



July 8, 2020

Dear Celtics,

Over the past several weeks, we have been working on formulating a reopening plan for the 2020-2021 school year. I know that many of you have been waiting to hear from us as to how we will go about reopening our school. It has been very difficult to put a plan together because of the ever-changing dynamics of the pandemic and the resultant guidance and policies provided by various governmental agencies and organizations. Nonetheless, we have created the following plan to reopen our school safely based on the latest policies and guidance provided from agencies such as the Center for Disease Control (CDC), Texas Education Agency (TEA), and local and state governmental entities. This plan provides for all of our students to return to the school campus on the first day of school, which is on August 12, 2020, and to have a full five-day week of instruction during our normal school day, 8:10 am to 3:45 pm. The safety of students and staff is of utmost importance. We have placed a great deal of thought into our safety protocols, to include all of the social distancing requirements currently suggested and required.

With the safety of our community foremost in our minds, please note that our full five-day week may be altered to allow for staggered attendance in accordance with any State and/or local mandates as they arise. At all times however, instruction will be on-going, both digitally and/or face-to-face, or in a combination of these methods. We ask for your cooperation and support as together we navigate the complexities of the upcoming months. Accordingly, please keep in mind that the procedures outlined in the plan below are subject to change and will be amended as required by the circumstances and latest directives.

I fully understand that some parents may not want to have their child return to school because of a pre-existing condition that places them in the "high risk" category. I also fully understand that some parents may still be hesitant to have their child return because of safety concerns. In these situations, we will make distance learning fully available to those families. Students will be able to access their classes via electronic means and participate in ongoing instruction. More information on this alternative will be sent out soon.

Lastly, I want to make sure that you understand that all our plans are subject to change based on governmental directives and policies. These entities may decide to close schools, at which time we will change over to conducting all classes via distance learning.

Our distance-learning plan will be released shortly. We have made changes to our approach based on lessons learned from the Spring quarter we just completed.

Let us continue to pray for each other and for the end of this pandemic. Please join me in working together to remain resolute in keeping our school community strong and viable. And please continue to practice personal safety outside of school so that we can all keep each other safe in school.

You are all in my prayers,

Isabelle Brogan Principal

# Holy Trinity Catholic High School

## 2020 -2021

### Return to School Protocols and Procedures

*The guidelines below are divided into 2 sections: I) Safety Protocols, and II) Safety Procedures*

#### **I. Safety Protocols**

Important note: While it is not possible to eliminate all risk of furthering the spread of COVID-19, the current science suggests there are many steps schools can take to reduce the risks to students, teachers, staff, and their families significantly. This guidance is based on what is currently known about the transmission and severity of coronavirus disease 2019 (COVID-19) from CDC and TEA. Changes to the public health situation over the course of the summer or during the school year may necessitate changes to this guidance, including additional restrictions.

Beginning on August 1st, we will have a contact person or group regarding COVID-19 concerns. This person or group will respond to concerns and communicate to staff and families. They may be contacted via email at [covid19@holytrinitychs.org](mailto:covid19@holytrinitychs.org).

#### **Training Protocols**

- All teachers and staff will receive training on COVID-19 protocols and specific practices for our school prior to the start of school.
- On the first day of school, students will receive instruction on daily hygiene and school-specific COVID-19 protocols and specific practices.

#### **Screening Protocols**

- Before the 1st day of school and weekly at the beginning of the week a pre-screening will be required for each student and staff member. This must be completed prior to morning arrival every Monday (or first day of the school week). If the pre-screening is not done before the start of school, the student will not be admitted into the class. Parents will be notified. **A pre-screening must be completed in order for any student to be admitted into the classroom.**

See list of COVID-19 symptoms for screening. Information on accessing this screening will be included in our return-to-school preparations.

- Teachers and Staff will self-screen for the symptoms listed below and check temperature before coming to school each day. They will contact the school and will not come to school if they
  - Have come into close contact with an individual who is lab-confirmed with COVID-19 or possible COVID-19.
  - Have COVID-19 symptoms or fever
  
- Families and students should ask themselves these self-screening questions daily before coming to school:
  - Do you have a fever or any of the symptoms listed below?
  - Have you or anyone in your household tested positive for COVID-19?
  - Have you had any known contact with someone who tested positive for COVID - 19?
  - If you answered yes to any of these questions, then **DO NOT** come to school.
  
