



2020 - 2021 “Be The Light”

RETURN TO SCHOOL PLAN
COVID-19 PROTOCOLS

Final Copy
August 14, 2020

Faith Formation and Academic Excellence

INTRODUCTION

The final months of the 2019-2020 school year presented new experiences for students, teachers, and parents that we were able to learn so much from. We learned that Catholic schools are adaptable, that students and teachers are more resilient than ever, and that collectively, the Church is alive and well. We also learned that a meaningful Catholic education, especially for our youngest learners, is less effective when physically separated from their peers and teachers.

At the heart of Catholic Schools is relationship and community - relationships with Jesus Christ, classmates, and teachers. Those relationships blossom and develop most profoundly when our community members can interact, learn, and pray together. Collectively, we believe that fundamental connectedness can and will happen in a safe and nurturing way.

After discussions with stakeholders, a thorough review of the federal and state guidelines for school reopening, and an evaluation of what works best for our students, we will be able to start the school year with our students returning to in-person settings—safely. If the current positive public health metrics hold, we will safely be able to continue in-school all year by following the now quite familiar, critical health and safety practices that reduce the risk of transmission of COVID-19. These include rigorous hygiene and hand washing, use of face coverings, physical distancing, reducing interaction between groups, staying home when sick, protecting those most vulnerable to the disease, and expanding testing and tracing capabilities, among others. However, what can often get lost in long lists of practices is that it is not one mitigation strategy, but a combination of all these strategies taken together that will substantially reduce the risk of transmission. In other words, establishing a culture of health and safety in our schools that focuses on regularly enforcing these important practices is more important than any one measure. We will be constantly evaluating our circumstances, reflecting on the health and well-being of our students and staff, and adapting to unforeseen changes. This guidance and the development of individual school plans cannot guarantee the absence of COVID-19 cases in our community or buildings, this is a reality we understand. The implementation of this guidance does allow Holy Trinity to mitigate and God-willing, lessen the likelihood of exposure to our students, staff, and community.

Together, with Christ at the center, Holy Trinity School will continue to be a place of spiritual, academic, social, and emotional development for our students.

Yours In Christ,

Debra Meyer-Myrum



*Office of the Bishop
Diocese of Saint Cloud*

214 3RD AVENUE SOUTH - BOX 1248
ST. CLOUD, MINNESOTA 56302
TELEPHONE (320) 251-2340
FAX (320) 258-7618

August 11, 2020

Debra Meyer-Myrum
dmm@holyltrinitypierz.org

Dear Debra:

A review of the COVID-19 Action Plan for Holy Trinity Catholic School, Pierz has been completed. I am pleased to approve your school to move forward with your commitment to reopen. Please share your Action Plan with your community and proceed in your efforts.

As we continue to navigate through the coronavirus pandemic, changes may be required of us. We must be ready to listen and adjust to the needs of our communities and direction of our public health authorities. Work closely with the office of Catholic Education Ministries, which is dedicated to supporting our Catholic schools with information and resources through the many uncertainties that lie ahead.

I am so grateful for your leadership at Holy Trinity. Please know that you are in my prayers.

Sincerely yours in Christ,



+Donald J. Kettler
Bishop, Diocese of Saint Cloud



COVID-19 Action Plan Review

School Name Holy Trinity

Location Pierz

Operational Practices

Designated Contact Debra Meyer-Myrum

	Clearly met	Partially met	Not met
Training of staff and stakeholders	X		
Adaptability/ongoing plan evaluation	X		
Entrance/dismissal protocols	X		
Health check protocols	X		
Social distancing protocols	X		
Communication and signage	X		
Attendance policies and procedures	X		
Transportation plans	X		
Preparations for temporary closure	X		
Contact with state/local health department identified	X		
Liability Waivers (optional)	N/A		
Assessment of plan effectiveness	X		
Supporting Catholic identity/mission in planning	X		

Required amendments

None

Recommended amendments

None

Health and Well-Being

	Clearly met	Partially met	Not met
Cleaning/disinfecting processes	X		
Hand hygiene and respiratory etiquette	X		
Face covering requirement	X		
Face covering accommodation protocols	X		
Drinking fountains/alternatives	X		
Facility ventilation	X		
Supporting Catholic identity/mission in planning	X		

Required amendments

None

Recommended amendments

I would move "face shield" out of the "Types of Face Coverings" list on p. 10. You have listed it as not being an alternate, but that might be more clear if it is under its own heading. The invitation for discussion about this in the Plan is excellent.

