



Dear Holy Trinity School Parents and Guardians,

Thank you for all of your questions on the parent survey. We appreciate that you are all trying to prioritize your family's health and wellbeing. This is an unprecedented time and, while we attempt to answer your questions, please understand that we are doing our best to serve all of your families. As we have learned from this past school year, things can change at any time due to circumstances beyond our control.

The results of this survey show that we received 132 responses from our 160 families. Based on these responses, 75% of the families have chosen to attend HTS in person and 25% have chosen virtual learning. Just as a reminder, the dates for switching from virtual learning to in-person attendance will be Monday, October 26 and Monday, December 7, 2020.

After carefully reading all of your questions, we divided them into categories and have provided the best answers we can at this time.



Choosing or Changing Your Learning Option:

1. Parents have been given the right to choose the best option for their family, either in-person instruction or virtual learning.
2. A hybrid approach was considered, but was dismissed due to staff numbers, teacher planning, and the fact that our school is small enough to accommodate our student population.
3. Dates to switch from virtual learning to in-person learning can be done following Progress Reports on Monday, October 26, and at the beginning of the second trimester on Monday, December 7, 2020
4. The school should be notified a week before the student comes into school so the classroom can be reconfigured to accommodate additional desks.
5. For planning purposes, a final decision for your child must be made by Wednesday, August 26, 2020.

Classroom Set-up:

1. While it is not possible for parents to enter the building to see the classrooms, there will be a video tour made of each classroom and common areas prior to the school opening.
2. Cohorts include all of the children in one grade. For example, all children in PreK- B are one cohort. All students in grade 3 are in one cohort. At this time, the maximum number of children per grade is 26 students, however, the number of children attending in person will vary depending on parent decisions and absences.
3. Social distancing will be a priority in each classroom and all common areas in the school building and the yard. Students will be directed to keep to the right of the hallways for movement. Schedules for bathroom use, lunch and recess are being staggered to ensure social distancing. Yet realizing that we are dealing with children, we will do our best to ensure social distancing for "emergency" visits to the restroom.
4. Desks in grades K-8 will be kept 6 feet apart from the center of one desk to the center of the next desk. All desks will face in the same direction. Clear desktop partitions have been ordered for the classrooms. We have purchased desks for Kindergarten.
5. Fans have been purchased to improve air circulation in each classroom.
6. In the restrooms, only certain stalls and urinals will be available for use to ensure proper distancing by students.

Daily Classroom Procedures:

1. Daily classroom schedules will be determined by the teacher and given to all learners. Due to the unprecedented nature of this time, schedules may need to change to accommodate learning.
2. Working in small groups of students will be a challenge, however teachers will continue to work with small groups while maintaining proper distancing as is feasible. Students not in the small group can work independently, while teachers work with small group students.
3. Specials will be held in individual classrooms when practical. In the event that cohorts need to travel to another classroom, appropriate time will be allocated for cleaning and sanitizing the Specials classroom between classes. Gym will be held outdoors, weather permitting, and include instruction and activities designed for proper distancing. In the event of inclement weather, health lessons in the classroom will replace outdoor gym class. Equipment will be sanitized between uses. Again, Specials will not begin until we have established our regular school routines.
4. Getting a substitute teacher is not an easy task even under normal circumstances. In every instance possible, when a teacher is out, classes will be covered by another faculty member until restrictions are lessened.
5. Liturgy schedules will be determined by our pastor with alterations for safety and social distancing recommendations in mind.

Virtual Learning:

1. Classes will be livestreamed and not recorded. These classes will follow the in-person schedule of a regular school day. Students will log into Google Classroom and follow the link provided by the teacher.
2. Every virtual student will need access to a device and the internet. Teachers will be using Google Classroom. As conducted in the spring, periodic drop-off and pick-up days will be arranged.
3. Students will be expected to be logged in during instructional time. During this instructional time, students will be able to ask questions using the hand-raising feature.
4. Again, daily classroom schedules will be determined by the teacher and given to all learners. Due to the unprecedented nature of this time, schedules may need to be changed to accommodate learning.
5. Children will be able to participate in Specials as deemed feasible and practical. Specials will begin at a later date, after our regular school routines are established.
6. Submission times for lessons will be assigned by the teacher. Test-taking policies and procedures will be handled by the Unit (Primary, Intermediate, and Junior High).
7. Group work will be implemented as the teacher sees practical. Students in the upper grades will be able to work in groups using their Chromebooks.
8. Attendance will be taken at the start of each day or class just as it is in school. For your child to be present, he/she must be logged into the Google Classroom and visible on Zoom or Google Meet.
9. Students attending virtually are attending school just as the in-person students are attending school. Therefore, students are expected to be in their regular uniform while attending virtually. Gym uniforms may be worn on Gym days. Students are expected to be seated at a desk or table with all necessary materials within reach, and they are expected to stay there until a break is taken. Parents should not be attending school with them, however they do need to check on the student to be sure he/she is seated and listening.

