

FALL 2020

# BACK TO SCHOOL



RE-OPENING CAMPUS  
POLICIES AND  
PROCEDURES FOR  
STUDENTS AND PARENTS  
OF HOLY TRINITY SCHOOL

# WELCOME BACK

Educating young people in the light of Christ is foundational to the mission of the Catholic Church. While the Church has carried out this work of education in the midst of social, health, and political crises in her long history, the current global COVID-19 pandemic has prompted unprecedented reflection on education and the central role of the physical school community in promoting the academic, spiritual, physical, and emotional growth of the child.

In preparing for the start of the 2020-21 school year, our local Church and the wider educational community throughout the state and the country will be required to make morally responsible decisions for how we educate the future citizens and leaders of our society during a pandemic, with special consideration for those children and community members who are the most vulnerable among us. With the information that is currently available, we affirm that the most prudent decision for Catholic schools is to plan for the safe reopening of its school buildings at the start of the 2020-21 school year.

Holy Trinity School is preparing to implement a special set of policies and procedures for pandemic preparedness and response addressing the various possibilities of the state of the pandemic. These plans will preserve the education of the students to the highest degree possible while balancing that education and formation with the health needs of the community, keeping our Catholic school children, employees, and community safe and healthy. We recognize that the decision to return to school this fall is deeply personal for each family. We pray for all our families, as they too have to make prudential decisions based on a multitude of considerations of their own particular situation. We ask for the prayers of the entire Catholic school community as we seek the wisdom and courage to continue our sacrificial work for the sake of one our noblest endeavors--the education and formation of our children.

## MOVING FORWARD

- Holy Trinity School's primary plan is to return to full-time in-person learning this fall. We have also planned alternate learning models in the case of different scenarios that may be required as the pandemic progresses. The health and safety of our students and staff are our top priority. School leadership will continue to monitor the situation and make changes to our educational plan as necessary.
- Holy Trinity will provide educational materials and lessons to those with COVID-19 or who are quarantined, unable to attend school, or feel it is best in their particular situation to utilize distance education at this time.
- If the governor of Minnesota declares that all public school systems across the state will close, Holy Trinity will follow the New Ulm Diocesan decision on how to respond.
- If the local public school district declares that its local public school or district will close, the administration will be responsible for making a decision and will consult the New Ulm Diocesan Superintendent as needed.