Curriculum and Instruction

	Clearly met	Partially met	Not met
Identified approach to curriculum planning	X		
Evaluation of curriculum/instructional planning	X		
Assessment considerations	X		
Feedback and reporting student progress	X		
Supporting unique and special needs of students	X		
Addressing students/families on distance instruction	X		
Administrative considerations/adjustments	X		
Staffing contingency/continuation plans	X		
Consultation/collaboration with LEA	X		
Supporting Catholic identity/mission in planning	X		

Required amendments

None

Recommended amendments

None

Creating and Maintaining Community

	Clearly met	Partially met	Not met
Orientation of stakeholders for 2020-2021	X		
Prayer and liturgy planning/accommodations	X		
Plans to maintain community under closure	X		
External school relationships	X		
Supporting Catholic identity/mission in planning	X		

Required amendments

None

Recommended amendments

None

DETERMINING THE SAFE LEARNING MODEL:

In order to determine the base learning model, the school will be advised by Morrison County Public Health of the bi-weekly case rate (over 14 days) by county of residence. $(\text{Total \# of cases for the last 14 days} / (\text{County of population} / 10,000)) = 14\text{-day county case level rate per } 10,000$. Consult with health officials, as needed, to examine the local epidemiology behind county-level data to assess whether increase or higher numbers of cases are likely the result of isolated outbreaks or indicative of more widespread community transmission.

# of cases per 10,000 over 14 days, by county of residence	Learning Model
0-9	In-person learning for all students
10-19	In-person learning for elementary students; hybrid learning for secondary students
20-29	Hybrid learning for all students
30-49	Hybrid learning for elementary students; distance learning for secondary students
50+	Distance learning for all students

School administrators have been directed to develop three contingency plans to prepare for the 2020-21 school year.

Scenario 1 : In-person learning for all students

In this scenario, students will be back in school for in-person learning, but parents will have the option to choose distance-learning for their child if they prefer. Holy Trinity will create as much space between students and staff as is feasible (3-6 feet) during the day, but will not be held strictly to enforcing 6 feet of social distancing during primary instructional time in the classroom. (See American Academy of Pediatrics social distancing guidelines). In this scenario, the district transportation model will limit the number of students who can ride the bus. Families will be surveyed on availability to drive and a transportation plan will be developed by the District.

Scenario 2: Hybrid model with strict social distancing and capacity limits.

In this plan, Holy Trinity must limit the number of people in the school facility to 50% maximum occupancy. The number of people enrolled and employed at Holy Trinity meets this guideline with everyone in attendance. Sufficient physical distancing with at least 6 feet between people will occur at all times. In this scenario, the district transportation model will limit the number of students who can ride the bus. Families will be surveyed on availability to drive and a transportation plan will be developed by the District. The school will work closely with the Morrison County Public Health to determine whether to move to a hybrid learning model per classroom or as a school.

Scenario 3: Distance learning only

In this scenario, schools will begin the distance learning model and students will learn through online methods from home. This scenario may be implemented if local, regional, or statewide COVID-19 metrics worsen significantly enough to require the suspension of in-person learning. We will use the metrics as a guideline but we will work closely with our county public health to consider shifts in learning modes. This would also allow us to close if we had an in school outbreak separate from a county outbreak.

Unlike the spring of 2020, teachers are expected to conduct distance-learning from their classroom, not their homes, unless school disinfecting is in process. During distance-learning, in addition to following the established COVID-19 health protocols (entry screening, mask wearing, etc.), all staff and visitors will be required to sign-in and visitors sign-out of the facility. Future decisions to increase or loosen restrictions and to shift between scenarios will be made in consultation with Morrison County Public Health Department, if COVID-19 metrics at the local, regional, or state level worsen or improve.

School Meal Program: A contactless pick up of meals will be made available for those enrolled in our free and reduced meal program.

Childcare and Afterschool Care: DHS licensed programs will be open under the guidelines established by DHS. The childcare program meals would be provided through the hot lunch program.

Preschool and K-Readiness: Holy Trinity School will continue to offer an in-person program, regardless of which scenario the school is operating under as the programs are DHS licensed.

SECTION 1: OPERATIONAL PRACTICES

DESIGNATED COVID-19 POINT OF CONTACT

Debra Meyer-Myrum, Administrator, will be the point of contact in all matters relating to COVID-19. She will communicate concerns, challenges and lessons learned related to COVID-19, provide instructions and training on preventive safety measures, and perform necessary communications to staff, families, district, and local health officials. Trista Kowalzyk, childcare director, will be the alternate point of contact. The district nurse and public health will be a resource for consultation.

