all students without minimum physical distancing requirements at the outset of the school year.
- As per [CDPH Guidance on Face Coverings](#), "persons with a medical condition, mental health condition, or disability that prevents wearing a mask" as well as "persons who are hearing impaired" are exempt from mask requirements.
- Assessing for exemption due to a medical condition, mental health condition, disability that prevents wearing a mask, or hearing impairment is a medical determination and therefore must be made by a physician, nurse practitioner, or other licensed medical professional practicing under the license of a physician. Self-attestation and parental attestation for mask exemptions due to the aforementioned conditions do not constitute medical determinations.
- Additionally, per [CDPH K-12 Guidance](#), "persons exempted from wearing a face covering due to a medical condition, must wear a non-restrictive alternative, such as a face shield with a drape on the bottom edge, as long as their condition permits it."
- HT has disposable masks available in the event a student or staff needs a replacement.

❖ **Increased Sanitation**

- HT Faculty/Staff will teach and reinforce frequent handwashing, avoiding contact with one's eyes, nose and mouth, and covering coughs and sneezes among students and staff.
- All frequently used surfaces will be cleaned regularly throughout the day.
- HT faculty/staff will intensify cleaning, disinfection, and ventilation.
- Outdoor, touchless hand sanitizer dispensers will be available throughout campus.
- Each classroom is equipped with a Levoit Smart Air Purifier, a 3-stage system that captures 99.97% of harmful germs and airborne pollutants.

Access to Campus

- ❖ Access to campus will be minimized, and nonessential visitors and volunteers will be limited. All visitors will be required to schedule appointments ahead of time for access and approval on the school campus.
- ❖ School families will be encouraged to use FACTS to deduct any incidental expenses in order to minimize visits to school grounds.

Students with Specific Needs

HT will support students with access and functional needs who may be at increased risk of becoming infected or having unrecognized illness due to COVID-19, including:

- ❖ review of existing student health plans to identify students who may need additional accommodations
- ❖ revisit plans to engage families for potentially unknown concerns that may need to be accommodated

PROMOTE HEALTHY HYGIENE PRACTICES

Holy Trinity School will teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff. HT will also teach and remind students to:

- ❖ use tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow
- ❖ wash their hands before and after eating; after coughing or sneezing; after being outside; and before and after using the restroom.
- ❖ wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels to dry hands thoroughly.
- ❖ provide COVID-19 signage to encourage safe and healthy practices.
- ❖ use fragrance-free hand sanitizer when handwashing is not practicable.

Frequent Handwashing/Use of Hand Sanitizer

Holy Trinity School will ensure that staff and students wash their hands or use hand sanitizer frequently throughout the day. HT will:

- ❖ provide regular and frequent access to handwashing facilities such as bathrooms and touchless hand sanitizer dispensers
- ❖ prevent congregations in bathrooms using signage and markings that encourage safe and healthy practices
- ❖ develop routines enabling students and staff to regularly wash their hands at staggered intervals, especially before and after recess and lunch, as well as anytime they use the restroom

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- ❖ develop routines enabling students and staff to use hand sanitizer when necessary

Face Coverings & Other Essential Protective Gear

Following the guidelines from the [California Safe Schools for All](#), all students in grades K - 8 will be required to wear a face covering while indoors, and are optional outdoors. Face coverings must cover the nose and mouth.

Holy Trinity School will teach and reinforce the use of cloth face coverings. Students, staff, and visitors are required to wear a face covering indoors, and when physical distancing is not practicable. HT will exempt students from wearing a face covering if they fall within the CDPH guidelines for individuals exempt. A clear face shield with drape coverings may be used in place of a face covering when it is necessary for a teacher's face to be visible during instruction.

Individuals who refuse to wear a face covering but who are not exempt will not be permitted to remain on campus and will be given the option of an independent study program, with scheduled and frequent check-ins with their teachers. While indoors during the instructional school day, students will be reminded to wear their face covering, avoiding touching their face covering and to wash their hands frequently. Staff will be training before the start of the school year on their requirements to wear a face covering and will remind students throughout the day on proper usage.

Sanitation Supplies

HT has adequate supplies on hand to support healthy hygiene behaviors, including soap, tissues, no-touch trash cans, face coverings and hand sanitizers with 60 percent ethyl alcohol for staff and children who can safely use hand sanitizer. HT has an adequate sanitation supply to regularly and continuously disinfect the school campus in accordance with CDPH guidance and to meet the high cleanliness standards prior to reopening and maintaining a high level during the school year. The disinfecting products are approved for use against COVID-19 on the Environmental Protection Agency (EPA) List N. Routine cleaning procedures will be reviewed and revised accordingly to include sanitization of classrooms on a daily basis at the end of each school day. Only properly trained staff should conduct the cleaning operations to be compliant with California state law. Under no circumstances will cleaning or disinfecting be assigned to students.

