



**Trinity Catholic Academy- Brockton, MA
3 Plans for Fall 2020
Opening of Academic Year
(August 2020)**

Planning Vision: Trinity Catholic Academy is committed to re-opening our school with the safety of our students, faculty, and families at the forefront of all decision making. We have worked with our reentry committee, faculty, and families to produce a draft plan for each scenario that takes into account the EEC and DESE guidelines while ensuring that the unique needs of our community are taken into account. This plan is updated with the most recent CDC, DESE, and EEC guidelines as of 8/15/2020. This plan will continue to change as the standards and situations change over time. We will update the community on any changes in guidelines and in planning as the year progresses.

Guidelines:

EEC (Early Education and Care)

- Apply to Preschool, PK, and K classrooms

DESE (Department of Elementary and Secondary Education)

- Apply to grades 1-8

TCA Plan for In-Person Learning

State mandates for in-person learning:

- *The state has required that student desks are at least 3 feet apart. Desks will face forward and should be shared as little as possible.*
- *The state has required that if classes are split, the cohorts created will have limited interaction.*
- *The state has determined that students in grade 2 and above are required to wear masks during school (with designated mask breaks). Kindergarten and grade 1 students are recommended to wear masks and that decision is left up to individual schools.*
- *The state has determined that parents are to perform primary checks of health of their children, particularly temperature checks. The state has determined schools will not take the temperature of each child.*

- *The state has determined that students can eat in a cafeteria if safety plans are in place.*
- *The state has required schools to develop a remote learning plan attached to in-person learning for any student who is required to quarantine during the school year.*

For TCA, these guidelines apply to grades 1 through grade 8. As stated, Preschool, prekindergarten, and kindergarten are regulated through the Department of Early Education and Care (EEC).

With this in mind, TCA is only accepting the number of students that can fit in a classroom 6-feet apart. We were intentionally conservative in our planning to allow for greater flexibility and safety of students and teachers.

TCA plans to open for students on Wednesday, September 2nd and 3rd for grades 1-5 with early dismissal on both days and no school on Friday, September 4th for students before the Labor Day weekend. We feel that these 2 short days will give us the time and space to analyze what is working in each building and what may need to be adjusted after nearly 5 months away from our campuses.

Lower campus:

Preschool will have 10 students with two staff members and be located in the Early Education hallway in room 107 (formerly the morning Extended Day and afternoon PS/PK Extended Day room).

Prekindergarten will be in two classrooms of no more than 15 students and with two staff members each. The classrooms will remain the same, rooms 106 and 108.

Kindergarten will be in two classrooms of no more than 15 students in a classroom based on current guidelines. (Masks are recommended and strongly encouraged.)

Grades 1 - 3 classrooms are capped at 15 students. Masks must be worn for health and safety reasons in grades 2 and 3 and are recommended in grade 1.

The third grade classrooms will be moved to their original locations (rooms 135 and 137, next to the technology lab).

Upper campus:

Grades 4 and 5 classrooms will not exceed 15 students. Students will remain in the homeroom classroom for instruction and not mix with the other grade level

homeroom for teaching and learning. Grade 4 classrooms will move down the hall from the current location to be across from grade 5.

Middle school (grades 6-8) will utilize our middle school schedule. Students will be assigned a classroom and remain in that room for the majority of the day. Grade 6 classrooms will be upstairs at the opposite end of the hallway from grades 4 and 5. Grade 7 classrooms will be located across from the Science lab, and grade 8 classrooms will be on the opposite side of the lobby. Classes will be capped at 15 students in grade 6 and 12 students in grades 7 and 8. The only academic class that students may leave their classroom for on a rotating basis is science for use of the lab.

We are working on a rotation for our specialists. Students will receive a range of specials (music, art, and PE). Practical technology skills will be integrated into all content areas. These may be in person, through Zoom, or through pre-recorded video at different times during the year. Band and fall athletics will be offered once a safe and practical means for instruction and practice is determined.

