

# Holy Trinity Catholic School Return to School Plan 2020-2021

This document meets the requirements of the Oregon Department of Education Return to School Framework and the Oregon Early Learning Division Covid-19 Health and Safety Plan.

<p><b>Phase 1 for HTCS:</b> Comprehensive Digital Learning with emergency child care for 100 (ODE ELD License #CC502555)</p>	<p><b>Phase 2 for HTCS:</b> On-site instruction in a cohort model with continuing option of digital learning for families who elect to stay home.</p>	<p><b>Phase 3 for HTCS:</b> On-site instruction only, cohort size according to CDC and ODE recommendations.</p>
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## SECTION 1: OPERATIONAL VITALITY

STAGES AND TIMELINES	
<p style="text-align: center;">Planning Team</p>	<p>Teachers- James Dalton, Sarah Dummer, Kassi Klobes Principal- Ashley Sheridan Business Manager- Deacon Brett Edmonson Pastor- Father Dave Gutmann Facilities- Todd Simms</p>
<p style="text-align: center;">Timeline for Planning and Roll-out of Plan</p>	<p>Planning: May-August 2020 Roll Out: June-September 2020 Additional Planning July-August 2020 Implementation with Teachers- August 2020 Review by SAC- August 2020 Review by Healthcare Consultants- August 2020 Implementation with Students- September 2020</p>

FINANCIAL CONSIDERATIONS	
<p style="text-align: center;">Impact of Change in Enrollment (if applicable)</p>	<p>July 2020: enrollment increases due to public school interest in on site instruction August 2020: enrollment decreases by 8 families with the announcement of Washington County metrics and comprehensive digital learning August 2020: Current openings: PK (4), K (1), 1 (1), 6 (1), 7(1)</p>
<p style="text-align: center;">Staffing Considerations/Changes</p>	<p>Add Learning Support Specialist to 5th grade (academic needs of students as well as Spring learning experience)</p> <p>Add a part time Digital Learning Coordinator to assist students in remote learning should they choose to stay home if we are able to reopen in the cohort model</p>

<p>Building Protocol Expenses</p>	<p>To comply with all community health metrics as outlined in the ODE “Ready Schools, Safe Learners” document, we must:</p> <ul style="list-style-type: none"> <li>● Purchase face masks/shields, 2 per teacher (\$200)</li> <li>● Purchase supply of disposable face masks as back up (\$200)</li> <li>● Standing Hand Sanitizer Stations, 4 count (\$200)</li> <li>● Infrared thermometers, 4 count (\$280)</li> <li>● Cleaning supplies for each classroom, 18 count (\$3,000)</li> <li>● Materials for constructing sneeze guards for student desks plus labor, 90 count (\$2,000)</li> <li>● Increased cleaning costs through cleaning company, Strong Tower (TBD)</li> <li>● Waterbottle fill stations to replace drinking fountains, plus plumbing costs, 4 count, \$4,000</li> <li>● Large classroom divided into two classrooms (\$700)</li> <li>● HVAC info, \$1,000 per unit, 10 units (\$10,000)</li> <li>● Training for faculty and staff on virus transmission, cleaning, safety protocols, 1 session, (\$500)</li> </ul>
<p>Federal Funding Plan (i.e. Title IV, ESSER, PPP)</p>	<p>Submitted a revised plan to BSD to reallocate 2019-2020 Title IIA and IVA funds to purchase social-emotional curriculum, Friendly, (\$2,200 Title funds, \$1,600 HTCS funds)</p> <p>Applying for CARES funding through BSD, consider using to purchase additional technology tools (Yeti mics, digital to audio converters for lavalier microphones, Swivl video system)</p> <p>Applying for a grant through Oregon Early Childhood Division to continue purchasing cleaning supplies</p> <p>Use 2020-2021 Title funds for professional development on distance learning, additional online resources for teachers and students</p>

<p style="text-align: center;"><b>COMMUNICATION PLAN</b></p>	
<p>How will your school keep shareholders abreast of the plans for re-opening and beyond?</p>	<p>Review protocols and plan with all school and parish staff</p> <p>Continue special announcement emails from Principal and Pastor SAC and PTO Meeting, date TBD</p> <p>Summary of Return to School Plan sent to all families the week of August 17 (after third revision to ODE guidelines)</p> <p>Parent Zoom meeting by grade band (PK, K-2, 3-5, 6-8), date TBD</p>

<p>Early Learning Division Addendums</p>	<p><b>4.1 Inform families of the requirements for operating during COVID-19, how programs are operating differently during this time, and any other program policies specific to COVID-19.</b></p> <p><b>4.2 Communicate requirements that families must follow, including drop-off and pick-up procedures.</b></p> <p><b>4.3 Provide information related to the facility and COVID-19 to families in a manner that they can understand.</b></p> <p><b>4.4 When engaging families in formal activities that are normally conducted in-person such as parent-teacher conferences, council meetings, or other typically in-person activities, conduct virtually or via telephone.</b></p> <p><b>4.5 Conduct any visits to the home for services or other programmatic reasons virtually.</b></p> <p><b>4.6 If families cannot engage in virtual or telephonic visits, or for parents who enter the program to breastfeed, programs must create and follow a protocol for in-person family engagement that, at minimum, requires: following physical distancing requirements with staff and children not in their household;</b></p> <ul style="list-style-type: none"> <li>● use of face shields or face coverings;</li> <li>● use of outdoor space if appropriate and available;</li> <li>● engagement with only one family unit and any other necessary individuals, such as translators, at a time; and</li> <li>● pre-scheduling (when possible).</li> </ul>
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<b>PROTOCOLS</b>	
<p>Cleaning and Hygiene</p>	<p>HTCS follows the published Communicable Disease Guidelines from the Oregon Department of Education and the Oregon Health Authority.</p> <ul style="list-style-type: none"> <li>● Thermometers at each entry point for health and wellness screening</li> <li>● Use hand sanitizer each time you are in/out of classroom bathrooms</li> <li>● Wash hands before/after snacks, lunch (coordinate with bathroom breaks)</li> <li>● Increased cleaning of high traffic areas (hallways, bathrooms), high frequency areas (handles, buttons, etc.)</li> <li>● Sanitize playground structure before/after one class uses</li> <li>● Workspaces, including student desks, cleaned at the end of each use/day</li> <li>● Appliances cleaned daily</li> <li>● Electronic equipment cleaning at the end of each use/day and/or before use</li> </ul>

	<ul style="list-style-type: none"> <li>• Common areas cleaned at the end of each use/day and/or between groups</li> </ul>
Social Distancing	<ul style="list-style-type: none"> <li>• Employees, students, parents and visitors are to practice staying the recommended distance from others and eliminate contact with others whenever possible</li> <li>• Traffic flow maps and visual cues will be on floors to mark the walking direction through campus in order to maintain social distancing</li> <li>• All extracurricular events/activities, formal or informal, are suspended until further notice</li> </ul>
Screening Protocols	<p>To help prevent the spread of COVID-19 and reduce the potential risk of exposure to members of our community, all employees, teachers, students and visitors will be required to submit daily to a temperature reading and complete a self-screening COVID-19 symptoms survey regarding:</p> <ul style="list-style-type: none"> <li>• Cough</li> <li>• Shortness of breath or difficulty breathing</li> <li>• Chills</li> <li>• Repeated shaking with chills</li> <li>• Muscle pain</li> <li>• Headache</li> <li>• Sore throat</li> <li>• Loss of taste or smell</li> <li>• Diarrhea</li> <li>• Feeling feverish or a measured temperature of 100.4 degrees Fahrenheit or greater</li> <li>• Known close contact with a person who is lab-confirmed to have COVID-19</li> </ul> <p>All screening information will be kept confidential</p>
Personal Protective Equipment (PPE) Protocols	<p>In order to minimize exposure to COVID-19, mask/face coverings and glove requirements will follow guidelines for schools established by state and local agencies.</p> <ul style="list-style-type: none"> <li>• Masks/Face Coverings: Face masks are an important part of student protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.</li> <li>• Gloves: Touching of the face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash hands. Students must remember to wash hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.</li> <li>• Additional PPE may be needed to prevent certain exposures.</li> <li>• Please note that social distancing should still be practiced even with the use of gloves and masks.</li> </ul> <p>In addition to using PPE, students are to be trained and reminded daily to remember to use appropriate hygiene practices:</p> <ul style="list-style-type: none"> <li>• Wash hands often with soap and water for at least 30 seconds.</li> </ul>

	<ul style="list-style-type: none"> <li>● Use hand sanitizer with at least 70% alcohol if soap and water are not available</li> <li>● Avoid touching eyes, nose, and mouth</li> <li>● Cover mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.</li> </ul>
<p style="text-align: center;">Student Protocols</p>	<ul style="list-style-type: none"> <li>● Use hand sanitizer each time you are in/out of classroom bathrooms</li> <li>● Wash hands before/after snacks, lunch (coordinate with bathroom breaks)</li> <li>● Workspaces, including student desks, cleaned at the end of each use/day</li> <li>● Employees, students, parents and visitors are to practice staying the recommended distance from others and eliminate contact with others whenever possible</li> <li>● Wash hands often with soap and water for at least 30 seconds.</li> <li>● Use hand sanitizer with at least 70% alcohol if soap and water are not available</li> <li>● Avoid touching eyes, nose, and mouth</li> <li>● Cover mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.</li> <li>● All students K-8 are required to wear masks</li> <li>● Students in PK are encouraged to wear masks if they can independently put the mask on and take it off</li> <li>● Student desks, materials and equipment will be cleaned at the end of each day</li> </ul> <p>Student Illness</p> <ul style="list-style-type: none"> <li>● If a student becomes ill at school, he/she may be instructed to go home or to the nearest health center.</li> <li>● If another classmate is considered to have been exposed to COVID-19 at school, he/she may be instructed to go home or to the nearest health center.</li> <li>● Students returning to school from an approved medical leave are to contact the principal and may be required to submit a healthcare provider's note before returning to school.</li> <li>● Students diagnosed with COVID-19, may return to school when the following criteria are met: <ul style="list-style-type: none"> <li>○ At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and</li> <li>○ Respiratory symptoms (cough, shortness of breath, etc) have improved; and</li> <li>○ Local county Department of Health releases student to return to school safely.</li> </ul> </li> </ul> <p>If a student exhibits symptoms that could be COVID-19 related and does not get evaluated by a medical professional or tested for COVID-19, administration is to work under the premise that the student has contracted COVID-19 and may not return to school until the three criteria listed above have been met.</p>

<p>Staff Protocols</p>	<p>Employees are to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Alcohol-based hand sanitizers and cleaning products are accessible throughout the workplace to disinfect frequently touched objects and surfaces such as telephones and keyboards. The site custodial team will clean all workspaces at their designated cleaning time.</p> <ul style="list-style-type: none"> <li>● Use hand sanitizer each time you are in/out of classroom bathrooms</li> <li>● Wash hands before/after snacks, lunch (coordinate with bathroom breaks)</li> <li>● Workspaces must be cleaned at the end of each use/day</li> <li>● Employees are to practice staying the recommended distance from others and eliminate contact with others whenever possible</li> <li>● Wash hands often with soap and water for at least 30 seconds.</li> <li>● Use hand sanitizer with at least 70% alcohol if soap and water are not available</li> <li>● Avoid touching eyes, nose, and mouth</li> <li>● Cover mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.</li> <li>● All teachers are required to wear masks</li> </ul> <p>Please note that proper equipment such as acceptable disinfectant and PPE will be used when cleaning individual workspaces.</p> <p>There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:</p> <ul style="list-style-type: none"> <li>● Office Capacity – Site will monitor the number of persons in the offices</li> <li>● Breakrooms/Conference Rooms or Teacher Lounge/Multipurpose Room – Use of shared spaces is allowed if CDC guidelines can be followed. Cleaning guidelines should be followed for the use of shared appliances such as coffee machines, refrigerators, and microwaves.</li> <li>● Copy Room – There will be limited access to the copy room. Signage indicating restrictions will be posted as each phase is implemented.</li> </ul> <p>Personal Items Food and any personal items are to be kept at assigned space. Bringing or sharing refreshments during meetings is prohibited in order to limit the risk of contamination. Snack items, candy, and drinks will not be provided until further notice.</p> <p>Travel Restrictions Archdiocesan schools will discontinue staff travel to conferences and workshops until further notice.</p>
<p>Visitors and Deliveries</p>	<p>Visitor Restrictions Only archdiocesan scheduled personnel are</p>

	<p>allowed on campus during preparation for reopening. Once school is back in session on campus, visitors will still be limited while COVID-19 risk persists as determined by county health agencies. Approved visitation by the principal will be conditional on the visitor passing the same screening process as staff.</p> <p>Protocols for visitors to campus will be established closer to the reopen date. Deliveries All non-essential deliveries, including food/forgotten lunches, personal items, are suspended until it is deemed safe.</p>
<p>Early Learning Division Addendums</p>	<p><b>2.1 Conduct a daily health check for all children, staff, or other persons (parents, maintenance, etc.) entering into the program.</b></p> <p><i>See “Recordkeeping” section to document the health check.</i></p> <p><b>2.2 Require designated staff to take temperature of all entering children and other individuals coming into contact with a stable group. If they have a temperature of 100.4 Fahrenheit or over, they must be excluded. Staff may self-screen and attest to their temperature on a daily basis.</b></p> <p><b>2.3 Ask all entering adults and children (or, if the child is not able to reliably answer, the adult dropping them off) the required health questions.</b></p> <p><b>2.4 Staff members may self-screen and attest to their own health on a daily basis.</b></p> <p><b>2.5 Document that a daily health check was completed on every person entering and write down pass or fail only. Do not record symptoms or temperature in order to maintain privacy.</b></p> <p><b>2.6 Refer to Appendix for OCC Exclusion Chart while completing daily health checks.</b></p> <p><b>2.7 Wear appropriate face coverings and Personal Protective Equipment, as indicated in the Personal Protective Equipment for Children and Adults section of the Health &amp; Safety Guidelines for COVID-19.</b></p> <p><b>3.1 Keep daily logs separated by or indicating each stable group (people in that group or people who came in contact with that group). In addition to the reasons for recordkeeping under child care rules, additional requirements support potential contact tracing.</b></p> <p><i>Registered Family (RF) and Certified Family (CF) providers only: all visitors during program hours must be recorded and a log of residents kept. Residents of the home over the age of 12 do not need to be included in the daily child care attendance records – they are assumed to be present.</i></p>

	<p><b>3.2 Indicate required information in each daily log. Refer to Appendix for COVID Daily Attendance Log.</b></p> <p><b>3.3 Daily logs must be retained for 2 years for all children (the usual amount of time per child care rules).</b></p> <p><b>3.4 If a program is part of a K-12 school, this information can be recorded and incorporated into the school's records for contact tracing.</b></p> <p><b>5.1 Assign and keep students in stable groups with the same assigned adult.</b></p> <p><i>A new child may be added or moved to a different stable group if it is a permanent change.</i></p> <p><b>5.2 Require staff to practice physical distancing (i.e., six feet) at all times within the facility with adults, as well as other staff who are not usually with the same stable group.</b></p> <p><b>5.3 Require staff assigned to a stable group to practice physical distancing with children from other stable groups and take precautions to ensure children do the same.</b></p> <p><i>Staff and children are not required to physically distance from adults or children within their stable group.</i></p> <p><b>5.4 Only staff assigned to a stable group may be inside classrooms with the following exceptions. Additional adults outside of the group may be allowed into the classroom in order to:</b></p> <ul style="list-style-type: none"> <li>● <b>Provide specialized services to children such as those associated with Early Intervention or Early Childhood Special Education.</b></li> <li>● <b>Meet monitoring requirements of publicly funded or regulated programming.</b></li> <li>● <b>Maintain ratios during staff breaks (e.g., floaters).</b></li> </ul> <p><i>Provide service to the facility that cannot take place outside of program hours.</i></p> <p><b>5.5 When providing outdoor activities, there cannot be more than one stable group of children in one outside area at a time. Programs may have separate areas as long as stable groups are kept apart and there is at least 75 square feet per child in that area.</b></p> <p><b>5.6 Recorded Programs may use a visual barrier to define space used outside.</b></p> <p><b>5.7 No facility may serve more than 250 children.</b></p>
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**5.8 Staff-to-child ratios and maximum group sizes must adhere to those specified in licensing rules by provider type, and by the provider’s license (which may be for fewer children). These group sizes and ratios, as well as any additional requirements, are contained in Requirements 5.9 through 5.16.**

*For providers operating in counties in Phase 1 and Phase 2, see Requirements 5.9 through 5.12 of the Guidelines.*

**5.9-5.16** \* Refer to the “Health and Safety Guidelines for Child Care and Early Education Operating During COVIS-19” (published August 14, 2020) for the group ratio table.

**6.1 Require all staff, contractors, other service providers, or visitors or volunteers who are in the facility or in the designated child care section of the child care provider’s home, to wear a face shield or face covering.**

*Face coverings and face shields must follow CDC guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>*

*Exceptions can be made only for providers and staff if they have a medical condition or disability, as documented by their doctor’s order, which prevents them from wearing a face covering.*

**6.2 Require all children who are in grades Kindergarten and up who are in the child care facility or the designated child care section of Registered Family (RF) or Certified Family (CF) program to wear a face shield or face covering.**

*Face coverings and face shields must follow CDC guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>*

**6.3 Adults and children who are Kindergarten age and up must wear a face shield or face covering when outside if six feet of physical distance cannot be maintained.**

**6.4 Allow a child between two years of age and Kindergarten to wear a face covering or face shield, if:**

- requested by the parent/guardian,
- the face covering or face shield fits the child’s face measurements, and
- the child is able to remove the face covering or face shield themselves without assistance.

**6.5 If a child removes a face covering or face shield, or demonstrates a need to remove the face covering or face shield for a short-period of time, staff must:**

- **supervise the child to maintain six feet or more of physical distancing from all adults and children while the face shield or face covering is removed,**
- **show the child how to effectively wear a face shield or face covering, if needed, and**
- **guide the child to re-engage in safely wearing a face shield or face covering.**

*Children cannot be disciplined for the inability to safely wear a face shield or face covering.*

**6.6 Allow children in grades Kindergarten and up to not wear a face shield or face covering, if they:**

- **have a medical condition that makes it difficult for them to breathe with a face covering, as documented by their doctor's order,**
- **experience a disability that prevents them from wearing a face covering, as documented by their doctor's order, or**
- **are unable to remove the face shield or face covering independently, or**
- **are sleeping.**

**6.7 Ensure children under two years of age never wear a face shield or face covering.**

**6.8 Require staff or children to wash hands before putting on a face shield or face covering, after taking face shields and face coverings off, and anytime the face shield or face covering is touched.**

- **Hand-sanitizing products with 60-95% alcohol content may be used as an alternative to washing hands.**
- **Children must be supervised when using hand sanitizer, and it must be stored out of reach of children when not in use.**

**6.9 Require face coverings to be washed daily or a new face covering to be worn daily.**

- **After removal of a soiled face covering, the face covering should be put away into a secure place that is not accessible to others.**
  - *For example, it could be placed into a plastic bag or plastic container that is inaccessible to children prior to being cleaned.*

**6.10 A face shield must be wiped down with disinfectant at the end of the day after use.**

	<p><b>6.11 Require disposable face coverings or face shields to be worn only once</b></p> <p><b>6.12 Face coverings must be changed after a daily health check if the adult interacted with a sick child.</b></p> <p><b>6.13 Face shields must be sanitized after the daily health check if the adult interacted with a sick child. For Certified Centers and Recorded Programs, face shields must be sanitized after the daily health checks are completed.</b></p> <p><b>6.14 <u>Certified Centers and Recorded Programs only:</u> Require adults who engage in health and safety checks to wear a clean, outer layer of clothing (e.g., a larger size, long sleeve button-down shirt, a smock, or an apron) during the daily health checks. Require adults, such as floaters or early interventionists, interacting with multiple, stable groups to wear a clean, outer layer of clothing when moving to a new group.</b></p> <p><b>6.15 Require a clean outer layer of clothing (e.g., a larger size, long sleeve button-down shirt or a long-sleeved smock, or a sheet, blanket, etc.) to be worn by adults when feeding infants, and for hair to be tied back if necessary.</b></p> <p><b>6.16 Ensure any child care staff providing direct contact care and monitoring of children or other staff displaying COVID-19 symptoms, prior to their exclusion from the child care setting, maintain six feet of physical distancing and to wear a face shield or face covering.</b></p> <p><b>6.17 Require clothing to be changed after being soiled by bodily fluids</b></p> <p><b>10.1-10.4 <a href="#">Refer to Sanitation Recommendations &amp; Cleaning Schedule in the “Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19” (published August 14, 2020).</a></b></p>
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**PREVENTATIVE TRAINING**

	<p><b>100% in Building or Hybrid Model to reflect Social Distancing Requirements set by Governor and Phasing</b></p>
<p>Staff Training Plan</p>	<p>All employees will receive a copy of the Return to School Plan by August 30, 2020 to use in preparation for return August 31. Updates will be provided throughout the summer.</p> <p>During In-Service week, staff will be trained in:</p> <ul style="list-style-type: none"> <li>• Sanitation and hygiene instruction</li> </ul>

	<ul style="list-style-type: none"> <li>● Social distancing and health practices for self and student</li> <li>● Use and wearing of face covers</li> <li>● Use of flow charts</li> <li>● Beginning and end of day procedures</li> <li>● Restroom and recess procedures</li> <li>● Identifying Covid-19 related symptoms</li> <li>● Proper temperature screening</li> </ul> <p>All employees will receive a copy of the Remote Learning Plan by August 30, 2020 to guide curriculum and instruction practices.</p>
<p>Student Training Plan</p>	<p>During the first week of school, students will receive instruction in:</p> <ul style="list-style-type: none"> <li>● Social distancing during arrival, dismissal, in the classroom and on the playground</li> <li>● Use and storage of personal items</li> <li>● Following flow maps</li> <li>● Beginning and end of day procedures</li> <li>● Use and wearing of face coverings</li> <li>● Restroom and recess routines</li> </ul>
<p>Parent Training Plan</p>	<p>Parents will be trained in identifying Covid-19 related symptoms and proper temperature screening.</p> <p>Parents will receive training in School Speak, Google Classroom and the Google for Education apps.</p>
<p>Early Learning Division Addendums</p>	<p><b>7.1 No field trips are permitted unless they are conducted fully outdoors. Field trips to indoor venues are not permitted.</b></p> <ul style="list-style-type: none"> <li>● <b>No transportation is permitted for field trips unless there is no outdoor space available at the program or no outdoor space available within walking distance.</b></li> <li>● <b>When going on outdoor field trips:</b> <ul style="list-style-type: none"> <li>○ <b>Adults and children must wash their hands or use hand sanitizer before and after.</b></li> <li>○ <b>Programs shall keep stable groups separated from each other and away from other children as much as possible.</b></li> </ul> </li> </ul> <p><b>7.2 Maintain at least 36 inches between mats, beds, or cots and sleep head-to-toe (children are arranged so that the head of a person in one bed is at the opposite end of the head of the person in the next bed) during naptime and overnight care.</b></p> <p><b>7.3 Limit sharing materials and toys between children during an activity. If sharing occurs, children must wash their hands with soap and water or use hand sanitizer at the end of the activity and prior to starting a new activity.</b></p> <p><b>7.4 Clean and sanitize classroom materials between uses.</b></p>

	<p>Refer to the “Health and Safety Guidelines for Child Care and Early Education Operating During COVID-19” (published August 14, 2020) for the Sanitation Recommendations &amp; Cleaning Schedule.</p> <p><b>7.5 Discontinue the use of classroom areas or materials where children must interact with common materials while engaging, such as shared sand and water tables, or outdoor sandboxes.</b></p> <p><b>8.1 Require staff and children to wash hands for at least 20 seconds (hand sanitizer with alcohol content between 60-95% is allowed when asterisk* appears):</b></p> <ul style="list-style-type: none"> <li>o Before and after eating, preparing food, and or bottle preparation.</li> <li>o Before and after administering medication.</li> <li>o After toileting or assisting with toileting.</li> <li>o Before and after diapering.</li> <li>o After wiping a nose, coughing, or sneezing.*</li> <li>o After coming in from outside.*</li> <li>o Upon entering and leaving the child care facility.*</li> <li>o If staff are moving between stable groups.*</li> <li>o After sharing toys, learning materials, etc.*</li> </ul> <p><b>8.2 Make handwashing materials easily accessible to each stable group.</b></p> <p><b>8.3 Hand sanitizer must be stored out of reach of children when not in use.</b></p>
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<b>SCHOOL SCHEDULE AND ROUTINES</b>	
<p>Morning Drop-off Plan</p>	<p>Morning Drop-Off Protocol: All entry doors will be open 10 minutes before the starting bell and will be closed no later than 5 minutes after the bell. HTCS will use all entrance doors for staggered entry/exit and grades will be assigned an entry/exit door. Students, once dropped off at designated entrance, will complete a health check, and then be directed to their next destination. Teachers will be at their doors to admit students. Students will enter and go directly to their assigned seat.</p> <p>Late arrivals must be accompanied by parents to the main entrance door. The parent will remain outside while the student is screened separately at front main entrance at office</p>
<p>After-School Pick-up Plan</p>	<p>The exit door will be opened by a staff member and parents will not be admitted prior into the school office. Parents will line up outside classrooms or designated school entrance(s) to pick up students one at a time. Parents will not enter the classroom. Students must</p>

	remain with parents until they leave HT campus.
Food Service Plan	Lunch Food Service Protocol: Students will eat lunch at their assigned seat in their classrooms. The lunch program may be discontinued for a time period depending on how it is managed by the school. Contracted/School food service programs must prepare individually packaged lunches. No lunch delivery for individual students (i.e. doordash, postmates, etc). All food waste will be individually placed in a classroom-based trash receptacle to be disposed of en masse at the end of the lunch period
Extended Care Plan	<p>Extended Care will be held with distanced and assigned student areas. Each student will have their own supplies, and the space has its own set of restrooms.</p> <p>Extended Care will be the only population to use the space during the course of the day. The facility will be cleaned before and after morning shift. Parents will pick-up and drop-off at the one entrance, and they will not be admitted into the space.</p>
Recess/Physical Education/Playground Plan	Recesses and Physical education will be similarly structured, limiting free play to ensure distancing. Non-contact activities such as jump rope, calisthenics, etc. will be the standards. Teachers will clean doorknobs after each recess/PE. Students will recess in separate areas of the campus. Small groups of classes will be scheduled for recess breaks and assigned to a rotation of access areas for recess.
Assembly/Announcements Plan	HT will not assemble as a whole school. School assemblies will be held via livecast or pre-recorded and homeroom teachers will project events on the shared screen. Morning announcements and afternoon announcements will be done by one pre-scheduled student. Equipment will be cleaned immediately after.
Early Learning Division Addendums	<p><b>1.1 Require parents or caregivers to drop off or pick up children from program staff outside of the facility.</b></p> <p><i>Registered Family (RF) or Certified Family (CF) providers only: When only one staff member is on site, parents or caregivers are allowed to enter but must wait for previous family to exit home before entering.</i></p> <p><b>1.2 Require parents or caregivers to wear a face shield or face covering during drop-off or pick-up.</b></p> <p><b>1.3 Require parents or caregivers during drop-off or pick-up to maintain physical distancing when not engaged in hand-off of children to staff.</b></p> <p><b>1.4 Provide hand hygiene stations at the entrance of the facility – outside or immediately inside – so that children and staff can clean their hands as they enter.</b></p>

	<p><i>If a sink with soap and water is not available, provide hand sanitizer between 60%–95% alcohol at the entrance. Keep hand sanitizer out of children’s reach and supervise use.</i></p> <p><b>See Section 8 for detailed handwashing guidance and planning.</b></p> <p><b>1.5 Sanitize or switch out writing utensils used for drop-off and pick-up between uses by different people.</b></p> <p><b>9.1 Eliminate children serving themselves from communal platters in the manner of family-style meals. Have one staff member serve everyone from communal dishes.</b></p> <p><b>9.3 Closely supervise all meal times, including infant feeding and toddler meals, to prevent children from sharing and/or touching each other’s food.</b></p> <p><b>9.4 Allow breastfeeding parents or those whose children have special feeding needs to enter the program for the purposes of feeding.</b></p> <p><b>9.5 Discontinue use of drinking fountains except for filling other containers such as water bottles.</b></p>
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## SECTION 2: ACADEMIC EXCELLENCE

CURRICULUM AND INSTRUCTION	
Attach completed <a href="#">Reflections on Distance Learning Worksheet</a>	
Plan for Teacher Curriculum Development	<p>School will provide opportunities for teachers to participate in PD for Google Classroom and School Speak.</p> <p>Faculty will review the Department of Catholic Schools' Elementary Distance Learning Handbook for best practices.</p> <p>To ensure proper safety for our faculty, staff and students, we will have a medical professional provide PD during our inservice week to review protocols for maintaining a clean environment.</p> <p>HTCS will use the tools in the Professional Growth Guidelines Packet for the Archdiocese of Portland should be used as a tool for formal teacher observations and end of year evaluations by establishing what is observable in an online course and what correlates to components in the Danielson Framework for Teaching rubric.</p> <p>There is a need for digital supervision. HTCS Principal must be aware of what is occurring within the Distance Learning process for the school.</p>
Beginning of Year Assessment Plan	<p>All teachers will be delivering baseline activities, particularly for reading, math and writing. Activities will be coordinated with curriculum, resources and faculty/staff. Examples of activities include: beginning of the year assessments, reading inventory, running records and writing samples.</p>
Grading Expectations and/or Policies	<p>Students are required to complete all assignments to the best of their ability at all times. Students that need accommodations/modifications should be brought to the attention of the principal and Learning Support team. Teachers may accommodate students as they see fit. Any modifications to our academic program must be discussed with the LR team and Principal before implementation.</p> <p>Students are expected to participate in all courses whether in person or remote. Students will earn</p>

	<p>grades according to our Family Handbook.</p> <p>Teachers will:</p> <ul style="list-style-type: none"> <li>- Use Google Classroom in K-8</li> <li>- Post grades via School Speak every other week on mutually agree upon day</li> <li>- Provide consistent and weekly communication</li> <li>- Balance expediency and effectiveness of feedback</li> <li>- Ensure that formative assessments do not shoulder the load of determining student success, but should be part of the path towards understanding</li> <li>- Provide feedback that is constructive and the skills assessed need to be continuously reinforced</li> <li>- communicate missing work in a timely fashion considering our day-to-day classroom rosters might look very different</li> <li>- Provide gradebook assignment descriptions that are robust and detail not only an outline of what the assignment was but also how it was evaluated</li> <li>- Enter missing assignments (M) in the gradebook within 48 hrs of a due date to ensure notification is received by families</li> <li>- Will publish grades on a bi-weekly basis</li> </ul>
<p>Asynchronous and Synchronous Teaching Expectations</p>	<p>Teachers must practice both asynchronous and synchronous models of teaching throughout the learning process. All synchronous lessons and learning opportunities should be archived for students unable to attend whenever possible. New concepts in formative learning particularly benefit from synchronous teaching opportunities while summative assessment favors asynchronous demonstration of student skills and knowledge. Collaborative opportunities must still exist for students even in a socially distant model. Asynchronous lessons must be created in a mindful manner so that students have access to all information and materials needed to succeed</p> <p>Recommended minimum daily guidelines (includes all synchronous and asynchronous work):</p> <p>K-1<sup>st</sup> Grade:</p> <ul style="list-style-type: none"> <li>● ELA 60 minutes</li> <li>● Math 30 minutes</li> <li>● Religion 30 minutes</li> </ul>

	<ul style="list-style-type: none"> <li>● Science/Social Studies 30 minutes</li> </ul> <p>2<sup>nd</sup>-4<sup>th</sup> Grade:</p> <ul style="list-style-type: none"> <li>● ELA 135 minutes</li> <li>● Math 60 minutes</li> <li>● Social Studies/Science 30 minutes</li> <li>● Religion 30 minutes</li> </ul> <p>5<sup>th</sup>-8<sup>th</sup> Grade:</p> <ul style="list-style-type: none"> <li>● ELA 135 minutes</li> <li>● Math 60 minutes</li> <li>● Social Studies 30 minutes</li> <li>● Science 30 minutes</li> <li>● Religion 30 minutes</li> </ul>
<p>Plan to Mitigate Learning Loss</p>	<p>Teachers conducted end of year assessment in June to identify student knowledge levels. Classroom instruction will utilize whole group and small group instruction to provide a more individualized program. Teaching best practices and support from our Learning Resource team will help provide additional instruction to bridge any gaps from learning loss. Frequent communication with families regarding progress will help develop a school-home partnership to support student learning.</p> <p>HTCS purchased additional curriculum, class library books and social-emotional programming to support both academic and social learning loss in our return to school.</p>
<p>Systems of Support for Diverse Learners and/or English Language Learners</p>	<p>For diverse learners, teachers will provide varied assessment methods with elements of student choice and will clearly communicate goals and rubrics to students and families.</p> <p>All ILPs were reviewed at the end of the school year by the homeroom teacher, LR team and parents. ILPs will be reviewed and edited/revised as needed for the 2020-2021 school year. Our Learning Resource team of three faculty are in close contact with teachers, parents and Principal to support these students.</p>
<p>Plan for Students Unable to Attend School</p>	<p>The full school day will be live streamed via Zoom or YouTube Live. The day will begin at 8:15am and conclude at 3:05pm. Teachers will close the live stream for recess, lunch, transition periods, extended work times and for any privacy needs. The live stream will be recorded and posted in Google Classroom at the end of the day. HTCS is encouraging all students to attend literacy and math classes live. Other classes can be attended live or watched later via the recorded option.</p>

	Teachers in K-8 will use Google Classroom to track assignments, resources, student participation and completion and assessments. Students can access this on any device to participate in and complete their school work. Zoom breakout rooms will still be used for student collaboration to allow for social distancing as well as participation of students at home.
Professional Development Plan for Teachers	August 31-September 4 In-Service week will address: <ul style="list-style-type: none"> <li>- Covid-19 policies and procedures</li> <li>- Proper hygiene and cleaning procedures</li> <li>- Faith Formation (Liturgical Prayer)</li> <li>- Creating community in Google Classroom</li> <li>- Universal Design for Learning curriculum planning</li> <li>- Friendlyzy, social-emotional learning curriculum</li> </ul>
Plan for Specialists Classes (i.e. Art, Music, Language, etc.)	Specialists will teach via live streaming Zoom to limit exposure in PK-8 classrooms, to students and other staff. Spanish, PE and Music teachers will work with classroom teachers to determine developmentally appropriate and content appropriate curriculum for comprehensive distance learning. Assigned work and assessments will have longer due dates to support students in managing all academic coursework over periods of days versus 24 hours.

**MENTAL HEALTH AND SOCIAL EMOTIONAL LEARNING**

Plan to Support SEL at the Start of the School Year	<p>K-8 teachers have complete Second Step curriculum and materials. They will implement and cover many of these topics during the first 8-10 weeks of school.</p> <p>HTCS has purchased the SEL program, Friendlyzy, to supplement and enhance our current offering. K-8 teachers will use these systems weekly to offer social and emotional support to all students through discussion, art, readings, puzzles, class meetings, etc.</p> <p>HTCS has a part time school counselor that supports students, teachers and parents as needed.</p>
Family Support and Training Plan	Frequent communication will be key in supporting

	families. Homeroom teachers and Learning Support staff will ensure that each student gets a check in every week while at home. Need for extra support (academic, social, emotional or behavioral) will be discussed with school counselor, teachers, and administrator.
Plan for Identifying and Supporting SEL Mental Health Concerns	Homeroom teachers will facilitate and compile feedback from parents on our students' academic progress and social-emotional well being. This feedback, along with staff feedback, will help us identify student concerns. HTCS staff will discuss any concerns in monthly staff meetings and grade band meetings.

<b>TECHNOLOGY</b>	
	<b>Hybrid Model or 100% Distance Learning</b>
Learning Management System or Platform used at each grade level	Holy Trinity Catholic School will utilize three platforms: 1- Google Classroom for K-8 instruction and assessment; Google Classrooms will be designed for student engagement, clarity and ease of use. Parents will receive a weekly (or daily if preferred) email from Google Classroom about current class status- assignments turning in, missing, grades and upcoming work load. 2- School Speak for PK-8; School Speak is our student information system that contains all grading, attendance, newsletters and updates. 5-8 students have their own log ins. Parents have log ins and can check 24/7. 3- SeeSaw; teachers will use it as it enhances their program for videos, engagement and fun.
Acceptable Use/Safety Policies	HTCS has an acceptable use policy in our Student and Family Handbook.
Technology Purchase Plan and Related Costs	<ul style="list-style-type: none"> <li>● New iPads, 15 count, (\$10,000)</li> <li>● New Apple TV, 4 count, (\$500)</li> <li>● Comcast contract to bring in upgraded internet services (\$20,000)</li> <li>● GoGuardian Teacher and Admin to monitor student technology use and provide extensive filtering (\$3000)</li> <li>● Zoom school wide subscription (\$1,800)</li> </ul>

### SECTION 3: MISSION AND CATHOLIC IDENTITY

<b>MISSION AND CATHOLIC IDENTITY</b>	
	<b>Hybrid Model or 100% Distance Learning</b>
Schoolwide Eucharistic Celebrations	<p>School Mass will be held weekly. Once class will be invited to host and attend Mass. Mass will be live streamed for all students at home or in child care.</p> <p>Morning prayer will be done over the PA system and live streamed to start every academic day.</p>
Faith Life Activities	<p>Holy Trinity Catholic School will coordinate with Holy Trinity Catholic Church parish staff to identify activities that support the faith life of families. HTCS Principal will work with Director of Religious life to identify partnerships and opportunities.</p>
Service Learning Plan	<p>HTCS will use the pandemic as the guide for our service plan. Students will focus on the emotional health of others and help keep the community clean and healthy. HTCS teachers will work with the parish to develop student programs to help people/elderly that are alone and not leaving home (classroom Zoom calls, food deliveries, cards, etc). HTCS will continue Free Dress for Food on the first Friday of every month to continue to support our food closet's support of Beaverton families.</p>
Visibility Plan for Pastor	<p>Father Dave Gutmann and Father Hans Mueller are consistently and happily involved in the life of the school and with the students. During distance learning, our pastors will live stream Mass weekly and encourage families to attend in person Mass as allowed by county guidelines on the weekends.</p> <p>Teachers will work with our pastors to identify curriculum and times that pastors can engage with our students via Zoom (liturgical year lessons, prayer groups, etc.).</p>
Visibility Plan for Principal	<p>HTCS Principal will be outside each morning for arrival and each afternoon for dismissal to greet and support students and parents. Mrs. Sheridan frequently visits classrooms and will visit Zooms and live streams weekly. She will attend weekly Mass with the class that is</p>

	<p>hosting and be an integral part of any live school wide opportunities (virtual assemblies, class meetings, PTO meetings, etc.)</p> <p>Mrs. Sheridan will continue to publish the weekly newsletter, the Monday Minute.</p>
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