



RETURN TO CAMPUS

COVID-19 **Policies & Guidelines**

Return to Campus

COVID-19 Policies & Guidelines

- Section 1: The Sanitization of Our Facilities** **2**
 - Increased Cleaning 2
 - Classrooms 2
 - Restrooms 2
 - Shared/Common Spaces 3
- Section 2: Promoting Behaviors that Reduce Spread** **3**
 - Behavioral Guidelines 3
 - Face Coverings 5
 - Visual Reminders 6
 - Limiting School Access 6
- Section 3: Maintaining Healthy Environments** **7**
 - Strategies 7
 - Nutrition 7
- Section 4: Preparing for the Possibility of Illness** **8**
 - Students 8
 - Faculty/Staff 9
 - All 9
 - Returning to School after Presenting with COVID-19 Symptoms 10
- Appendix** **10**
 - Helpful Information on COVID-19 10
 - Athletics 11
 - Fine Arts 12
 - Other Classroom Considerations 12
 - Transportation for Field Trips 13
 - Protections for Staff and Children at higher risk for severe illness from COVID-19 13
 - Waiver of Liability: COVID-19 14

Section 1: The Sanitization of Our Facilities

We will continue our regular practices for responsible operation during COVID-19.

Increased Cleaning

- Training of all staff in proper sanitization techniques.
- Routine cleaning and disinfection campus-wide.
- Ensuring safe and correct use and storage of EPA-standard cleaning and disinfecting products, including storing products securely away from children.

Classrooms

- Cleaning frequently touched surfaces, such as door handles, light switches, tables, student desks, and chairs within the school, daily and/or between use as much as possible.
- Hand sanitizing stations in each classroom.
- Drinking fountains will be maintained and used for refilling water bottles only.
- Limiting the use of shared objects (e.g., physical education equipment, art supplies, toys, games) when possible, or cleaned between use.

Restrooms

- Restrooms will continue to be cleaned throughout the day.
- Adequate supplies of soap, paper towels, and running water will be provided for frequent handwashing.

Shared/Common Spaces

- Cleaning of surfaces in common areas such as the reception area, desks, tables, and chairs in the lobby area will be scheduled to be cleaned daily and intermittently throughout the day as needed.
- Continuing to clean and disinfect the health office after each student uses it while following the guidelines set forth by public health and the CDC.

Section 2: Promoting Behaviors that Reduce Spread

As is well-known in an educational environment, we must inform and educate our students, faculty, staff, and families alike to help prevent the spread of COVID-19. With this in mind, Trinity will be continuing with the following preventative practices and measures based on the best available public health data at this time. As new data and practices emerge, the guidance will be updated.

Behavioral Guidelines

- Employees are expected to screen themselves **daily**, before leaving home; **anyone with symptoms consistent with COVID-19 should remain at home in isolation. For information on how to self screen please go to :**
 - <http://publichealth.lacounty.gov/media/Coronavirus/docs/business/EmployeeScreening.pdf>
 - Faculty and staff who screen positive will be asked to follow up with their Primary Care Physician for recommendations on COVID-19 testing. Information on testing sites and locations will be made available to those who screen positive for COVID-like symptoms.
- Parents/guardians/caretakers are expected to screen students **daily**, before leaving home; **anyone with symptoms consistent with COVID-19 should remain at home. For information on how parents are expected to self screen please go to:**
 - [http://publichealth.lacounty.gov/acd/docs/StayHomeWhenSickCOVIDPoster .pdf](http://publichealth.lacounty.gov/acd/docs/StayHomeWhenSickCOVIDPoster.pdf)
- Parents/guardians/caretakers are to fill out the “report an absence” online form when their student is absent. The health office will then follow up with next steps. <https://www.trinityclassicalacademy.com/report-an-absence>
- Students who screen positive, at home, will be asked to follow up with their Primary Care Physician for recommendations on COVID-19 testing.
- A clear, movable barrier may be used for faculty and staff in close contact with students.
- Teaching and reinforcing that members of the Trinity community clean their hands with soap and water for at least 20 seconds after contact with frequently touched surfaces and especially after going to the bathroom, before eating, and after blowing their nose, coughing, or sneezing. If soap and water are not readily available, hand sanitizer may be used that will be placed in each classroom and throughout the campus.
- Teaching and reinforcing among students and staff the covering of coughs and sneezes, and avoiding contact with one’s eyes, nose, and mouth.
- Implementing the current suggested distance within the classroom where/when feasible.
- When possible, using creative outdoor space for classroom activities.
- Rearranging classrooms to increase the distance between students’ activity stations, tables, and chairs.
- Larger gatherings (such as chapel) will be held either outside or inside our Celebration Center with chairs and seating spaced to help ensure the audience sits at the suggested distance apart.
- Staggering lunch and recess schedules will be made to minimize the number of students gathering at the same time in each area.

