

# TRINITY SCHOOL

EST. 1961

**Trinity School • Menlo Park, CA**  
School Plan For Reopening to In-Person Instruction

# Overview

Established in 1961, [Trinity School](#) is an independent Episcopal Day School in Menlo Park, California, for students of all faiths.

Trinity School's small student population, buildings, grounds, and overall infrastructure make it an ideal candidate for safe, careful, in-person instruction. Although Trinity is a Kindergarten through Grade 5 elementary school, serving just six total classes, it has 13 classrooms at its disposal, which allow it to follow strict physical distancing standards by design. More broadly, Trinity's campus is situated on five-and-a-half acres of land, which can also be used for instruction when weather allows. The size of the campus allows for easy marked "traffic control."

The intent of Trinity School's in-person educational plan is to employ the "Stable Cohort" model to enable Kindergarten to Grade 5 students to return to in-person learning, five days per week and on September 30. By coupling the in-classroom and outdoor space designs described above for play and instruction with stringent safety protocols, Trinity believes it can not only meet, but exceed, the guidelines provided by the San Mateo County Office of Education (SMCOE) and the Pandemic Recovery Framework the California Department of Public Health (CDPH), and the Center for Disease Control and Prevention (CDC).

Related and important to note, Trinity has an Early Childhood Program on a separate campus in Menlo Park. This program opened successfully, implementing all CDC guidelines, on August 26. The ECP enrolls 26 students on-site and 5 students through distance learning.

## 1. Background Information

**Name of Applicant:** Trinity School

**Address:** 2650 Sand Hill Road, Menlo Park, CA 94025

**School Type:** Private, Independent, or Faith-Based School

**Number of Schools:** 1 **Total Enrollment:** 91

**Grades/Number of Students Proposed to be Reopened:**

18 K	12 1st	15 2nd	18 3rd	15 4th	13 5th
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**Date of Proposed Reopening:** September 30, 2020

**Number and Description of Students to Return to be on Campus for In-Person Instruction:**

- **General Education** = 76
- **Students with Disabilities** = 0
- **Students with High Needs** = 0
- **Children of Essential Workers** = ~15 *Essential Workers is and estimate*

**Number of on-site faculty and staff:** 26

**Date of Proposed Start:** September 30, 2020

## 2. Consultation

### Labor Organization/s

**Name of Organization(s) and Date(s) Consulted.** If no labor organization represents staff at the school, please describe the process for consultation with school staff:

Trinity School is an independent school and is governed by a Board of Trustees and incorporated through the parishes of St. Bede's and Trinity Church, both located in Menlo Park. Both the Board and the Vestrys of the parish have been consulted regarding the Reopening Plan. The faculty and staff at Trinity have been consulted in regards to the reopening plan through trainings at the Summer Institute from August 12 to August 21 through a preliminary review of reopening protocols and again on September 1 with the current plan.

### Parent and Community Organizations

**Name of Organization(s) and Date(s) Consulted.**

The Trinity Parent Association (TPA) has been consulted in the formation of the Reopening Plan.

## 3. School Plans for to In-Person Instruction

**School or District website address where reopening plan is posted:**

[trinity-mp.org/campus-life/covid](http://trinity-mp.org/campus-life/covid)

Please confirm that the school reopening plan published on the above website addresses each of the following in a manner consistent with guidance from the California Department of Public Health, San Mateo County Health, and the Pandemic Recovery Framework (PRF). Include a brief summary and the page(s) that include(s) the relevant content for each section that follows.

**Cleaning and Disinfection:** How shared surfaces will be regularly cleaned and disinfected and how use of shared items will be minimized.

**Page/s of Plan:** 3-4

**Please summarize your plan to address this:** Trinity has contracted Galaxy Maintenance to disinfect during the in-person school hours and at the end of each school day. The school has hired additional staff to be on site during all school hours for routine and interval disinfecting of all highly impacted areas. Shared items will be minimized as each student will have a personal supply of materials not to be shared.