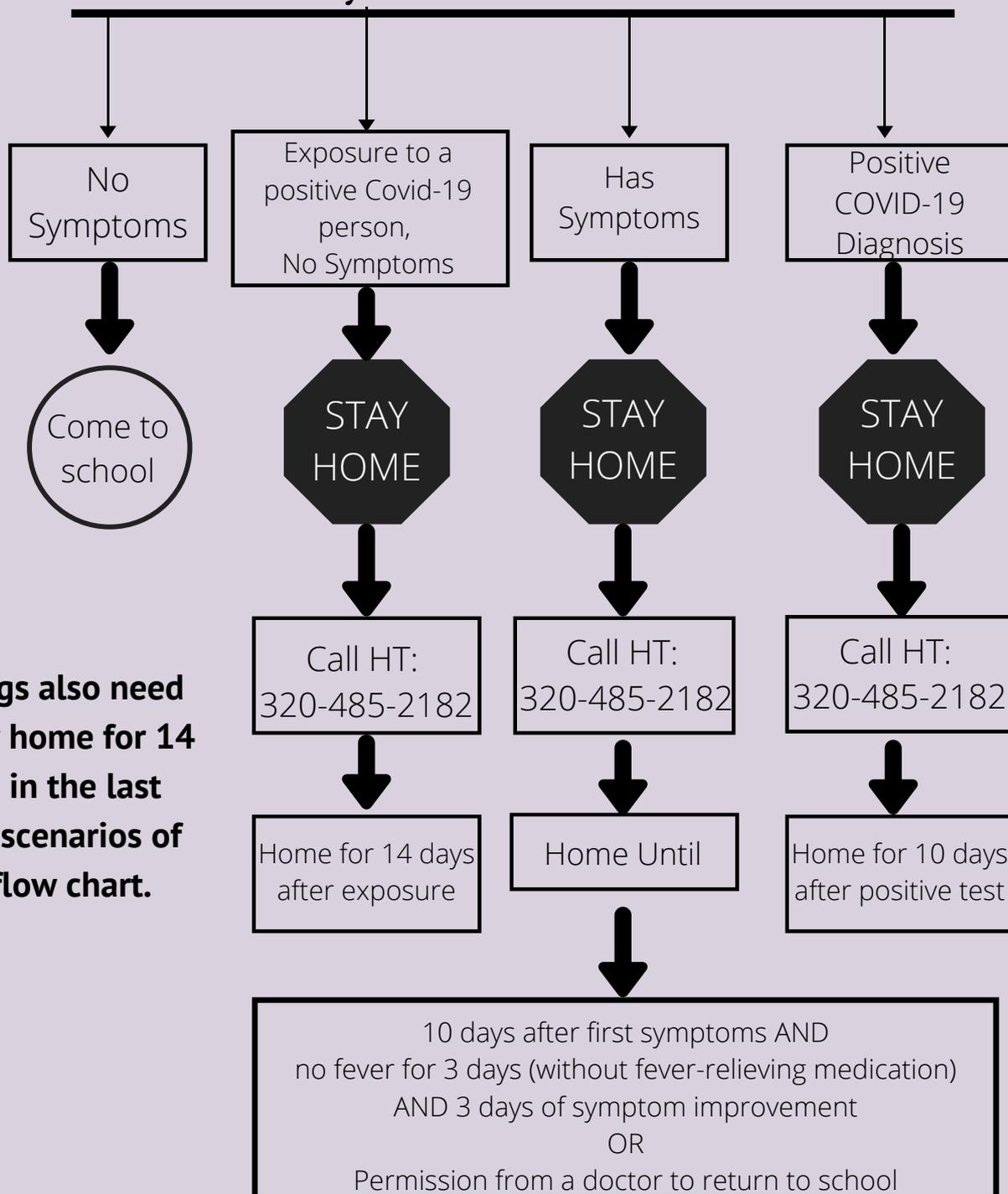
# HEALTH AND SAFETY

Please screen your child each day for the following symptoms.

- Fever/Chills
- Cough
- Congestion
- Headache
- Nausea/vomiting
- Diarrhea
- Shortness of breath
- Sore throat
- Joint and Muscle Pain
- New loss of taste/smell

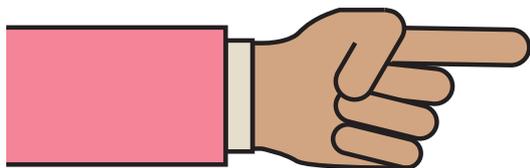
Symptoms may appear 2-14 days after exposure to the virus

## Daily Decision Flow Chart



**Siblings also need to stay home for 14 days in the last three scenarios of the flow chart.**

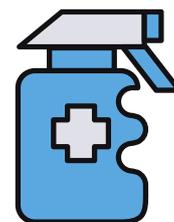
## POINTS TO KEEP IN MIND



- If a student displays symptoms of illness, they will be sent to the office immediately.
- The student will be directed to the nurse's station and parents will be notified to pick up their child immediately.
- If your child is sick, parents must call the office by 8:00am informing the school about what symptoms they have.
- If a child is waiting for COVID-19 test results, they should remain home.

## STEPS TO A HEALTHY & SAFE RETURN

- **Hand Washing**- We will teach and reinforce proper and frequent hand washing. Students will have regular hand washing times to ensure all students are regularly washing their hands. Hand sanitizer will be provided in each classroom. Students may also bring their own hand sanitizer.
- **Frequent Sanitation**- Our school custodial staff has a daily routine for cleaning and disinfecting. This includes spraying and wiping down desks regularly and sanitizing frequently-touched surfaces.
- **Masks**- Staff and students will wear masks as mandated. Children ages 3-5 are not mandated to wear masks. **K-12 students will wear masks.** A doctor's note is required if a student can't wear a mask. Face coverings may be temporarily removed when engaging in physical activity, when exercising in gym, and during recess. Masks can be removed during recess and lunch. Lanyards will be provided to every student to keep masks with each student throughout the day.



## STEPS TO A HEALTHY & SAFE RETURN (CONT.)



- **Screening/Temperature Checks-** All persons in the building will be checked at entry. Anyone who has been exhibiting symptoms or who has a temperature over 100.0 degrees F. will not be allowed entry and sent home.



- **Social Distancing-** Markings and signage will be placed to serve as reminders for social distancing. To the best of our ability, desks will be spread apart to maintain social distancing. The cafeteria will have marked off tables for seating. Waiting areas will also be marked to maintain social distancing.



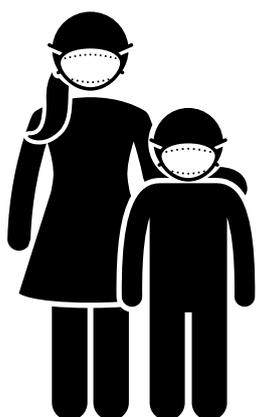
- **Respiratory Etiquette-** Staff will educate and encourage proper cough etiquette and mask usage.

- **Recess-** Elementary students will have recess and outdoor time every day. Students can take off masks but must observe social distancing.



- **Bussing-** Our students will follow the guidelines from the Howard Lake-Waverly-Winsted and Lester Prairie bus companies.

- **Student Materials-** Students will be asked to bring a clean reusable water bottle and face mask each day to school.



- **Visitors-** All visitors to the school will follow all school-defined safety and personal hygiene procedures for entering the school. Holy Trinity will require each visitor entering the building to verbally affirm that they have no symptoms of COVID-19 that cannot be attributed to another health condition according to the Visitor and Employee Health Screening Checklist. All visitors will be required to wear a mask.

**Please follow our arrival and dismissal protocols to keep everyone safe.**

## **PREK-12TH ARRIVAL**

We ask that parents of students do not enter the building with their children unless they need to visit the office or have a prearranged appointment with a teacher.

Parents must wear a mask while in the building. (PreK and K parents may accompany their child into school, if necessary.)

- Students will stay in their car or bus until directed to get out.
- Students will move straight from the main entrance to their classroom.
- Teachers will then release students to their cubby/locker at separate times to allow for physical distancing.

## **ELEMENTARY DISMISSAL**

- A new number system will be implemented (details will be given at the open house). Students will be dismissed over the intercom from their classroom through the main entrance of the elementary school.

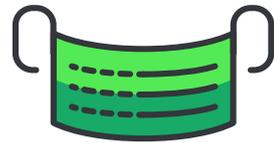
# IN THIS TOGETHER

During this time we realize more than ever the importance of teamwork and communication. We are all in this together. All of us want the best for our children: health, safety, love, a vibrant education, and a strong faith. As we move toward the new school year, we ask that you all continue to pray for our school community.

Let us also remember to practice empathy with other parents, students, and school staff.

## We are looking for donations of the following items:

- Touchless, digital thermometers
- Clorox and/or baby wipes
- Cloth masks



# OUR MISSION

Holy Trinity School is called by its parish community to educate our children and form them in their Catholic faith that they might be faithful disciples of Christ.

*The development of this guidance took into consideration the following publications and organizations:*

- *Diocese of New Ulm*
- *Archdiocese of Saint Paul and Minneapolis*
- *“Leading with Hope” developed by the Andrew M. Greeley Center for Catholic Education*
- *Guide to Reopening Schools, Catholic Mutual Group*
- *Considerations for Schools, CDC*
- *Minnesota Department of Health*