Lunch and Recess - K-8:

1. Breakfast and lunch will be available to all in-person students.
2. Some classes will eat breakfast and lunch in their classrooms, depending on final cohort numbers.
3. Cafeteria seating will be every other seat and all students will face in the same direction. Fewer classes will eat in the cafeteria at the same time to provide proper distancing.
4. Recess times will be staggered so that cohorts can be separated and proper social distancing can be monitored and maintained, where practical and feasible. Schoolyard will be partitioned as needed.

5. Lunch personnel will follow the procedures as directed by the Nutritional Development Services from the receiving of and through the distribution of food.

Cleaning and Sanitization:

1. The teachers, aides and staff will be responsible for cleaning their areas throughout the day.
2. Common areas and surfaces will be cleaned on a regular basis.
3. We have purchased adequate supplies for proper cleaning and sanitizing.
4. We added additional personnel and hours to allow for cleaning and sanitization.
5. We will be following directives from the Bucks County Department of Health.
6. Exact cleaning protocol will be published on our website prior to the opening of school.
7. Fans have been added to each classroom to provide adequate ventilation.

The CDC requires schools to follow three steps: develop a plan; implement the plan; maintain and revise the plan as needed.

- We are prepared to use, sprays, wipes and concentrates in our cleaning.
- Rubber gloves will be worn while cleaning and disposed of after use.
- Frequent hand washing and/or sanitizing will be implemented
- Face masks and social distancing will be included as stated elsewhere in the document.
- Soap and water is recommended for daily cleaning of objects students share.
- Objects needing disinfectant with a bleach mixture - tables, chairs, doorknobs, light switches, railings, handles, keyboards, toilets, faucets and sinks will be done daily.
- Outside objects that require simple cleaning methods will be done at regular intervals.
- The school has purchased fogger machines. These take one minute to fog the classroom and 45 minutes to dry. These will become a part of our routine cleaning plan.

Masks:

1. Inside the school building, children will be expected to wear masks at all times, per guidelines from the Bucks County Department of Health (DOH).
2. Mask breaks will happen throughout the day, with the children at least six feet apart.
3. Since they cannot wear masks when they are eating, social distancing will be monitored and maintained.
4. Face shields are not a substitute for masks.
5. Students are expected to have two masks with them every day, one on and one stored in their bookbags. Disposable masks will be available if needed in an emergency. If a mask does not provide adequate covering, an emergency mask will be supplied.
6. Teachers may choose to wear face shields to give students more visual cues when they are teaching in the front of the class and are six feet away from the students. Teachers will wear masks at other times.

Per the Bucks County Department of Health (DOH), "Face coverings" means covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face. A "face covering" can be made of a variety of synthetic or natural fabrics.

7. A gaiter that has a minimum of two layers of fabric, completely covers the nose and mouth, is secured, and not open at the bottom of the face may be worn by the students.

Transportation/Busing: Decisions and busing procedures are controlled by the serving districts and bus companies. We will pass this information along as we receive it. At this time, no district has committed to providing busing for non-public students in the Fall.

Tuition:

1. We make every effort to keep tuition as reasonable as possible. Our goal is to ensure that our school successfully survives this pandemic situation. Supplies, materials, and technology resources need to be purchased and salaries need to be paid, in addition to the new requirements for COVID cleaning, equipment, and PPE supplies. For these reasons, there cannot be a discount for students attending virtually.
2. In order to be considered an enrolled student at HTS and participate in either in-person or virtual lessons, all tuition and school fees must be paid to date.
3. Students who withdraw from HTS for cyber learning or other reasons will not be guaranteed a spot for next year.
4. Transfer grants are not for students who withdraw from HTS and opt to return the following year.

Health and Safety:

1. Per the State of Pennsylvania regulation, we have a nurse one day a week. We have approached the Morrisville School District for more service during the COVID situation, but we have no guarantees. Members of the school staff will fill the gap as necessary. Someone from the nursing staff at MSD does come whenever called.
2. It is the parent's responsibility to perform a health check prior to sending the child to school. However, until further notice, all students' temperatures will be checked before they enter the building. Students who have a fever will be sent immediately to the nurse's office for a second temperature check. The school also reserves the right to do random temperature checks throughout the day.
3. In the main building, sick children will be confined to the nurse's office with two additional chairs safely distanced, immediately outside the office. **IMPORTANT:** Parents or approved emergency contact **MUST** be able to pick up a sick child within 30 minutes of initial notification. In the Children's Cottage, there is an area set aside in the foyer for sick children to be separated from classmates while waiting for parent pick-up.