Trinity has taken every step and precaution to meet and exceed disinfection and cleaning guidelines provided by the San Mateo County Office of Education Pandemic Recovery Framework, the California Department of Public Health and the CDC. Specific actions follow and includes information previously distributed to our faculty, staff, parents and Board of Trustees:

- We have significantly increased the frequency and intensity of our cleaning schedules with our janitorial service (Galaxy Maintenance) in an attempt to keep our community as healthy as possible and support the teachers while following the 4 Pillars from the San Mateo County Office of Education.
- We have contracted with Galaxy Maintenance to have staff on campus each day and complete rotational cleaning and disinfection during the school day. Galaxy maintenance will also be the contractor for a thorough cleaning each evening in preparation for the next school day.

- High traffic areas such as door handles, railings, bathroom surfaces, student desks, chairs, light switches, and common tables will follow a rotational daytime sanitation and disinfection routine completed by Galaxy Maintenance.
- In addition, we have purchased and/or implemented significant infrastructure changes to make cleaning and sanitation easier for everyone, such as censored sinks, including in bathroom classrooms, touch-less sanitizing and soap stations, and backpack “foggers” which can disinfect wide spaces easily and efficiently. Disinfectants used include those products that meet the EPA’s criteria for us against SARS-CoV-2, the virus that causes COVID-19 as found on List N.
- We installed “touch-less” water bottle filling stations for students over the summer in order to eliminate unnecessary sharing or touching items, and encouraging the use of reusable water bottles which is another single-touch item.
- Shared playground equipment will be closed, such as all climbing structures, swings, jungle gyms, playhouses and all previously shared equipment such as basketballs, jump ropes, frisbees and other similarly shared equipment.
- Students will be supplied with their own personal set of supplies and the supplies will be provided in large part by the school. Students will not be sharing personal materials such as pencils, pens, supply boxes, laptops, or iPads. Additionally, use of instructional equipment will not be shared in specialty classes such as clay and paint brushes in Art, microscopes and gardening tools in science, footballs and parachutes in physical education, or shared books in the library.
- Because Trinity School shares its 5.5 acre campus with St. Bede’s Episcopal Church, we are working with St. Bede’s to ensure that shared spaces remain clean and disinfected. All reopening plans are shared with the leadership of St. Bede’s and bi-weekly meetings are held to update on the plans and shared space use.
- In response to longer lead times and product shortages, we have significantly increased the number of suppliers from whom we’ve ordered materials. These include janitorial services, health suppliers and education providers to ensure ample cleaning and disinfecting supplies.
- The introduction of fresh outdoor air will be practiced as all classrooms on Trinity’s campus have windows opening to the outside. Cross ventilation of outside air, by opening classroom doors, will be a common practice while being mindful of security concerns. Supplemental fans will be used to maintain healthy air flows in specific classrooms
- MERV 13 air filters have been installed in all classrooms and will be periodically replaced at regular intervals and HVAC systems have been inspected for a non-obstructed air flow.

- **Cohorting:** How students will be kept in small, stable groups.

**Page/s of Plan: 5**

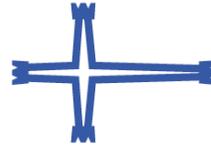
**Please summarize your plan to address this:** Students will be grouped in Stable Cohorts. Given that each grade level has a full-time teacher and full-time teaching assistant, the stable cohorts will range from 8 to 16 students. Furthermore, with 13 total classrooms and ample outdoor space, cohorts can be assured social distance through small class sizes.

Trinity's small school size at 91 students in Kindergarten through Grade 5, a full-time teacher and full-time teaching assistant, and ample classroom space to be able to distribute classes enables a productive Stable Cohort model. The school will follow guidelines from the SMCOE Pandemic Recovery Guide. Specific actions follow and includes information previously distributed to our faculty, staff, parents and Board of Trustees:

