

COVID-19 Preparedness and Response Plan

Revised 3:00PM
08/12/2020

Name of School: Trinitas Classical School

Address: 1934 52nd Street SE, Grand Rapids, MI

Nonpublic School Code Number: 41160

Web Address of the Nonpublic School: www.trinitasclassical.org

Name of Intermediate School District: Kent ISD

Preparedness Plan Introduction

Governor Whitmer's [Executive Order 2020-142](#) "provides a structure to support all schools in Michigan as they plan for a return of pre-K-12 education in the fall. Under the order, school districts must adopt a COVID-19 Preparedness and Response Plan laying out how they will cope with the disease across the various phases of the [Michigan Safe Start Plan](#). In turn, the accompanying Michigan Return to School Roadmap offers a guide to the types of safety protocols appropriate during each phase. There's no one-size-fits-all solution: What works in Lansing may not work in Sault Sainte Marie. Districts will retain the flexibility to tailor their instruction to their particular needs and to the disease conditions present in their regions." (EO-2020-142)

Each district (public, public school academy (PSA), nonpublic, and intermediate school district (ISD) that educates pre-K-12 students) shall submit a single completed Assurance Document and Preparedness Plan to its Board in time for approval by August 15 or seven days before the first day of school, whichever comes first. This template, when completed, serves as a single Assurance Document and Preparedness Plan.

The Preparedness Plan will be collected by the Intermediate School District for public school districts, the authorizing body for public school academies, or the chief/designated school administrator for nonpublic schools for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan must be posted on the district's/PSA's, or nonpublic school's public website home page no later than August 17, 2020.

Preparedness Plan Assurances

The school agrees to meet all of the following requirements of Executive Order 2020-142

- The school will provide in-person and remote instruction to all students as circumstances require, consistent with any individualized education programs (IEPs).
- During **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* the school will close its building to anyone except employees, directors, or contractors necessary to conduct minimum basic school operations consistent with a Preparedness Plan, and other persons necessary to facilitate alternative modes of instruction, such as distributing materials and equipment or performing other necessary in-person functions. The school will suspend all in-person extra-curricular and after-school activities.
- During **Phase 4** of the *Michigan Safe Start Plan* the school will not hold indoor assemblies that bring together students from more than one cohort, unless they have a religious or expressive purpose or are otherwise protected by the First Amendment to the Constitution of the United States of America.
- The school will cooperate with the local public health department if a confirmed case of COVID-19 is identified and agrees to collect the contact information for any close in-school contacts of the affected individual based on the then-current guidelines from the local health department.

Preparedness Plan

Every district must develop and adopt a COVID-19 Preparedness and Response Plan (“Preparedness Plan”) that is informed by [Michigan’s 2020-21 Return to School Roadmap](#) (“Return to School Roadmap”) from the COVID-19 Task Force on Education and Return to School Advisory Council.

In accordance with Executive Order 2020-142 a plan must include all the following parts:

- A. The policies and procedures that the District will follow when the region in which the district is located is in **Phase 1, 2, or 3** of the *Michigan Safe Start Plan*.
 - 1. Describe how the district will offer alternative modes of instruction other than in-person instruction and a summary of materials each student and the student’s parents or guardians will need to meaningfully access the alternative modes of instruction included in the Preparedness Plan. If the Preparedness Plan relies on electronic instruction, the Preparedness Plan must consider how the district will aid students who lack access to computers or to the internet. This is also in the Continuity of Learning and COVID-19 Response Plan submitted in April. You may want to update and link to this plan in your response below.

Implementation Plan:

Trinitas plans to offer a hybrid model of instruction using online learning platforms as the primary mode of instruction (e.g., Office 365 for Education, Zoom). Although the school has applied to receive a limited number of devices through the Education Stabilization Fund created by the U.S. Department of Education to provide equitable services to students and teachers in non-public schools, families should plan to supply a device. If CARES Act funds do provide the school with devices, these devices will be checked out to students that do not have access to them at home, to the extent feasible.