For younger students:

- When possible, classrooms will have stable groups (cohorts)
- Nap or rest areas in classrooms will have maximum space between students as well as alternating feet to head positions.
- Developing activities that model and reinforce good hygiene and social (physical) distancing practices.
- Using classroom materials to help students visualize the suggested distance between people.
- Limiting the sharing of materials/supplies; considering individual student supply; bags versus communal bins.

Face Coverings

Trinity is without official authority to enforce LA County's mask mandate with regard to our students. However, Trinity is required to inform and remind you and your children of the Los Angeles County Department of Health's requirement that masks be worn indoors by anyone 2 and older. Therefore, everyone may expect to see information reminding him or her of mask usage distributed and posted at Trinity. The school will have masks available for those who wish to wear them but have forgotten them. In order to make your informed parental decisions as to the mask-wearing mandate for your families, you may find additional information about the County's COVID-19 requirements and CDC recommendations as they apply to schools at:

http://publichealth.lacounty.gov/media/Coronavirus/docs/HOO/HOO_SaferReturnWorkCommunity.pdf

http://publichealth.lacounty.gov/media/Coronavirus/docs/protocols/Reopening_K12Schools.pdf

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

Trinity Administration continues to do its due diligence to seek legal counsel and consult with administrations of like-minded schools in LA County regarding the COVID-19 guidelines and protocols. We will continue to monitor the situation. Our priority is to serve your students, educating them in a way that is most beneficial and conducive to their learning in pursuit of our mission.

- Trinity is required to ask all faculty, staff, and students to follow the LA County Department of Public Health requirements.
- Face coverings need to be Trinity appropriate, no non-Trinity logos or words.

- Staff and students who are alone in closed offices, walled cubicles, or other private, enclosed spaces are not required to wear cloth face coverings.
- For guidance and care of cloth face coverings please visit:
 - <http://publichealth.lacounty.gov/media/Coronavirus/docs/protection/GuidanceClothFaceCoverings.pdf>
- Employees engaged in activities of personal assistance to individual students will be equipped with appropriate personal protective equipment (gloves, masks, gowns, etc.) as appropriate.

Visual Reminders

- Signs will be posted around our school campus and shall be observed by members and guests upon their return to campus.
- Providing physical guides, such as tape on floors or sidewalks and signs on walls, to encourage staff and students to remain at the recommended physical distance in lines and at other times.
- Hallways and stairs will be clearly marked for appropriate foot traffic.

Limiting School Access

While we love our Trinity families and having them on campus, at this time Trinity's campus will minimize outside access to individuals in order to help limit potential exposure. ***For the duration of the current concern regarding COVID-19, visitors to our school will be limited.***

- Designated volunteers, scheduled visitors, and essential service providers will be allowed in the building only after successfully clearing the Health and Temperature Screenings.
- All vendors and deliveries will not be allowed past the school's front lobby.
- No one should plan to attend any on-campus event who is known to have had any contact with ***anyone with symptoms consistent with COVID-19 in the last 10 days.***
- Visitors to the school, other than parents of enrolled students, are limited to those who are essential for the school's operation. Visitors are by appointment only and are pre-registered in a visitor log that includes a visitor's name, phone number, and email address. Visitors are instructed to come alone. If a visitor must be accompanied their information will be documented in the visitor log.

