



March 9, 2020

Dear Families,

I hope you all had restful weekends. I want to begin the week with a short update on our ongoing COVID-19 response. I also want to express my thanks to the parents who are following our handbook guidelines regarding illness, or are erring on the side of caution and keeping students with illnesses home from school – it truly makes a huge difference in keeping our broader community healthy. I also know there may be some families who are choosing to stay home electively during this time, and please know that we support your decision; absences will be excused.

### **Trinity's Updated COVID-19 Response Measures**

**1. Essential Visitors to Campus.** Please note that as of now, essential visitors are still allowed on both campuses, and ALL visitors will be screened upon check-in and given the attached one-pager, in addition to the digital check we do on our welcome iPads. In addition, all visitors – including parents who are visiting a classroom – will be asked to wash their hands for 20 seconds before joining any student on campus. We continue to allow visitors to campus who are providing educational instruction, including therapists, tutors, and/or enrichment teachers. We will let you know if we need to change this protocol for any reason in the coming days.

**2. Designated Sickness Areas on Both Campuses.** Following the latest guidance for schools from the California Department of Public Health, which I am attaching to this email, we have created designated "sick areas" on each campus where we can more effectively separate those who may be sick from students and staff, and which can be easily disinfected:

- On the Upper Campus, this will be in the Conference Room just across from Ms. McWilliams' office, and on the Lower Campus, this will be in the Staff Room.
- We believe this is important both for addressing COVID-19, but will also help address flu and others seasonal illnesses.
- When you come to campus to pick up a student who is ill, simply check in at the Office and we will go pick the student up.

**3. Approach to Online Learning.** As many of you are aware, some schools have closed for 1-2 days to test their online learning capabilities. Rather than do that now, our plan is to have a two-day "ramp up" period should school close, during which time we would make sure our distance learning infrastructures are sound. In the coming days, we will send home a very detailed plan for online learning so that those of you who are interested can review it in its entirety.

**4. Upcoming Spring Breaks.** Spring Break is just a few weeks away; please consider taking a more conservative approach to any travel plans you may have to avoid the spread of germs. Anyone traveling to a [CDC Travel Health Notice Level 2 or 3 country](#) will not be allowed to return to campus for 14 days following their return. As of now, Level 2 or 3 countries include the following – but we will require the 14 day "away" period for any additional countries that may be added to this list between now and break: China, Iran, South Korea, Italy, and/or Japan.

Thank you for working with us to keep everyone healthy, and of course, questions welcome.

Matt  
**Head of School**