A remote learning plan for any student who is required to quarantine during the school year has been developed. Students in grades K-8 who need to quarantine will be able to participate in real time classes via Zoom and complete assignments via google classroom.

Additional notes:

- The gym at both campuses will remain open for alternate class space. We believe this decision benefits the most students.
- We will stagger lunches so fewer students are in the cafeteria at a given time. All students will eat in classrooms on some days.
- Teachers are encouraged to utilize outdoor spaces and learning as much as possible. We will be creating additional usable classroom spaces outside.
- The in-person model described will require us to reconfigure classrooms. All of the classrooms will be engaging centers of learning and embody the ideals of TCA.
- We will need to alter the composition of our faculty to ensure supervision and consistency for our students at all times.

Mask breaks will occur at a minimum of every two hours. We will provide time for mask breaks outside whenever possible. Whether inside or outside, students will be required to be at least 6 feet apart while taking a mask break. Students will sanitize their hands before removing the mask and before putting the mask back on.

COVID 19 Health Protocols

○ Some symptoms of COVID-19 are the same as flu or a bad cold- please do not assume it is another condition. When in doubt, STAY HOME.

○ Parents are our first line of defense, please check your child carefully EVERY day for the following symptoms. Please do NOT come to school if your child has any of the symptoms below:

- Fever (temperature of 100°F or higher), chills or shaking chills
- Cough (not due to other known cause)
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Sore throat
- Headache when in combination with other symptoms
- Muscle aches or body aches
- Nausea, Vomiting, or diarrhea
- Fatigue, when in combination with other symptoms
- Nasal congestion or runny nose (not due to other known causes such as allergies) when in combination with other symptoms

If staff or students have any of these symptoms, they must get a test for active COVID-19 infection prior to returning to school. (per guidelines dated 07/17/2020)

Specific protocols for possible/positive COVID-19 vary based on scenarios but the following are common elements for each possible COVID-19 scenario:

- Evaluate symptoms
- Separate from others
- Notify close contacts. DPH defines close contact as being within 6 feet of a person for at least 10-15 minutes or having direct contact with infectious secretions of a COVID-19 case (e.g. being coughed on) while not wearing recommended PPE.
- Clean and disinfect spaces visited or used by the person in question

- Test for COVID-19 and stay home while awaiting test results

Key actions for individual with positive COVID-19 test

- Monitor symptoms
- Remain at home (except to get medical care) for at least 10 days and until at least 3 days have passed with no fever and with improvement in other symptoms.
- Notify personal close contacts
- Isolate as much as possible being especially careful around elderly and immunocompromised individuals.
- The affected student's parent or caregiver or the staff member should inform the school nurse (TCA designated COVID-19 school lead) that the individual has tested positive for COVID-19 to allow for management of close contacts.
- Answer the call from the local board of health or Massachusetts Community Tracing Collaborative to help identify close contacts to help prevent transmission
- Secure a release from contact tracers (local board of health or Community Tracing Collaborative) for return to school when appropriate

Key actions for symptomatic individuals:

- Get tested and remain at home while awaiting results
- If test is negative- may return to school after 24 hours symptom free
- If test is positive- Remain at home (except to get medical care), monitor symptoms, notify the COVID-19 school lead person, (at TCA is the school nurse), notify personal close contacts, assist the school in contact tracing efforts, and answer the calls from local board of health or MA Community Tracing Collaborative. Most people with relatively mild illness will need to stay in self isolation for at least 10 days and until at least 3 days have passed with no fever and improvement in other symptoms.
- If not tested- remain in self isolation for 14 days from onset of symptom

Key actions for individuals exposed to a COVID-19 positive person:

- If at home when they learn about close contact with a person who tested positive, they should remain at home and notify the school
- If they are in school when this is discovered they should be masked for the remainder of the day (including K and Grade 1 students) and adhere to strict

physical distancing for the remainder of the day. Caregivers may dismiss prior to the end of the day. Dismissal at the end of the day cannot be via bus.