Students will also have access to instructional materials through hardcopy packets. All students will have access to grade-level/course textbooks/resources as needed to complete their work. Families will still be responsible for the standard school supplies (i.e. paper, pencils, etc.) identified on the School Supply List published in June/July. Teachers will work with parents as needed to develop personalized and realistic education plans for their child. The school and its families will work together to allow for full student participation.

Teachers/Staff will be expected to have weekly two-way communication with students. This may be done through the use of technology (e.g., virtual meeting, email) or through phone calls. Teachers will communicate multiple times each week through the instructional platform (i.e., Office 365 for Education, Zoom), with an emphasis on continuing to build relationships and maintain connections. The school will encourage relationships between students through technology (virtual meetings, email), by phone, or by having students write letters to classmates.

Classroom content will be delivered through the online platform (Office 365 for Education, etc.). Teachers will be accessible for synchronous instruction (virtual meetings/office hours) at least once per week and asynchronous instruction through pre-made videos/lessons multiple times per week. Instructional packets will be distributed to families as needed. Plans will be communicated through classroom newsletters on the school website and through emails to the parent/guardian and/or student.

Teachers will monitor student access and assignment completion on a regular basis within the instructional platform and provide feedback to students on assignments through the instructional platform as they are completed. Instructional packets will be collected regularly as directed so that teachers may review the materials and provide feedback to the student during their weekly communication. Feedback from the teacher will include examples to

support student learning as needed. An example of this may be providing a student that is struggling with double-digit subtraction additional practice and several written examples with the steps. A phone call would also be used as a follow-up if needed.

Teachers will monitor student wellness, engagement, and completion of assignments. Inconsistent assignment completion and/or communication with a student will be brought to the attention of the parent(s); a pattern of unresolved concerns or inconsistent communication with the parent(s) will be brought to the attention of the dean of students to develop a plan to connect with the student and family.

Parents and/or students may request support from teachers/staff at any time by email, through the communication tools within the learning platform, or by calling the school office. Teachers will monitor and assess the needs of students and families and bring any needs to the attention of the headmaster or dean of students. The headmaster will hold weekly virtual meetings with teachers and other key staff to identify any additional students or families in need.

B. The policies and procedures that the District will follow when the region in which the District is located is in **Phase 4** of the Michigan Safe Start Plan. Those policies and procedures must, at a minimum, include:

1. **Personal Protective Equipment (Face coverings)** (p. 22)

- a. Please describe how the district will implement **requirements** for facial coverings that at a minimum require the wearing of face coverings, except during meals and unless face coverings cannot be medically tolerated, for:
 - i) All staff and all students in grades preK-12 when on a school bus.
 - ii) All staff and all students in grades preK-12 when in indoor hallways and common areas.
 - iii) All staff when in classrooms.
 - iv) All students in grades 6 and up when in classrooms.
 - v) All students in grades kindergarten through grade 5 unless students remain with their classes throughout the school day and do not come into close contact with students in another class.

Implementation Plan:

- € The expectations for face coverings will be included in parent communications, handbooks, parent orientations, and staff orientations. (Aug. 9 - Sept. 9)
- € Students and parents will sign-off on their awareness of these policies before the students are permitted to enter the classroom on the first day of school. (Completed by Sept. 3)
- € Building signage will be prominent throughout the school and clearly identify who is required to wear face coverings in each designated area of the building. (Completed by Aug. 15)
- € Face coverings will be worn by staff except for meals.
- € Fabric face coverings will be obtained by every staff member or provided by the school for staff members. (Delivery taken by Sept. 3)
- € K-6 teachers will be encouraged to wear clear face coverings during instruction. Any teacher at any grade level may also choose to wear a clear face covering. (Delivery taken by Sept. 3)
- € All students will wear masks in hallways and common areas (except during meals) if they will potentially come into close contact with anyone outside of their cohort.