Personal Protective Equipment (PPE) Supply for School Employees

HT will provide and ensure staff use face coverings and all required protective equipment. A sufficient supply of personal protective equipment (PPE) necessary to protect employees will be provided and available for various tasks performed by employees.

CLEANING AND DISINFECTION

Holy Trinity School will use, and only provide for use, soap and water, and cleaning and disinfectant products approved for use against COVID-19, on the Environmental Protection Agency (EPA) “List N: Disinfectants for Use Against SARS-CoV-2” (“List N”) labeled to be effective against emerging viral pathogens. Teachers will clean and disinfect frequently touched surfaces and objects, such as, but not limited to, desks, doorknobs, light switches, between use such as during recess and lunch breaks. A full disinfection protocol will take place when all of the students have gone home at the end of the day.

IMPLEMENTING DISTANCING: Entrance, Egress, and Movement within School

Holy Trinity School has developed plans that describe the measures that will be used to maintain safety throughout our school community. The following measures will be used during the day:

Various signage and floor markings will be used to remind and encourage students to practice and maintain safe and healthy practices:

- ❖ During daily symptom and temperature screening of students
- ❖ While students are entering campus and waiting for their first class to begin
- ❖ During meal periods
- ❖ During recess
- ❖ During passing periods
- ❖ Classrooms and other instructional spaces
- ❖ Restrooms
- ❖ While students are exiting the campus
- ❖ Before- and after-school extended care programs

Holy Trinity School’s plan for scheduling students uses the following measures to the greatest extent practicable:

- ❖ Stagger arrival and departure locations as consistently as practicable as to minimize scheduling challenges for families
- ❖ Designate routes for entry and exit, using as many entrances as feasible
 - There will be three various locations of points of entry/exit. A staff member will be at each point to do a temperature and symptom check. Parents are encouraged to remain in their vehicles at designated drop off zones. Parents that need to escort

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their young children to their screening and during pickup will be required to wear a mask.

- Gate A aka “Faith”: Grades, K, 3, and 4 (gate is located next to 4th grade and in close proximity to kindergarten and 3rd grade)
- Gate B aka “Hope”: Grades 1, 2, and 5 (gate is located next to 1st grade and in close proximity to 2nd and 5th grade)
- Gate C aka “Love”: Grades 6-8 (gate is located next to 8th grade and middle school classrooms)
- Put in place other protocols to limit direct contact with others as much as practicable

STABLE GROUP STRUCTURES/COHORTS

Holy Trinity School plans to limit student mixing using the following measures to the greatest extent practicable:

- ❖ Minimize movement of students, teachers or staff as much as practicable.
- ❖ Redesign activities for smaller groups and rearrange furniture and play spaces to maintain spacing.
- ❖ Staff will teach and reinforce practices for maximizing spacing and ways to minimize movement in both indoor and outdoor spaces that are easy for students to understand and are developmentally appropriate.
- ❖ Minimize congregate movement through hallways as much as practicable.
- ❖ Recess and lunch times will be staggered to minimize student mixing and avoid congestion
- ❖ Recess activities/stations will be in separated areas designated by class.
- ❖ Limit the use of common use areas such as dining areas and libraries, where practicable. Alternatively, stagger use, properly space occupants and disinfect in between uses.
- ❖ Deliver pre-purchased “hot lunch” meals to classrooms or outdoors where practicable. All “hot lunch” meals will be individually bagged. Avoid sharing of foods and utensils and buffet or family-style meals.
- ❖ Limit nonessential visitors, volunteers and activities involving other groups at the same time.

LIMIT SHARING:

Holy Trinity School will limit the use of shared objects and equipment, and when unavoidable, how items will be cleaned and disinfected between uses. HT will:

- ❖ keep each child’s belongings separated and in individually labeled storage containers, cubbies, or areas.
- ❖ encourage that all belongings are taken home each day to be cleaned
- ❖ limit the use of supplies and equipment to small groups of children and clean and disinfect between uses.

TRAIN ALL STAFF AND EDUCATE FAMILIES

All Holy Trinity School staff and school families have received a digital copy of our School Reopening/Safety Plan, will receive COVID-19 resource materials, and students will be given instructions on all the necessary safe and healthy procedures to practice. In addition, the School Reopening/Safety Plan is available to review on our school website, as well as relevant resources and information regarding our response to COVID-19.

All faculty and staff will be trained by administration at the beginning of the school year and regularly at monthly staff and section-level meetings, and educational materials will be provided to families in the following safety actions:

- ❖ Enhanced sanitation practices
- ❖ Use of face coverings
- ❖ Screening practices
- ❖ COVID-19 specific symptom identification
- ❖ Proper use, removal and washing of cloth face coverings.
- ❖ To the greatest extent possible, training and education provided virtually.

