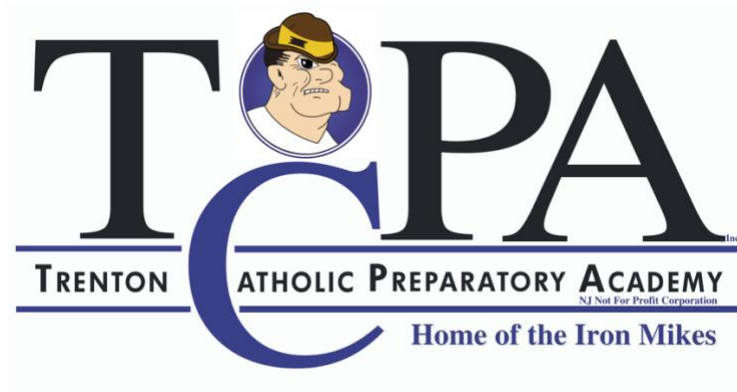


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# **RETURN-TO-SCHOOL PLAN 2021**

*IN RESPONSE TO COVID-19*

***Community, Student and Family Guidelines***



## **Introduction**

This plan 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), and the State of New Jersey Department of Education (NJDOE) *The Road Back* and all of the sources you see below. Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies.

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

### **SOURCES/RESOURCES/REFERENCE**

#### **Hamilton Township Department of Health**

<https://hamiltonnj.com/Health>

#### **Federal Government**

##### **Centers for Disease Control and Prevention (CDC)**

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

##### **National Institutes of Health (NIH)**

<https://covid19.nih.gov/>

#### **State Government**

##### **NJ Department of Health**

<https://www.nj.gov/health/>

##### **Mercer County Health Department**

<https://www.mercercounty.org/departments/division-of-public-health/coronavirus-disease-2019-covid-19>

##### **NJ Vaccine Scheduling System**

<https://covidvaccine.nj.gov/>

##### **NJ Dept. of Health Vaccine Info Hub**

<https://covid19.nj.gov/pages/vaccine>

##### **COVID-19 Activity Level Index (CALI) Weekly Reports**

<https://www.nj.gov/health/cd/statistics/covid/index.shtml>

**NJDOE** - <https://www.nj.gov/education/reopening/NJDOETheRoadBack.pdf>

### **The Following Guidelines Are...**

- 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.
- **Intended to mitigate not eliminate the risk of contracting or spreading COVID-19.**

**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.**

## **Guiding Principles**

In order to ensure the continued well-being of our employees the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR FAMILIES

## **Phases and Timelines**

Information and direction about the phases and timeline will be sent to all employees and parents before implementation. Please see below for a summary of the phases and timelines.

<b>Phase</b>	<b>Timing</b>	<b>Items</b>
Planning	July	Supplies, equipment Prepare detailed work schedule for phases Prepare building for reopening with thorough cleaning
Phase 1	August	Initiate social distancing protocol and open facilities with limited access/use for staff and cleaning crew.
Phase 2	August	Expand use of school based on recommendations and data from CDC, NJDOH, New Jersey Governor, and applicable state and local agencies
Phase 3	September	Open school Expand full operation based on recommendations and data from CDC, NJDOH, New Jersey Governor, and applicable local and state agencies Determine what restrictions/guidelines stay in place

## **Visitor and Volunteer Restrictions**

Trenton Catholic Preparatory Academy faculty and staff are allowed on campus during preparation for reopen.

Main Office Summer Hours are Monday-Thursday 7AM-Noon for essential business or if materials are to be delivered at a specific drop-off area.

Once school begins in September, visitors and volunteers will have limited ability to enter the school building until further notice and guidance from CDC or state government. Fewer people entering the school building allows for greater implementation of safety measures. A “drop off” box/window outside of each school entrance is available for packages, letters, etc.

Example: Main Office Secretary accepts paperwork or items (student forgets lunch) at school entrance.

## **School-Home Communication**

We will continue to communicate via various platforms. All families are signed up for TCPA School Messenger based on the email and phone number provided at registration. The school requires your most up to date contact information.