- € K-6¹ students will not be required to wear a face covering once they are situated in the classroom. If a classroom activity places them in close (2 feet or less) proximity to other students, face coverings may be required.
- € Students in grades 7/8 will be required to wear a face covering throughout the school day except during meals.
- € Student masks will be provided by the student's family and, when not worn, will be kept in a paper bag labeled clearly with the student's name.
- € Individuals (staff or students) who claim medical exemption will need to meet with the headmaster to provide rationale and documentation. (Continuous throughout the school year). Exempted individuals will be recorded in a master database, and their exemption will be communicated to all staff.
- € Staff and students will wash their own fabric face coverings daily as directed by the manufacturer. (Beginning on the first day of staff reporting). Disposable face coverings will be disposed of at the end of each day.
- € Students who are capable of wearing a face covering and refuse to do so in an area where a face covering is required will be issued a face covering by a staff member and asked to put the face covering on. The instance will be documented in the classroom notebook.
- € Students showing patterns of non-compliance will be sent home and placed into remote instruction until the student agrees to comply with this safety protocol. Parents will be notified of each instance of non-compliance by the teacher or school office. Repeated removals from the school building will result in extended placement into remote instruction.
- € Staff who are capable of wearing a face covering and refuse to do so will be addressed by the school administrator and could face progressive disciplinary measures up to and including termination.
- € In instances of uncertainty about individuals not wearing face coverings, the matter will be relayed to the school administration for review and any necessary action.

2. Hygiene

Implementation Plan:

- K-6 classrooms will be supplied with a fixed handwashing station. Other classrooms will be supplied with hand sanitizer.
- Supplies (paper towels, soap, hand sanitizer, tissues, trash receptacles) will be checked daily and restocked in the classroom.
- Teachers will contact the office immediately if supplies run out during the school day.
- Each classroom will have a hygiene protocol with timelines that are posted and communicated via newsletters, web pages, bulletin boards, and the like. It will include
 - Hand-washing schedule (at a minimum: after arrival, before and after snack, lunch, and recesses)
 - Room and materials cleaning schedule
- Teachers will instruct students on the first day of school and reinforce weekly or more often as needed about
 - proper handwashing
 - how to cough and sneeze into their elbows, or to cover with a tissue and dispose of it in the trash and follow up with hand washing/sanitizing
- Proper mitigation strategies including hand washing and sneezing will be

¹ In consultation with Kent County Health Department, 6th graders have been grouped with PreK-5 in the Implementation Plan. The 5th and 6th grades are combined in one classroom, and the number of students does not exceed 20. (Recommended by Kent County Health Department on July 27, 2020)

communicated to families via newsletters, web pages, bulletin boards, and the like. Parents and caregivers will be asked to review and reinforce with their students.

- Custodial staff will
 - Procure adequate soap, hand sanitizer, paper towels, tissues as needed
 - Monitor hygiene supplies and refill daily as needed
- Office staff will post signage related to cleaning and hygiene strategies in each restroom and throughout the hallways before Sept. 3.
- Sharing school supplies will be limited, and each students' personal items will be kept in individually labeled cubbies, containers, or lockers.
- A list of personal supplies will be generated as appropriate for each grade level and posted to the school website.

3. Spacing, Movement and Access

Implementation Plan:

- ⊘ Wherever possible, desks will be spaced six feet apart in classrooms. Where this is not possible, spacing between desks will be maximized.
- ⊘ In classrooms where large tables are utilized, students will be spaced as far apart as feasible. Spacing under six feet will require the approval of the headmaster.
- ⊘ All student seats will be arranged to face the same direction in the classroom.
- ⊘ Classroom windows should be open as long as possible when the room is occupied, weather permitting.
- ⊘ Teachers will maintain six feet of spacing between themselves and students as much as possible.
- ⊘ Signs will be posted at all handwashing stations (including bathrooms) regarding proper handwashing techniques.
- ⊘ Guests to the school building will be issued a disposable face covering upon signing in at the main office and will be instructed to wear the face covering at all times. If guests do not comply, they will not be permitted to remain in the building.
- ⊘ Records, including date and time, will be kept of guests entering and exiting the building.
- ⊘ As much as possible, the school will prevent the mixing of cohorts in hallways.
- ⊘ As needed, art and music classes may occur in the regular classroom.
- ⊘ When possible, physical education classes will be conducted outside.
- ⊘ When possible, staff will monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa. Parents will be asked to remain outside the building unless business requires them to enter the building.