Section 3: Maintaining Healthy Environments

Key to opening our campus responsibly includes the promotion of healthy practices by all to maintain healthy environments. Included here are guidelines we ask all (faculty, staff, students, parent volunteers, guests, etc.) to be aware of and put into practice.

Strategies

- Trinity will continue to use staggered arrival/drop-off windows (between 7:30 AM-8:00 AM) and dismissal/pick-up times (12:15 PM, TK/K; 2:30 PM, TK-2nd; 2:55 PM, 3rd-12th) and locations to minimize large gatherings of students.
- Maximizing space between seating and desks. Distancing teachers and other staff desks to be away from students.
- Turning desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.
- Clear barriers may be used between students' workspace when physical distancing isn't feasible.
- Discouraging the sharing of items that are difficult to clean or disinfect.
- Keeping each child's belongings separated from others' and in individually labeled containers, cubbies, or areas when possible.
- Ensuring adequate supplies to minimize sharing of high-touch materials when possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- Opening interior and exterior doors to classrooms, when possible, to increase ventilation and to introduce fresh outdoor air as much as possible.
- Placing air purifiers in rooms in every classroom.
- Regular, manufacturer-recommended maintenance of HVAC systems.

Nutrition

- Students who bring their own meals will be expected to not share food and we recommend disposable utensils or dishes.
- Any food offered at any Trinity event will be pre-packaged boxes or bags.
- For those who utilize Choice Lunch, they have new procedures to limit the risk of spread. Their hot entrees will be sealed and cold entrees will be in a pre-packaged bag.
- Food service volunteers and staff will use gloves and facial coverings when delivering/serving food.

Enhanced Health Office

The health office is equipped with a designated well and sick area with a curtain for privacy, a private bathroom, a hands-free sink, and a separate exit for sick students. We have also purchased additional PPE (surgical masks, non-latex gloves, protective face shields, gowns), touchless thermometers, and are ready to serve students.

The following protocols will remain a part of our regular practices:

- Checking for signs and symptoms of COVID-related illness.
- Conducting visual wellness checks of students and taking students' temperature with a no-contact thermometer.
- Documenting and tracking incidents of possible exposure and notifying local health officials, staff, and families immediately.
- Monitoring staff and students throughout the day for signs of illness; sending home students and staff with a fever of 100.4 or higher, cough or other COVID-19 symptoms. Other symptoms of COVID-19 include chills, muscle pain, diarrhea, vomiting, or new loss of taste or smell.

Section 4: Preparing for the Possibility of Illness

While many guidelines have been put in place to avoid the spread of COVID-19 we recognize that some on our campus may still get sick. Included here are protocols that will be followed if this does occur.

Students

The following guidelines will be followed, when applicable, for all students suspected to have COVID-19:

- Students who develop symptoms of illness while at school will be separated from others right away in a designated sick area through which others do not enter or pass.
- When possible, a mask will be placed on the student with fever and/or cough as soon as possible after moving them to the isolation area.
- Students will remain in isolation with continued supervision and care until picked up by an authorized adult to go home.
 - Parents/guardians/caregivers should be prepared to have a child picked-up within the hour.

Faculty/Staff

The following guidelines will be followed, when applicable, for all faculty and staff members suspected to have COVID-19:

- Faculty/staff members who develop symptoms of illness will be sent home and administration will have emergency sub plans in place (as needed).

All

The following guidelines will be followed, when applicable, for any and all from our campus suspected to have COVID-19:

- Identify adults or children who may have had close contact (within 6 feet or less) with the ill individual for 15 minutes or longer.
- In the event of a confirmed case of COVID-19 with potential exposure to staff or students, the school nurse will contact the Department of Public Health for consultation and guidance. *(This procedure is similar to what we have in place for other reportable diseases.)*
 - Note that while all parents and staff should be informed of a confirmed case of COVID-19 in someone connected to school, it is not legal to share the name of the infected individual. Trinity will protect confidential information.
- Contact the school nurse for questions regarding COVID-19 exposure or questions regarding COVID-19 symptoms.
- Twice per-week voluntary COVID testing will be available for students, parents, faculty, and staff.

