

# TRENTON CATHOLIC

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[www.trentoncatholic.org](http://www.trentoncatholic.org)

# RETURN-TO-SCHOOL PLAN

*IN RESPONSE TO COVID-19*

*Community, Student and Family Guidelines*

*Part Two*



## **Introduction**

A phased response has been created to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to the school. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), the Diocese of Trenton, and the State of New Jersey Department of Education (NJDOE) *The Road Back*.

Trenton Catholic Academy will issue School Memos updating the COVID-19 response plan as warranted. Guidelines and mandates are subject to change at any time.

The following guidelines are:

- Intended to mitigate not eliminate the risk of contracting or spreading COVID-19.
- Based on current information from sources listed above.
- Flexible to accommodate for any new information from officials.
- Adaptable to specific school guidelines that may need to be changed.

**Our goal for re-opening of the school campus is to safely bring back students and faculty to an in-person program, to maximize academics and address our student's needs.**

**We must all work together to establish a community of health and safety in our school (and at home) that focuses on healthy practices in response to the COVID-19 pandemic.**

## **School Arrival Guidelines**

*Due to the circumstances, we have had to amend our arrival and dismissal procedures to accommodate new safety measures and protocols. **NO STUDENT MAY BE DROPPED OFF BEFORE 7:40AM.***

Lower School:

Bus:

All bus riders will be let out in the Lower School parking lot. Students are to walk single file adhering to social distancing to the Lower School main entrance and go directly to their homeroom upon arrival.

Car:

All car riders will arrive thru the driveway using Ferrante Lane coming from Kuser Road.

They will form a single line following the path of the cones.

Drive all the way to the TCA Lower School entrance.

Students should exit their car on the right hand side quickly and safely walk to the school entrance. Only one carload is to unload at a time to encourage social distancing and provide ample time for temperature checks.

The students will then enter the building in a single file line, adhering to social distancing guidelines and go directly to their homeroom.

Parents exit following the coned path using the driveway, turning left on Ferrante Lane to Kuser Road.

Please drive cautiously, and keep the line moving to avoid unnecessary delays.

Please do not leave the coned off area at any time for the safety of our children.

Upper School:

Bus: All bus riders will exit the bus and proceed to Door #11.

Car: All drop off is on Leonard Avenue. Students enter through the Main Lobby doors or Door #3.

When necessary, students must use crosswalks supervised by the Crossing Guard.

Students will use the sidewalk at all times.

**School Dismissal Guidelines**

**Lower School Dismissal is 2:10PM.**

**Upper School Car Dismissal is 1:30PM and bus dismissal is 2:10PM.**

**School is closed for cleaning at dismissal. No after school activities.**

Lower School:

**Lower School Dismissal is at 2:10PM.**

Bus:

Bus riders will be called down over the loudspeaker and will walk directly out to their bus at the end of the school day. All students are expected to walk in a single file line, adhering to social distancing guidelines to their assigned bus.

Car:

All parents picking up by car will enter thru the driveway using Ferrante Lane from Kuser Road.

They will provide the name and grade of their children to the crossing guard for identification. All names will be radioed into the main office for dismissal by family.

Cars will follow the cones to the main entrance of the Lower School.

Students will be dismissed from the building directly to their cars. They will enter their car on the right hand side.

Parents exit following the coned path using the driveway, turning left on Ferrante Lane to Kuser Road.

Please drive cautiously, and keep the line moving to avoid unnecessary delays.

Please do not leave the coned off area at any time for the safety of our children.

Upper School:

***Upper School Car Dismissal is 1:30PM and bus dismissal is 2:10PM.***

Bus: Students will be called over the loudspeaker at dismissal. Students will exit through Door #11 and proceed directly to the bus. Adhere to social distance guidelines at all times.

Car: Pick up is Leonard Avenue only. Students will be dismissed over the loudspeaker at dismissal. Students are to proceed directly out the Main Lobby doors or Door #3, and enter their car.

**Food Service Guidelines**

Lower School:

Breakfast: Students who order breakfast will pick up a Grab n Go bag prior to entering their homeroom pod.

Lunch: All students will eat their lunch in their assigned homeroom pods. Lunches will be delivered to each room.

Bringing food from home: No sharing. Until further notice no birthday food treats will be allowed to be brought into school.

Upper School:

Breakfast: Students who order breakfast will pick up a Grab n Go bag prior to entering their homeroom pod.

Lunch: All students will eat their lunch in their period classroom at approximately 11:40AM. Lunches will be delivered to each room. No sharing food or utensils.

**Daily School Schedule**

**All students must have ear buds for both in class and remote instruction. The school will provide one pair. We highly recommend having your own back up.**

Lower School: Normal school schedule will be in effect for the Lower School. Teachers will all provide daily schedules for in-class and remote instruction.

Upper School: Follow period bell and individual student schedules as instructed.

**Dress Code**

Lower School: Regular school uniform regulations will be in place with consideration of the weather conditions. Gym uniforms will be worn on gym day.

Upper School: Regular school uniform regulations will be in place with consideration of the weather conditions. Proper PE uniforms will be worn on a day with a scheduled PE class. Locker Rooms will not be used in accordance with COVID-19 guidelines.

**Personal Protective Equipment (PPE)**

The use of face masks at school is required.

School staff will all be provided with a mask and face shield as well as a sneeze guard for their desk. Hand sanitizers and disinfectant wipes will be available in every classroom.

**School entrances, lobby, hallways, restrooms and common spaces:**

Follow directional signage when moving about the school. Your teacher will review the proper guidelines when traveling to and from areas such as the restroom, Health Services Office, Main Office, etc.

Lower School: Will have scheduled times for recess in their class pods as well as bathroom breaks. Students will remain in their class pods throughout the entire day. Classroom phones will be employed to contact the office or the nurse rather than sending children on errands.

Upper School: All students must follow the directional guidelines posted in hallways when changing classes. Social distancing must be observed at all times.

### **Classroom Cleaning**

The safety of all requires teamwork. Students will be responsible for safe sanitizing and hygiene habits while in school. The teacher will guide students on cleaning protocols and expect that students will do their part in promoting a safe and clean environment.

In compliance with COVID-19 guidelines, Commercial Cleaning, Inc. will complete thorough disinfecting and cleaning hourly through the school day and the building is closed at dismissal for a complete cleaning and sanitizing of all areas. Extra staffing is provided by Commercial Cleaning, Inc. to complete all cleaning and sanitizing protocols.