■ Subsequently, this individual should remain at home and be tested 4 or 5 days after their last exposure to the person who is positive. (testing too early often results in false negatives)

■ Test results should be treated in the same manner as noted above for symptomatic individuals

When notified of a positive COVID-19 test result, the COVID-19 lead (TCA school nurse) will:

■ Notify school leadership, school medical/board of health point of contact, building maintenance and management and any bus company involved.

■ Determine whether the student or staff member was on the premises during the time frame that started two days prior to symptom onset (or testing positive if asymptomatic) until the time of isolation.

● If so, promptly close off areas visited by the COVID-19 positive individual until such areas can be cleaned and disinfected, if not already done so.

● Promptly arrange to clean and disinfect the classroom and other facilities visited by the individual, if not already done so.

■ Arrange for communication to be sent to other families in the student or staff members class (or cohort) that there has been a positive test without naming the individual who tested positive.

● Communication will inform that their student may have been within 6 feet of a person with a positive test and are considered “close contact” and therefore should be tested and isolate while awaiting results

If the school finds out about the original COVID-19 positive test during the school day when the rest of the cohort is in class:

■ Close contacts will be identified quickly, students will continue to wear a mask (including K and grade 1 students) and families will be notified. Students may be dismissed to caregivers but may also complete the day (per 7/17/20 guideline updates), wearing masks and adhering to strict physical distancing. They cannot travel home via bus.

■ Close contacts should not come back to school after dismissal until they have received results of testing (or elected to self quarantine for 14 days) and are asked to communicate their test results to the school.

■ Caregivers and students as well as staff should wear masks, wash hands and change clothing upon arriving home as a precaution.

Close contact information:

■ DPH defines close contact as being within 6 feet of a person for at least 10-15 minutes or having direct contact with infectious secretions of a COVID-19 case (e.g. being coughed on) while not wearing recommended PPE.

■ Current DPH guidance is that all close contacts of someone who tests positive for COVID-19 should be tested.

■ Any close contact individual who does not wish to be tested should instead quarantine for 14 days and until asymptomatic.

■ Close contacts should isolate at home while awaiting test results. Ability to mask is critical, so if close contact cannot mask or is K-1 and not masking, they should not return to school for 14 days.

■ In order to return to school, close contacts need one negative test result and not be showing any COVID-19 symptoms, or if they should have quarantined at home for 14 days.

○ Tests performed too early can be falsely negative, ideally the test should be performed no sooner than 4 or 5 days after the last contact with the person who tested positive

○ Teachers will summon the nurse for students presenting with complaints or symptoms of illness.

○ Wearing the appropriate PPE, the nurse will assess students for illness and/or symptoms of COVID-19 and accompany students to the health office or the care and comfort room depending upon assessment of needs.

■ The care and comfort room is a separate ventilated space to allow students who are ill to await prompt pickup by an authorized adult.

■ Students will be supervised in this area and persons supervising will wear a KN95 mask with face shield or goggles and maintain a 6 foot distance.

■ Masks are strictly required in this space, even for students in kindergarten and Grade 1 and physical distance of 6 feet is required if more than one student is in the room.

■ Hand washing facilities or hand sanitizer needs to be used when entering or leaving this space, as well as before and after eating.

■ If food or drink must be consumed before a student is picked up, the student should be walked outside to consume food or drink if possible due to strict mask policy in this room. If a student is unable to wear a mask, there should be no other student in this room.

■ Parents or caregivers coming to dismiss a student must wear a mask

○ Parents will be contacted to dismiss any student with symptoms of illness for follow up with their primary care physician and for testing as deemed necessary.

○ All routine daily medications will be brought to the student and administered in a discreet location, as ordered. Confidentiality will be maintained as much as possible.

○ Students with asthma are asked to provide an inhaler with spacer to be kept in the health office.

○ Nebulizer treatments are not permitted in the school setting during COVID-19 due to risk associated with aerosolizing.