- COVID-19 Symptoms for Screening
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Shaking or exaggerated shivering
  - Significant Muscle pain or ache
  - Headache
  - Sore throat
  - Loss of taste or smell
  - Diarrhea
  - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
  - Known close contact with a person who is lab confirmed to have COVID-19

### **Communication Protocols**

- Signs will be placed at all entrances to state when to stay home and if entering

you consent to being healthy.

- Sign regarding current Face covering requirements will be placed at all entrances.

### **Self-check Protocols**

- Every student must complete the self-check questionnaire before coming to school on Monday (or first day of school for the week).
- Teachers and staff will complete the self-check daily before arrival to school.
- Instructions for the self-check will be forthcoming prior to the start of school.

### **Arrival Protocols**

- Students will be admitted into the building no earlier than 7:30 am.
- A no-touch temperature check and screening of students by a staff member wearing personal protective equipment, will occur at designated spots before students can enter the school building. Parents dropping off students should wait until the screening has been done before leaving.
- Designated entrances will be available for morning arrival.
- At each entrance, 6ft. markers will be placed on the ground for line formation.
- Upon entering: put mask on, sanitize hands, have temperature taken. If the temperature is 100 or greater, send the student home. If the temperature is 99.0- 99.9, monitor the person every 30 mins. If the fever rises, send home.
- If the health check is approved, the student may enter the school.

### **Dismissal Protocols**

- Students will be dismissed from their last classroom of the day based on their transportation: bus, personal vehicle, ride.
- Students will be dismissed in such a way as to minimize contact and maintain social distancing.
- Students must have left the campus no later than 4:15pm unless attending athletics. Those protocols are still under consideration.

### **Classroom Protocols**

- Desks must be 6 ft. apart and facing the same direction.
- Students will use their own supplies, which includes bringing their own filled water bottle.
- The number of different teacher(s) that interact with groups of students throughout the day will be kept as minimal as possible.
- Group activities will be minimized and activities that require physical contact will be

avoided.

- Teaching may occur outside when practicable.
- Desks and doorknobs will be cleaned at the beginning of each class.

### **Hallway Protocols**

- Hallways will be marked on the floor to indicate traffic flow and hung posters will assist with directions.
- Walk through hallways on the right side maintaining 6 ft. apart from each other.
- Main door is for ENTRANCE only. Door behind Mrs. Enriquez's door is for EXIT only.
- Back door of main bldg from gym is for ENTRANCE only.
- Both side doors by Mr. Mosmeyer's and Mrs. Oman's doors are for EXIT only.
- Traditional water fountains will be disabled or retrofitted for water bottle refill

### **Lunch Protocols**

- Lunch will be in the cafeteria
- Students will be spaced 6 feet apart to eat.
- Students will not share food.
- Students will bring their own lunch unless catering service is available in which case the caterers will serve individually packaged meals as usual.
- Microwaves will not be available during this time.
- Snack bar items may be made available but at this time this is not 100% certain.

### **Hand Washing Protocols**

- Students will be instructed to wash hands at least 4 times throughout the day.
- Hand sanitizer or sanitation stations will be available in each classroom.
- No more than 2 students in each the bathroom at one time and certain sinks and stalls will be closed to maintain social distancing guidelines.

### **Bus Protocols**

- All passengers on the bus must wear a face mask, including the driver
- All passengers riding the bus must use hand sanitizer before boarding the bus
- When possible, windows will be left open to allow outside air to circulate in the bus.
- The bus will be thoroughly cleaned after each bus trip, focusing on high-touch surfaces such as bus seats, the steering wheel, knobs and door handles.
- When possible, parents are encouraged to drive their children to school or carpool to minimize possible virus exposure on the bus.

- When possible, students will be seated as far apart from each other as possible. However due to the number of riders, this may not be possible and parents should exercise discretion when choosing to have their student ride the bus.
- The current bus-routes will be maintained including the mini-bus for HT students travelling to/from St.Mary's.