### **Parents and students should check:**

- Email
- School website
- Google Classroom for daily assignments
- teacher e-boards for information
- for School Messenger (both email and voicemail)
- TCPA social media platforms (ex. Facebook, Instagram)

## **Health Protocol and Screenings (employee and student)**

Students and employees may be screened upon arrival for symptoms and history of exposure.

### **Temperature checks will be conducted at arrival and may be conducted at any time during the school day.**

Students and staff with symptoms related to COVID-19 will be safely and respectfully isolated from others until student or staff member can be picked up by an authorized individual.

The school nurse will follow current State of New Jersey Communicable Disease Service guidance for illness reporting: <https://www.nj.gov/health/cd/reporting/cdrss/>

Staff may visually check students for symptoms throughout the day for COVID-19 symptoms (via Daily Home Screening Checklist) and COVID-19 symptoms including (not inclusive):

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle Pain
- Headache
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Known close contact with a person who is confirmed to have COVID-19

*NOTE: The school reserves the right to do a visual screening and temperature check at any time for students and/or staff.*

## **Traveling**

Individuals traveling will follow any and all quarantine guidelines mandated by the State of New Jersey. <https://covid19.nj.gov/faqs/nj-information/travel-and-transportation/are-there-travel-restrictions-to-or-from-new-jersey>

## **Employees**

School staff are required to wear face coverings unless doing so would inhibit the individual's health (doctor's note is required).

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID19 at work, they will be asked to leave work and go home or to the nearest health center.
- Employees returning to work from an approved medical leave should contact HR. Employees will be asked to submit a healthcare provider's note before returning to work.
- If an employee has been diagnosed with COVID19, the school and local health department must be contacted by the school Nurse. The health department will determine the next steps.

### **NEW JERSEY**

#### **COVID-19 Information Hub**

<https://covid19.nj.gov/faqs/nj-information/slowing-the-spread/where-is-vaccination-or-testing-required-for-workers>

## **NJ Schools\***

New Jersey has announced that all workers in preschool to Grade 12 schools, and colleges and universities will be required to be fully vaccinated against COVID-19 or be subject to COVID-19 testing at minimum one to two times per week.

All part-time and full-time individuals, employed by all public, private, and parochial preschool programs and elementary and secondary schools, including charter and renaissance schools, are required to be fully vaccinated or submit to testing by October 18th, 2021. Covered individuals include:

- Administrators,
- Teachers,
- Educational support professionals,
- Individuals providing food, custodial, and administrative support services,
- Substitute teachers, whether employed directly by a school or otherwise contracted, and,
- Contractors, providers, and any other individuals performing work in a school whose job duties require them to make regular visits, including volunteers.

**Vaccination and testing required in school for workers:** <https://covid19.nj.gov/faqs/nj-information/slowing-the-spread/where-is-vaccination-or-testing-required-for-workers>

## **Students**

- Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick.
- Students are required to wear face coverings unless doing so would inhibit the student's health (doctor's note required).
- Student health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
- Results must be documented when signs/symptoms of COVID-19 are observed.
- Screening policy will take into account students with disabilities and accommodations that may be needed in the screening process for those students.

## **Protocol For Symptomatic Staff or Students**

TCPA will follow current State of New Jersey Communicable Disease Service guidance for illness reporting - <https://www.nj.gov/health/cd/reporting/cdrss/>

### **On School Campus**

If an employee or student becomes ill on campus, he/she will immediately report to the **nurse's isolation room** and the case form will be completed.

### **Off School Campus \***

If an employee or student becomes ill or has a positive COVID test off campus they must alert the school immediately.

**Anyone who tests positive for COVID will not return to school until they have received a negative COVID test. \***

Faculty, Student and Family will be asked to submit a healthcare provider's note before returning to work/school stating COVID19 status is clear, has been tested and is negative and that the individual may return to school. \*

Once the employee or student arrives at the isolation room, they must wear a mask. Gloves will be provided. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse must call the local health authority and seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person. If a mask is not tolerated by the child, staff should use a face covering and follow social distancing guidelines (6 ft. away).
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.
- When an individual tests positive for COVID-19, the school will immediately notify local health officials, staff and families of a possible or confirmed case while maintaining confidentiality.