Returning to School after Presenting with COVID-19 Symptoms

Any student or staff member with symptoms consistent with COVID-19 are to stay home and **not** return to campus until they have communicated with the school health office and provided appropriate documentation of a negative COVID-19 test or documentation of a non-COVID diagnosis.

- Individuals are to stay home until at least 10 days have passed after symptoms first appeared and at least 24 hours after recovery. For further instructions on how to calculate when your quarantine period ends go to:
 - <http://publichealth.lacounty.gov/acd/docs/COVHomeQuarantine.pdf>

- “Recovery” means their fever is gone for 24 hours without the use of fever-reducing medications and respiratory symptoms (e.g., cough, shortness of breath) have improved.
- Individuals without Covid-19 symptoms, who had a positive Covid-19 lab test, must isolate themselves for 10 days from the date of the positive lab test.
- A person is considered to be diagnosed with or likely to have Covid-19, if the person has: a) Received a positive lab test for Covid-19, AND/OR b) been informed by a physician that they are likely to have Covid-19, AND/OR c) signs and symptoms that are consistent with Covid-19 (fever, cough, shortness of breath or trouble breathing.)

Those in close contact with student or staff with COVID-19 symptoms:

- If the vaccination status of the individual exposed is unverified by the Health office then the student or staff member will be treated as unvaccinated and will be required to complete quarantine.
- Any *unvaccinated* students or staff who were in close contact with someone diagnosed with or suspected to have COVID-19 are to home-quarantine for 10 days from the date of exposure. If the close contact is asymptomatic and has a negative COVID test result after the 5th day of exposure they may return to campus after completing a 7 day quarantine.
- “Close contact” is defined as being within 6 feet for more than 15 minutes with someone who has tested positive for COVID-19 or is suspected to have COVID-19.

Appendix

Helpful Information on COVID-19

- Main symptoms of COVID-19 include fever, cough, and shortness of breath, vomiting, diarrhea, or new loss of taste or smell. If you get any of these or any other symptoms that concern you, call your doctor to find out if you need to isolate yourself or get a test. If you need help finding a doctor, call 2-1-1.
- You can also visit COVID19.lacounty.gov/testing to find out how to get a free test
- Call your doctor early if you are 65 years and older, or have an underlying health condition as you may be at higher risk of serious illness.
- Seek prompt medical care if your symptoms get worse.

Below are some links for further information on COVID-19 from the CDC and LA County Public Health that are informative and have helped shape our policies and guidelines:

- <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- <http://www.publichealth.lacounty.gov/media/Coronavirus/>
- <https://www.cdph.ca.gov/>

Athletics

- Athletes and coaches are expected to screen themselves daily, before attending games and/or practices; anyone with symptoms consistent with COVID-19 should remain at home in isolation
- Athletes and coaches must wash hands prior to beginning practice each day
- Transportation to and from practices and games is the responsibility of the family
- Athletes and coaches will wash their uniforms and clothing daily
- Athletes and coaches will drink from their own water bottles (no sharing)
- All equipment and balls will be sanitized daily after use
- All players and coaches must sanitize hands frequently during practices and games (no spitting on gloves).
- Athletes will sign Informed Consent before participation
- Athletes who have, at any time, tested positive for COVID-19 will need to be cleared by a physician
 - [CIF Covid GRTP & Evaluation Documents](#)
- Testing may be required for high contact sports as deemed by LACDPH until instructed otherwise

Fine Arts

- **Orchestra and Jazz** will utilize a larger space inside to further spread out members to allow for additional distance between one another while playing their instruments.
- **Art** will minimize shared supplies or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
- **Music Classes** may be done in split class times to minimize the number of students in each classroom.
- **Choir** will utilize alternative methodology that still allows students to learn and engage with choral practices.

While not exhaustive, these are just a few examples of the efforts by Trinity's Department of Fine Arts to still allow our students a full, robust education while operating responsibly.

