



Educating tomorrow's leaders since 1913

July 31, 2020

Dear HTS Families,

This is a working document, which will be updated due to the rapidly changing response to this pandemic emergency and our ongoing Archdiocese of Hartford, Connecticut State Department of Education, and Federal guidance related to COVID-19. Holy Trinity School established a Return To In-Person Instructional Strategy (RIIT) in June. The team consisted of our Pastor, Principal, Local School Board Members, Teachers, Home School Association, Community Member, University Member, Wallingford Public Schools, Finance, Facilities, Nurse, Athletic Director, Custodian, and Fine Arts.

The Archdiocese of Hartford directed Catholic schools to be open for all students in the fall as long as the guidelines indicate it is safe to do so. The Connecticut State Department of Education allows for Catholic schools full in-person instruction 5 days a week independent of public schools. Public schools are required to provide bussing for Catholic schools regardless if they are in a hybrid model or provide remote learning.

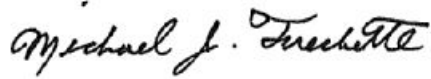
The goal for our schools is to provide safe, continuous learning regardless of the platform upon which our teachers are teaching. Holy Trinity School has created plans for in-person learning (Green Phase), fully remote learning (Red Phase), and a hybrid of the two (Yellow Phase).

The Archdiocese of Hartford as well as the Connecticut State Department of Education requires Holy Trinity School to address the following areas:

- Safeguarding the health and safety of students and staff
- Allowing **all** students the opportunity to return **full-time**
- Monitoring the school, students, and staff for potential school cancellation in the event of COVID-19 spread
- Emphasizing equity, access, and support to the students and communities emerging from this historic disruption
- Fostering strong two-way communication between all stakeholders
- Factoring into decisions about reopening the challenges to the physical safety,

social-emotional well-being, and the mental health needs of our students when they are not in school

Sincerely,



Michael J. Frechette, Ph.D.
Principal

Before Coming to School Each Day

Staying at Home

Parents, students and staff will be instructed to stay home and inform the school nurse if they are sick with COVID-19 related symptoms, test positive for COVID-19 or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.

- The school nurse/administrator is the appropriate person to receive this information in each school.
- Surveillance documents and charting templates have been created to track staff, student and family COVID-19 related symptoms.
- The nurse will provide the latest guidance to the parent, student, and staff and direct them when needed to testing sites. Links to state testing sites, state and CDC Covid-19 resources are available on the Wallingford Public School's website.
- The nurse will consult with and inform the local health department whenever they are notified of a positive COVID-19 test result and for guidance as needed.
- The School nurse will provide presumptive COVID-19 individuals information on how to manage their symptoms at home.

Checklist for Preparing to Come to School

Each day before sending your child to school, we ask that you review the following information to ensure that they are healthy, do not put staff and students at risk, and will have a successful day. In the event that your child has any symptoms on this list, please do not send him/her to school. Contact your health care provider and school nurse for further information and next steps.

People with COVID-19 have had a wide range of symptoms that are similar to many other illnesses and reports range from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

Symptom Checker - Any Symptoms Do Not Come to School

- Fever 100 or greater without fever reducing medication such as Tylenol, Motrin, Advil or Cold Medication
- Cough
- Sore throat
- Shortness of breath
- Difficulty breathing
- Muscle pain
- Chills
- Headache
- Changes in taste or smell
- Nausea, vomiting or diarrhea

*This list does not contain all possible symptoms. CDC will continue to update this list as they learn more about COVID-19.

Please try to make sure that your child has everything that he/she may need for the day in school. We need to limit visitors and movement of students within the buildings to prevent the potential spread of the virus and we need your help. Providing these items ensuring their preparedness is greatly appreciated.

Some ideas of items to provide:

- Chapstick
- Contact lens solution & case and/or spare glasses
- Small package of Kleenex
- Water Bottle
- Personal care products
- Change of clothes, that can be put in a backpack - just in case

Remember to check for the following:

- Lunch or make sure student has lunch money
- Homework
- Chromebook/Notebooks/Books
- Musical instruments
- Sports equipment/uniforms
- Any forms or other materials

Preparing when someone gets sick in school

Parents, students, and staff will be informed that a waiting room has been identified. Anyone presenting with COVID-19 symptoms in any school will be assessed by the school nurse and if warranted sent immediately to the waiting room. The waiting room will be staffed with an adult to monitor anyone in this office and appropriate PPE will be supplied to the monitor. When dismissed to home, parents/guardians are requested to have a plan in place to pick up any student immediately. Any staff member who becomes sick with COVID-19 will be asked to leave. The school nurse will track students with the COVID-19 DAILY LOG IN & Daily Respiratory - COVID-19 Surveillance STUDENT documents.