TCA Plan for Remote Learning

Remote learning at TCA could occur because of three distinct scenarios:

- *The first scenario is that the state will mandate that all schools start schooling remotely for the fall.*
- *The second scenario is that the state will mandate that all schools move into remote learning at some point during the school year (similar to last year).*
- *The third scenario is that for some reason related to COVID cases in the school or local community, TCA will need to move to remote education for a period of time.*

Remote learning at TCA:

Our three primary goals for remote learning are:

1. Continue to provide a quality academic program that encourages student growth.
 2. Continue to nurture strong (virtual) connections between teacher/school and student/family.
 3. Continue to provide opportunities for students to interact with each other.
- If we begin the year in remote learning, our first days of school will still be September 2 and 3rd for grades 1-8 and September 8 for kindergarten, prekindergarten, and preschool.
 - We will use Google Classroom as our main academic communication tool with students and parents in Kindergarten through Grade 8. Daily schedules, assignments, and links to online learning platforms will be available. For preschool and prekindergarten, teachers will utilize email to update parents on daily schedules and assignments.
 - We will continue to move forward academic content. English language arts and math will be prioritized, but students will still have lessons in religion, science, and social studies, Spanish (grades 6-8). Grading would still occur.
 - Remote learning will consist of a combination of synchronous and asynchronous learning. Synchronous learning occurs when all students are engaging in learning at the same time. At TCA, this is primarily done through Zoom, but we will explore Google hangouts and other platforms. Asynchronous learning occurs when students are learning independently, at their own pace without direct teacher interaction. At TCA, this could consist of learning through prerecorded video (either teacher created or public), discussion boards, or other assignments. For example, a teacher

may assign students to watch a prerecorded or public video and then engage in a reflection on a discussion board with other students.

- Each grade level, preschool through grade 5 will have a goal of two or more synchronous lessons each day. Grades 6-8 will have 3 classes per day meeting twice per week with a flex day on Wednesday for small group work, projects, etc. Attendance at academic synchronous lessons will be taken for students in Kindergarten through grade 8. Teachers will provide students the opportunity to interact with classmates in real time via Zoom or Google Hangouts.
- Online textbook resources and prerecorded videos accessible through google classroom will be used as much as possible to facilitate remote learning.
- We will continue to provide the full range of specials, some synchronous and some asynchronous.
- Our counselor will be available for individual check ins, small group, and parent meetings.
- Grade 4 through Grade 8 students will take home a chromebook for their academic use. We continue to evaluate the best use of our technology resources for grades 3 and below.

Remote schedules:

- Monday: synchronous learning during the day for each grade
- Tuesday: synchronous learning during the day for each grade
- Wednesday: asynchronous learning, small group work, check ins, faculty meetings
- Thursday: synchronous learning during the day for each grade
- Friday: synchronous learning during the day for each grade

TCA Plan for Hybrid Learning

A hybrid-learning model would be implemented in the event TCA is unable to bring all students back to school under the health and safety requirements or in case of COVID-19 related circumstances.

A hybrid model means that students would alternate between in-person and remote learning. For instance, students could switch between in-person and remote learning on alternating weeks or days of the week. A hybrid model could occur if the state changes requirements, such as limiting the number of students in a classroom or school or changing the definition of social distancing.

Since there are many different situations in which hybrid learning may occur, below are some draft thoughts.

- We will attempt to maintain full day in-person Preschool, Prekindergarten, and kindergarten. We have space to meet any new social distancing guidelines.
- We will rework all classrooms to ensure we meet any new social distancing mandates through use of the gym and cafeteria and repurposing of other spaces.
- All specials will be synchronous online learning or taped video with potential live check-ins.
- Lunch may occur only in classrooms.
- Another possibility is grades 6, 7, and 8 are remote and Kindergarten through Grade 5 classrooms are in-person at TCA.
- All grades K-8 alternate days one classroom in-person while the other classroom is remote (some synchronous, some asynchronous)