TRAINING

TASK	STAFF / SUBSTITUTE TEACHERS	PARENT	STUDENT	VOLUNTEERS	COMMUNITY MEMBERS
<p>To train all stakeholders of the school to understand and implement practices in the best interest of the students, staff, and community.</p>	<p>Administrator will train all staff members on the specific protocols, actions, plans and details of the plan to return to school. Each staff member will verify in writing he/she received training.</p>	<p>Administrator will share the plans for returning to school to parents. This will include practices in place, understanding the risk, and processes that parents will be expected to participate in for the best interest of students and staff. Parents will verify in writing he/she has read and understands the plan.</p>	<p>Classroom teachers will train students in the expected operating procedures (handwashing, sanitizing, use of face coverings, and social interactions for various locations).</p>	<p>Administrator will train volunteers on the specific protocols to follow (handwashing, sanitizing, use of face coverings, and social distancing) Volunteers will only be allowed in one specific area (cohort group protocol). Volunteers will verify in writing he/she received training.</p>	<p>Administrator and marketing manager will share information with the school board, pastors, and other community members of the actions the school is taking to prepare for the opening of school.</p>

ADAPTABILITY

- The preparedness plan will be reviewed and adjusted to meet the circumstances required in the best interest of students and staff. Reviews will take place as directed by Diocesan, local, and state leaders related to COVID-19.
- Changes to the plan will be shared with staff, parents, board members, students and St. Cloud Diocese.

ENTRANCE/DISMISSAL PROTOCOLS

PROTOCOLS	STAFF	STUDENT	VISITORS
Entrance Location	Door # 5 Maintain 3-6 feet distance from other adults.	<ul style="list-style-type: none"> ● Door #1: PK-6 Parent Drop-off. Parents taking their children to the classroom will use hand sanitizer, wear face covering, and limit time in building to 15 minutes to maintain 50% capacity and contact time. ● Door #2: Bus Drop-off. ● Students go directly to classrooms. 	Door # 1 - main entrance Buzz office staff for assistance and direction
Entrance Protocol	<ul style="list-style-type: none"> ● Complete daily health screening at home - see below ● Use hand sanitizer @ door ● Wear face covering ● Complete morning duties 	<ul style="list-style-type: none"> ● Parents will complete daily health screening at home - see below ● Staff members will greet and let students into the school. ● Students use hand sanitizer @ door ● Wear face covering age 6 and up. 	<ul style="list-style-type: none"> ● Complete Sign in Chart <ul style="list-style-type: none"> ● Answer questions ● Take temperature ● Signature agreeing healthy to be in building ● Use hand sanitizer ● Wear face covering
Dismissal Protocol	Door # 5	<p>Bus Leaves HTCS - 3:05pm Busses park in front of school at 2:55 pm. Staff walk K-6 students to the bus.</p> <p>Walkers Dismissal & Parent pick-up-3:15pm Parents park in front of school. Staff will walk PK-6 students to their designated pick up location. Staff will patrol walkers.</p>	Door #1 - Must sign out by door #1

HEALTH SCREENING

Parents are responsible for taking the temperature and checking for signs of illness at home of their child/children. A form will be signed at the beginning of the year agreeing to monitor child/children’s health. We require that you do not administer Tylenol or any other fever reducing medications to your child prior to sending them to school.

Staff are responsible for taking their temperature and checking for signs of illness at home by completing this short checklist each morning.

DAILY HEALTH SCREENING CHECKLIST

Please complete this short checklist each morning and report your child’s information, if ill, to the school. If your child has any of the following symptoms, that indicates a possible illness that may decrease the student’s ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms.

	Temperature 100 degrees Fahrenheit or higher
	Sore throat; loss of taste or smell
	New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
	Diarrhea, vomiting, or abdominal pain
	New onset of severe headache, especially with a fever
	Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
	Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person under quarantine for possible exposure to COVID-19.