Staff/Student Return to school

After an absence due to COVID-19 related illness staff/students may report to school with one of the following criteria met:

The CDC has issued guidance for discontinuing home isolation following COVID-19 related illness. This guidance is for non healthcare workers:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

The CDC has identified two strategies that warrant discontinuing home isolation: Symptom-based strategy and Test-based Strategy.

Students and staff returning to school after an absence due to COVID-19 related illness may discontinue home isolation when one of the following symptom-based strategies are met:

- At least 1 days (24 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and**
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); **and,**
- At least 10 days have passed *since symptoms first appeared*.

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

Symptomatic students/staff will not be permitted to return to school until documentation from a medical provider indicates testing was negative and there are no other restrictions, there is no evidence of illness restricting attendance, or it is documented that the individual is no longer contagious. If the result is positive, individuals must comply with CDC guidance.

***As the CDC guidelines continue to change, this will be updated as needed.

Guidance for Non-COVID-19 related illness

A student may return to school after the first 24 hours of various antibiotic treatments for contagious infections (i.e. strep throat, pink eye, etc.).

Riding the School Bus

Per State of Connecticut requirements and guidelines, school buses can run at normal capacity as long as **all students, bus monitors, and drivers are wearing masks**. When entering the bus, students must fill the back seats first. This is to limit student interaction. As always, all students must be in their seats at all times facing forward.

When waiting for the bus, please remind your children to be socially distanced as much as possible.

We ask that you discuss these rules with your child to ensure that they are prepared for the first bus ride of the school year.

Holy Trinity School must comply with these requirements.

Bus Cleaning Protocols

- Disinfecting of vehicles will occur twice per day; once after the AM route and again after the PM route.
- Anti-bacterial cleaning supplies will be provided to drivers to enable them to spot-clean any surface that becomes contaminated during the route prior to the start of school.
- If we learn a driver or passenger on a bus has tested positive for the virus, we will take that vehicle out of service for a minimum of 24 hours prior to disinfecting it and putting it back into service.
- Drivers will disinfect vehicles once per day between morning and afternoon shifts for split shifts and at the end of the work-day for single shifts using company-provided cleaning supplies.
- All contact surfaces, including but not limited to vehicle seats, handrails, steering wheels, door controls, and armrests, will be disinfected.

Sports Protocol

Key Points from the Connecticut Interscholastic Athletic Conference (CIAC) Guidelines

- Four (4) Stages to “Resocialization of Interscholastic Athletics”
 1. June 1- July 5 for “Highest Risk & Virtual**” – **No Athletic activities**
 2. July 6- August 2* for “High Risk In-Person**”
 3. August 3*- August 31* for “Low to Moderate Risk Competition**”
 4. August 31* “High Risk Competition**”

* There **must** be at least four (4) weeks between stages 2 and 3 **and** stages 3 and 4 **and** approval to move onto the next stage is required

** The specific sports listed in the risk categories can be found online on the CIAC document (<https://www.hts-wallingford.org/wp-content/uploads/2020/07/CIACResocializationofAthleticsGuidance.pdf>)

Faculty Preparation

Before the school year begins, the faculty and staff will attend professional development activities with regard to all phases of the reopening plan. Additional professional development will be provided as needed or requested.

Our Green Phase Includes the Following

The purpose of cohorting is to limit the number of students who are exposed to or may be diagnosed with COVID-19. If there is community transmission in a school, maintaining stable cohorts helps to mitigate the risk of spreading COVID-19.

A “cohort” is a group or team of students and educators with consistent members that stay together throughout the school day. In our school, a single grade can be viewed as a cohort.

- Pre-K students are not required to wear a mask
- Pre-K teacher and aide must wear masks
- Students in grades K(5 years old) – 8th must wear masks- including all teachers, support staff, etc.
- No temperature check for staff or students
- Desks 6 feet apart (3 feet is acceptable) for social distancing and all facing the same direction
- Teachers will be encouraged to open windows whenever possible except in those cases where students with health conditions might be adversely affected.
- Students must have a break from wearing masks
- If students are at their desks and not talking, they may take off their mask and hang it on the appropriate hook on their desk
- Masks must be worn in all common areas
- Scheduling bathroom breaks and requiring one way in and out of bathrooms
- One way hallways and stairwells
 - Post pictorial safe practice signs in classrooms, halls, stairwells, bathrooms
- Middle school students’ (grades 6-8) teachers move among classes
 - Students stay with their class
- Lunch guidelines will be put in place for the fall
- Disinfect all school classrooms before and after school day and bathrooms 2 times a day
- Close all drinking fountains
- Require students to bring 2 water bottles with their name on them to school (extra water on hand in teachers’ lounge)
- Teachers wipe with disinfectant all door knobs, pencil sharpeners, desks, before and after lunch - if students are eating at their desk.
- Any common seats such as bean bag chairs in their classroom are not to be used at this time
- Hand washing before and after lunch
- Sanitize hands when entering and leaving the classroom.

- No visitors allowed in the building except from prior appointment with a teacher or staff member
- **Communication and Mutual Support** – Communication will be essential for all of us to successfully navigate these new times in which we live. We will continue to regularly communicate information from the Archdiocese of Hartford, Connecticut State Department of Education and Holy Trinity School. There may be times where we need to request that you complete surveys to provide us with additional information or feedback on how we are doing in meeting your families and student’s needs. Your support is critical as we work tirelessly to ensure a safe educational learning environment for students and staff.
 - **Meet and Greets** - In August, we will share with families a plan for how students and parents will be greeted before the first day of school by their teachers.
 - **Open House** – In-person Open House will be difficult to hold based on social distancing requirements. However, we will share plans with families as to how we would like to offer parents the ability to meet their children’s teachers.
 - **Parent Conferences** – As is always the case, parents can request the opportunity to meet with their child’s teacher at any time. We would ask that these meetings occur either by telephone or through Google Meet.
- Low risk contact activities only such as soccer, kickball, basketball, baseball. Each classroom keeps their own balls for recess and sanitizes balls with disinfectant after recess.
- Rearrange first floor classrooms: Expand Pre-K4 to move into current 1st grade classroom. Move first grade classroom to the second floor classroom currently occupied by grade 6. Move Grade 6 to the 3rd floor into the classroom occupied by the music department. Move music to share the room with the art department in the basement.
- Before and after school programs provided by the school will run with these same guidelines and no outside programs will use the school.
- Cold Lunch ROOM is the “waiting room” to accommodate students who exhibit symptoms consistent with COVID-19 until a parent or guardian arrives. Students should remain supervised in the waiting room. For the purposes of contact tracing, schools should log all persons who entered the room. The individual supervising the room must be equipped with proper PPE.
- We will notify families of any changes on the following platforms: OneCall, HTS email, Facebook, and/or other current means of social media.

The Yellow Phase Includes the Following

- Plan to have reduced school capacity
 - Holy Trinity School would have the following grades (Pre-K, 1st, 2nd, 4th, 7th and 8th) in on Monday and Tuesday, remote learning for all on Wednesday, and the following grades (K, 3rd, 5th, and 6th) in on Thursday and Friday
 - Thursday and Friday have less grades in the building, but more students overall due to larger class sizes
 - Grades would be split between two classrooms with a teacher in each during the school day
 - Aides in Pre-K through 5 will also supervise the second classroom
 - On days when students are not physically in school, they will be remote learning at home
 - Wednesday while everyone is home engaged in remote learning, the school will be fully deep-cleaned to prepare for the next grades
- Reduced transportation capacity
- Increased safety measures
- While in school, sanitizing measures and other guidelines will be the same as the green phase.
- While at home, academic requirements and attendance guidelines will be the same as the red phase

YELLOW PHASE

Less Classes More Students
2 Teachers Per Grade Split
Blue & Red Split Students into Opposite Grade Level
Zoom & Live Stream YouTube
Teaching from HTS

Monday & Tuesday

Wednesday
Deep Cleaning
Remote Learning

Thursday & Friday

FIRST FLOOR

PreK

Kindergarten

3 ROOMS

SECOND FLOOR

2

4

5

3

Science

1

THIRD FLOOR

Library

Math

7

8 (Split into Math Room)

Computer Room

6

The Red Phase Includes the Following

- Schools closed
- 100% Remote Learning
- Bus transportation suspended
- Extracurricular activities suspended - including sports
- Prior to school starting, teachers will meet by grade band (i.e. Pre-K – 2nd; 3rd-5th; 6th-8th) to set expectations for remote learning according to the age of students

- *General expectations that all teachers will create documents for include:*
 - Checklists of what will be checked out and the materials that will be borrowed from the school for each student to sign and it will be easier to keep track when materials return to school
 - A consistent plan with how we are handing in assignments meaning that most will be handed in electronically via Google Docs, Word, Google Slides, etc.
 - Zoom Expectations that everyone will use and then each class can add any other expectations, but these three will be consistent.
 - Cameras On
 - Not in their bed, at a desk or table
 - Have to have their materials with them

- During the first week of school, students and parents will come masked at a given time to meet their teachers, pick up their supplies, and have a brief overview of expectations.
- Chromebooks will be checked out to all 6th-8th graders so everyone is on the same device. iPads will also be available to check out for the younger students. The GoGuardian extension will be added to all Chromebooks to hold students accountable for the work they are doing.
- A proposed schedule for the middle school is on Mondays and Wednesdays, students will be expected to attend their class' Google Meet/Zoom meetings from 8:00 a.m. -12:00 p.m. in 20 minutes periods. These meetings will be primarily for instruction of new material and any questions on other material covered. This schedule allows students to attend all six subjects they would typically attend during the normal school day and also allows some form of socialization even in digital form.
- This schedule model can also be implemented in the elementary school grades, but as the grades get younger, the time can decrease for less screen time. One of last year's issues was siblings sharing devices. The hope is that because Holy Trinity School is providing devices to middle school and have iPads to also provide, this will be less of an issue.
- It is also proposed that Tuesdays and Thursdays would be when assignments will be completed and turned into their Google Classrooms. Also, on Tuesdays and Thursdays students will be expected to work from 8:00 a.m.- 12:00 p.m. at the middle school level and less as the age decreases. With that, those days can be used for small group meetings to go over assignments, have reading groups, etc. Students will also know ahead of time what time their small group meetings will be so they can plan accordingly. Friday is still a catch up day.

- Besides providing devices to those who need it, support will also be provided regarding students' mental health. We propose that there is a social worker available to be able to Google Meet/Zoom with students who need the additional support. Also, we propose that moments of mindfulness and meditation are added into the daily schedule/ online meetings to make sure students have a mental break and can focus better.

COVID-19 DAILY LOG IN

Are you experiencing any of these symptoms (SX)?

Fever, Cough, Sore throat, shortness of breath, difficulty breathing, muscle pain, chills, headache, changes in taste or smell, nausea, vomiting or diarrhea?

Have you taken any Cold Medicines, Tylenol or Advil today?

Date	Time In	Print Name	Temperature **	SX YES	SX NO	Symptoms, IF ANY, noted on arrival	Transitio n Area	Time Discharge

**** IF TEMPERATURE IS ABOVE 100° AND/OR HAVE ANY SYMPTOMS MOVE TO TRANSITION AREA**

Daily Respiratory- COVID -19 Surveillance STUDENT

School Name:

Week ending:

Please **SHARE** this document with nurse coordinator **EVERY MONDAY** for the week you are tracking.

Clinical Criteria (5/08/20)

<p><u>At least two:</u> Fever Chills Rigors Myalgia Headache Sore throat New olfactory & taste disorder(s) GI nausea / vomiting, diarrhea</p>	OR	<p><u>At least one:</u> Cough Shortness of breath Difficulty breathing</p>	OR	<p><u>At least one:</u> Pneumonia Acute respiratory distress (ARDS)</p>
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If you see a significant increase in absenteeism in your school over a number of days notify the nurse coordinator. Nurse Coordinator must be notified if 5(five) or more positive cases have been confirmed per week.

Question to ask students coming to your office at this time: Known contact with a person with laboratory confirmed COVID-19?

If you have any questions or concerns regarding data contact the nursing supervisor and if not available Director of Health in Wallingford 203-294-2065.

Date	Monday	Tuesday	Wednesday	Thursday	Friday	Total
Total School Enrollment						
Number Absent						
Number Absent with Symptoms						
Number Dismissed with presumptive symptoms						
Number who tested positive for COVID19 (This number should be counted only once on the day when student is diagnosed)						

CT Future Musicians, LLC
COVID 19 Guidelines and Procedures

State of CT Music Education Guidelines

- Provide sufficient instructional minutes to support standards-based curriculum, student learning expectations, and district goals.
- Add to class time for materials and tools to be distributed by teacher only or area designated for individual storage and to allow for proper cleaning of materials.
- Strive to maintain current program of studies and course offerings, within safety precautions.
- Maintain proper spacing of at least 12 feet when students are singing or performing wind instruments by scheduling large ensembles in auditoriums, outdoors, cafeterias, gyms or other large spaces. Focus on maximizing distancing for instruments that require blowing or for singing, compared with string and percussion instruments.
- Schedule large ensembles into smaller groups throughout the day. Shift curriculum focus to solo and small ensemble work. Shift from a concert format to a recital format. Create virtual performance experiences and assessments.
- Maintain small homogeneous groupings of instruments for lesson instruction.
- Continue full access to beginning instrumental music.