## Illness Protocols

- When to stay home (self-isolate)
  - If you have symptoms of COVID-19
  - If you have tested positive for COVID-19 or you were exposed to someone with COVID-19 within the last 14 days
- When a staff/faculty or student should be sent home if gets ill at school:
  - If have symptoms and 99.0 - 99.9 fever
  - If fever is above 100
  - If only fever 99.0 - 99.9, check fever every 30 minutes. If fever increases, send home.
- Any student who reports feeling feverish will have temperature checked immediately.
- Any student who shows COVID-19 symptoms while at school will be immediately separated from other students until the student can be picked up by a parent or guardian.
- Any individuals—including teachers, staff, students, or other campus visitors—who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed below) must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met:
  - In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:
    1. at least three days (72 hours) have passed since recovery (resolution of fever without the use of fever reducing medications);  
and
    2. the individual has improvement in symptoms (e.g., cough, shortness of breath); and
    3. at least ten days have passed since symptoms first appeared

- In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.
- If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either
  - (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis
  - or (b) receive two separate confirmations at least 24 hours apart that they are free of COVID via acute infection tests at an approved COVID-19 testing location found at <https://tdem.texas.gov/covid-19/>.

- If there is a positive case for COVID whether teacher, staff, or student, the school must identify any individuals who had regular or close contact with the affected participant. This will include the entire class (students, teachers and staff) and potentially other teachers and staff (if multiple teachers work regularly with the student or staff member). If those teachers and/or the students interacted with other students or staff on a regular basis or came in close contact with them, those students and staff should be considered potentially exposed as well and should be screened for symptoms and should self-isolate for 14 days. In the event the class is in self-isolation due to exposure, distance learning will take place in lieu of being in the classroom.

- Written notification will be sent if a positive COVID-19 case is identified among school participants (teachers, staff, or students). For students, such written notification is to be provided to the parents or guardians of the students. The school must also notify its local health department.

<https://www.bellcountyhealth.org/> (254) 778-4766 - hotline: (254) 933-5203

- Any student, teacher, or staff member who has had close contact with someone, to include family members or anyone in the community, who is lab confirmed to have COVID-19 (or experienced any of the symptoms of COVID-19) should self-isolate for the 14 day incubation period and will not be allowed on campus. They should be screened at the end of the 14 days, if they do not experience any COVID-19 symptoms during that period, they can return to school. If they experience symptoms, they must self-isolate until the conditions outlined above have been met.

- The school community will be informed when a student, staff member, or visitor has a confirmed case of COVID-19.

## II. SAFETY PROCEDURES

### **Arrival/Dismissal Procedures:**

#### **Arrival Procedures**

- ALL STUDENTS, VISITORS, AND FACULTY/STAFF MUST WEAR A MASK TO ENTER THE BUILDING.
- School will open to students starting at **7:30 am** in the gym only.
- Between 7:30 and 8am students assemble in the gym only. Students will not be allowed into the main building until 8am.
- Students arriving between 7:30 and 8am will answer questions according to a standard health questionnaire
- Students arriving between 7:30 and 8am will have their temperature checked as they enter the gym. Parents who drop off students should wait for their student to be cleared to enter the school before leaving. All persons in vehicles during drop off must wear a mask.
- Entrance into the gym is from the back door closest to the portable only.
- Students may enter the main building starting at 8am. They will come from the gym if they arrived before 8am.
- Students will enter the main building while following social distancing guidelines including maintaining 6 feet apart as they exit gym and enter main building.
- The Main Front door next to Mrs. Brogan's office will be opened at 8am. After 8am, all first-time entry into the building is through this door only.
- Students arriving after 8am will answer questions according to a standard health questionnaire.
- Students arriving after 8am will have their temperature checked as they enter through the front entrance. Parents who drop off students should wait for their student to be cleared to enter the school before leaving. All persons in vehicles during drop off must wear a mask.

- All students entering the main building must go directly to their 1st period classroom.
- From 8 am to 8:10 students wait in their first period classroom.
- Lockers may be off limits for the 1st quarter and possibly the 1st semester depending on the Covid situation. While this is still under consideration, students should plan on having to carry their belongings with them at all times.
- Students will sanitize their hands when they enter their classroom. Sanitation stations will be set up at each classroom entrance.
- Staffing for Arrivals:
  - Non-first period teachers/staff members will assist in monitoring students in the gym then in the halls as they proceed to their classrooms.
  - Staff members will be needed in the office to supervise students who weren't permitted to go to the classroom.
  - Administrator will be needed to manage any issues.
  - First/Second period teachers are responsible for being in their classroom by 7:45am and ready to receive students at 8am.
- Morning announcements will be conducted over the intercom like normal and all equipment will be sanitized before and after each use. Morning announcements should begin at 8:15am.
  - Students will stand for prayer, the pledge, and announcements/birthdays.

