



TRINITY LUTHERAN
— CHURCH & SCHOOL —
Faith • Compassion • Achievement

Trinity Lutheran School

2020 COVID-19 Plan

August 1, 2020

Trinity Lutheran School continues to offer excellence in education while maintaining guidelines that follow guidance from the Indiana Department of Education (IDOE), The National Lutheran School Accreditation Association, and the guidelines in place from the School Committee.

Moving into a new school year amidst the COVID19 Pandemic requires a thorough plan and process to maintain a Safe and Healthy school and environment for students, staff, and families that are a part of Trinity Lutheran. The following protocols will be in place as we begin a new school year. We will maintain these temporary protocols until they are no longer necessary in the State of Indiana. Trinity has partnered with and received information from the CDC, the IDOE, Indiana Governor's Office, the Indiana Department of Health, the Marion County Health Department, The Office of Early Childhood and Out of School Learning (OECOSL), and the School Committee to continue to prepare and implement the current Plan.

At Trinity, our ministry focus is on connecting with Indy's diverse east-side and making a forever difference through Jesus. Putting a Pandemic Plan in place seems to go against the very grain of who we are as a Lutheran church and school. In preparing for a safe educational learning environment, we know that most of these are not who we usually are, but who we need to be during this time. Sound educational practices will continue, growing students and families will continue, and ministry will continue.

The 2020 Vision Plan is effective on August 1,2020. As we all know, all plans at this time are fluid, temporary, and ever-changing. Our goal at Trinity is to be socially engaged and physically distanced. With the help of many, including the Marion County Health Department, CDC, Warren Public Schools, Lutheran Principals of Indianapolis, and the School Committee, we are excited to begin in the classrooms for our 2020-2021 school year.

Our Mission

We teach the message of salvation in Jesus Christ to children in our community within an environment of high academic standards, equipping them to serve Church and society.

Our Goal

Students will have an opportunity to learn and grow through their educational experiences, academic excellence, opportunities for developing and growing in their faith while being supported in their learning needs.

Our 2020 Vision Plan

The Plan listed below includes opportunities for an educational experience that is safe and appropriate for students, faculty, and staff. This is an ever-changing plan that will continue to change as more information is released and updated. We will comply with the Indiana Governor's Office, The Indiana Department of Education (IDOE), The Office of Early Childhood and Out-Of-School Learning (OECOSL), the Indiana State Department of Health, and the Marion County Health Department.

Educational Goals

1. Maintain a safe environment for students, faculty, staff, and families enrolled at Trinity Lutheran
2. Provide an appropriate and progressive educational plan for each student
3. Maintain social engagements and physical distance that is safe for students, faculty, and staff
4. Provide a complete virtual learning environment that offers instruction to all grade levels should the need arise during the 2020-2021 school year

2020-2021 Start of School

All students will begin classes on Monday, August 17, 2020.

All Staff and Students will have their temperatures checked before entering the building.

Students are expected to wear a face covering at school. Masks will be utilized when traveling through the building. Desks for students in grades K-8 will have shields. While a student is seated at their desk area, they may remove their masks. All classroom desks will face the same direction and maintain 6 feet separation. Students will remain in their classrooms for core subjects.

Each student will have an area for their supplies. Supplies will not be shared in the classroom and will be stored at the student's desk area. Some supplies may be stored in their individual cubbies.

Students will eat lunch in the classrooms. Students may bring their lunch or choose a Hot Lunch Option from the menu each day.

Visitors will only be allowed in the commons area during the school day. Appointments can be scheduled as needed for meetings with teachers, Administration, etc. If someone is dropping off an item at school, deliveries may be dropped off at the church office door. Visitors are not allowed into the office without an appointment.

Parents, dropping off or picking up a student during drop off and dismissal times, will need to remain in their car. Calling the school office will notify the staff of a need. Physical Distancing is essential to maintain a safe environment at all times.

If a student needs to be picked up during the day, the parent needs to call the front office and coordinate a pickup time. The parent may come into the commons to meet their child.

Parents should make plans for alternative care in case of a closure. It may be necessary to close our school for cleaning or, as defined by Governor Holcomb, the Marion County Health Department, Indiana Department of Education, or the Indiana Health Department. Having a plan in place will prevent frustration if the need should arise.

Cleaning will be completed often throughout the school day. The increased cleaning and sanitization will include profoundly touched surfaces, desks, restrooms, and other areas determined by the staff.