4. Screening

Implementation Plan:

- ⊘ The school will work with Kent County Health Department regarding up-to-date protocols for screening students and staff.
- ⊘ The school will identify an area to serve as an isolation area for students who become symptomatic during the school day.

- € Students who develop a fever or become ill with COVID-19 symptoms at school will wash their hands, then remain in the isolation area wearing a mask until they are picked up by their parent or guardian or emergency contact.
- € From the time of identification of potential infection, a student will not be left unattended by a designated staff member.
- € Parent communication will be made immediately with clear and concise directions on where and how to pick up the student.
- € Office staff will contact the family after removal to communicate the requirements that need to be met before the student can safely return to school.
- € All school staff will be required to conduct a health safety self-assessment at home prior to coming to work, verifying in electronic or paper form that they are safe to work. This will include taking their temperature and reporting this daily on the form.
- € Families are encouraged to check their child's temperature at home every morning using oral, tympanic, or temporal scanners; students with a temperature of 100.4 F or greater must stay home and consider coronavirus testing if symptoms of COVID-19 are present.
- € Families are asked to monitor their children for symptoms of COVID-19. The presence of any COVID-19 symptoms identified by the CDC should prompt the family to keep the student home from school and to follow up with a primary care provider.
- € Staff who are unable to work due to displaying COVID-19 symptoms will be required to report this to the school through direct phone/text communication with the headmaster. The school office will follow up with any symptomatic staff member to communicate the requirements that need to be met before they can safely return to school. Any COVID-19 test results should be reported back to the school as soon as available.
- € Confirmed positive or pending results will be handled according to the paths presented by Kent County Health Department in the School Teachers and Administrators COVID-19 Toolkit until otherwise directed by the health department.

5.-6. Testing and Responding to Positive (and Pending) Cases

Implementation Plan:

- The school will use the protocols (including contact tracing) provided by Kent County Health Department in the School Teachers and Administrators COVID-19 Toolkit until otherwise directed by the health department.
- Students who develop a fever or become ill with COVID-19 symptoms at school will wash their hands, then remain in the isolation area wearing a mask until they are picked up by their parent or guardian or emergency contact.
- Staff who develop a fever or become ill with COVID-19 symptoms at school will be sent home.
- Students or staff who exhibit COVID-19 symptoms at school will not be permitted to return to school without 1) a note from their regular medical provider, OR 2) a confirmed negative COVID-19 test result, OR 3) quarantining for 14 days and monitoring for symptoms.
- Families will be notified of the presence of any laboratory positive or clinically diagnosed cases of COVID-19 in the classroom and/or school to encourage closer observation for any symptoms at home.
- Families should contact the school if
 - Their student is confirmed to have COVID-19, or
 - Their student is symptomatic and has a pending lab result for COVID-19, or
 - Their student is a close contact to a confirmed COVID-19 case, or

- A household member of their student has been confirmed to have COVID-19, or
- A household member of their student is symptomatic, pending results, and has had close contact with a known case, or
- A household member of their student has had close contact to a known case of COVID-19
- The above scenarios apply equally to staff.
- Students/staff with past proven cases of COVID-19 or antibodies will still need to quarantine according to the required protocols. We are still learning about the virus and there is a possibility of reinfection.