- Kindergarten to Grade 5 students will use the Stable Cohort model. The intent of this model is to create a stable environment by reducing numbers of students in one space as well as the movement of students across campus. Integral to this cohort is that face coverings will be worn at all times by both students and teachers and physical distance is maintained.
- The size of the Stable Cohorts will be determined by the square footage in the classroom with each class, Kindergarten to Grade 5, in a single classroom or two classrooms. Each classroom has been measured for square footage to optimize the 6 foot social distance guideline.
- The Stable Cohort at Trinity is a defined and fixed group of students whose size is dictated by the ability to implement physical distancing within the classroom and will range from 8 to 16 students. A Stable Cohort may interact with more than one teacher during the instructional day and students, though assigned to a particular area/classroom of our 5.5 acre campus, may make limited moves to other spaces on campus as necessary to access required courses. With this said, the speciality classes at Trinity (science, art, Spanish, design thinking, music, physical education) will initially be offered by Zoom to the students in their primary learning space or in an outside space where socially distancing can be adhered to.
- In the Stable Cohort model, there will be occasions where specialist classes will be held outdoors, for one on one or small group work or utilizing an additional indoor space that will rely on a strict disinfecting protocol between sessions.
- For the Stable Cohort, we have revised recess schedules to provide increased time for outdoor activities while limiting the number of students on the playgrounds and common areas to ensure social distancing. Additionally, the playground and common spaces will be segmented to accommodate the Stable Cohorts. Finally, lunch will be eaten in the classrooms to ensure the Stable Cohort model remains intact.
- To ensure the Stable Cohort model, the after school Enrichment Program will be suspended for the start of the in-person instruction and students will depart school at the dismissal time of 3:00 pm. In the Enrichment Program at Trinity, typically run from 3:30 to 6:00, the classes mix from Kindergarten to Grade 5, which is not feasible for Stable Cohorts.



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**ST. BEDE'S**  
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□ **Entrance, Egress, and Movement within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

**Page/s of Plan: 6**

**Please summarize your plan to address this:** Trinity is fortunate in that all ingress and egress can occur through external passageways and there are no internal hallways to traverse. Staggered schedules for play and outdoor activities, multiple points for drop off and pick up and defined routes on campus - marked by visual prompts - will allow for social distancing.

Trinity's small school size at 91 students in Kindergarten through Grade 5, with plentiful outdoor space with virtually all passing time external and no confined hallways, along with expansive outdoor areas for morning drop off and afternoon dismissal, enable prudent social distancing. The school will follow guidelines from the SMCOE Pandemic Recovery Guide. Specific actions follow and includes information previously distributed to our faculty, staff, parents and Board of Trustees:

- To start, Trinity is in possession of external signage which is student-friendly and approved by the CDC for all ingress, egress, social distancing and for all students, faculty and staff who traverse the campus.
- For arrival and dismissal, we will have multiple points for student transition: near the front office and the Great Hall. Ingress and egress from those points will be defined by floor markings and other visual cues to direct students to the Stable Cohort classroom they are assigned.
- Non-essential meetings involving parents and/or faculty and staff have been postponed, canceled or moved to a remote format. Examples include Back to School Night, Back to School BBQ, Board of Trustees Meetings, Faculty and Staff Meetings, and Parent/Teacher Conferences.
- Physical distancing is key to preventing the spread of COVID-19. Trinity will discourage students, faculty and staff from gathering in groups off campus where the potential for the spread of the virus is increased due to proximity and number of people at the gathering.
- A 14 day quarantine period will be in effect for students, faculty and staff following air travel and/or heavily impacted areas. For out of state car travel, 10 to 14 days depending on the specific case COVID-19 metrics for the state.

□ **Face Coverings and Other Essential Protective Gear:** How CDPH face covering requirements will be satisfied and monitored.

**Page/s of Plan:** 8

**Please summarize your plan to address this:** All students, faculty and staff will be required to wear face coverings at all times. This will be enforced by the administration and classroom teachers. In addition, PPE supplies have been ordered and expected to arrive the week of August 31.

Trinity recognizes that wearing a face covering, when combined with physical distancing and frequent hand washing, significantly reduces the risk of transmitting COVID-19 when in public. The school will follow guidelines from the SMCOE Pandemic Recovery Guide and the CDPH regarding face coverings. Specific actions follow and includes information previously distributed to our faculty, staff, parents and Board of Trustees:

- Face coverings will be required on campus for all students regardless of age, exceeding SMCOE guidelines for specific age groups, and for all faculty and staff. While Trinity understands per public health, there are percentage of day guidelines for various grade level groupings, we believe it is in the best interest of our community to mandate the wearing of face coverings. For the safety and comfort of each student, faculty and staff member, we have asked each individual family to choose a face covering that best fits them and use this covering at school.
- Trinity will encourage parents and guardians to begin “practicing” wearing face coverings at home, steadily increasing the duration of use at in-person instruction approaches and to make the back to school transition as seamless as possible.
- Trinity understands and children with respiratory or other needs may require special attention and will be accommodated in consultation with the campus director.
- Face coverings will be removed for snacks, meals and/or when replacement is necessary. When the face covering is removed, it will be placed in a student marked, for easy identification and cleanliness, in a paper or other secure bag.
- The school maintains a 30 day supply of extra face coverings and related PPE for students, faculty and staff in the event of a missing or damaged mask. Resulting from the California Office of Emergency Services, the school has received a 30-day PPE supply which includes surgical masks, cloth masks, clear face shields, N95 masks, hand sanitizer and infrared thermometers