Daily School Schedule

Before School Care	7:00 a.m. - start of school day
After School Care	3:15 p.m. - 6:00 p.m.
Doors Open	8:00 a.m. - 8:15 a.m.
K-8 School Hours	8:15 a.m. - 3:20 p.m.
Dismissal	3:20 p.m. - 3:35 p.m.
PK4 Hours	8:15 a.m. – 3:00 p.m.
Preschool – PK3	8:15 a.m. -12:10 p.m.

Extra time will be necessary for Drop-off/Pick-up times. The health screenings and proper distancing will take a bit more time. Please plan accordingly as we begin this new process.

Masks and/or Face Coverings

Indiana State Health Commissioner, Dr. Kristina Box, and Marion County Health Department have issued the following guidelines regarding masks and/or face coverings at school:

1. All adults in the building will wear a face covering when school is in session. Staff working in an individual area without others will be able to remove their mask. Face Coverings will be strongly recommended for students in all situations when physical distancing is in effect.
2. Face Coverings will be required at various points during the school day. These situations include but are not limited to
 - a. Any situation where close contact may occur, and physical distancing is not possible.
 - b. Certain classroom situations where a face covering may be necessary
 - c. Traveling through the hallways at all grade levels
 - d. Moving through the building for various activities or classes
3. A facemask will be provided for the students to use during the school day. The masks will be labeled with the student's name. The school will wash the facemask each night so that they are clean for the next school day. Parents may provide a mask for their child; however, the mask must be clean each day.

Students with health complications that are not conducive to wearing a facemask, may wear a clear face shield.

4. Students uncomfortable with a mask will be given the option of wearing a gaiter, if that is more comfortable.
5. Students will wear their own facemask from home into the school building and for before and after school care.
6. Masks from home must be appropriate for school. They may not have inappropriate words or pictures on them. Masks should not distract other students because of their form, fabric, or style. Administration determines guidelines on appropriateness. If an inappropriate mask/gaiter is worn to school, a paper mask will be given to the students as a replacement.

Learning at School

Providing students with appropriate physical distancing is essential in a school setting. All desks will face the same direction. Each elementary desk will have a clear acrylic shield. The shield will allow students to work at their seats without having to wear their masks. When students move to a new area, masks will be necessary.

Engaging in social interactions is crucial to student learning and development. Students will be able to interact with other students in their classrooms during the school day. Teachers will continue to guide and instruct students on physical distancing. Maintaining physical distancing will be a learning process as the class comes together.

Seating charts will be kept in case of a need to conduct contact tracing, should a student at Trinity test positive for COVID19. The IDOE will notify Trinity if someone in the school has tested positive for COVID-19.

Student Health and Wellness

Student's health includes social, emotional, physical, mental, and spiritual areas of consideration. Ensuring that the students are learning in an environment conducive to these areas is a goal for our 2020 Vision.

Immunization

All student immunizations must be current by the start of the school year on August 17, 2020. Students who do not have an updated immunization record will need to stay home until the proof of updated records is submitted, a doctor's appointment is scheduled, or an exemption is filed with the school.

Daily Temperatures

Daily temperature checks will be done at drop-off by a staff member. This process may take a few extra minutes at the start of the school year but decrease as everyone becomes more familiar with the routine. Parents must remain on campus until their child's temperature has been taken. Records will be maintained throughout the school year.

Illnesses

Students exhibiting symptoms of COVID19 and/or a fever over 100.4° will be placed in a designated quarantine area. Parents will be notified to pick up their children with a recommendation to contact their health provider. Only one child or staff person will be in a designated quarantine area at a time. Each area will be sanitized after

an ill person has been waiting in the area. Staff will be masked and gloved while caring for a sick child or staff person.

Building Procedures for K-8 Students

Return to Traditional Learning

1. Staff and Students are strongly encouraged and expected to wear face coverings while at school. Students will be required to have masks with them at all times. Students may remove their masks while seated behind the shield in their learning area.
 - a. Teachers will wear a mask or face shield
2. Classrooms are arranged with physical distancing according to recommendations
 - a. Students are 6 feet apart
 - b. Desks contain shields. Alternate shields will be mounted as needed in areas of close contact
3. Student's desks will be cleaned daily.
4. School supplies will not be shared. Each student will have their individual supplies.
5. Students will wash their hands when entering and leaving the class. Hand sanitizer will be available in each class and common areas.
6. Families should send a filled water bottle to school with each student. Bottle filling stations will be available at school. Drinking fountains with mouthpieces will be off during the school day.

Building Procedures

1. Visitors will be permitted only by appointments and must remain in commons
2. Visitors must maintain physical distancing
3. All visitors must wear a mask
4. Visitors will not be permitted in classrooms
5. Parents/guardians must remain in their cars during student drop-off/pick-up
6. Item pickup/dropoff will be at the church office door
7. Call ahead to the school office when picking up a child during the school day

Food Service and Lunch

1. Students will wash hands or sanitize before getting their lunch
2. Lunch will be provided for a student who chooses Hot Lunch
3. Visitors will not be permitted during lunch

Illness

1. A quarantine area will be set up for students showing signs or symptoms of COVID19
2. Minor issues will be resolved with the classroom teachers

Student Arrival and Dropoff

1. Student dropoff will be at the Middle School Door. After the students have their temperature taken, students will walk to their classroom to be greeted by their teacher. Parents must remain on Campus until temperature screening is complete.

2. At the end of the day, students will be dismissed from their class by family for the carpool line. The pickup line will start in the back at the middle school door.
3. Students will be loaded into cars by the middle school door.
4. Parents will need to travel slowly through the parking lot to ensure safety for everyone.
5. Students arriving at Before School Care will have their temperature checked upon entering the building. Parents must accompany students until their temperature has been checked. Students staying for After-School Care will proceed to the cafeteria.
6. Parents picking up students from After-School Care will wait at Door #2, while accessing the door buzzer. Students will be escorted to the door to go home for the day.

Building Procedures for Preschool Students

Return to Traditional Learning (PK)

1. Staff and Students are strongly encouraged to wear face coverings traveling through the school. Students will be required to have one mask with them each day. Students may remove their masks once they enter their classroom.
 - a. Teachers will wear masks or face shields
 - b. Preschool students should wear one mask into the school building
 - c. Students will not need to wear masks in the classroom unless there is a different activity that requires a mask.
2. Classroom cleaning will occur before and between classes each day.
3. Teachers will determine physical distancing to follow the guidelines by OECOSL
4. School supplies will not be shared. Each student will have their supplies
5. Teachers will assist students in handwashing when entering and leaving the classroom. Hand sanitizer will be available in each class and common areas as needed
6. Classes will have water for students. Students will not utilize drinking fountains.

Building Procedures (PK)

1. Visitors will be permitted only by appointments and must remain in the commons of the school
2. Visitors must maintain physical distancing.
3. All visitors must wear a mask
4. Visitors will not be permitted in classrooms
5. Parents/guardians must remain in their cars during student drop-off/pick-up
6. Parents of PK-8 students will not be allowed to walk their students inside the building
7. Item drop-off/pick-up will be at the church office door

Food Service and Lunch (PK)

1. Students will wash hands or sanitize before getting their lunch
2. Students in Preschool and Childcare will eat lunch in the cafeteria at designated seats
3. Lunch will be provided for a student who chooses Hot Lunch
4. Visitors will not be permitted during lunch

Illness (PK)

1. A quarantine area will be set up for students showing signs or symptoms of COVID19

2. Minor issues will be resolved with the classroom teachers

Student Arrival and Dropoff (PK)

1. Student drop-off will be at the middle school door. After students have their temperature taken, students will be walked to their classroom to be greeted by their teacher. Parents must remain on campus until the temperature check is complete.
2. Students will be dismissed from their class by family for the carpool line. The pickup line will start in the front parking lot by the gym.
3. Students will be loaded into cars at the middle school door.
4. Parents will need to travel slowly through the parking lot to ensure safety for everyone.
5. Students arriving at Before School Care will have their temperature checked by a staff member. Students staying for After-School Care will be escorted to the cafeteria.

Parent and Visitor Expectations and Procedures (PK)

Keeping the students and staff healthy is a priority at Trinity. The following procedures are designed to keep everyone healthy. Our school will work to make a clean, safe environment that is safe for students and staff. Trinity is focused on creating relationships by connecting with people. Due to COVID19, we will need to make changes to the norm to ensure safety and health by limiting visitors' access to our building.