Other Classroom Considerations

While any guideline for classroom use at a school will fail to be exhaustive, there are particular practices that may be unique or considered essential as a part of everyday life in

a classical, Christian school. With this in mind, students can still look forward to participating in much of what they love, enjoy, and have benefited from with possible adjustments made (as needed). Some of these include:

- **Socratic Discussions** can still take place in larger rooms or utilizing outdoor space to allow students to sit at the current, recommended distance from one another.
- **Science Labs** can still occur in smaller groups, utilized in larger rooms, or taking advantage of outdoor space to allow students to sit at the current, recommended distance from one another.
- **Carpet Time** will still be enjoyed with further spacing among one another in a classroom.

Again, these are just a few examples that give a more concrete example of how Trinity's faculty will work to utilize and implement current guidelines to still accomplish our mission in everyday practices.

Transportation for Field Trips

If you are transporting students for Trinity field trips, drivers are expected to practice all safety actions and protocols as indicated for other staff (i.e. hand hygiene, etc.). Vehicles are to be cleaned before and after use. Create distance between children in vehicles when possible.

Protections for Staff and Children at higher risk for severe illness from COVID-19

- Options will be offered for staff at higher risk for severe illness that limits their exposure risk (i.e.; telework, modified job responsibilities that limit exposure risk).
- Consistent with applicable law, policies are in place to protect the privacy of people at higher risk for severe illness regarding underlying medical conditions.

COVID-19 Compliance Team: Liz Caddow, Matt Dixon, Jeff Kulp, Jennifer Critser, Megan Howell, Wendy Massetto

This waiver is currently part of our Admissions and re-enrollment documentation:

Waiver of Liability: COVID-19

The novel coronavirus, COVID-19, has been declared a worldwide pandemic by the World Health Organization. COVID-19 is reported to be extremely contagious. Evidence has shown that COVID-19 can cause serious and potentially life-threatening illness and even death.

Despite our robust mitigation measures, Trinity Classical Academy (Trinity) cannot prevent you [or your child(ren)] from becoming exposed to, contracting, or spreading COVID-19 while utilizing Trinity's services or premises. It is not possible to prevent against the presence of the disease. Therefore, if you choose to utilize Trinity's services and/or enter onto Trinity's premises you may be exposing yourself to and/or increasing your risk of contracting or spreading COVID-19.

ASSUMPTION OF RISK: I have read and understood the above warning concerning COVID-19. I hereby choose to accept the risk of contracting COVID-19 for myself and/or my children in order to utilize Trinity's services and enter Trinity's premises. These services are of such value to me [and/or to my children,] that I accept the risk of being exposed to, contracting, and/or spreading COVID-19 in order to utilize Trinity's services and premises in person. I also understand that I reserve the right to not wear a face covering for psychological or medical reasons.

WAIVER OF LAWSUIT/LIABILITY: I hereby forever release and waive my right to bring suit against Trinity Classical Academy and its owners, administrators, faculty, staff, trustees, or any other representatives in connection with exposure, infection, and/or spread of COVID-19 related to utilizing Trinity's services and premises. I understand that this waiver means I give up my right to bring any claims including for personal injuries, death, disease or property losses, or any other loss, including but not limited to claims of negligence and give up any claim I may have to seek damages, whether known or unknown, foreseen or unforeseen.

CHOICE OF LAW: I understand and agree that the law of the State of CA will apply to this contract.

I HAVE CAREFULLY READ AND FULLY UNDERSTAND ALL PROVISIONS OF THIS RELEASE, AND FREELY AND KNOWINGLY ASSUME THE RISK AND WAIVE MY RIGHTS CONCERNING LIABILITY AS DESCRIBED ABOVE:

Student Signature: _____

Date: _____

Name (printed): _____

I am the parent or legal guardian of the minor named above. I have the legal right to consent to and, by signing below, I hereby do consent to the terms and conditions of this Release.

Parent/Legal Guardian Signature: _____

Date: _____

Name (printed): _____