□ **Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

**Page/s of Plan:** 9

**Please summarize your plan to address this:** Each morning and via email, each staff member is required to complete a self-screening before arriving on campus. For student and at drop off, their temperatures will be taken and if exceeding 100.4. There is a designated space on campus for staff and students who display symptoms during the day.

Trinity understands proactive procedures regarding health screening for students, faculty and staff are integral to the overall health of the school and community. To that end, we have partnered with Agile Force to collaborate on continuous health screenings. Specific actions follow and includes information previously distributed to our faculty, staff, parents and Board of Trustees:

- All faculty and staff completed an [accommodations survey](#) to help Trinity better understand faculty and staff needs and to support planning and accommodations where Trinity is able to. Additionally, individual conversations were held between faculty/staff and their supervisor to both communicate actions taken by Trinity to ensure a safe and healthy workplace environment as well as to understand potential working accommodations.
- All faculty and staff members were tested for COVID-19 on August 12 using the outside vendor, Agile Force. The testing was completed on campus and results were obtained by the faculty and staff member within 72 hours. Additionally, the individual staff members have supplemented the mandated school testing by using Stanford's walk in clinic, which provides results within 4 to 12 hours.
- Each faculty and staff member completes a [self-screening questionnaire](#) each day before coming to campus. The questionnaire is distributed each day via email and asks for a temperature and symptom screening. The questionnaire remains private and is submitted to Human Resources at Trinity.
- Faculty and staff who have had close contact with an individual with COVID-19 are encouraged to stay at home and are aware of the policy.
- Each student will be encouraged to receive a negative COVID-19 diagnosis before in-person learning commences. Following the test to determine the diagnosis, students will be encouraged to self-quarantine to mitigate possible community spread. Trinity plans on using Agile Force as an option for families wanting to test.
- Each student will need to have a self-screening completed before arriving on campus each day for in-person instruction. The screening will be sent via email to parents and guardians and will request temperature and symptom information. The self-screenings will be confirmed at morning drop-off.
- At drop off each morning, the temperature of each child will be taken before they get out of their vehicles. Touch-less thermometers have been secured and students must have a temperature below 100.4 F to be allowed on campus. Students who pass their temperature checks will be allowed to exit their vehicles and receive a single color sticker to wear on their uniform.
- If students become ill while at school, the school conference room will be utilized as an isolation area until the parent or guardian is able to pick up. The conference room is typically used for small meetings for teachers or parents, but will be used for students who become ill. The room is adjacent to administrative offices and will be supervised by the nearby administrator.

□ **Healthy Hygiene Practices:** The availability of hand-washing stations and hand sanitizer, and how their use will be promoted and incorporated into routines.

**Page/s of Plan:** 10

**Please summarize your plan to address this:** Trinity has undertaken significant infrastructure improvement over the summer to enhance healthy hygiene practices. These improvements include 14 touch-less hand sanitizing stations, touch-less water faucets and touch-less water bottle filling stations. Each classroom has a sink and running water and routines have been built into the classroom protocols.

Trinity understands proactive procedures regarding health screening for students, faculty and staff are integral to the overall health of the school and community. To that end, we have partnered with Agile Force to collaborate on continuous health screenings. Specific actions follow and includes information previously distributed to our faculty, staff, parents and Board of Trustees:

- Through specific COVID-19 training by Joffe Emergency Services, all faculty and staff have been trained to explicitly teach and reinforce behaviors of hand-washing as an important strategy to slow the spread of the virus.
- 14 touch free hand sanitizing stations have been purchased and the with an expected delivery date of August 31. The stations will be installed in proximity to Stable Cohort classroom locations.
- Each individual classroom has a sink with running water. Hand washing routines will be followed by the Stable Cohort teacher as part of the daily entering and exiting of the classroom.
- At major entry and exit points for the campus, hand sanitizing stations will be set up for students, faculty and staff to be used, in particular, upon entry to the school.

□ **Identification and Tracing of Contacts:** Actions staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing. This includes submitting case and contact numbers to SMCOE, which will then notify SMC Health, and notifying exposed persons. Each school must designate a person for SMCOE and SMC Health staff to contact about COVID-19.

**Page/s of Plan:** 11-12

**Please summarize your plan to address this:** Trinity has direct experience in this area as a staff member tested positive in our August 12 in school testing by Agile Force. The confirmed positive case will report to the designated people on campus and self-quarantine. Trinity then contacts SMCOE and SMC Health as well as notifies the community. All known staff contacts self-quarantine and impacted areas are disinfected.

Trinity recognizes that local health officials will provide guidance and support individuals within the school community who test positive for COVID-19. Additionally, Trinity understands that local health officials will conduct contact tracing to help identify individuals who may have been in close contact with a confirmed case, per CDC guidelines. Trinity has direct experience in this area as a staff member tested positive for COVID-19 resulting from a school sponsored test on August 12. Specific actions follow and includes information previously distributed to our faculty, staff, parents and Board of Trustees:

- Trinity follows the COVID-19 Response Chart on page 41 of the San Mateo County Pandemic Recovery Framework. This plan is listed in the appendices section of the Reopening Plan and will be communicated to families at regular intervals starting the week of September 14. This plan was put into practice already when a current staff member tested positive on August 12.
- At Trinity, the designated persons for SMCOE and SMC Health are Matt Allio, Head of School and Ed Lee, CFO to contact about COVID-19.
- If Trinity has a confirmed case from a student, teacher or staff member, as we did resulting from the August 12 on campus testing through Agile Force, it communicates the confirmed case to the Office of the County Superintendent (Patricia Love). From that contact, SMC Health is contacted.
- The confirmed individual will seek additional medical care and quarantines according to CDPH and CDC protocols.
- In the confirmed case, Trinity immediately disinfects the whole campus through Galaxy Maintenance, school areas identified and impacted by the individual using a disinfectant product that meets the EPA's criteria for us against SARS-CoV-2, the virus that causes COVID-19 as found on List N.
- Through contact tracing, all contacts on the Trinity campus who have been identified in close contact with the confirmed case, will need self-quarantine for a period of 10 - 14 days in consultation with San Mateo County Health.
- Upon the confirmation of the confirmed case, the school community is updated through written communication, following privacy provisions (HIPAA, FERPA and ADA). In this communication an outline of the actions taken by the school that allows students are to return to campus safely are documented.
- Once the steps of the protocol are completed, Trinity may resume operations.

- If Trinity has a confirmed close contact with someone who is confirmed positive for COVID-19, similar steps are taken (ie 10 to 14 day protocol)
- The close contact will be tested through a local health care provider, such as the Stanford walk in clinic.
- In the confirmed close contact case, Trinity immediately disinfects, through Galaxy Maintenance, school areas identified and impacted by the individual with a disinfect product that meets the EPA standards found in List N to use against COVID-19.
- Trinity will consult with the Office of the County Superintendent (Patricia Love) and SMC Heath as needed.
- Communication with the Trinity community will take place that a close contact has been identified and an outline of steps taken to ensure a safe return to school is communicated.
- Privacy will be maintained of the close contact individual per ADA and FERPA laws.
- Once the steps of the protocol are completed, Trinity may resume operations.
- If Trinity has an individual who suspects they may be an indirect contact of a case positive of COVID-19, the Head of School or CFO will gather information from the individual to confirm their status.
- The individual identified as an indirect contact will continue practice hygiene protocols and closely monitor their health, staying alert to the onset of fever or flu-like symptoms.
- If the person is identified as not feeling well or experiencing cold, flu or other symptoms, they will stay at home and contact their primary care physician.

□ **Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

**Page/s of Plan:** 13

**Please summarize your plan to address this:** Trinity is fortunate to have 13 classrooms and ample outside space to optimize instruction in the stable cohort model. All specialty classes in which the students typically travel to on campus, will be delivered remotely. Each classroom has been set up with the social distance model and at least 6 feet between students and their work areas.

Trinity recognizes that local health officials will provide guidance and support individuals within the school community who test positive for COVID-19. Additionally, Trinity understands that local health officials will conduct contact tracing to help identify individuals who may have been in close contact with a confirmed case, per CDC guidelines. Trinity has direct experience in this area as a staff member tested positive for COVID-19 resulting from a school sponsored test on August 12. Specific actions follow and includes information previously distributed to our faculty, staff,

- In addition to classrooms, common instructional spaces, such as the specialty classrooms (science lab, library, art studio, design thinking lab, music room,) will also be used for Stable Cohort instructional space. This will allow for smaller cohort sizes and ensure social distancing.
- Given that each class from Kindergarten to Grade 5 has a Lead Teacher and Teaching Assistant, there is the option of dividing classes into smaller Stable Cohorts for instruction where needed to ensure social distancing.
- Common area access for faculty and staff gathering will be strictly limited to no more than 4 members at one time and always following socially distancing guidelines and requiring masks. All faculty and staff members are encouraged to use email, phone or video for meetings and non-essential communication.
- Using the Stable Cohort Model, teachers/staff, to the greatest extent possible, will maintain the 6 foot physical distance between themselves and students. This 6 foot distance will apply to all areas of campus: classrooms, outdoor play areas, common areas and external passageways.
- At all times, traversing the Trinity campus is complete outside of internal hallways. Given the external orientation of the school, floor marking, visual cues and one way passages will be used to move about the campus. Furthermore, outside play time will be staggered and cohorts will have designated areas in which to have activities, thereby maintaining a physical distance in traveling to and from the playground and while on the playgrounds.
- Restrooms will be assigned to classes in the closet proximity, therefore not enabling unnecessary travel on campus. Each Grade Level will have a designated bathroom solely for that Grade level.
- Outdoor space will be used for instructional purposes on a regular basis and portable tents will be used in specific areas and as needed.
- Clear screens and privacy boards are in place in shared office spaces for administrative staff.

□ **Staff Training and Family Education:** How staff will be trained and families educated on the implementation and enforcement of the plan.

**Page/s of Plan:** 14

**Please summarize your plan to address this:** Trinity has communicated to families throughout the planning process via emails and Zoom meetings and will continue to do so on a weekly basis. In addition, the school is partners with The Village Doctor, a concierge medical service, who will consult with the school, host biweekly parent open forums, and publish relevant articles in Trinity's weekly newsletter.

Trinity recognizes that local health officials will provide guidance and support individuals within the school community who test positive for COVID-19. Additionally, Trinity understands that local health officials will conduct contact tracing to help identify individuals who may have been in close contact with a confirmed case, per CDC guidelines. Trinity has direct experience in this area as a staff member tested positive for COVID-19 resulting from a school sponsored test on August

- Trinity has surveyed parents on their preferred learning options for their children including distance learning and in-person learning. While we understand students learn best on campus and in social constructs, we offer a quality distance learning program for families who will choose to remain at home for a variety of reasons.
- Trinity has partnered with The Village Doctor, a concierge medical service located in Woodside, which will provide guidance for faculty, staff and families. Included in the partnership with The Village Doctor are biweekly open forums for parents to discuss their concerns regarding COVID-19, a relevant inclusion in our weekly newsletter to all families on COVID-19 related news, and a general consulting service to the Trinity administration when questions arise.
- Trinity uses and will use a variety of formats to communicate at regular intervals with families including emails, social media, through the website, classrooms blogs, Zoom meetings hosted by the Head of School with grade levels, and through recorded video messages.
- To sustain a sense of community at Trinity, the leadership of the school partners closely with the Parent Association to host school wide events as well as class events. Events planned, in a remote manner, is the Back to School BBQ, uniform exchange, and new family welcomes.

□ **Testing of Students and Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Describe how staff will be tested periodically to detect asymptomatic infections.

**Page/s of Plan:** 15-16

**Please summarize your plan to address this:** Trinity will immediately contact parents if a student displays symptoms while on campus and the student will be sent home. The family will then consult with their primary care physician and the child will quarantine at home while awaiting retesting. All classmates and close contacts will be notified. All faculty and staff will be tested at two month intervals.