1. All visitors must make an appointment before coming to school.
2. All visitors must wear a mask or face covering
3. All visitors must comply with the temperature screening requirements

Visitors may not go past the office of the school. Visitors may not visit classrooms.

Parents and Guardians

Parents or guardians are considered to be visitors to the school. If the parent desires to talk with the principal, child care director, teacher, or other staff members, they must have an appointment. Parents/guardians will not be allowed access beyond the front office of the school.

If parents need to drop off an item for their students, they must call ahead to the office. Every attempt will be made to conduct contactless drop off of items for the students. There will be times that a parent needs to enter the building. Parents should then ring the doorbell for assistance.

If a student needs to be picked up from the school, the parent will call the office to make those arrangements. There may be a time when a parent needs to come to the office to pick up an ill child. All attempts will be made to walk the child to the car, so parents do not need to enter the school building.

Food Service

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Registrations, Orientations, and Planning

Parent Orientation

Parents will learn about a variety of things at Trinity through digital presentations this year. Zoom Offerings will also be available as the start of the school year gets closer.

Back to School Events

Trinity will put out information about events as the time gets closer for such activities. Please continue to check your e-mail for updates.

Facilities Procedures

The following procedures are in place to keep Trinity a clean and safe environment for students and staff.

1. The facility cleaned daily following school hours.
2. High-touch areas and common spaces will be cleaned throughout the day.
3. Additional hand-sanitizers are available.
4. Bottle Filling stations are available in place of drinking fountains. Guidance from the CDC and Indiana Department of Education indicates that shared water fountains should not be used to help stop the spread of COVID19.
5. Faculty and staff will receive updated training on new expectations and CDC guidelines.
6. Acrylic shields will be installed in high traffic areas of the facility before the start of school.
7. Additional supplies, including hand sanitizer and disinfectant, will be provided to each classroom. Staff will be asked to periodically clean high-touch areas in their classrooms and areas of use.

Return-to-School Policy (CDC guidelines)

There are two sets of questions to follow when your child is sick. These guidelines are in place to protect the Trinity family and at the same time reduce unneeded absences from school.

Symptoms Screening (Section1)

- Temperature of 100.4° Fahrenheit or higher when taken by mouth
- Sore throat
- Uncontrolled cough which causes difficulty in breathing (for asthmatic students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of a severe headache, especially with a fever

Close Contact/Potential Exposure (Section 2)

- Had close contact (within 6 ft of an infected person for at least 15 minutes) with a confirmed COVID-19 test OR
- Had close contact (within 6 ft of an infected person for at least 15 minutes) with a person under quarantine for possible exposure to COVID-19; OR
- Travelled to or lived in an area where the local, Tribal, territorial, or state health department is reporting large numbers of COVID-19 cases as described in the Community Mitigation Framework

- Live in areas of high community transmission (as described in the Community Mitigation Framework) while the school remains open

If the student/parent/caregiver answers YES to any question in Section 1 but NO to all questions in Section 2, the student would be excused from school in accordance with existing school illness management policy (Symptom free or fever free without fever reducing medicine for 24 hours before returning to school).

If the student/parent/caregiver answers YES to any question in Section 1 and YES to any question in Section 2, the student should be referred for evaluation by their healthcare provider and possible testing.

- Students who have received a negative test result will be allowed to return to school once their symptoms have otherwise improved in accordance with school illness policies.
- Students diagnosed with COVID-19 should follow the guidance of the local health department and the CDC for when to return to school.

Return to School (Exposure)

If a member of the student's household or someone they have had close contact with tests positive for COVID-19, there are two options to return:

- The student will stay home for four calendar days and have a negative COVID-19 test
OR
- Stay home for 10 calendar days and be symptom free.

Athletics and Extracurriculars

Athletics

Indiana Governor Holcomb has permitted Indiana School to reopen with athletic activities at the start of the school year. Trinity will follow the guidelines put out by the Lutheran School Athletic Association for Central Indiana Lutheran Schools. All schools will follow the same protocols for practices, games, and spectators. This information will be released before the start of the school year.

Clubs and Activities

Clubs and activities will be limited during the current school year. When restrictions are lifted, Administration will determine if activities can be added.

As we move closer to the start of the 2020-2021 school year, more detailed information will be provided for parents. If questions arise, please contact Sara Grein at 317-897-0243 for more information. We are excited to work together in a partnership with teachers and parents to provide a new school year in a new way.