National Association for Music Education (Nafme) Fall 2020 Guidance for Music Education

https://nafme.org/wp-content/files/2020/06/NAfME_NFHS-Guidance-for-Fall-2020.pdf

Practice social distancing in music classrooms. This may mean each class will be smaller than traditional large ensembles unless facility space is available to support the social distancing of large groups of students. a. If providing in-person, indoor instrumental ensemble experiences, teachers may focus on chamber music with smaller groups of students due to social distancing constraints.

- There are many scheduling models being developed across the nation (e.g., block scheduling, flipped classrooms, small group pull-outs, and staggered scheduling). Music education can and should occur in all scheduling models.
- If providing in-person, indoor instrumental ensemble experiences, teachers may focus on chamber music with smaller groups of students due to social distancing constraints.

Ct Future Musicians teachers will:

- Sanitize all chairs and music stands after each lesson.
- Teachers will wear a mask at all times. Students will wear masks when not playing their instrument.
- Stand 12 feet from students as much as possible and space students 6 feet apart. Students will all sit in straight lines facing the same way.
- Teach 30 minutes small group lessons of not more than 6 students. Students will be grouped by their cohort class. Students from different cohorts will not be grouped in the same band lesson.
- Hold instrumental demos in the classroom for 4th and 5th grades.
- Hold parent meetings through the zoom platform or send home packets of enrollment materials if not able to hold in person.
- If a teacher needs to look and touch a student's instrument, they will sanitize their hands before and after touching a student's instrument.
- Will not allow any sharing of instruments, books or music.
- Follow individual school COVID 19 guidelines and procedures.
- Hold band rehearsals where and when possible.
- Hold Christmas Concerts where and when possible. May have to shift to recording the school band and put recordings up on school Facebook page. Hold a virtual concert.

From an AMRO Music blog:

Is It Safe For My Child To Return To Playing Their Instrument in School?

Band Classes

While [academic studies](#) are presently underway at Colorado State University, a recent study conducted by the Vienna Philharmonic revealed [“when playing an instrument they \(the musicians\) faced no additional risk of transmitting the novel coronavirus when performing”](#) and that [“we should not expect air exhaled by artists to reach more than 80 centimeters \(2.6 feet\) distance”](#). Additionally, the United States Army Band and West Point states [“there is agreement between all of the research collected, that wind instrument playing seems to present about the same risk as normal breathing and talking.”](#)

As many educators and musicians can attest, although the musician is blowing air into the instrument, the design of the instrument is such that the air is slowed down to produce a tone, and in doing so, the instrument retains the moisture and

aerosols associated with the spread of COVID-19. Accordingly, frequently disinfecting the musical instruments in the band or orchestra program, ensuring students properly maintain their own equipment, and closely following the CDC's guidelines recommended for social distancing will allow educators to continue offering a quality music education to students while proactively preventing the spread of COVID-19.



Educating tomorrow's leaders since 1913

Return to In-Person Instructional Strategy 2020-2021

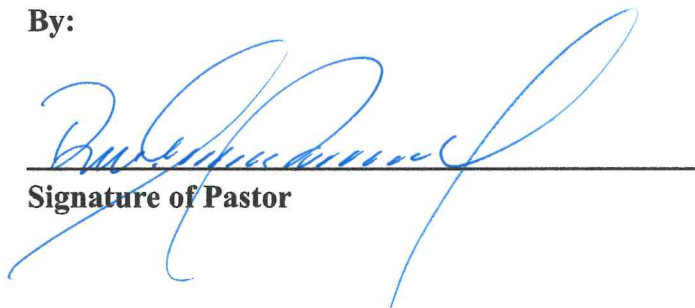
School/Town: Holy Trinity School/Wallingford

Yes: X

No:

Affirmed on: July 27, 2020

By:



Signature of Pastor

Michael J. Truchette

Signature of Principal