Trinity understands the need to have an agile response for students, faculty and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19. Specific actions follow and includes information previously distributed to our faculty, staff, parents and Board of Trustees:12. Specific actions follow and includes information previously distributed to our faculty, staff, parents and Board of Trustees:

- Trinity has partnered with Agile Force, an employee remote management system that includes COVID-19 testing. Each staff member will be tested at two month intervals to detect asymptomatic infections. With approximately 35 staff members, 50% of the staff will be tested each month on a rotational basis to meet the two month benchmark. Furthermore, the testing will be open to all Trinity families and may include students.
- If a student displays COVID-19 symptoms while at school or has been exposed to someone with COVID-19, their parents/guardian will be immediately called and the child will be taken home. The parent/guardian will consult with their primary care physician regarding the next steps. With clearance from the primary care physician, the child will be allowed back at school and will continue with the daily self-screening process.
- If a faculty or staff member has symptoms while at school or has been exposed to someone with COVID-19, they will be mandated to be tested and present negative results before returning to school. During the interim time, the faculty or staff member will self-quarantine.

□ **Triggers for Transitioning to Distance Learning:** The criteria the superintendent or equivalent will use to determine when to close the campus to in-person learning.

**Page/s of Plan:** 11

**Please summarize your plan to address this:** Trinity will close its campus if at least 5% of the student and staff population are diagnosed with COVID-19 within a 14-day period. A stable cohort will move from in-person instruction to distance learning if 5% of the cohort tests positive or the teacher tests positive. The school may reopen after a 14-day quarantine period and in consultation with SMC health.

Trinity has a responsibility to its entire community and extended community to contain any outbreak of COVID-19 on its campus. While in-person learning is essential to a child's development, the health and safety of the community is the highest priority. To that end, the school may have to close the campus if particular thresholds are exceeded. Specific actions follow and includes information previously distributed to our faculty, staff, parents and Board of Trustees:

- Trinity will close campus if at least 5% of the student population and staff are diagnosed with COVID-19 within a 14-day period.
- A Stable Cohort will move from in-person instruction to distance learning if 5% of the cohort tests positive for COVID-19 or the teacher tests positive.
- The school or classroom may reopen after a 14-day quarantine period, assuming all the students test negative and in consultation with SMC Health.

□ **Communication Plans:** How the superintendent or equivalent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

**Page/s of Plan:** 16

**Please summarize your plan to address this:** The Head of School or designate will communicate to all students, faculty and staff about cases and exposures at the school through email and Zoom meetings when applicable. Emails lists have been constructed for effectiveness and efficiency.

Trinity has a responsibility to its entire community and extended community to contain any outbreak of COVID-19 on its campus. While in-person learning is essential to a child's development, the health and safety of the community is the highest priority. To that end, the school may have to close the campus if particular thresholds are exceeded. Specific actions follow and includes information previously distributed to our faculty, staff, parents and Board of Trustees:

- If there is a positive case of COVID-19 at Trinity, the Head of School or designee will send an email to all members of the faculty, staff and parents. Furthermore, a remote Zoom call will be scheduled as soon as possible to provide relevant details while following privacy requirements such as FERPA and HIPAA.
- If there is an exposure of COVID-19 at Trinity, the Head of School or designee will send an email to all members of the faculty, staff and parents. Furthermore, a remote Zoom call will be scheduled as soon as possible to provide relevant details while following privacy requirements such as FERPA and HIPAA.

## 4. COVID-19 Contact Information

**Designated staff contact for COVID-19 information and cases:** Matt Allio, Head of School

**Email:** mallio@trinity-mp.org

**Name of Superintendent (or Equivalent):** Matt Allio, Head of School

**Signature of Superintendent (or Equivalent):** *Matt Allio*, August 26, 2020

## 5. Appendices

[Agile Force COVID-19 Testing](#)

[August 18 School-Wide Communication: Positive Case](#)

[Board of Trustees Reopening Presentation: June and Prior to Watch List](#)

[COVID-19 Response Chart SMCOE](#)

[Faculty and Staff Accommodations Survey \(Return to Campus\)](#)

[Faculty and Staff Daily Self-Screening](#)

[Joffe Faculty Training](#)

[Magnus Health COVID-19 Health Tracking](#)

[Ongoing Internal Supply List COVID-19](#)

[The Village Doctor \(for consultation with school leadership\)](#)

[Trinity Website COVID-19 Communications](#)