## **Protocol For A Staff Member Or Student Testing Positive For COVID-19**

When individual tests positive for COVID-19, the school nurse will:

- Follow current State of New Jersey Communicable Disease Service guidance for illness reporting: <https://www.nj.gov/health/cd/reporting/cdrss/>
- Immediately notify the Local Public Health Department.
- TCPA Health Services may provide the following information when consulting with the Local Public Health Department
- The identity of the person with COVID-19 or probable COVID-19 as well as their address, phone number and e-mail.
- The date the person with COVID-19 or probable COVID-19 was last in the building.
- The date the person developed symptoms.
- Types of interactions the person may have had with other persons in the building or in other locations.
- How long their interactions were with other persons in the building.
- If other persons in the class or building have developed any symptoms.
- Any other information requested to assist with the determination of next steps.

### **Close Contact**

- Individuals who may have been in **close contact** with suspected COVID-19 person will be contacted and may be advised to carry out self-screening every morning, and based on the results, employees should contact the school directors, the HR department/doctor and parents should contact their child's pediatrician/general practitioner.
- CDC website for the most up to date definition of Close Contact
- <https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact>
- If an individual tests positive for COVID-19 and was present in school, maintenance will conduct a 'Deep Cleaning' using approved EPA solutions.

### **\*Fully Vaccinated People**

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html>

Infections happen in only a small proportion of people who are fully vaccinated, even with the Delta variant. However, preliminary evidence suggests that fully vaccinated people who do become infected with the Delta variant can spread the virus to others. To reduce their risk of becoming infected with the Delta variant and potentially spreading it to others: CDC recommends that fully vaccinated people:

- Wear a mask in public indoor settings if they are in an area of [substantial or high transmission](#).
- Fully vaccinated people might choose to mask regardless of the level of transmission, particularly if they or someone in their household is immunocompromised or at [increased risk for severe disease](#), or if someone in their household is unvaccinated. People who are at increased risk for severe disease include older adults and those who have certain medical conditions, such as diabetes, overweight or obesity, and heart conditions.
- Get tested if experiencing [COVID-19 symptoms](#)
- If you came into [close contact](#) with someone with COVID-19 get tested 3-5 days after the date of your exposure and wear a mask in public indoor settings for 14 days after exposure or until a negative test result.
- Isolate if they have tested positive for COVID-19 in the prior 10 days or are experiencing [COVID-19 symptoms](#).
- Follow any applicable federal, state, local, tribal, or territorial laws, rules, and regulations.



## **Readmittance Procedures After Recovery From COVID**

Readmittance procedures for students and employees to school after recovering from COVID-19 will be established in conjunction with the school Nurse under guidance from the department of health.

\*Faculty, Student and Family will be asked to submit a healthcare provider's note before returning to work/school stating COVID19 status is clear, has been tested and is negative and that the individual may return to school.

As of July 30, 2020, CDC is recommending that schools immediately notify local health officials once learning of a COVID-19 case in someone who has been in the school. The local health officials will help administrators determine a course of action. Decisions will be made based on the most up to date CDC recommendations and on a case by case based on the local health department recommendations:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

**NOTE: Staff members and parents/guardians MUST call the nurse a day prior to returning to school for readmittance after quarantine.**

<https://www.state.nj.us/health/cd/documents/topics/NCOV/COVID-How-Long-Isolate-Quarantine.pdf>

### **The following readmittance guidelines after quarantine include:**

- Subject to change depending on the most current CDC guidelines.
- Not all inclusive and subject to change.
- dependent on the individual's exposure to COVID-19.
- A medical clearance note.
- A negative COVID-19 test result.
- 10 days after symptoms first appeared and
- 24 hours with no fever without the use of fever-reducing medications and
- Other symptoms of COVID-19 are improving (Note: Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation)
- If you tested positive for COVID-19 and have no symptoms:
- 10 days after you received your positive test results
- For patients with severe illness, duration of isolation for up to 20 days after symptom onset may be warranted. A note from a physician is required.

**See Graphics P. 10**

**How Long Do I Need to Stay in COVID-19 Isolation or Quarantine?**

**Note:** Fully Vaccinated people without symptoms do not need to quarantine, but should still monitor symptoms for 14 days following exposure.

## How Long Do I Need to Stay in COVID-19 Isolation or Quarantine?

**Note:** Fully vaccinated people without symptoms do not need to quarantine, but should still monitor for symptoms for 14 days following an exposure.

If you are **SICK** and **TEST POSITIVE** for COVID-19:  
Stay home for 10 days AND at least 24 hours with no fever and you feel better.

+
=

If you are **SICK** and **TEST NEGATIVE** for COVID-19:  
Stay home for 24 hours or until your symptoms go away and you feel better.

OR
=

If you are **NOT SICK** and **TEST POSITIVE** for COVID-19:  
Stay home for 10 days after getting tested.

If you are **NOT SICK** but had **CLOSE CONTACT** with a COVID-19 case:  
Stay home for 14 days.

+

If you are **NOT SICK** but **LIVE WITH SOMEONE** who has COVID-19: Stay home and away from the sick person for 14 days. If you are caring for someone with COVID-19, or if the sick person cannot be separated from others at home, you should stay home while the sick person is home (at least 10 days) plus 14 more days.

+
+
OR
+
+

For general questions about COVID-19 call 211 or 1-800-962-1253. Download the COVID Alert NJ app: [covid19.nj.gov/app](https://covid19.nj.gov/app). March 12, 2021

## **Social Distancing**

Social distancing is an effective way to prevent potential infection. Practice staying approximately 3 feet away from others and eliminating contact with others.

- Schools must allow for social distancing within the classroom to the maximum extent practicable. This can be achieved by ensuring students are seated at least 3 feet apart and considering the flow of student traffic around the room.
- If schools are not able to maintain this physical distance, additional modifications should be in place. These include using physical barriers between desks and turning desks to face the same direction (rather than facing each other) or having students sit on only one side of the table, spaced apart.
- Traffic Flow – Taped lines on the floor will mark the walking direction throughout the halls in order to maintain the social distancing requirement of 3 feet. Stairwell directions will be marked.
- When weather allows, windows should be opened to allow for greater air circulation.

## **Personal Protective Equipment (PPE)**

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

**Face Coverings:** Face coverings are an important part of employee and student protection. Personal hygiene, social distancing, and frequent cleaning efforts also support good practice.

**Gloves:** Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

*Please note that social distancing must still be practiced even with the use of gloves and masks.*

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds.
- Use handsanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

## **Classroom and Common Spaces, Arrival/Dismissal**

School staff will use the signage to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacherdesk, laptop, computer, phone, etc.) throughout the day, giving special attention to commonly touched surfaces.

### **Classrooms**

- **Lower School** - Where applicable, teachers will change classrooms, with students staying in the same classroom. For all grade levels: Students will be directed under the supervision of the teacher to clean their personal space (including desks, cubby and/or lockers). This includes students using approved cleaning products to wipe down desks when leaving the classroom and arriving in the classroom.
- **Upper School** - Students will move at scheduled intervals with extended times when necessary. Under the supervision of the teacher, desks will be cleaned between sittings by student leaving and student coming in. Dispensers will be available in the classrooms.
- Larger rooms (i.e. Cafeteria, Collaboratory, Labs, gym) can be used as classrooms to allow for social distancing.

### **The school will allow for social distancing within the classroom to the maximum extent possible:**

- Desks will be turned to face the same direction.
- When possible, windows will be open, ceiling fans will be on and classroom doors will be left open.
- When possible, teachers will utilize the outside with weather permitting.
- Students are **required to wear a face mask at all times.**
- Teachers' desks will be at least 3 feet from the nearest student desk.
- Teachers may use the outside space to conduct classes when seasonally appropriate.
- There will be minimal mixing between groups/cohorts (recess/lunch).
- Hand sanitizer will be available in every classroom.
- **Limited use of shared objects supplies.** Students MUST bring in their own supplies (pens, pencils, coloring instruments, etc). A disinfectant spray bottle containing an approved EPA solution will be placed in each classroom for teacher use.