DECISION TREE FOR PEOPLE WITH ILLNESS

LAB CONFIRMED COVID-19 TEST	SYMPTOMS CONSISTENT WITH COVID-19	OTHER DIAGNOSIS
Positive test result: Stay home at least 10 days since symptoms first appeared and until no fever for at least 3 days without medication and improvement of other symptoms	Recommended to go take a COVID-19 test and wait for test results. (See Lab Confirmed COVID-19 test for protocols)	For children and staff with other diagnoses (stomach flu, strep throat) that explain the symptoms, or when a health care provider says symptoms are connected to a pre-existing condition.
Siblings and household members also stay home for 14 days.	For symptoms consistent with COVID-19, contact your health care provider for guidance.	Stay home until symptoms have improved. Follow specific return guidance from the health care provider.
Negative test result but symptoms with no other diagnosis: Stay home at least 10 days since symptoms first appear and until no fever for at least 3 days without medication and improvement of other symptoms.	Symptoms are: New onset cough or shortness of breath, fever, chills, muscle pain, sore throat, loss of sense of smell or taste, and gastrointestinal symptoms of diarrhea, vomiting or nausea.	If symptoms related to a pre-existing condition change or worsen, talk to a health care provider to determine next steps.
Siblings and household members also stay home for 14 days.	Siblings and household members stay home until the person is tested or guided by your healthcare provider.	Siblings and household members do not need to stay home.
Holy Trinity will be in contact with Morrison County Public Health for guidance.		Individuals must be 24 hours symptom free without medication or 24 hours after starting antibiotics to return to school.
Families will be notified of lab confirmed COVID-19 in the building.	The administrator will work with Morrison County Public Health to determine best procedures.	The school nurse will be part of the procedures.

COVID-19 RELATED ISOLATION ROOM

To minimize transmission of COVID-19, students displaying COVID-19 symptoms will be isolated in the nurse's office until they can be picked up by a family member. In addition to face coverings, additional safety precautions are required for the school nurse and/or any staff supporting students in isolation spaces when distance is not possible. These precautions may include eye protection (e.g., face shield or goggles), gloves and disposable gowns or washable outer layers of clothing depending on the duration of contact, especially if the individual may come into close contact with bodily fluids.

TRAVEL

We ask that Holy Trinity families and staff use good judgment and try to limit any nonessential travel within the states. Students, teachers, staff or visitors who have traveled internationally within the past 14 days will be automatically prohibited from entering the school. Staff and students may return to school, if they remain symptom-free after 14 days. For the duration that they are at home, they will be expected to attend school using distance-learning methods.

PHYSICAL DISTANCING AND FACE COVERINGS IN SCHOOL

School is a place where natural and meaningful interaction occurs and finding opportunities to maintain that culture while reducing interaction between students from other classrooms will support the goal of reducing exposure possibilities. Each classroom will be a cohort group. The cohort group will stay together as much as possible throughout the day and from day to day, limiting mixing as much as possible.

- Recess and lunch cohort groups:
 - Preschool, K-Readiness, Kindergarten
 - First and Second grade
 - Third and Fourth grade
 - Fifth and Sixth grade

Face covering wearing is an executive order in the State of MN. Holy Trinity School is required to abide by the order. Face coverings are meant to protect other people in case the wearer does not know they are infected. They are to be worn by all persons ages 6 and up. The face covering must be worn over the mouth and nose completely when in a school building or using school transportation. Face coverings should not be placed on anyone who has trouble breathing or is unconscious, anyone who is incapacitated or otherwise unable to remove the face covering without assistance, or anyone who cannot tolerate a face covering due to a developmental, medical, or behavioral health condition.

Types of allowable face coverings:

- Paper, disposable, or cloth mask
- Scarf
- Neck gaiter

Contact the administrator for discussion:

- Face shield - A face shield can be worn when it is problematic to use a face covering. It is not an alternative to face coverings.

Families will be asked to supply and maintain face coverings for their children. The school will have some available for students, staff, and guests. Staff and students will be trained on the proper use of face coverings.

LOCATION	PROTOCOLS	FACE COVERING AGE 6 AND UP
HALLWAYS STAIRS	Only one classroom in the hallway by lockers at a time. Mark stairs one way only - North up and South down, except in emergency situations and when visitors and staff are moving without children present. Hallway from 3 story building to gym addition - only one class passing at a time, do not touch the walls. Gym addition hallways - only one class passing at a time, do not touch the walls or stair railing.	Yes
CLASSROOM	Scenario 1: Desks 3'-6' space Scenario 2: Desks 6' space Tables - plastic dividers Floor - seating circles	In the classrooms, children will wear face coverings as deemed necessary by the teacher and proximity to others in the classroom. No, teacher presenting, 6' apart & face shield. No, teacher alone
LOCKERS	Assign lockers every other one. If not enough lockers on a floor, locate siblings next to each other.	Yes
BATHROOMS	Only the # of students allowed as stalls and sinks. Put up signage on # allowed in the bathroom at a time. Mark floor outside with distancing circles	Yes