## **Dismissal Procedures**

- We plan to stagger dismissal times to allow students to maintain social distance as they exit the facilities.
- Students waiting to be picked up will wait in their last period classroom for text from parent that their ride is outside.
- Students will be dismissed to bus when the bus arrives and will practice social distancing as they exit classrooms and walk down hall towards bus door.
- Students who self-drive will be dismissed first by their teachers.

- ALL students must all have left school by **4:15pm**, unless they are staying for Athletics or other - and those options are still under review so for now all students should plan on having vacated the building by 4:15pm.

- Minimum staff requirements for dismissal will be:

- Last-period teachers stay in their classrooms to supervise students until they leave
- Non-last period teachers will be in designated stations to oversee exiting of students
- Non-last period teachers will manage exit doors
- Administrators will be available to manage any issues.

### **Procedures for Classroom Changes**

- Social distancing guidelines as established by TEA will be implemented in each classroom, including keeping desks 6 feet apart and having all desks facing one direction.
- Sanitation stations will be set up at each classroom entrance
- Masks will be worn in class by all students
- All faculty will wear a face-shield in addition to a face mask
- Movement around the classroom will be limited as needed.
- When possible windows will be opened to allow for ventilation
- Students will wipe down their desk as they enter the classroom.
- The teacher will wipe down the doorknobs and common surfaces after each class or before the beginning of each new class.
- Please note: Moving classes from traditional rooms to other locations in the school will be considered as this would allow us to maintain a sense of cohesiveness for each class, especially for those that need to be split due to the number of enrolled students and the physical size of the classrooms available. At this time we are considering all options. In-class attendance will be controlled to ensure safety and social distancing guidelines set forth by TEA.

### **Catholic Identity and Prayer Service Procedures:**

- Proper social distancing will be maintained for all prayer services including services held in the gym and those live streamed from the Chapel.
- We will have a school Mass during the week. The day of the week will be determined later when parish Mass schedules are updated. Mass will either be held for all in the gym, or lived-streamed to each classroom out of our Chapel or from a local parish. These plans are not yet finalized.
- Other activities (Adoration, Rosary, Reconciliation, Retreats, etc.) will be planned as time, space, and other rules allow, including being held in the gym and/or being live-streamed from our Chapel.

### **Electives Procedures**

- To the best of our ability, Electives will be included in student's schedules.

### **Visitor/ volunteer procedures**

- All visitors and volunteers will be required to wear a face covering to enter school
- All visitors and volunteers will be screened to determine if:

1- They have any of the symptoms below

- COVID-19 Symptoms
  - Cough
  - Shortness of breath or difficulty breathing
  - Chills
  - Repeated shaking with chills/Shaking or exaggerated shivering
  - Significant Muscle pain or ache
  - Headache
  - Sore throat
  - Loss of taste or smell
  - Diarrhea
  - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees.

2- They have been in close contact with an individual who is lab confirmed with COVID 19

3- All visitors/volunteers will have their temperature checked.

- Any individual who fails these screening criteria will not be able to enter the school.

### **Cleaning of Facilities Protocols and Procedures**

- School areas will be cleaned once during the school day and once after the school day. A set time with the cleaning crew will be established.
- Daily cleaning will consist of both routine cleaning and disinfecting.
- Teachers and Students will wipe desks, tables, door knobs, light switches and phones as well as shared items used in the classroom at the beginning of each class period.
- Routine cleaning with soap and water removes germs and dirt from surfaces and will be done daily and if any surfaces are visibly dirty.
- Cleaning crew will disinfect the following frequently touched surfaces daily:
  - Front office counter, all bathroom counters, sinks, toilets, faucets, handles, phones, laptops, keyboards, entrance and exit doors, doorknobs, classroom desks and tables.

### **Athletics Procedures**

- Procedures for Athletics will be determined pending guidance from governing agencies.