### **School Entrances, lobby, hallways, and common spaces:**

- Face coverings required at all times. Follow physical guides, such as tape on floors, stairwells or sidewalks and signs on walls, to help ensure that staff and students remain at least 3 feet apart in lines and at other times.
- Minimize interaction of students between drop-off and entrance to school facilities.
- Staggered arrival and drop-off times or locations may be established to limit contact between cohorts or direct contact with parents to the degree possible.
- Separate entrances and exits to school facilities may be marked.
- Maintain social distancing in hallways and common areas.

## **Classroom and Common Spaces, Arrival/Dismissal Continued...**

- Minimize the number of non-essential interactions between students and staff throughout the school day.
- Hand sanitizer will be provided at school entrances.
- Signage around school buildings will provide hygiene advice and reminders.
- Increased frequency of cleaning all surfaces, including walls (to the appropriate height based on age of students).
- Students in the hallway at the same time will be limited.
- Where feasible, physical barriers, such as sneeze guards and partitions, particularly in areas where it is difficult for individuals to remain at least 3 feet apart (e.g., reception desks, offices).
- Access to lockers is limited to keep traffic in the hallways within social distancing protocols.
- Additional entry/exit points may be established to ensure a balance of social distancing and security protocols.

### **Other Considerations**

- Limit use of supplies and equipment to one group of children at a time and clean and disinfect between use.
- Avoid sharing electronic devices, toys, books, and other games or learning aids, or thoroughly clean and disinfect between use.
- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas.
- Increase circulation of outdoor air as much as possible, for example, by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms) to children using the facility.
- Lunch and recess periods students will have time to wash their hands.
- Practice handwashing throughout the day.

### **Arrival Procedures**

- All Students will enter the building wearing a mask.
    - Students will enter the building using the Front Doors and the side doors
      - Grades K-8 will use the Lower School Entrance
      - Grades 9-12 will use the Upper School Entrance
    - There will be signage in hallways, stairs, and inside the school building to identify safe social distancing
  - Students will report directly to class
- Hand Sanitizer will available for use as students enter the building.

### **Dismissal Procedures**

- Will be staggered with bus riders bring dismissed first
- Note: The school building is closed to all students at dismissal to allow for cleaning and sanitizing. Tutoring may be arranged by contacting your teacher.

**Facilities Cleaning**

The safety of our employees and students are our first priority. Upon reopening, our school has been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep cleaning of the office and school before employees and students return, the cleaning steps outlined below will be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below. Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing.

**General Disinfection Measures**

Category	Area	Frequency
<b>Workspaces</b>	Classrooms, Offices	At the end of each use/day
<b>Appliances</b>	Refrigerators, Microwaves, Coffee Machines	Daily
<b>Electronic Equipment</b>	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	of each use/day and/or between use
<b>General Used Objects</b>	Handles, light switches, sinks, restrooms	Several times a day
<b>Buses</b>	Bus seats, handles/railing, belts, window controls	At the end of each use/day
<b>Common Areas</b>	Cafeteria, Library, Conference rooms, Gyms, Common Areas	each use/day; between groups

**Prepare and maintain hand sanitizing stations with alcohol-based hand sanitizers (at least 60% alcohol)**

- In each classroom (for staff and older children who can safely use hand sanitizer).
- At entrances and exits of buildings.
- Near lunchrooms and toilets.
- Children ages 5 and younger should be supervised when using hand sanitizer.
- For classrooms that have existing handwashing stations, prepare stations with soap, water, and alcohol-based hand sanitizers (at least 60% alcohol)

## **General Disinfection Measures Continued...**

- Students should wash hands for at least 20 seconds at regular intervals, including before eating, after using the bathroom, and after blowing their nose/coughing/sneezing.
- Use alcohol-based hand sanitizer (at least 60% alcohol) if washing with soap and water is not possible.