HEALTH SCREENINGS FOR STUDENTS & STAFF:

Holy Trinity School will implement daily temperature and symptom screening of all students, staff, and visitors prior to admitting them to the school campus. The plan includes the following elements:

- ❖ Actively encourage staff and students who are sick or who have recently had close contact with a person with COVID-19 to stay home.
- ❖ The arrangement of cohort groups will make contact tracing easier.
- ❖ Policies that encourage sick staff and students to stay at home without fear of reprisal, and ensure staff, students and students' families are aware of these policies.
- ❖ Take temperature with a no-touch thermal scan thermometer.
- ❖ Ask all individuals about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test.
- ❖ Temperature checks must be conducted by school staff immediately before a student is admitted to the school campus
- ❖ Use county temperature and screening criteria maintained and updated by SDCOE in consultation with PHS
- ❖ Send home students and staff with fever, symptoms, or exposure to COVID-19 using the county criteria
- ❖ Conduct visual wellness checks throughout the day to monitor staff and students throughout

- for signs of illness
- ❖ If a student is exhibiting symptoms of COVID-19, staff will communicate with the parent/guardian and refer to the student's health history form and/or emergency card to identify if the student has a history of allergies, and if the symptoms are new/not typical
 - ❖ Make available and encourage use of hand-washing facilities or hand sanitizer immediately following screening
 - ❖ HT will document/track incidents of possible exposure and notify local health officials, staff, and families immediately of any positive case of COVID-19 while maintaining confidentiality, as required under FERPA and state law related to privacy of educational records
 - ❖ HT will maintain confidentiality to prevent discrimination against students who (or whose families) were or are diagnosed with COVID-19
 - ❖ HT will recommend any who screen with symptoms, fever, or become sick to get a COVID-19 test with their healthcare provider or at a community testing site.

PLANS FOR WHEN A STAFF MEMBER, CHILD OR VISITOR BECOMES SICK

Holy Trinity School has developed a plan for responding when a staff member, child or visitor becomes ill. The plan includes:

- ❖ Use the health room as an isolation room or area to separate anyone who exhibits symptoms of COVID-19.
- ❖ Any students or staff exhibiting symptoms should immediately be required to wear a face covering and be required to wait in the isolation area until they can be transported home or to a healthcare facility, as soon as practicable.
- ❖ Advise sick staff members and students not to return until they have met CDC criteria to discontinue home isolation, including 24 hours with no fever, symptoms have improved and 10 days since symptoms first appeared.
- ❖ HT staff will arrange for safe transport home or to a healthcare facility, as appropriate, when an individual is exhibiting COVID-19 symptoms, and will contact 9-1-1 without delay for serious illness including persistent pain or pressure in the chest, confusion, or bluish lips or face. Updates and further details are available on CDC's webpage.
- ❖ Close off areas used by any sick person and do not use them before cleaning and disinfection. (To reduce risk of exposure, wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as practicable.
- ❖ Ensure a safe and correct application of disinfectants using personal protective equipment

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and ventilation recommended for cleaning. Keep disinfectant products away from students.

- ❖ Ensure that students, including students with disabilities, have access to instruction when out of class, as required by federal and state law.
- ❖ Provide students, teachers, and staff from higher transmission areas opportunities for telework, virtual learning, independent study and other options as feasible to reduce travel to schools in lower transmission areas and vice versa, if advised by PHS to do so.

IDENTIFICATION AND TRACING OF CONTACTS

Our Holy Trinity School Principal, Vice Principal, Administrative Assistant, and Receptionist will be the COVID-19 Response Team and will be responsible for responding to COVID-19 cases and concerns. All faculty and staff have already been instructed to contact them should an issue arise.

Our COVID-19 Response Team will document and track potential exposure, contact trace, notify local health officials, and notify school families via email in a prompt and responsible manner.

Documentation of confirmed cases will include, but is not limited to:

- ❖ Name and Date of Birth of the confirmed case
- ❖ Date of onset of symptoms
- ❖ List of symptoms (if any)
- ❖ Parent contact information for confirmed case (name, phone number, email address)
- ❖ Date last present on campus
- ❖ Latest temperature read of confirmed case
- ❖ Number of students/staff in close contact with confirmed case
- ❖ List of all close contact information (to be shared with County of SDHHS case investigator team)
- ❖ List of grades/cohorts impacted
- ❖ Details of the situation of the confirmed case
- ❖ Details of Actions Taken by School

MAINTAIN HEALTHY OPERATIONS

Holy Trinity School plans to maintain healthy operations by practicing the following:

- ❖ Faculty/Staff absenteeism will be monitored and we will have a roster of trained back-up staff
- ❖ Types of illnesses and symptoms will be monitored among our students and staff to help isolate them promptly.
- ❖ Our Principal, Vice Principal, Administrative Assistant, and Receptionist have been designated as staff liaison to be responsible for responding to COVID-19 concerns.