7. Food Service, Gathering, and Extracurricular Activities

Implementation Plan:

- The school will not hold indoor assemblies that bring together students from more than one cohort, unless they have a religious or expressive purpose or are otherwise protected by the First Amendment to the Constitution of the United States of America. If an assembly is held, people from different cohorts will not come into “close contact” with one another. “Close contact” is defined by Kent County Health Department as being within 6 feet of a person for more than 15 minutes with or without a mask.
- Students will eat in classrooms or outside.
- If a common area must be used for eating, seating will be arranged to maintain six feet of distance between students.
- Students and staff will wash hands before and after eating.
- Recess will be conducted outside whenever possible.

8. Athletics

Implementation Plan:

- Trinitas does not operate any athletic groups, clubs, or teams that fall under guidance published by the Michigan High School Athletic Association (MHSAA) and/or the National Federation of State High School Associations (NFHS).

9. Cleaning

Implementation Plan:

- ⊘ An inventory related to all cleaning supplies that are in compliance with EPA approval related to COVID-19 will be taken and orders will be made to address increased cleaning protocols.
- ⊘ Cleaning stations will be identified around the building that hold materials for usage in different rooms.
- ⊘ All classrooms will be provided materials necessary to address new cleaning protocols.
- ⊘ School and Building Administrators will tour the building and identify and document areas of frequent usage throughout the building.
- ⊘ Classroom teachers will ensure that frequently touched surfaces in their rooms

including student desks/tables, light switches, door handles, soap dispensers, and faucet handles are disinfected at the beginning of school each day. Office staff will do the same in the office.

- € Classroom teachers will ensure that student desks are wiped down with an approved disinfectant before snack and again before lunch in the classroom.
- € Custodial staff will wipe down all high frequency usage areas (e.g., handrails and bathrooms) at least once daily.
- € All special classrooms (i.e., art, music, gym and media centers) will have approved cleaning supplies. The teacher of record for the area will wipe down all frequently used materials after each class has exited with the approved disinfectant. This will occur prior to the entrance of the next class.

10. Busing and Student Transportation

Implementation Plan:

- Trinitas does not provide busing or transportation of students to or from school on a daily basis.
- Special events and/or trips that would involve busing students will be suspended when the school's region or the destination region is in Phase 4.

C. Describe the policies and procedures that the district will follow when the region in which the district is located is in Phase 5 of the Michigan Safe Start Plan.

1. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

Personal Protective Equipment

- € The expectations for face coverings will be included in parent communications, handbooks, parent orientations, and staff orientations. (Aug. 9 - Sept. 9)
- € Students and parents will sign off on their awareness of these policies before the students are permitted to enter the classroom on the first day of school. (Completed by Sept. 3)
- € Fabric face coverings will be encouraged for staff and for 7-8 students, especially when the recommended social distance of six feet cannot be maintained.
- € K-6 teachers who wear a face covering will be encouraged to wear the clear mask during instruction.
- € Staff will wash their own fabric face coverings daily as directed by the manufacturer. (beginning on the first day of staff reporting)
- € K-6 students will be encouraged to wear a mask if classroom activity places them in close (2 feet or less) proximity to other students.
- € Guests to the school building will be encouraged to wear a mask if their activity will bring them within the recommended social distance of six feet. They will be offered a disposable face covering upon signing in at the main office.

Hygiene – Same protocols as in Phase 4 above

Spacing, Movement and Access

- € Spacing between student desks will be maximized.

- € In classrooms where large tables are utilized, students will be spaced as far apart as feasible.
- € Classroom windows should be open as long as possible when the room is occupied, weather permitting.
- € Guests to the school building will be offered a disposable face covering upon signing in at the main office if their visit may bring them within the recommended social distance of six feet of another person.
- € Records, including date and time, will be kept of guests entering and exiting the building.