CHURCH	Students will be seated in classroom cohorts. A pew separating each classroom.	Yes
LUNCHROOM	Mark floor with distancing circles for entrance Mark tables with seating circles, at least 3'-6' distance Hand and face washing protocol Line up on distancing circles for exit	Yes, in line No, eating No, washing Yes, in line
OFFICES	Maintain 6' distance when more than one person is in location. Office staff is a cohort.	No, if alone or in the office cohort maintaining 6' distance for less than 15 minutes. Yes, if more than one
ENTRANCE	Mark floor with distancing circles	Yes
DISMISSAL	Staff will bring students outside for dismissal.	Yes
SPECIALISTS	Music, Computer, and Library go to classroom Physical Education in the gym or outside	In the classrooms, children will wear face coverings as deemed necessary by the teacher, proximity to others in the classroom, and activity for PE & Music. No: teacher presenting, 6' apart & face shield. No: teacher alone.
ASSEMBLY LITURGY	The number attending an assembly will be based on the amount of space available for social distancing	Yes
RECESS	Students attend recess in cohort groups.	No

COMMUNICATION AND SIGNAGE

Communication is key for any plan to be effective. Holy Trinity will share and communicate the health and safety protocols that are in place for the safe return of students and staff to school.

- The preparedness plan will be shared with families and staff members.
- Clear instructions will be provided to families, staff, and visitors on how to enter the building and when you cannot enter the building. These will be posted by the entrance doors.
- Post communications on the website, social media, and email through Fast Direct.

- List of signs to be posted by entrances and other locations, as determined, in the building:
 - Face covering
 - Social distancing
 - Not feeling well stay home
 - Handwashing

ATTENDANCE:

Students:

- Policy #503 states - Holy Trinity Catholic School will adhere to the regulations of the State of Minnesota concerning school attendance. The regulations are published in the parent handbook. Based on the attendance requirements for the handling of suspected or confirmed cases of COVID-19, Holy Trinity will extend the number of days a child can be absent from school, as long as there is communication between school and home.

Staff:

- The staff policy relating to COVID-19 will be in the staff handbook.

TRANSPORTATION

Holy Trinity will consult with the Pierz School District on transportation planning. Families will be surveyed on the ability to transport children to and from school. This information will be used to arrange transportation in scenario 1 or 2. Children are required to wear face coverings on the bus.

PROTOCOL	BUS	VEHICLE
Drop off location	Front of school	Church parking lot and parent supervises safe crossing of street
Door entrance	Door #2	K-6: Door #1 PK & K-Readiness: Arrange with teacher
Pick up procedure	2:55 Dismissal with staff to bus Busses park on the street in front of the school 3:05 Busses leave the school	3:10 Earliest parents can arrive for pick-up 3:15 Dismissal with staff to vehicle A detailed parent pick up plan will be developed and shared with parents.

PREPAREDNESS FOR DISTANCE LEARNING

- See Section “Curriculum and Instruction” Action Plan for distant learning plan.
- Local point of contact is Morrison County Public Health; Cindy Nienaber RN, BSN, PHN, Nursing Supervisor, Morrison County Public Health will analyze daily infection rates and notify the administrator in advance, if there is a spike which may lead to distance learning.
- The administrator will communicate with staff and families the possibility of moving to distance learning, thus providing some time for preparation.

ASSESSMENT OF PLAN COMPLIANCE AND EFFECTIVENESS

- The preparedness plan will be assessed and revised based on recommendations and/or requirements from the Diocese of St. Cloud, Morrison County Public Health, CDC, MDH, and MDE.
- The plan effectiveness will be dependent on the cooperation of staff and families to follow the expected protocols and area infection rate. The administrator will work with staff and families to clarify protocols, as needed.

SECTION 2: HEALTH AND WELL-BEING**CLEANLINESS AND DISINFECTING PROCESSES**

- The custodians will establish a schedule for routine environmental cleaning and disinfection of frequently utilized spaces, high-touch surfaces and shared equipment throughout the day using EPA-approved disinfectant for COVID-19.
- Appropriate PPE will be provided for staff responsible for disinfecting assigned locations.
- The administrator will work with custodial staff to ensure they have appropriate tools and supplies to effectively implement a plan for routine environmental cleaning and disinfecting.
- Appropriate cleaning times will be established to avoid cleaning products near children and ensure there is adequate ventilation to prevent children or staff from inhaling toxic fumes.
- Each classroom will be supplied with adequate cleaning and disinfectant equipment allowing for time to clean and disinfect between uses.
- Teachers will build routines of hand hygiene into the daily schedule, including handwashing and sanitation breaks. Teach and reinforce handwashing with soap and water for 20 seconds and/or safe use of hand sanitizer.

- Reinforce handwashing during key times including: arrival and dismissal; before and after eating; after using the bathroom; after blowing one's nose, coughing, or sneezing; after touch objects with bare hands that are handled by others.
- Cohort groups are established for playground and gymnasium use to limit combining students that are not typically combined at these settings.

SPACE	FREQUENCY OF DISINFECTING	PERSON RESPONSIBLE	PRODUCT(S) USED
Classroom / Offices	Multiple times each day	Staff, custodians, student	Suprox-D, Super Hil-Aire disinfectant
Restrooms	Multiple times each day	Custodians	Re-Juv-Nal, Suprox-D, Super Hil-Aire disinfectant
Commonly used areas	As needed after use	Custodians	Suprox-D, Super Hil-Aire disinfectant
Hallways	Daily	Custodians	Super Hil-Aire disinfectant
Drinking Fountains	Multiple times each day	Custodians	Suprox-D
Door handles/light switches	Multiple times each day	Custodians	Super Hil-Aire disinfectant
Lunchroom	After each cohort	Lunch staff, supervisors	Bleach water
Playground structure	After each cohort	Custodians	Suprox-D
Playground equipment	After each cohort	Playground supervisors	Suprox-D
Gymnasium	After each cohort	Teacher, custodians	Suprox-D
PE Equipment	After each cohort	Teacher	Suprox-D
Hands-on-materials; technology devices	Clean often and after each use. Limit sharing	Teacher, students	Suprox-D, Super Hil-Aire disinfectant
Children's books & other paper-based materials	Not high risk	NA	NA

HAND HYGIENE AND RESPIRATORY ETIQUETTE

Staff and students will be trained (and re-trained as needed) in appropriate hand washing and respiratory etiquette. Hand sanitizer that contains at least 60% alcohol must be made available when hand washing is not possible. Each classroom and school entrance will have a hand sanitizer dispenser.

PROTOCOLS	LOCATION	RESPONSIBLE
Signage for appropriate hand washing etiquette	Bathrooms Classrooms	Office staff make signage. Office staff and classroom teacher post and maintain.
Signage for appropriate respiratory etiquette	Classrooms Hallways	Office staff make signage. Office staff and classroom teacher post and maintain.
Training for students	Classrooms	Teacher
Training for staff	Workshop week	Administrator / Nurse

DRINKING FOUNTAINS

- Students and staff are encouraged to bring their own water bottles.
- Only the water bottle filling stations will be allowed to be used on water fountains.

FACILITY VENTILATION

- Each classroom and the gymnasium has a univent system. The univent system must be operated by the teacher daily to ensure proper ventilation. Fans and windows can be added for additional ventilation. The custodian should be notified if there are questions on the operation or cleaning of the univent.

PROTECTING VULNERABLE POPULATIONS

- Families and staff members should notify the administrator if they are of high risk for illness due to COVID-19. The administrator will collaborate with the family or staff member to make arrangements for alternative learning or work assignment.

SECTION 3: CURRICULUM AND INSTRUCTION

CURRICULUM PLANNING

The experience of spring 2020 provided an opportunity for teachers to review curriculum maps, reflect on teaching strategies most effective in delivering instruction whether in-house or distance learning, and begin long-range planning for this school year. Families were surveyed to gather the challenges and limitations their children experienced with distance learning. All of this information will be used as we are revising curriculum maps at all school levels to highlight essential standards for the grade level or course, as well as the prerequisite knowledge and skills learners need in order to be successful with new content.

- Teachers will:
 - Prepare a year long plan for each subject area to ensure that a defined unit topic, adherence to standards/objectives, and formative/summative assessment exists.
 - Plan by unit rather than by week or by day ensures that the learning is building toward important outcomes (teach the concept, not limit to time constraints).
 - Participate in a virtual training developed through Resource Training and Solutions to assist in the process of revising curriculum maps.
- Areas to build teaching staff capacity are:
 - Self-care and trauma informed practices.
 - State guidelines on health and safety protocols in light of COVID-19.
 - Safety, COVID-19 hygiene procedures, and behavior expectations.
 - Techniques and strategies for learning in distance-learning and hybrid models.
 - Distance-learning technology, tools, and platforms.
 - Effective formative feedback/assessment and grading expectations.
- Digital Resources
 - Whether learning takes place primarily in distance-learning or in-person, expanded digital resources will ensure students have consistent access to high quality learning tools. Teachers will be trained and apply blended learning strategies, which involve a mix of teacher-directed and self-directed learning.
 - Expanded digital reading and math materials and intervention supports will enable students to benefit from supplemental learning tools beyond what their teachers provide on a daily basis.
- Technology and Connectivity
 - To the greatest extent possible and wherever conducive to learning, Kindergarten through sixth grade will have access to a school-provided computing device (Chromebook or iPad) for use at school to support in-person and at home for distance-learning.

ASSESSMENT

The focus for student assessments within all reopening plans will be to help teachers identify individual students' learning needs and plan for upcoming instruction.

- Assessments, FAST and MAPS, will be used to analyze learning loss and assist teachers in developing students' learning plan.
- Teachers will utilize formative assessments frequently during and after instruction.
- Allow for flexibility, including application of skills, especially in distance learning.
- Prepare to assist students with learning gaps and plan strategic interventions to reteach and fill these gaps.

ATTENDANCE, GRADING AND REPORTING

- Attendance will be required for all learning scenarios - in-person, distance learning or hybrid model. This will ensure shared accountability for learning. Homeroom teachers will take attendance daily and record in FastDirect.
- Holy Trinity will follow the same grading system, except specialist classes, for all learning scenarios. The guidelines for the grading system are in the parent handbook. During distance learning, students will not have specialist classes. Specialists will be assigned other responsibilities to support student learning.
- Communication between teacher and parent is key to student success. Teachers will communicate student progress on a regular basis. Grades for third through sixth graders will be available through FastDirect.

SUPPORTING UNIQUE ACADEMIC, SOCIAL, OR EMOTIONAL NEEDS

- The administrator will consult with the Pierz School District on special education services for students on IEP's. The scenario will determine the type of service being delivered, whether in-house or distance learning. Each child's IEP will be reviewed by the teacher, special education teacher, and administrator to ensure the child is receiving the appropriate services as written in the IEP.
- The administrator will work with teachers to provide paraprofessional support for students based on academic needs.
- Social emotional learning (SEL) strategies, along with faith based support strategies, will be implemented in the classroom to support students. The administrator will provide support for staff through training and daily interactions.

ADDRESSING STUDENTS / FAMILIES ON DISTANCE LEARNING

The teaching staff and administration will collaborate together to revise the spring distance learning plan in August. Information from experiences and surveys will be used as resources. The plan will be shared with families.

- The teachers will establish norms about student expectations during distance learning.
- Families will be supported through communication and assisting with student learning.
- Teachers will meet with students and parents to set goals, communicate norms, create a schedule, break down assignments, and make arrangements, if internet access is a problem.
- The Acceptable Use Policy will be reviewed by staff, students, and parents.
- Families will be alerted to the Children’s Online Privacy Protection Act (COPPA).

ADMINISTRATIVE CONSIDERATIONS

Throughout the school year there may be other considerations required that are not listed at this time.

- Adjustments in staff positions to accommodate the learning plans for students, sanitation needs of the facility and lunch / recess protocols and supervision may be made.
- Focus on improving, designing and delivering flexible instruction both in-person and distance learning.
- Provide teachers time for collaboration, adjustments, and support.
- Consideration for changes in staff evaluation process.
- Plan for staffing in the event of staff shortage due to COVID-19.
- Plan for the MNSAA accreditation team visit in March 2021.

SECTION 4: CREATING AND MAINTAINING COMMUNITY

Creating and maintaining relationships is the hallmark of Catholic education. Even amidst these unique challenges, strong communication and relationships are a priority. At the very heart of the school is the celebration of the Liturgy and prayer. The staff will work together in planning, inviting, and collaborating with parents to continue the “family” environment of Holy Trinity School.

OPEN HOUSE

The open house tradition of gathering, visiting, and eating together will be different this school year due to the protocols for social distancing. There will be two open houses, one for early learning education program and one for grades K-6. At the open house, families will stay together, take a family photo, visit each child's classroom and turn in packet forms. Family members will need to wear face coverings in the school.

- PACKET PICK UP OR MAILING
 - Family open house packets will be available for pick up at door #1 in the entrance on August 17th and 18th.
 - Packets not picked up will be mailed on August 19th.
 - The packets will contain the forms to be completed and returned at open house.

- PRESCHOOL AND K-READINESS OPEN HOUSE - WEDNESDAY, AUGUST 26, 2020
 - The teachers will contact families to set up a time to visit the classroom.
 - Please enter door #2.
 - Turn in packet forms.
 - Take a family photo.
 - Children can bring supplies.
 - (Families with children in grades K-6 may wait to visit the classroom on K-6 open house day.)

- KINDERGARTEN THROUGH GRADE SIX OPEN HOUSE - TUESDAY, SEPTEMBER 1, 2020
 - Families will be surveyed, if they can attend 8-11, 12-3, or 4-7. A schedule will be set up and families notified of their family open house time.
 - Please enter door #2.
 - Turn in packet forms.
 - Pay lunch / milk bill.
 - Take a family photo.
 - Children can bring supplies.
 - Visit classrooms.

FAITH LIFE AND SOCIAL OPPORTUNITIES

The administrator will work in collaboration with pastors and teachers to develop a plan for liturgy that includes social distancing and safety protocols for students, staff, and parishioners. Parents will be notified through the weekly administrator newsletters, FastDirect, and social media.

The teachers and administrator will review the rituals, prayer opportunities, and other faith gatherings to consider other new ways to celebrate traditions and rituals that celebrate our school community and meet the safety protocols. These will be communicated with families through classroom and administrator newsletters, FastDirect and social media.

Throughout the year, there are many opportunities to gather as a community. As we move through the year, and based on the guidelines of MDH, CDC, and local COVID-19 numbers, the way we gather may change. These will be planned as we move forward. They will include opportunities for in-person and/or virtual connections.

GRATEFUL FOR OUR SCHOOL FAMILY

The year will be a journey of working together to create a faith-filled, positive, welcoming, health, and safe environment for our children and employees. Thank you to the preparedness committee members for providing input for this plan. The plan probably doesn't cover every situation that will arise, but we will work together by researching and problem solving solutions. If there are any questions, please contact the administrator, Debra Meyer Myrum.

POST FOR DAILY SCREENING

STUDENT AND STAFF DAILY HEALTH SCREENING CHECKLIST

Post the daily health screening checklist in a prominent place in your home.

Complete this short checklist each morning and report any illness to the school. If symptoms, see the decision tree on the backside of this checklist.

	Temperature 100 degrees Fahrenheit or higher
	Sore throat; loss of taste or smell
	New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
	Diarrhea, vomiting, or abdominal pain
	New onset of severe headache, especially with a fever
	Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
	Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person under quarantine for possible exposure to COVID-19.

DECISION TREE FOR PEOPLE WITH ILLNESS

LAB CONFIRMED COVID-19 TEST	SYMPTOMS CONSISTENT WITH COVID-19	OTHER DIAGNOSIS
Positive test result: Stay home at least 10 days since symptoms first appeared and until no fever for at least 3 days without medication and improvement of other symptoms	Recommended to go take a COVID-19 test and wait for test results. (See Lab Confirmed COVID-19 test for protocols)	For children and staff with other diagnoses (stomach flu, strep throat) that explain the symptoms, or when a health care provider says symptoms are connected to a pre-existing condition.
Siblings and household members also stay home for 14 days.	For symptoms consistent with COVID-19, contact your health care provider for guidance.	Stay home until symptoms have improved. Follow specific return guidance from the health care provider.
Negative test result but symptoms with no other diagnosis: Stay home at least 10 days since symptoms first appear and until no fever for at least 3 days without medication and improvement of other symptoms.	Symptoms are: New onset cough or shortness of breath Fever, chills, muscle pain, sore throat, loss of sense of smell or taste, loss of smell and gastrointestinal symptoms of diarrhea, vomiting or nausea,.	If symptoms related to a pre-existing condition change or worsen, talk to a health care provider to determine next steps.
Siblings and household members also stay home for 14 days.		Siblings and household members do not need to stay home.
Holy Trinity will be in contact with Morrison County Public Health for guidance.		Individual must be 24 hours symptom free without medication or 24 hours after starting antibiotics to return to school.
Families will be notified of lab confirmed COVID-19 in the building.		

PREPAREDNESS PLAN VERIFICATION FORM

(Sign and return to the school office)

Parents and staff must read and understand the preparedness plan. The plan provides the health and safety protocols that will be implemented by Holy Trinity School, along with curriculum and instruction guidelines and creating and maintaining a healthy community. The plan was developed using guidelines from the Diocese of St. Cloud, Minnesota Department of Education, Minnesota Department of Health, and CDC.

Print Name: _____

____ I have read and understand the preparedness plan protocols that will be implemented by Holy Trinity School.

____ I will complete the daily health screening for each child or as a staff member.

____ I will notify the school of any illness that prevents my child or myself (staff member) from daily attendance.

____ (Staff member or volunteer only) I have been trained in the preparedness plan protocols.

Signature: _____

Date: _____