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Employees know who they are and how to contact them. The liaisons will coordinate documentation and tracking of possible exposures, in order to notify local health officials, staff and families in a prompt and responsible manner.

- ❖ Maintain communication systems that allow staff and families to self-report symptoms and receive prompt notifications of exposures and closures, while maintaining confidentiality, as required by FERPA and state law related to privacy of educational records.
- ❖ Local health officials, staff, and all families will be notified immediately of any positive case of COVID-19 while maintaining confidentiality as required by state and federal laws.
- ❖ Plans to support staff and students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk, by providing options such as telework, distance learning or independent study.

CONSIDERATIONS FOR PARTIAL OR TOTAL CLOSURES

The Diocesan Office for Schools is prepared for the possibility of repeated closures of classes, groups, or entire facilities when persons associated with the facility or in the community become ill with COVID-19. HT will work with San Diego Health & Human Services to determine if closure is needed.

Holy Trinity School's response when a student, teacher, or staff member tests positive for COVID-19 and has exposed others at the school will include the following:

- ❖ HT will work with San Diego Health & Human Services to determine next steps, including isolation, quarantine, closure, communication, etc when cases arise
- ❖ Identifying close contacts at school who self-isolate at home for 14-days
 1. From classroom, office, or activity where the infected person was based
 2. Other close contacts
- ❖ The arrangement of cohort groups should make contact tracing easier
- ❖ Additional areas of the school visited by the COVID-19 positive individual visited that may also need to be closed temporarily for cleaning and disinfection.
- ❖ Implement communication plans for school closure to include outreach to students, parents, teachers, staff, and the community.

In partnership with the Diocese of San Diego Office for Schools, Holy Trinity School will work the County of San Diego public health officials to determine triggers for switching to distance learning, such as providing for continuity of education when a student is absent due to COVID-19 like

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symptoms or exposure to someone who has tested positive for COVID-19, or during a school closure.

COMMUNICATION PLANS:

Holy Trinity School will email all staff and families should an urgent update need to be communicated (such as potential exposure or school closure). HT will also continue posting relevant information on our school's website. All information communicated with staff, school families, local public health officials and the community about cases and exposures at the school, will maintain confidentiality and remain consistent with privacy requirements such as FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act).

HT will provide guidance to parents, teachers and staff through our email communication and various resources accessible on our school website.

TESTING OF STUDENTS & STAFF:

Students and staff with symptoms of COVID-19 will be encouraged to get a test through their health care provider or community testing site. All vaccinated Holy Trinity School faculty/staff will be tested at a frequency of every two months. Unvaccinated faculty/staff are required to be tested weekly. There is not a program in place to allow for systematic testing of students at this time. However, asymptomatic students and staff will be encouraged to receive regular COVID-19 tests.

Holy Trinity School will ensure that students and staff who have symptoms of Coronavirus Disease 2019 or have been exposed to someone with Coronavirus Disease 2019 will be rapidly tested, and will follow the actions guided by the San Diego County Office of Education **Covid-19 K-12 Decision Tree** while waiting for test results:

- 1) If a student or staff with COVID-19 symptoms (e.g., fever, cough, loss of taste or smell, difficulty breathing), these actions will be taken:
 - Send home
 - Recommend testing (if positive, see #3, if negative, see #4)
 - School/classroom will remain open
 - Communication: No action needed
- 2) If a student or staff has close contact with a confirmed COVID-19 case, these actions will be taken:
 - Send home
 - Quarantine for 14 days from last exposure
 - Recommend testing (but will not shorten 14-day quarantine)

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- School/classroom will remain open
 - Communication: Consider school community notification of a known contact
- 3) If a student or staff is a confirmed COVID-19 case, these actions will be taken:
 - Notify the local public health department
 - Isolate case and exclude from school for 10 days from symptom onset or test date
 - Identify contacts, quarantine and exclude exposed contacts (likely entire cohort) for 14 days after the last date the case was present at school while infectious
 - Recommend testing of contacts, prioritize symptomatic contacts (but will not shorten 14-day quarantine)
 - Disinfection and cleaning of classroom and primary spaces where case spent significant time
 - School remains open
 - Communication: School community notification of a known case
- 4) If a student or staff tests negative after symptoms, these actions will be taken:
 - May return to school after symptoms have improved and are fever free for 24 hours, without the use of fever-reducing medicine
 - School/classroom will remain open
 - Communication: Consider school community notification if prior awareness of testing

Holy Trinity School Covid-19 Response Team:

Fr. Rey Manahan - Pastor

Julia Marentez - Principal

Carol Ballard - Assistant Principal

Lorraine Cota - Administrative Assistant

Mary Ray - Receptionist