There are a wide range of symptoms reported for COVID-19, ranging from mild to severe. These include fever, chills, cough, difficulty breathing, fatigue, body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea, or diarrhea. Any child with any of these symptoms should be kept home from school. If they surface in school, parents will be notified to pick up their child within 30 minutes.

4. Parents of students who have a medical preclusion from wearing a mask are encouraged to choose virtual learning for the fall.
5. In fairness to all, families traveling to "hot spot" states are expected to follow PA state quarantine guidelines.

According to the Centers for Disease Control and Prevention, often the words quarantine and isolation are used interchangeably to mean the same thing, but they do not mean the same thing. Quarantine means to keep someone who might have been exposed to COVID-19 away from others in order to prevent the spread of the disease, before the person knows if they are sick and infected. Persons who are infected with the disease should be isolated.

6. The DOH or county health department will notify the school immediately upon learning that a confirmed or probable case of COVID-19 was present at the school or school event while infectious. DOH staff will assist the school with risk assessment, isolation and quarantine recommendations and other infection control recommendations.
7. If a student or staff member tests positive for the COVID-19 virus, that class will switch to virtual learning for a quarantine period of 14 days. Siblings of students in that class would also switch to virtual learning for the quarantine period.
8. Medical clearance from the DOH is necessary to return to school for any person who has close contact with a COVID-19-positive person.

According to the Bucks County DOH's Return to School Guidelines:

- Students or staff with fever or symptoms that may be associated with COVID-19 AND have NO known direct exposure to the person with COVID-19 may return to school when they are asymptomatic AND have been fever-free for at least 24 hours without the use of a fever-reducing medicine.
- Students or staff WITH symptoms and who HAVE had direct exposure to a person with COVID-19 should be tested or considered a probable case and be excluded from school until symptom and fever-free for 24 hours without the use of fever-reducing medicine. Quarantine should be enacted.
- Students or staff who test positive for COVID-19 may return to school ONLY when they have been released by the Bucks County Department of Health and issued an isolation release letter stating that 10 days minimum have passed since symptoms first appeared, AND fever-free for 24 hours without the use of fever-reducing medicine. This student or staff will need to make direct contact with the school nurse.

9. In the event of school safety drills and/or emergencies, all attempts will be made to follow procedures already in place, but the emphasis will be on quickly and safely exiting the building.

Miscellaneous Questions:

1. One common question is why HTS feels we are safely able to meet CDC and DOH guidelines, while the surrounding school districts are choosing only virtual lessons. Holy Trinity is a small school, not a large district. This gives us the ability to monitor and assess the current situation quickly, and keep abreast of any new and changing CDC and DOH guidelines and follow Archdiocesan policy.
2. Several questions were asked regarding the well-being of our teachers. Teachers were queried about their concerns about returning to the classroom. This is new for all us and, although everyone has natural concerns, OUR teachers and staff are ready and willing to return to school.
3. The start date of the CARES program is still being evaluated and information will be coming prior to the beginning of school. If the decision is made not to open or there is a delayed start, we will continue to evaluate the situation every two weeks. Students can be enrolled at any time during the school year.
4. Decisions about the start of the 21st Century afterschool programs will be made at a later date. Normally these programs start the first week of October. We will keep you informed.
5. All eighth grade students whether in-person or virtual learners will be eligible to apply for the STARE team. Due to the current circumstances, the start date of the STARE program has not been decided.
6. We will continue to be welcoming of students from other schools where class size allows.
7. The principal is in conference with Catapult to work out scheduling and safe distancing for those classes.
8. Rain or shine, students will be going directly to the classroom as they enter the building. We are now evaluating the use of multiple entrances in the morning, as well as increasing the window of entrance

time. More details will follow. At the end of the day, classes will be dismissed one at a time to ensure proper distancing.

9. Parents will continue to be updated through OptionC. If needed, decisions to close the school will be made by the pastor and principal in conjunction with the Archdiocese of Philadelphia and the Bucks County of Department of Health.
10. Procedures specific to the Early Childhood unit will come in a separate mailing directly from these teachers in the coming week.



We hope these answers will help you in making your final decision regarding the school attendance options. A short survey will be sent out next week for that decision. At this time, we need to move our focus into getting our teachers and the school building ready for the opening of school on Wednesday, September 9, 2020. We know this is an unusual situation, and please know that we continue to keep all of your families in our prayers.