### **For Early Childhood programs, when possible:**

- Keep children three feet apart during nap time (can have cots oriented head to foot), when eating, and doing other activities.
- Avoid close group learning activities like reading circles.
- **Designate times on the schedule to take students out of the classroom to wash hands with soap and water, including, at a minimum:**
  - at the start of the day when children enter the classroom
  - before snacks and lunch
  - after using the toilet or helping a child use a toilet
  - after sneezing, wiping, and blowing noses
  - after snacks and lunch, particularly if hands are sticky, greasy or soiled
  - when students come in from outdoor play or recess

In limited cases, hand hygiene with an alcohol-based sanitizer or alcohol-based wipes, when there is no visible soiling of hands, are alternatives to hand washing with soap and water by children over 24 months of age, under the supervision of the teacher. The CDC recommends an alcohol-based sanitizer that is at least 60% alcohol and to rub the product over all surfaces of your hands and fingers until your hands are dry, about 20 seconds, then wash hands with soap and water as soon as possible.

## **Bus Drivers/Bus Protocols**

Schools will follow the protocols outlined by the local district providing busing. For schools with their own buses, bus drivers or custodial staff must disinfect the buses at a minimum:

1. Right before starting a route to pick up students
2. Right after the morning and afternoon routes

Bus drivers must not report to work if they suspect they are sick or if they have symptoms such as fever or difficulty breathing or have been in contact with other people who have any confirmed respiratory illness or disease the last 7 days.

### **Starr Protocols Click On Link**

<https://www.starrtours.com/covid19/>

### **Restroom Usage During The School Day**

The school will establish maximum capacity for the facility that allows for social distancing. The school will post the maximum capacity sign on the door. There will be limited shared use of restrooms. Students must wear a face covering with using the restrooms. Teachers will monitor use of restrooms to maintain social distancing.

### **Recess, Physical Education, Lockers And Locker Rooms**

- Stagger recess. If two or more groups are participating in recess at the same time, they should have at least 3 feet of open space between them.
- Use cones, flags, tape, or other signs to create boundaries between groups.
- Always wash hands immediately after outdoor playtime.
- Stagger the use of playground equipment and establish frequent disinfecting protocols. Complete an inventory of outdoor spaces (athletic fields, track, green spaces, open space, and local parks) and designate zones, use stations, mark off areas, floor markers, floor tape, poly spots, etc., to ensure separation among students (3 feet for social distancing).
- Locker rooms are closed to mitigate risk and prohibit students and staff from confined spaces with limited ventilation and/or areas with large amounts of high contact surfaces.
- Students will wear TCPA Physical Education uniform and safe footwear to school that allows for safe movement and is appropriate for the weather in order to participate in physical education without the use of a locker room.
- Mitigate risk, limit and/or eliminate direct contact with equipment (lessons with no equipment) and do not allow sharing of equipment. If equipment must be shared, clean and disinfect between each use.
- Designate specific areas for each class during recess to avoid cohort mixing.

### **Cafeteria and Meal Periods**

The first preference is for students to remain in a self-contained classroom in the Lower School. Meals will be brought to the classrooms. If this is not feasible (especially with high school students), students will have to maintain social distancing with three per Café table. Assigned seating may be utilized. Tables need to be cleaned after each use according to guidelines.

- Stagger times to allow for social distancing, and clean and disinfect between groups. Discontinue family style, self-service, and buffet.
- Clean and sanitize tables/surfaces between each meal service, pursuant to the protocols outlined here by the Environmental Protection Agency (EPA).
- Space students at least 3 feet apart.
- Individuals must wash their hands after removing their gloves or after directly handling used food service items.
- Serve individually plated meals or meals in pre-packaged boxes or bags.
- Students may not share food.
- Use disposable food service items (e.g., utensils, dishes).
- If disposable items are not feasible or desirable, ensure that all non-disposable food service items are handled with gloves and washed with dish soap and hot water or in a dishwasher. Encourage proper hand washing before and after eating meals.



## **Academics and ROL – Remote Online Learning**

There are three considerations (Traditional, Hybrid, and Remote Online Learning) for returning to school, depending upon state and local health guidelines. Presently, the State of New Jersey is returning to a traditional face to face classroom instruction without a remote option in September 2021. T CPA will be offering a full in person experience only at this time.

## **Grading and Attendance Policy**

Students are expected to complete assignments to receive credit for the courses for this school year. The grading policy is located in the T CPA Family and Student Handbook on our website. Teachers will review grading and attendance policies with all students at the start of school.

### **GRADING**

Teacher will continue to use grade-level assessments. Assessments will be virtual, formative, and summative through in-person, online platforms and by student work.

- Students are expected to complete assignments to receive credit for the courses for this school year. The grading policy is located in the T CPA school handbook.
- Parents are advised to check the Genesis Parent Portal to stay informed on student's progress.

### **Attendance**

- Daily attendance is required. If students are not completing work or participating in learning, teachers will be contacting parents to develop plans for student engagement based on the needs of each student.

## **REMOTE ONLINE LEARNING (ROL)**

### **Mandatory School Closure and ROL**

The school will continue to use Remote Online Learning (ROL) protocols established in March 2020 if necessary. The ROL protocols will be sent out again to all families should schools be mandated to close. This includes Google Classroom for grades 2-12 and other options for PK-1. Google Classroom will be another communication method for parents to be able to monitor their child's progress.

Through ROL, Trenton Catholic Preparatory Academy will provide online virtual instruction for all students. Students must follow guidelines and have the school provided device available for daily use. Further guidelines will be issued by the school.

- If a student is required to quarantine or contracts COVID-19, that student may participate with synchronous learning.

## **Remote Learning Guidelines for Parents and Students**

- Designate a workspace for remote learning. Keep supplies (computer, texts for school, paper, pencils, etc.) easily accessible and organized.
- Given the extraordinary nature of online learning, even higher behavioral expectations for school are required.
- Ensure that student joins class on time and follows all instructions given by the teacher. Teachers will be taking attendance for each class period.
- To better replicate the classroom experience, all students should attend online classes with video on and microphones muted.
- To help maintain the integrity of our on-line learning and maintain trust with your teacher and other students in the school. Students will not share videos, documents, chats, etc.
- Student must adhere to the Trenton Catholic Preparatory Academy Acceptable Usage Policy:
- Keep distractions to a minimum. Avoid using phone or having several tabs open when meeting with class online.
- Students should follow Handbook Dress Down protocol when attending Google Meets (e.g. no hoodies, no pajamas, neatly dressed).

## **Extracurricular Activities**

- After school activities will occur depending on the health and safety of all of our students.

## **Catholic Identity**

Catholic schools have a two-fold charge: providing an education that is academically excellent and one that is deeply rooted in Catholic identity. There will be intentional Catholic values infused across all grade levels and all subject matter. Participation in liturgy and prayer will continue to be encouraged. Service-learning opportunities will remain a priority in our schools.

- Classes will begin with a prayer, Teachers will focus on liturgical events and feast-day celebrations.
- Catholic Online.: <http://www.catholic.org>/USCCB website: <http://www.usccb.org>/Vatican website: <http://www.vatican.va/> Websites for parents and students to connect to daily readings and prayers.

## **COVID-19**

### **Section 1: Symptoms**

Do you have any of these symptoms? If yes, then PLEASE STAY HOME.

- Temperature of 100.4 degrees Fahrenheit or higher when taken by mouth
- Sore throat, loss of smell/taste
- Uncontrolled cough that causes difficulty breathing (for individuals with chronic allergic/asthmatic cough, a change in cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever

### **Section 2: Conditions**

Can you answer yes to any of these? If yes, then PLEASE STAY HOME.

- Have you had close contact (within 3 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19  
OR
- Have you had close contact (within 3 feet of an infected person for at least 15 minutes) with a person under quarantine for possible exposure to COVID-19  
OR
- Have a COVID-19 test pending

If you have responded yes to any of the above symptoms and/or conditions it is extremely important that you

- NOT come to school and you should contact a healthcare provider for guidance.
- Call the school Health Services Office.

## **TCPA**

- We are following all mandated Federal and State COVID Protocols.
- We are continuing multiple mitigation efforts such as increased air exchange, frequent hand hygiene, enhanced cleaning and disinfection protocols, signage and communication.
- Please observe your child for COVID symptoms.
- Please do not send your child to school if they are sick.
- If you feel that your child is showing symptoms contact your medical professional to be seen and tested.
- Please notify the School Nurse if you receive a positive COVID test.
- We are notifying families and staff if they have had school-based exposure to a confirmed COVID-positive person. Students and staff who do not have COVID symptoms will not need to quarantine, but must self-monitor for symptoms for 14 days after exposure.