Screening

- € The school will refer to guidelines from the CDC and/or Kent County Health Department regarding up-to-date protocols for screening students and staff.
- € The school will identify an area to serve as an isolation area for students who become symptomatic during the school day.
- € Students who develop a fever or become ill with COVID-19 symptoms at school will wear a mask until they are picked up by their parent or guardian or emergency contact.
- € Students or staff who exhibit COVID-19 symptoms will not be permitted to return to school without 1) a note from their regular medical provider, OR 2) a confirmed negative COVID-19 test result, OR 3) isolating according to CDC guidelines.
- € Records, including date and time, will be kept of guests entering and exiting the building.
- € All school staff will be encouraged to conduct a health safety self-assessment at home prior to coming to work.
- € Staff or students with a temperature of 100.4 F or greater must stay home and consider coronavirus testing if symptoms of COVID-19 are present.
- € Families are asked to monitor their children for symptoms of COVID-19. The presence of any unexplained symptoms, including cough or shortness of breath, should prompt the family to keep the student home from school and to follow up with a primary care provider.

Testing and Responding to Positive Cases – Same protocols as in Phase 4 above

Food Service, Gathering, and Extracurricular Activities

- Students and staff will wash hands before and after eating.
- Recess will be conducted outside whenever possible.

Athletics – Same protocols as in Phase 4 above

Cleaning – Same protocols as in Phase 4 above

Busing and Student Transportation

- € Trinitas does not provide busing or transportation of students to or from school on a daily basis.
- € Special events and/or trips that would involve busing students may be considered when both the school's region and the destination's region are in Phase 5 or better. Additional safety protocols will include cleaning of high-touch surfaces, encouraging masks for all ages, and hand washing or hand sanitizing when boarding and exiting the vehicle. Weather permitting, windows may be kept open while the vehicle is occupied to help reduce spread of the virus by increasing air circulation, if appropriate and safe.

2. Indicate which highly recommended protocols from the *Return to School Roadmap* the district will not include in its Preparedness Plan when the region in which the district is located is in **Phase 5** of the *Michigan Safe Start Plan*.

- During **Phase 5** of the *Michigan Safe Start Plan* the school may hold indoor assemblies that bring together students from more than one cohort provided that people from different cohorts do not come into “close contact” with one another. “Close contact” is defined by Kent County Health Department as being within 6 feet of a person for more than 15 minutes with or without a mask.
- During **Phase 5** of the *Michigan Safe Start Plan* the school may hold outdoor gatherings that do not comply with future executive orders that set caps on congregations of people, especially if such gathering is of a religious or expressive nature. People from different households will maintain six feet of distance from one another.

D. After considering all the protocols that are highly recommended in the *Return to School Roadmap*, please indicate if a school plans to exclude protocols that are highly recommended for any of the categories above in **Phase 4**.

No, the school does not plan to exclude protocols that are highly recommended for any of the categories above in **Phase 4**.

Final Steps for Submission

Each district shall submit a single completed Assurance Document and Preparedness Plan to its Board of Education (in the case of a PSA, the Academy Board of Directors; in the case of a nonpublic school, the chief or designated school administrator) in time for approval by August 15 or seven days before the first day of school, whichever comes first.

Date of Approval by the nonpublic school chief/designated school administrator:
August 12, 2020

Signature of nonpublic school chief/designated school administrator: Peter Marth

Link to the approved Plan posted on the District/PSA/nonpublic school website:
www.trinitasclassical.org

The Preparedness Plan will be collected by the Intermediate School District for public school districts, the authorizing body for public school academies, or the chief/designated school administrator for nonpublic schools for transmission to the State Superintendent of Public Instruction and State Treasurer by August 17, 2020. Additionally, this Preparedness Plan must be posted on the district's/PSA's, or nonpublic school's public website home page no later than August 17, 2020.

Name of District/PSA/Nonpublic Leader Submitting Plan: Peter Marth, Headmaster

Date Received by the ISD/Authorizing Body/Chief or designated School Administrator: August 12, 2020

Date Submitted to State Superintendent and State Treasurer: